



## AGENDA

### Council Meeting

9:30 AM - Thursday, June 16, 2022  
Council Chambers

Page

#### A. CALL TO ORDER

#### B. ADOPTION OF AGENDA

#### C. ADOPTION OF MINUTES

4 - 9

1. **County Council Meeting Minutes**  
[Council Meeting - 19 May 2022 - Minutes](#)

#### D. SUBDIVISION APPLICATIONS

10 - 16

1. **Subdivision Application #2022-0-068 – Bak Enterprises Ltd. - SW1/4 02-10-19-W4M**  
[Subdivision Application #2022-0-068 – Bak Enterprises Ltd. - SW1/4 02-10-19-W4M](#)

17 - 29

2. **Subdivision Application #2022-0-073 – 1500706 Alberta Ltd. - Lot 2, Block 1, Plan 1311128 & ptn. NW¼ 34-10-20-W4 all within W½ 34-10-20-W4**  
[Subdivision Application #2022-0-073 – 1500706 Alberta Ltd. - Lot 2, Block 1, Plan 1311128 & ptn. NW¼ 34-10-20-W4 all within W½ 34-10-20-W4](#)

30 - 38

3. **Subdivision Application #2022-0-078 – Knelsen - Lot 1, Block 1, Plan 9112088 within NW 29-09-20-W4M**  
[Subdivision Application #2022-0-078 – Knelsen - Lot 1, Block 1, Plan 9112088 within NW 29-09-20-W4M](#)

39 - 47

4. **Subdivision Application #2022-0-079 – Loman Farms - SE1/4 01-12-21-W4M**  
[Subdivision Application #2022-0-79 – Loman Farms - SE1/4 01-12-21-W4M](#)

48 - 56

5. **Subdivision Application #2022-0-080 – Vaselenak - NW1/4 08-09-19-W4M**

**E. PUBLIC HEARINGS - 10:00 A.M.**

- 57 - 64      1.      **Bylaw 22-003 - Road Closure, Sale and Consolidation of a portion of Range Road 22-0 (between SE 25-9-22-W4 and SW 30-9-21-W4)- Public Hearing**  
[Bylaw 22-003 - Road Closure, Sale and Consolidation - Public Hearing](#)

**F. DELEGATIONS**

**G. DEPARTMENT REPORTS**

**G.1. COMMUNITY SERVICES**

- 65 - 71      G.1.1.      **Resolution - Road Closure, Sale and Consolidation of Road Plan 8419HB**  
[Resolution - Road Closure, Sale and Consolidation - Road Plan 8419HB](#)

- 72 - 118      G.1.1.      **Draft Fire Bylaw No. 22-002 - Second and Third Reading**  
[Draft Fire Bylaw No. 22-002 - Second and Third Readings](#)

**G.2. CORPORATE SERVICES**

- 119 - 121      G.2.1.      **Coaldale-Lethbridge Community Growing Project 2022 Request**  
[Coaldale-Lethbridge Community Growing Project 2022 Request](#)

- 122 - 138      G.2.1.      **Quarterly Financial Report - January - April 2022**  
[Financial Report January - April 2022](#)

**G.3. MUNICIPAL SERVICES**

- 139 - 157      G.3.1.      **2023 Capital Equipment Purchasing**  
[2023 Capital Equipment Purchasing](#)

**G.4. ADMINISTRATION**

- 158 - 160      G.4.1.      **Triple W Gas Co-op 50th Anniversary Celebration - August 9, 2022 - Warner, Alberta**  
[Triple W Gas Co-op 50th Anniversary Celebration - August 9, 2022 - Warner, Alberta](#)

- 161 - 163      G.4.1.      **Invitation to Nobleford Heritage Day Parade - July 16, 2022 - Nobleford, AB**

## **G.5. INFRASTRUCTURE**

### **H. CORRESPONDENCE**

- |           |    |   |
|-----------|----|---|
| 164       | 1. | <b><u>Alberta Municipal Affairs - Provincial Education Requisition Credit</u></b><br><a href="#"><u>Alberta Municipal Affairs - Provincial Education Requisition Credit</u></a> |
| 165 - 166 | 2. | <b><u>Alberta Municipal Affairs - 2022 Funding Letter</u></b><br><a href="#"><u>Alberta Municipal Affairs - 2022 Funding Letter</u></a>   |
| 167       | 3. | <b><u>Alberta Municipal Affairs - Municipal Stimulus Program Project</u></b><br><a href="#"><u>Alberta Municipal Affairs - Municipal Stimulus Program Project</u></a>           |
| 168 - 169 | 4. | <b><u>Town of Tofield - Alberta Provincial Police Force</u></b><br><a href="#"><u>Town of Tofield - Alberta Provincial Police Force</u></a>                                     |
| 170       | 5. | <b><u>Town of Tofield - Alberta Utility Fees</u></b><br><a href="#"><u>Town of Tofield - Alberta Utility Fees</u></a>   |
| 171       | 6. | <b><u>MP Stubbs, MP Kurek &amp; MP Gourde - Rural Canada Forum</u></b><br><a href="#"><u>MP Stubbs, MP Kurek &amp; MP Gourde - Rural Canada Forum</u></a>                       |
| 172       | 7. | <b><u>Town of High River - Coal Policy for Alberta</u></b><br><a href="#"><u>Town of High River - Coal Policy for Alberta</u></a>   |

### **I. NEW BUSINESS**

### **J. COUNTY COUNCIL AND COMMITTEE UPDATES**

- |           |    |   |
|-----------|----|---|
| 173 - 176 | 1. | <b><u>Lethbridge County Council Attendance Update - May 2022</u></b><br><a href="#"><u>Lethbridge County Council Attendance Update - May 2022</u></a> |
|-----------|----|---|

### **K. CLOSED SESSION**

- |  |    |   |
|--|----|---|
|  | 1. | <b><u>Surplus Lethbridge County Owned Lands (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)</u></b> |
|  | 2. | <b><u>Project Tender Results (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)</u></b>                |

### **L. ADJOURN**



# MINUTES

## Council Meeting

9:30 AM - Thursday, May 19, 2022  
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, May 19, 2022, at 9:30 AM, in the Council Chambers, with the following members present:

**PRESENT:** Reeve Tory Campbell  
Deputy Reeve Klaas VanderVeen  
Councillor Lorne Hickey  
Councillor Mark Sayers  
Councillor John Kuerbis  
Councillor Eric Van Essen  
Councillor Morris Zeinstra  
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  
Information Technology Manager Doug Burke  
Executive Assistant Candice Robison

**A. CALL TO ORDER**

Reeve Tory Campbell called the meeting to order at 9:30 a.m.

**B. ADOPTION OF AGENDA**

126-2022 Councillor Kuerbis MOVED that the May 19, 2022 Lethbridge County Council Meeting Agenda be approved as presented.

CARRIED

**C. ADOPTION OF MINUTES**

**C.1. County Council Meeting Minutes**

127-2022 Councillor Hickey MOVED that the May 5, 2022 Lethbridge County Council Meeting Minutes be approved as presented.

CARRIED

**C.2. Special Council Minutes**

128-2022 Councillor Sayers MOVED that the May 10, 2022 Lethbridge County Special Council Meeting Minutes be approved as presented.

CARRIED

Hilary Janzen, Supervisor of Planning & Development introduced the new Development Planner Nathan Hill.

**D. DEPARTMENT REPORTS**

**D.1. COMMUNITY SERVICES**

**D.1.1. Draft Fire Bylaw No. 22-002 - First Reading**

129-2022 Councillor Kuerbis MOVED that Fire Bylaw No. 2022-02 be read a first time.

CARRIED

**D.1.2. January- March 2022 Community Peace Officer Report**



David Entz presented to Council the January - March 2022 Community Peace Officer Report.

Deputy Reeve VanderVeen joined the meeting at 9:58 a.m.

**D.1.3. Requests from Air Show Committee**

- 130-2022
- Councillor Hickey
- MOVED to direct administration to accommodate the requests made by the Lethbridge Air Show Committee and to bring forward a road closure bylaw to the next meeting.
- CARRIED

**D.2. MUNICIPAL SERVICES**

**D.2.1. Agricultural Service Board Composition and Bylaw**

- 131-2022
- Deputy Reeve VanderVeen
- MOVED that administration drafts an Agriculture Service Board Bylaw that establishes the board with a membership of four council members and three members-at-large and further, that the ASB Terms of Reference be amended so as to not conflict or duplicate matters addressed in the bylaw.
- CARRIED

Reeve Campbell recessed the meeting at 10:24 a.m.

Reeve Campbell reconvened the meeting at 10:34 a.m.

**E. DELEGATIONS**

**E.1. 10:30 a.m. - CIBC Wood Gundy**

James Hobson and Charet Chahal from CIBC Wood Gundy were present via Teams to provide an economic update and update on the County's investments.

**D. DEPARTMENT REPORTS**

**D.2. MUNICIPAL SERVICES**

**D.2.2. 2022 Calgary Stampede BMO Farm Family Awards**

- 132-2022
- Councillor Kuerbis
- MOVED that County Council select the Division 2 Councillor and guest of their choice to represent Lethbridge County at the 2022 BMO Farm Family awards presentations scheduled for July 11, 2022.
- CARRIED

**D.3. CORPORATE SERVICES**

**D.3.1. 2022 Bursary Ad-Hoc Selection Committee**

- 133-2022
- Councillor Kuerbis
- MOVED that an ad hoc Bursary Selection Committee of three council members be established to review the 2022 bursary applications and that the committee members are Mark Sayers, John Kuerbis and Lorne Hickey.
- CARRIED

**D.4. ADMINISTRATION**

**D.4.1. Highway 3 Twinning Development Association - Request for Letter of Support**

- 134-2022
- Councillor Van Essen
- MOVED to direct administration to draft an amended letter of support for the Highway 3 Twinning Development Association.
- CARRIED

**D.5. INFRASTRUCTURE**

**F. CORRESPONDENCE**

**F.1. Alberta Municipal Affairs**

**G. PUBLIC HEARINGS**

**H. NEW BUSINESS**

**I. SUBDIVISION APPLICATIONS**

**J. COUNTY COUNCIL AND COMMITTEE UPDATES**

**J.1.**

Council reviewed the Lethbridge County Council Attendance Update for April 2022.

**Division 1**

**Councillor Lorne Hickey**

April 6	FCSS Meeting
April 7	Lethbridge County Council Meeting
April 12	CAO – Council Update
April 14	Agricultural Service Board Meeting
April 14	Audit Committee Meeting
April 20	Green Acres Foundation Meeting
April 21	Lethbridge County Council Meeting
April 21	Intermunicipal Committee – City of Lethbridge
April 27	Green Acres Foundation Meeting

- FCSS is running smoothly
- Green Acres is still struggling keeping occupancy rates up

**Division 2**

**Reeve Tory Campbell**

April 1	CAO/Reeve Meeting
April 1	Virtual Meeting w/MLA Neudorf
April 1	Mayors and Reeves
April 4	Exhibition Park Board Training
April 6	Physician Recruitment Meeting with City of Lethbridge
April 7	County Council Meeting
April 7	Chinook Arch Library Board Meeting
April 9	Vimy Ridge Day Remembrance, Lethbridge Cenotaph
April 11	Meeting with Barons
April 11	Fire Services Discussion
April 11	Team Lethbridge Meeting
April 12	CAO – Council Update
April 14	Agricultural Service Board Meeting
April 14	Audit Committee Meeting
April 14	Meeting with Coalhurst Mayor
April 20	EDL Board Meeting
April 20	Exhibition Park – Ownership Engagement Meeting
April 21	Lethbridge County Council Meeting
April 21	Intermunicipal Committee – City of Lethbridge
April 29	CAO/Reeve Meeting

- April 6 Physician Recruitment meeting with Sandra Dufresne. She has put together advocacy for the region on physician recruitment. The City will make a presentation to Council on how the City and County can work together on physician recruitment.

**Division 3**

**Councillor Mark Sayers**

April 7	Lethbridge County Council Meeting
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- |          |                                    |
|----------|------------------------------------|
| April 12 | CAO – Council Update               |
| April 14 | Agricultural Service Board Meeting |
| April 21 | Lethbridge County Council Meeting  |
| April 28 | SouthGrow Board Meeting            |
- SouthGrow board meeting - had a guided tour of exhibition park.
  - Mayors & Reeves Southgrow update was sent out to Council.
  - SouthGrow has strength in obtaining grant funding.

**Division 4**  
**Councillor John Kuerbis**

- |          |  |
|----------|--|
| April 1  | H3TDA AGM                              |
| April 7  | Lethbridge County Council Meeting      |
| April 12 | CAO – Council Update                   |
| April 14 | Agricultural Service Board Meeting     |
| April 14 | Audit Committee Meeting                |
| April 15 | Ratepayer Concern Meeting              |
| April 21 | Lethbridge County Council Meeting      |
| April 25 | Regional Waste Commission Meeting      |
| April 26 | Water Commission Meeting               |
| April 27 | Community Futures Regular Meeting      |
| April 27 | Diamond City Community Association AGM |
- Diamond City Community Association AGM - met with board members and concerned citizens. The board has concerns about hall and viability of the hall.

**Division 5**  
**Councillor Eric Van Essen**

- |          |                                    |
|----------|------------------------------------|
| April 1  | Highway 3 Twinning Association AGM |
| April 7  | Lethbridge County Council Meeting  |
| April 12 | CAO – Council Update               |
| April 14 | Agricultural Service Board Meeting |
| April 21 | Lethbridge County Council Meeting  |
- Highway 3 Twinning AGM was good

**Division 6**  
**Deputy Reeve Klaas VanderVeen**

- |          |                                    |
|----------|------------------------------------|
| April 1  | Mayors and Reeves                  |
| April 14 | Agricultural Service Board Meeting |
| April 21 | Lethbridge County Council Meeting  |
| April 25 | Lethbridge Regional Waste Meeting  |
| April 29 | SAEWA Board Meeting                |
- SAEWA is continuing along

**Division 7**  
**Councillor Morris Zeinstra**

- |          |                                    |
|----------|------------------------------------|
| April 7  | Lethbridge County Council Meeting  |
| April 12 | CAO – Council Update               |
| April 14 | Agricultural Service Board Meeting |
| April 21 | Lethbridge County Council Meeting  |

**K.     CLOSED SESSION**

**K.1. Water Supply Request (FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party)**

**K.2. Discussion on Proposed Development (FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party)**

135-2022      Councillor      MOVED that the Lethbridge County Council Meeting move into Closed  
Hickey      Session, pursuant to Section 197 of the *Municipal Government Act*,  
the time being 11:27 a.m. for the discussion on the following:

K.1. Water Supply Request (FOIP Section 16 - Disclosure Harmful to  
Business Interests of a Third Party)

Present during the Closed Session:  
Lethbridge County Council  
Senior Management  
Administration Staff  
CARRIED

136-2022      Councillor      MOVED that the Lethbridge County Council Meeting move out of the  
Sayers      Closed Session at 11:51 a.m.

CARRIED

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

The meeting reconvened at 12:32 p.m. with all members of Council present as  
previously stated.

137-2022      Councillor      MOVED that the Lethbridge County Council Meeting move into Closed  
Kuerbis      Session, pursuant to Section 197 of the *Municipal Government Act*,  
the time being 12:33 p.m. for the discussion on the following:

K.2. Discussion on Proposed Development (FOIP Section 16 -  
Disclosure Harmful to Business Interests of a Third Party)

Present during the Closed Session:  
Lethbridge County Council  
Senior Management  
Administration Staff  
CARRIED

138-2022      Councillor      MOVED that the Lethbridge County Council Meeting move out of the  
Kuerbis      Closed Session at 1:40 p.m.

CARRIED

K.1. **Water Supply Request (FOIP Section 16 - Disclosure Harmful to Business  
Interests of a Third Party)**

139-2022      Councillor      MOVED that County Council, through the Reeve, send a letter to the  
Kuerbis      Town of Coaldale Mayor indicating the urgency of this matter.

CARRIED

K.2. **Discussion on Proposed Development (FOIP Section 16 - Disclosure Harmful  
to Business Interests of a Third Party)**

140-2022      Deputy      123  
Reeve  
VanderVeen

CARRIED

## L. **ADJOURN**

141-2022      Councillor      MOVED that the Lethbridge County Council Meeting adjourn at 1:46  
Sayers      p.m.

CARRIED

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Reeve

CAO

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# AGENDA ITEM REPORT



**Title:** Subdivision Application #2022-0-068– Bak Enterprises Ltd.  
- SW1/4 02-10-19-W4M  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** ORRSC  
**Report Author:** Steve Harty

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 01 Jun 2022
Larry Randle, Director of Community Services,	Approved - 06 Jun 2022
Ann Mitchell, Chief Administrative Officer,	Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The application is to subdivide a vacant 2.00-acre first parcel out subdivision from a title of 160.00-acres for country residential use. The proposal does meet the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2022-0-068 be approved subject to the conditions as outlined in the draft resolution.

## REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations and the municipal bareland (vacant) parcel subdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The isolated single-parcel subdivision policies are within Land Use Bylaw No. 1404 that allow one subdivision per ¼-section, which the proposed first parcel out subdivision complies with.
- The subdivision policies define a vacant (bareland) subdivision as land being subdivided that does not contain a habitable dwelling or other major improvements, which this proposal is categorized as.
- The bylaw criteria stipulate a minimum 2.00-acre to maximum 3.00-acre vacant parcel size which this proposed 2.00-acre subdivision does comply with.

## BACKGROUND INFORMATION:

Located approximately 2-miles northwest of the Hamlet of Chin, 2-miles north of Highway 3. The proposal is to subdivide a vacant parcel as the first subdivision of the landowner.

The application is to subdivide an area of land where the owner has initiated plans to establish a new yard for a residence. It is the dry corner of the ¼-section situated just outside the end of the irrigation pivot system. The configuration of the parcel is angled on the southeast side to account for the pivot system. The parcel has access from the west municipal road allowance. A private cistern system is proposed for water and septic will be treated on-site by a private septic field treatment system. A certified soils analysis will need to be submitted to verify soil suitability.

There are no abandoned wells located in proximity. There is a confined feeding operation (CFO) located to the east with an NRCB approval for 4,600 swine feeders. The minimum distance separation (MDS) of 661 m is met (509 m with an expansion factor applied), as 681 m is measured to the proposed lot boundary.

This application conforms to the subdivision criteria for a vacant (bareland) parcel first subdivision out of a ¼-section. The application was circulated to the required external agencies and no concerns or objections were expressed regarding the application. (FORTIS requested an easement).

#### **ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve the subdivision.

Pros:

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

Cons:

- a refusal could be appealed by the applicants to the LPRT as the County's subdivision criteria have been met

#### **FINANCIAL IMPACT:**

None direct, but the future tax situation will change with an increase in additional country residential taxes paid on a new yard and future improvements.

#### **LEVEL OF PUBLIC PARTICIPATION:**

☒ **Inform**      ☐ **Consult**      ☐ **Involve**      ☐ **Collaborate**      ☐ **Empower**

#### **ATTACHMENTS:**

[5A 2022-0-068 Lethbridge County APPROVAL](#)  
[Diagrams for Lethbridge County 2022-0-068](#)

## RESOLUTION

2022-0-068

**Lethbridge County**

**Country Residential** subdivision of SW1/4 2-10-19-W4M

THAT the Country Residential subdivision of SW1/4 2-10-19-W4M (Certificate of Title No. 181 269 481), to subdivide a 2.00-acre (0.81 ha) vacant parcel first subdivision from a title containing 160.00-acres (64.75 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 and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided.
4. That the applicant has a professional soils analysis done at their expense by an accredited agency or engineer to ensure that the soil characteristics are capable of supporting a septic field. Analyses of the test must be performed and approved by an approved agency under Alberta Labour, with a copy of the report submitted and deemed acceptable to the Subdivision Authority.
5. That the easement as required by FORTIS Alberta shall be provided prior to finalization.

### REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The proposed vacant parcel is the first subdivision from the quarter-section and complies with the subdivision criteria of the Land Use Bylaw.
4. No objection or concerns have been received regarding the proposal and the dwelling meets the applicable minimum distance separation to the closest confined feeding operation in proximity.

### INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.

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- (e) Easements are required for this development. The developer can initiate the process of securing an easement for the proposed subdivision by contacting the undersigned. FortisAlberta is requesting that the county defer its subdivision approval until such time as this easement process is complete and the developer has entered into an appropriate easement agreement with FortisAlberta and the easement has been properly registered with Land Titles (Alberta). FortisAlberta will notify the county once these steps have been completed and confirm that FortisAlberta no longer has any concerns with approval of this subdivision.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision and for the easement by contacting FortisAlberta at 310-WIRE (310-9473) to make application.

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

- (f) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) # 851 088 493.

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

- (g) Alberta Health Services has no objection.

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

"Further to your April 27th, 2022 subdivision application, this is to advise that the District has a few comments in respect to the above-noted:

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

- (i) Canada Post has no comment.

- (j) ATCO Transmission - Isabel Solis-Jarek, Sr. Administrative Coordinator:

"The Engineering Department of ATCO Transmission, (a division of ATCO Gas and Pipelines Ltd.) has reviewed the above named plan and has no objections subject to the following conditions:

1. Any existing land rights shall be carried forward in kind and registered on any newly created lots, public utility lots, or other properties.
2. Parking and/or storage is not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
3. Any revisions or amendments to the proposed plans(s) must be re-circulated to ATCO Transmission for further review.

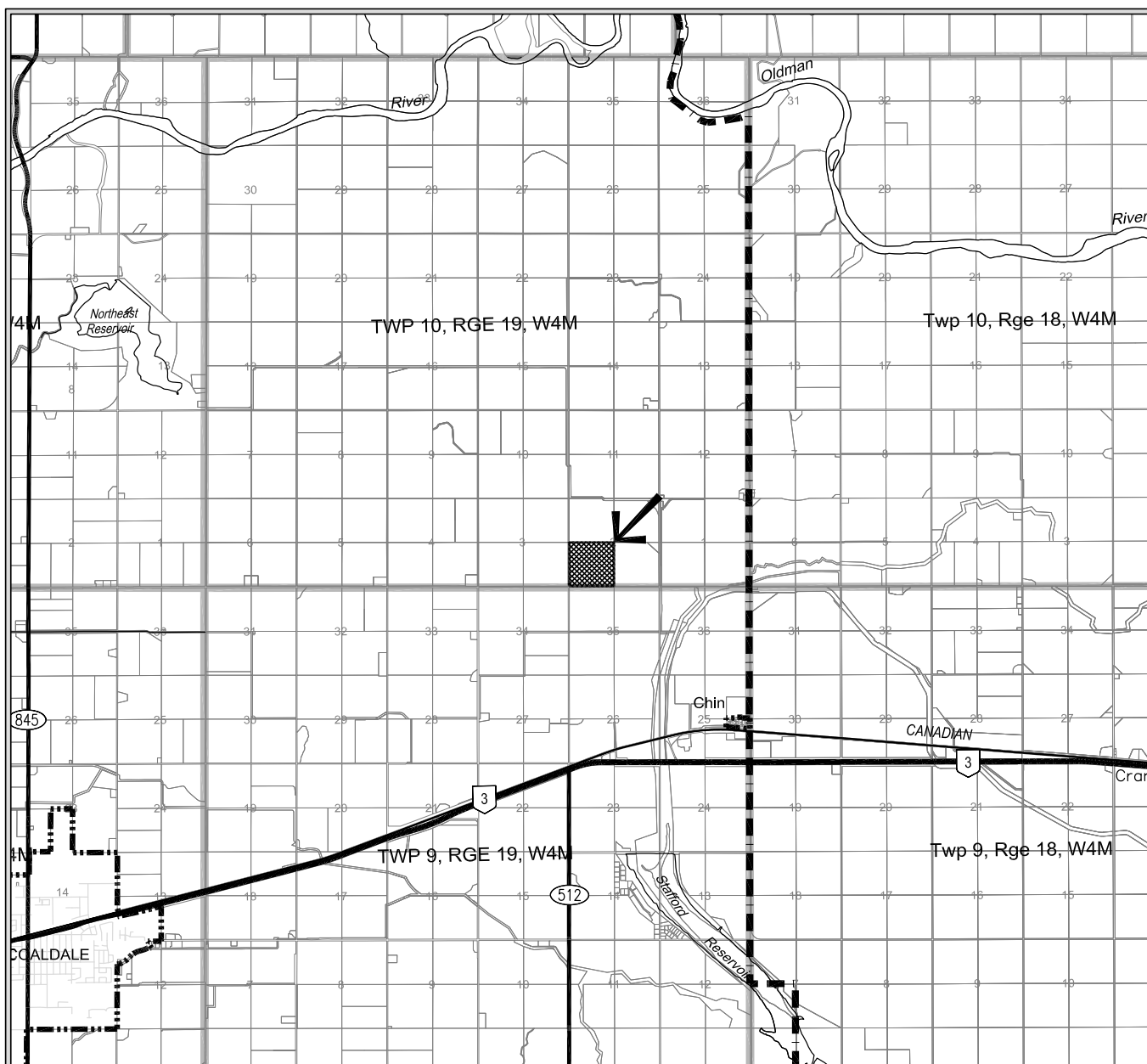
If you have any questions or concerns, please contact the undersigned at [hp.circulations@atco.com](mailto:hp.circulations@atco.com)."

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MOVER

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REEVE

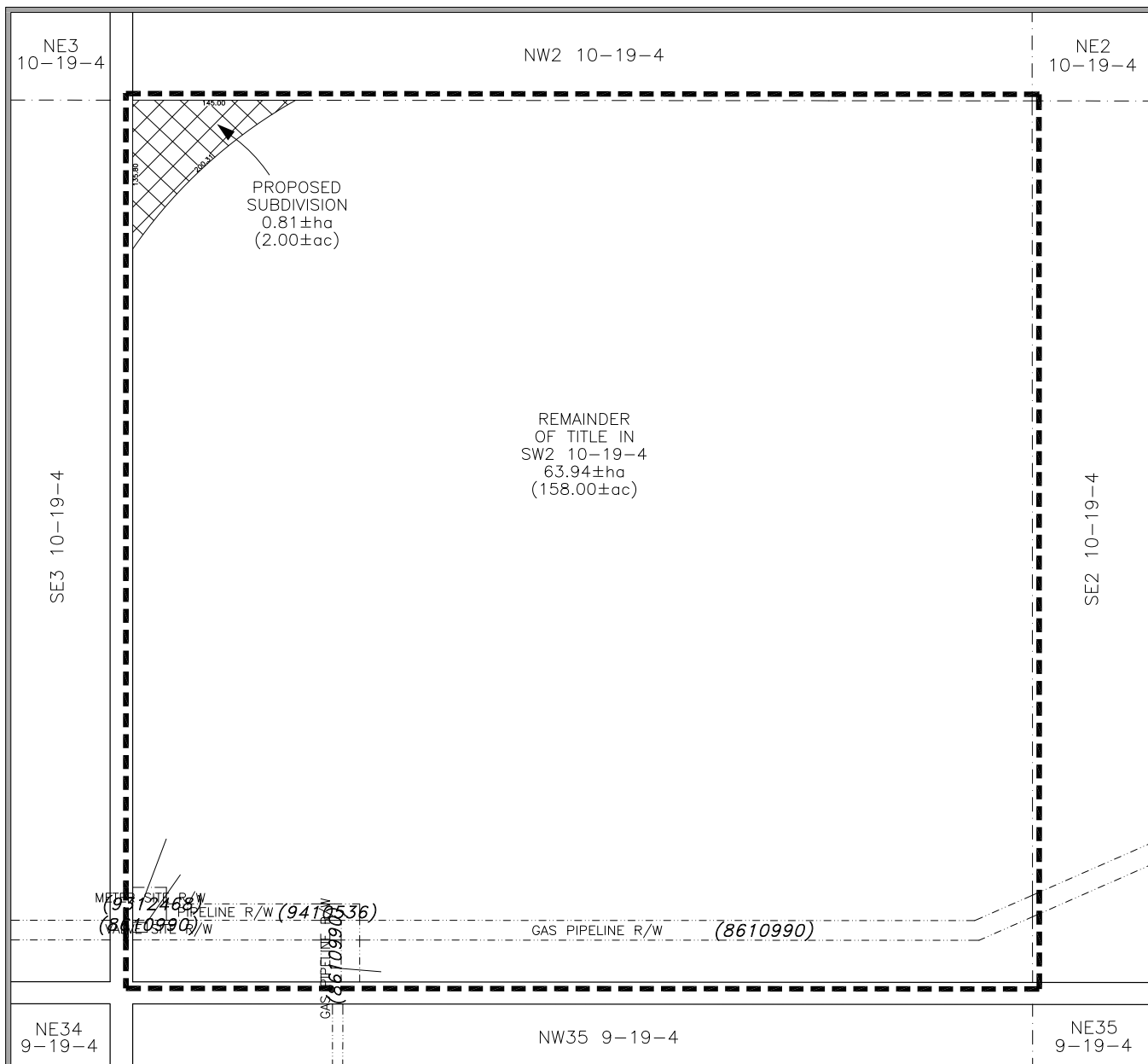
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DATE

2022-0-068  
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**SUBDIVISION LOCATION SKETCH**  
**WITHIN SW 1/4 SEC 2, TWP 10, RGE 19, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: APRIL 19, 2022**  
**FILE No: 2022-0-068**





**SUBDIVISION SKETCH**  
**WITHIN SW 1/4 SEC 2, TWP 10, RGE 19, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: APRIL 19, 2022**  
**FILE No: 2022-0-068**



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**SUBDIVISION SKETCH**  
**WITHIN SW 1/4 SEC 2, TWP 10, RGE 19, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: APRIL 19, 2022**  
**FILE No: 2022-0-068**



# AGENDA ITEM REPORT



**Title:** Subdivision Application #2022-0-073 – 1500706 Alberta Ltd.  
- Lot 2, Block 1, Plan 1311128 & ptn. NW¼ 34-10-20-W4 all within W½ 34-10-20-W4

**Meeting:** Council Meeting - 16 Jun 2022

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

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

Approved - 02 Jun 2022  
Approved - 06 Jun 2022  
Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The application is to resplit a 43.14-acre parcel into two titles, and create a 22.24 and 23.53 acre parcel each respectively in size, for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2022-0-073 be approved subject to the conditions as outlined in the draft resolution.

## REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations, country residential land use strategy, and the municipal resubdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Land Use Bylaw (LUB) No. 1404 contains subdivision criteria for a single resplit (resubdivision) of a title that contains 20-acres or less of farmable land for country residential use.
- The subdivision aligns with County's land use strategy to subdivide existing areas of poor-quality agricultural land rather than prime agricultural land, with minimum servicing needs and where utilities are available (e.g., gas, electrical).
- The LUB No. 1404 and Subdivision and Development Regulation authorize that a geotechnical investigation may be requested by the Subdivision Authority to verify developable land areas, subsidence issues and setbacks to confirm suitability.

**BACKGROUND INFORMATION:**

Located ½-mile west of Highway 845 and ½-mile south of Highway 519, just north of the Oldman River. The proposal is to further subdivide the poor-quality agricultural coulee-top land and create a parcel for a new residential dwelling on the east portion.

The northeast side (23.53-acres) of the coulee-draw is native grassland, while the proposed residual west portion (22.24 acres) contains an existing dwelling with a developed yard and extensive tree shelterbelt. Calculations illustrate that there is less than 20-acres of farmable land within the titled area. The applicant will need to provide an engineered geotechnical study to establish safe setback lines for development and verify that there are 2-acres of developable land available. Access is provided from the west road allowance. Part of the proposal includes subdividing a 60' wide strip of land (2.62-acres) from the adjacent north ¼-section (along the south perimeter), to provide a private access driveway (a panhandle part of the title) to the rear east parcel. Currently, water is provided to the residence by the LNCPWA, and sewage is treated by an individual on-site septic field. The proposed vacant lot is intended to be serviced in the same manner, but a private cistern will be used until such time the rural co-op water may be available. Private utilities are available to provide gas and electricity.

There are no abandoned gas wells located in proximity and it exceeds the applicable MDS to any area confined feeding operation (CFO). The land is within a provincial identified historical resource category HRV5. Although this type of resubdivision will typically require *Historical Resources Act* approval, the province has deferred it until the development stage when land is disturbed.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for the subdivision of a resplit of an existing title that contains 20-acres or less of farmable land. The application was circulated to the required external agencies. Alberta Transportation has no concerns, and no utility easements are requested (at time of agenda report).

**ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve if it is not satisfied with the lot configuration or the creation of an additional title in this area.

Pros:

- the coulee-top pasture grassland would remain as is, as part of a larger sized title

Cons:

- the County will not receive the MR payment and a refusal would likely be appealed by the applicants to the LPRT

**FINANCIAL IMPACT:**

The County will benefit from a municipal reserve payment of approximately \$39,990.00 that is applicable to be paid on the 43.14-acres (at \$9,270 per acre valuation.) Additionally, the future tax situation may improve with opportunity for development with a new residence and yard.

**LEVEL OF PUBLIC PARTICIPATION:**

☒ **Inform**      ☐ **Consult**      ☐ **Involve**      ☐ **Collaborate**      ☐ **Empower**

**ATTACHMENTS:**

[5A 2022-0-073 Lethbridge County APPROVAL](#)  
[Diagrams for Lethbridge County 5A 2022-0-073](#)



## RESOLUTION

2022-0-073

**Lethbridge County**

**Agricultural** subdivision of Lot 2, Block 1, Plan 1311128 & a portion of NW1/4 34-10-20-W4M all within W1/2 34-10-20-W4M

THAT the Agricultural subdivision of Lot 2, Block 1, Plan 1311128 & a portion of NW1/4 34-10-20-W4M all within W1/2 34-10-20-W4M (Certificate of Title No. 211 232 249 +5, 111 274 225), to resplit a 43.14-acre (17.46 ha) parcel into two titles and create a 22.24 and 23.53-acre (9.00 & 9.52 ha) title each respectively in size, 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 43.14-acres at the market value of \$9,270.00 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 and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may refer to the minimum standards required for the construction for the private access and culverts needed to serve the subdivision.
3. That the applicant provides a plan of survey prepared by an Alberta Land Surveyor to illustrate the exact dimensions, parcel size, and the location of the proposed parcel as approved. The final plan shall include as part of the east 23.53-acre parcel an approximately 60' wide strip of land (2.62-acres) from the NW 34-10-20-4M along the southern perimeter, to provide a direct private access driveway (a panhandle) to the rear east parcel.
4. That the applicant provides a geotechnical study prepared by a qualified engineer to establish the actual safe setback lines for development and verify that there are 2-acres of developable land available on the proposed east 23.53-acre parcel.
5. That the applicant has a professional soils analysis completed for the new 23.53-acre parcel to demonstrate suitability of a private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.

### REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that with the conditions imposed the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority is satisfied the proposal is to resplit an existing title that contains less than 20-acres of poor-quality agricultural coulee-top land and conforms to the standards for subdivision consideration for additional county residential use.
4. The Subdivision Authority has determined both resulting lot sizes meet and exceed the minimum 2.0-acres required in accordance with the criteria of the County's Land Use Bylaw.

2022-0-073  
Page 1 of 4

**INFORMATIVE:**

- (a) Pursuant to Section 663 of the Municipal Government Act, the payment of Municipal Reserve is applicable on the parent 43.14-acre title as cash-in-lieu, with the actual value to be determined at the final stage.
- (b) The applicant is advised that at the development stage prior to any land surface disturbance they are responsible for submitting an application to the *Ministry of Culture and Status of Women* for Historical Resources Act approval that may be required.
- (c) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (d) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (e) Telus Communications Inc has no objection.

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

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

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

- (g) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) #841 046 672 & 891 137 573.

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

NO FURTHER URW REQUIRED. ATCO WILL DISCHARGE REGISTRATION 5449KJ AS IT IS NO LONGER REQUIRED; IT PERTAINS TO AN ABANDONED LINE.

- (h) Alberta Health Services has no objection provided all pertinent regulations, standards and by-laws requirements are met.
- (i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

"This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 519.

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

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

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

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



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

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

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the country residential parcel could proceed under the direction, control and management of the municipality. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

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

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

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

If you have any questions or require additional information, please contact the undersigned."

(j) Lethbridge Northern Irrigation District (LNID) – Alan Harrold, General Manager:

"The above noted Application for Subdivision has been reviewed by the Lethbridge Northern Irrigation District (LNID) and is approved subject to the following conditions:

1. Payment in full of any outstanding irrigation rates that may be assessed on the irrigation parcel at the time of finalization of the subdivision.
2. Payment of the District's subdivision administration fee. The current fee is \$630.00 (includes GST).
3. A water agreement suitable to meet the needs of the proposed 23.53-acre subdivision may be required if the proposed new subdivision requires the use of irrigation water. In addition, since the delivery would be from the Lateral H9 Pipeline, a landowner construction contribution would be required at the time of signing a water agreement for this parcel. The current 2022 low pressure pipeline rate is \$3,000 plus GST plus the cost of a water delivery turnout if one is required.
4. An Easement for the subdivided parcel for access to water from the District's works must be in place prior to the supply of domestic/yard usage water.
5. A Crossing Agreement in support of crossing the H9 pipeline for an access approach must be entered into with the LNID.
6. Any alteration to District works required as a result of this subdivision is subject to District approval and payment by the applicant of all applicable costs.

Thank you for the opportunity to comment. If you require more information or would like to set up an appointment to discuss the conditions above, please contact Janet Beck, Land Agent, at the Lethbridge Northern Irrigation District Office, 403-327-3302."

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

“We have reviewed the captioned Subdivision Application and determined that the property in question has an HRV value of 5a,p.

Consequently, the applicant must obtain *Historical Resources Act* approval prior to proceeding with any land surface disturbance associated with subdivision development by submitting a Historic Resources Application through Alberta Culture and Status of Women’s Online Permitting and Clearance (OPaC) system – [www.opac.alberta.ca](http://www.opac.alberta.ca).

The applicant should review the Land Use Procedures Bulletin: Subdivision Development Historical Resources Act Compliance (<https://open.alberta.ca/publications/subdivision-historical-resources-act-compliance>) prior to OPaC submission (attached).”

(l) Canada Post has no comment.

(m) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

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## Land Use Procedures Bulletin

### Historic Resources Management

Old St. Stephen's College  
8820 – 112 Street  
Edmonton, Alberta  
T6G 2P8

## Subdivision *Historical Resources Act* Compliance

**PURPOSE:** To identify the circumstances under which proposed subdivisions require *Historical Resources Act* approval and to provide guidelines for the submission of applications to obtain approval.

**SCOPE:** Subdivision applicants, developers, municipalities, and other planning authorities in Alberta.

**BACKGROUND:** In accordance with Section 5(5) of the [Subdivision and Development Regulation](#), applications for subdivision of areas containing or likely to contain historic resources must be referred to Alberta Culture and Status of Women. This requirement applies equally to private and public lands.

### PROCEDURES - ROUTINE:

#### Subdivision

The subdivision authority and/or the owner/developer must consult the **Listing of Historic Resources**<sup>1</sup> to determine if the lands that are subject to subdivision have been flagged as having a **Historic Resource Value (HRV)**.

1. **If the subject lands do not overlap areas identified in the Listing of Historic Resources**, *Historical Resources Act* approval is not required, although the provisions of Section 31 of the *Historical Resources Act* still apply.<sup>2</sup>

<sup>1</sup> The Listing of Historic Resources is a publically available list of lands that contain, or are likely to contain, significant historic resources. Updated twice yearly, the Listing is an information resource for residential, commercial, and industrial developers and can guide the regulatory approval process. The Listing and Instructions for Use are available at: <https://www.alberta.ca/listing-historic-resources.aspx>.

<sup>2</sup> It is important to note that, even if *Historical Resources Act* approval is not required prior to the initiation of land surface disturbance activities, or if *Historical Resources Act* approval has been granted, Section 31 of the *Act* requires that anyone who discovers a historic resource, such as an archaeological, palaeontological, historic structures or Aboriginal Traditional Use site, during the course of development activities must cease work and notify Alberta Culture and Status of Women immediately for further direction on the most appropriate action. Details about who to contact can be found in [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#).

2. **If the subject lands wholly or partially overlap areas identified as having an HRV of 1, 3, or 4 in the Listing of Historic Resources, *Historical Resources Act*** approval is required. A Historic Resources (HR) Application must be submitted via the Online Permitting and Clearance ([OPaC](#)) system.<sup>3</sup> Development activities, including any land disturbance, may not proceed until *Historical Resources Act* approval has been obtained in writing.<sup>4</sup>
3. **If the subject lands wholly or partially overlap areas identified as having an HRV of 5 (and no other value) in the Listing of Historic Resources, *Historical Resources Act*** approval must be obtained through the submission of an HR Application, with the following exceptions:
  - First parcel out
  - 80-acre split
  - Lot line/boundary adjustment
  - Parcel consolidation

Subdivisions for these four purposes do not require *Historical Resources Act* approval if situated in lands assigned an HRV of 5 only. Subdivision of HRV 5 lands for all other purposes do require *Historical Resources Act* approval, and development, including any land disturbance, may not proceed until this approval has been obtained in writing.

Lands that contain, or are likely to contain, significant historic resources may require the conduct of a [Historic Resources Impact Assessment](#) (HRIA) prior to development. If required, this direction will be communicated in Alberta Culture and Status of Women's response to the HR application. All HRIAs are to be conducted by a qualified heritage consultant on behalf of the developer, at the developer's expense. Results of the HRIA must be reported to Alberta Culture and Status of Women and subsequent *Historical Resources Act* approval must be granted before development proceeds.

Where a proposed subdivision includes lands that overlap areas with HRVs in the Listing, a subdivision authority may choose to submit the details for review in an HR Application prior to subdivision approval or condition *Historical Resource Act* approval as part of their subdivision approval. In these instances, no development activities are to commence until *Historical Resources Act* approval has been granted.

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<sup>3</sup> Information regarding Historic Resources Applications and the OPaC system can be found at: <https://www.alberta.ca/online-permitting-clearance.aspx>. In addition, help buttons within the application provide guidance on how to complete the form.

<sup>4</sup> The Historic Resources Application must include all lands in the subdivision area, not just those identified as having an HRV.

## **Area Structure and Redevelopment Plans**

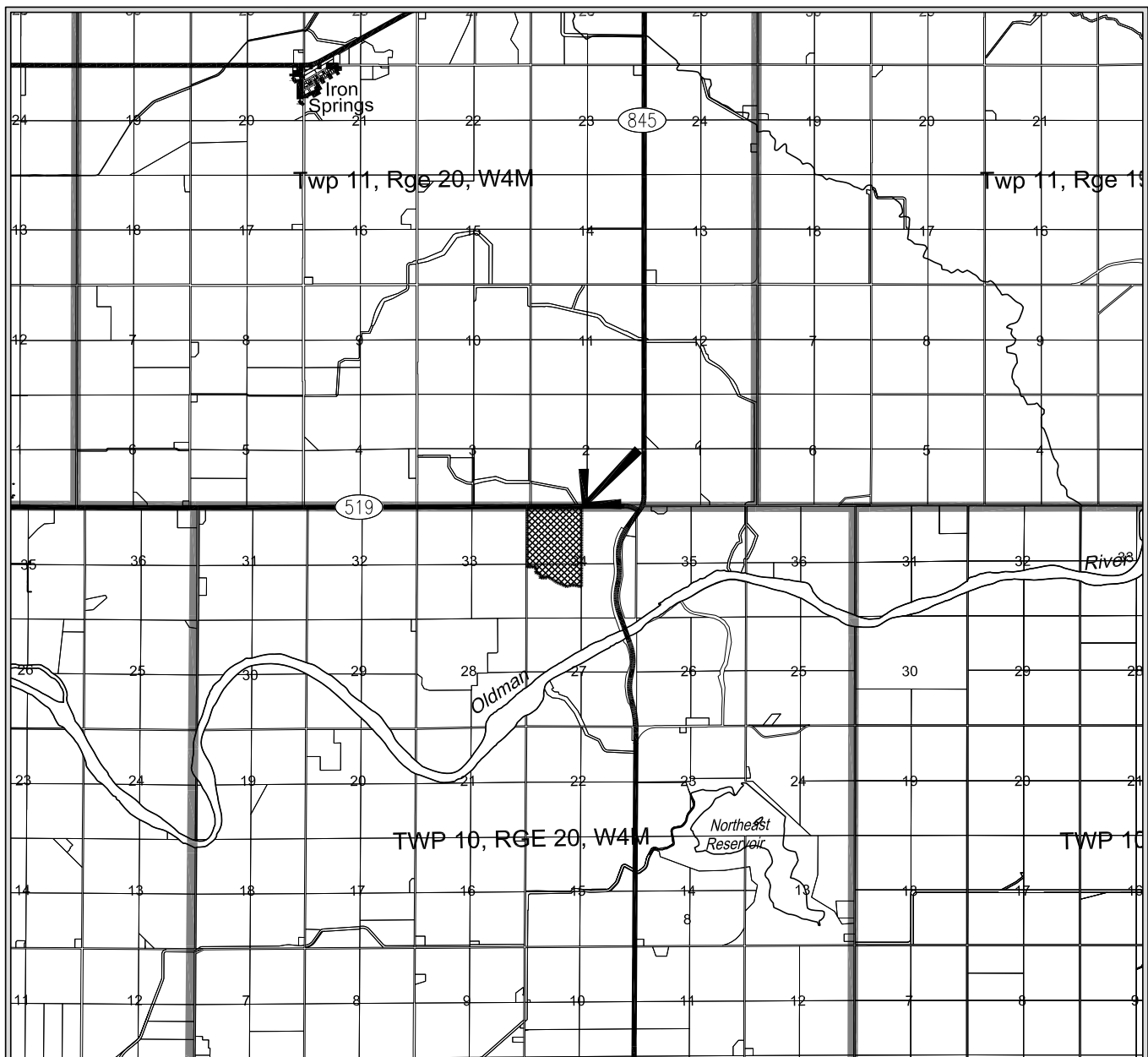
It is recommended that municipalities and/or developers submit for review through the OPaC system, all Area Structure Plans, Area Redevelopment Plans, and other long-term planning documents. Submission is made via a Historic Resources Application. The outcome of application review will provide the applicant with information about historic resource concerns in the planning areas and may offer guidance for developing strategies to address these concerns.

### **PROCEDURES – NON-ROUTINE:**

Notwithstanding the instruction provided above, if Alberta Culture and Status of Women is made aware of historic resource concerns associated with lands not included in the Listing of Historic Resources, direction may be given to submit an HR application. This direction is made under Section 37(2) of the [Historical Resources Act](#) and can be applied to any type of project.

### **Questions?**

For further information please contact [HRA.Team@gov.ab.ca](mailto:HRA.Team@gov.ab.ca).



# SUBDIVISION LOCATION SKETCH

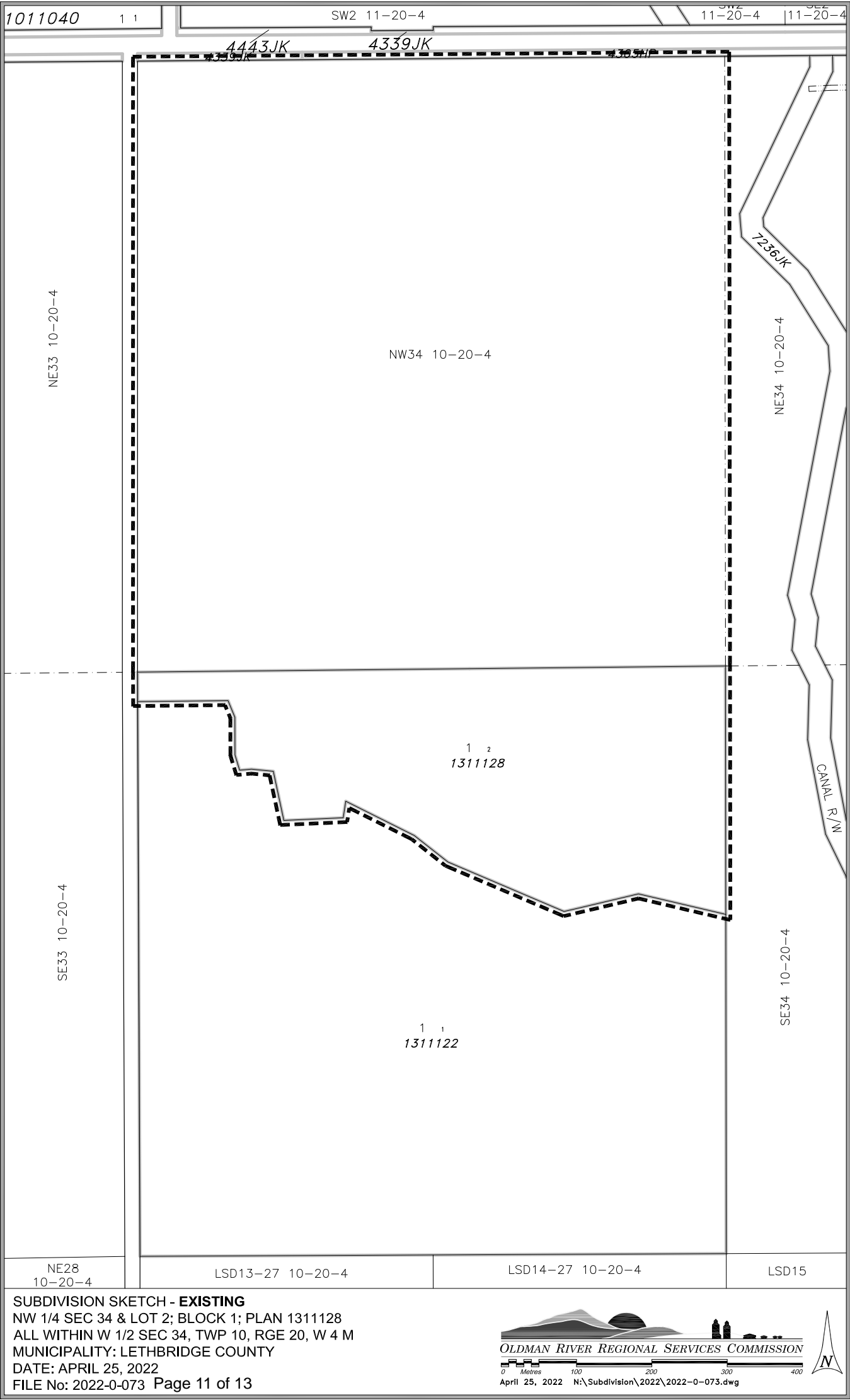
NW 1/4 SEC 34 & LOT 2; BLOCK 1; PLAN 1311128

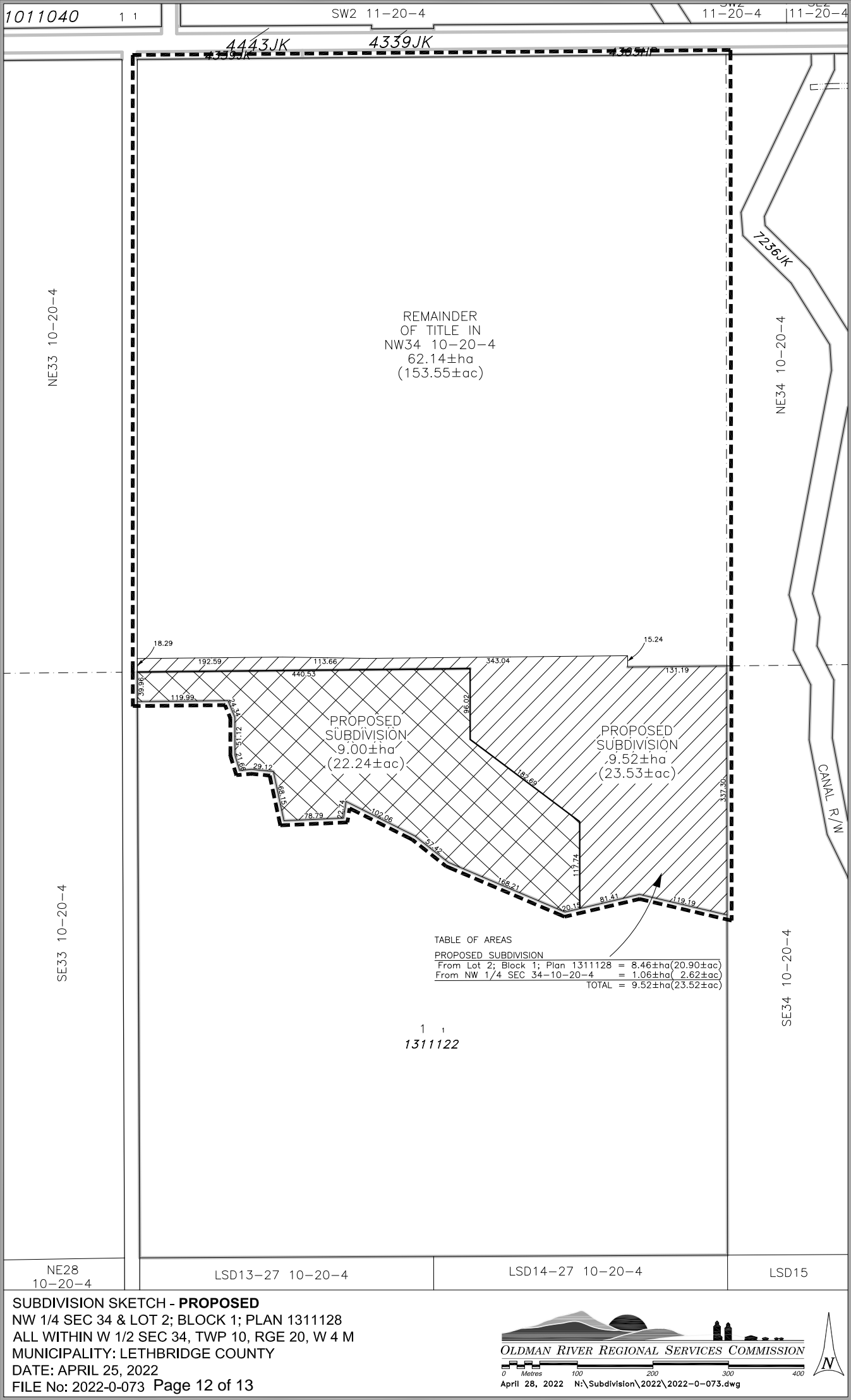
ALL WITHIN W 1/2 SEC 34, TWP 10, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

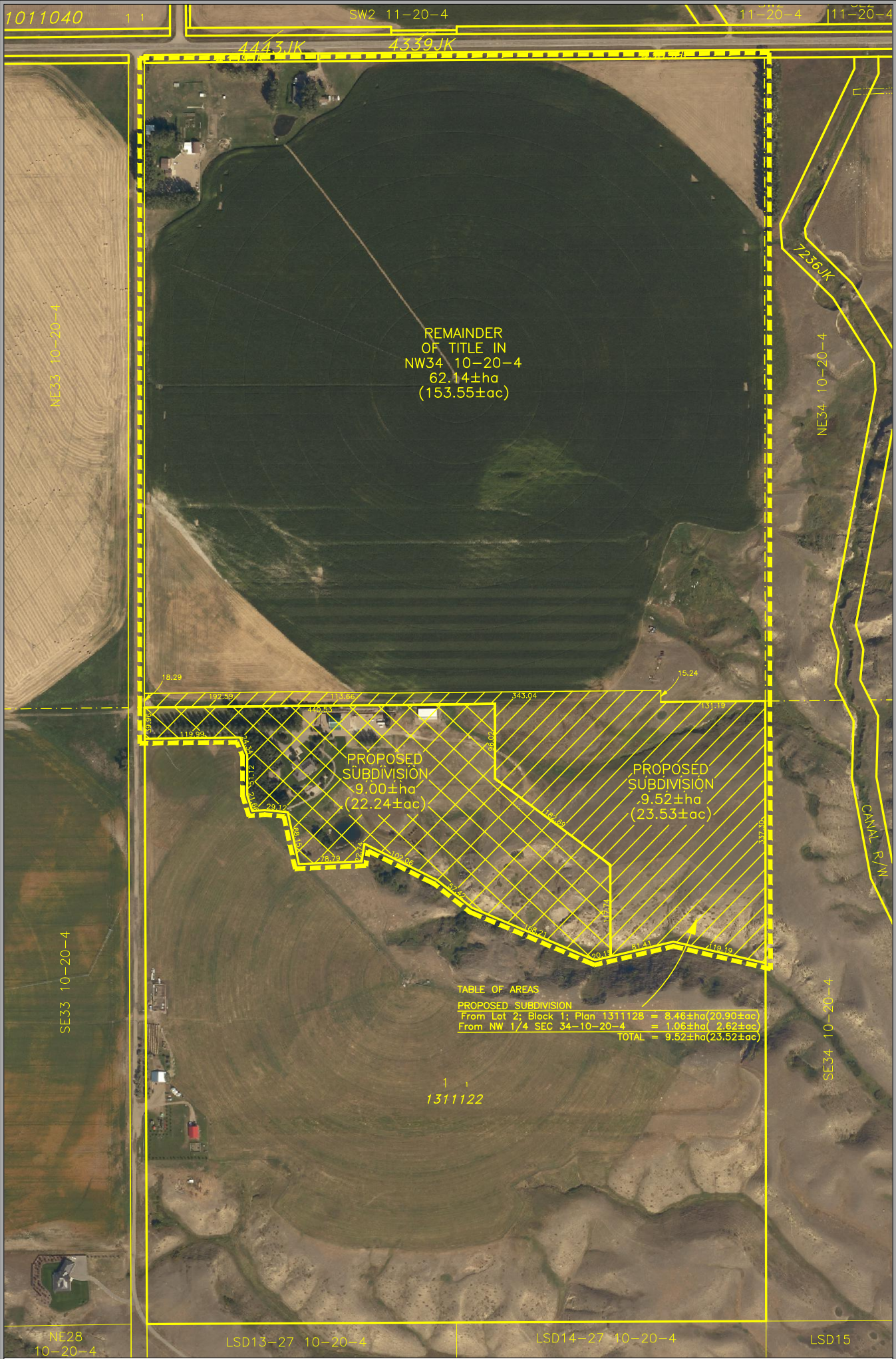
DATE: APRIL 25, 2022

FILE No: 2022-0-073









**SUBDIVISION SKETCH - PROPOSED**  
NW 1/4 SEC 34 & LOT 2; BLOCK 1; PLAN 1311128  
ALL WITHIN W 1/2 SEC 34, TWP 10, RGE 20, W 4 M  
MUNICIPALITY: LETHBRIDGE COUNTY  
DATE: APRIL 25, 2022  
FILE No: 2022-0-073 Page 13 of 13

**AERIAL PHOTO DATE: 2018**

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 100 200 300 400 Metres

April 28, 2022 N:\Subdivision\2022\2022-0-073.dwg

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2022-0-078 – Knelsen  
- Lot 1, Block 1, Plan 9112088 within NW 29-09-20-W4M

**Meeting:** Council Meeting - 16 Jun 2022

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 01 Jun 2022
Larry Randle, Director of Community Services,	Approved - 06 Jun 2022
Ann Mitchell, Chief Administrative Officer,	Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:

			
<b>Governance</b>	<b>Relationships</b>	<b>Region</b>	<b>Prosperity</b>

## EXECUTIVE SUMMARY:

The application to reconfigure the property boundaries (property line adjustment) and size of two adjacent parcels, by subdividing 3.98-acres of land from an 8.20-acre country residential title and consolidating it to an adjacent 138.30-acre title, thereby creating an enlarged agricultural title 142.28-acres in size. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2022-0-078 be approved subject to the conditions as outlined in the draft resolution.

## REASON(S) FOR RECOMMENDATION(S):

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

## PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 1404 contains policies that enable the subdivision and consolidation of land in consideration of a reconfiguration of titles, with no additional titles being created above what presently exist. In this situation, a separate standalone title is not being created, but the land being subdivided will be consolidated between existing titles by a plan of survey.
- The resulting country residential title parcel size complies with the minimum size requirements of the bylaw as established by Council. The reconfiguration will result in a larger agricultural parcel title.
- The Subdivision Authority has the discretion to decide on the suitability of the reconfigured parcels and the final parcel sizes determined to be logical.



**BACKGROUND INFORMATION:**

Located ¾-mile south of Eight Mile Lake, approximately 2½ miles northwest of the Town of Coaldale. The proposal is to enable a land swap and property line adjustment between the two adjacent titles and reduce in size the residential acreage.

The smaller 8.20-acre parcel is a residential acreage with a yard situated on the southern portion, while the northern portion is undeveloped cultivated agricultural land. The proposal is to reduce the acreage size by subdividing 3.98-acres and consolidate it to the north larger agricultural title. The subdivision and consolidation involve an approximately 167.57 m (550 ft.) wide strip of land. Access will remain from the west road allowance. As this application is to enable a size reconfiguration and property line adjustment, servicing will be unaffected and the sewage system will remain on the smaller parcel. There are no abandoned gas wells located in proximity.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a reconfiguration/realignment of titles subdivision (no additional titles being created above what presently exist) and the Rural Agriculture land use district standards. This proposal also meets the criteria of the County's Land Use Bylaw for a property line adjustment.

The application was circulated to the required external agencies with no concerns expressed regarding the application. ATCO Gas requested a utility easement.

**ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve if it is determined the proposed realignment is not suitable and the titles would remain as is.

Pros:

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

Cons:

- the agricultural parcel would not benefit from being enlarged in size, and a refusal would likely be appealed to LPRT by the applicants

**FINANCIAL IMPACT:**

None.

**LEVEL OF PUBLIC PARTICIPATION:**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

**ATTACHMENTS:**

[5A 2022-0-078 Lethbridge County APPROVAL](#)  
[Diagrams for Lethbridge County 2022-0-078](#)

## RESOLUTION

2022-0-078

**Lethbridge County**

**Agricultural and Country Residential** subdivision of NW1/4 29-9-20-W4M & Lot 1, Block 1, Plan 9112088

THAT the Agricultural and Country Residential subdivision of NW1/4 29-9-20-W4M & Lot 1, Block 1, Plan 9112088 (Certificate of Title No. 001 029 417, 021 054 750 +1), to reconfigure the property boundaries (property line adjustment) and size of two adjacent parcels, by subdividing 3.98-acres (0.161 ha) of land from an 8.20-acre (3.2 ha) country residential title and consolidate it to an adjacent 138.30-acre (55.97 ha) title, thereby creating an enlarged agricultural title 142.28-acres (57.58 ha) in size; BE APPROVED subject to the following:

### CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and 3.98-acre portion of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels (involving 3.98-acres to be subdivided from Lot 1, Block 1, Plan 9112088 and consolidated with C of T 021 054 750+1), be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting title cannot be further subdivided without approval of the Subdivision Authority.
4. That the easement(s) as required by ATCO shall be established prior to finalization of the application.

### REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The subdivision proposal conforms with the County's subdivision criteria as a reconfiguration of titles, with no additional titles being created above what presently exist, as a separate standalone title is not being created but the land being subdivided will be consolidated to an existing agricultural title.
4. The Subdivision Authority has determined the proposal meets the criteria of the County's Land Use Bylaw for a property line adjustment and the minimum required parcel size.

### INFORMATIVE:

- (a) The payment of Municipal Reserve is not applicable on the parcel pursuant to Section 663 of the MGA, as it is a reconfiguration of titles with no additional titles created.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)

2022-0-078  
Page 1 of 2

- (d) Telus Communications Inc has no objection.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

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

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

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

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

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

Land Agent: Ellen Struthers

Phone No.: (587) 581-6567

ATCO REQUIRED URW TO COVER EXISTING LINES WHICH WILL CROSS PROPERTY LINES.

- (g) Alberta Health Services has no objection provided all pertinent regulations, standards and by-laws requirements are met.

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

“Further to your May 4th, 2022 subdivision application in respect to the above-noted, this is to advise that we have no objection to the proposed subdivision but have the following comments:

- The proposed subdivision will be classified as “dry”. Our records indicate that the owner of the existing 8.20-acre parcel currently has an active Household Purposes Agreement with the District.
- The 3.98-acre parcel divided from the 8.20-acre country residential title must be consolidated with the adjacent 138.30-acre title.
- All easements, works, costs and agreements required to provide water to the proposed subdivided parcel will be the responsibility of the landowner, if applicable.
- A Service Fee of \$100.00 plus GST will apply

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

- (i) Canada Post has no comment.
- (j) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

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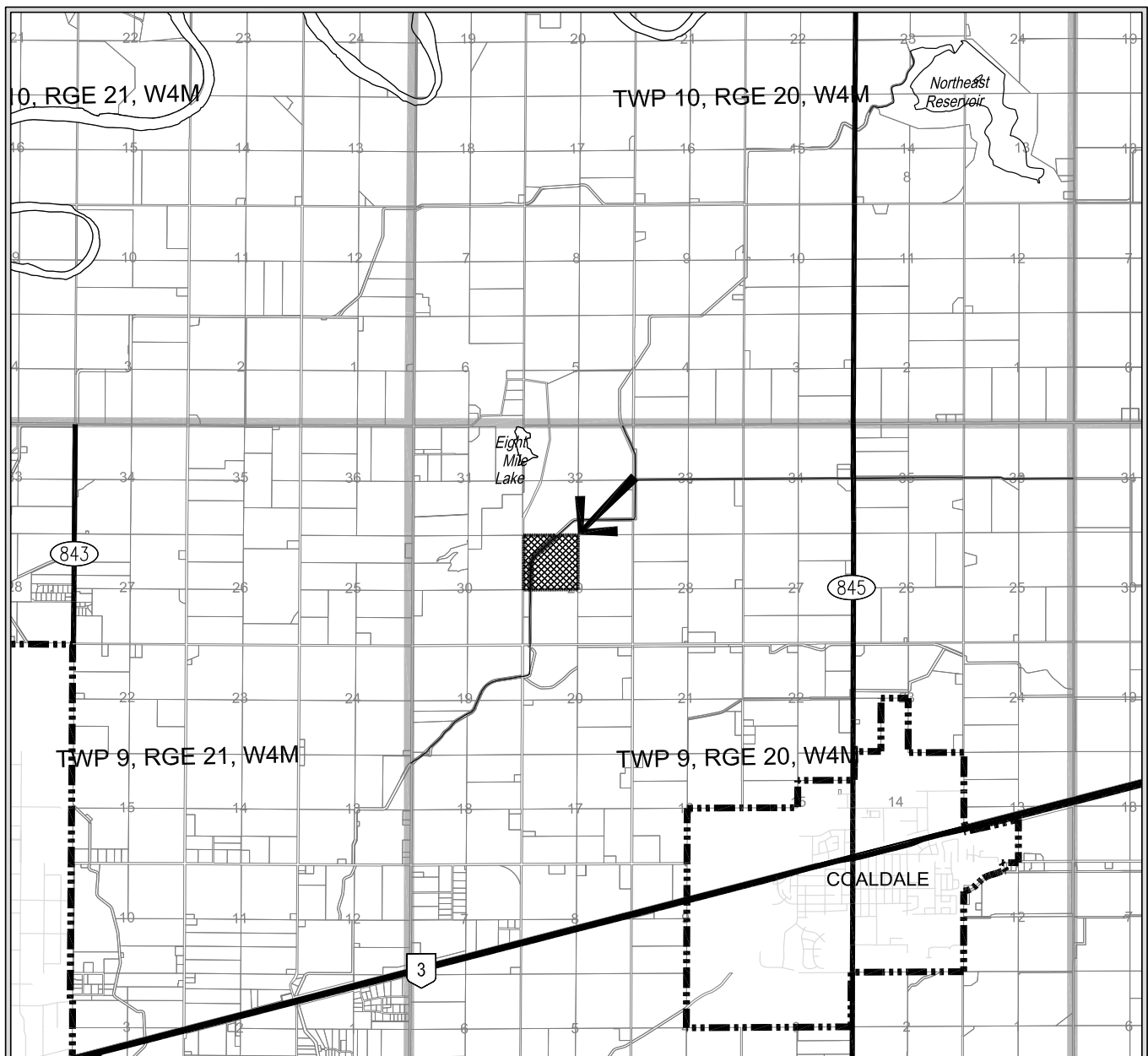
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REEVE

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DATE



## SUBDIVISION LOCATION SKETCH

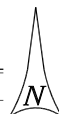
NW 1/4 SEC 29 & LOT 1; BLOCK 1; PLAN 9112088

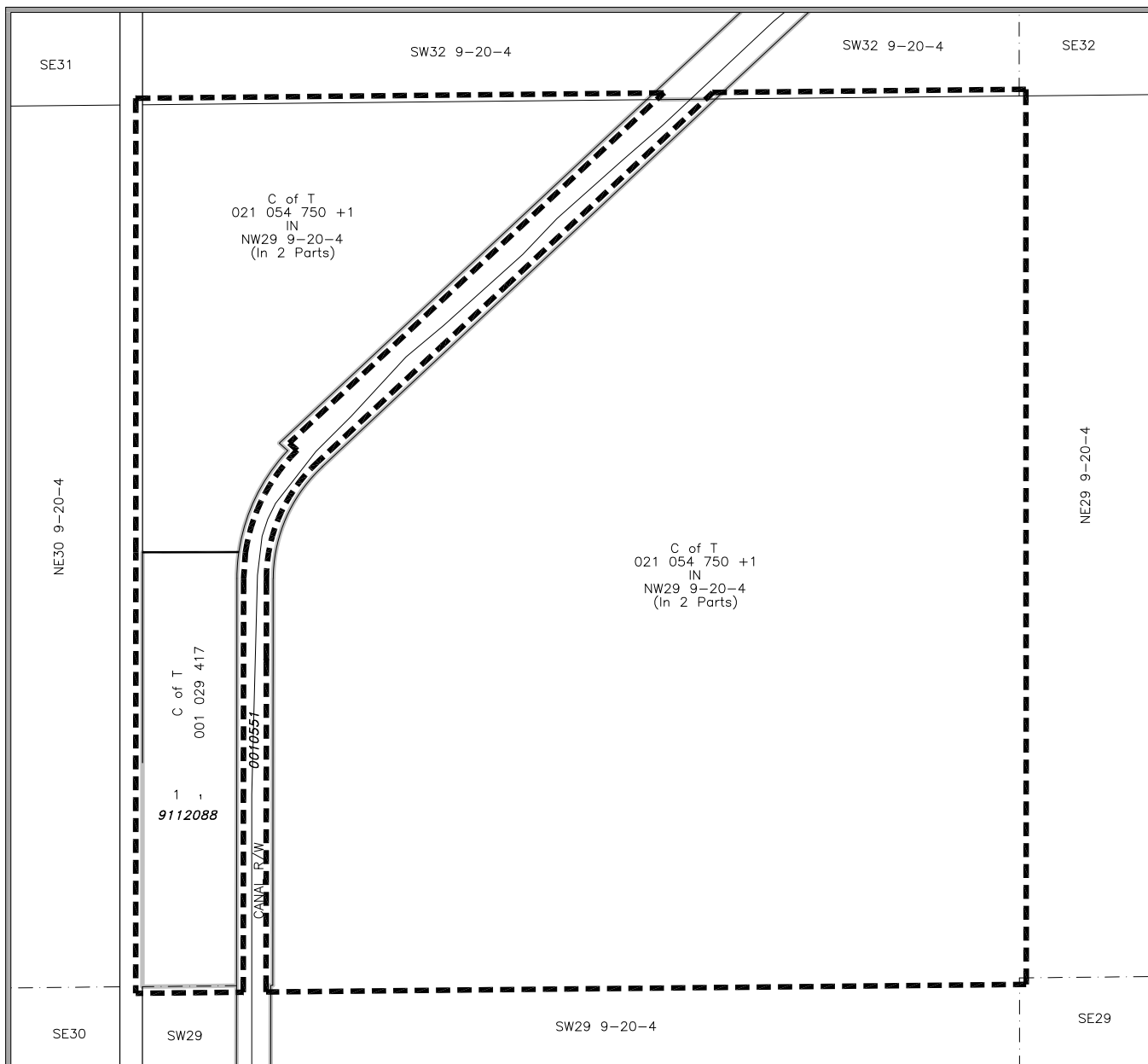
ALL WITHIN NW 1/4 SEC 29, TWP 9, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: APRIL 28, 2022

FILE No: 2022-0-078

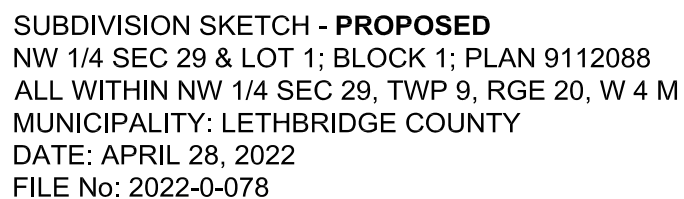




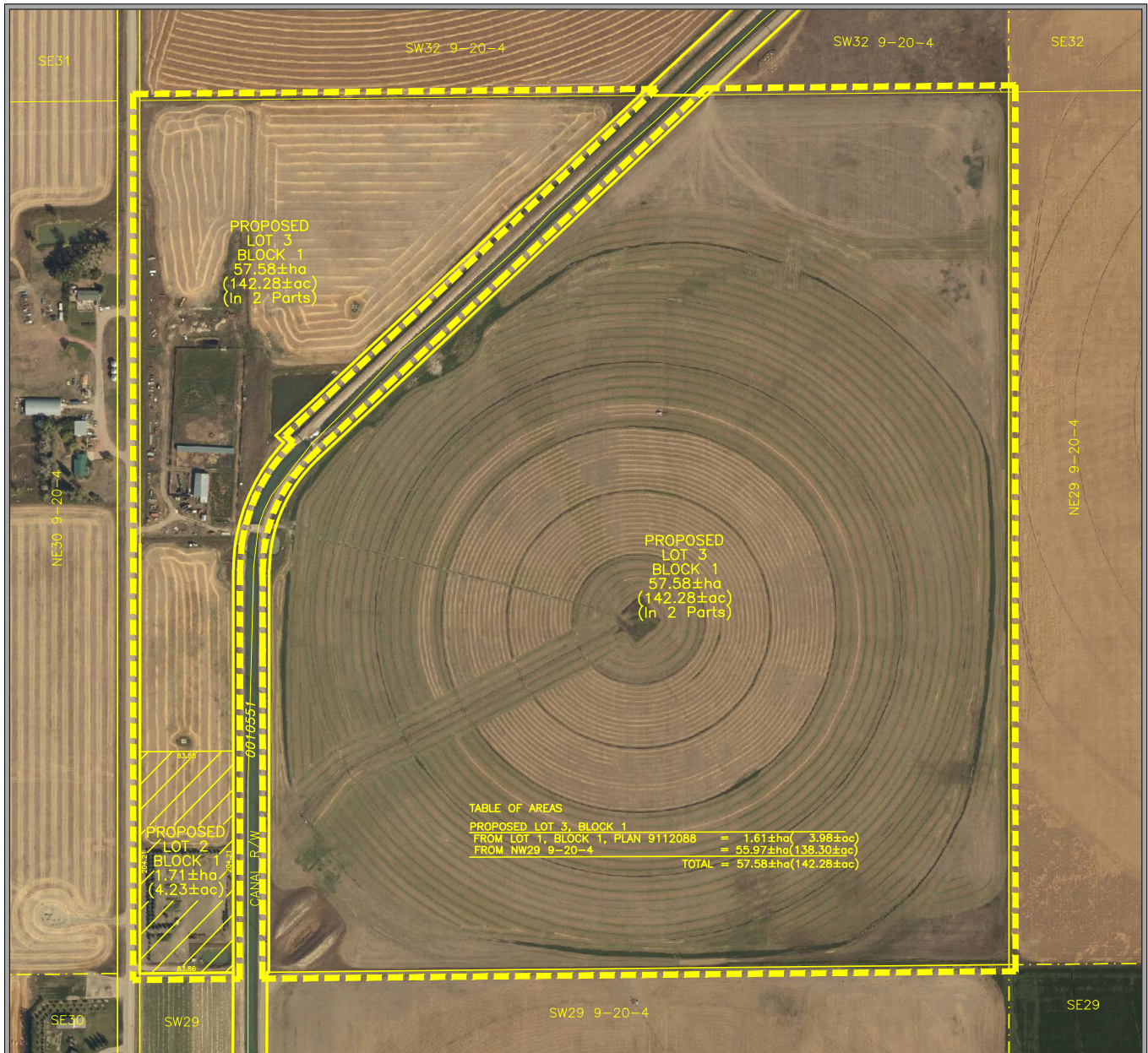
# **SUBDIVISION SKETCH - EXISTING**

NW 1/4 SEC 29 & LOT 1; BLOCK 1; PLAN 9112088  
 ALL WITHIN NW 1/4 SEC 29, TWP 9, RGE 20, W 4 M  
 MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: APRIL 28, 2022  
 FILE No: 2022-0-078









**SUBDIVISION SKETCH - PROPOSED**  
 NW 1/4 SEC 29 & LOT 1; BLOCK 1; PLAN 9112088  
 ALL WITHIN NW 1/4 SEC 29, TWP 9, RGE 20, W 4 M  
 MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: APRIL 28, 2022  
 FILE No: 2022-0-078

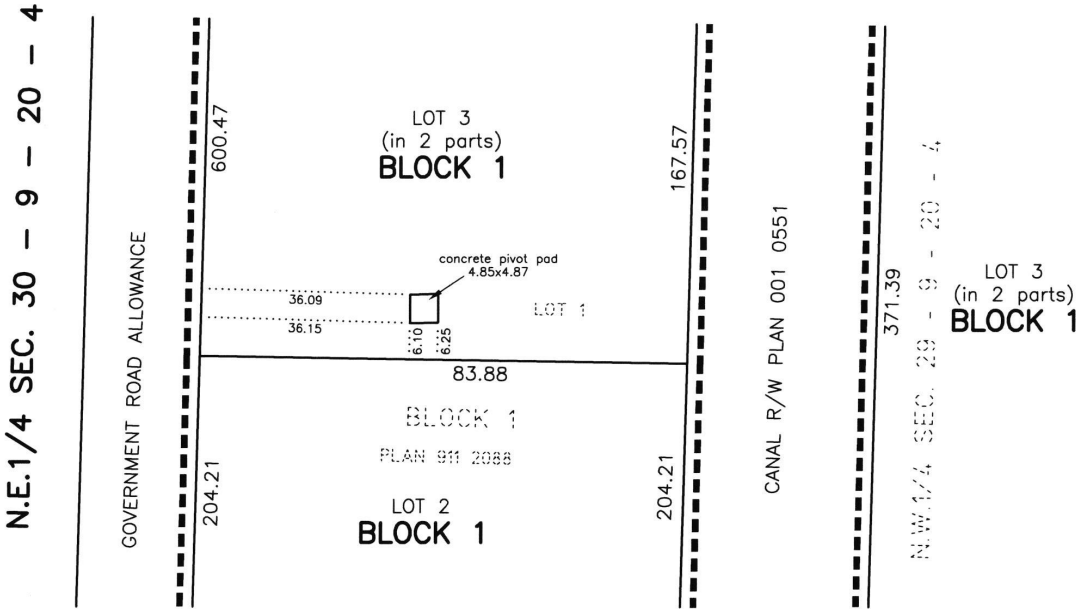


April 28, 2022 N:\Subdivision\2022\0-078.dwg

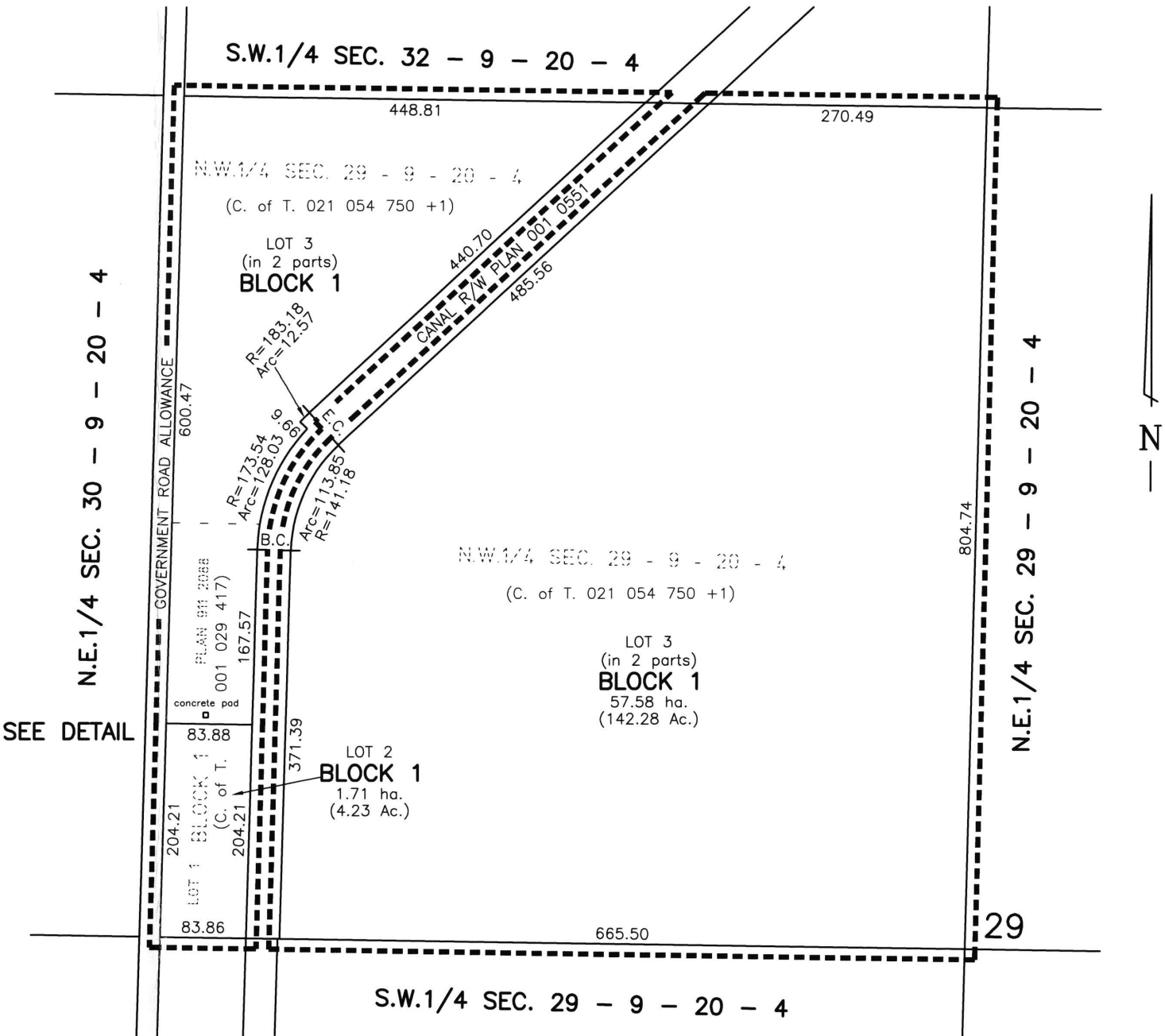
**AERIAL PHOTO DATE: 2018**

TABLE OF AREAS

LOT 2; BLOCK 1  
within Lot 1; Block 1; Plan 911 2088= 1.71 ha. (C. of T. 001 029 417)  
LOT 3(in 2 parts); BLOCK 1  
within Lot 1; Block 1; Plan 911 2088= 1.61 ha. (C. of T. 001 029 417)  
within N.W.1/4 Sec. 29-9-20-4=55.97 ha. (C. of T. 021 054 750 +1)  
sub-total=57.58 ha.  
Total=59.29 ha.



DETAIL  
NOT TO SCALE



SEE DETAIL

NO.	REVISION	DATE	BY
	Improvements shown were surveyed on April 8th, 2022 NOTE : Portion to be approved is outlined thus ----- and contains approximately 59.29 ha. Distances are in metres and decimal parts thereof.		
	Distances and areas are approximate and are subject to change upon final survey.		

CURTIS KREFT
TENTATIVE PLAN SHOWING SUBDIVISION of all of LOT 1; BLOCK 1; PLAN 911 2088 and part of N.W.1/4 SEC. 29 all within N.W.1/4 SEC. 29; TWP. 9; RGE. 20; W.4 M. LETHBRIDGE COUNTY

boa brown okamura & associates ltd. Professional Surveyors 2830 - 12th Avenue North, Lethbridge, Alberta		
APPROVED  Z. J. Prosper A.L.S.	DRAWN CJB	DATE APRIL 18/22
	CHECKED ZJP	JOB 22-15632
	SCALE 1:5000	DRAWING 22-15632T

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2022-0-79 – Loman Farms  
- SE1/4 01-12-21-W4M  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** ORRSC  
**Report Author:** Steve Harty

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 01 Jun 2022
Larry Randle, Director of Community Services,	Approved - 06 Jun 2022
Ann Mitchell, Chief Administrative Officer,	Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The application is to subdivide a 2.50-acre first parcel out farmstead subdivision from a unsubdivided ¼-section title of 158.97-acres for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2022-0-079 be approved subject to the conditions as outlined in the draft resolution.

## REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations and the municipal subdivision policies as stated in the Land Use Bylaw. Suitable servicing is in place and the MDS is met.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The isolated single parcel subdivision policies are within Land Use Bylaw No. 1404 that allows one subdivision per ¼-section such as this proposed first parcel out farmstead.
- Land Use Bylaw No. 1404 stipulates a minimum 2.0-acre to maximum 10.0-acre parcel size for a county residential use which the applied for 2.50-acre parcel size complies with.
- The LUB No. 1404 and Subdivision and Development Regulation contain siting criteria and servicing requirements, including potable water, on-site septic treatment, and access which are all adequately provided.

## BACKGROUND INFORMATION:

Located 2-miles northwest of the Hamlet of Iron Springs, and 2-miles north of Highway 25. This application is to subdivide an existing small yard located in the very southeast corner of the ¼-section.

The yard contains a dwelling, shop building and landscaping with trees. A number of grain bins situated to the west of the yard will remain outside the acreage on the remnant agricultural land. The proposed property line on the northwest corner is angled to account for the agricultural land irrigation pivot system. Water is provided by a private cistern haul system and sewage is treated by an individual on-site septic system situated between the dwelling and east roadway. The septic system will remain within the confines of the residential parcel once subdivided. There are currently two approaches in place, providing access to both the south and east municipal road allowances.

There are no abandoned gas wells located in proximity. There is a grandfathered dairy confined feeding operation (CFO) located to the west. A minimum distance separation (MDS) of 379 m is required and 954 m exists as measured to the dwelling. The next closest CFO in the vicinity is over a mile away.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 regarding as a first parcel out subdivision and the proposed 2.50-acre parcel size conforms to the policies.

The application was circulated to the required external agencies with no concerns expressed and no requests for utility easements (at time of agenda report). Adjacent land is identified as potentially containing a historical resource of a HRV5. The province has no concerns and Historical Resources Act approval is not required.

#### **ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision criteria are met.

Pros:

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

Cons:

- a refusal would likely be appealed to the LPRT by the applicants as the County's subdivision criteria have been met

#### **FINANCIAL IMPACT:**

None, and the existing tax situation will remain is.

#### **LEVEL OF PUBLIC PARTICIPATION:**

☒ **Inform**      ☐ **Consult**      ☐ **Involve**      ☐ **Collaborate**      ☐ **Empower**

#### **ATTACHMENTS:**

[5A 2022-0-079 Lethbridge County APPROVAL](#)  
[Diagrams for Lethbridge County 2022-0-079](#)



## RESOLUTION

2022-0-079

**Lethbridge County**

**Country Residential** subdivision of SE1/4 1-12-21-W4M

THAT the Country Residential subdivision of SE1/4 1-12-21-W4M (Certificate of Title No. 201 224 383), to subdivide a 2.50-acre (1.01 ha) first parcel out farmstead from a title of 158.97 acres (64.34 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 and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant is required to submit a final plan as prepared by an Alberta Land Surveyor that corresponds to the subdivision approval.

### REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority is satisfied the proposal meets and exceeds the required minimum distance separation (MDS) to the closest confined feeding operation (CFO) located to the west, as 379 m is required, and 954 m exists as measured to the dwelling.
4. The application and the proposed 2.50-acre parcel size conforms to the County's subdivision policies as a first parcel out farmstead subdivision.

### INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.
- (e) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s)  
Therefore, ATCO Gas has no objection to the proposed subdivision.

2022-0-079  
Page 1 of 3

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

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

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

- (g) Alberta Health Services has no objection.

- (h) Lethbridge Northern Irrigation District (LNID) – Alan Harrold, General Manager:

“The above noted Application for Subdivision has been reviewed by the Lethbridge Northern Irrigation District (LNID) and is approved subject to the following conditions:

1. Payment in full of any outstanding irrigation rates that may be assessed on the original parcel at the time of finalization of the subdivision.
2. Payment of the District's subdivision administration fee. The current fee is \$630.00 (includes GST).
3. A water agreement suitable to meet the needs of the proposed 2.5-acre subdivision may be required if the proposed new subdivision requires the use of irrigation water. In addition, since the delivery would be from the Lateral G3 Pipeline, a landowner construction contribution would be required at the time of signing a water agreement for this parcel. The current 2022 high pressure pipeline rate is \$5,000 plus GST plus the cost of a water delivery turnout if one is required.
4. An Easement for the subdivided parcel for access to water from the District's works must be in place prior to the supply of domestic/yard usage water.
5. Any alteration to District works required as a result of this subdivision is subject to District approval and payment by the applicant of all applicable costs.

Thank you for the opportunity to comment. If you require more information or would like to set up an appointment to discuss the conditions above, please contact Janet Beck, Land Agent, at the Lethbridge Northern Irrigation District Office, 403-327-3302.”

- (i) Historical Resources has no concerns.

- (j) Canada Post has no comment.

- (k) Signalta Resources Limited – Wayne MacDonald, Surface Land Manager:

“With regards to your correspondence received May 12, 2022, Signalta Resources Limited has no concerns with the subject proposal for the SE¼ I-I 2-2 I-W4M, subject to the following;

Signalta Resources Limited maintains that any subdivision or development adhere to the AER Setback Requirements in accordance to the required absolute minimum as it applies to the type of energy facility affected by the proposed development.

Signalta Resources Limited advises that upon subdivision or development a relocation of existing facilities is required, it shall be at the owner's and/or developer's expense and to the satisfaction of Signalta Resources Limited.

Payment and/or the requirement for new Easements or Surface Leases for new facilities will also be the responsibility of the owner or developer. Any work affecting the surface of Signalta Resources Limited's Right-of-Ways/Leases must be approved by Signalta Resources Limited Surface Land Department at P.O. Box 6150, Postal Station "D", Calgary, Alberta T2P 2C7.

If you should have any questions regarding this matter, please do not hesitate to contact the writer at (403) 218-4230 or via e-mail at [wayne.macdonald@signalta.com](mailto:wayne.macdonald@signalta.com).”

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

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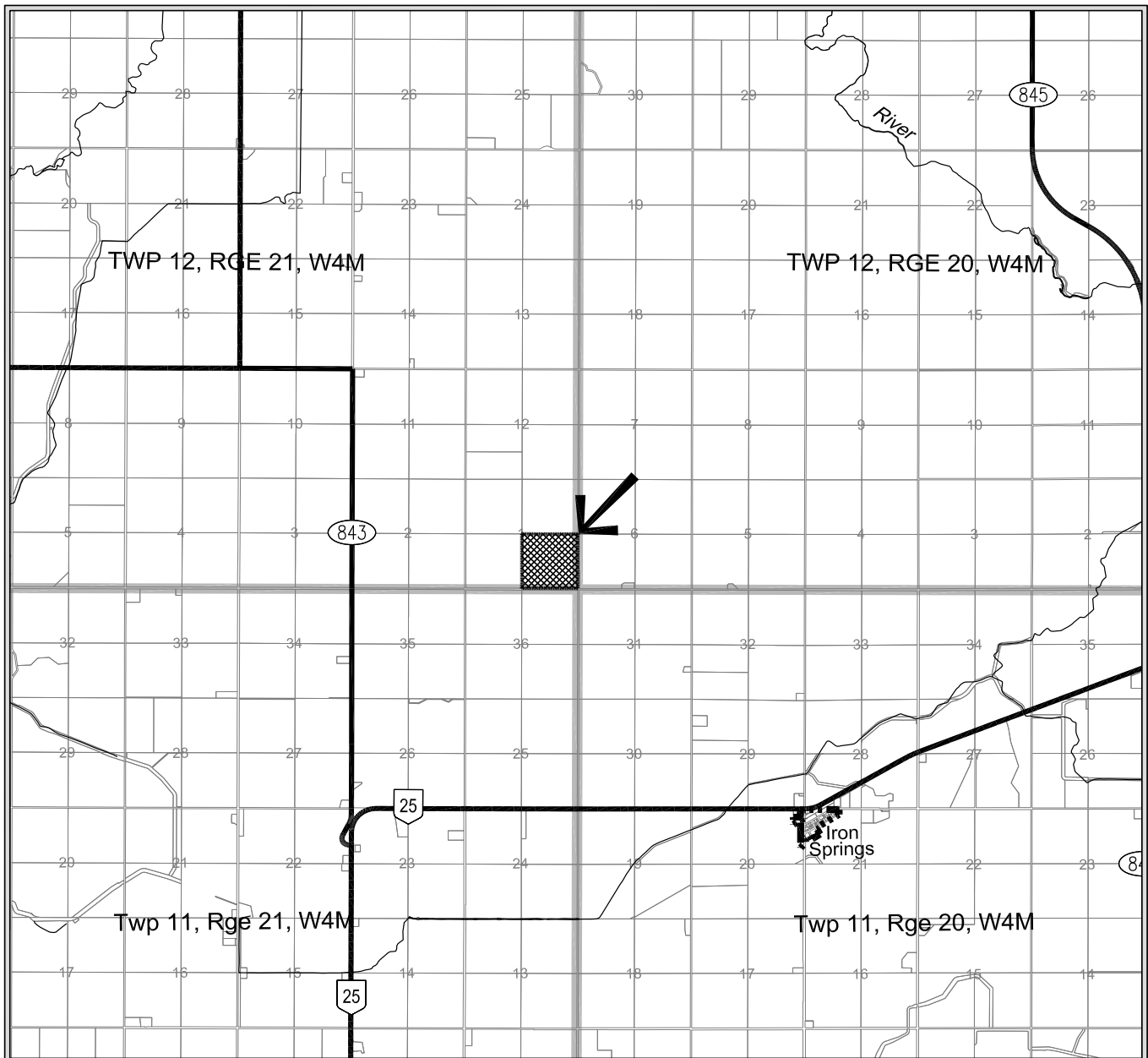
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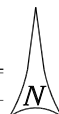
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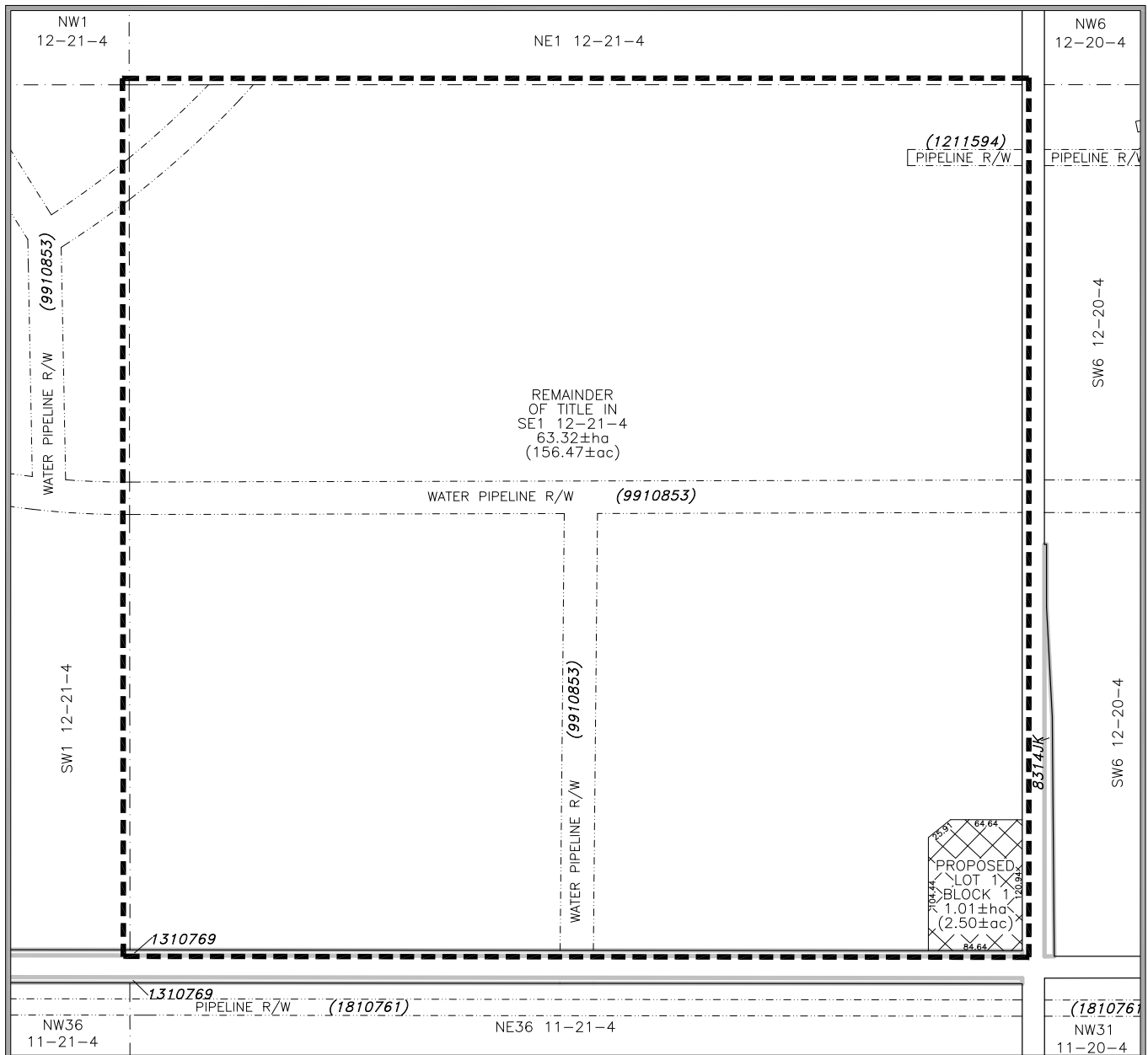
DATE



**SUBDIVISION LOCATION SKETCH**  
**WITHIN SE 1/4 SEC 1, TWP 12, RGE 21, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: MAY 2, 2022**  
**FILE No: 2022-0-079**







**SUBDIVISION SKETCH**  
**WITHIN SE 1/4 SEC 1, TWP 12, RGE 21, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: MAY 2, 2022**  
**FILE No: 2022-0-079**





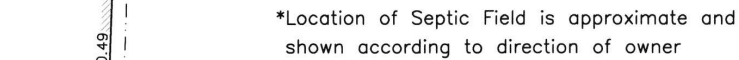
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**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: MAY 2, 2022**  
**FILE No: 2022-0-079**



May 02, 2022 N:\Subdivision\2022\2022-0-079.dwg

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**AERIAL PHOTO DATE: 2018**



LOMAN FARMS LTD.

Lethbridge County



Professional Surveyors

2830 – 12 Avenue North, Lethbridge, Alberta

APPROVED	DRAWN MJ	DATE APRIL 18/22
	CHECKED ZJP	JOB 22-15613
	SCALE	DRAWING
Z.J. Prosper, A.L.S.	1:5000	22-15613TA

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2022-0-80 – Vaselenak  
- NW1/4 08-09-19-W4M  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** ORRSC  
**Report Author:** Steve Harty

## APPROVAL(S):

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

Approved - 01 Jun 2022  
Approved - 06 Jun 2022  
Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The application is to subdivide 2.52-acre first parcel out farmstead from a title of 158.97-acres for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2022-0-080 be approved subject to the conditions as outlined in the draft resolution.

## REASON(S) FOR RECOMMENDATION(S):

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

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Land Use Bylaw (LUB) No. 1404 contains policies for isolated single parcel (first parcel out farmsteads) subdivisions that allow one subdivision per ¼-section, such as this proposal.
- The LUB No. 1404 criteria stipulates a minimum 2.0-acre to maximum 10.0-acre parcel size for a county residential use which the applied for 2.52-acre parcel size complies with.
- The LUB No. 1404 contains siting criteria and servicing requirements, including meeting setbacks to CFOs and gas wells, and the provision of suitable access, potable water, on-site septic treatment, etc., which the application conforms with.

## BACKGROUND INFORMATION:

Located approximately 2-miles east of the Town of Coaldale and less than 1-mile south of Highway 3. The proposal is to subdivide an existing yard in the very northwest corner of the ¼-section as a first parcel out subdivision.

The yard contains a dwelling, detached garage, metal Quonset, grain bins, and an accessory building. The property line on the east side is setback 20' from the Quonset to ensure setback compliance with the land use bylaw. The proposed parcel is configured to remain outside the irrigation pivot system on the remnant agricultural land. Water is provided by the rural water co-op and sewage is treated by an individual on-site septic system west of the dwelling. The septic system will remain within the confines of the parcel once subdivided. Access is provided from both the west and north municipal roadways with two existing approaches in place.

Overall, the 2.52-acre proposal meets the criteria of the County's Land Use Bylaw No. 1404 regarding a first parcel out subdivision. The application was circulated to the required external agencies with no concerns expressed, Alberta Transportation has granted an approval, and there are no requests for utility easements (at time of agenda report). The ¼-section is identified as potentially containing a historical resource of a HRV5 category. However, the province has no concerns and Historical Resources Act approval is not required.

#### **ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision criteria are met.

Pros:

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

Cons:

- a refusal could be appealed to the LPRT by the applicants as the County's subdivision criteria have been met

#### **FINANCIAL IMPACT:**

None, and the existing tax situation will remain is.

#### **LEVEL OF PUBLIC PARTICIPATION:**

☒ **Inform**      ☐ **Consult**      ☐ **Involve**      ☐ **Collaborate**      ☐ **Empower**

#### **ATTACHMENTS:**

[5A 2022-0-080 Lethbridge County APPROVAL](#)  
[Diagrams for Lethbridge County 2022-0-080](#)

## RESOLUTION

2022-0-080

**Lethbridge County**

**Country Residential** subdivision of NW1/4 8-9-19-W4M

THAT the Country Residential subdivision of NW1/4 8-9-19-W4M (Certificate of Title No. 121 079 371), to subdivide a 2.52-acre (1.02 ha) first parcel out farmstead from a title of 158.97 acres (64.34 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 the 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 the 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 as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.

### REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposal is for a first parcel out farmstead and the application and proposed 2.52-acre parcel size conforms to the County's subdivision policies.
4. There have been no objections received on the proposal, and Alberta Transportation has no concerns.

### INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

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

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

2022-0-080  
Page 1 of 3



- (f) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) # 151 055 912.

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

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).
- (h) Alberta Health Services has no objection.
- (i) SMRID – Linda Park, Land Administrator:

"Further to your May 4th, 2022 subdivision application, this is to advise that the District has a few comments in respect to the above-noted:

- The proposed subdivision will be classified as "dry".
- If the subdivided parcel wishes to use non-potable water provided by the District for their trees, yard etc., the landowner must enter into a Household Purposes Agreement with the District.
- If the turnout is located on the irrigated piece, the landowner must enter into a Remote Delivery Agreement with the District and have an easement registered on title in order to guarantee supply of water to the subdivided parcel. All works and easements involved to provide water to the subdivided parcel will be at the landowner's cost.
- A Service Fee of \$100.00 plus GST will apply."

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

"Reference your file to create a parcel for country residential/farmstead use at the above noted location.

The proposal is to create a single parcel of land from an unsubdivided quarter section to accommodate an existing residence and related improvements. As such, this application is in accordance with Section 14(b) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation").

Notwithstanding the foregoing, resultant of the fact that the remnant land does have direct access to Highway 526 this application is subject to the requirements of Section 15(2) of the regulation.

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

To that end, currently and as proposed the parcel to be created will gain indirect access to the highway solely by way of the local road system. Given this and that the remnant lands will remain to be an agricultural tract, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the country residential/farmstead parcel as proposed would have any appreciable impact on the highway.

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

Even though the waiver of Section 15(2) has been granted, the applicant is advised that no additional direct access to the highway will be allowed as a result of this application and that the existing direct accesses could remain on a temporary basis for limited agricultural use only.

Section 16 of the regulation only states that the requirements of Sections 14 and 15 may be varied. Although the waiver of Section 15(2) has been granted for this application, it has been granted under site specific circumstance (in accordance with Section 14(b), (indirect access by the local road system and the remnant lands will remain to be an agricultural tract) and it should not be construed that this variance would set precedent or be granted as a matter of course.

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

The subject property is within the noted control lines and as such any development would require the benefit of the said permit. To ensure that any future highway expansion plans are not unduly compromised, minimum setbacks would be identified and stipulated as a condition of approval such that an adequate buffer would be maintained alongside the highway and any other highway related issues could be appropriately addressed. The applicant could contact Alberta Transportation through the undersigned, at Lethbridge 403-388-3105, in this regard.

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

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

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

(k) Historical Resources has no concerns.

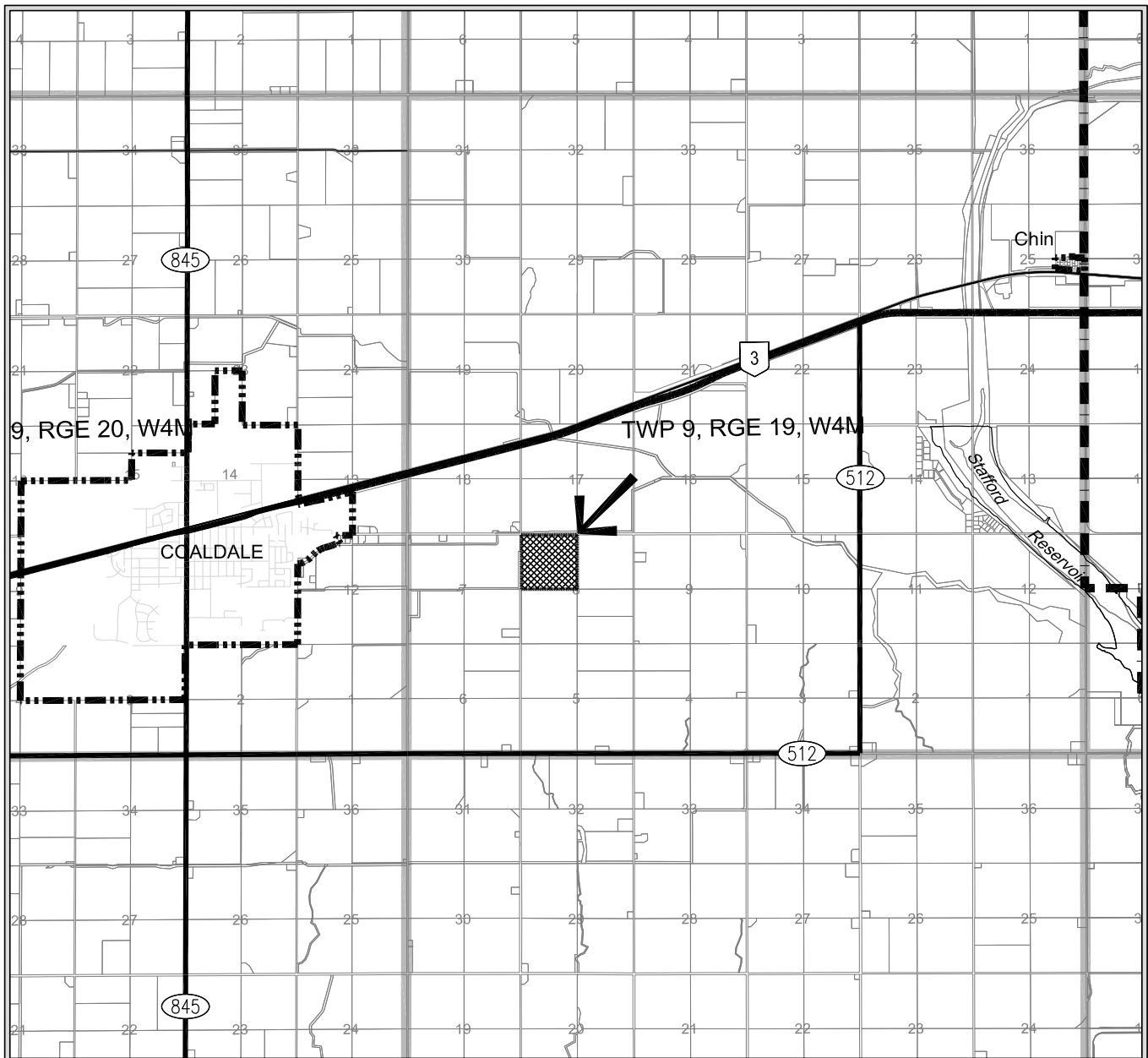
(l) Canada Post has no comment.

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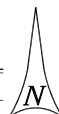
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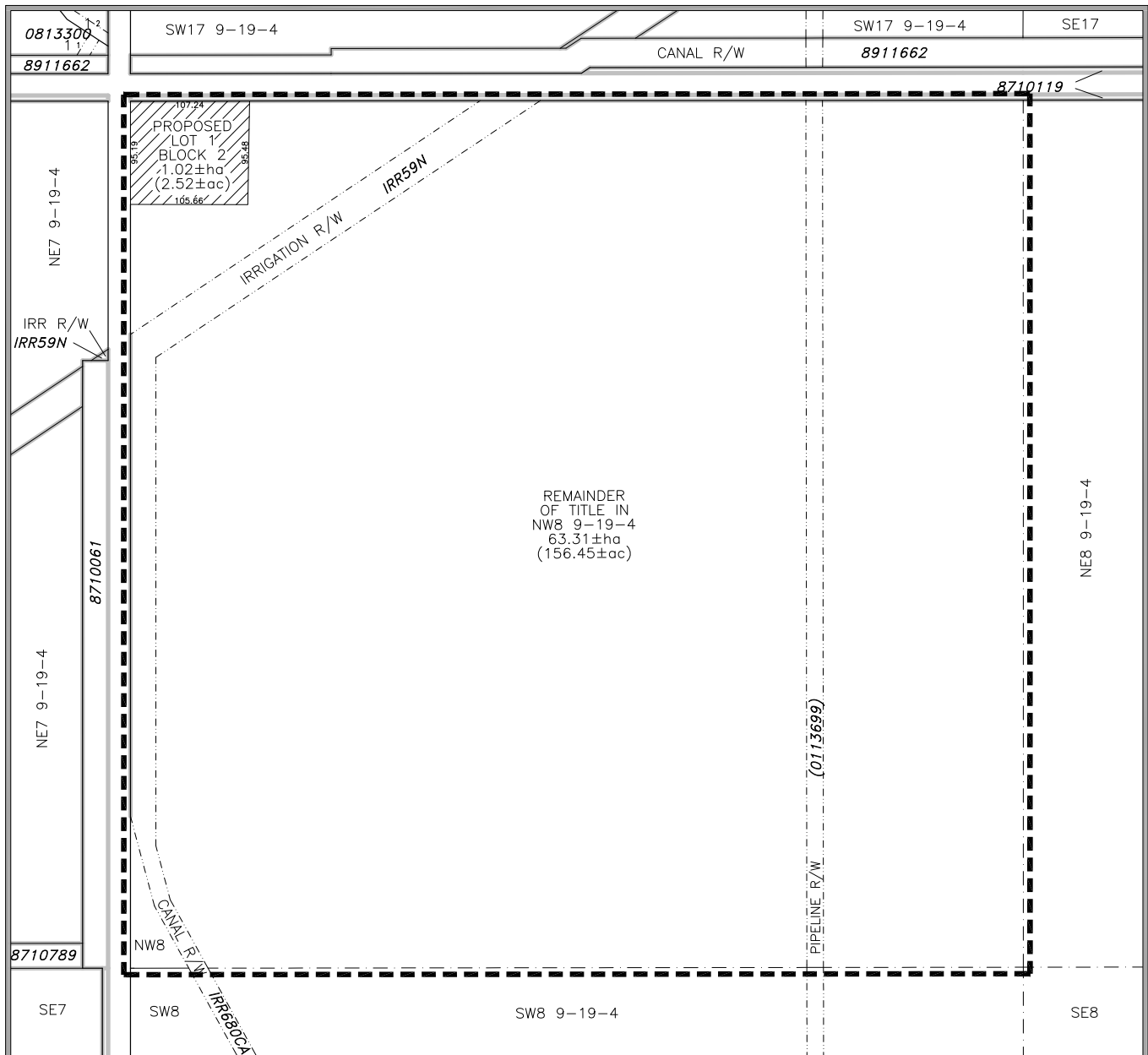
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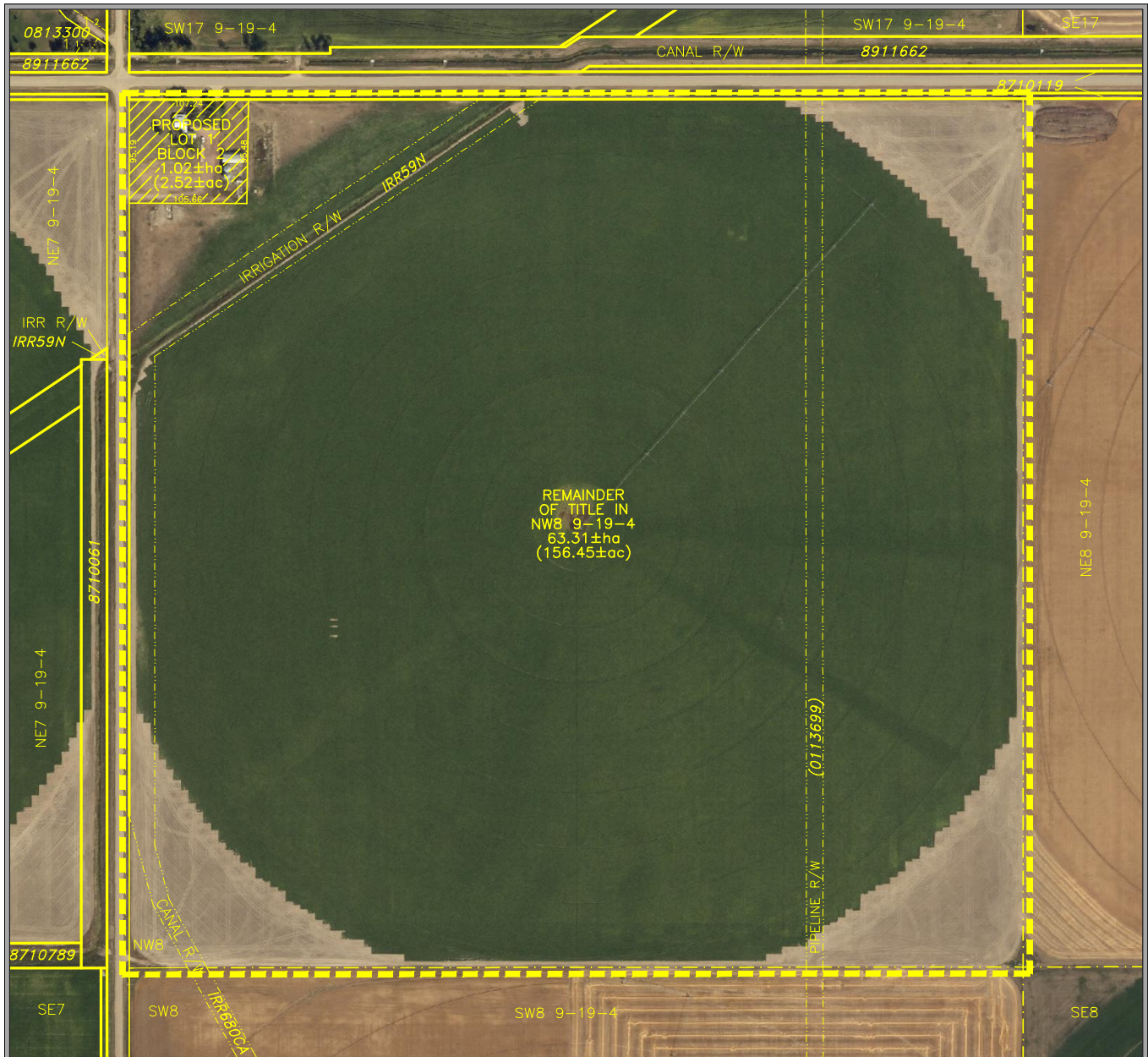
**SUBDIVISION LOCATION SKETCH**  
**WITHIN NW 1/4 SEC 8, TWP 9, RGE 19, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: APRIL 28, 2022**  
**FILE No: 2022-0-080**





**SUBDIVISION SKETCH**  
**WITHIN NW 1/4 SEC 8, TWP 9, RGE 19, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: APRIL 28, 2022**  
**FILE No: 2022-0-080**





SUBDIVISION SKETCH  
 WITHIN NW 1/4 SEC 8, TWP 9, RGE 19, W 4 M  
 MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: APRIL 28, 2022  
 FILE No: 2022-0-080



April 28, 2022 N:\Subdivision\2022-0-080.dwg

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AERIAL PHOTO DATE: 2018



# AGENDA ITEM REPORT



**Title:** Bylaw 22-003 - Road Closure, Sale and Consolidation of a portion of Range Road 22-0 (between SE 25-9-22-W4 and SW 30-9-21-W4)- Public Hearing  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Community Services  
**Report Author:** Hilary Janzen

## APPROVAL(S):

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

Approved - 06 Jun 2022  
Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

An application has been made to close a portion of Range Road 22-0 that is between SE 25-9-22-W4 and SW 30-9-21-W4 which is east of the Oldman River and north of the City of Lethbridge.

## RECOMMENDATION:

That the proposed road closure be sent to the Minister of Transportation for Approval.

## REASON(S) FOR RECOMMENDATION(S):

Prior to receiving second and third reading the Bylaw must be sent to the Minister of Transportation for Approval. Once the Bylaw receives Ministerial approval, second and third reading of the Bylaw can proceed.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 109A - Road Allowance Closure & Sale approved by County Council on March 6, 2014

Bylaw 22-003 was given first reading on April 7, 2022

## BACKGROUND INFORMATION:

An application has been made to close a portion of Range Road 22-0 that is between SE 25-9-22-W4 and SW 30-9-21-W4. The applicant would like to consolidate this section of road to allow for contiguous mining (gravel extraction operation) between the two parcels.

The County has determined that this portion of road will not be required for future use and can be closed. In addition, Alberta Transportation has submitted a letter stating that they have no concerns or objections to the proposed road closure.

If approved, the applicant will be required to consolidate the road closure area into their adjacent parcel which is located to the east and west of the road proposed to be closed.

The application was referred to the City of Lethbridge. They had no concerns with road closure as long as they would be referred any applications to expand the approved sand and gravel operations into the road area or further to the west.

The bylaw was advertised in the May 24 and 31 editions of the Sunny South News.

#### **ALTERNATIVES / PROS / CONS:**

County Council may decide not to send the proposed bylaw for Ministerial approval if there were concerns with the proposed road closure that come up during the public hearing.

Pros:

- This would keep the portion of road open and alleviate any concerns from the public regarding access.

Cons:

- The County would forgo \$9,650.00 sale revenue.
- The County would have to manage and maintain the road way.

#### **FINANCIAL IMPACT:**

- Lethbridge County will receive \$9,650.00 in sale revenue if the road is closed.
- There would be a negligible increase in property taxes.

#### **LEVEL OF PUBLIC PARTICIPATION:**

☐ Inform    ☒ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

#### **ATTACHMENTS:**

[Signed First Reading - Bylaw 22-003](#)  
[Bylaw 22-003 - Road Closure Application](#)

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW 22-003**

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

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

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

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

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

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

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

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING PART OF LOT 2, BLOCK 1, PLAN \_\_\_\_\_ CONTAINING 0.78 HECTARES (1.93 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

GIVEN first reading this 7th day of April, 2022.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

Seal

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Minister of Transportation

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Reeve

Seal

\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Reeve

Seal

\_\_\_\_\_  
Chief Administrative Officer





## LETHBRIDGE COUNTY APPLICATION FOR ROAD CLOSURE

OFFICE USE		
Date of Application: <u>January 31, 2022</u>	Assigned Bylaw	No. <u>22-003</u>
Date Deemed Complete: <u>February 18, 2022</u>	Application & Processing Fee:	\$ <u>1500.00 - PAID Jan. 31/2022</u>
	Assessed Value:	\$

### APPLICANT INFORMATION

**Name of Applicant:** Lafarge Canada Inc.

**Mailing Address:** 2213 50 Avenue SE **Phone:** (403) 312-0480  
Calgary, AB

**Postal Code:** T2B 0R5 **Email:** jennifer.weslowski@lafargeholcim.com

**Name of Owner:** Leroy & Sandra Pavan  
*(if not the applicant)*

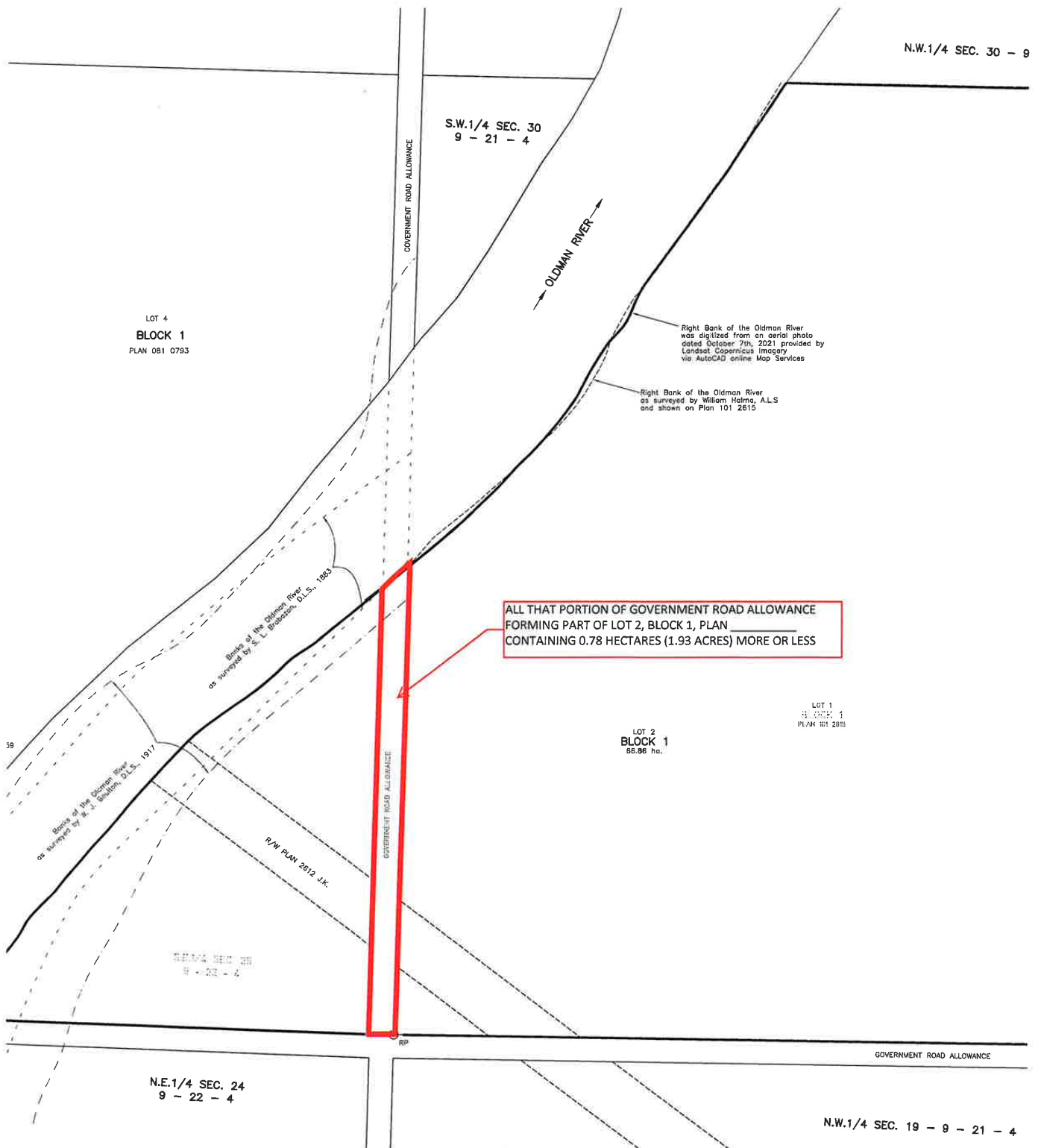
**Mailing Address:** RR 8-42-12 **Phone:** (403) 327-5150  
Lethbridge, AB

**Postal Code:** T1J 4P4 **Email:** \_\_\_\_\_

### ROAD CLOSURE INFORMATION

The applicant shall provide the following information:

- A map showing proposed road closure area and the applicant's property,
- Copy of the certificate of title(s) to which the road closure would be consolidated to,
- Legal Description of the proposed Road Closure (acceptable at the Land Titles Office)
- If there are other adjacent landowners provide written confirmation that they have been consulted with on the proposed road closure,
- Provide the reasons for the road closure request, and
- Application fee payment (See Schedule of Fees).





LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0034 375 296            1012615;1;1            101 194 898

LEGAL DESCRIPTION  
PLAN 1012615  
BLOCK 1  
LOT 1  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 58.74 HECTARES (145.15 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;21;9;30;SW

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 101 194 881  
   091 247 493

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
101 194 898	30/06/2010	PLAN OF SURVEY - NEW TITLE		

OWNERS

LEROY PAVAN

AND

SANDRA PAVAN

BOTH OF:

RR 8-42-12

LETHBRIDGE

ALBERTA T1J 4P4

AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		

696EU		RESTRICTIVE COVENANT
-------	--	----------------------

( CONTINUED )



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0022 104 624            4;22;9;25;SE            041 489 241

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 22 TOWNSHIP 9  
SECTION 25  
THOSE PORTIONS OF THE SOUTH EAST QUARTER  
WHICH LIE TO THE EAST OF THE BELLY RIVER AS SHOWN ON A PLAN OF SURVEY  
OF THE SAID TOWNSHIP DATED ON THE 6TH DAY OF NOVEMBER 1889  
CONTAINING 6.07 HECTARES (15 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 021 386 014

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
041 489 241	31/12/2004	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

LEROY PAVAN

AND

SANDRA PAVAN

BOTH OF:

RR 8-42-12

LETHBRIDGE

ALBERTA T1J 4P4

AS JOINT TENANTS

( CONTINUED )

# AGENDA ITEM REPORT



**Title:** Resolution - Road Closure, Sale and Consolidation of Road Plan 8419HB  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Community Services  
**Report Author:** Hilary Janzen

## APPROVAL(S):

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

Approved - 06 Jun 2022  
Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

An application has been received to close and consolidate Road Plan 8419HB by the adjacent landowners. The proposed road closure is located 0.5km south of Highway 519 on Range Road 23-4.

## RECOMMENDATION:

That closure of a portion of Road Plan 8419HB as shown on the attached sketch be approved by Resolution.

## REASON(S) FOR RECOMMENDATION(S):

This portion of road is not required as part of the County's road network.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 109A - Road Allowance Closure & Sale approved by County Council on March 6, 2014 with revisions approved on November 5, 2020.

## BACKGROUND INFORMATION:

An application has been received for the closure, sale and consolidation of road plan 8419HB. Section 24 of the MGA allows a rural municipality to close a road by resolution, with the approval of the Minister of Transportation, to close the whole or any part of a road described in a surveyed road plan that council determines is no longer required for use by the traveling public owing to the existence of an alternative route.

The road in question is undeveloped and upon review, County Administration has determined that the road is not required as part of the County's road network.

Alberta Transportation has been circulated the proposed road closure and has no objections with the County proceeding with the closure, sale and consolidation.

If approved, the adjacent landowner, will consolidate the road closure area into their properties as shown on the attached sketch.

#### ALTERNATIVES / PROS / CONS:

##### 1. Reject the road closure:

Pros:

- the County would retain the land as an asset which could be used in the future, if deemed appropriate by the Director of Public Works.

Cons:

- the County would forgo \$6,160.00 in sale revenue.

#### FINANCIAL IMPACT:

- The assessed value of the lands proposed to be closed, is \$14,0000 per acre. If the road closure is approved the County would sell the lands to the adjacent landowner for a total of \$6,160.00.
- The tax increase for the properties would increase by approximately \$40.00 per year if the road closure is approved.

#### LEVEL OF PUBLIC PARTICIPATION:

☐

Inform

☒

Consult

☐

Involve

☐

Collaborate

☐

Empower

#### ATTACHMENTS:

[Anker Road Closure Application](#)

[Anker Road Closure Map](#)

[Resolution](#)

[road closure sketch area](#)



**LETHBRIDGE COUNTY**  
**APPLICATION FOR ROAD CLOSURE**

OFFICE USE		
Date of Application: <u>April 26, 2022</u>	Assigned Bylaw	No. <u>Not Required (Closure by Resolution)</u>
Date Deemed Complete: <u>May 9, 2022</u>	Application & Processing Fee:	\$ <u>750.00</u>
	Assessed Value:	\$

**APPLICANT INFORMATION**

Name of Applicant: Zach Prosper, ALS  
Mailing Address: 2830 12 Avenue North Phone: 403-329-4688 ext. 132  
Lethbridge, AB  
Postal Code: T1H 5J9 Email: Zach@bokamura.com

Name of Owner: Gerrit & Teynie Anker  
(if not the applicant)  
Mailing Address: Box 38 Phone: 587-220-0522  
Nobleford, AB  
Postal Code: T0L 1S0 Email: gerard.teynie@hotmail.com

**ROAD CLOSURE INFORMATION**

The applicant shall provide the following information:

- A map showing proposed road closure area and the applicant's property,
- Copy of the certificate of title(s) to which the road closure would be consolidated to,
- Legal Description of the proposed Road Closure (acceptable at the Land Titles Office)
- If there are other adjacent landowners provide written confirmation that they have been consulted with on the proposed road closure,
- Provide the reasons for the road closure request, and
- Application fee payment (See Schedule of Fees).

## DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application.

The applicant is responsible for all road closure costs including the road closure application fee, all costs associated with the Transfer of Land (surveying costs, transfer documents, registration, etc.), land purchase costs (based on the assessed value).

3JP

April 20, 2022

APPLICANT

DATE

*IMPORTANT: This information may also be shared with appropriate government/ other agencies and may also be kept on file by the agencies. This information may also be used by and for any or all municipal programs and services. Information provided in this application may be considered at a public meeting. The application and related file content will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact Lethbridge County.*

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





Plan 8419HB  
Block A in the  
NE-32-10-23-  
W4

Municipal  
Address:  
105058 RR  
23-4

Road  
Closure  
Area

RGE RD 234

Lethbridge County

A Resolution of **Lethbridge County** for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

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

NOW THEREFORE be it resolved that the Council of Lethbridge County does hereby close the following described road, subject to rights of access granted by other legislation.

PLAN 8419HB

ALL THAT PORTION OF ROADWAY FORMING A PART OF LOT 1, BLOCK A, PLAN \_\_\_\_\_  
CONTAINING 0.180 HECTARES (0.44 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS

To be Consolidated with Block A, Plan Plan 8419HB (Certificate of Title # 211170515)

\_\_\_\_\_  
Reeve

*Seal*

\_\_\_\_\_  
Chief Administrative Officer

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Minister of Transportation



N.E.1/4 SEC. 32 - 10 - 23 - 4

N.W.1/4 SEC. 33 - 10 - 23 - 4

LOT 1  
BLOCK A  
0.453 ha  
(1.12 Ac.)

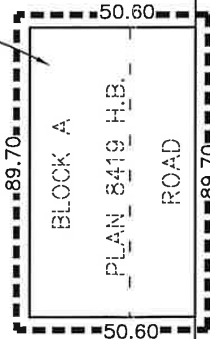


TABLE OF AREAS

LOT 1	within BLOCK A, PLAN 8419 H.B. = 0.273 ha
	within ROAD, PLAN 8419 H.B. = 0.180 ha
	TOTAL = 0.453 ha

NOTE : Portion to be approved is outlined thus -----  
and contains approximately 0.453 ha.  
Distances are in metres and decimal parts thereof.

GERRIT ANKER

SKETCH PLAN SHOWING PROPOSED ROAD CLOSURE & CONSOLIDATION  
within  
ROAD & BLOCK A, PLAN 8419 H.B.  
within  
N.E. 1/4 SEC.32, TWP. 10, RGE. 23, W.4 M.  
Lethbridge County



brown okamura & associates ltd.  
Professional Surveyors  
2830 - 12 Avenue North, Lethbridge, Alberta

APPROVED  Z.J. Prosper, A.L.S.	DRAWN MJ	DATE APRIL 5/22
	CHECKED ZJP	JOB 22-15616
	SCALE 1:2000	DRAWING 22-15616SK

# AGENDA ITEM REPORT



**Title:** Draft Fire Bylaw No. 22-002 - Second and Third Reading  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Community Services  
**Report Author:** Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 08 Jun 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

LethbridgeCounty has a Stubble Burning Bylaw, a Fire Ban Bylaw, a Fire Permit Bylaw and a Fire Services Bylaw. Many Alberta municipalities include the subject matters addressed in these four bylaws in one all-encompassing fire bylaw. Draft "Fire Bylaw No. 22-002" combines all four existing bylaws into one new bylaw and includes some important updates.

## RECOMMENDATION:

That Fire Bylaw No. 2022-02 be read a second time.

That Fire Bylaw No. 2022-02 be read a third time.

## REASON(S) FOR RECOMMENDATION(S):

Stubble Burning Bylaw No. 933, Fire Ban Bylaw No. 1423 and Fire Permit Bylaw No. 1424 were all in need of updating. Along with the updates it makes sense to follow best practices and create a modern bylaw that includes such updates and combines the general content of four bylaws, into one.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Stubble Burning Bylaw No. 933 was adopted in 1989. Fire Ban Bylaw No. 1423 and Fire Permit Bylaw No. 1424 were both adopted in 2014 while the Fire Services Bylaw No. 21-017 is from 2021. All four bylaws are attached for reference.

## BACKGROUND INFORMATION:

The Stubble Burning Bylaw is outdated but is still occasionally required for issuance of fire permits to burn hemp, flax stubble or to deal with weed control. The current Fire Ban Bylaw and Fire Permit bylaws both need minor revision. The Fire Services Bylaw is fine as it is but it is recommended that it also be incorporated into one comprehensive fire bylaw.



Since the adoption of all but the 2021 Fire Services Bylaw, there have been changes to provincial legislation, position titles, community expectations, best practices, and science and technology have evolved. Consequently, a new fire bylaw has been drafted for Council's consideration.

The new bylaw merges the general content of the four existing bylaws and introduces changes which include:

- increasing minimum fines from \$100.00 to \$250.00
- authorizing county administration to impose fire bans and restrictions
- providing more information regarding the declaration of a fire restriction
- delegating council's authority to appoint Fire Guardians under the *Forest and Prairie Protection Act* to the Chief Administrative Officer
- accurately stating position titles
- removing reference to the capital budget and equipment allocation in Bylaw 21-017
- reflecting changes made to provincial legislation, and
- streamlining four bylaws into one.

No changes to the fireworks permit system have been introduced.

#### **ALTERNATIVES / PROS / CONS:**

##### **OPTION 1. Approve second and third readings of Fire Bylaw No. 22-002.**

###### **Pros:**

- Consolidates four bylaws into one bylaw for ease of reference while also incorporating changes noted in the Background section of this report.
- Also allows council time to consider any desired amendments to the bylaw before considering second and third readings at a future council meeting.

###### **Cons:**

- No disadvantages have been identified.

##### **OPTION 2. Do not approve second and third readings of Fire Bylaw No. 22-002.**

###### **Pros:**

- No advantages have been identified.

###### **Cons:**

- This would leave one very outdated bylaw in place and maintain two other bylaws which are showing distinct signs of not being fully in accord with today's standards and practices, and which conflict with each other in some areas.
- This would also leave rules around fire-related issues in the county dispersed in four separate bylaws.

#### **FINANCIAL IMPACT:**

Some fines for fire-related violations have been increased and are now more comparable to other rural municipalities. The issuance of a \$100.00 fine under Fire Permit Bylaw No. 1424 has not been a strong deterrent for some violators. Increased minimum fine amounts may lead to a slight increase in overall fine revenues collected throughout the year or conversely, it could lead to a decrease in fine revenue if it is more effective as a deterrent to not following the rules.

#### **LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Fire Ban Bylaw 1423](#)

[Fire Permit bylaw1424](#)

[Bylaw 933 - Stubble Burning Bylaw](#)

[Bylaw 21-017 - Lethbridge County Fire Services Bylaw - FINAL](#)

[Bylaw 22-002 - Fire Bylaw May 4](#)

## LETHBRIDGE COUNTY

### FIRE BAN BYLAW 1423

**BEING A BY-LAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PREVENTION OR EXTINGUISHING OF FIRES, FOR THE PRESERVATION OF LIFE AND PROPERTY AND THE PROTECTION OF PERSONS FROM INJURY OR DESTRUCTION BY FIRE.**

WHEREAS Sections 7 and 8 of the Municipal Government Act, R.S.A. 2000 Chapter M-26, provides that Council may pass bylaws and that regulate or prohibit the burning of fires for the safety, health and welfare of people and the protection of people and property; and

WHEREAS, the Forest and Prairie Protection Act, R.S.A. 1980 Chapter F-14 grants certain additional powers and responsibilities to Lethbridge County and pursuant to Sections 7 and 8 of the Municipal Government Act, Council can pass bylaws for the prevention of prairie or running fires and the enforcement of the provisions of the Forest and Prairie Protection Act in that behalf; and

WHEREAS, the Council of Lethbridge County pursuant to the powers and responsibilities granted to it pursuant to the Municipal Government Act and the Forest and Prairie Protection Act wishes to provide for the prevention, regulation and control of the lighting of fires within Lethbridge County and for the preservation of life and property from damage or destruction by fire on the terms hereinafter provided;

NOW THEREFORE, the Council of Lethbridge County, in Council duly assembled enacts as follows:

#### **SECTION 1 – DEFINITIONS**

1.1 In this Bylaw:

- a) "Council" shall mean the Council of Lethbridge County;
- b) "County" shall mean Lethbridge County;
- c) "Emergency Services", either internal provided or externally contracted, shall mean those fire, rescue, ambulance, police or other services tasked to respond to emergencies.
- c) "Equipment" shall mean any tools, contrivances, devices or materials used by the Department to combat a fire incident or other;
- d) "Fire" means a process or state of combustion where a flame may or may not be produced.
- e) "Fire Ban" shall mean a provincial ministerial order or the enactment of a ban on open fires or other fires deemed to be hazardous in the County in whole or in part.
- f) "Fire Protection" shall mean all aspects of fire safety, including but not limited to, fire prevention, firefighting or suppression, pre-fire planning, fire inspection, public education and information, training or other staff development and advising;
- g) "Incident" shall mean a fire or situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property or both and to which the Department has responded.

## **SECTION 2 - EMERGENCY SERVICES**

- 2.1 Emergency Services shall be responsible for carrying out such duties, obligations and responsibilities as may be assigned to the Service from time to time by Council and/or Emergency Services Coordinator and without limiting the generality of the foregoing may include:
- a) Preventing and extinguishing fires;
  - b) Investigating the cause of fire;
  - c) Preserving and protecting life, property, the environment and the economy from injury or destruction by fire;
  - d) Preventing prairie or running fires and enforcing the provisions of the Forest and Prairie Protection Act;
  - e) Preventing, combatting and controlling incidents;
  - f) Controlling and mitigating incidents involving dangerous goods;
  - g) Extinguishing open fires during a fire ban.

## **SECTION 3 - COUNCIL POWERS**

- 3.1 The Reeve, Deputy Reeve or any two (2) County Council members may authorize County Administration to impose a Fire Ban on fires throughout the County in part or in whole.
- 3.2 Once a Ban is in effect, the said Ban shall remain in effect until lifted by the Reeve, Deputy Reeve or any two (2) County Council members.
- 3.3 Council may through policy, set fees for responses required by Emergency Services.

## **SECTION 4 - FEES AND COLLECTION**

- 4.1 In addition to penalties imposed herein, Emergency Service response fees that have been set in accordance with policy, will also be applied to responses from Emergency Services that are required during Fire Bans.
- 4.2 Appeals regarding response fees charged may be considered by Council.
- 4.3 In accordance with the Municipal Government Act, fire suppression response fees that remain unpaid may be transferred to the appropriate property tax account through Council resolution, or collected in a similar manner to other outstanding receivables.

## **SECTION 5 – OFFENCES**

- 5.1 Any person who ignites or allows to burn a fire while a Fire Ban is in effect may be found in violation of this Bylaw.
- 5.2 Any person who contravenes a provision of the Bylaw is guilty of an offence and is liable to a penalty as set out in Schedule 'A' herein.
- 5.3 Any single contravention of this Bylaw shall be considered as a single offence and shall not limit additional penalties of this Bylaw from being enforced for additional offences.



- 5.4 Nothing in this bylaw shall be construed as curtailing or abridging the right of the County to obtain compensation or to maintain an action for loss of or damage to property from or against the person or persons responsible.

#### **SECTION 6 - VIOLATION TICKET**

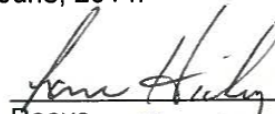
- 6.1 A County Community Peace Officer, RCMP or other County authorized enforcement officer Bylaw Enforcement Officer, R.C.M.P. are hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the Provincial Offences Procedure Act.
- 6.2 A Violation Ticket shall be issued for each single offence of this Bylaw as per Section 5.2 herein.


#### **SECTION 7 - SEVERABILITY**

- 7.1 Should any section or part of this bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as severable from the rest of the bylaw and this bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

**THIS BYLAW SHALL COME INTO FORCE AND EFFECT ON THE FINAL DAY OF PASSING THEREOF.**


GIVEN first reading this 23<sup>rd</sup> day of June, 2014.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this 23<sup>rd</sup> day of June, 2014.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this 23<sup>rd</sup> day of June, 2014.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

**Schedule 'A'**

First Offence:	\$ 500.00
Second Offence:	\$2,500.00
Third Offence:	\$5,000.00

## FIRE PERMIT BYLAW 1424

### A BY-LAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA AUTHORIZING THE PREVENTION AND CONTROL OF FIRES

WHEREAS Sections 7 and 8 of the Municipal Government Act R.S.A. 2000, chapter M-26 provide that Council may pass bylaws for the prevention or the extinguishing of fires, the preservation of life and property, the protection of persons from injury or destruction by fire and provides the Municipality authority to establish a system of licenses, permits or approvals within Lethbridge County; and

WHEREAS the Forest and Prairie Protection Act R.S.A. 2000 F-19 grants certain additional powers to Lethbridge County and pursuant to Sec.75(1) of the Municipal Government Act (supra) Council can pass bylaws for the prevention of prairie or running fires and for the enforcement of the provisions of the Forest and Prairie Protection Act (supra); and

WHEREAS the Soil Conservation Act R.S.A. 2000, chapter S-15 provides that the Council of Lethbridge County is responsible for enforcing the provisions of that legislation regarding soil loss or degradation within Lethbridge County, and

WHEREAS the Council of Lethbridge County pursuant to the powers granted to it under the Municipal Government Act (supra) and the Forest and Prairie Protection Act (supra) wishes to provide for the prevention, regulation and control of the lighting of fires within Lethbridge County;

NOW THEREFORE the Council of Lethbridge County in Council duly assembled hereby enacts as follows:

#### **SECTION 1 - DEFINITIONS**

##### **1.1 In this Bylaw:**

- (a) "Acceptable Fire Pit" means an outdoor receptacle that meets the following specifications:
  - i) the Fire Pit shall be constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible components;
  - ii) the maximum external dimension of the Fire Pit shall not be greater than 1 meter (3.28 feet);
  - iii) the Fire Pit height does not exceed .6 meters (2 feet) when measured from the surrounding grade to the top of the pit opening;
  - iv) a Fire Pit shall not be located closer than 5 meters (16.5 feet) from a Property line and from any combustible material, including, but not limited to, buildings, structures, fences, patio decks and foliage as measured from the nearest Fire Pit edge;
  - v) a Fire Pit shall be surrounded by a fire guard constructed of non combustible material extending not less than 2 meters (6.5 feet) in all directions from the fire pit;
  - vi) a Fire Pit shall not be located less than 0.6 meters (2 feet) laterally from an underground utility line;
  - vii) only wood, charcoal briquettes, propane or natural gas fuels are used;
  - viii) flame height does not exceed 1 meter (3.28 feet) above the Fire Pit;
  - ix) in all cases, the fires in Fire Pits shall be supervised at all times by a responsible adult person with adequate means to extinguish the fire until such time that fire has been extinguished. A fire shall be

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deemed to include hot ashes and smoldering embers resulting from the fire;

- (b) "Acceptable Fireplace" means an outdoor receptacle that meets the following specifications:
  - i) a minimum of 1 meter (3.28 feet) clearance measured from the nearest fireplace edge is maintained from buildings, property lines, or other combustible material;
  - ii) the fireplace is constructed of materials, such as bricks or rocks, that are heat and flame resistant;
  - iii) the fireplace is equipped with a chimney that is not less than 2.5 meters (8.25 feet) in height when measured from the base of the fire burning area;
  - iv) the fireplace chimney is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
  - v) the base of the fire burning area is not less than .3 meters (1 foot) above the surrounding grade; and,
  - vi) the fire chamber does not exceed 1.25 meters (4 feet) in width, and is at least .4 metres (1.3 feet) but not more than .6 metres (2 feet) in depth.
- (c) "Acceptable Incinerator" means a receptacle that is a non-combustible structure, container or barrel with openings provided that:
  - i) a minimum of 5 meters (16.5 feet) clearance from buildings, property lines and combustible materials, or as approved by the County Emergency Services Coordinator's office is maintained;
  - ii) it is constructed of bricks or concrete blocks, or heavy gauge metal (18 gauge minimum), or other suitable non-combustible components;
  - iii) Structures, containers or barrels shall be integrally sound with no sections noticeably thinned due to the oxidizing actions of the fire nor shall there be holes in the structure, container or barrel caused by oxidation of the material;
  - iv) it has a spark arrestor mesh screen of 0.7 centimetres (.25 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
  - v) fires contained therein be supervised at all times by a responsible adult person with adequate means to extinguish the fire until such time that fire has been extinguished. A fire shall be deemed to include hot ashes and smoldering embers resulting from the fire;
  - vi) only wood, charcoal briquettes, propane or natural gas fuels are used;
  - vii) flame height does not exceed 1 meter (3.28 feet) above the incinerator.
- (d) "Burning Barrel" – see definition of "Acceptable Incinerator".
- (e) "Burnable Debris" as defined by the Substance Release Regulation -AR 124/93, pursuant to the Alberta Environmental Protection and Enhancement Act (supra), means all combustible waste other than Prohibited Debris and includes, but is not limited to:
  - (i) straw and stubble;
  - (ii) grass and weeds;
  - (iii) leaves and tree pruning's;
  - (iii) brush and fallen trees on newly cleared land or associated with logging operations;
  - (iv) used power, telegraph and telephone poles that do not contain wood preservatives;

- (v) wooden material from the construction or demolition of buildings which does not contain wood preservatives;
  - (vi) solid waste from sawmills or planing mills with an annual production of less than 9500 cubic metres of lumber;
  - (vii) solid waste from post and pole operations that does not contain wood preservatives, and;
  - (viii) solid waste from tree harvesting operations.
- (f) "Class A Materials" – See "Burnable Debris".
  - (g) "Council" means the Council of Lethbridge County.
  - (h) "County" means Lethbridge County.
  - (i) "Designate" means any person employed by Lethbridge County authorized by the Fire Guardian to issue burning permits.
  - (j) "Fire" means any combustible material in a state of combustion.
  - (k) "Fire Ban" means a provincial ministerial order or the enactment of Lethbridge County Fire Ban Bylaw which cancels all fire permits, prohibiting the lighting or requiring the extinguishment of a fire.
  - (l) "Emergency Services Coordinator" means the person appointed as the head of the Emergency Services Department or an individual designated to act on behalf of the Emergency Services Coordinator.
  - (m) "Fire Guard" means an area around the proposed burn area where appropriate action has been taken to stop the spread of the fire to areas not meant to be burned.
  - (n) "Fire Permit" means a permit issued by an individual authorized by Lethbridge County to do so pursuant to this Bylaw allowing for the setting of outdoor fires or structure fires or incinerator fires within the County.
  - (o) "Fireworks" shall be defined as per the definition of Fireworks in the Alberta Fire Code.
  - (p) "Incinerator Fire" means a fire that is confined within a non-combustible structure; container or barrel with openings covered with a heavy gauge metal screen having a mesh size not larger than 0.7 centimeters and is used for the purpose of burning clean Class A materials such as garden debris, wood and paper.
  - (q) "Landholder" means, in respect of land,
    - (i) the occupant, or
    - (ii) if there is no occupant, the owner, of the land;
  - (r) "Municipal Fire Guardian" means a person named or appointed as Fire Guardian Pursuant to the Sec. 4 Forest and Prairie Protection Act (supra).
  - (s) "Neighbour(s)" means a person who is an owner, renter or person otherwise authorized by an owner of privately owned land adjacent to property to where it is alleged an offence has occurred.
  - (t) "Outdoor Fire" means any fire other than that defined as an Incinerator Fire or Structure Fire and shall include fires involving humus, soil, farm produce, bush, grass, feed, straw, coal or any fire that has escaped or spread from a building, structure, machine, vehicle or incinerator. A fire contained in an outdoor fireplace, fire pit or incinerator without the required metal spark arrestor screen shall be deemed to be an Outdoor Fire.
  - (u) "Outdoor Fireplace" means a fireplace installed to the standards of the Alberta Building Code, as amended, and that is located on the exterior of a building.
  - (v) "Owner" means a person who:



- (i) holds himself out to be a person having the powers and authority of ownership or who currently exercises the powers and authority of ownership over the property;
  - (ii) is registered as the owner of the property pursuant to the *Land Titles Act*;
  - (iii) has purchased or otherwise acquired the property, either directly from a previous owner or from another purchaser and has not yet registered ownership, or;
  - (iv) is listed as the owner of the property on the current assessment roll.
- (w) "Permit Issuer" means a person in the employ of Lethbridge County who has been authorized to issue Burning Permits within the boundaries of Lethbridge County.
- (x) "Person" means an individual and includes a firm, partnership, joint venture, proprietorship, corporation, association, society and any other legal entity.
- (y) "Portable Barbecue Device" means any appliance sold or constructed for the sole purpose of cooking food outdoors, normally fueled by liquefied petroleum gas (LPG), natural gas, compressed briquettes or charcoal.
- (z) "Prohibited Debris", as defined by the Substance Release Regulation - AR-124/93, pursuant to the *Alberta Environmental Protection and Enhancement Act*, means any combustible waste that, when burned, may result in the release to the atmosphere of dense smoke, offensive odors or toxic substances and includes but is not limited to:
- (v) animal cadavers;
  - (vi) animal manure;
  - (vii) pathological waste;
  - (viii) non-wooden material;
  - (ix) waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
  - (x) combustible materials in automobile bodies;
  - (xi) tires;
  - (xii) rubber or plastic or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
  - (xiii) solid waste from sawmills or planing mills with an annual production in excess of 9500 cubic meters of lumber; or,
  - (xiv) used oil, wood or wood products containing substances for the purpose of preserving wood.
- (aa) "Property" means any real or personal property which, without limiting the generality of the foregoing, includes land, buildings or structures.
- (bb) "Recreational Fire" means an Outdoor Fire of relatively short duration confined to a noncombustible container, in municipal, provincial, federal or private campgrounds and parks where Outdoor Fireplaces, Fire Pits and Stoves have approved by the Emergency Services Coordinator. These fires will be set for recreational, cultural or theatrical purposes including the purpose of cooking, obtaining warmth or viewing for pleasure. Such Fire may only be fueled with seasoned wood, charcoal, natural gas or propane.
- (cc) "Restricted Burn Area" means an area within Lethbridge County as designated by the Emergency Services Coordinator's office and Council.
- (dd) "Running Fire" means a fire burning without being under the proper control of any person.

- (ee) "Smudge Fire" means a fire contained within a non combustible structure or container that is set on land of .8 hectares (two acres) or more in area for the purpose of protecting livestock from insects or for protecting garden plants from frost. Requirements for "Smudge Fires" are as per those designated for "Acceptable Incinerators".
- (ff) "Soil Conservation Officer" means the person or persons appointed by Lethbridge County from time to time as such under the Soil Conservation Act, RSA 2000, Chapter S-15.
- (gg) "Special Constable" means a person as appointed under Section 42 of the Police Act R.S.A. 2000 Chapter P-17.
- (hh) "Specified Penalty" means a penalty specified in the Schedule 'A' which may be paid in response to a violation ticket, for an alleged offence of any section of this bylaw.
- (ii) "Structure Fire" means a fire confined to and within any building, structure, machine or vehicle, which will, or is likely to cause the destruction of or damage to such building, structure, machine or vehicle.
- (jj) "Stubble" means any harvested or unharvested herbaceous plants or plant parts, standing, spread or in swathed windrows grown on land.
- (kk) "Stubble Burning Permit" means a permit issued by a Soil Conservation Officer under County of Lethbridge Stubble Burning Bylaw # 933 pursuant to which the applicant therefore is permitted to burn stubble pursuant to the provisions therein set out.
- (ll) "Violation Ticket" means a ticket issued for an offence committed against any of the provisions of this Bylaw and shall be a Part 2 ticket as prescribed in the Provincial Offences Procedure Act R.S.A. 2000, Chapter P-34.

## **SECTION 2 - FIRE GUARDIANS**

2.1 The Council shall appoint a Fire Guardian(s) from a list of nominees provided by the Emergency Services Coordinator to enforce the provisions of the Forest and Prairie Protection Act (supra) and this Bylaw within the boundaries of the County.

## **SECTION 3 - POWERS OF FIRE GUARDIANS AND PERMIT ISSUERS**

3.1 Each Fire Guardian shall have the authority and power to:

- a) issue a Fire Permit in respect of any land within the County;
- b) issue a Fire Permit unconditionally or impose conditions upon the applicant which the Fire Guardian or designate considers appropriate;
- c) decide whether an inspection of the burn site is warranted prior to the decision to issue or not issue a burning permit;
- d) may suspend or cancel at any time a Fire Permit and on receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his or her permit;
- e) refuse issuance of permit on reasonable and probable grounds that a public interest risk exists for the proposed fire.
- f) inspect property where a permit application for an outdoor fire has been received and impose conditions upon the applicant which the Fire Guardian considers appropriate;
- g) enforce the provisions of the Forest and Prairie Protection Act (supra) and this Bylaw within the boundaries of the Municipality.

3.2 Each Permit Issuer shall have the authority and power to:

- a) issue a Fire Permit in respect of any land within the County;

- b) issue a Fire Permit unconditionally or impose conditions upon the applicant which the Fire Guardian or designate considers appropriate;
- c) decide whether an inspection of the burn site is warranted prior to the decision to issue or not issue a burning permit;
- d) may suspend or cancel at any time a Fire Permit and on receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his or her permit;
- e) refuse issuance of permit on reasonable and probable grounds that a public interest risk exists for the proposed fire.

#### **SECTION 4 - FIRE PERMITS**

- 4.1 In addition to any Fire Permit required under the Forest and Prairie Protection Act (supra), or under the Soil Conservation Act R.S.A. 2000 chapter S-15 (supra) Fire Permits shall be required under this Bylaw for the period from January 1 to December 31 each calendar year at a nil fee.
- 4.2 Notwithstanding clause 5.1 of this Section, any fire permit issued pursuant to the Forest and Prairie Protection Act (supra) or the Soil Conservation Act R.S.A. 2000, chapter S-15 (supra) shall be deemed for all purposes to be a fire permit issued pursuant to this Bylaw.
- 4.3 An application for a Fire Permit for an Outdoor Fire or a Structure Fire shall be made to a Fire Guardian or Designate in writing and the Fire Guardian or Designate shall receive and consider the application and after having done so he or she may, in his or her absolute discretion, issue or refuse issuance to the applicant.
- 4.4 When issuing a Fire Permit a Fire Guardian or Designate may issue the Fire Permit unconditionally or he or she may impose conditions considered appropriate.
- 4.5 The Emergency Services Coordinator, Fire Guardian or Designate may require that an inspection of the Property occur prior to the issuance of a Fire Permit.
- 4.6 Fire Permits issued pursuant to this Bylaw are valid for such period of time as shall be determined and set by the Fire Guardian or Designate issuing the permit, but in any case shall not exceed fourteen (14) days, the Fire Permit shall have endorsed thereon the period of time for which the said permit is valid.
- 4.7 The permit holder shall have a copy of the Burning Permit at the fire location and shall be able to produce it upon request by a Fire official acting in the performance of his or her duties.
- 4.8 Each application for a Fire Permit must contain the following information:
  - a) the name and address of the applicant;
  - b) the name and address of the owner of the Property upon which the applicant proposes to set a fire;
  - c) the legal description of the land on which the applicant proposes to set a fire;
  - d) the type and description of material which the applicant proposes to burn;
  - e) the period of time the Fire Permit is valid;
  - f) the precautions that will be taken by the applicant to ensure that the proposed fire remains under his/her control;
  - g) the signature of the applicant;
  - h) a Fire Incident Number as issued at the time the named applicant reports their Controlled Burn to the Fire Dispatch Centre;
  - i) the signature of the Fire Guardian or Designate issuing the Fire Permit.



- 4.9 Where an emergency or a potential emergency exists, the Emergency Services Coordinator, Fire Guardian or their Designate shall be empowered to suspend all Structural Fires, Incinerator Fires, Outdoor Fires, or any outdoor camping fire lit for cooking or warming purposes within all or a portion or portions of the County for such a period of time and on such conditions as may be determined by the Emergency Services Coordinator, Fire Guardian or their Designate.

- 4.10 A fire permit shall not be transferable.

## **SECTION 5 - EXEMPTIONS**

A Fire Permit is not required under this Bylaw for the following:

- 5.1 An "Acceptable Fire Pit" and the fires contained therein provided that the Fire Pit meets the definition in this bylaw,
- 5.2 An "Acceptable Incinerator" and the fires contained therein provided that the Incinerator meets the definition in this bylaw,
- 5.3 An "Acceptable Fireplace" and the fires contained therein provided that the Fireplace meets the definition in this bylaw,
- 5.4 Cooking of food using a "Portable Barbecue Device",
- 5.5 "Recreational Fires" or Campfires for cooking or warming in municipal, provincial or private campgrounds and parks where Outdoor Fireplaces, Fire Pits and stoves have been approved by the Emergency Services Coordinator,
- 5.6 Burning of a smudge fire confined within a non-combustible receptacle that is set on property of 0.8 hectares (two acres) or larger, for the purpose of repelling insects or preventing frost in an orchard or garden;
- 5.7 Burning by the resident Fire Departments for the purpose of training;
- 5.8 Burning by the Fire Department or by Alberta Environmental Protection for the purpose of Fire Hazard abatement;
- 5.9 The installation and operation of an Outdoor Fireplace or Outdoor Incinerator;
- 5.10 Process flare systems for natural gas and other petroleum related facilities governed by regulations and operating under approved guidelines issued by the Alberta Energy and Utilities Board or by Alberta Environment.
- 5.11 Burning for brush disposal in an area under the sole jurisdiction of the Forest and Prairie Protection Act, which may be reasonably anticipated to create nuisance smoke conditions for a residential community within the County, but for which a co-coordinated burn or smoke control plan to minimize smoke conditions to residential areas has been submitted to the Emergency Services Coordinator.
- 5.12 This Bylaw does not apply to any Industrial or Commercial type incinerator that is required to be licensed under the Alberta Environmental Protection and Enhancement Act regulations.
- 5.13 No burning is allowed in areas designated as Municipal or Environmental Reserves or in designated Restricted Burn Areas.

## **SECTION 6 - OFFENCES**

- 6.1 No person shall contravene any provision(s) of this Bylaw.

- 6.2 No person shall light an Outdoor Fire or a Structure Fire unless they are the holder of a subsisting Fire Permit if required under the Bylaw or the Forest and Prairie Protection Act or both.
- 6.3 No person shall allow an Outdoor Fire or a Structure Fire to be lit upon land that is owned or occupied by him or under his control except when such fire is permitted pursuant to the Bylaw.
- 6.4 No person shall ignite or permit to be ignited a Fire on the Property of another without the written consent of the Owner of the Property.
- 6.5 No person shall deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire.
- 6.6 When a fire is lit that does not meet the conditions imposed by the bylaw, the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
  - a. extinguish the fire immediately, or
  - b. where he is unable to extinguish the fire immediately, report the fire to 9-1-1.
  - c. be liable to prosecution under summary conviction and/or costs incurred by the County to respond, suppress and extinguish the fire.
- 6.7 No person shall, either directly or indirectly, personally or through an agent, servant or employee ignite a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.
- 6.8 No person shall light an Outdoor Fire, a Structure Fire or an Incinerator Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times.
- 6.9 No person shall place "Prohibited Debris" within a fire.
- 6.10 No person shall light an Outdoor Fire, Structure Fire, Incinerator Fire, barbecue or fire pit fire during a municipal or provincial fire ban pursuant to the Forest Prairie Protection Act (supra).
- 6.11 No person shall light an Outdoor Fire, a Structure Fire, Incinerator Fire, or a barbecue/fire pit fire during a municipal or provincial fire ban pursuant to the *Forest and Prairie Protection Act* (supra) and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his own property to the property of another.
- 6.12 No person shall obstruct a municipal constable, fire guardian or member of the Emergency Services Coordinator's office in the performance of their duties pursuant to this bylaw or the Forest Prairie Protection Act (supra). Obstruction will include failure to provide access to property and failure to provide information as to identity of individuals.
- 6.13 No person shall provide false, incomplete or misleading information to the County, the Fire Guardian or Designate with respect to, a Burning Permit or Burning Permit application.
- 6.14 No person shall allow any fire to give off a dense smoke or offensive odor in a manner which creates a risk to public safety or creates a nuisance to neighbouring person(s) or property.
- 6.15 No person shall conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any public highway or roadway.
- 6.16 Any person whether in possession of a valid permit or otherwise lights a fire for the purposes described in this bylaw is responsible to ensure that the burn is conducted in a safe manner.
- 6.17 No person shall allow property which he owns or occupies to become a fire hazard through either:
  - a) permitting the accumulation of rubbish or noxious, offensive or unwholesome matter of a combustible nature to collect or accumulate around their premises;

- b) lack of maintenance to the property or the structures upon it;
- c) any other contravention of municipal, provincial or federal regulations.

6.18 No person shall discharge, fire or set off fireworks unless authorized in writing by the Emergency Services Coordinator.

#### **SECTION 7 - FIRE BANS**

- 7.1 From time to time as conditions dictate the County may impose a full or restricted ban upon open fires including fireworks within Lethbridge County.
- 7.2 These bans or restrictions may be imposed by County administration upon the recommendation of the Emergency Services Coordinator.
- 7.3 When a fire ban is imposed the County shall post the fire ban information in local newspapers, air the information on local radio and post the information on the County internet website.
- 7.4 Fire bans may be lifted or modified upon recommendation from the Emergency Services Coordinator.

#### **SECTION 8- PENALTIES**

- 8.1 Any person who fails to hold a subsisting Fire Permit when one is required under this Bylaw is guilty of an offence and is liable to a summary conviction fine as prescribed in Schedule 'A'.
- 8.2 A person who fails to comply with any provision contained in the Bylaw, except for the failure to hold a subsisting Fire Permit which is otherwise provided for under Section 9.1 of the Bylaw, is guilty of an offence and is liable on summary conviction to penalties as prescribed in Schedule 'A'.
- 8.3 Where a person contravenes the same provision of this bylaw twice within one twenty four month period, the specified penalty payable in respect of the second contravention shall double in the amount as prescribed in Schedule 'A' in respect to that provision.
- 8.4 Where a person contravenes the same provision of this bylaw three or more times within one twenty four month period, the specified penalty payable in respect of the third or subsequent contravention shall be four times the amount as prescribed in Schedule 'A', in respect of that provision.
- 8.5 Any Council appointed policing agent is authorized to enforce this bylaw under Sec. 7 of the M.G.A. R.S.A. 2000, M-26 has reasonable and probable grounds to believe that a person has contravened any section of this bylaw; may under the authority of the Provincial Offences Procedure Act issue a Part 2 violation ticket to that person.
- 8.6 Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued by an R.C.M.P., Bylaw Enforcement Officer or other designate authorized by the County in respect of each day or part of each day on which it continues.
- 8.7 Where the County has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or incident in or outside the County or for the purpose of preserving life or property from injury or destruction by fire or other incident on land within or outside the County, including any action taken by the County on a false alarm, the County may in respect of any costs incurred by the County in taking such action, if the County feels that proper grounds for doing so exist, charge any costs so incurred to the owner or occupant of the land in respect of which the action was taken.
- 8.8 The costs and fees to be charged by the County for services rendered pursuant to this By-law shall be determined by Council by resolution annually as per Schedule 'A' updates.

- 8.9 In the event that the owner or occupant of any land within the County shall feel aggrieved by any action taken by the County pursuant to Sections 9.6, such owner or occupant shall have a period of thirty (30) days from the date of mailing of notice of the action taken by the County to appeal to Council the action taken. The decision of Council on any such appeal shall be final and binding upon the owner or occupant of the land and shall not be subject to any further appeal.
- 8.10 In respect of land within the County, in the event that the amount levied by County shall not be paid within sixty (60) days after the mailing of a notice by the County pursuant to Sections 9.6 or in the event of an appeal, within sixty (60) days of the date of mailing of the decision of Council on the appeal, the amount levied and unpaid shall be charged against the land upon which the fire was started as taxes due and owing in respect of that land.
- 8.11 In respect of any costs or fees levied or charged under this bylaw:
- a) the County may recover such costs or fees as a department due and owing to the County pursuant to Section 552 of the Municipal Government Act R.S.A. 2000, Chapter M-26; and
  - b) in default of payment, where permitted by the Municipal Government Act, R.S.A. 2000 Chapter M-26 Section 533(1)(c), add the amounts due to the tax roll of the land parcel.

#### **SECTION 9 - NOTICE**

- 9.1 Any notice provided for in this Bylaw shall be in writing.
- 9.2 Service of any notice provided for in this Bylaw may be made as follows:
- a) personally upon the person to be served; or to any person receiving it on his or her behalf; or
  - b) by mailing the copy to the person to be served to the last known post office address of the person to be served, and service shall be deemed effected seven (7) days from the date of mailing;
  - c) where the Property is not occupied, by mailing the notice by regular mail to the mailing address noted on the County tax roll for the Property, and service shall be deemed effected seven (7) days from the date of mailing;
  - d) as directed by the Court.

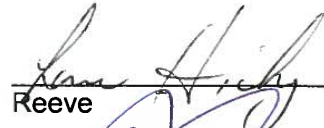
#### **SECTION 10 - LIABILITY**

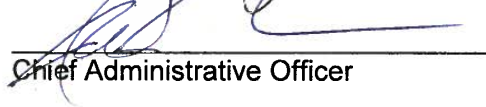
- 10.1 Lethbridge County together with their respective officials, officers, employees, representatives, contractors and agents are not liable for loss or damage caused by anything said, done, omitted or to be done in the performance or intended performance of their functions, duties or powers unless said individual was dishonest, grossly negligent or guilty of willful misconduct.

#### **SECTION 11 - SEVERABILITY**

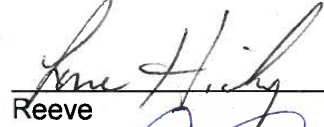
- 11.1 Should any section or part of this Bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.


GIVEN first reading this 23<sup>rd</sup> of June, 2014.

  
\_\_\_\_\_  
Reeve

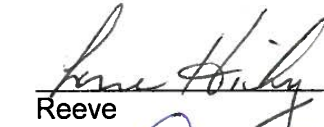
  
\_\_\_\_\_  
Chief Administrative Officer


GIVEN second reading this 23<sup>rd</sup> day of June 2014.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this 23<sup>rd</sup> day of June 2014.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer



**SCHEDULE 'A'**

**Fines Specific to the Fire Permit Bylaw**

WHEREAS, under the provisions of Section 44 of the Provincial Offences Procedure Act, being Chapter P-34 of the Revised Statutes of Alberta, 2000, and amendments thereto and under the provisions of Section 7 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of a municipality may by Bylaw provide for the payment of violation tickets or summons out of court. A notice of form (commonly called a violation ticket) may be issued by any Council appointed policing agent to any person charged with a breach of any of the provisions of this Bylaw and the hereto-mentioned Acts shall apply in regards to the payment. Amounts are expressed in dollars.

		<b>First Offence</b>	<b>Second Offence</b>	<b>Subsequent Offence</b>
Section 1	Light an Outdoor Fire or a Structure Fire, including Fireworks, without a subsisting Fire Permit if required under this Bylaw or the <i>Forest and Prairie Protection Act</i> (supra) or both.	100	500	1,000
Section 2	Allow an Outdoor Fire or a Structure Fire to be lit upon land that is owned or occupied by him or under his control except when such fire is permitted pursuant to this Bylaw.	100	500	1,000
Section 3	Ignite or permit to be ignited a Fire on the Property of another without the written consent of the Owner of the Property	100	500	1,000
Section 4	Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire	100	500	1,000
Section 5.a	Failure to extinguish an illegal fire immediately,	500	5,000	10,000
Section 5.b	Unable to extinguish the illegal fire, failure to immediately report the fire to 9-1-1.	500	5,000	10,000
Section 6	Ignite any fire, either directly or indirectly, personally or through an agent, servant or employee, and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his own property to the property of another.	500	5,000	10,000
Section 7	Light an Outdoor Fire, a Structure Fire, an Incinerator Fire or Smudge Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times.	250	2,000	10,000
Section 8	Place "Prohibited Debris" within a fire.	250	5,000	10,000
Section 9	Light an Outdoor Fire, a Structure Fire, Incinerator Fire, or barbecue/fire pit fire during a municipal or provincial fire ban pursuant to the <i>Forest and Prairie Protection Act</i> (supra).	1,000	5,000	10,000

Section 10	Light an Outdoor Fire, a Structure Fire, Incinerator Fire, or a barbecue/fire pit fire during a municipal or provincial fire ban pursuant to the <i>Forest and Prairie Protection Act</i> (supra) and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his own property to the property of another.	5,000	7,500	10,000
Section 11	Obstruct a municipal official, fire guardian or member of the Emergency Services Coordinator's office in the performance of their duties pursuant to this bylaw or the <i>Forest Prairie Protection Act</i> (supra).	1,000	5,000	10,000
Section 12	Disclose false information with respect to a Fire Permit	250	1,000	2,000
Section 13	Allow any fire to give off a dense smoke or offensive odor in a manner which creates a risk to public safety	250	2,000	10,000
Section 14	Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the Highway Traffic Act R.S.A. 2000 c. H-8	500	2,000	10,000
Section 15	Allow property which he/she owns or occupies to become a fire hazard	500	2,000	10,000

COUNTY OF LETHBRIDGE NO. 26  
IN THE PROVINCE OF ALBERTA

BY-LAW NO. 933

BY-LAW NO. 933 OF THE COUNTY OF LETHBRIDGE NO. 26 INTRODUCED FOR THE PURPOSE OF AUTHORIZING A PERMIT SYSTEM TO CONTROL THE BURNING OF STUBBLE WITHIN THE COUNTY OF LETHBRIDGE NO. 26.

WHEREAS it is deemed expedient and advisable in the best interests of soil conservation that the Council be authorized to establish a system of permits controlling the burning of stubble on land within the County of Lethbridge No. 26.

AND WHEREAS under the provisions of the Soil Conservation Act being Chapter S-19-1 of the Revised Statutes of Alberta, 1988 and amendments thereto, the Council by by-law, may establish a system of permits controlling the burning of stubble on land within the County of Lethbridge No. 26.

NOW THEREFORE, the Council of the County of Lethbridge No. 26 at a duly constituted meeting hereby enacts as follows:

1. The Council through its Soil Conservation Officer, may issue a permit for the burning of stubble on land, provided the Applicant for the permit complies with the requirements of the Soil Conservation Officer acting in accordance with the instructions of the County Council or the Agricultural Service Committee for the County of Lethbridge No. 26.

2. The said Soil Conservation Officer may issue a permit for the burning of stubble for a period of time within such period as may be established on the recommendation of the Agricultural Service Committee.

3. The Council, through its Soil Conservation Officer, may, in his discretion, suspend, reinstate or revoke any permit.

4. No person shall burn stubble on any land within the County of Lethbridge No. 26 without first obtaining a permit issued pursuant to this By-Law.

5. A person who contravenes a provision of this By-Law is guilty of an offense and liable to the penalties as set out in the Soil Conservation Act of Alberta.

6. By-Law No.s 108, By-Law No. 642 and 886 and all amendments thereto are hereby repealed.


7. This By-Law shall come into force and effect on the 23rd day of November, 1989.

GIVEN first reading this 23 day of November 1989.

GIVEN second reading this 23 day of November 1989.

GIVEN third reading this 23 day of November 1989.

  
Reeve

  
County Manager

I-6



**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 21-017**

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF THE ESTABLISHMENT AND OPERATION OF  
EMERGENCY, RESCUE AND FIRE PROTECTION SERVICES.**

**WHEREAS** Lethbridge County wishes to establish and operate an emergency, rescue, and fire protection service, pursuant to the laws of the Province of Alberta;

**AND WHEREAS** Lethbridge County has entered into a Joint Emergency Fire Suppression and Rescue Services Agreement with the Towns of Coaldale, Coalhurst, Nobleford, Picture Butte, Village of Barons and the City of Lethbridge

**AND WHEREAS** Lethbridge County wishes to create Lethbridge County Fire Services (LCFS) for the purpose of delivering emergency, rescue and fire protection services;

**THEREFORE**, pursuant to Section 7(a) Part 2 of The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of Lethbridge County, in the Province of Alberta, duly assembled, enacts as follows:

**1. Short Title**

This bylaw may be cited as the "Lethbridge County Fire Services Bylaw".

**2. Definitions**

In this bylaw:

- a) **Apparatus** means any vehicle suitable for use on land, air, or water including machinery, devices, equipment or materials used in an emergency;
- b) **Business meeting** means a gathering of the Members of its partners, scheduled by the Fire Services Coordinator, at which no training takes place;
- c) **C.A.O.** means the Chief Administrative Officer of Lethbridge County
- d) **Council** means the Council of Lethbridge County
- e) **Chief Fire Marshal** means the member designated by the Fire Services Coordinator or county administration pursuant to the Fire Quality Management Plan
- f) **Deputy Fire Chief** means a Member of a fire department duly appointed to act on behalf of the Fire Chief who reports directly to the Fire Chief;
- f) **Emergency** means a sudden or unexpected occurrence, unforeseen situation, or a set of circumstances that requires immediate action including, but not limited to, a fire, flood, earthquake, blizzard, tornado, dangerous goods spill, accident,

medical condition or any other event that may place persons and property in peril;

- g) **Equipment** means any tool, contrivance, device or material used by the Lethbridge County Fire Services to provide emergency services;
- h) **False Alarm** means a notification to a fire department respecting the existence of a condition, circumstance or event presenting an imminent danger to persons or property, that proves to be non-existent;
- i) **Fire** means the uncontrolled burning of any flammable or combustible material;
- j) **Fire Chief** means a Member of a fire department duly appointed by the municipality as the manager of the fire department;
- k) **Firefighter** means a Member of a fire department appointed by the Fire Chief, to provide emergency operations;
- l) **Fire Hazard** means any condition, circumstance or event that may increase the possibility or probability of a fire occurrence;
- m) **Fire Protection** means fire prevention, fire suppression, firefighting, pre-fire planning, fire inspection, fire instruction, fire investigation, fire response, fire training, fire rescue and public education;
- n) **Emergency Fire Suppression and Rescue Services Agreements** means an agreement entered into by Lethbridge County with other municipalities for the purpose of providing Fire suppression and rescue services;
- o) **Fire Protection Areas** are those established by the Fire Services Coordinator that are reviewed and amended from time to time, in accordance with standard operational guidelines, which establish the standard boundaries, where service is normally provided by each fire department;
- p) **Fire Stations** means fire halls, vehicles, equipment, apparatus, personal protective equipment, and supplies used for carrying out fire suppression and rescue services.
- q) **Fire Services Coordinator** means the person employed by Lethbridge County, and trained as a Safety Codes Officer, who is authorized to carry out the provisions of this bylaw, policies, agreements and standard operational guidelines;
- r) **Incident** means the same as an emergency;
- s) **Member** means any person who is appointed to a fire department as a firefighter, volunteer or as support staff;
- t) **Municipality** means Lethbridge County;
- u) **Officer** means a Member appointed as Fire Chief, Deputy Fire Chief, Captain, Lieutenant or an position of authority identified in the standard operational guidelines;
- v) **Practice** means a gathering of the Members scheduled by the Fire Chief or his/her designate, at which training in fire suppression, emergency response, or rescue operations is conducted;
- w) **Property** means any real or personal property, including but not limited to land, livestock, equipment, buildings, vehicles, structures and products;

- x) **Fire Services** means the provision of fire protection, prevention, inspection and investigation;
- y) **LCFS** means Lethbridge County Fire Services

3. **Purpose of the Lethbridge County Fire Services**

LCFS shall provide or contract the following services in accordance with the fire protection agreements and the standard operational guidelines;

- a) Rescue Services
- b) Prevention of emergencies through public education
- c) Prevention and control of emergencies
- d) Investigation of the cause and origin of incidents
- e) Preservation of persons and property from injury or loss
- f) Protection of persons and property from injury or loss
- g) Operation of emergency services apparatus and equipment
- h) Operation of fire stations
- i) Fire inspections as per Lethbridge County Fire Quality Management Plan
- j) Fire hazard identification
- k) Pre-emergency planning
- l) Provision of training to Members of respective departments
- m) Completion and retention of reports
- n) Provision of insurance information to the Municipality
- o) Reporting of incidents to the Fire Services Coordinator
- p) And any other service deemed to be an emergency or incident by the Fire Chief or his/her designate.

4. **Fire Services Coordinator**

The Fire Services Coordinator is responsible for the overall budgeting, protocols, and functions of the LCFS structure in accordance with the bylaws, policies, agreements and standard operational guidelines, established by Council, as amended from time to time.

The Fire Services Coordinator shall report to the C.A.O., on a regular basis, the status of the LCFS operations and requirements, including, but not limited to, policy changes, budget matters, and insurance matters.

5. **Appointment of Fire Chiefs and Members**

The appointment of the Fire Chief and the Deputy Fire Chief of each fire department shall be provided to the Fire Services Coordinator.

The Fire Chief of each fire department will report all incidents, fire department injuries, operational and administrative matters, and budget matters, affecting their fire protection area, to the Fire Services Coordinator, in accordance with the bylaws, policies,

agreements and standard operational guidelines, established by Council, as amended from time to time.

6. **Authority of Members**

The fire chief, their designate or the Fire Services Coordinator shall have the authority to:

- a) Compel any able bodied, adult persons who are not Members to assist in extinguishing fire and to assist in the prevention and spread thereof;
- b) Enter into a closed area without a permit or written permission for purposes of controlling or mitigating a Fire or Incident;
- c) Without a warrant, enter onto any land or premises, except a building used a dwelling, for the purpose of discharging duties under this Bylaw;
- d) Without a warrant, enter any private dwelling house which is on fire and proceed to extinguish the Fire or to prevent the spread thereof;
- e) Without a warrant, enter any private dwelling to rescue an individual whose life is in imminent danger;
- f) Direct the operations necessary to extinguish or control the Fire, or to preserve life and Property;
- g) Regulate the conduct of the public in an around the vicinity of any place where a Member is performing the activities necessary to extinguish or control the fire or to preserve life or Property;
- h) Order persons in a building to vacate the building and not re-enter the building unless authorized by the Fire Chief or the Member in Charge;
- i) Establish a perimeter around the site and prevent persons from entering the perimeter;
- j) Request enforcement officers assistance to prevent persons from entering building or establish a perimeter;
- k) Cause a building, structure or any other property to be pulled down, demolished or otherwise removed so as to prevent the spread of fire or hazard to other building, structures or property; and
- l) Cause any Member, fire apparatus, or equipment to enter on any Property, including adjacent Property to combat, control or deal with the Incident.

7. **Capital Budget and Equipment Allocation**

The Fire Services Coordinator shall provide the C.A.O with a 5 year capital replacement budget, reviewed annually, on or before November 1 of each year.

All property, including but not limited to vehicles, apparatus, structures, buildings, personal protective equipment, supplies, and any other thing purchased by the Municipality for the provision of fire services shall;

- a) remain the property of the Municipality; or
- b) in the event of joint ownership, be addressed in a separate agreement specifying financial and ownership interests and responsibilities; and
- c) be used for purposes approved by the standard operational guidelines or with approval of the Fire Services Coordinator.

8.

**Fees and Collection of fees for Fire Services**

The Municipality, upon providing fire protection, emergency services or mutual aid services within or outside the Municipality's boundaries, shall charge fees for the services to:

- a) The owner of the property where the service was provided; or
- b) The person receiving the service; or
- c) The person deemed to be responsible for causing the incident that required the service; or
- d) In the case of another Municipality, in accordance with the mutual aid agreement in place at the time the service has been provided, and in accordance with the agreed upon schedule of fees.

Fees for fire services shall be established by the Council through the adoption of a bylaw as amended from time to time.

Fees for fire services shall be paid within thirty (30) days of the issuing of an invoice to the person responsible for payment.

Collection of unpaid fees shall be undertaken as follows:

- a) In the case of a fire service, costs plus interest shall be added to the tax roll of a parcel of land, if located within the jurisdictional boundaries of the Municipality, in accordance with Section 553(1) (g) of The Municipal Government Act, if the invoice, or any portion thereof, is in arrears for at least 90 days; or
- b) In the case of fees for all fire services, through the use of a collection agency; or
- c) In the case of fees for all fire services, through a civil action in a court of competent jurisdiction.
- d) Every person who has been levied a fire service charge, may request, in writing, a review of the fire services charge, by the Council of the Municipality. Council shall, within 21 days, after receiving the notice, review the request and render a decision that may uphold, rescind or amend the fire service charge and any terms that have been imposed.

9.

**General Provisions**

Should any section or part of this Bylaw be found to be improperly enacted or outside the jurisdiction of the Municipality, that section or part shall be deemed to be severed and the remaining portion of this bylaw shall remain in effect and enforceable.

GIVEN first reading this 16<sup>th</sup> day of September 2021.

  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this 7 day of October, 2021.

  
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Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this 7 day of October, 2021.

  
\_\_\_\_\_  
Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer

**Lethbridge County**

**BYLAW No. 22-002**

**FIRE BYLAW**

BEING A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING FIRE SERVICES, RECOVERING FIRE PROTECTION CHARGES, AND PROVIDING A PERMITTING SYSTEM FOR FIRES AND FIREWORKS

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**WHEREAS**, the *Municipal Government Act* provides that a council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) services provided by or on behalf of the municipality; and
- c) the enforcement of bylaws;

**AND WHEREAS**, the *Municipal Government Act* further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

**AND WHEREAS**, the *Forest and Prairie Protection Act* provides that the council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district, other than areas contained in a forest protection area;

**AND WHEREAS**, the *National Fire Code – 2019 Alberta Edition* contemplates that municipalities will regulate the use, sale and storage of fireworks within their jurisdiction;

**AND WHEREAS**, the *Soil Conservation Act* provides a council with the authority to pass a bylaw establishing a system of permits controlling the burning of stubble on land;

**AND WHEREAS**, Lethbridge County has entered into joint emergency fire suppression and rescue services agreements with the Towns of Coaldale, Coalhurst, Nobleford, Picture Butte, and the City of Lethbridge;

**AND WHEREAS**, Lethbridge County wishes to provide for the prevention and control of fires within its boundaries;

**NOW THEREFORE**, Lethbridge County of the Province of Alberta, duly assembled, enacts as follows:

**PART I – INTERPRETATION AND DEFINITIONS**

**Bylaw Title**

- 1 This Bylaw may be cited as the “Fire Bylaw”.

**Bylaw No. 22-002  
Fire Bylaw**

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**Definitions**

**2** In this Bylaw:

- (a) "Acceptable Burning Barrel" means an outdoor receptacle that meets the following specifications:
  - (i) non-combustible structure or container that has draft holes not larger than sixteen (16) millimetres in diameter;
  - (ii) equipped with a heavy gauge metal screen to contain sparks over the fire at all times, with a mesh size not greater than seven (7) millimetres secured in place with latches or weights;
  - (iii) is not located over underground utility services or below above ground wires; and
  - (iv) is located a minimum of 5 meters (16.5 feet) from buildings, property lines, and combustible materials.
- (b) "Acceptable Fire Pit" means an outdoor receptacle that meets the following specifications:
  - (i) is fully enclosed on all sides and constructed entirely from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to a Fire Guardian;
  - (ii) height does not exceed sixty (60) centimetres when measured from the surrounding grade to the top of the pit covering;
  - (iii) opening does not exceed one (1) metre in width or in diameter when measured between the widest points or outside edges;
  - (iv) is set upon or built into the bare ground or on a non-combustible material such as brick, stone or concrete;
  - (v) is not located over any underground utilities;
  - (vi) is a minimum of one (1) metre laterally and five (5) metres vertically from any aboveground wires; and
  - (vii) as may otherwise be determined by the Manager having regard to health, safety, hazards and risks.
- (c) "Acceptable Fireplace" means an outdoor receptacle which meets the following specifications:
  - (i) A minimum of one (1) metre clearance measured from the nearest fireplace edge is maintained from buildings;



**Bylaw No. 22-002  
Fire Bylaw**

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- (ii) the fireplace is constructed of materials such as bricks, rocks or other materials which are heat and flame resistant;
  - (iii) the fireplace is equipped with a chimney which is not less than 2.5 metres in height when measured from the base of the fire burning area;
  - (iv) the fireplace chimney is equipped with a regulation screen designed to contain and reduce hazards of airborne sparks;
  - (v) the base of the fire burning area is not less than .30 metres above the surrounding grade;
  - (vi) the fire chamber does not exceed 1.25 metres in width, and is at least .40 metres but not more than .60 metres in depth; and
  - (vii) as may otherwise be determined by the Manager having regard to health, safety, hazards and risk.
- (d) "Apparatus" means any vehicle provided with machinery, devices, Equipment or materials for firefighting operated by or for Fire Services whether that vehicle operates on land, in the air, or on the water;
  - (e) "Burnable Debris" has the same meaning given to it in the *Substance Release Regulation*, and includes cardboard and paper products;
  - (f) "Burning Hazard" has the same meaning given to it in the *Forest and Prairie Protection Act*;
  - (g) "Chief Administrative Officer" means the individual appointed as chief administrative officer of the County by resolution of Council in accordance with *Municipal Government Act*, or their delegate;
  - (h) "Council" means the duly elected council of the County;
  - (i) "County" means Lethbridge County;
  - (j) "Equipment" means any tools, contrivances, devices or materials used by Fire Services to combat an Incident or other emergency;
  - (k) "False Alarm" means any notification, by whatever means received, to Fire Services respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to Persons or Property, wherein such condition, circumstance, fire or other event does not, in fact, exist;
  - (l) "Fire Ban" means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, or an order issued pursuant to this Bylaw by the County, for the purpose of cancelling all Fire Permits, prohibiting the lighting of, and requiring the extinguishment of all fires within the County;

**Bylaw No. 22-002**  
**Fire Bylaw**

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- (m) "Fire Chief" means the individual appointed as the head of Fire Services, or their delegate;
- (n) "Fire Guardian" means:
  - (i) an individual appointed as a fire guardian by resolution of Council in accordance with the *Forest and Prairie Protection Act*; and
  - (ii) an individual deemed to be a fire guardian under the *Forest and Prairie Protection Act*;
- (o) "Fire Hazard" has the same meaning given to it in the *Forest and Prairie Protection Act*;
- (p) "Fire Permit" means a permit issued by an individual authorized by the County to do so pursuant to this Bylaw, authorizing the setting of a specific type of fire, and includes a fire permit issued by a Fire Guardian pursuant to the *Forest and Prairie Protection Act* and a stubble burning permit issued in accordance with the *Soil Conservation Act*;
- (q) "Fire Protection" includes any of the services enumerated in section 7 of this Bylaw and includes any other services delivered by or for Fire Services that is authorized by Council;
- (r) "Fire Protection Charges" means all rates, fees and charges payable for, or in connection with, Fire Services in providing Fire Protection within and outside the County's boundaries as prescribed in the County Schedule of Fees Bylaw No. 21-020;
- (s) "Fire Restriction" means an order issued pursuant to this Bylaw by the County for the purpose of fire prevention and cessation of all Fire Permits for the duration of the restriction;
- (t) "Fire Services" means the County's fire service and includes any fire department providing Fire Protection within the County pursuant to a Fire Services agreement with the County, and shall include all Members and Fire Services Property;
- (u) "Fire Services Property" means all real and Personal Property owned or controlled by Fire Services and designated for use by Fire Services including but not limited to Apparatus, Equipment and fire stations;
- (v) "Fireworks" means the pyrotechnics classified as fireworks pursuant to the *Explosives Act* and its Regulations, including consumer fireworks, display fireworks and special effect pyrotechnics, but does not include firecrackers or explosive devices;
- (w) "Fireworks Permit" means a permit issued by the Manager, authorizing the sale, purchase, possession, handling, discharge, firing or setting off of Fireworks in the County;

**Bylaw No. 22-002  
Fire Bylaw**

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- (x) "Incident" includes a fire or any situation where a fire or explosion is imminent or any other emergency where there is a danger or possible danger to life or Property;
- (y) "Manager" means the Manager of Fire Services for the County, or their delegate;
- (z) "Member" means any Person who is duly appointed as a member of Fire Services;
- (aa) "Member in Charge" means the Manager, the Fire Chief, or in the absence of either, the highestranking Member who first arrives at the scene of an Incident;
- (bb) "Occupant" means any Person that is in possession, control or occupation of Property including, but not limited to, the holder(s) of an easement or right-of-way;
- (cc) "Owner" means any Person listed on title as the registered owner of Property at the Land Titles Office;
- (dd) "Peace Officer" has the same meaning given to it in the *Provincial Offences Procedures Act*;
- (ee) "Person" includes any individual, firm, partnership or body corporate;
- (ff) "Prohibited Debris" has the same meaning given to it in the *Substance Release Regulation*;
- (gg) "Property" means any real or personal property;
- (hh) "Recreational Fire" means a fire confined within an Acceptable Fire Pit or Acceptable Fireplace, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane;
- (ii) "Smudge Fire" means a fire confined to a non-combustible structure or container which is lit for the purpose of protecting livestock from insects or for protecting garden plants from frost and is fueled solely by dry wood or charcoal;
- (jj) "Violation Ticket" has the same meaning given to it in the *Provincial Offences Procedure Act*.

**Rules of Interpretation**

- 3** The headings in this Bylaw are for guidance purposes and convenience only.
- 4** Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**Bylaw No. 22-002  
Fire Bylaw**

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- 5** In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the County, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
- 6** 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.

**PART II – FIRE SERVICES**

**Establishment and Purpose of Fire Services**

- 7** Council hereby establishes Fire Services in the County for the purpose of:
- (a) preventing and extinguishing fires;
  - (b) investigating the origin, cause and circumstances of Incidents;
  - (c) preserving life and Property and protecting Persons and Property from injury or destruction by fire;
  - (d) preventing prairie or running fires and enforcing the provisions of the *Forest and Prairie Protection Act*;
  - (e) preventing, combating, responding to, and controlling Incidents;
  - (f) carrying out preventable controls;
  - (g) providing rescue services;
  - (h) conducting pre-fire planning and fire inspections;
  - (i) providing public education and information regarding fire safety;
  - (j) providing any other emergency response as may be authorized by the County's policy or applicable legislation; and
  - (k) conducting fire inspections/investigations as per the County Fire Quality Management Plan;
- in accordance with the policies and guidelines established by the County.
- 8** The County may provide for the delivery of the services listed in section 7 by entering into Fire Services agreements with adjoining municipalities and nothing in this Bylaw shall obligate the County to hire or maintain its own fire department or Members.

**Bylaw No. 22-002  
Fire Bylaw**

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**Authority and Responsibility of the Manager**

**9**

- (1) The Manager shall be appointed by and report to the Chief Administrative Officer.
- (2) The Manager shall be responsible for managing the overall delivery of Fire Services, subject to:
  - (a) this Bylaw;
  - (b) all applicable County policies;
  - (c) the direction of the Chief Administrative Officer; and
  - (d) any agreements the County has with other municipalities or other entities, however constituted, that provide Fire Protection in the County.
- (3) The Manager is authorized to delegate, and to authorize further delegations of any powers, duties and functions delegated to the Manager under this Bylaw.

**Authority and Responsibility of the Fire Chief**

**10**

- (1) The Fire Chief shall be responsible to the Manager for the performance of their duties pursuant to this Bylaw and all applicable County policies.
- (2) Subject to approval by the Manager, the Fire Chief may prescribe rules, regulations and policies for the ongoing organization, administration and day-to-day operation of Fire Services, including but not limited to:
  - (a) use, care, maintenance and protection of Fire Services Property;
  - (b) the appointment, recruitment, conduct, discipline, duties, training and responsibilities of Members;
  - (c) the efficient operation of Fire Services; and
  - (d) such other functions, powers and responsibilities as the Manager or Chief Administrative Officer may prescribe.

**Authority and Responsibility of Members**

- 11** Members are responsible to the Fire Chief for the performance of their duties pursuant to this Bylaw and applicable County policies.

**Bylaw No. 22-002  
Fire Bylaw**

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**Authority and Responsibility of Member in Charge**

**12** The Member in Charge at an Incident shall have control, direction and management of all Apparatus, Equipment and manpower assigned to that Incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.

**13**

(1) The Member in Charge shall take action as deemed necessary for preserving life and Property and protecting Persons and Property from injury or destruction by fire or other emergency and is authorized to:

- (a) enter, pass through or over buildings, structures or Property whether adjacent or in proximity to an Incident and to cause Members or Apparatus to enter or pass through or over the building, structure or Property without permission;
- (b) establish boundaries or limits and keep Persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
- (c) request Peace Officers to enforce restrictions on Persons entering within the boundaries or limits outlined in subsection (b);
- (d) cause a building, structure or thing to be pulled down, demolished or otherwise removed;
- (e) secure County manpower and Equipment which is considered necessary to deal with an Incident;
- (f) secure or commandeer privately owned Equipment which is considered necessary to deal with an Incident and authorize payment for use of the Equipment;
- (g) require any adult Person who is not a Member to assist in:
  - (i) extinguishing a fire or preventing the spread thereof;
  - (ii) removing furniture, goods and merchandise from any building or structure on fire or in danger, and in guarding and securing same; and
  - (iii) demolishing a building or structure at or near the fire or other Incident.

**Appointment and Powers of Fire Guardians**

**14** Council delegates its authority to appoint Fire Guardians under the *Forest and Prairie Protection Act* to the Chief Administrative Officer in accordance with section 203 of the *Municipal Government Act*.

**Bylaw No. 22-002  
Fire Bylaw**

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**15**

- (1) Fire Guardians shall have the authority and power to:
- (a) exercise all powers prescribed for Fire Guardians under the *Forest and Prairie Protection Act*;
  - (b) issue Fire Permits in accordance with this Bylaw;
  - (c) issue a Fire Permit unconditionally or to impose any conditions on the Permit that the Fire Guardian considers appropriate, in their sole discretion, given the nature of the fire and prevailing circumstances, location, and environmental conditions;
  - (d) suspend or cancel a Fire Permit at any time; and
  - (e) refuse to issue a Fire Permit where, in the opinion of the Fire Guardian, there is a risk to the public in relation to the proposed fire.

**PART III – FIRES AND FIRE PERMITS**

**Permitted and Prohibited Fires**

**16**

- (1) No Person shall burn or cause to be burned any Prohibited Debris.
- (2) No Person shall light or cause to be lit, or otherwise allow or permit, any outdoor fire upon land they are the Owner or Occupant, unless the Person holds a valid and subsisting Fire Permit, or the fire is exempt from the requirement for a Fire Permit under this Bylaw.
- (3) A Fire Permit is not required under this Bylaw for:
- (a) a fire in an Acceptable Burning Barrel which is lit for the purpose of burning Burnable Debris;
  - (b) a fire in an Acceptable Fire Pit or Acceptable Fireplace;
  - (c) a Recreational Fire;
  - (d) a Smudge Fire;
- provided that:
- (i) the fire is kept under control and supervised at all times by a responsible adult until such time that the fire has been completely extinguished; and
  - (ii) flame height does not exceed ninety (90) centimetres above the structure or container.



**Bylaw No. 22-002  
Fire Bylaw**

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- (4) This Bylaw does not apply to:
- (a) an outdoor fire lit by Fire Services for training or preventive control purposes;
  - (b) an outdoor fire that is a flare stack used in the petroleum industry;
  - (c) an outdoor fire prescribed by regulations under the *Forest and Prairie Protection Act*; or
  - (d) a fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*.

**Fire Permits**

**17**

- (1) Fire Permits are required throughout the entire year.
- (2) An application for a Fire Permit shall be made on the form approved by the Chief Administrative Officer, as may be amended from time to time.
- (3) A Fire Permit shall only be valid for the time period expressly indicated on the Fire Permit, as determined by the Fire Guardian issuing the permit at their sole discretion, having regard for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.
- (4) The Chief Administrative Officer, Manager, Fire Chief, a Fire Guardian, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fire Permit at any time. Upon receiving notification of termination, suspension or cancellation of the Fire Permit, the Fire Permit holder shall immediately extinguish any fire set pursuant to the Fire Permit. Notice of cancellation may be made by telephone, in writing, via text message or other electronic messaging, or in Person.
- (5) A Fire Permit is not transferrable.

**PART IV – PERMIT HOLDER RESPONSIBILITIES**

**Permit Holder Responsibilities**

**18**

- (1) Every Person who sets a fire under authority of a Fire Permit shall:
  - (a) comply with any terms or conditions of the permit;
  - (b) keep the permit at the site of the fire;
  - (c) produce the permit to the Chief Administrative Officer, Manager, Fire Chief, a Member, or Fire Guardian, a Peace Officer, upon request;
  - (d) have a responsible adult in attendance at the fire at all times under the conditions as listed in the Fire Permit;

**Bylaw No. 22-002  
Fire Bylaw**

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- (e) keep the fire under control;
- (f) not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighboring Property, Persons, or roadways;
- (g) completely extinguish the fire before expiration of the permit or upon cancellation of the permit; and
- (h) be responsible for any costs incurred by the Fire Services when called upon to extinguish such fire if, in the opinion of the Manager, as the case may be, the fire is a hazard to Persons or Property.

**PART V – FIREWORKS**

**19**

- (1) No Person shall sell, purchase, possess, handle, discharge, fire or set off Fireworks within the County unless they hold a valid and subsisting Fireworks Permit.
- (2)
  - (a) An application for a Fireworks Permit shall be made in writing on the form approved by the Manager, as may be amended from time to time.
  - (b) The issuance of a Fireworks Permit shall be at the sole discretion of the Manager.
  - (c) No Person under the age of eighteen (18) years old shall apply for a Fireworks Permit.
  - (d) The Manager may add conditions to a Fireworks Permit, including but not limited to:
    - i. the time(s) and date(s) for which the Fireworks Permit is valid;
    - ii. the storage and methods of storage of Fireworks;
    - iii. the location(s) where the Fireworks may be discharged;
    - iv. the activity that the Fireworks Permit authorizes;all of which shall constitute terms and conditions of the Fireworks Permit.
  - (e) A Fireworks Permit may include any further terms and conditions that the Manager deems necessary for the safe sale or use of the Fireworks.
  - (f) No Person shall sell, purchase, possess, handle, discharge, fire or set off Fireworks in a manner that is contrary to the terms and conditions of a Fireworks Permit.
  - (g) Any Person selling, purchasing, possessing, handling, discharging, firing or setting off Fireworks shall keep the Fireworks Permit available for immediate

**Bylaw No. 22-002  
Fire Bylaw**

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production to the Chief Administrative Officer, Manager, Fire Guardian, the Fire Chief, or a Peace Officer upon demand.

(h) The Chief Administrative Officer, Manager, Fire Guardian, the Fire Chief, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fireworks Permit at any time. The following non-exhaustive list of circumstances may result in a Fireworks Permit being revoked:

- i. non-compliance with the *National Fire Code – 2019 Alberta Edition*, the *Explosives Act*, this Bylaw, or the terms and conditions of the Fireworks Permit;
- ii. due to changes in environmental conditions;
- iii. for any reason related to safety to life, limb or Property.

(3) No Person shall have in their possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off firecrackers within the County.

(4) The sale, purchase, possession, handling and discharge of Fireworks shall at all times be carried out in compliance with the *Explosives Act* and the *National Fire Code – 2019 Alberta Edition*.

**PART VI – FIRE RESTRICTION AND BAN**

**Fire Restriction**

**20**

(1) The Manager may, from time to time, prohibit the issuance of any new Fire Permits or Fireworks Permits and suspend all active Fire Permits and Fireworks Permits when, in the opinion the Manager, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.

(2) A Fire Restriction imposed pursuant to subsection (1) shall remain in force until either the date provided in the notice of the Fire Restriction or until such time as the Manager provides notice to the public that the Fire Restriction is no longer in effect.

(3) Notice of a Fire Restriction shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, or by any other means which the Manager determines is appropriate for the purpose of informing the public of the Fire Restriction.

(4) When a Fire Restriction is in place:

- (a) no Fire Guardian shall issue a Fire Permit;
- (b) the Manager shall not issue any Fireworks Permits;

from the date of issuance of the Fire Restriction.

**Bylaw No. 22-002  
Fire Bylaw**

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(5) When a Fire Restriction is in place, no Person shall:

- (a) ignite any fire unless the fire is exempt from requiring a permit; or
- (b) sell, purchase, handle, discharge, fire or set off Fireworks within the County.

**Fire Ban**

**21**

- (1) The Manager may prohibit all fires in the County when, in the opinion the Manager, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) Fire Bans may be established and declared for the entire County or portions of the County.
- (3) A Fire Ban imposed pursuant to subsection (1) shall remain in force until either the date provided in the notice of the Fire Ban or until such time as the Manager provides notice to the public that the Fire Ban is no longer in effect.
- (4) Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, or by any other means which the Manager determines is appropriate for the purpose of informing the public of the Fire Ban.
- (5) Subject to subsection (6), when a Fire Ban is in place, no Person shall ignite any fire, whether or not the Person is the holder of a Fire Permit, and shall immediately extinguish any fire lit once the Person knows or ought reasonably to know of the Fire Ban.
- (6) During a Fire Ban a Person may, subject to the requirements of this Bylaw, and unless the notice of the Fire Ban provides otherwise, use a barbeque that burns propane, natural gas, compressed briquettes, wood pellets or charcoal, provided that the barbeque is used for the purpose of cooking or obtaining warmth and is used on private Property or in a public area that has been approved by the County for the use of such barbecues.

**Requirement to Report**

- 22** The Owner of any Property damaged by fire shall immediately report the particulars of such fire to the Manager.

**Bylaw No. 22-002  
Fire Bylaw**

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**PART VII – RECOVERY OF COSTS**

**Fire Protection Charges**

**23**

(1) Upon Fire Services providing Fire Protection on a parcel of land within the County's boundaries, the County may, in its sole and absolute discretion, charge Fire Protection Charges to any or all of the following Persons, namely:

- (a) the Person or Persons causing or contributing to the fire;
- (b) the Occupant of the parcel of land on which Fire Protection was provided;
- (c) the Owner of the parcel of land which Fire Protection was provided;
- (d) the Person with control over the parcel of land on which Fire Protection was provided, which may include, without restriction, a Property manager; and
- (e) the Person or Persons who requested Fire Protection;

and all Persons charged are jointly and severally liable for payment of the Fire Protection charges to the County.

(2) Fire Protection Charges shall be paid within thirty (30) days of receipt of an invoice.

(3) Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the County is entitled to on the parcel of land in respect of which the indebtedness is incurred.

(4) Without limiting subsection (1), the Owner of a parcel of land within the County to which Fire Protection is provided is liable for Fire Protection Charges incurred and the County may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, which forms a special lien against the parcel of land in favour of the County from the date the amount was added to the tax roll, in accordance with the *Municipal Government Act*.

(5) Notwithstanding the provisions of subsections (1), (2) and (3), the County may elect to recover Fire Protection Charges from any Persons responsible for those charges pursuant to the *Forest and Prairie Protection Act*.

**24** A Person who has damaged or destroyed any Apparatus, Equipment or Fire Services Property shall, in addition to any penalty imposed to in this Bylaw, be liable for, and pay upon demand, all costs incurred by the County to repair or replace the Apparatus, Equipment or Fire Services Property in question.

**Services Fees and Charges**

**25**

(1) The County may establish and levy fees and charges for services, including but not limited to:

**Bylaw No. 22-002  
Fire Bylaw**

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- (a) fees for responding to an Incident;
  - (b) Fire Permit and Fireworks Permit application fees;
  - (c) site inspection fees;
  - (d) fire investigation fees;
  - (e) fees for responding to False Alarms; and
  - (f) fees for file searches and copying records.
- (2) The fees and charges described in this section shall be a debt due and owing to the County and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

**PART VIII – ENFORCEMENT**

**Inspection and Enforcement**

**26**

- (1) Where a parcel of land does not comply with this Bylaw or a Person contravenes this Bylaw, the County may pursue its enforcement alternatives in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the County, adding amounts to the tax roll of the Owner of the parcel, and pursuing injunctions pursuant to the *Municipal Government Act*.
- (2) The Manager is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *Municipal Government Act*.

**Offences**

**27** No Person shall:

- (a) contravene any provision of this Bylaw;
- (b) contravene any term or condition of a permit issued pursuant to this Bylaw;
- (c) cause or permit a Burning Hazard or Fire Hazard to exist on a parcel of land;
- (d) deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- (e) light a fire or cause a fire to be lit during a fire ban;
- (f) light a fire or allow a fire to be lit unless they are a holder of a valid Fire Permit if required under this Bylaw or the *Forest and Prairie Protection Act* or both;

**Bylaw No. 22-002  
Fire Bylaw**

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- (g) light Fireworks or allow Fireworks to be lit unless they are a holder of a valid Fireworks Permit under this Bylaw;
- (h) provide false, incomplete or misleading information to the Chief Administrative Officer, Manager, a Fire Guardian, Fire Chief, or a Peace Officer with respect to a fire or a permit application;
- (i) light a fire on any land not the Person's own without the written consent of the Owner of the land;
- (j) permit a fire lit by that Person to pass from their own land to the land of another Person;
- (k) light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- (l) conduct any activity that might reasonably be expected to cause a fire unless that Person exercises reasonable care to prevent a fire from occurring;
- (m) conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway; or
- (n) light a fire on lands owned or controlled by the County except with the County's express written consent.

**Vicarious Liability**

**28** For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

**Corporations and Partnerships**

**29**

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

**Bylaw No. 22-002  
Fire Bylaw**

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**Fines and Penalties**

**30**

- (1) A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:
  - (a) not less than the specified penalty established in Schedule "A"; and
  - (b) in the case of all other offences, not exceeding \$10,000.00.
- (2) Without restricting the generality of subsection (1) the fine amounts set out in Schedule "A" are established as specified penalties for use on Violation Tickets, if a voluntary payment option is offered.
- (3) Notwithstanding subsection (1), any Person who commits a second or subsequent offence under this Bylaw within one (1) year of a first offence, is liable on summary conviction to a fine not less than the increased amount set out for the offence in Schedule "A" to this Bylaw.

**Violation Ticket**

**31**

- (1) A Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- (2) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
  - (a) state the specified penalty for the offence as set out in Schedule "A"; or
  - (b) require a Person to appear in Provincial Court without the alternative of making a voluntary payment.
- (3) A Person who commits an offence may:
  - (a) if a Violation Ticket is issued in respect of the offence; and
  - (b) if the Violation Ticket states the specified penalty established by this Bylaw for the offence, as set out in Schedule "A" herein;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.
- (4) When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to subsection (4) above and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.



**Bylaw No. 22-002  
Fire Bylaw**

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**PART IX – GENERAL**

**Repeal**

**32** Fire Ban Bylaw No. 1423, Fire Permit Bylaw No. 1424, Stubble Burning Bylaw No. 933, and Fire Services Bylaw No. 21-017 are hereby repealed.

**Effective Date**

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

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date Signed

**Bylaw No. 22-002  
Fire Bylaw**

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**Schedule "A" - Specified Penalties**

<b>Bylaw Section Number</b>	<b>Offence</b>	<b>Violation Ticket</b>	<b>Second and Subsequent Offence</b>
<b>16(1)</b>	Burning Prohibited Debris	\$250	\$1000
<b>16(2)</b>	Fire without a Fire Permit	\$250	\$500
<b>19(1)</b>	Sell, Purchase, Possess, Handle, Discharge, Fire or Set Off Fireworks without a Permit	\$500	\$1000
<b>19(3)</b>	Firecrackers	\$500	\$1000
<b>20(5)(a)</b>	Light any fire unless the fire is exempt from requiring a permit	\$1000	\$2000
<b>20(5)(b)</b>	Sell, purchase, handle, discharge, fire or set off Fireworks within the	\$1000	\$2000
<b>22</b>	Failure to report fire	\$250	\$500
<b>27(b)</b>	Contravene any term or condition of a permit	\$250	\$1000
<b>27(c)</b>	Cause or permit a Burning Hazard to exist on a parcel of land	\$250	\$500
<b>27(d)</b>	Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard	\$250	\$500
<b>27(e)</b>	Light a fire or cause a fire to be lit during a fire ban	\$1000	\$5000
<b>27(f)</b>	Light a fire or cause a fire to be lit without a Fire Permit	\$250	\$500
<b>27(g)</b>	Light Fireworks or allow Fireworks to be lit without a Fireworks Permit	\$500	\$1000
<b>27(h)</b>	Provide false or misleading information	\$250	\$1000
<b>27(i)</b>	Light a fire on land without written permission of Owner	\$250	\$500
<b>27(j)</b>	Permit a fire to pass to another Person's land	\$500	\$2000
<b>27(k)</b>	Light a fire without sufficient precautions	\$500	\$1000
<b>27(l)</b>	Conduct any activity that might reasonably be expected to cause a fire without exercising reasonable care	\$500	\$1000
<b>27(m)</b>	Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway	\$250	\$1000

**Bylaw No. 22-002  
Fire Bylaw**

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<b>27(n)</b>	Light a fire on lands owned or controlled by the County except with the County's express written consent	\$500	\$1000
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# AGENDA ITEM REPORT



**Title:** Coaldale-Lethbridge Community Growing Project 2022 Request  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 27 May 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

A letter was received from the Coaldale-Lethbridge Community Growing Project, with a request to have County Council consider waiving the taxes on two land parcels (NW 4-9-19 W4 and SW-13-9-20-W4) both of which are used for their community crop growing project. The 2022 municipal portion of the taxes levied on the farmland are \$1,690.16 and \$309.82.

## RECOMMENDATION:

That County Council donates \$500 per the Lethbridge County Donations Policy 161 to the Coaldale-Lethbridge Community Growing Project with funding from the Council Donation fund.

## REASON(S) FOR RECOMMENDATION(S):

The following recommendation has been made to Council based on Policy #161 guidelines and past Council direction with regards to the Coaldale-Lethbridge Community Growing Project. This recommendation will not impact the County's tax revenues as Council budgets an annual amount for donations and contributions.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council has donated \$500 towards the Coaldale-Lethbridge Community Growing Project in past years and made the following resolution in 2021:

251-2021 Deputy Reeve VanderVeen

MOVED that County Council donates \$500 per the Lethbridge County Donations Policy 161 to the Coaldale-Lethbridge Community Growing Project with funding from the Donation Reserve. CARRIED

## BACKGROUND INFORMATION:

As per the letter received the Coaldale-Lethbridge Community Growing Project over the past year the growing project group was able to raise \$211,500 locally, bringing their total to just under \$2.1 Million

in 14 years. Since 1983 the Canadian Foodgrains Bank has allocated over a billion dollars towards ending hunger around the world.

#### ALTERNATIVES / PROS / CONS:

**1. To waive taxes:**

PRO - this would eliminate a portion of the costs/taxes incurred by the Coaldale-Lethbridge Community Growing Project

CON - sets a precedent for future tax waiver requests of this type or by individuals

**2. To provide the tax equivalent as a donation rather than as a tax waiver:**

PRO - Provides the Coaldale-Lethbridge Community Growing Project funding without having to waive taxes

CON - is outside of the Donation Policy amounts, is a higher amount than has been donated to them as per Resolution 251-2021.

#### FINANCIAL IMPACT:

If taxes were waived it would impact the municipal portion of the tax revenues collected by approximately \$1,999.98.

#### LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

#### ATTACHMENTS:

[Coaldale-Lethbridge Community Growign Project 2022 Request](#)

May 9, 2022

To Lethbridge County Board of Directors:

Regarding Coaldale-Lethbridge Community Growing Project;

It's that time of year again! Thank-You for 15 years of Support! As the organizing committee of the Coal-Leth project, we've seen an incredible response from so many towards our local project, and this great organization - the Canadian Foodgrains Bank. The last 3 years, Charity Intelligence, an independent charity watchdog, rated Canadian Foodgrains Bank a "Top 10 Impact Charity". We are proud of that high, independent praise!

Here are some quick numbers: In the second year of the Global Pandemic, **we raised \$221,500 locally! That is the best ever for our growing project!** Making our total just under 2.1 Million dollars in 14 years, with your help. That became 10.5 Million after matching funds from the Federal Government. **Started by farmers, since 1983 the Canadian Foodgrains Bank allocated over a billion dollars towards ending Hunger around the world.**

**In Lethbridge County, we are a local group having a real global impact on reducing Hunger.** It's clear that when you provide basic food and necessities to those who hunger, you help rebuild peace, hope and human dignity. It's that simple.

We hope that we can count on your support again this year by waiving the taxes, to the extent you can, on our projects' land. Please consider it as **your** part of an incredible Canadian organization that is globally effective.

This year the land locations are: is SW-1-9-20 W4. (full quarter)

Sincerely,

Ed Donkersgoed  
Chairman - Coaldale-Lethbridge Community Growing Project  
Box 1028 Coaldale, AB T1M 1M8 Phone 403-345-3029

P.S. Watch for our ads in the fall for our Harvest Day Celebration! Come have a burger and watch an incredible community event!

# AGENDA ITEM REPORT



**Title:** Quarterly Financial Report - January - April 2022  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

This is the financial report for the period of January to April 2022 for Lethbridge County.

## RECOMMENDATION:

No resolution is required.

## REASON(S) FOR RECOMMENDATION(S):

This report is for County Council information regarding the County's financial position as of April 30, 2022.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Financial reports are presented to Council throughout the year for information.

## 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

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Financial Report ending April 30-22](#)

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# Financial Report

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Ending April 30, 2022



**FISCAL YEAR 2022**

**Presented by: Jennifer Place**

# April 30, 2022 Financial Summary

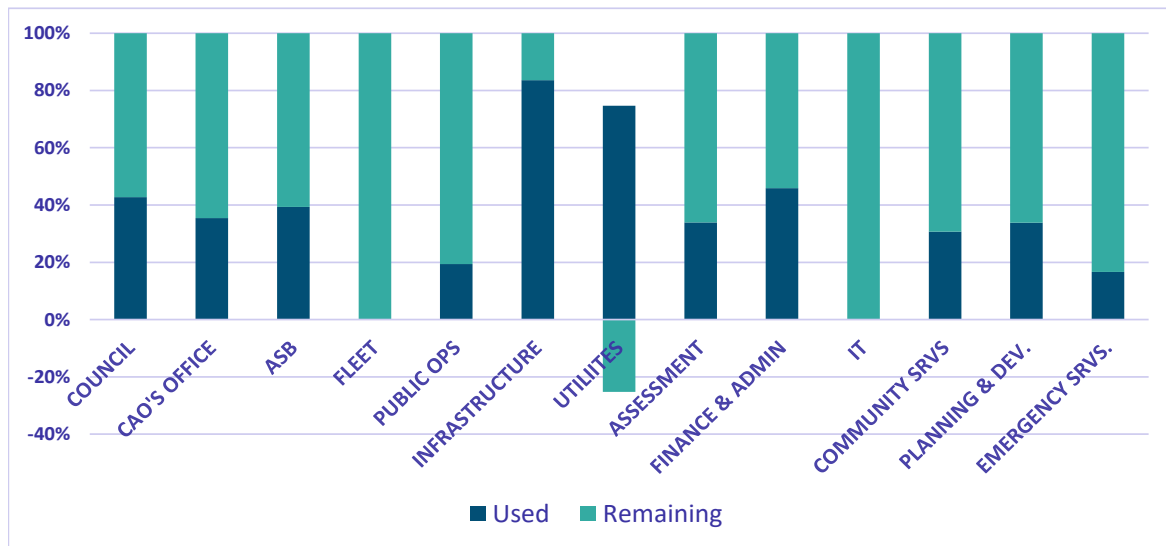
## CONSOLIDATED FINANCIAL SUMMARY

### *Tax Support by Department*

The below financial report, as of April 30, 2022 includes some projections estimates based on operational activities to date and any known factors that may impact the overall budget. Projections have been kept conservative at this time as it is still early in the year and the Public and Ag Service department activities will begin to increase substantially as we move into spring and summer, which is their busiest season.

The attached reports reflect a projected surplus of \$358,765 as some operational changes have taken place since the budget was passed in December 2021. The departments with the most notable estimated surplus balances are Community Services (Economic Development) and Utilities. Emergency Services will also see some surplus funds as the Barons Fire Department has been dissolved and therefore some agreement expenses are no longer required. Revenues to date are in line, however there was some investment interest loss in the early part of the year, that the County should see a correction to as rates start to increase, and bonds performance improves. Fire Service Fees are above the quarterly average for the year so far, but these are offset somewhat by expenses as per the fire services agreement. This will be the first full year under the new agreement and updated fee structure and is an area that will be monitored for future projections. Further details have been included within the report under the department summaries.

The below chart which aligns with the attached financial summaries and provides a visual of the tax support funding used and remaining by department as of April 30, 2022.



### Tax Support by Department

Department	Budget	Actual YTD	Projected	Surplus (Deficit)	%
Council	(665,050)	(284,182)	(665,050)	-	100.00%
CAO's Office	(683,450)	(242,207)	(683,450)	-	100.00%
Agricultural Services	(1,023,495)	(402,311)	(1,023,495)	-	100.00%
Fleet Services	-	(1,741,066)	-	-	N/A
Public Works	(8,422,120)	(1,632,295)	(8,422,120)	-	100.00%
Infrastructure Department	(581,995)	(486,722)	(581,995)	-	100.00%
Utilities	(327,925)	(495,618)	(220,425)	107,500	67.22%
Assessment & Taxation	(199,865)	(67,824)	(199,865)	-	100.00%
Finance & Administration	(892,880)	(409,519)	(842,880)	50,000	94.40%
IT	-	(439,197)	-	-	N/A
Community Services	(946,345)	(290,424)	(889,345)	57,000	93.98%
Planning & Development	(258,060)	(87,354)	(258,060)	-	100.00%
Emergency Services	(1,861,385)	(309,193)	(1,717,120)	144,265	92.25%
<b>Tax Support</b>	<b>(15,862,570)</b>	<b>(6,887,912)</b>	<b>(15,503,805)</b>	<b>358,765</b>	<b>97.74%</b>

### Consolidated Financial Summary

Revenues	Budget	Actual YTD	Projected	Variance	%
Grants (Operating)	4,302,950	-	4,302,950	-	100.00%
Sales & User Charges	4,831,810	1,840,706	5,031,810	200,000	104.14%
Fines	85,000	17,699	85,000	-	100.00%
Penalties	225,000	262,209	350,000	125,000	155.56%
Rentals	180,890	45,223	180,890	-	100.00%
Return on Investments	325,000	(364,722)	250,000	(75,000)	76.92%
Other Revenue	9,811,270	1,570,121	9,811,270	-	100.00%
From Reserves	2,787,375	348,701	2,787,375	-	100.00%
<b>Total Revenue</b>	<b>22,549,295</b>	<b>3,719,937</b>	<b>22,799,295</b>	<b>250,000</b>	<b>101.11%</b>
Expenditures					
Operating / Projects	(44,484,290)	(7,761,970)	(44,375,525)	108,765	99.76%
To Reserves	(3,815,075)	-	(3,815,075)	-	100.00%
To Capital	9,887,500	(2,845,879)	9,887,500	-	0.00%
<b>Total Expenditures</b>	<b>(38,411,865)</b>	<b>(10,607,849)</b>	<b>(38,303,100)</b>	<b>108,765</b>	<b>99.72%</b>
<b>Tax Support</b>	<b>(15,862,570)</b>	<b>(6,887,912)</b>	<b>(15,503,805)</b>	<b>358,765</b>	<b>97.74%</b>

## Statement of Operations and Capital

As of April 30, 2022

	2021 Budget	2021 Actual	Projected
<b>Revenue:</b>			
Tax Support (per budget)	\$ 15,862,570	\$ -	\$ 15,862,570
Sales and user charges	4,831,810	1,840,706	5,031,810
Grants	4,302,950	-	4,302,950
Fines	85,000	17,699	85,000
Penalties and costs on taxes	225,000	262,209	350,000
Rentals	180,890	45,223	180,890
Return on Investments	325,000	(364,722)	250,000
Other revenues	9,811,270	1,570,121	9,811,270
From Reserves	2,787,375	348,701	2,787,375
<b>Total revenue</b>	<b>38,411,865</b>	<b>3,719,937</b>	<b>38,661,865</b>
<b>Expenses:</b>			
Council and other legislative	680,050	284,182	680,050
General administration	5,551,480	1,468,499	5,494,463
Fire services	2,339,720	1,127,358	2,395,455
CPO Services	206,665	60,689	206,665
PW - Roads, streets, walks and lighting	10,058,320	2,154,505	10,058,320
Infrastructure	6,884,995	487,572	6,884,995
Fleet services	6,756,965	3,143,269	6,756,965
(UT) Water, wastewater and waste management	4,572,525	1,398,297	4,465,025
Family and community support	81,150	81,167	81,167
Agricultural development	1,177,935	381,392	1,177,935
Parks and recreation	102,060	20,919	102,060
<b>Total expenses</b>	<b>38,411,865</b>	<b>10,607,849</b>	<b>38,303,100</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>-</b>	<b>(6,887,912)</b>	<b>358,765</b>

The above statement of operations provides a snapshot of the revenues received to date and expenditures by department, including capital purchases.

*\*The statement of Operations reflected in the yearend financial statements is presented differently.*

## Revenues Received to date

The below chart indicates the revenues recorded through to April 30<sup>th</sup>. To date the County has received just over \$3.7 million in revenue (compared to \$3.8M at this time last year), which represents approximately 9.68% of the total revenue budgeted.

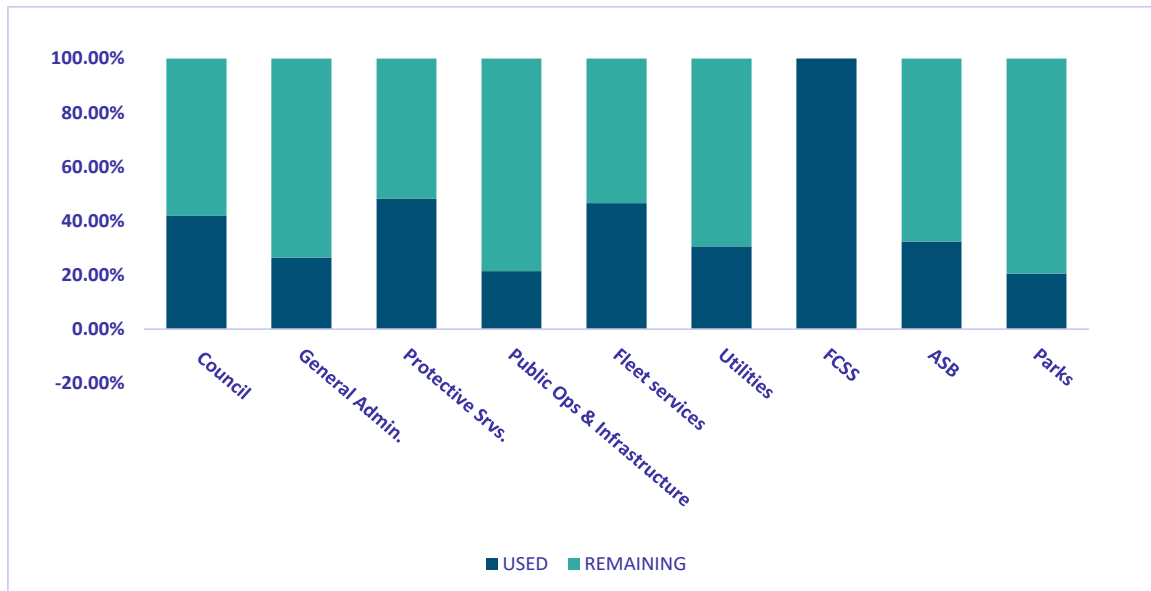
The County's largest source of operational revenue is taxation. County Tax & Assessment Notices will be issued on May 26<sup>th</sup>, with the July 31<sup>st</sup> due date. The County will begin to see a significant increase in revenues over the next few months as tax payments are received.



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## Expenditures by Department

This chart represents expenditures by department based on the budget. Total operating expenses to date are just over \$10.6 Million (27.62%) (compared to April 30, 2021 - \$7.7 Million (20.86%)) of the overall budget.





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## DEPARTMENT OPERATING ACTIVITY SUMMARY

Below are some department activity highlights for information.

### *Council*

- Council has had 5 regular County Council meetings and an Agricultural Service Board meeting thus far in 2022 and continues to live stream and record all meetings. Council provides an update of their activities at one meeting each month for public information.
- Council held their Strategic Planning Session in January to update the current Strategic Plan.
- As of April 30<sup>th</sup>, Council made the following contributions as per resolution:
  - Alberta Conservation Association - \$1,000
  - Oldman Watershed Council 2022 Contribution - \$4,866
  - Community Planning Association - \$1,000
  - Picture Butte Rural Crime Watch - \$1,000
  - Each of the Community Centre Associations within the County and the Prairie Tractor & Engine Museum received \$10,000 for a total of \$80,000 as per the annual budget to help support their operations and/or capital needs.

### *CAO's Office*

- Participated in Strategic Planning Session with Council
- Working with Senior Leadership Team on development of a Corporate Strategic Plan
- Preparation and review of agenda reports for County Council
- Collaborating with the Provincial Government on regional water
- Attendance at various meetings with County stakeholders and residents
- In addition to general Human Resource ® duties, the HR Department has been busy preparing job notices, interviewing and orientation of seasonal staff, Intern and Development Officer positions, reviewing policies and continuing to support the Senior Leadership Team and all staff.

### *Agricultural Services*

- All spraying activities will begin in late May. Staff members are being trained in pesticide application.
- Roadside mowing activity will begin in June. Equipment is being prepped for the season and staff are being trained.
- Staff are busy assisting with Environmental Farm Plans and Newsletter activity.
- Brillion Drill rentals, mulcher and tree planter delivery make up the bulk of work that has been performed to this point.
- Parks maintenance is ongoing with the initial clean-up for the season. Sprinklers will be up and running soon. Some prep is being done for new the new playground in Monarch.
- Gopher control has been completed in most Parks and Cemeteries.

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## *Fleet*

- Regular maintenance of machinery and equipment is ongoing throughout the year to ensure equipment is safe and to help reduce any activity delays.

Capital Purchases to the end of April include:

- Replacement of 2 Divisional Graders - \$1,079,599
- Replacement of FT-149 Tractor - \$385,200
- Replacement of ASB Tractor - \$226,500
- Forklift - \$110,836
- Construction Track Skid Steer - \$86,500
- Annual Trade fee of Skid Steer - \$6,416
- Truck Purchases (3) - \$182,590 – deck to still be installed on one of the trucks
- SUV Purchase - \$42,754
- Fire Services Truck - \$54,696 – some final equipment costs still pending
- International Truck Replacement - \$190,765
- Plow and Sander - \$108,239

## *Public Works*

- The Public Works crews continue to be busy with road maintenance, signage, dust control, drainage activities, roadside cleanup and more
- Although the snowfalls were light this year, some of the department's time was spent on snow plowing and sanding to ensure the County roads are safe for travel
- The Dust Control Program deadline was on April 1<sup>st</sup>. As of that date the County received 290 applications, 276 applications were received in 2021.

The Construction and Base Stabilization crew members:

- Completed reclamation of the North Rakus gravel pit.
- Conducted Haul Route maintenance on all 137 miles.
- The Projects Crew has installed 2 culverts, completed 2 ditch clean projects, installed a parking area in Stewart Siding, and rehabilitated a parking area in Shaughnessy.
- The Sign Truck Crew has replaced or installed 179 signs.
- The Spray Patch Crew has completed required hard surface patching in Cedar Vista and on Corteva Road.

The Public Works crews has also completed 7 miles of gravelling and 2,295 miles of grading.

## *Utilities*

Water volumes for residential, commercial, and truck fills are consistent year to date, expecting larger volumes of usage during summer months. Revenues are on target with budget and comparable to previous years, expected dry year may create a surplus similar to last year. Previous Council direction was for all utility surpluses to be transferred to the Utility Reserve for future capital.

Legislated testing continues for all County owned or operated Water Treatment Systems. This includes the service agreements with regional water Coops and the MD of Willow Creek (Moon River).

The Utility department has not experienced any major breaks or failures to date and maintenance issues have been minimal. Expenses are anticipated to be on target for the year.

Transfer sites operated through Lethbridge Regional Waste services Commission have seen normal traffic for the early part of the year. DBS Environmental manages all of the transfer sites for operations including recycling programs.

## Infrastructure Services

The Infrastructure Department has been busy within the first quarter managing capital projects, issuing Requests for Proposals, working with engineering firms and contractors, and continue work within the Asset Management Program.

Below is a summary of the capital projects, excluding equipment:

2022 CAPITAL SUMMARY			
Project Name	Budget Request	ACTUAL TO DATE	PROJECT STATUS UPDATE
Horsefly Spillway - Southern Region Stormwater Committee	\$ 890,000	\$ -	Phase 1 design is almost complete, tender scheduled be issued in the fall of 2022.
RGE RD 21-1 Overlay (Corteva Road)	\$ 550,000	\$ -	This project is in the design phase.
Iron Springs Road Improvements (RR 20-4, Centre St, 1st St)	\$ 1,510,000	\$ -	This project is in the design phase.
Lafarge Road Re-Alignment	\$ 600,000	\$ 3,109	This project is in the design phase.
Water & Wastewater SCADA System Upgrades	\$ 600,000	\$ -	This project is in the design phase.
Bridge File #78397 Replacement	\$ 30,000	\$ 26,310	This project is completed.
Bridge File #79770 Replacement	\$ 350,000	\$ -	This project is in the design phase.
Transfer to MAN Hard Top Rds/Bridges Reserve	\$ 1,064,780	\$ -	Year End Transfer
Calcium Base Stabilization Debt Repayment	\$ 705,220	\$ 195,212	Debt payments made as per repayment schedule.
AFSC Washroom Upgrades	\$ 7,500	\$ -	Project has not yet started.
Elevator Upgrades	\$ 120,000	\$ -	This project is in the design phase.
Financial Software Conversion (Phs. 2)	\$ 200,000	\$ 9,619	Project underway, configuration and training has begun. Anticipated completion is for fall 2022.
<b>Carry Forward &amp; Capital Project Additions</b>			
Monarch Park Replacement	\$ 160,000	\$ -	This project has been moved to 2022 pending grant applications and community fundraising
Bridge File #79598 Replacement	\$ 450,000	\$ 225,986	Completed. Holdback paid, some engineering outstanding.
Bridge File #71467 Replacement	\$ 250,000	\$ 193,894	Completed. Final invoices outstanding.
Records Management System	\$ 65,000	\$ 41,632	RFP will be issued by end of May, contract signed. Project is in beginning stages.
Shaughnessy Phase 4 and 5 Eng. and Land Purchase	\$ 116,000	\$ 100,732	Finalizing detailed design and stormwater easements
Malloy Drain Phase 2B	\$ 340,000	\$ -	Coaldale working on land purchase.
Mountain Meadows Slope Remediation	\$ 695,000	\$ 51,748	Design complete, tender to be issued shortly pending landowner agreements.
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>\$ 12,013,500</b>	<b>\$ 2,920,868</b>	

## Finance & Administration

The Finance & Administration Department spent the majority of the first quarter working on and completing the 2021 Year End Financials, which were approved by Council on April 21, 2021. The department also completed both the Water and Waste Commission Year End Financials, both of which were also approved by the Commission Boards in April. Additional activities within the department include:

- The 2022 budget which was approved on December 16, 2021 and has been distributed to each department Manager/Supervisor.
- Tax penalties were levied on January 1<sup>st</sup> in the amount of \$305,600 (2021 - \$298,760)
- Utility bills have been levied for January – March with April bills to be distributed in early May

- 
- The Assessment roll review has been completed for the 2022 tax year
  - Council passed the Business Tax and Business Tax Rate Bylaw in April, notices will be mailed on June 3rd
  - General Tax Rate Bylaw will be presented to Council in May, with notices to be mailed prior to the end of May
  - Payroll, Accounts Receivable and Accounts Payable are paid and invoiced on regular intervals to ensure timely payment and receipt of funds. Payroll has also been busy updating all the new hire information within the payroll system.
  - The Manager of Finance & Administration, along with the IT Managers assistance has been working on the implementation and configuration of the new financial software system to be in place prior to the end of the year.
  - Manager of Finance & Administration and the HR Manager have been conducting interviews for a Municipal Intern who will be starting with the County in late June.
  - The 2021 Statements of Financial Expenditures for all municipal grants will be submitted in May. Grants continued to be researched and monitored regularly.

### *Information Technology (IT)*

The IT Department manages and maintains all of the County's phones and computer related hardware and software as well as all Audio-Visual equipment. Throughout the year the department is busy assisting staff with IT support. equipment repairs and scheduled replacements.

The department has also been working on the following projects:

- Cyber Security: Implementations and Recommendations (year round)
- Financial System and Records Management: Implementation (year round)
- Recover Server Replacement: Capital Budget project delayed from 2021 due to the pandemic
- Computer/Mobility: Installation and Maintenance (year round)

### *Community Services*

The Community Services Department remains busy by providing assistance to all departments, updating policies, working through Planning and Development items and on Economic Development related matters. Some additional activities include:

- Completed final post-election Returning Officer duties
- Successfully resolved a disputed large emergency response invoice with a service provider
- Completed three employee annual performance appraisals
- Successfully completed the annual Fire Quality Management Plan internal audit
- Participated in the county's strategic planning session
- Co-presented Fire Services Workshop to council
- Organized and participated in multiple fire services internal and external meetings
- Presented parliamentary procedures workshop to council
- Assisted in the making of two short county promotional videos
- Participated in four Development Planner position interviews

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## *Planning & Development*

The Planning & Development Department provided a thorough report at the May 5<sup>th</sup> County Council meeting, below are a few highlights:

- Interviewed 4 candidates for the Development Planner position, with Nathan Hill being the selected candidate who starts in May.
- 50 Development Permits have been received as of March 31st, 45 have been issued, 1 refused and 13 are under review.
- Of the permits issued 12 are residential, 13 accessory buildings, 9 commercial/industrial, 7 agricultural and 4 signage.
- Building Permits issued to March 31<sup>st</sup> include; 45 Building permits, 83 Electrical Permits, 67 Gas, 30 Plumbing and 5 private septic disposal system.
- As of April 30th, the planning department has received \$24,421 in Development Permit Revenues, \$27,021 for building permits and \$2,644 in other revenues related to planning.
- Although a projection for a surplus in revenues has not yet been made for the planning department at this time the revenues will be monitored and evaluated for future reports.

## *Emergency Services*

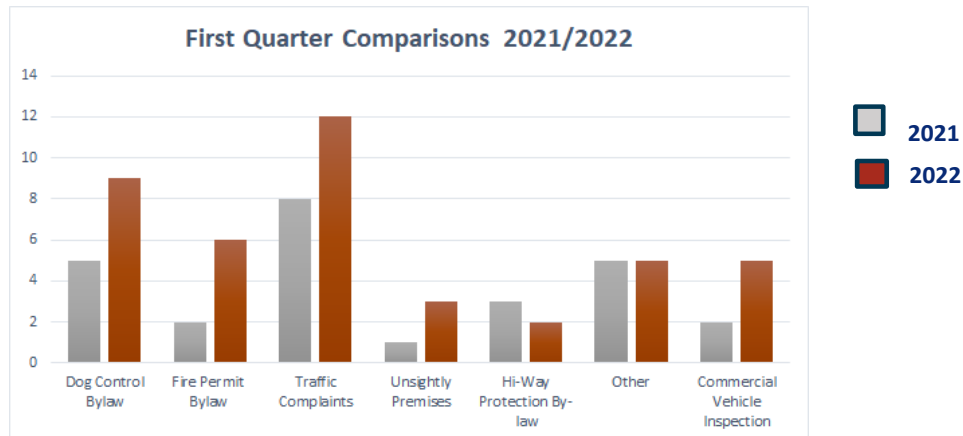
The Emergency Services Department includes all of the CPO Activities, Fire revenues, fire agreement and Policing Costs. Revenues earned to date under the new fees schedule for fire services is \$511,824, this includes a large invoice for 2021 fire for which the County did not receive invoicing details for until 2022. The revenues are also reflected in the contracted costs the County pays, with a 10% Administrative fee to the County in most cases. Some cost savings will be realized with the decommissioning of the Barons Fire Department and has been identified as part of the anticipated surplus.

Below is a listing of the Regional Fire Services Coordinators activities to date:

- Investigations – 12, Inspections – 5, Plans review - 8
- Attended 3 Joint Chiefs Committee meetings with the Department chiefs
- Established great working relationship with the department chiefs, collaborate weekly with each of them
- Working on new Fire reporting, records management, response system
- Collaborating on regional response guidelines for county fire responses
- Collaborated on all-in-one fire bylaw
- Analyzed responses and created efficiencies
- Analyzed cost vs revenues for fire services showing efficiencies
- Working with Grants & Emergency Services Administrator on various fire invoice resolutions
- Attended approx. 40 fire calls with contracted departments
- Updating Fire Underwriters Survey for Insurance companies
- Implemented new Fire Permit process
- Collaborated on Regional Emergency Management proposal

On May 19<sup>th</sup>, the Community Peace Officer presented a report to Council of his activities, a chart from the report has been included for reference.

- The County has received \$17,699 in Provincial fines to date.



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### Provincial Updates

As of April 30, 2022 some funding announcements from the Provincial Government have been received that and are included below. As is the practice, administration will continue to look for additional grant funding to assist with capital projects as information becomes available.

#### **Municipal Sustainability Initiative (MSI) Grant Funding**

The province has notified that the MSI Grant funding stream will end in 2023-24 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024-25. The LGFF will include \$722 million in capital funding legislated under the Local Government Fiscal Framework Act and non-legislated operating funding.

The 2023 allowance will be similar to 2022 allocations (MSI Capital including BMTG – \$1,388,843 & MSI Operating - \$105,390). These allocations are based on Budget 2022 targets and will be confirmed upon legislative approval of provincial Budget 2023.

#### **Canada Community Building Fund (CCBF) (Formerly Gas Tax Fund) Grant Funding**

The 2022 allocation has been announced at \$620,413 (2021 allocation was \$619,899 plus top-up of \$592,320).

## Grant Summary

### ADMINISTRATION & FINANCE

MSI Operating - Consultant -Assessment Review	35,000			Submission of Spending Plan no longer required
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### INFORMATION TECHNOLOGY

MSI Operating - Financial Software Conversion Phase 2	105,000			Submission of Spending Plan no longer required
MSI Operating - Consultant -Scanning Records	30,000			Submission of Spending Plan no longer required

### PUBLIC WORKS

MSI - Horsefly Spillway-Southern Region Stormwater Committee	890,000	Y		Approved project.
MSI - Rge Rd 21-1 Overlay (Corteva Road)	550,000	Y		Approved project.
MSI - Iron Springs Rd Improvements(RR20-4, Centre St., 1st St.)	1,510,000	Y		Approved project.
MSI - Lafarge Road Re-Alignment	600,000	Y		Approved project.
MSI-BMTG Road Rehabilitation	248,950	Y		Approved project.

### TOTAL

\$	3,968,950	\$	-
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### Projects C/F to 2021

	Approved	Received	
EMPP - Unified ECC/EOC Functional Exercise	3,200.00	Y	3,200.00 To complete by Dec. 31, 2022.
FGTF - Mountain Meadows Slope Failure Remediation-GTF 1605	514,000.00	Y	514,000.00 C/F to 2022
MSI - 8 Mile Lake Basin & Battersea Drain - CAP 8842	181,856.00	Y	235,000.00 C/F to 2022
MSI - Rave Infrastructure Upgrades-Eng. - CAP7711	120,940.00	Y	160,000.00 C/F to 2022. Project tied with Hwy 3 Corridor.
MSI - Shaughnessy Ph4&5 - Eng & Land Purchase - CAP 12296	94,865.00	Y	135,000.00 C/F to 2022
MSI - Sunset Acres Base & Pave 9RR224) - CAP 13392	366,196.77		700,000.00 C/F to 2022
MSI - Malloy Phase 2B-CAP 13395	340,000.00	Y	340,000.00 C/F to 2022

### Project Not in Budget

	Approved	Received	
STIP-LRB - Bridge File #79770	300,000	N	- Project in review.
MSP - Iron Springs Road Improvement	197,036	Y	197,036.00 Project approved-May 26, 2022.

Y - Yes, project is approved.

N - No, awaiting for approval.

D - Declined.

P - Pending.

C - Cancelled.

2020 Resource Management ASB Grant	91,000	Y	91,000.00 Funds received.
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Y - Yes, project is approved.

N - No, awaiting for approval.

D - Declined.

P - Pending.

C - Cancelled.



## Investment Summary

Page 17 of 17

DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	Type
March 17, 2022	March 17, 2023	2,069,355.56	2,096,257.18	2,284.80	26,901.62	1.300%	CWB GIC
April 14, 2022	April 15, 2023	2,709,425.27	2,758,736.81	4,188.10	49,311.54	1.820%	Canaccord
February 25, 2022	February 27, 2023	1,031,150.40	1,050,742.29	1,663.97	19,591.89	1.900%	Canaccord
October 19, 2021	October 19, 2020	2,036,200.00	2,051,471.50	1,297.03	15,271.50	0.750%	Servus Credit
December 31, 2021	December 31, 2022	5,828,131.98	5,952,271.19	10,344.93	124,139.21	2.130%	CIBC WoodGundy
December 31, 2021	December 31, 2022	3,274,615.59	3,344,364.90	5,812.44	69,749.31	2.130%	CIBC WoodGundy
September 30, 2021	September 30, 2022	5,000,000.00	5,105,000.00	8,750.00	105,000.00	2.100%	Raymond James
		<b>21,948,878.80</b>					
RBC HISA		3,277,802.59	3,278,003.03	200.44	2,360.02	0.072%	RBC
	<b>TOTALS</b>	<b>25,226,681.39</b>	<b>25,636,846.90</b>	<b>34,541.72</b>	<b>412,325.09</b>		
May 7, 2021	May 7, 2022	253,875.00	254,204.11	329.11	3,875.00	0.050%	CWB GIC

# AGENDA ITEM REPORT



**Title:** 2023 Capital Equipment Purchasing  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Municipal Services  
**Report Author:** Jeremy Wickson

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

Annually council approves 5-year capital plans as per the Municipal Government Act which requires an approved 5-year capital plan and 3-year operating budget.

All purchases for the replacement of existing equipment would be for the 2023 calendar year and therefore will fall under the 2023 capital equipment expenditures.

As delays in the delivery of equipment have been a challenge in 2021 and 2022, similar challenges exist in the delivery timeline for 2023 due to ongoing pandemics and global supply chains. In ordering equipment earlier in 2022 for delivery in 2023 the intention is to have more equipment delivered for early spring work when levels of service are required.

## RECOMMENDATION:

That Council approve the 2023 Capital Equipment list for purchasing requirements.

## REASON(S) FOR RECOMMENDATION(S):

The global pandemic has caused delays in the delivery and supply of equipment necessary for County operations and service level provision. Due to extensive delays in delivery of ordered machinery and equipment, if approved later in the calendar year there will be delays in equipment for spring 2023.

By starting the purchasing process and issuing RFPs and RFQ equipment can be ordered by mid-October and delivered prior to April 2023.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved the 5 year 2022-26 Capital Equipment list in the fall of 2021 during budget deliberations for 2022.

**BACKGROUND INFORMATION:**

In 2021 and 2022 the capital equipment that was purchased faced several lengthy delays in delivery due to limited supplies, factory shutdowns, and staffing constraints, all with residual effects from the global pandemic.

The equipment purchased for operations is required in meeting ongoing levels of service requirements. The capital equipment proposed is for core services such as road maintenance, construction, weed spraying, and snow plowing.

Equipment life cycles are considered as part of equipment purchasing. Optimal purchasing has equipment landed in the spring for operations and disposals can be cycled to auction or sold accordingly when the demand is the highest.

From past typical purchasing years prior to the pandemic, the turnaround on equipment has been 3-6 months. In 2021 that timeline increase to 8-12 months and equipment manufacturers still have uncertainty around conditions for 2023.

**ALTERNATIVES / PROS / CONS:**

Equipment purchases are delayed for approval till later in the 2022 calendar year.

**FINANCIAL IMPACT:**

The machinery and equipment (M&E) planned for purchase as part of the 5-year plan presented and approved by council in fall 2021 budget deliberations has minimal changes.

Machinery and equipment are charged to each department on an annual basis to establish a M&E reserve that adequately funds future purchases.

**LEVEL OF PUBLIC PARTICIPATION:**

☒ **Inform**      ☒ **Consult**      ☐ **Involve**      ☐ **Collaborate**      ☐ **Empower**

**ATTACHMENTS:**

[2023-27 FLEET CAPITAL Forecast and Detail - Council Report](#)

## FLEET SERVICES


### *Capital Budget*


	2022 Planned Budget	2023 Planned Budget	2024 Planned Budget
<b>REVENUES</b>			
R1 Grants	-	-	-
R2 Proceeds on Disposal of Retired Equipment	1,046,000	1,150,000	1,091,000
R3 Transfers from Reserves	2,204,000	2,320,000	1,999,000
<b>Total Revenues</b>	<b>3,250,000</b>	<b>3,470,000</b>	<b>3,090,000</b>
<b>EXPENDITURES</b>			
E1 Equipment Purchases - replacements	3,250,000	3,470,000	3,090,000
E2 Equipment Purchases - new equipment	-	-	-
E3 Grader Sheds	-	-	-
E4 Facility Improvements	-	-	-
E5 Transfer to Reserve - Sale Proceeds*	-	-	-
<b>Total Expenditures</b>	<b>3,250,000</b>	<b>3,470,000</b>	<b>3,090,000</b>
<b>Tax Support</b>	-	-	-
<i>received from the sale of equipment that will not be replaced due to the reduction in grader divisions.</i>			
Emergency Services Capital Reserve	-	-	-
Tax Equalization Reserve	-	-	-
PW Reserves	-	-	-
Equipment Replacement Reserve	2,204,000	2,320,000	1,999,000
	2,204,000	2,320,000	1,999,000
	-	-	-

<b>2025 Planned Budget</b>	<b>2026 Planned Budget</b>	<b>2027 Planned Budget</b>
-	-	-
1,107,000	1,113,000	1,085,000
2,008,000	2,102,000	2,685,000
<b>3,115,000</b>	<b>3,215,000</b>	<b>3,770,000</b>

3,075,000	3,215,000	3,770,000
-	-	-
-	-	-
-	-	-
-	-	-
<b>3,075,000</b>	<b>3,215,000</b>	<b>3,770,000</b>
40,000	-	-


40,000	-	-
-	-	-
-	-	-
1,968,000	2,102,000	2,685,000
2,008,000	2,102,000	2,685,000
-	-	-

<div>  <div> <b>LETHBRIDGE COUNTY</b>  <b>FLEET BUDGET</b>  <b>2023 CAPITAL EQUIPMENT PURCHASES</b> </div> </div>								
Page ID #	Project Name	Budget Request	SOURCES OF FUNDING					Total
			Fleet Equipment Replacement Reserve	Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment	
5	<b><u>SCHEDULED REPLACEMENTS</u></b>							
23-FLT-	Replacement Divisional Grader MG-037	625,000	495,000	-	-	-	130,000	\$ 625,000
23-FLT-	Replacement Divisional Grader MG-038	625,000	495,000	-	-	-	130,000	\$ 625,000
23-FLT-	Replacement of TR-138 Truck & Plow Equipment	325,000	295,000	-	-	-	30,000	\$ 325,000
23-FLT-	Replacement of LD-111 JD 644K Wheel Loader	500,000	450,000	-	-	-	50,000	\$ 500,000
23-FLT-	Replacement of 2 X PW/ASB Trucks 3/4 & 1 Tons	140,000	110,000	-	-	-	30,000	\$ 140,000
23-FLT-	Replacement of 1 X ASB Construction 1 Tons (2022 Purchase)	90,000	75,000	-	-	-	15,000	\$ 90,000
23-FLT-	Replacement of 1 X PW Construction 3 Ton	100,000	85,000	-	-	-	15,000	\$ 100,000
23-FLT-	Tow Behind Scissor Man Lift	45,000	44,000	-	-	-	1,000	\$ 45,000
23-FLT-	Replacement of ASB 10' Disc	65,000	64,000				1,000	\$ 65,000
23-FLT-	Replacement of Equipment Trailer	25,000	24,000	-	-	-	1,000	\$ 25,000
23-FLT-	Replacement of ASB Roadside Mower	50,000	40,000	-	-	-	10,000	\$ 50,000
23-FLT-	Replacement of Small Rock Box - Salt Dawg	25,000	24,000	-	-	-	1,000	\$ 25,000
23-FLT-	Replacement of Fuel Pumps - PB and Coaldale	40,000	40,000	-	-	-	-	\$ 40,000
	<b><u>VEHICLE REPLACEMENT PROGRAM</u></b>							
23-FLT-	Enterprise Fleet Program - 12 X Crewcab 1/2 ton Truck	600,000	60,000	-	-	-	540,000	\$ 600,000
23-FLT-	Enterprise Fleet Program - 1 X SUV	55,000	5,000	-	-	-	50,000	\$ 55,000
23-FLT-	Replacement of Wheel Skid Steer (Trade in EVCON)	75,000	7,000	-	-	-	68,000	\$ 75,000
23-FLT-	Replacement of Track Skid Steer (Trade in EVCON)	85,000	7,000	-	-	-	78,000	\$ 85,000
<b>TOTAL CAPITAL EQUIPMENT REQUEST</b>		<b>\$ 3,470,000</b>	<b>\$ 2,320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>	<b>\$ 3,470,000</b>
								<b>\$ 3,470,000</b>


<div>  <div> <b>LETHBRIDGE COUNTY</b>  <b>FLEET BUDGET</b>  <b>2024 CAPITAL EQUIPMENT PURCHASES</b> </div> </div>				
			SOURCE	
ID #	Project Name	Budget Request	Fleet Equipment Replacement Reserve	Public Works Reserve
	<b>SCHEDULED REPLACEMENTS</b>			
24-FLT-	Replacement Divisional Grader MG-039	650,000	530,000	-
24-FLT-	Replacement of TR-154 Truck & Plow Equipment	325,000	295,000	-
24-FLT-	Replacement of PW Track Excavator	400,000	350,000	-
24-FLT-	Replacement of Spray Patching Truck	350,000	300,000	-
24-FLT-	Replacement of 3 X PW/ASB Trucks 3/4 & 1 Tons	210,000	165,000	-
24-FLT-	Replacement of ASB Tractor 175hp	250,000	200,000	-
24-FLT-	Replacement of ASB Roadside Mower	50,000	40,000	-
24-FLT-	Replacement of Fuel Pumps - PB and Coaldale	40,000	40,000	-
	<b>VEHICLE REPLACEMENT PROGRAM</b>			
23-FLT-	Enterprise Fleet Program - 12 X Crewcab 1/2 ton Truck	600,000	60,000	-
23-FLT-	Enterprise Fleet Program - 1 X SUV	55,000	5,000	-
23-FLT-	Replacement of Wheel Skid Steer (Trade in EVCON)	75,000	7,000	-
23-FLT-	Replacement of Track Skid Steer (Trade in EVCON)	85,000	7,000	-
<b>TOTAL CAPITAL EQUIPMENT REQUEST</b>		<b>\$ 3,090,000</b>	<b>\$ 1,999,000</b>	<b>\$ -</b>

SOURCES OF FUNDING				
E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment		Total
-	-	120,000	\$	650,000
-	-	30,000	\$	325,000
-	-	50,000	\$	400,000
-	-	50,000	\$	350,000
-	-	45,000	\$	210,000
-	-	50,000	\$	250,000
-	-	10,000	\$	50,000
-	-	-	\$	40,000
-	-	540,000	\$	600,000
-	-	50,000	\$	55,000
-	-	68,000	\$	75,000
-	-	78,000	\$	85,000
\$ -	\$ -	\$ 1,091,000	\$	3,090,000
			\$	3,090,000




		<b>LETHBRIDGE COUNT</b> <b>FLEET BUDGET</b> <b>2025 CAPITAL EQUIPMENT PU</b>	
ID #	Project Name	Budget Request	Fleet Equipment Replacement Reserve
<b>SCHEDULED REPLACEMENTS</b>			
25-FLT-	Replacement Divisional Grader MG-033	650,000	520,000
25-FLT-	Replacement Divisional Grader MG-034	650,000	520,000
25-FLT-	Replacement of Gravel Truck	190,000	160,000
25-FLT-	Replacement of Scraper Engines (Zero Hour Maint.)	300,000	300,000
25-FLT-	Replacement of 2 X Tandem Cross Gate Belly Dumps Lead	100,000	80,000
25-FLT-	Replacement of 2 X Tandem Cross Gate Belly Dumps	90,000	74,000
25-FLT-	Replacement of TR185 Emergency Services Vehicle	90,000	85,000
25-FLT-	Replacement of 2 X PW/ASB Trucks 3/4 & 1 Tons	140,000	110,000
25-FLT-	Replacement of ASB Roadside Mower	50,000	40,000
<b>VEHICLE REPLACEMENT PROGRAM</b>			
23-FLT-	Enterprise Fleet Program - 12 X Crewcab 1/2 ton Truck	600,000	60,000
23-FLT-	Enterprise Fleet Program - 1 X SUV	55,000	5,000
23-FLT-	Replacement of Wheel Skid Steer (Trade in EVCON)	75,000	7,000
23-FLT-	Replacement of Track Skid Steer (Trade in EVCON)	85,000	7,000
<b>TOTAL CAPITAL EQUIPMENT REQUEST</b>		<b>\$ 3,075,000</b>	<b>\$ 1,968,000</b>

Y				
PURCHASES				
SOURCES OF FUNDING				
Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment	Total
-	-	-	130,000	\$ 650,000
-	-	-	130,000	\$ 650,000
-	-	-	30,000	\$ 190,000
-	-	-	-	\$ 300,000
-	-	-	20,000	\$ 100,000
-	-	-	16,000	\$ 90,000
-	40,000	-	5,000	\$ 130,000
-	-	-	30,000	\$ 140,000
-	-	-	10,000	\$ 50,000
-	-	-	540,000	\$ 600,000
-	-	-	50,000	\$ 55,000
-	-	-	68,000	\$ 75,000
-	-	-	78,000	\$ 85,000
\$ -	\$ 40,000	\$ -	\$ 1,107,000	\$ 3,115,000
				\$ 3,115,000

<div>  <div> <b>LETHBRIDGE COUNTY</b>  <b>FLEET BUDGET</b>  <b>2026 CAPITAL EQUIPMENT PURCHASES</b> </div> </div>				
			SOURCE	
ID #	Project Name	Budget Request	Fleet Equipment Replacement Reserve	Public Works Reserve
	<b><u>SCHEDULED REPLACEMENTS</u></b>			
26-FLT-	Replacement Divisional Grader MG-040	650,000	520,000	-
26-FLT-	Replacement Divisional Grader MG-041	650,000	520,000	-
26-FLT-	Replacement of Dozer Engine and Undercarriage (Zero Hour Ma	300,000	300,000	-
26-FLT-	Replacement of PW Padfoot Trailer	40,000	40,000	-
26-FLT-	Replacement of 4 X PW/ASB Trucks 3/4 & 1 Tons	280,000	220,000	-
26-FLT-	Replacement of TL-126 Tandem Cross Gate Trailer	50,000	40,000	-
26-FLT-	Replacement of TL-099 Tri Axle Cross Gate Trailer	65,000	55,000	-
26-FLT-	Replacement of ASB 3 Ton Spray Truck	250,000	230,000	-
26-FLT-	Replacement of ASB Quad Spray Bikes	20,000	18,000	-
26-FLT-	Replacement of ASB Roadside Mower	50,000	40,000	-
26-FLT-	Replacement of ASB Side Arm Mower	40,000	35,000	-
	<b><u>VEHICLE REPLACEMENT PROGRAM</u></b>			
23-FLT-	Enterprise Fleet Program - 12 X Crewcab 1/2 ton Truck	600,000	60,000	-
23-FLT-	Enterprise Fleet Program - 1 X SUV	60,000	10,000	-
23-FLT-	Replacement of Wheel Skid Steer (Trade in EVCON)	75,000	7,000	-
23-FLT-	Replacement of Track Skid Steer (Trade in EVCON)	85,000	7,000	-
<b>TOTAL CAPITAL EQUIPMENT REQUEST</b>		<b>\$ 3,215,000</b>	<b>\$ 2,102,000</b>	<b>\$ -</b>

<b>SOURCES OF FUNDING</b>			
<b>E.S. Contingency Reserve</b>	<b>Debentures</b>	<b>Proceeds on Sale of Equipment</b>	<b>Total</b>
-	-	130,000	\$ 650,000
-	-	130,000	\$ 650,000
-	-	-	\$ 300,000
-	-	-	\$ 40,000
-	-	60,000	\$ 280,000
-	-	10,000	\$ 50,000
-	-	10,000	\$ 65,000
-	-	20,000	\$ 250,000
-	-	2,000	\$ 20,000
-	-	10,000	\$ 50,000
-	-	5,000	\$ 40,000
-	-	540,000	\$ 600,000
-	-	50,000	\$ 60,000
-	-	68,000	\$ 75,000
-	-	78,000	\$ 85,000
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,113,000</b>	<b>\$ 3,215,000</b>
			<b>\$ 3,215,000</b>

<div>  <div> <b>LETHBRIDGE COUNTY</b>  <b>FLEET BUDGET</b>  <b>2027 CAPITAL EQUIPMENT PURCHASES</b> </div> </div>				
			SOURCE	
ID #	Project Name	Budget Request	Fleet Equipment Replacement Reserve	Public Works Reserve
<b>SCHEDULED REPLACEMENTS</b>				
27-FLT-	Replacement Divisional Grader MG-042	800,000	650,000	-
27-FLT-	Replacement Backhoe BH-002	250,000	230,000	-
22-FLT-	Replacement of FT-149 Case 9350 Tractor	500,000	470,000	-
27-FLT-	Replacement of Truck & Plow Equipment	350,000	320,000	-
27-FLT-	Replacement of Highway Tractor	200,000	180,000	-
27-FLT-	Replacement of 4 X PW/ASB Trucks 3/4 & 1 Tons	280,000	220,000	-
27-FLT-	Replacement of PW Disc Trailer	75,000	73,000	-
27-FLT-	Replacement of Survey Equipment	75,000	70,000	-
27-FLT-	Replacement of ASB 175hp Tractor	270,000	260,000	-
26-FLT-	Replacement of ASB Roadside Mower	50,000	40,000	-
26-FLT-	Replacement of ASB Side Arm Mower	30,000	25,000	-
27-FLT-	Replacement of ASB Grass Drills	50,000	45,000	-
27-FLT-	Replacement of ASB Equipment Trailer	20,000	18,000	-
<b>VEHICLE REPLACEMENT PROGRAM</b>				
23-FLT-	Enterprise Fleet Program - 12 X Crewcab 1/2 ton Truck	600,000	60,000	-
23-FLT-	Enterprise Fleet Program - 1 X SUV	60,000	10,000	-
23-FLT-	Replacement of Wheel Skid Steer (Trade in EVCON)	75,000	7,000	-
23-FLT-	Replacement of Track Skid Steer (Trade in EVCON)	85,000	7,000	-
<b>TOTAL CAPITAL EQUIPMENT REQUEST</b>		<b>\$ 3,770,000</b>	<b>\$ 2,685,000</b>	<b>\$ -</b>

SOURCES OF FUNDING				
E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment		Total
-	-	150,000	\$	800,000
-	-	20,000	\$	250,000
-	-	30,000	\$	500,000
-	-	30,000	\$	350,000
-	-	20,000	\$	200,000
-	-	60,000	\$	280,000
-	-	2,000	\$	75,000
-	-	5,000	\$	75,000
-	-	10,000	\$	270,000
-	-	10,000	\$	50,000
-	-	5,000	\$	30,000
-	-	5,000	\$	50,000
-	-	2,000	\$	20,000
-	-	540,000	\$	600,000
-	-	50,000	\$	60,000
-	-	68,000	\$	75,000
-	-	78,000	\$	85,000
\$ -	\$ -	\$ 1,085,000	\$	3,770,000
			\$	3,770,000



## Capital Equipment

Replacement	2022	2023	2024	2025	2026	2027
<b>PUBLIC WORKS</b>						
Grader 870G/160M	625	625	650	650	650	
Grader 872G/160M AWD	625	625		650	650	
Grader 14M						800
Scraper				300		
Dozer D7					300	
Spray Patching Truck			350			
Tractor Construction - 350+hp	500					500
Packer - Steel drum/padfoot						
Packer - pneumatic tire						
Skid steer (Wheel)	70	75	75	75	75	80
Skid steer (Track)	80	85	85	85	85	90
Track excavator 290			400			
Track excavator 210						
Backhoe						250
Loader		500				
Highway Tractor				190		200
Bellydump trailer				190	115	
Tandem		200	200			225
Plow/sander		125	125			125
Hwy Tractor Winch						
Hwy Tractor Water						
Crew Cab 3/4 ton			70		140	140
Crew Cab 1 ton	180	140	140	140	70	140
Crew Cab Construction 3 ton	90	100				
Service truck						
Water truck						
Triaxle pup						
Trailer (24 wheel)						
Pipe trailer						
Utility trailer (construction)						
Dump trailer (PW/ASB)						
Equipment trailer		25				
Padfoot - trailer					40	
Disc - trailer						75
Rubber tire - trailer						
Shop Exterior Forklift	100					
Snow Blades and Bucket - Loader						
Rock box Salt Dawg		25				
Portable welder						
Snowblower						
Fuel Pumps	40	40	40			
Tow Behind Scissor Lift		45				
Trimble GNSS - Surveyor						75
	\$ 2,310	\$ 2,610	\$ 2,135	\$ 2,280	\$ 2,125	\$ 2,700
<b>ASB &amp; Parks</b>						
Mower Tractor 175 HP			250			270
Mower Tractor 150 HP	190					
Mower Tractor 60 HP						
15' Roadside Mowers		50	50	50	50	50
Park Mowers - 72"						
15 ft. Side Arm					40	40
Crew Cab 1 ton					70	
Crew cab 1/2 ton						
Crew cab 3/4 ton						
Regular Cab 1 Ton Diesel						
3 Ton Spray Truck w/ Deck		90			250	
SA Spray Truck w/ Deck	230					
Quad Spray Bikes					20	
Wood Chipper						
ASB Disc		65				
Hydroseeder						
Grass Drills						50
Trailers						

	\$ 420	\$ 205	\$ 300	\$ 50	\$ 430	\$ 410
<b>CPO &amp; Fire Services</b>						
CPO - Truck				90		
Fire Services Truck	60					
	\$ -	\$ -	\$ -	\$ 90	\$ -	\$ -
<b>Enterprise Fleet Program</b>						
CAO/Planning - SUV/Truck (1/1)	55	55	55	55	60	60
Assessment/Technical Services- Truck (2)	90	100	100	100	100	100
Public Works/ASB/Utilities - Truck (10)	405	500	500	500	500	500
Utilities - 1 ton (1)	60	0	0	0	0	0
	\$ 610	\$ 655	\$ 655	\$ 655	\$ 660	\$ 660
<b>TOTAL</b>	<b>\$ 3,340</b>	<b>\$ 3,470</b>	<b>\$ 3,090</b>	<b>\$ 3,075</b>	<b>\$ 3,215</b>	<b>\$ 3,770</b>



## ent Forecasting

2028	2029	2030	2031	2032
675	675	675	700	700
675	675	675	700	700
300		800		
400			700	
	200	200		
80	80	80	85	85
90	90	90	95	95
	500			
	210		220	
	250		275	275
			150	150
				130
150	150	150	150	150
110	120			
	50			
	30			
\$ 2,480	\$ 3,030	\$ 2,670	\$ 3,075	\$ 2,285
		280	290	300
195				
	75			
60	60	60	60	60
40				
80	45			
		85	85	85
	260			
	260			
50				
				200
30				

\$ 455	\$ 700	\$ 425	\$ 435	\$ 645
			90	
60				
\$ -	\$ -	\$ -	\$ 90	\$ -
65	65	65	65	65
110	110	110	110	110
550	550	550	550	550
0	0	0	0	0
\$ 725	\$ 725	\$ 725	\$ 725	\$ 725
\$ 3,660	\$ 4,455	\$ 3,820	\$ 4,325	\$ 3,655



**LETHBRIDGE COUNTY  
FLEET BUDGET  
2022 CAPITAL EQUIPMENT PURCHASES**

Page 18	ID #	Project Name	Budget Request	SOURCES OF FUNDING				
				Fleet Equipment Replacement Reserve	Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment
		<b><u>SCHEDULED REPLACEMENTS</u></b>						
	22-FLT-	Replacement Divisional Grader MG-032	625,000	505,000	-	-	-	120,000
	22-FLT-	Replacement Divisional Grader MG-036	625,000	505,000	-	-	-	120,000
	22-FLT-	Replacement of FT-149 Case 9350 Tractor	500,000	470,000	-	-	-	30,000
	22-FLT-	Replacement of ASB Tractor 150HP	190,000	140,000	-	-	-	50,000
	22-FLT-	Forklift - Picture Butte Yard	100,000	95,000	-	-	-	5,000
	22-FLT-	Track Skid Steer - Construction	80,000	7,000	-	-	-	73,000
	22-FLT-	Replacement of 3 X PW/ASB Trucks 3/4 & 1 Tons	180,000	150,000	-	-	-	30,000
	22-FLT-	Replacement of ASB TA Spray Truck	230,000	220,000	-	-	-	10,000
	22-FLT-	Replacement of Fuel Pumps - PB and Coaldale	40,000	40,000	-	-	-	-
		<b><u>VEHICLE REPLACEMENT PROGRAM</u></b>						
	22-FLT-	Enterprise Fleet Program - 11 X Crewcab 1/2 ton Truck	495,000	55,000	-	-	-	440,000
	22-FLT-	Enterprise Fleet Program - 1 X Crewcab 1 Ton Truck	60,000	5,000	-	-	-	55,000
	22-FLT-	Enterprise Fleet Program - 1 X SUV	55,000	5,000	-	-	-	50,000
	22-FLT-	Replacement of Skid Steer (Trade in EVCON)	70,000	7,000	-	-	-	63,000
<b>TOTAL CAPITAL EQUIPMENT REQUEST</b>			<b>\$ 3,250,000</b>	<b>\$ 2,204,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,046,000</b>

Page 19 of 176	Total
	625,000
	625,000
	\$ 500,000
	\$ 190,000
	\$ 100,000
	\$ 80,000
	\$ 180,000
	\$ 230,000
	\$ 40,000
	\$ 495,000
	\$ 60,000
	\$ 55,000
	\$ 70,000
	\$ -
	\$ 3,250,000
	\$ 3,250,000

# AGENDA ITEM REPORT



**Title:** Triple W Gas Co-op 50th Anniversary Celebration - August 9, 2022 - Warner, Alberta  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Administration  
**Report Author:** Mattie Elliott

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 03 Jun 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

Council has received an invitation to attend the Triple W Gas Co-op 50th Anniversary Celebration at their office in Warner on August 9.

## RECOMMENDATION:

That Council choose members to attend the Triple W Gas Co-op's 50th Anniversary Celebration in Warner on August 9, 2022.

## REASON(S) FOR RECOMMENDATION(S):

Lethbridge County's Strategic Plan includes the goal of Relationships. Attending events such as this strengthens relationships with organizations in our region.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council typically attends community events and celebrations when invited, allowing members to connect with the community.

## BACKGROUND INFORMATION:

An invitation has been sent to Council from the Triple W Gas Co-op to attend their 50th Anniversary Celebration at their office in Warner. The event is Tuesday, August 9 from 1:00 - 3:00 p.m. Lunch will be provided.

Triple W Gas Co-op was incorporated in 1971 to provide natural gas to Lethbridge County, County of Warner, and Village of Warner.

## ALTERNATIVES / PROS / CONS:

Council may choose not to send members to the event.

Pro: Mileage and per diem savings

Con: Miss an opportunity to further strengthen relationships with a regional utility provider

**FINANCIAL IMPACT:**

Per diem: \$153.00 (half day)

Mileage to and from the event: \$0.58/km

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Triple W Gas Co-op 50 Anniversary Celebration - Invitation](#)



Office & Emergency: 403-642-3991

Fax: 403-642-3627

Email: [triplew@telusplanet.net](mailto:triplew@telusplanet.net)

Website: [triplewgascoop.ca](http://triplewgascoop.ca)

Box 69 Warner, Alberta T0K 2L0

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May 24, 2022

Lethbridge County  
#100, 905 – 4 Avenue South  
Lethbridge, Alberta  
T1J 4E4

**Re: Invitation to attend Triple W Gas Co-op's 50<sup>th</sup> Anniversary Celebration**

Dear Ma'am or Sir:

Triple W Gas Co-op was incorporated in 1971 in response to the growing demand for natural gas in the Village of Warner, Lethbridge County and the County of Warner. Triple W is an innovative leader in the natural gas industry by providing valuable service through our knowledgeable staff and Board of Directors. Our mission remains today to safely supply clean, reliable natural gas to our rural members. The co-operative model ensures a community benefit and pride of ownership in this valuable rural utility.

Triple W is celebrating its 50<sup>th</sup> anniversary on August 9, 2022 at our office in Warner, Alberta and we would like to invite a delegation from the Lethbridge County to come and celebrate with us. The festivities are planned from 1:00 – 3:00 pm and include a hamburger and hot dog lunch.

Please RSVP through our e-mail address, [triplew@telusplanet.net](mailto:triplew@telusplanet.net) your attendance. Thank you and we look forward to seeing you in August.

Sincerely,

Randy Taylor

Chairman of the Board , Triple W Natural Gas Co-op Ltd.



# AGENDA ITEM REPORT



**Title:** Invitation to Nobleford Heritage Day Parade - July 16, 2022 - Nobleford, AB  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Administration  
**Report Author:** Mattie Elliott

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 09 Jun 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

Council has been invited to participate in the Town of Nobleford's annual Heritage Day Parade on July 22, 2022.

## RECOMMENDATION:

That Council choose members to attend the Nobleford Heritage Day Parade on July 16, 2022 in the Town of Nobleford.

## REASON(S) FOR RECOMMENDATION(S):

Lethbridge County sends the parade float to the annual events in the region. Having Councillors attend parades strengthens our relationships with our urban neighbours and is an opportunity to interact with our citizens who attend these events.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Member(s) of Council have typically attended this event in the past.

## BACKGROUND INFORMATION:

The Nobleford Heritage Day celebrations are scheduled for Saturday, July 16, 2022. Events include a pancake breakfast, candy parade, BBQ lunch, and more.

Council has been invited to attend the parade which will begin at 11:00 a.m. Typically the Councillor of the area attends with the County float.

## ALTERNATIVES / PROS / CONS:

Council could choose not to attend the parade.

## FINANCIAL IMPACT:



None.

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Nobleford Heritage Day Parade Invitation - July 16 2022](#)



## Nobleford Heritage Day

[noblefordheritagesociety@gmail.com](mailto:noblefordheritagesociety@gmail.com) - 403-359-0803

June 8, 2022

On behalf of the Nobleford Heritage Society I would like to invite you to participate in this year's annual Heritage Day Parade. It will take place Saturday, July 16, 2022 at 11:00 am.

Nobleford Heritage Day is an annual community event organized by the Heritage Society and takes place in the community of Nobleford. This fun-filled day includes a pancake breakfast, candy parade, BBQ lunch, and many fun events for all ages including: inflatables, horse rides, live music, food trucks, museum activities, and more!

Line up starts at 10:00 am on Railway Ave. beside Richardson Pioneer. A parade representative will be on location for lineup directions. Our parade is a candy parade and you are encouraged to hand out candy to the crowd by someone walking beside your vehicle.. You are welcome to enter a float, vehicle (large/small, new/antique), animals, decorated bikes, and/or music in the parade.

We greatly appreciate your participation and help in bringing smiles to those in our community. If you have any questions or comments people contact Melissa at 403-359-0803 or [nobleford.heritagesociety@gmail.com](mailto:nobleford.heritagesociety@gmail.com). Thank you!

Sincerely,

Sue Rose  
President

Tel: 403-359-0803      Email: [nobleford.heritagesociety@gmail.com](mailto:nobleford.heritagesociety@gmail.com)      Find us on Facebook!



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR108308

May 13, 2022

Reeve Tory Campbell  
Lethbridge County  
100, 905 - 4 Avenue South  
Lethbridge AB T1J 4E4

Dear Reeve Campbell:

Thank you for your recent application to the Provincial Education Requisition Credit (PERC) program. The Government of Alberta is committed to supporting municipalities by providing a tax credit to offset uncollectable education taxes on delinquent oil and gas properties through the PERC program.

I have worked together with my colleague, the Honourable Adriana LaGrange, Minister of Education, to process your PERC application and I am pleased to inform you that your application has been approved. A credit adjustment of \$12,024 will be applied to your June 2022 Alberta School Foundation Fund requisition invoice.

Our government will continue working in collaboration with stakeholders to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans. I appreciate your continued partnership with the province on this issue.

Sincerely,

Ric McIver  
Minister

cc: Honourable Adriana LaGrange, Minister of Education  
Grant Hunter, MLA, Taber-Warner  
Joseph Schow, MLA, Cardston-Siksika  
Ann Mitchell, Chief Administrative Officer, Lethbridge County



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR108536

May 16, 2022

Reeve Tory Campbell  
Lethbridge County  
100, 905 - 4 Avenue South  
Lethbridge AB T1J 4E4

Dear Reeve Campbell:

The Government of Alberta continues to build on its commitment to invest responsibly and sustainably in Alberta's communities and support local infrastructure needs. As part of this commitment, I am pleased to confirm that \$485 million will be allocated to local governments in Municipal Sustainability Initiative (MSI) capital funding and \$30 million in MSI operating funding in 2022. Combined with \$1.196 billion in funding front-loaded in 2021, MSI capital funding over the last three years of the program, from 2021 to 2023, will average \$722 million per year.

In addition, in 2022, Alberta will receive \$255 million in federal funding under the Canada Community-Building Fund (CCBF).

For Lethbridge County:

- **The 2022 MSI capital allocation is \$1,388,843.**  
This amount is equivalent to 40.6 per cent of your 2021 allocation, a reduction based on year-over-year change in overall program funding from \$1.196 billion to \$485 million.
- **The 2022 MSI operating allocation is \$105,390.**  
Your 2022 operating allocation will be the same as in 2021.
- **The 2022 CCBF allocation is \$620,413.**  
This amount was calculated using the 2019 Municipal Affairs Population List, the most current municipal-level population data available for the purpose of calculating CCBF funding.

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications). MSI allocation estimates for 2023, the last year of the MSI, are available on the program website at [www.alberta.ca/municipal-sustainability-initiative.aspx](https://www.alberta.ca/municipal-sustainability-initiative.aspx).

.../2

- 2 -

The new Local Government Fiscal Framework (LGFF) program is scheduled for implementation in 2024. The new funding arrangement will ensure predictable long-term infrastructure funding at sustainable levels tied to growth in provincial revenues. I recognize how important it is for you to have the opportunity to provide input on the design of the LGFF, and value your expertise in the development of the new program.

I am pleased to announce that engagement with our local government stakeholders on the LGFF program has already begun. I had the privilege to initiate the LGFF engagement process by meeting with representatives from Alberta Municipalities, Rural Municipalities of Alberta, the Metis Settlements General Council, and the cities of Calgary and Edmonton. This engagement will include a survey on the LGFF program design, which is being sent out to all local governments. The results of these consultations are anticipated to be shared with you by early 2023.

We have a busy year ahead, and I am looking forward to working with you to develop the LGFF to ensure the program reflects local priorities, while aligning with provincial objectives and respecting our taxpayers.

Sincerely,



Ric McIver  
Minister

cc: Ann Mitchell, Chief Administrative Officer, Lethbridge County



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR108304

May 26, 2022

Reeve Tory Campbell  
Lethbridge County  
100, 905 - 4 Avenue South  
Lethbridge AB T1J 4E4

Dear Reeve Campbell:

I received Lethbridge County's April 25, 2022, letter and application regarding your request to fund a new Iron Springs Road Improvement project, in addition to the previously approved Municipal Stimulus Program (MSP) project.

I have reviewed your application and am pleased to accept your Iron Springs Road Improvement project under the MSP program. I also appreciate the need for a time extension for the completion of the new project. The MSP funding for this project must be expended by December 31, 2022, as further time extensions will not be granted. Project reporting will now also be required in 2023.

I look forward to learning of the successful completion of the new project.

Should you have any other questions regarding the MSP program, please contact one of our grant advisors toll-free by first dialing 310-0000, then 780-422-7125, or by email at [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca).

Thank you again for writing.

Sincerely,

Ric McIver  
Minister

cc: Ann Mitchell, Chief Administrative Officer, Lethbridge County  
Amelia Plata, Grant Coordinator, Lethbridge County  
Devon Thiele, Infrastructure Manager, Lethbridge County



PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E [tofieldadmin@tofieldalberta.ca](mailto:tofieldadmin@tofieldalberta.ca)  
W [www.tofieldalberta.ca](http://www.tofieldalberta.ca)

May 25, 2022

The Honorable Tyler Shandro  
Minister of Justice and Solicitor General  
204, 10800-97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister,

Re: Alberta Provincial Police Force

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Minister Shandro, Town of Tofield Council have attended the Presidents Summit, read, and reviewed the Price Waterhouse Cooper report, and have attended municipal engagement sessions on the proposed Provincial Police Force, all of which have discussed and debated the merits of Provincial Policing.

Minister, please note: Town of Tofield Council in no way supports this initiative to replace the RCMP with an Alberta Provincial Police Force.

The rationale behind this seems poorly timed and ill researched. The Fair Deal panel provided, in our opinion, solid evidence for this potential project to be halted and not further investigated. For review, at the time of results 65% of respondents were not in support of this initiative. Once again, in our opinion, this should have been a large enough response to have negated taking this process any further.

In a time of already uncertain economic forecasts, this seems to be short sighted. The costs to have a transfer to a Provincial Policing Force would be astronomical. Considering these potential costs as well as the current Police Funding Model which we must now shoulder does not sit well with Council and does not sit favorably with the community. Respectfully, this initiative seems to be somewhat tone deaf.

The RCMP have proven to be a pillar of strength, guidance, and protection not only for our community but the Province as a whole. It is without question that Tofield Council support our local detachment of exceptionally skilled and hard-working individuals, but also the members across our fine Province of Alberta.

Honorable Tyler Shandro  
Minister of Justice and Solicitor General  
Page 2

Minister Shandro, Tofield Council respectfully implore you reconsider the movement to a Provincial Policing Force. Tofield stands in solidarity with our friends at the Town of Mundare, as well as the other numerous Alberta Municipalities who have voiced similar concerns. We ask that you instead look to strengthen and improve your work with the RCMP for the true betterment of our Province.

Sincerely,

  
Debora Dueck  
Mayor

C.C     AUMA Membership  
         RMA Membership  
         Jackie Lovely, MLA





PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
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E tofieldadmin@tofieldalberta.ca  
W www.tofieldalberta.ca

May 26, 2022

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055 106 ST  
Edmonton, AB  
T5J 2Y2

Re: Alberta Utility Fees

The following correspondence is being sent in a movement of solidarity. There have been multiple municipalities across Alberta who have reached out with grave concern, regarding the rising fees for both electricity and natural gas.

In a time of extreme economic downturn, supply shortages and employment volatility, the fee increases appear to be exceptionally short sighted. The province of Alberta and its hardworking people have been wrought with challenges over the past two years, and this is simply providing further stress and instability to the people of this province.

Mayor and Council for the Town of Tofield implore the Commission to truly review the fees and the charges being unfairly downloaded to the Alberta residents. In what has proven to be the most challenging time of many people's lives, these life essential utilities should not be viewed as an opportunity for profit.

Sincerely,

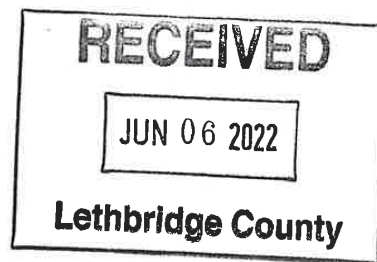
Debora Dueck

Mayor

C.C    AUMA Membership  
         RMA Membership  
         Jackie Lovely, MLA



REEVE LORNE HICKEY  
#100, 905 - 4TH AVE. SOUTH  
LETHBRIDGE AB T1J 4E4



Ottawa, June 2022

Dear REEVE LORNE HICKEY and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), M.P. Kurek at [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca), or M.P. Gourde at [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Thank you for your time.

Shannon Stubbs, M.P.  
Shadow Minister for Rural Economic Development  
and Rural Broadband Strategy  
Lakeland

Damien C. Kurek, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Battle River—Crowfoot

Jacques Gourde, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Lévis—Lotbinière

June 8, 2022

Mr. Tory Campbell  
Lethbridge County  
Via email: [mailbox@lethcounty.ca](mailto:mailbox@lethcounty.ca)

**RE: A Coal Policy for Alberta – 2022 and Beyond**

The Town of High River Mayor and Council is grateful for the ongoing support that they have received through the previously passed Town of High River Coal Policy Resolution.

On May 24, 2022 the Town of High River Mayor and Council passed the following resolution:

*Coal Policy - A Coal Policy for Alberta - 2022 and Beyond Resolution #RC101-2022*

**WHEREAS** coal exploration and development will impact water resources for downstream communities affecting businesses, residents, ranchers, farmers and ecosystems;

**AND WHEREAS** coal exploration and development is causing irreparable damage to the landscapes and watersheds as well as adversely affecting the public's access, use and enjoyment of Crown lands on the Eastern Slopes of Alberta;

**BE IT RESOLVED THAT** Council endorse the proposed policy titled – “A Coal Policy For Alberta – 2022 and Beyond” prepared by a Grassroots Coalition of Albertans including policy experts, indigenous groups, conservationists, recreation groups, ranchers and landowners;

**AND THAT** Council directs administration to send this document to all other urban, rural and first nations municipalities throughout Alberta and Saskatchewan asking them to endorse and sign on.

The “[A Coal Policy for Alberta – 2022 and Beyond](#)” document can be downloaded for your organization by visiting the link. The Town of High River does not require an endorsement signature in response to this letter, it is merely for informational purposes only.

If you wish to sign on and support this policy, please visit [www.acoalpolicyforalberta.com](http://www.acoalpolicyforalberta.com). Your municipality will be added to the large list of supporters.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Snodgrass', enclosed within a large, loopy circular flourish.

Mayor Craig Snodgrass  
Town of High River

# AGENDA ITEM REPORT



**Title:** Lethbridge County Council Attendance Update - May 2022  
**Meeting:** Council Meeting - 16 Jun 2022  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 07 Jun 2022

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

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

## RECOMMENDATION:

No motion required.

## REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

## PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

## BACKGROUND INFORMATION:

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.

## LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Lethbridge County Council Attendance - May 2022](#)

**Lethbridge County Council Attendance  
May 2022**

**Division 1**

**Councillor Lorne Hickey**

May 1-4	CPAA Conference in Leduc
May 5	Lethbridge County Council Meeting
May 10	Lethbridge County Special Council Meeting
May 11	Lethbridge Airport Terminal Grand Opening
May 18	Green Acres Foundation Meeting
May 19	Lethbridge County Council Meeting
May 24	CAO Annual Performance Evaluation
May 25	Green Acres Foundation Meeting
May 26	RMA Member Visit

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**Division 2**

**Reeve Tory Campbell**

May 5	FCSS Annual Directors' Network Conference 2022
May 5	Lethbridge County Council Meeting
May 7	Official Presentation – Legacy of Alberta Bronze Statue
May 10	Lethbridge County Special Council Meeting
May 11	Lethbridge Airport Terminal Grand Opening
May 17	Lethbridge Water Treatment Plant Tour
May 18	EDL Meeting
May 18	Meeting with Nobleford Mayor and CAO
May 19	Lethbridge County Council Meeting
May 20	CAO-Reeve Meeting
May 24	CAO Annual Performance Evaluation
May 25	RMA Virtual Town Hall – LGFF
May 26	RMA Member Visit
May 27	Virtual Meeting with Justice Minister Tyler Shandro
May 28	PBHS Graduation Ceremony
May 30	Exhibition Park, Ownership Engagement, Ends Policy Meeting
May 30	RCMP Detachment Tour
May 30	Telephone Meeting with MLA Grant Hunter

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**Division 3**

**Councillor Mark Sayers**

May 5	Lethbridge County Council Meeting
May 10	Lethbridge County Special Council Meeting
May 19	Lethbridge County Council Meeting
May 24	CAO Annual Performance Evaluation
May 26	RMA Member Visit
May 30	Page 3 of 4 RCMP Detachment Tour

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**Division 4****Councillor John Kuerbis**

May 5	Lethbridge County Council Meeting
May 10	Lethbridge County Special Council Meeting
May 11	Lethbridge Airport Terminal Grand Opening
May 19	Lethbridge County Council Meeting
May 24	CAO Annual Performance Evaluation
May 25	Community Futures Board Meeting
May 26	RMA Member Visit
May 30	RCMP Detachment Tour

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**Division 5****Councillor Eric Van Essen**

May 5	Lethbridge County Council Meeting
May 10	Lethbridge County Special Council Meeting
May 19	Lethbridge County Council Meeting
May 24	CAO Annual Performance Evaluation
May 26	RMA Member Visit
May 30	RCMP Detachment Tour

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**Division 6****Deputy Reeve Klaas VanderVeen**

May 1-4	CPAA Conference in Leduc
May 5	Lethbridge County Council Meeting
May 6	Mayors and Reeves
May 10	Lethbridge County Special Council Meeting
May 17	Meeting re: Doctor shortage in Alberta
May 19	Grant presentation for Shaughnessy Community Association
May 19	Lethbridge County Council Meeting
May 24	CAO Annual Performance Evaluation
May 26	RMA Member Visit
May 27	SAEWA Board Meeting
May 30	RCMP Detachment Tour

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**Division 7****Councillor Morris Zeinstra**

May 5	Lethbridge County Council Meeting
May 10	Lethbridge County Special Council Meeting