



Agenda

Council Meeting | Thursday, July 10, 2025 | 9:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

4 - 7

1. **County Council Meeting Minutes**
[Council Meeting - 19 Jun 2025 - Minutes](#)

D. SUBDIVISION APPLICATIONS

8 - 18

1. **Subdivision Application #2025-0-037 Vander Heyden**
- Lot 1, Block 1, Plan 2010842 and part of NE1/4 27-10-21-W4M all within NE1/4 27-10-21-W4M
[Subdivision Application #2025-0-037 Vander Heyden - Lot 1, Block 1, Plan 2010842 and part of NE1/4 27-10-21-W4M all within NE1/4 27-10-21-W4M](#)

19 - 27

2. **Subdivision Application #2025-0-084 - Bakker**
- Lot 1, Block 2, Plan 2210953 within SW1/4 15-9-22-W4M
[Subdivision Application #2025-0-084 - Bakker - Lot 1, Block 2, Plan 2210953 within SW1/4 15-9-22-W4M](#)

28 - 37

3. **Subdivision Application #2025-0-089 – Klassen**
- SW1/4 14-10-19-W4M
[Subdivision Application #2025-0-089 – Klassen - SW1/4 14-10-19-W4M](#)

38 - 44

4. **Subdivision Application #2025-0-094 – Fraser**
- NE1/4 33-11-22-W4M
[Subdivision Application #2025-0-094 – Fraser - NE1/4 33-11-22-W4M](#)

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

45 - 62

1. **Bylaw 25-016 - Re-designate a portion of the NW 3-10-22-W4 from Rural Agriculture to Rural General Industrial – Public Hearing**
[Bylaw 25-016 - Re-designate a portion of the NW 3-10-22-W4 from Rural Agriculture to Rural General Industrial – Public Hearing](#)

F. DEPARTMENT REPORTS

F.1. CORPORATE SERVICES

- 63 - 65 F.1.1. **Coaldale-Lethbridge Community Growing Project 2025 Donation Request**
[Coaldale-Lethbridge Community Growing Project 2025 Donation Request](#)
- 66 - 76 F.1.2. **Financial Report ending May 31, 2025**
[Financial Report ending May 31, 2025](#)

F.2. DEVELOPMENT & INFRASTRUCTURE

- 77 - 124 F.2.1. **Development Permit Application 2025-126 (GW Farms Inc)**
[Development Permit Application 2025-126 \(GW Farms Inc.\)](#)
- 125 - 131 F.2.2. **Southern Regional Stormwater Drainage Committee - Horsefly Spillway Phase 2/3**
[Southern Regional Stormwater Drainage Committee - Horsefly Spillway Phase 2/3](#)

F.3. ADMINISTRATION

- 132 - 153 F.3.1. **Revisions to Policy #162 - Communications**
[Revisions to Policy #162 - Communications](#)
- 154 - 159 F.3.2. **Communications and Marketing Department Update**
[Communications and Marketing Department Update](#)
- 160 - 165 F.3.3. **Governance & Human Resources Committee Terms of Reference**
[Governance & Human Resources Committee Terms of Reference](#)
- 166 - 172 F.3.4. **Repeal of Councillor Code of Conduct Bylaw**
[Repeal of Councillor Code of Conduct Bylaw](#)
- 173 - 180 F.3.5. **Revised Employee Recognition, Service & Retirements Policy**
[Revised Employee Recognition, Service & Retirements Policy](#)
- 181 - 195 F.3.6. **Proposed Revisions to Current Safety Policies**
[Proposed Revisions to Current Safety Policies](#)

G. CORRESPONDENCE

- 196 1. **Intensive Livestock Working Group - Stock Talk Initiative**
[Stock Talk Initiative](#)
- 197 2. **Readymade Community Hall - Celebrate 125 Years of Irrigation in Southern Alberta with SMRID**
[Readymade Community Hall - Celebrate 125 Years of Irrigation in Southern Alberta with SMRID](#)

H. COUNTY COUNCIL AND COMMITTEE UPDATES

- 198 - 201 1. **Lethbridge County Council Attendance Update - June 2025**
[Lethbridge County Council Attendance Update - June 2025](#)

I. NEW BUSINESS

J. CLOSED SESSION

1. **Bylaw 25-021 - Road Closure, Sale and Consolidation - First Reading (ATIA Section 32 - Privileged Information)**
2. **CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)**

K. ADJOURN



Minutes

Council Meeting | Thursday, June 19, 2025 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, June 19, 2025, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Tory Campbell
- Deputy Reeve John Kuerbis
- Councillor Lorne Hickey
- Councillor Mark Sayers
- Councillor Kevin Slomp
- Councillor Morris Zeinstra
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Operations Ryan Thomson
- Manager, Finance & Administration Kurtis Krizsan
- Executive Assistant Candice Robison
- Municipal Intern, Planning Hannah Laberge

A. CALL TO ORDER

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

Reeve Campbell read the following land acknowledgement:

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

B. ADOPTION OF AGENDA

180-2025	Deputy Reeve Kuerbis	MOVED that the June 19, 2025 Lethbridge County Council Meeting Agenda be adopted as presented.	CARRIED
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C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

181-2025	Councillor Sayers	MOVED that the June 5, 2025 Lethbridge County Council Minutes be adopted as presented.	CARRIED
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E. DEPARTMENT REPORTS

E.1. DEVELOPMENT & INFRASTRUCTURE

E.1.1. Bylaw 25-018 - Re-designate Plan 1113171 Block 1 Lot 5 in the NW 10-9-21-W4 from Urban Fringe to Rural General Industrial - First Reading

182-2025	Councillor Hickey	MOVED that Bylaw 25-018 be read a first time.	CARRIED
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E.2. CORPORATE SERVICES

E.2.1. Tax Penalty Waiver Request - Roll #19420400

183-2025	Deputy Reeve Kuerbis	MOVED that Council deny the request for a tax penalty waiver as requested for tax roll #19420400.	CARRIED
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E.3. OPERATIONS

E.3.1. Lethbridge Regional Waste Services Commission Appointment

184-2025	Deputy Reeve Kuerbis	MOVED that Councillor Slomp be appointed to the Lethbridge Regional Waste Services Commission.	CARRIED
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F. CORRESPONDENCE

F.1. Fresh Start Recovery - Thank You

Council received correspondence from Fresh Start Recovery thanking Council for their donation through the Stirling Wind Program for their Lethbridge Run for Recovery event.

F.1. Community Foundation

Council received correspondence from the Community Foundation regarding the Committee of Nominators.

G. COUNTY COUNCIL AND COMMITTEE UPDATES

G.1. Lethbridge County Council Attendance Update - May 2025

Council reviewed the highlights from the Lethbridge County Council Attendance Update for May 2025.

Division 1

Councillor Lorne Hickey

May 1	Lethbridge County Council Meeting
May 7	Green Acres Board Meeting
May 15	Lethbridge County Council Meeting
May 21	Green Acres Finance Meeting
May 28	Green Acres Board Meeting

Division 2

Reeve Tory Campbell

May 1	Lethbridge County Council Meeting
May 14	EDL Board Meeting
May 14	Meeting with CPFC/Northleaf Capital
May 15	Lethbridge County Council Meeting
May 15	Lunch with CPFC/Northleaf Capital, Invest Alberta, SMRID, AIDA
May 20	Meeting with Residents, CAO, Director of Operations
May 24	PBHS Graduation Ceremony
May 28	Shaughnessy Community Association AGM
May 29	LDE Whoop-Up Days Media Launch
May 29	Chinook Arch Library Finance & Personnel Committee Meeting

Division 3

Councillor Mark Sayers

May 1	Lethbridge County Council Meeting
May 15	Lethbridge County Council Meeting
May 29	LDE Whoop-Up Days Media Launch

Division 4

Deputy Reeve John Kuerbis

May 1	Lethbridge County Council Meeting
May 3-7	Community Futures National Conference
May 12	Teams Meeting with Prairies Can
May 13	Weekly Meeting with Community Futures Executive Director
May 15	Lethbridge County Council Meeting
May 20	Weekly Meeting with Community Futures Executive Director
May 21	Teams Meeting with Prairies Can
May 21	Community Futures Policy Committee Meeting
May 26	Emergency Management Advisory Committee Meeting

May 27 Waste Commission Sub-Committee Meeting
May 28 Community Futures Monthly Board Meeting

Division 5
Councillor Kevin Slomp

May 1 Lethbridge County Council Meeting
May 15 Lethbridge County Council Meeting

Division 7
Councillor Morris Zeinstra

May 1 Lethbridge County Council Meeting
May 7 Link Pathway Meeting
May 15 Lethbridge County Council Meeting

I. CLOSED SESSION

I.1. - Request for Participation (ATIA Section 26 - Disclosure harmful to intergovernmental relations)

185-2025 Deputy Reeve Kuerbis MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 9:30 a.m. for the discussion on the following:

I.1 - Request for Participation (ATIA Section 26 - Disclosure harmful to intergovernmental relations)

I.3. - CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)

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

186-2025 Deputy Reeve Kuerbis MOVED that the Lethbridge County Council Meeting move out of the closed session at 10:20 a.m. CARRIED

Reeve Campbell recessed the meeting at 10:22 a.m.

Reeve Campbell reconvened the meeting at 10:30 a.m.

D. DELEGATIONS

D.1. 10:30 a.m. - Highway 3 Twinning Development Association
Tenille Miller, Executive Director and Brian Hildebrand, Executive Board Member for the Highway 3 Twinning Development Association were present to provide Council an update on their initiatives.

I. CLOSED SESSION

I.2. - Proposed Regional Economic Development Initiative (ATIA Section 19 - Disclosure harmful to business interests of a third party, Section 30 - Disclosure harmful to economic and other interests of a public body)

I.3. - CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)

187-2025 Councillor Sayers MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 10:52 a.m. for the discussion on the following:

I.2. - Proposed Regional Economic Development Initiative (ATIA Section 19
- Disclosure harmful to business interests of a third party, Section 30 -
Disclosure harmful to economic and other interests of a public body)

I.3. - CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)

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

188-2025	Councillor Hickey	MOVED that the Lethbridge County Council Meeting move out of the closed session at 11:29 a.m.	CARRIED
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J. ADJOURN

189-2025	Councillor Zeinstra	MOVED that the Lethbridge County Council Meeting adjourn at 11:30 a.m.	CARRIED
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Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2025-0-037 Vander Heyden
- Lot 1, Block 1, Plan 2010842 and part of NE1/4 27-10-21-W4M all within NE1/4 27-10-21-W4M

Meeting: Council Meeting - 10 Jul 2025

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

Candice Robison, Executive Assistant
Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 03 Jul 2025
Approved - 03 Jul 2025
Approved - 04 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This application is to do a property line adjustment for an existing 3.73 acre parcel by reconfiguring the boundaries resulting in a title of 3.87 acres for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2025-0-037 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 realignment/reconfiguration of title subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains subdivision policies to allow a realignment/reconfiguration of property lines without an increase in titles. The applicant(s) start with two titles and will end up with two but in a different layout/size.
- The realignment/reconfiguration policy in LUB No. 24-007 enables property boundaries to be realigned based on land use and the location of improvements. The reconfiguration will rectify encroachment issues.
- This land is within the IDP boundary with the Town of Picture Butte, the IDP policies allow for these types of subdivision applications.

BACKGROUND INFORMATION:

Located immediately north of the Oldman River, approximately 1-mile southeast of the Town of Picture Butte boundary, 1-½-miles south of Highway 519. The proposal is to realign the property boundaries as some of the improvements are situated over the property line onto the adjacent agricultural title.

When the yard and residence were developed, the owners did not give much consideration to where the legal property lines are between the two titles. As a result, the access driveway to the east municipal road allowance does not align with the subdivision plan and crosses over the agricultural title. Additionally, the private septic field system encroaches over the north property line. In accordance with provincial requirements and the *Alberta Private Sewer Standards of Practice*, the private septic field system must be located entirely within the parcel boundaries of the dwelling it is associated with. The proposed realignment is to rectify these issues and involves an additional 1.09 acres of land being added from the NE 27-10-21-W4M agricultural title to the yard, while 0.95 acres from the existing yard title will be removed and added to the agricultural title. A geotechnical investigative report was completed in 2019 with the original subdivision to establish the safe development setback lines. The existing residence uses a private cistern system for water and sewage is treated by an individual on-site septic system as referenced.

Overall, the proposal meets the criteria of the County's LUB No. 24-007 for a property realignment/reconfiguration of titles. The application was circulated to the required external agencies with no concerns and no utility easements requested. Alberta Transportation had no objections. (No response from Picture Butte at time of agenda report).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could not approve if it is determined the proposal is not rational and the titles would remain as is.

Pros:

- there are no advantages to denying the subdivision as the County's bylaws and criteria are met.

Cons:

- the existing situation would remain with the parcel not having legal access and the septic system would be encroaching onto the adjacent title.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-037 Lethbridge County Approval](#)

[Diagrams 2025-0-037](#)

[2025-0-037-Subd Sketch Proposed with Colors](#)

RESOLUTION

2025-0-037

Lethbridge County

Agricultural and Country Residential subdivision of Lot 1, Block 1, Plan 2010842 and part of NE1/4 27-10-21-W4M all within NE1/4 27-10-21-W4M

THAT the Agricultural and Country Residential subdivision of Lot 1, Block 1, Plan 2010842 and part of NE1/4 27-10-21-W4M all within NE1/4 27-10-21-W4M (Certificate of Title No. 201 098 284, 201 083 954 +1), to do a property line adjustment for an existing 3.73 acre (1.51 ha) parcel by reconfiguring the boundaries resulting in a title of 3.87 acres (1.566 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, if required.
3. That the applicant provides a final 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.
4. That any easement(s) as required by utility companies or the municipality shall be established.

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 9 of the Matters Related to Subdivision and Development Regulation.
3. The proposal meets the criteria of the Lethbridge County Land Use Bylaw for a reconfiguration/realignment of property lines and the subdivision will rectify existing encroachment and property line issues.
4. This land is within the IDP boundary with the Town of Picture Butte. The Subdivision Authority has determined the land is not located within an IDP growth area and as a reconfiguration/realignment subdivision the application conforms to the IDP policies.

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 Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

2025-0-037
Page 1 of 3

- (d) Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

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

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

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

- (f) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

“Thank you for the opportunity to comment on File No. 2025-0-037. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is for a property line adjustment to create a lot for country residential use. There is an existing residence, and water services are provided by a private cistern and sewer services are via an individual on-site septic system. The reconfiguration will correct the issue of a private septic field system encroaching over the North property line, as well as the location of a driveway in relation to the property line.

AHS-EPH has reviewed the application and has the following comments:

- The application indicates a cistern as the potable water source, and a private sewage disposal system for sewer services. The property line adjustment will ensure the cistern and private sewage disposal systems are completely contained on the property being served to avoid future conflicts or access concerns.

AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.

Please feel free to contact me with any questions or concerns.”

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 843

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

The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.

The requirements of Section 19 are met, therefore no variance is required.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application

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

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

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

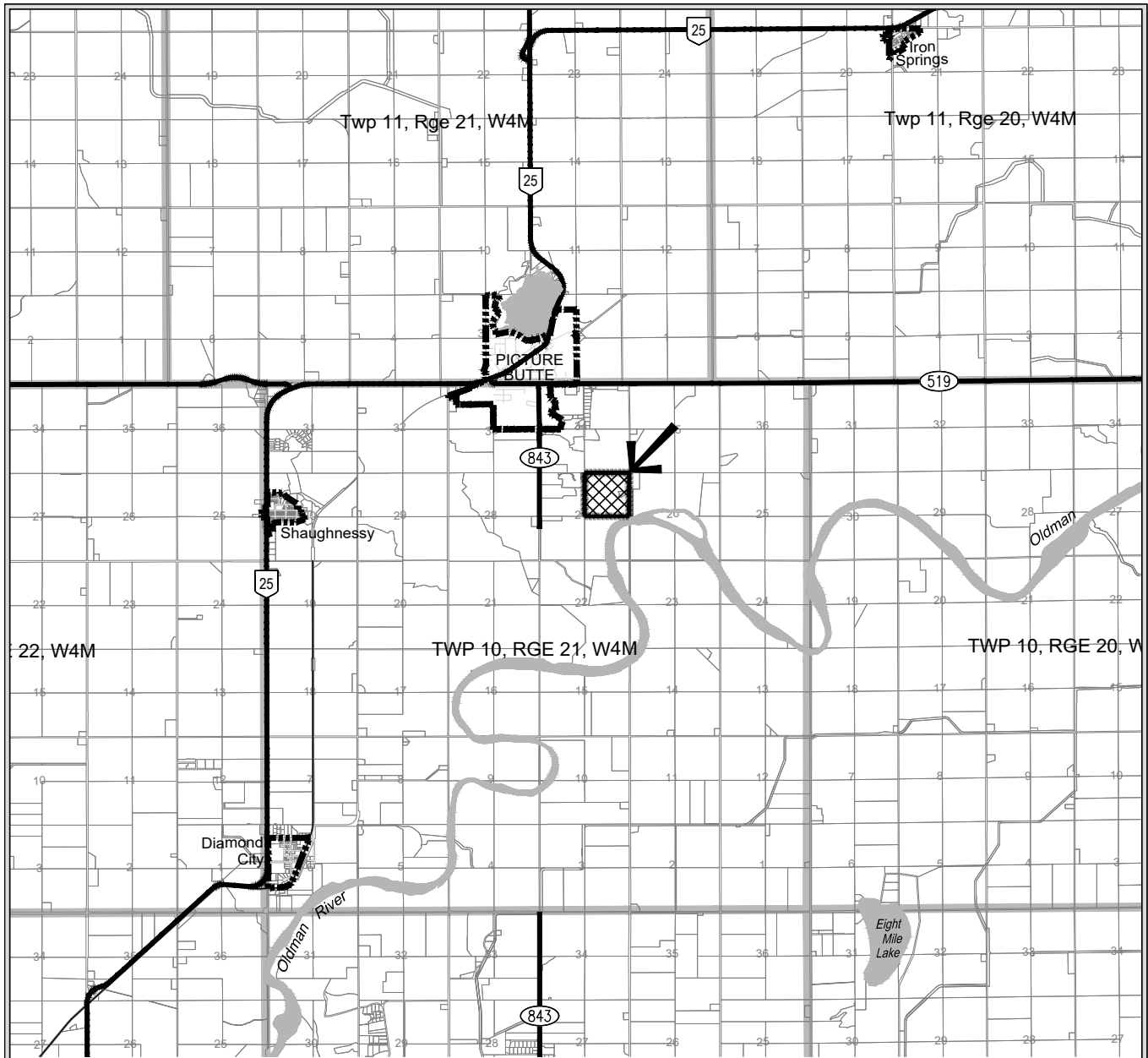
(h) Historical Resources – Barry Newton, Land Use Planner:

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

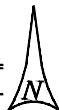
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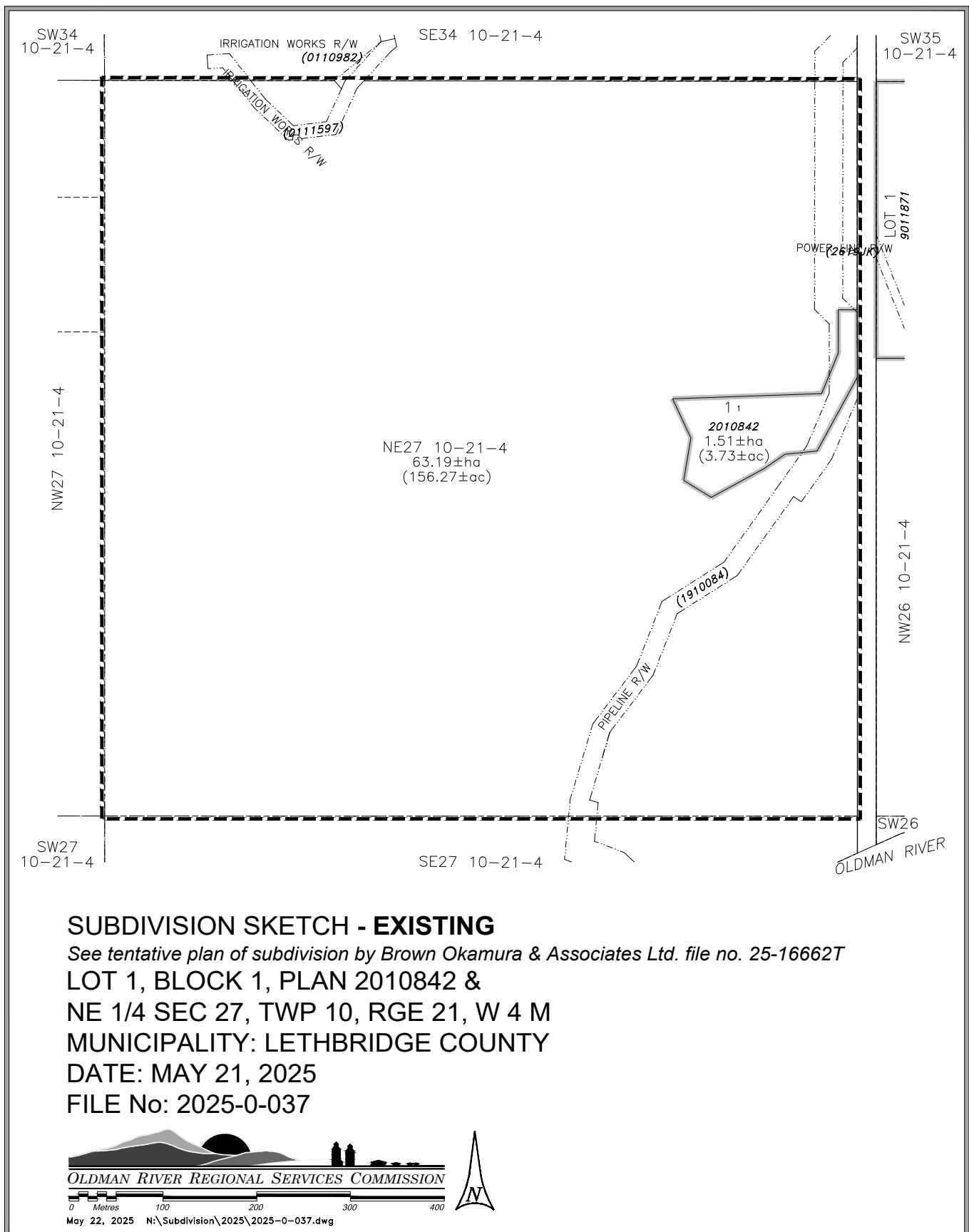
CHAIRMAN

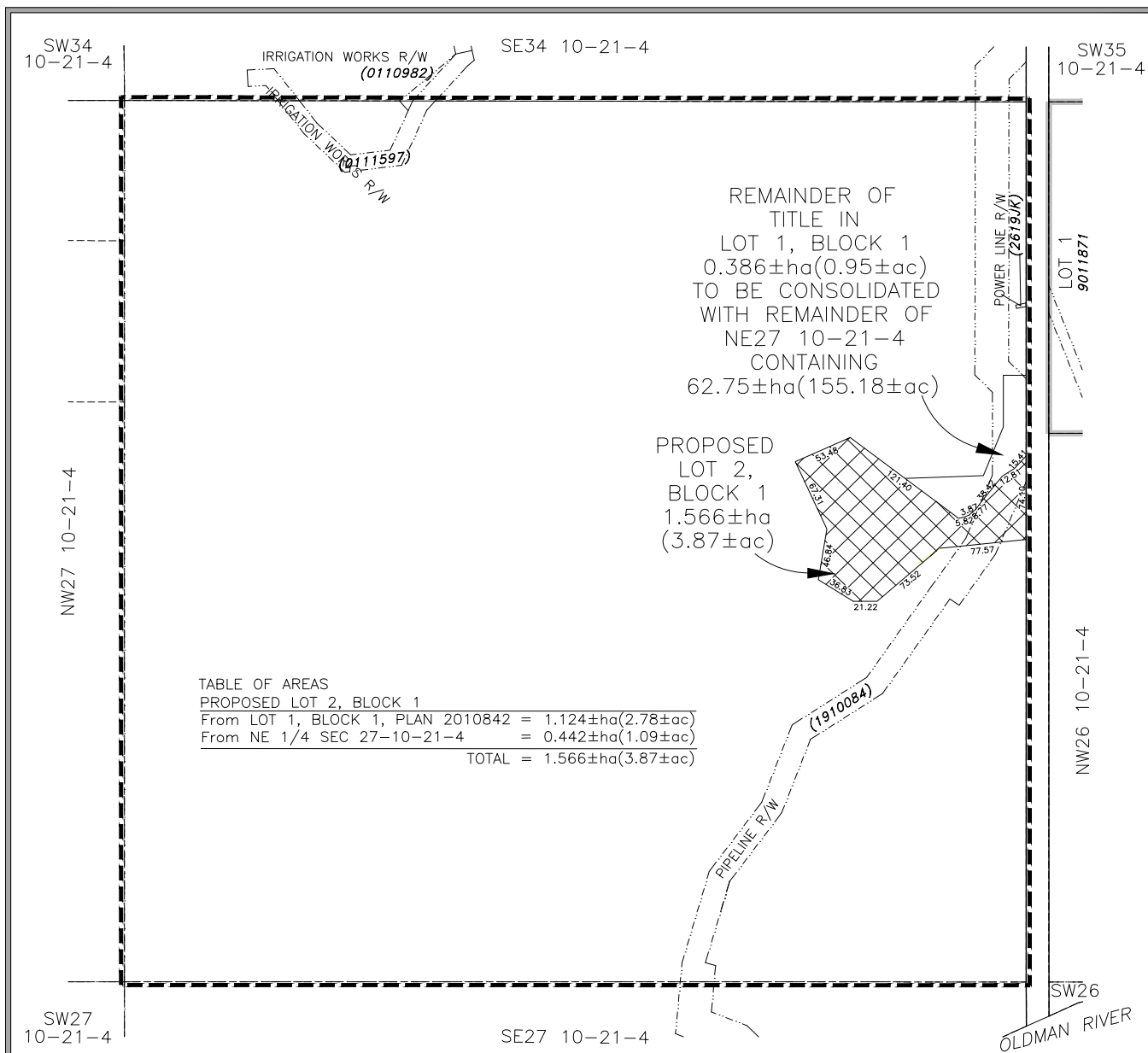
DATE



SUBDIVISION LOCATION SKETCH
LOT 1, BLOCK 1, PLAN 2010842 &
NE 1/4 SEC 27, TWP 10, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 21, 2025
FILE No: 2025-0-037





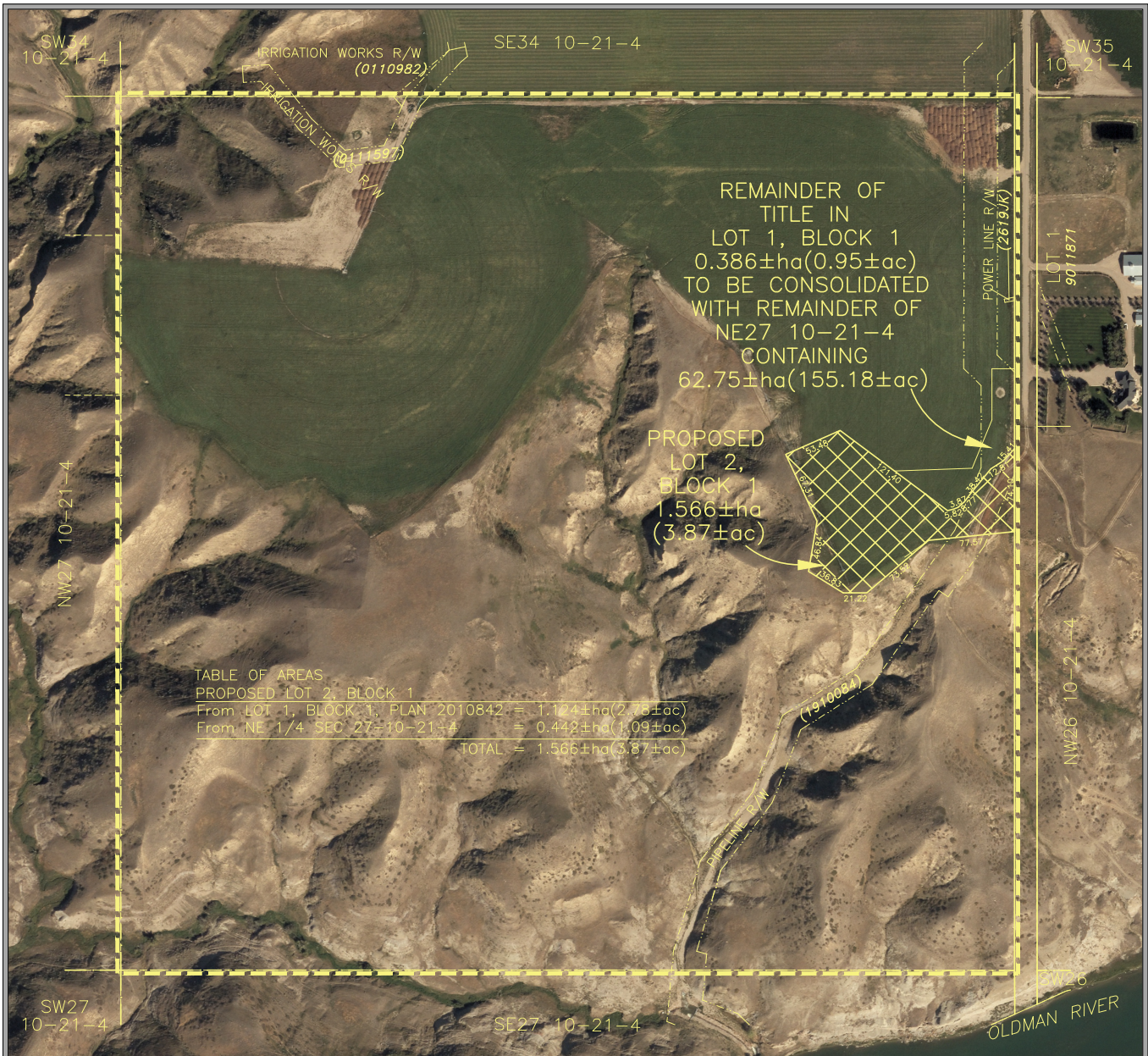


SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16662T

LOT 1, BLOCK 1, PLAN 2010842 &
NE 1/4 SEC 27, TWP 10, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 21, 2025
FILE No: 2025-0-037





SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16662T

LOT 1, BLOCK 1, PLAN 2010842 &

NE 1/4 SEC 27, TWP 10, RGE 21, W 4 M

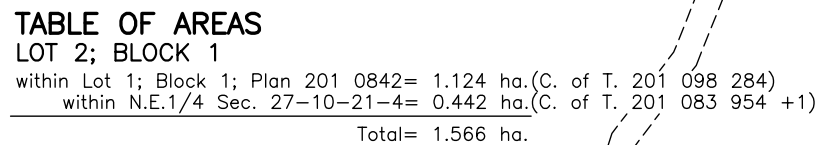
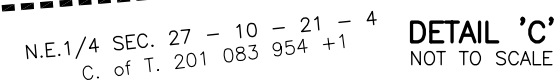
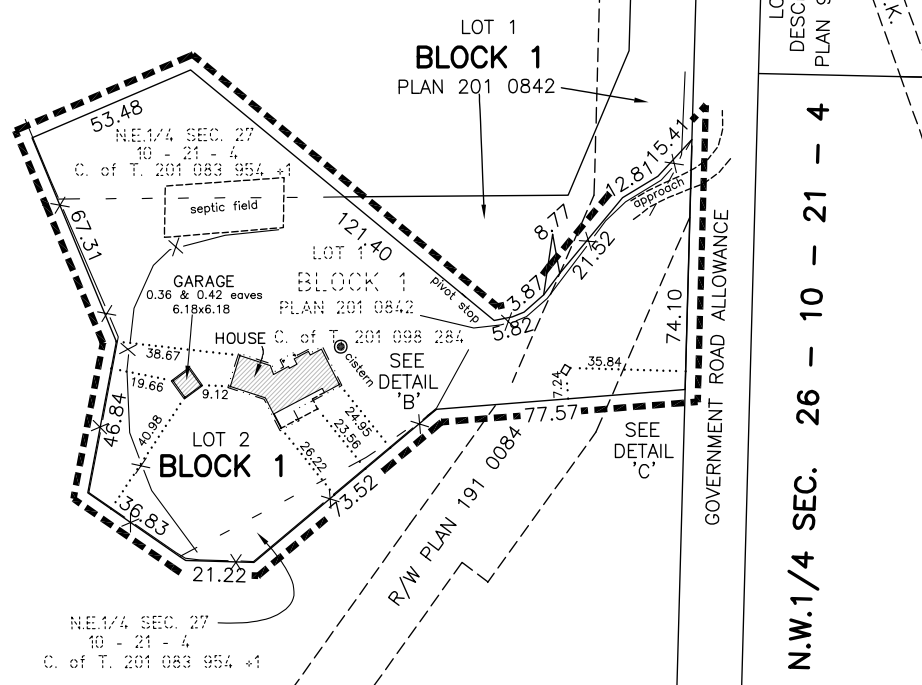
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MAY 21, 2025

FILE No: 2025-0-037



Aerial Photo Date: 2018

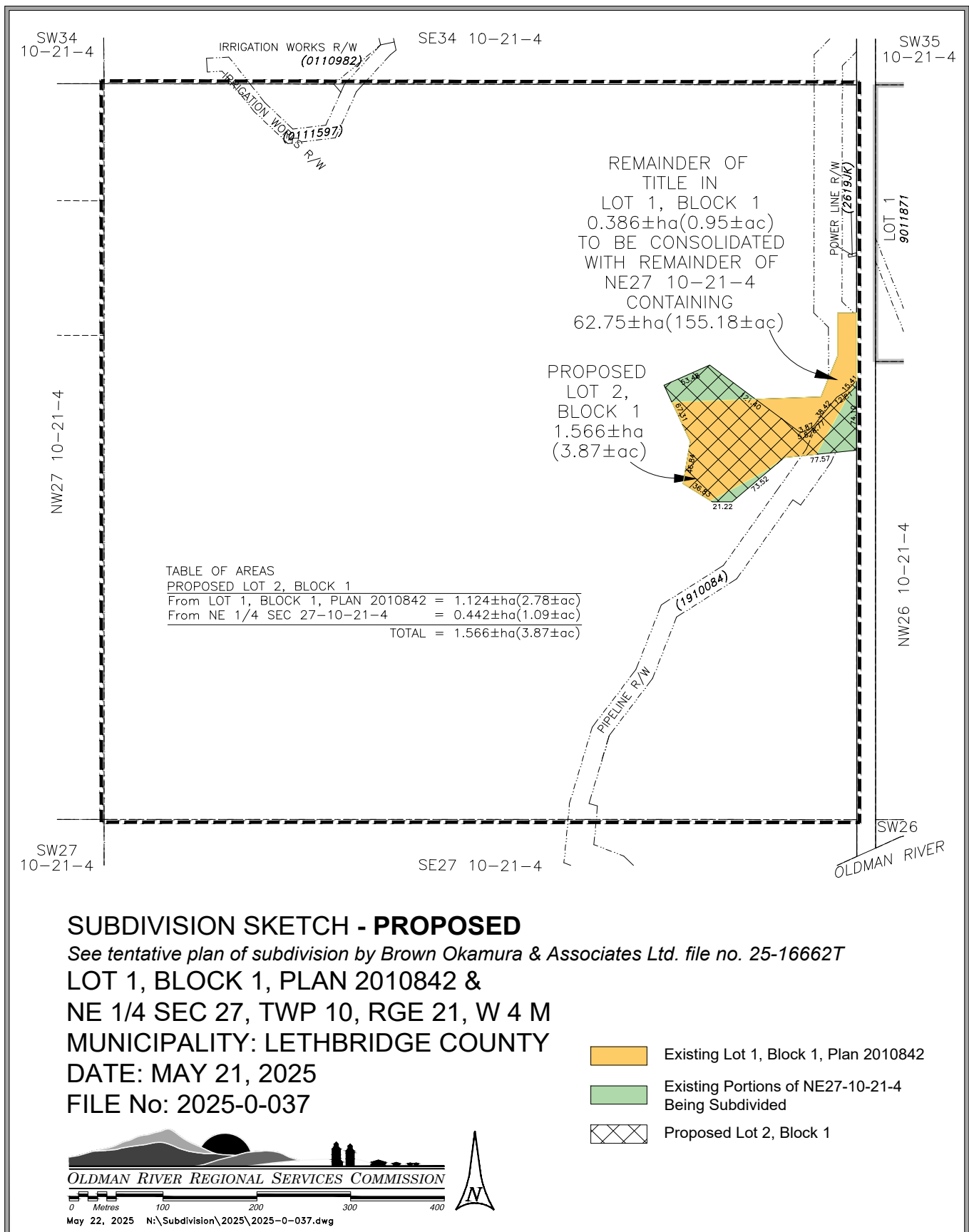


NOTE : Portion to be approved is outlined thus -----
and contains approximately 1.566 ha.
Distances are in metres and decimal parts thereof.

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
LOT 1; BLOCK 1; PLAN 201 0842
AND N.E.1/4 SEC. 27
all within
N.E.1/4 SEC. 27; TWP. 10; RGE. 21; W.4 M.
LETHBRIDGE COUNTY

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

APPROVED	DRAWN CJB	DATE FEB. 25/25
	CHECKED ZJP	JOB 25-16662
	SCALE	DRAWING
Z. J. Prosper A.L.S.	1:5000	25-16662T



AGENDA ITEM REPORT



Title: Subdivision Application #2025-0-084 - Bakker
- Lot 1, Block 2, Plan 2210953 within SW1/4 15-9-22-W4M
Meeting: Council Meeting - 10 Jul 2025
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Candice Robison, Executive Assistant	Approved - 03 Jul 2025
Devon Thiele, Director, Development & Infrastructure	Approved - 03 Jul 2025
Cole Beck, Chief Administrative Officer	Approved - 04 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to create 3 lots, all at 4.73 acres in size, from a title consisting of 14.19 acres, for grouped country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2025-0-084 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, the conceptual design scheme, and the municipal GCR subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council designated the land for Grouped Country Residential in 2017, with the original plan for 6 lots reduced to 3 with this application.
- Land Use Bylaw No. 24-007 contains the GCR subdivision criteria, and the lots meet and exceed the bylaw's minimum 2.0-acre size.
- A conceptual design scheme that has been approved for the land to guide subdivision (note: this land is the smaller west portion of a 2017 proposal that did not proceed under the Meadowscape ASP (former Bylaw No. 1481) which has been rescinded by Bylaw No. 25-008.
- The land is located within the City of Lethbridge and County IDP plan boundary. The proposal conforms to the IDP policies applicable to this area.

BACKGROUND INFORMATION:

Located ½-mile east and north of Highway 3, directly between the Town of Coalhurst and the City of Lethbridge (on TWP RD 9-2). The proposal involves the creation of 3 country residential lots of equal size on a parcel of poor quality agricultural land.

The lots have access onto the west municipal road (RGE RD 22-3) with a shared approach being used between Lots 3 & 4. Potable water will be provided by the rural water co-op for Lot 1 which has a water unit, while potable water for Lots 2 & 3 will be provided by cistern and hauled water. These will connect to the water co-op should additional water units become available in the future. The lots will be serviced by an individual on-site private sewage treatment system. A geotechnical and preliminary soil assessment to evaluate the suitability of existing soils and the feasibility of on-site septic systems for each lot has been completed. A development agreement will be used to address specific servicing standards required for the subdivision. The adjacent area potentially contains a historical resource (HRV category 5a). The province has responded that the applicant is not required to apply for Historical Resources Act approval.

Overall, the proposal complies with the County land use bylaw criteria for a GCR subdivision. The proposal also conforms to the concept plan and IDP. The application was circulated to the required external agencies. No concerns have been expressed and no easements are requested (at time of agenda preparation). Alberta Transportation Economic Corridors has no objections and authorized an approval. The City of Lethbridge has no concerns, but the Town of Coalhurst has not responded.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision is suitable.

Pros:

- there are no advantages to denying the subdivision as it meets the concept plan and Grouped Country Residential subdivision criteria of the County.

Cons:

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

FINANCIAL IMPACT:

Non direct, but the future tax situation may increase with additional residential development. A Municipal Reserve payment must also be provided to the County.

LEVEL OF PUBLIC PARTICIPATION:

Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-084 Lethbridge County Approval](#)
[Diagrams 2025-0-084](#)

RESOLUTION

2025-0-084

Lethbridge County

Country Residential subdivision of Lot 1, Block 2, Plan 2210953 within SW1/4 15-9-22-W4M

THAT the Country Residential subdivision of Lot 1, Block 2, Plan 2210953 within SW1/4 15-9-22-W4M (Certificate of Title No. 241 011 384), to create 3 lots, all at 4.73 acres (1.92 ha) in size, from a title consisting of 14.19 acres (5.74 ha), for grouped country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 14.19 acres at the market value of \$_____ per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat on the title (Registration No. 221 140 092), be discharged in its entirety.

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 any easement(s) as required by utility companies or the municipality shall be established.
4. That a copy of architectural controls be provided by the applicant for approval by the municipality, that include recommendations from the geotechnical reports regarding the minor limitations to construction of buildings/houses, such as regarding basement floor slabs, shallow foundations, on-site septic treatment design and construction, etc. These architectural controls are to be registered on title concurrently with the subdivision endorsement.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision with the conditions imposed is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the subdivision meets the criteria of the County of Lethbridge' Land Use Bylaw for grouped country residential use and it also conforms to the approved conceptual design scheme.
4. The land is located within the City of Lethbridge and County IDP plan boundary. The City indicated it had no concerns as the subdivision proposal conforms to the conceptual design scheme which fulfills the IDP planning requirements.

INFORMATIVE:

- (a) The 10% municipal reserve is required on the proposed subdivision with respect to Section 663 of the Municipal Government Act and is to be provided as a cash-in-lieu payment.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.

2025-0-084
Page 1 of 3

- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) An Assessment & investigation (Geotechnical Evaluation & Preliminary Soil assessment) to evaluate the suitability of existing soils and the feasibility of on-site septic systems for each lot has been completed. The applicant/owner is advised that they must adhere to the recommendations in the report.
- (e) City of Lethbridge – Janet Gutsell, Senior Subdivision Planner:
- “The City of Lethbridge has no concerns with the proposed subdivision application with the understanding that this proposal complies with the Conceptual Plan that replaced the ASP when the ASP was rescinded and complies with the applicable policies of the Intermunicipal Development Plan adopted by the Lethbridge County and City of Lethbridge.”
- (f) Thank you for including TELUS in your circulation.
- At this time, TELUS has no concerns with the proposed activities.
- (g) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.
- FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.
- Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.
- (h) Alberta Health Services – Kristen Dykstra, Public Health Inspector:
- “Thank you for the opportunity to comment on File No. 2025-0-084. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.
- It is understood that the purpose of this subdivision is to create three lots for country residential use. The parcel is Grouped Country Residential (GCR), and is currently vacant. Water services will be provided by the rural water co-op for Lot 1, while potable water for Lots 2 and 3 will be provided by cistern (hailed water). The cisterns for Lot 2 and 3 will connect to the water co-op in the future should additional water units become available. The proposed lots in this subdivision will be serviced by an individual on-site private sewage treatment system.
- AHS-EPH has reviewed the application and has the following comments:
- The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
 - Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.
- AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.
- Please feel free to contact me with any questions or concerns.”

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

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

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 3, 25, 3A

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

The requirements of Section 18 of the Regulation are not met. Based on review of the proposal, the department is satisfied that the Highway has sufficient capacity to accommodate the proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

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

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application

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

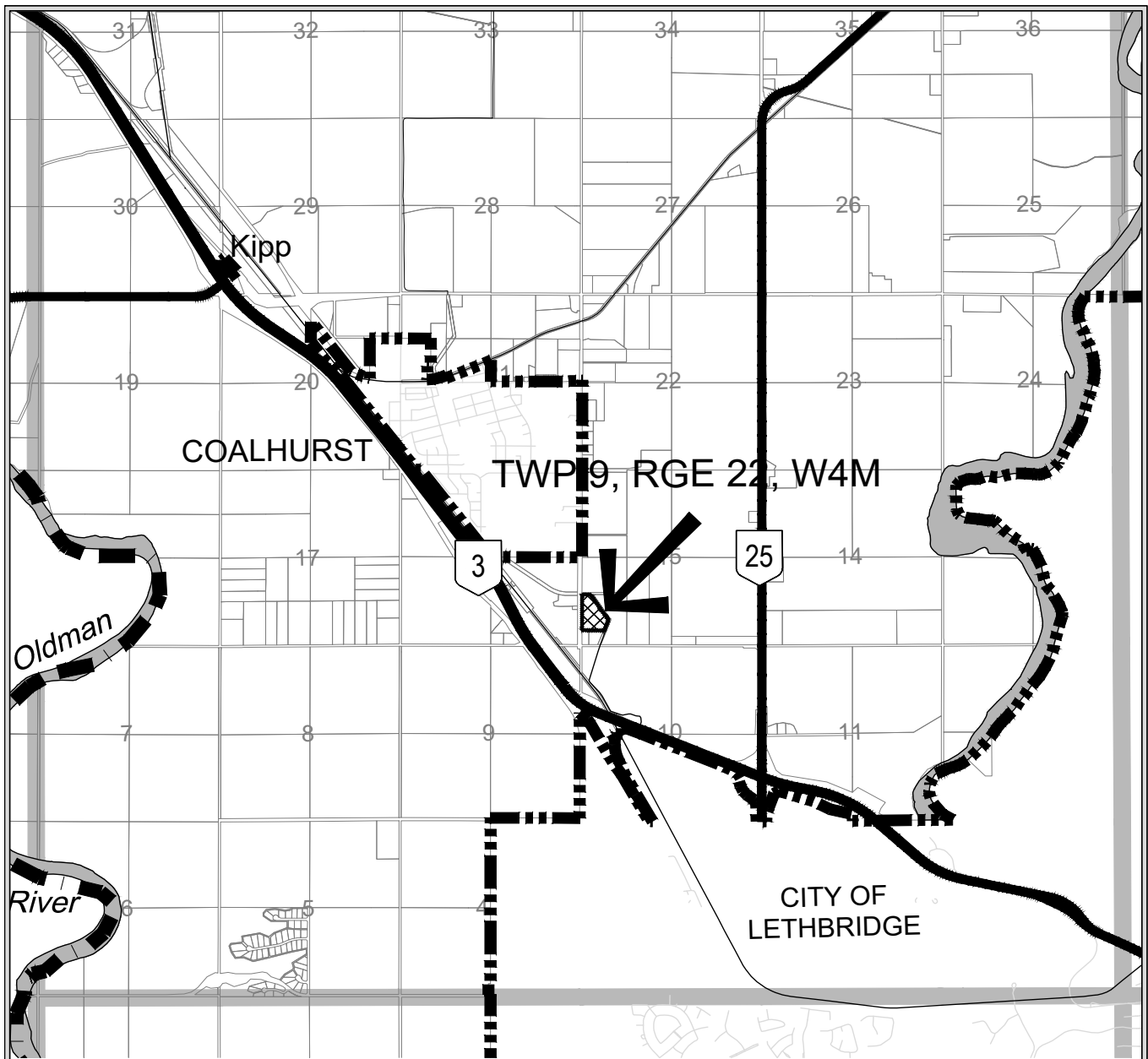
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

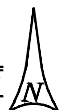
MOVER

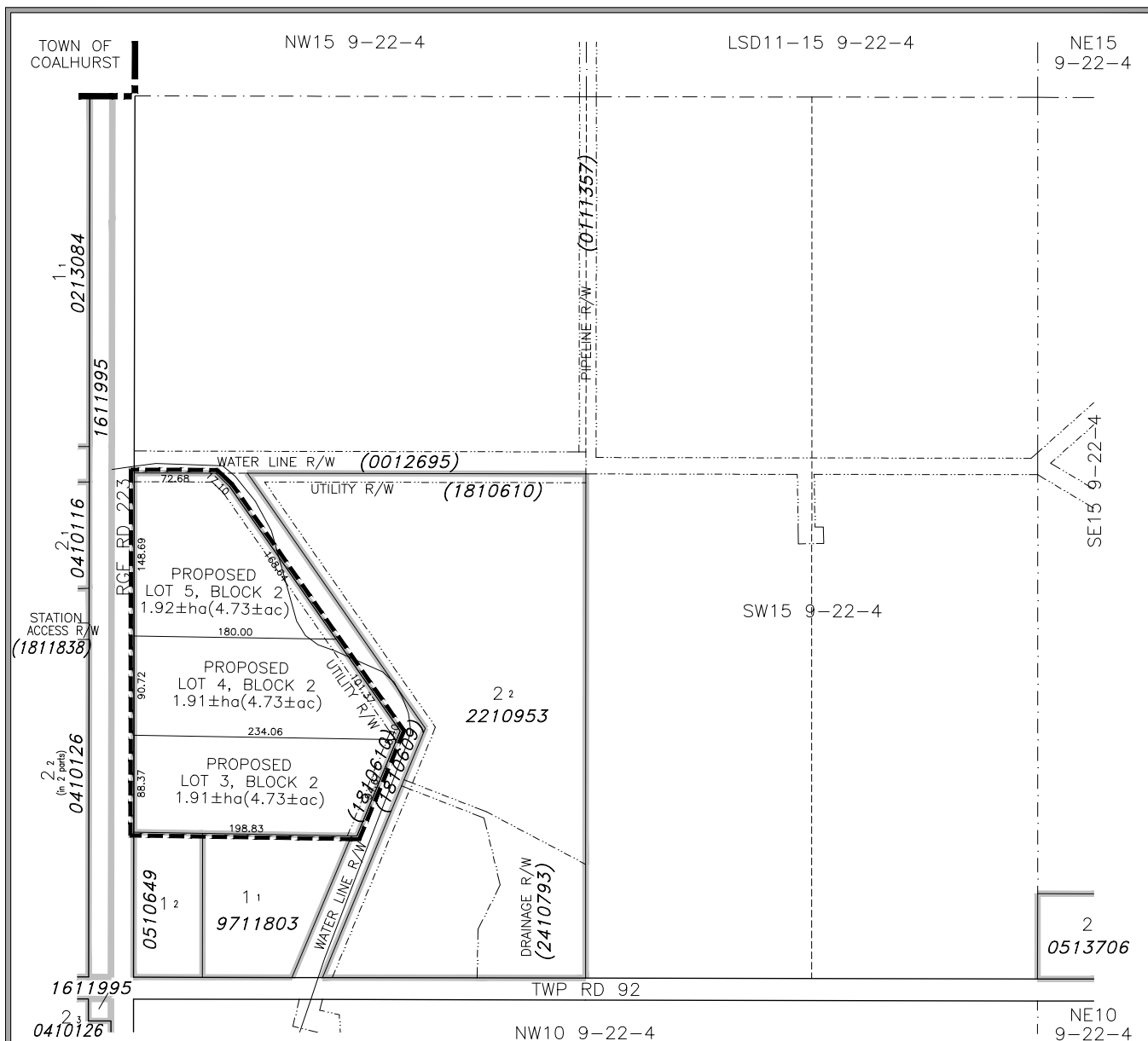
CHAIRMAN

DATE



SUBDIVISION LOCATION SKETCH
 LOT 1, BLOCK 2, PLAN 2210953 WITHIN
 SW 1/4 SEC 15, TWP 9, RGE 22, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: MAY 28, 2025
 FILE No: 2025-0-084





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16668T

LOT 1, BLOCK 2, PLAN 2210953 WITHIN

SW 1/4 SEC 15, TWP 9, RGE 22, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MAY 28, 2025

FILE No: 2025-0-084





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16668T

LOT 1, BLOCK 2, PLAN 2210953 WITHIN

SW 1/4 SEC 15, TWP 9, RGE 22, W 4 M

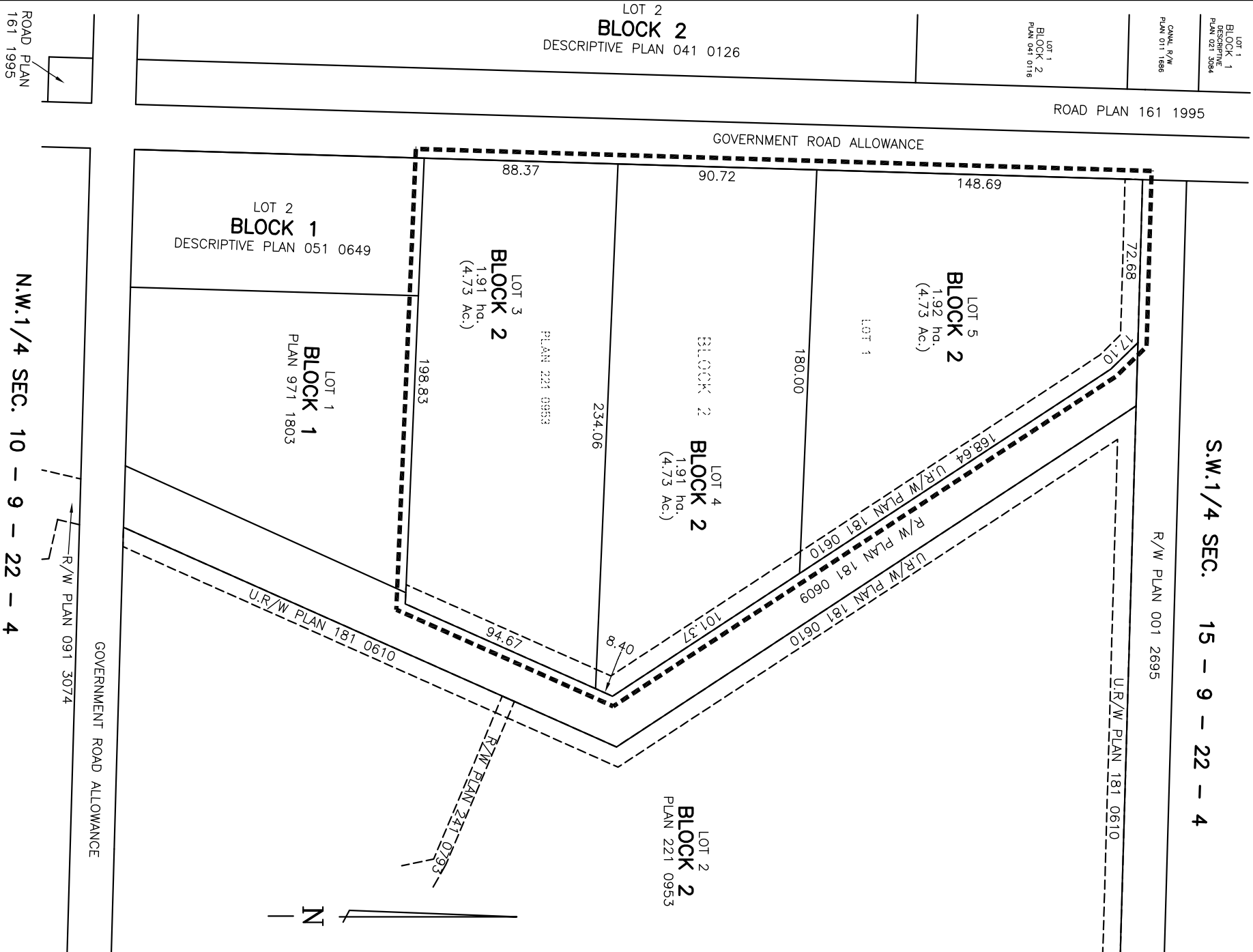
MUNICIPALITY: LETHBRIDGE COUNTY


DATE: MAY 28, 2025

FILE No: 2025-0-084



AERIAL PHOTO DATE: 2018



NO.		REVISION	DATE	BY
<p>NOTE : Portion to be approved is outlined thus ----- and contains approximately 5.74 ha. Distances are in metres and decimal parts thereof.</p> <p>Distances and areas are approximate and are subject to change upon final survey.</p>				
<p>BAKKER PROPERTIES LTD.</p> <p>TENTATIVE PLAN SHOWING SUBDIVISION of all of LOT 1; BLOCK 2; PLAN 221 0953 all within S.W.1/4 SEC. 15; TWP. 9; RGE. 22; W.4 M. LETHBRIDGE COUNTY</p>				
 brown okamura & associates ltd. Professional Surveyors 2830 - 12th Avenue North, Lethbridge, Alberta		<p>APPROVED</p> <p>_____ T. C. Penner, A.L.S.</p>		
<p>DRAWN CJB</p> <p>CHECKED TCP</p> <p>SCALE 1:2000</p>		<p>DATE FEB. 6/25</p> <p>JOB 25-16668</p> <p>DRAWING 25-16668T</p>		

AGENDA ITEM REPORT



Title: Subdivision Application #2025-0-089 – Klassen
- SW1/4 14-10-19-W4M
Meeting: Council Meeting - 10 Jul 2025
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Candice Robison, Executive Assistant
Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 03 Jul 2025
Approved - 03 Jul 2025
Approved - 04 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to subdivide a 2.61-acre first parcel out subdivision from a ¼-section title of 156.09-acres for country residential use. The proposal does meet the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2025-0-089 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, the MDP, and the municipal subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Land Use Bylaw (LUB) No. 24-007 subdivision policies allow for one subdivision from an unsubdivided ¼-section on land dedicated Rural Agriculture.
- The LUB No. 24-007 policies enable subdivision consideration if access, servicing and site criteria are met, including meeting any minimum distance separation (MDS) to a CFO.

BACKGROUND INFORMATION:

Located approximately 5¼-miles northeast of the Town of Coaldale, 4-miles north of Highway 3. The proposal is to subdivide an established residential yard adjacent to the south road allowance.

The area to be subdivided contains limited improvements with a residential dwelling and accessory building. The proposed parcel configuration is angled on the east side to account for the irrigation pivot system on the remnant agricultural land. The southeast portion includes the land area needed to capture the existing approach access in place to Township Road 10-2. Water is hauled to a private cistern. Sewage is treated by an on-site private septic subsurface field systems situated north of the dwelling.

There are several abandoned gas wells located to within the ¼-section but none in are proximity to this yard and proposal (the closest is over 277m). There are a number of gas pipelines that traverse through this ¼-section with the majority at the north end, and none are in close proximity to the yard. There are no confined feeding operations (CFOs) located in the vicinity. There are no identified environmental or historical features present that require consideration.

As the first subdivision from the ¼-section the application conforms to the County's subdivision criteria. The proposed 3.50-acre parcel size conforms to the land use bylaw's minimum 2.0-acre and maximum 10.0-acre parcel size. The application was circulated to the required external agencies with no concerns expressed and no utility easements requested (at time of agenda report).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision is suitable.

Pros:

- There are no advantages to denying the subdivision as the County's criteria are met.

Cons:

- A refusal would likely be appealed by the applicants as the County's policies and criteria are met.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-089 Lethbridge County Approval](#)

[Diagrams 2025-0-089](#)

RESOLUTION

2025-0-089

Lethbridge County

Country Residential subdivision of SW1/4 14-10-19-W4M

THAT the Country Residential subdivision of SW1/4 14-10-19-W4M (Certificate of Title No. 171 107 865), to subdivide a 2.61-acre (1.06 ha) first parcel out subdivision from a ¼-section title of 156.09-acres (63.498 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 of survey as prepared by an Alberta Land Surveyor that corresponds to the approved parcel being subdivided.
4. That any easement(s) as required by utility companies, or the municipality shall be established as deemed necessary.

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 9 of the Matters Related to Subdivision and Development Regulation.
3. The proposal is the first subdivision from the ¼-section and conforms to the County's subdivision criteria.

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 Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

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

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

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

- (f) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

“Thank you for the opportunity to comment on File No. 2025-0-089. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is to create a lot for country residential use. There is an existing dwelling, and water services are provided by a private cistern (hauled) and sewer services by a private subsurface treatment field. The application noted several abandoned gas wells within the quarter section, but none in proximity to the yard.

AHS-EPH has reviewed the application and has the following comments:

- The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.
- The application noted abandoned gas wells nearby. AHS-EPH recommends that abandoned wells be appropriately addressed according to regulatory requirements.

AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.

Please feel free to contact me with any questions or concerns.”

- (g) SMRID – Phyllis Monks, Land Administrator:

“The St. Mary River Irrigation District (SMRID) has reviewed this application and has the following comments:

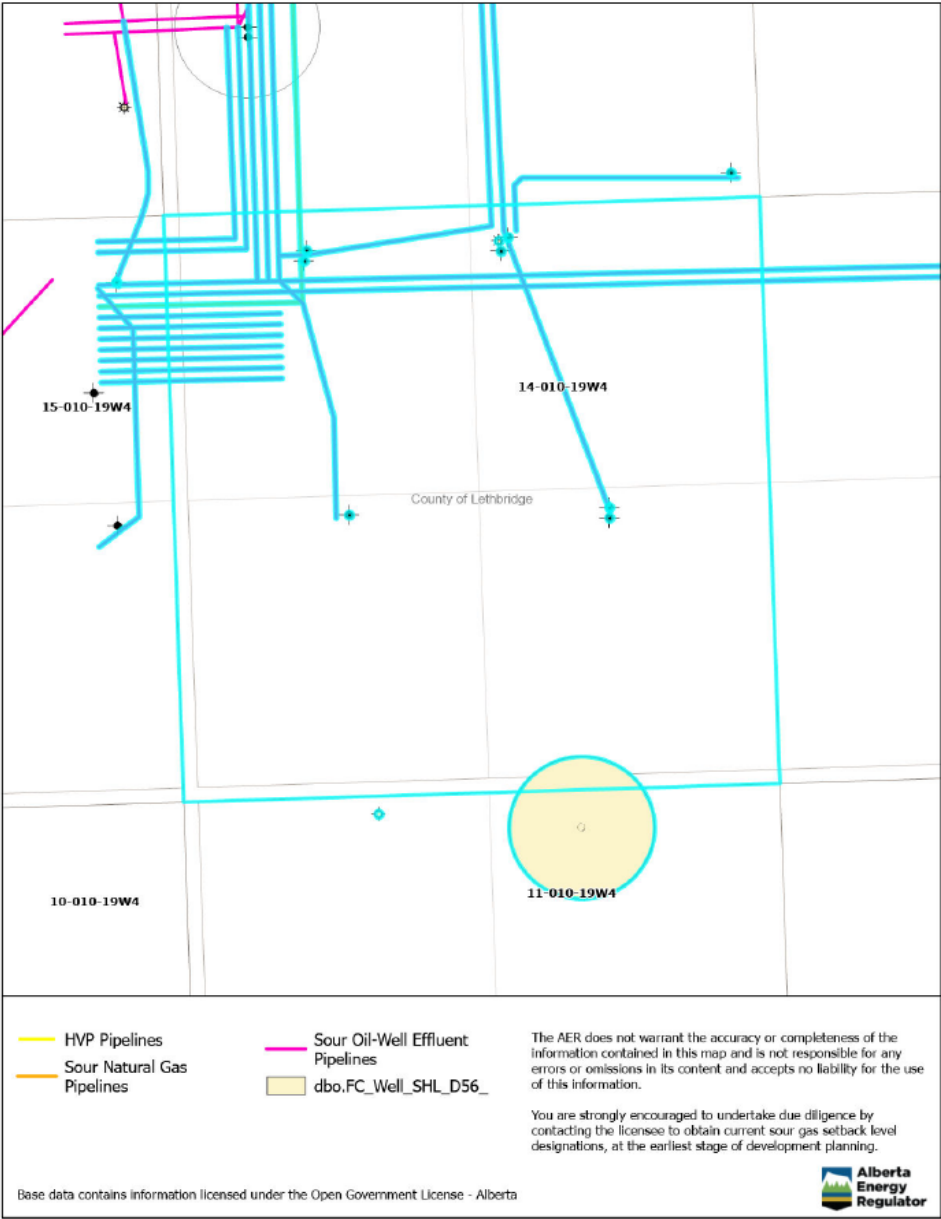
- If the future subdivided homestead lot wishes to use water from the District for the yardsite, an Household Purposes Agreement must be signed with the District prior to any water use.
- All works, easements, etc., involved to provide water to the proposed subdivision will be at the landowner's expense.
- The irrigation acres will carry over to the agricultural parcel in the SW-14-10-19-W4M
- In order for SMRID to execute the consent to register a subdivision, any outstanding balances owed by the applicant will need to be paid in full.
- A fee of \$250.00 plus G.S.T. will be due upon approval of the future subdivision application by the District.

If you have any further questions or concerns, please contact me in the Taber office at 403-223-2148.”

- (h) Alberta Energy Regulator (AER):

“Please find the attachment(s) from the AER in response to your subdivision/development referral, a map and list of sour wells and pipelines. The map shows the maximum setback for the level of well and may not represent the setback required for future development. The report lists all sour wells and pipelines within the quarter.

Please be advised, you are encouraged to contact the licensee(s) to obtain current sour gas setback level designations and to discuss land use planning, at the earliest stage of development planning.

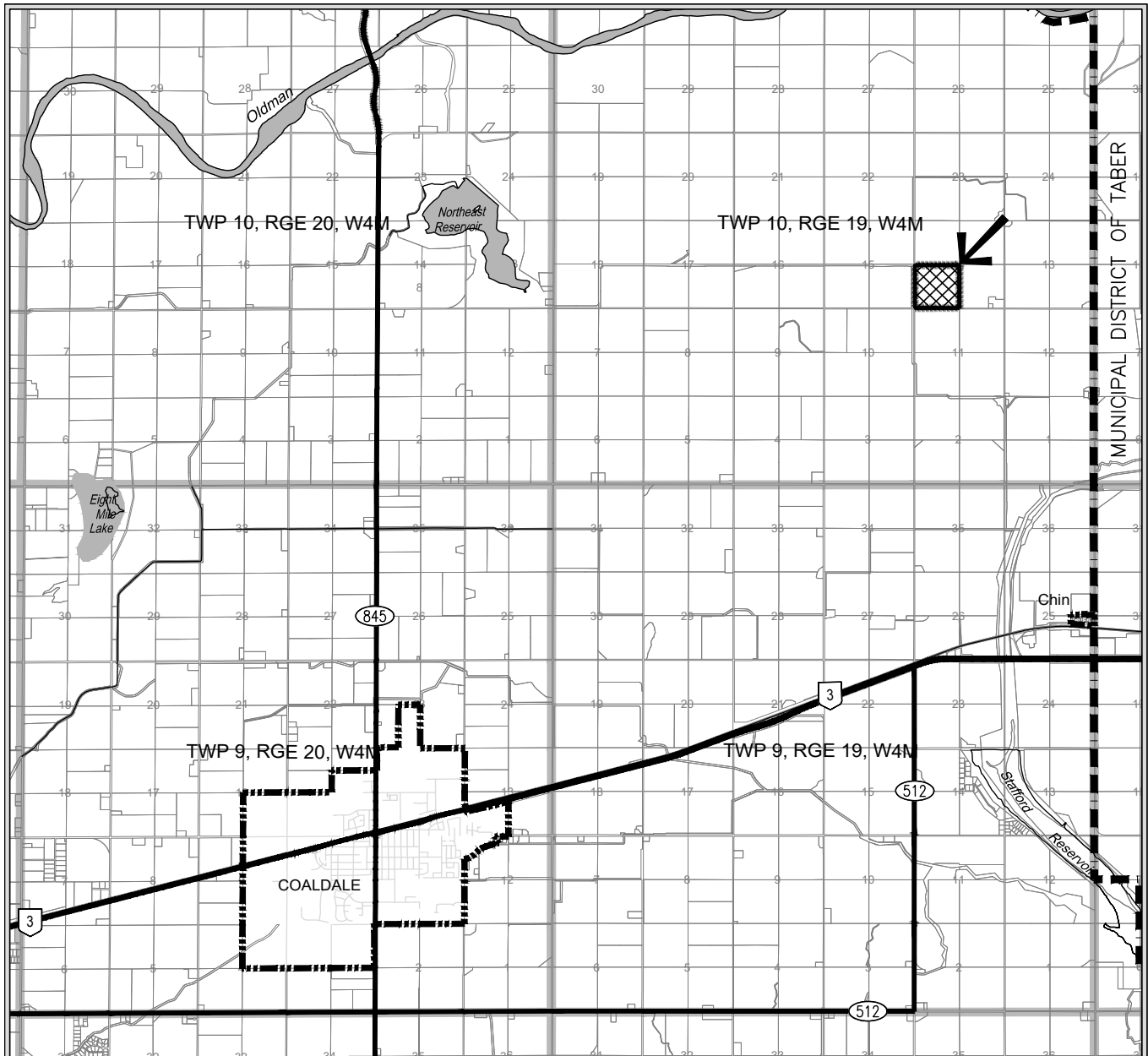


Pipelines with Known H2S								
License Number	Status	Line Number	From Location	To Location	Substance	Duty Holder	Level	AER Setback
23408	Abandoned	18	12-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	9	4-14-10-19-4	5-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	7	5-14-10-19-4	14-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	38	11-14-10-19-4	6-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	1	14-14-10-19-4	6-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	22	5-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	19	12-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	8	13-14-10-19-4	5-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	2	3-14-10-19-4	6-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	4	13-14-10-19-4	5-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
9816	Abandoned	9	8-15-10-19-4	14-14-10-19-4	Sour Natural Gas	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	24	11-14-10-19-4	6-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	13	6-14-10-19-4	5-14-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	26	5-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	23	5-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	21	5-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	27	5-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	30	7-15-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	20	5-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	25	5-14-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way
23408	Abandoned	29	7-15-10-19-4	8-15-10-19-4	Oil-Well Effluent	Baytex Energy Ltd.	N/A	right-of-way

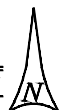
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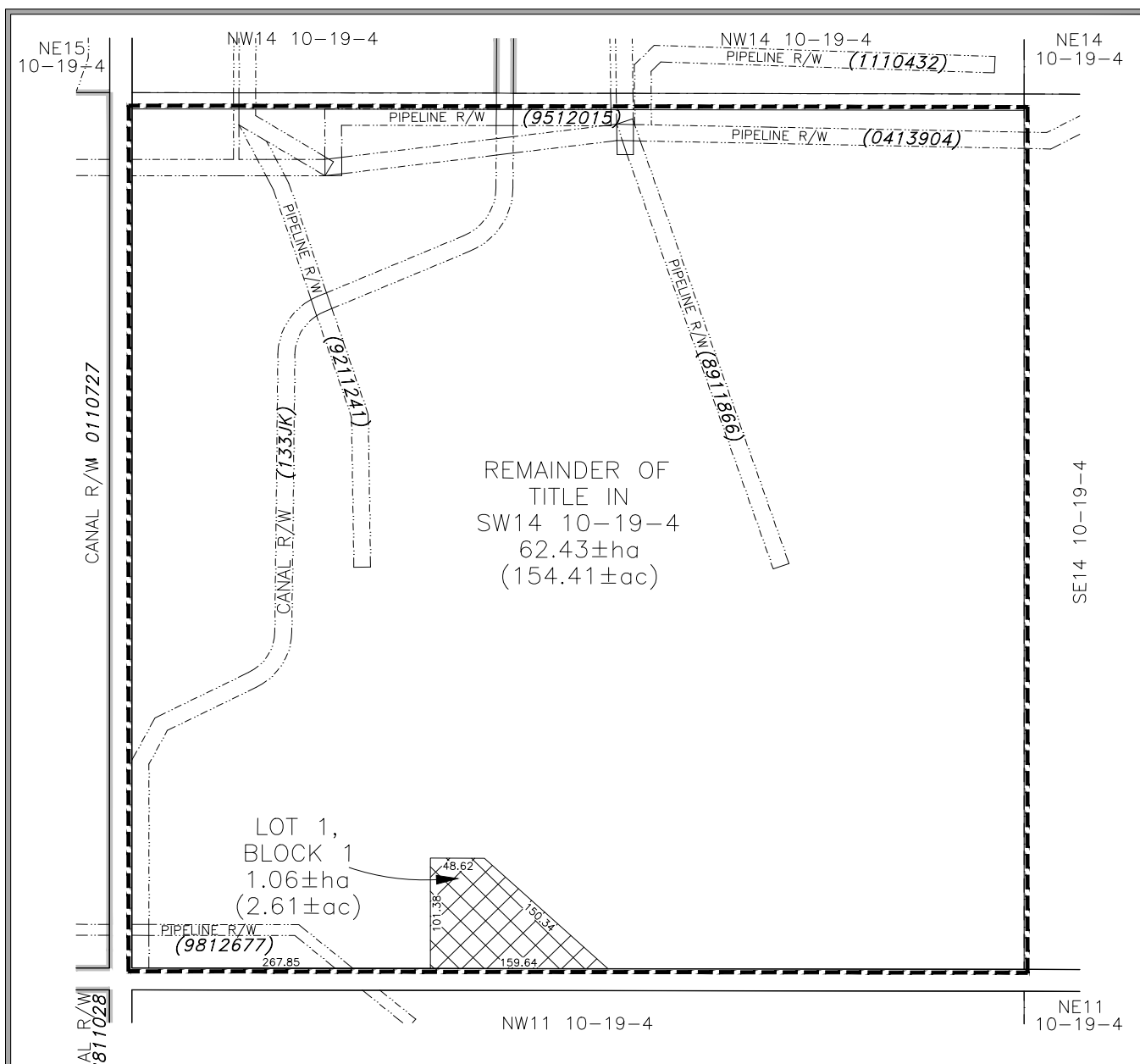
CHAIRMAN

DATE



SUBDIVISION LOCATION SKETCH
SW 1/4 SEC 14, TWP 10, RGE 19, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 28, 2025
FILE No: 2025-0-089





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16758T

SW 1/4 SEC 14, TWP 10, RGE 19, W 4 M

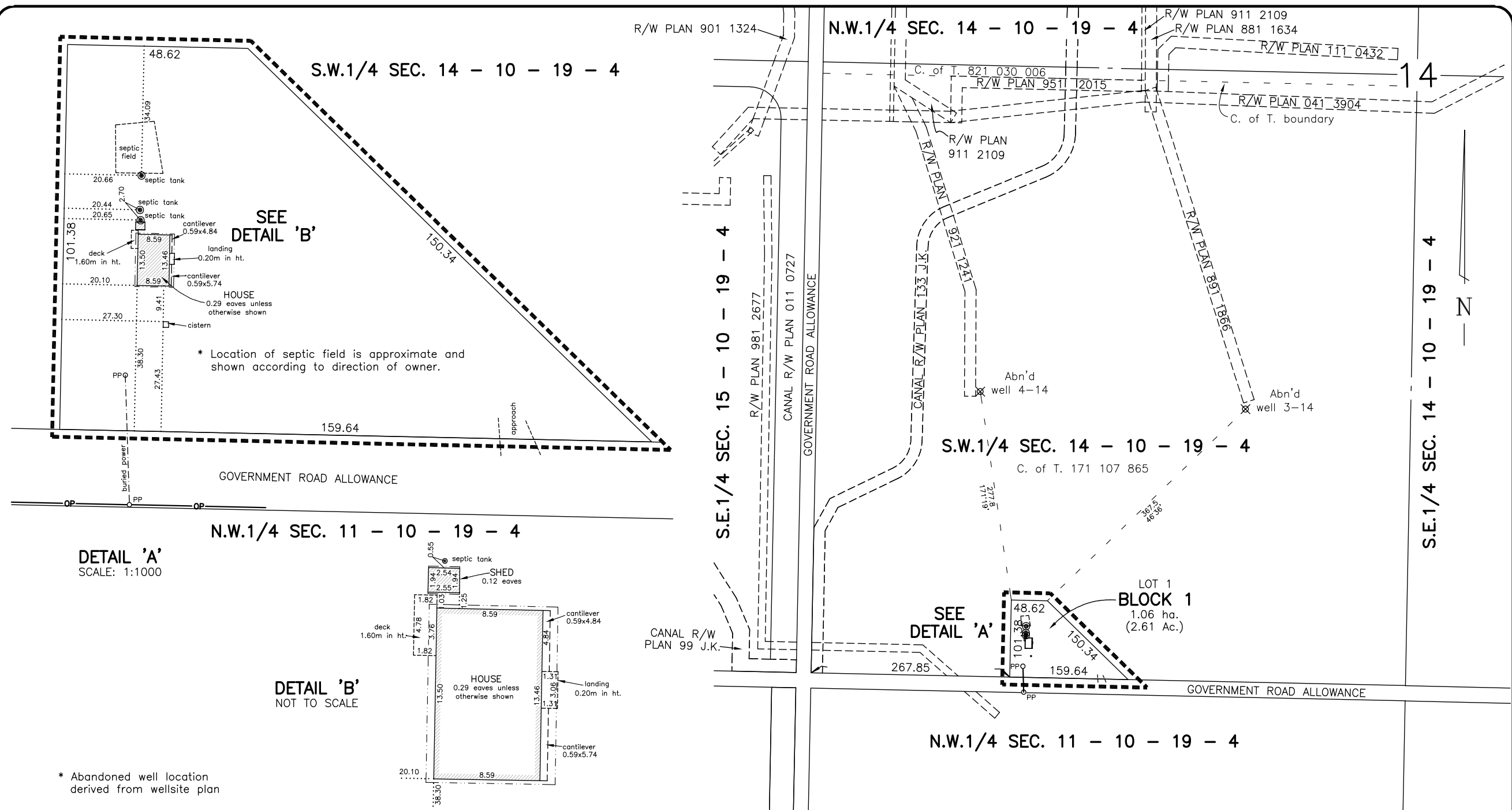
MUNICIPALITY: LETHBRIDGE COUNTY


DATE: MAY 28, 2025

FILE No: 2025-0-089



May 28, 2025 N:\Subdivision\2025\2025-0-089.dwg



				TYLER & DANIELLE UNSER		<div><div></div><div>brown okamura & associates ltd. Professional Surveyors 2830 – 12th Avenue North, Lethbridge, Alberta</div></div>			
NO.	REVISION	DATE	BY	TENTATIVE PLAN SHOWING SUBDIVISION of part of S.W.1/4 SEC. 14; TWP. 10; RGE. 19; W.4 M. (191062 – TWP RD 10–2) LETHBRIDGE COUNTY		APPROVED		DRAWN CJB	DATE MAY 15/25
Improvements shown were surveyed on April 25th, 2025 NOTE : Portion to be approved is outlined thus <div>-----</div> and contains approximately 1.06 ha. Distances are in metres and decimal parts thereof. Overhead line is shown thus <div>-----OP-----OP-----</div> PP stands for utility pole. Distances and areas are approximate and are subject to change upon final survey.						CHECKED ZJP	JOB 25–16758		
						Z. J. Prosper A.L.S.		SCALE 1:5000	DRAWING 25–16758T

AGENDA ITEM REPORT



Title: Subdivision Application #2025-0-094 – Fraser
- NE1/4 33-11-22-W4M
Meeting: Council Meeting - 10 Jul 2025
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Candice Robison, Executive Assistant
Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 03 Jul 2025
Approved - 03 Jul 2025
Approved - 04 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to subdivide a fragmented ¼-section and create a 41.44-acre cut-off title from an agricultural title comprised of 139.22 acres in size. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2025-0-094 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, the MDP, and the municipal cut-off/fragmented parcel subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The cut-off/fragmented parcel subdivision policies are within Land Use Bylaw (LUB) No. 24-007 that allows a title physically severed by a canal, public roadway, railway, permanent watercourse, etc., to be subdivided to create separate title to each side of the physical division of the land.
- LUB No. 24-007 stipulates the parcel size shall be as to what is defined by the physical fragmentation with a minimum 2.0-acre resulting parcel size.
- Both the proposed title and residual title have physical and legal access as required by the cut-off/fragmented parcel subdivision policies.

BACKGROUND INFORMATION:

Located immediately east of Keho Lake, two miles south of Highway 520. The purpose of the application is to create separate agricultural titles for each portion of land that is physically separated from each other due to a canal right-of-way (IRR852CU).

This main canal creates a physical severance of the land for the landowner. There is no means to cross from one portion to the other without using the local road system. This creates a significant physical barrier for the owner. There are no buildings or improvements located on either portion of the ¼ section title and the land is cultivated farmland. There is no need for potable water or sewer disposal provisions for this agricultural cut-off subdivision. Access to each portion of land on each side of the canal shall remain as it currently is from the local road system. There are no abandoned gas wells located on the land or in proximity to this proposal. The land is not located adjacent to any areas identified by the province as having a historical resource.

Overall, the proposal meets the criteria of the County's LUB No. 24-007 as a cut-off/ fragmented subdivision of agricultural land. The application was circulated to the required external agencies with no concerns expressed and no requests for utility easements (at time of agenda report).

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 be appealed by the applicants as the County's subdivision criteria have been met.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-094 Lethbridge County Approval](#)

[Diagrams 2025-0-094](#)

RESOLUTION

2025-0-094

Lethbridge County

Agricultural subdivision of NE1/4 33-11-22-W4M

THAT the Agricultural subdivision of NE1/4 33-11-22-W4M (Certificate of Title No. 001 107 312 +1), to subdivide a fragmented ¼-section and create a 41.44-acre (16.77 ha) cut-off title from an agricultural title comprised of 139.22 acres (56.34 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, if required.
3. That the applicant submits a final subdivision plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the cut-off parcel being subdivided.
4. That any easement(s) as required by utility companies, or the municipality shall be established.

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 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the application conforms to the bylaw subdivision criteria regarding a cut-off/fragmented subdivision of agricultural land.

INFORMATIVE:

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

At this time, TELUS has no concerns with the proposed activities.

- (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.

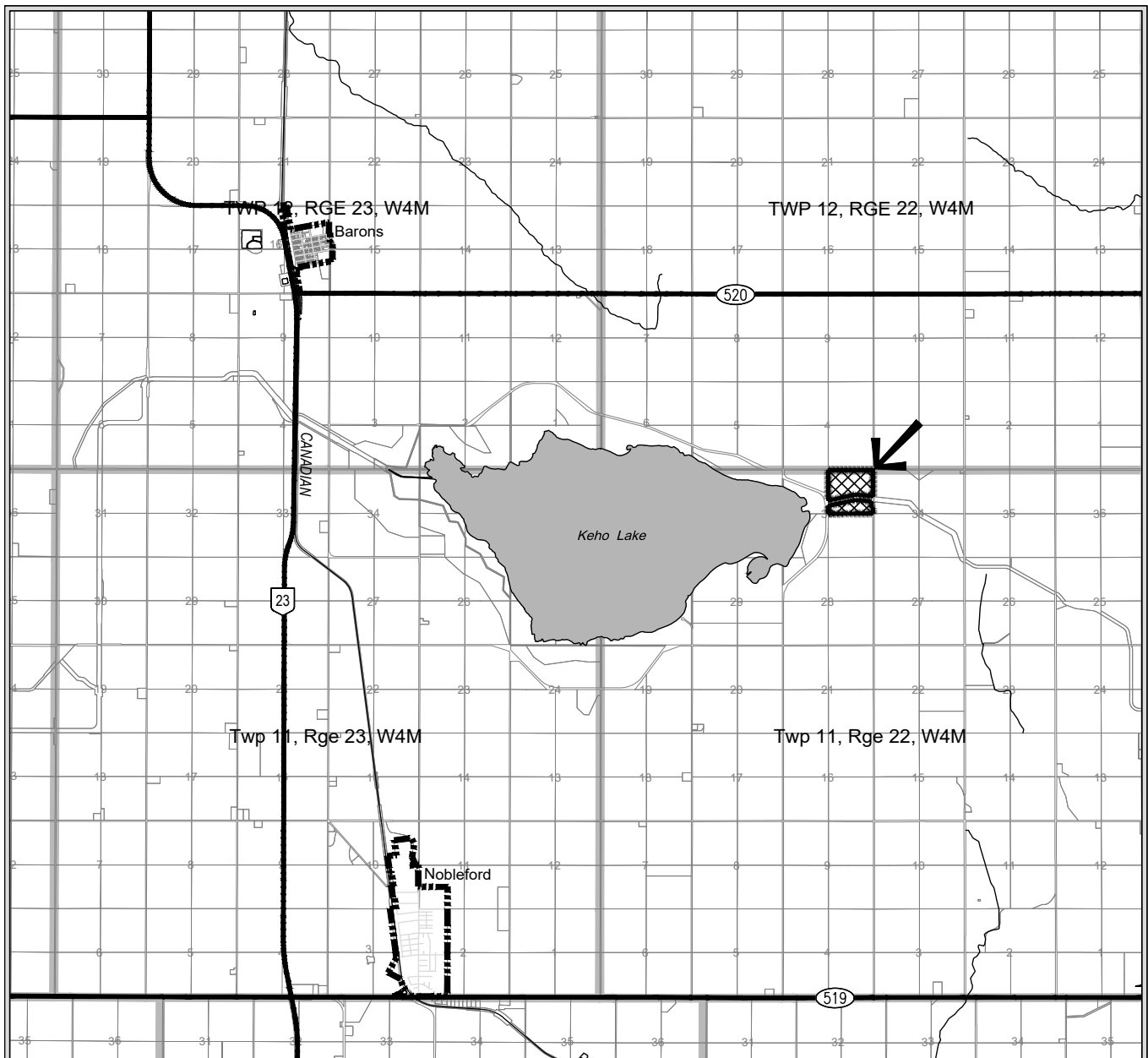
2025-0-094
Page 1 of 2

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

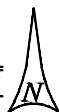
MOVER

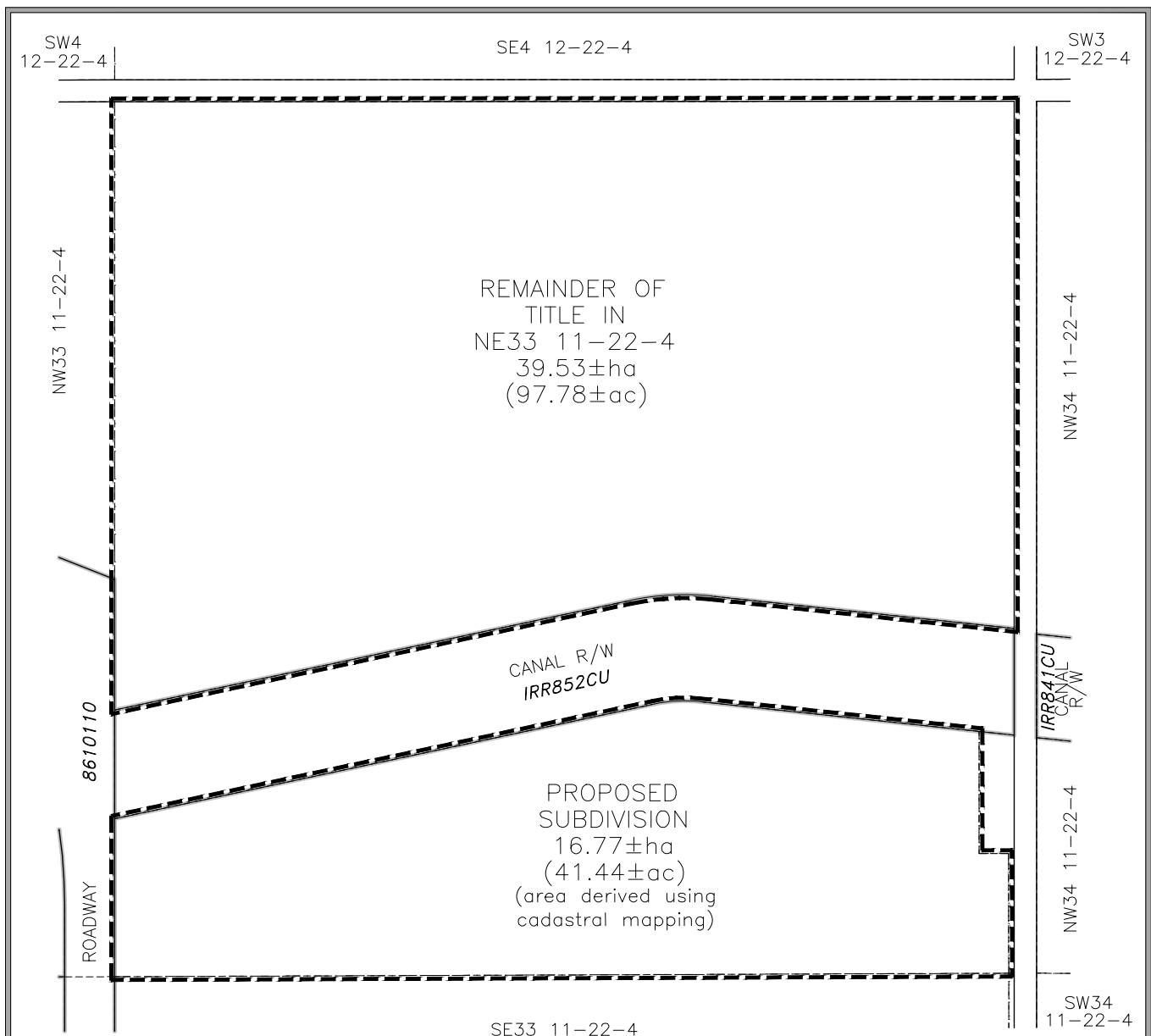
CHAIRMAN

DATE



SUBDIVISION LOCATION SKETCH
NE 1/4 SEC 33, TWP 11, RGE 22, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 4, 2025
FILE No: 2025-0-094





SUBDIVISION SKETCH
NE 1/4 SEC 33, TWP 11, RGE 22, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 4, 2025
FILE No: 2025-0-094



AGENDA ITEM REPORT



Title: Bylaw 25-016 - Re-designate a portion of the NW 3-10-22-W4 from Rural Agriculture to Rural General Industrial – Public Hearing
Meeting: Council Meeting - 10 Jul 2025
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Candice Robison, Executive Assistant
Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 03 Jul 2025
Approved - 03 Jul 2025
Approved - 04 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to re-designate a portion of the NW 3-10-22-W4 from Rural Agriculture (RA) to Rural General Industrial (RGI). The applicant wishes to re-designate the lands to allow for future subdivision and expand an existing industrial development on the parcel.

RECOMMENDATION:

That Bylaw 25-016 be read a second time.
That Bylaw 25-016 be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The proposed rezoning to Rural General Industrial (RGI) will enable an existing industrial business to expand.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use.
Bylaw 25-016 received first reading on June 5, 2025.

BACKGROUND INFORMATION:

An application has been made to re-designate a portion of the NW 3-10-22-W4 from Rural Agriculture (RA) to Rural General Industrial (RGI). The applicant wishes to re-designate the lands to allow for future subdivision and expand the existing industrial development on the parcel. Currently a welding fabrication business operates on the property (Park Lake Welding). In 2023 a 5,000 sq. ft. shop

building was approved to enable the welding business to operate as a 'Specialty Manufacturing/ Cottage Industry' use, but the proposed expansion plans would result in the business being outside the scope and limitations of the defined use and the development permit approved.

The application has been circulated to all County Departments and external agencies for review. The following comments were received:

- ORRSC – review comments submitted
- Telus - no concerns
- Fortis - no concerns

Lethbridge County Administration and the Planning Advisor has reviewed the proposed bylaws and has the following comments:

- The rezoning may be seen as compatible with the adjacent agricultural land uses as there is an existing business on the property. Although there are several adjacent acreages, the County has not received any known complaints on the business operations.

Lethbridge County Administration and the Planning Advisor has reviewed the proposed bylaws and has the following comments:

- The Industrial-Commercial Land Use Strategy (Policy 5.3.1) and Municipal Development Plan (Policy 10.21) provides criteria for the approval of a commercial/industrial use including:
 - Be located on fragmented or poor agricultural lands;
 - Be adjacent to a road network that can accommodate the development's traffic volume;
 - Have access to services and utilities;
 - Be compatible with adjacent land uses or mitigate any negative impacts to adjacent landowners
 - Address drainage and storm-water runoff
- The lands in this area are considered poor quality as they are already developed and not used for agriculture.
- The proposed development is adjacent to Range Road 223 (Park Lake Road) which is a paved, well maintained road. The redesignation is anticipated to not introduce any significant new traffic beyond what is currently present due to existing business operations.
- Regarding services, the lands and development have individual private services with a water reservoir and LNID supply and private septic system in place.
- The use may have off-site impacts to the adjacent residential properties in the area. The off-site impacts could be increased traffic, but prospective noise related to the business operations would be the main potential impact of the property. Any impacts could potentially be addressed at the time of the development permit as required and additional screening or buffering techniques could be applied.

The notice of the public hearing was advertised in the June 24 and July 1 editions of the Sunny South News and on the County's website and social media accounts. Notices were also sent to the adjacent landowners. None of the neighbours have submitted any written comments.

ALTERNATIVES / PROS / CONS:

County Council may refuse second reading of Bylaw 25-016

Pros – there would be no potential impacts created to affect the neighbors

Cons - refusal would limit the growth of the existing industrial business

FINANCIAL IMPACT:

If the bylaw was approved, any future development and business expansion would be taxed at the County's commercial/industrial tax rate.

LEVEL OF PUBLIC PARTICIPATION:

☐

Inform

☐

Consult

☒

Involve

☐

Collaborate

☐

Empower

ATTACHMENTS:

[Bylaw 25-016 - Re-designate NW 3-10-22-W4 from RA to RGI application](#)

[Bylaw 25-016 - Redesignation diagram](#)

[Bylaw 25-016 - Redesignation Bylaw](#)

[Leth County - Park Lake welders rezoning Bylaw 25-016 - ORRSC comments](#)



Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: <u>April 10, 2025</u>	Assigned Bylaw	No. <u>25-015</u>
Date Deemed Complete: <u>April 16, 2025</u>	Application & Processing Fee:	\$ <u>1500.00</u>
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. [Refer to Part 1, Sections 54 to 56 of bylaw.]

IMPORTANT NOTE: Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: Van Schothorst Jan & Antonia

Mailing Address: Box 962

Coalhurst, AB

Phone: [REDACTED]

Phone (alternate): _____

Email: [REDACTED]

Postal Code: T0L 0V0

Is the applicant the owner of the property?

☒ Yes

☐ No

IF "NO" please complete box below

Name of Owner: _____

Phone: _____

Mailing Address: _____

Applicant's interest in the property:

☐ Agent

☐ Contractor

☐ Tenant

☐ Other _____

Postal Code: _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description:

Lot(s) _____

Block _____

Plan _____

OR Quarter NW ptn

Section 3

Township 10

Range 22



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

RA

Proposed Land Use Designation (zoning) (if applicable):

RGI

SITE DESCRIPTION:

Describe the lot/parcel dimensions 146 ft x 347.67 ft and lot area/parcel acreage 12.54

Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☐ Site or Plot Plan Attached

☒ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

Section 55 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please attach a **descriptive narrative** detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
- soils analysis; and/or
- evaluation of surface drainage or a detailed storm water management plan;
- and any other information described in Part 1, section 55(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;

if deemed necessary.

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

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. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*



APPLICANT_____
REGISTERED OWNER (if not the same as applicant)2025.04.10

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.

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 24-007 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the Municipal Development Plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

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

Descriptive Narrative – Redesignation Application

Legal Land Description: NW Portion of Section 3, Township 10, Range 22, W4M

Municipality: Lethbridge County

ORRSC File: 2025-0-021 (Subdivision Application – In Process)

1. Existing and Proposed Future Land Use(s)

The subject property is approximately 12.540 acres in size and has been designated Rural Agriculture (RA) since it was purchased in 1986. Over the years, a locally rooted ag-repair business evolved on-site, beginning with a shop constructed in 1987. Initially serving neighbors with agricultural equipment and irrigation pipe repairs, the business organically grew into a full welding and manufacturing operation.

From 2006 to 2013, the business expanded off-site to a 20,000 ft² CP Rail shop, but after that space was reclaimed, operations returned to the farm. The original 5,000 ft² shop was no longer sufficient for operations, and storage trailers were used to maintain workspace efficiency.

In 2023, a new 5,000 ft² shop was constructed under the current RA designation, with the understanding that it would be the last expansion permissible under existing zoning. Given the continued growth of the business and increasing demand, we are now seeking to re-designate approximately 12.54 acres of the property from RA to Rural General Industrial (RGI) to support the long-term sustainability of our manufacturing operations.

This redesignation aligns with our concurrent subdivision application to separate the 12.54-acre developed portion of the property from the remaining agricultural lands.

2. Consistency with Statutory Plans

This application aligns with the Lethbridge County Municipal Development Plan (MDP), which supports value-added agricultural and rural industrial development in areas where land use impacts can be mitigated and services can be adequately provided.

The proposed redesignation reflects an appropriate evolution of land use — from strictly agricultural to diversified rural industry — consistent with the County's goal of fostering local entrepreneurship and supporting economic development in rural areas.

No amendments to higher-order statutory plans are anticipated at this time, but we are prepared to address any policy considerations if identified through County review.

3. Compatibility with Surrounding Uses and Zoning

The proposed RGI parcel will be located in the northwest portion of the quarter and is surrounded by:

- North: Agricultural land (RA)
- East: Remaining portion of the quarter (RA), also used for farming
- South: Agricultural land and gravel road access
- West: County road and additional agricultural properties

This portion of land already hosts the existing shop buildings and is visually and operationally distinct from the surrounding farm. The redesignation and subdivision will formalize existing usage rather than introduce new or incompatible uses.

The site is well-buffered by open space and is not expected to cause conflict with neighboring uses. Any future development will continue to comply with setback and design standards to minimize visual or noise impacts.

4. Development Suitability and Site Constraints

The proposed 12.54-acre area is flat, developed, and well-suited for continued industrial use. Key factors include:

- Topography: Level, no grading concerns
- Soil: Stable for construction; existing buildings have no structural issues
- Drainage: Site drains naturally with no known issues; future drainage upgrades can be integrated into site planning
- Constraints: No known easements, pipelines, or hazard areas within the proposed parcel

This area has been in active use and proven viable for industrial operations.

5. Availability of Facilities and Services

The site is already developed with:

- Power: Electrical service is active and supports all operations
- Natural Gas: Available and in use
- Water: On-site reservoir, LNID supply
- Sewage: Private septic system
- Fire Protection: Accessible by County emergency services via local road network

The existing infrastructure is sufficient for current operations. Any future expansion will be designed with consideration of service availability and County standards. The subdivision and redesignation will not negatively impact services to adjacent or surrounding parcels.

6. Access and Egress from the Parcel and Road Impacts

The site is accessed via an existing paved county road, with proper approaches already constructed for shop access and deliveries. No upgrades to the road network are anticipated at this stage. Vehicle access is adequate for commercial traffic including delivery trucks and

equipment haulers.

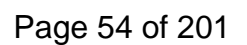
The redesignation will not introduce significant new traffic beyond what is currently present due to existing operations.

7. Area Structure Plan or Conceptual Design Scheme

As the proposal involves the redesignation and subdivision of a single 12.54-acre parcel from an existing 102.98 acres farm, and no new public roads or municipal service extensions are required, we understand that a Conceptual Design Scheme or Area Structure Plan may not be required. However, we are willing to provide additional planning documentation should the County or ORRSC request it.

This redesignation represents a logical, small-scale evolution of land use based on decades of business growth and community service. We are committed to working collaboratively with Lethbridge County to ensure this proposal supports both our long-term goals and the County's planning vision.

The following site plan illustrates the proposed subdivision area, existing buildings, and access layout for the subject property.





LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0026 283 101 4;22;10;3;NW 941 327 262

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 22 TOWNSHIP 10
SECTION 3

QUARTER NORTH WEST

CONTAINING 64.3 HECTARES (159 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

- A) THE NORTHERLY 660 FEET IN PERPENDICULAR WIDTH
THROUGHOUT OF SAID QUARTER SECTION
CONTAINING 16.12 HECTARES (39.8 ACRES) MORE OR LESS
- B) PLAN NUMBER HECTARES ACRES
ROAD 5781JK 0.608 1.50
- C) 6.57 HECTARES (16.22 ACRES) MORE OR LESS DESCRIBED AS FOLLOWS:
COMMENCING AT THE INTERSECTION OF THE EAST LIMIT OF ROAD PLAN 5781JK
WITH THE SOUTH BOUNDARY OF SAID QUARTER SECTION;
THENCE NORTHERLY ALONG THE EAST LIMIT 232 METRES;
THENCE EASTERLY AND PARALLEL TO THE SAID SOUTH
BOUNDARY 283 METRES;
THENCE SOUTHERLY AND PARALLEL TO THE SAID EAST
LIMIT TO A POINT ON THE SAID SOUTH BOUNDARY;
THENCE WESTERLY THEREON TO THE POINT OF COMMENCEMENT
CONTAINING 6.57 HECTARES (16.22 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: 861 173 111

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
941 327 262	21/12/1994	AMENDMENT-LEGAL DESCRIPTION		

OWNERS

JAN VAN SCHOTHORST (FARMER)

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

941 327 262

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
021 284 327	15/08/2002	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. AS TO PORTION OR PLAN:0210905 TAKES PRIORITY OF CAVEAT 011283595 REGISTERED ON SEPTEMBER 26, 2001
031 019 881	16/01/2003	EASEMENT OVER SW 3-10-22-W4M FOR BENEFIT OF NW 3-10-22-W4M AND LOT 1 ON PLAN 8811145 (PORTION AS DESCRIBED)
031 019 882	16/01/2003	EASEMENT OVER THAT PORTION OF THE NW 3-10-22-W4M FOR BENEFIT LOT 1 ON PLAN 8811145, THE SW 3-10-22-W4M AND THAT PORTION OF NW 3-10-22-W4M (PORTION AS DESCRIBED)
041 206 201	05/06/2004	MORTGAGE MORTGAGEE - FARM CREDIT CANADA. SUITE #1200, 10250-101 ST EDMONTON ALBERTA T5J3P4 ORIGINAL PRINCIPAL AMOUNT: \$520,000
071 443 455	05/09/2007	MORTGAGE MORTGAGEE - FARM CREDIT CANADA. SUITE #1200, 10250-101 ST EDMONTON ALBERTA T5J3P4 ORIGINAL PRINCIPAL AMOUNT: \$200,000
101 234 567	09/08/2010	MORTGAGE MORTGAGEE - FARM CREDIT CANADA. 2ND FLOOR, 12040-149 STREET NW EDMONTON ALBERTA T5V1P2 ORIGINAL PRINCIPAL AMOUNT: \$115,000
231 073 304	09/03/2023	AMENDING AGREEMENT AMOUNT: \$1,285,000 AFFECTS INSTRUMENT: 041206201
241 217 404	20/08/2024	CAVEAT RE : AGREEMENT CHARGING LAND , ETC. CAVEATOR - FORTISALBERTA INC. ATTN:LAND DEPARTMENT 320-17TH AVENUE SW CALGARY ALBERTA T2S2V1 AGENT - DIANA POUNALL (CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 4

941 327 262

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
------------------------	--------------	-------------

TOTAL INSTRUMENTS: 017

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 12 DAY OF
FEBRUARY, 2025 AT 11:28 A.M.

ORDER NUMBER: 52859450

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



Bylaw 25-016: Rural Agriculture (RA) to Rural General Industrial (RGI)

**100061 RGE RD 223 (NW-3-10-22-W4M) Approx 12.58 Acres
Located in Lethbridge County, AB**

 Bylaw 25-016 Rural Agriculture to Rural General Industrial

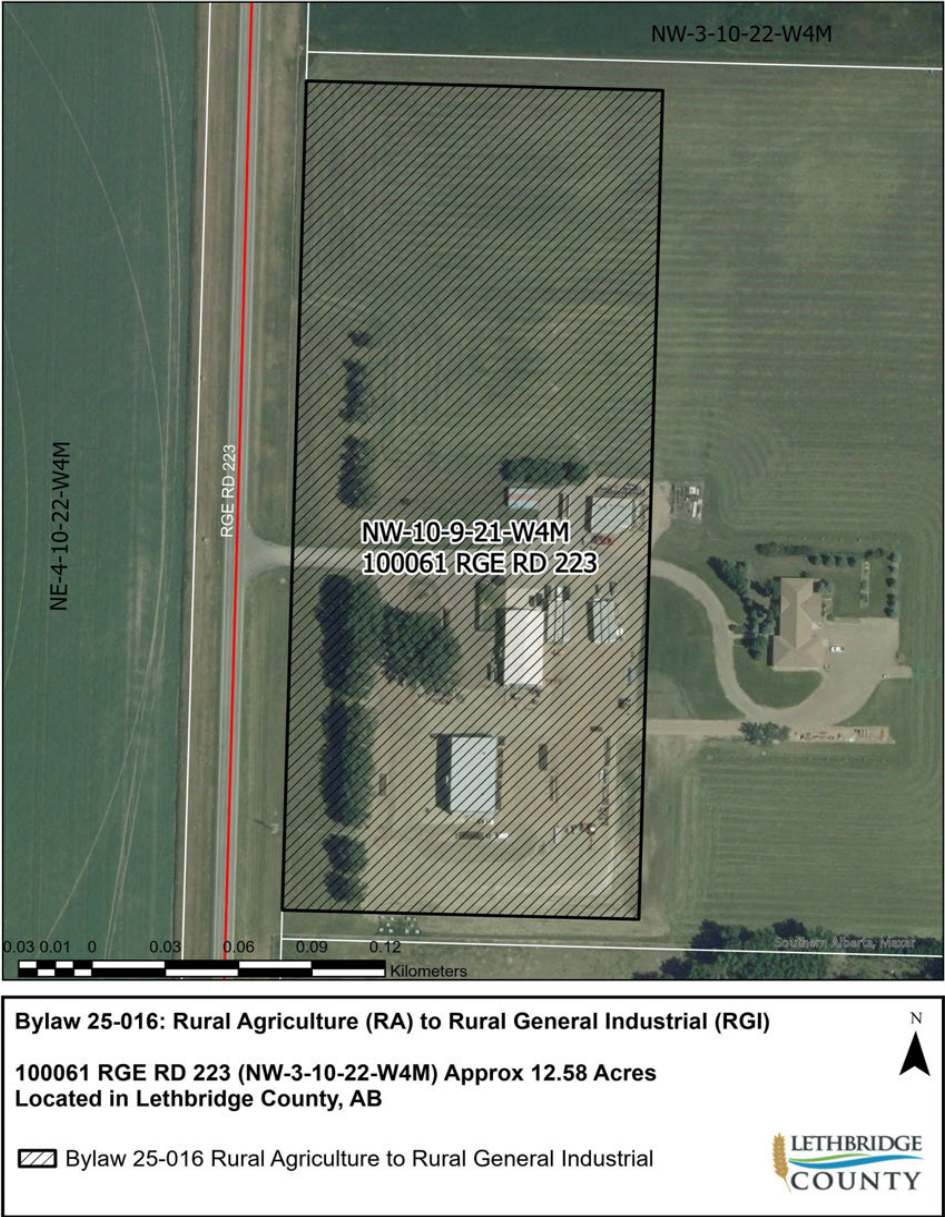


LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-016

Bylaw 25-016 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 25-016 is to re-designate a portion NW 3-10-22-W4 from Rural Agriculture to Rural General Industrial as shown below;



AND WHEREAS the re-designation of the lands will allow for uses as allowed in the Rural General Industrial District.

AND WHEREAS the municipality must prepare an amending bylaw and provide for its notification and consideration at a public hearing;

NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following, with the bylaw only coming into effect upon three successful reading thereof;

GIVEN first reading this 5th day of June 2025.

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

Memo



To: Lethbridge County Reeve and Council

From: Steve Harty – ORRSC Senior Planner

Date: 2025-03-06

Re: Bylaw No. 25-016 (Land Use Bylaw Amendment) – ‘Rural Agriculture’ to ‘Rural General Industrial’ - Van Schorthorst (Park Lake Welding)
A portion of the NW 3-10-22-W4 (comprising 12.54 acres)

PROPOSAL:

To redesignate (bylaw amendment) land from ‘Rural Agriculture’ to ‘Rural General Industrial’ in order to allow an existing industrial development to expand its operations on the parcel and for future subdivision.

BACKGROUND:

- The land is a portion of the parcel just west of the owner’s residential yard. This proposal is a spot zoning to accommodate a particular use of the land for a welding and fabrication type business. If the rezoning is approved, a later subdivision process may occur which could separate the 12.54 acres from the 101.48 acre parent agricultural title.
- In 2023 a 5,000 sq. ft. shop building was approved to enable the welding business to operate as a ‘Specialty Manufacturing/Cottage Industry’ use. However, expansion plans to grow the business and add additional staff would result in the business being beyond the scope and limitations of the development permit approved and the use as defined in the bylaw.

COMMENTS:

- The County’s Municipal Development Plan (MDP) includes policy direction (policy 10.21) that some isolated rural business/industrial operations can be considered if they are adjacent to transportation corridors, on rural parcels associated with agriculture, on a parcel of poor quality land, etc. This is also highlighted in the Industrial-Commercial Land Use strategy for the County (part 5.3.1). This proposal aligns with some of these criteria, as the business serves the rural community and is in a developed yard which will not result the loss of agricultural land. The Strategy also supports such proposals if there is potential to mitigate any negative impacts of the development.
- In regard to specific site servicing matters, the proposed use for welding and fabrication does not utilize much water or require municipal sewage service. The water usage would primarily be for the washroom facilities for staff. No new public roads or municipal service extensions are required. Shallow utilities are already in place for the development.
- The development is adjacent to Range Road 223 (Park Lake Road) which is a paved, well maintained road. The redesignation is anticipated to not introduce any significant new traffic

Oldman River Regional Services Commission
Ph: 329-1344 | Fax: 327-6847 | Email: admin@orrsc.com

beyond what is currently present due to existing business operations. However, if approved, the developer at the development permit stage could be required to enter into a road use/maintenance agreement with the County to address the use of the road.

- Although the business has been operating from the site for years, a recently completed land review identifies there are no provincial wetlands, flood concerns, environmentally sensitive features, abandoned gas well sites, or potential historical resources for the subject area that may affect development.
- No new impacts are foreseen as a result of this application as the use already exists. The one exception is that potential additional impacts may occur due to an intensification of use. An expansion of the business may have some impacts to neighbours due to an increase in traffic and potential noise.
- The issue of noise associated with the operation will likely be the biggest impact. Commercial trucks unloading, banging of metal, equipment operating, etc. noise may extend beyond the property boundaries. It is acknowledged that an expansion of the business may affect area landowners, with the adjacent landowner to the immediate south potentially being the most impacted.
- If approved, the storage of outdoor material should be limited at the development permit stage and buffering or screening may be required. The installation shrubs and tree shelter belts may help act as a sound barrier to dampen noise.

The main issue for Council on this application is that there are a dozen country residential acreages within a mile of the subject property and Park Lake provincial park is also less than a mile away. Being satisfied there will be no adverse effects, or at a minimum that they can be managed at the development stage, will likely be the main consideration. Any adjacent landowners concerns or comments submitted will need to be considered on their own merit by Council at the public hearing.

If Council deems the proposed business expansion as being appropriate at the site, then the parcel may be designated to the RGI district.

AGENDA ITEM REPORT



Title: Coaldale-Lethbridge Community Growing Project 2025 Donation Request
Meeting: Council Meeting - 10 Jul 2025
Department: Corporate Services
Report Author: Hailey Pinksen

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 25 Jun 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Lethbridge County has received a formal letter from the Coaldale-Lethbridge Community Growing Project requesting that County Council consider donating towards the property taxes for the 2025 taxation year on a land parcel used in their annual charitable crop initiative. The total taxes for the parcel are \$4,880.10.

RECOMMENDATION:

That County Council donates \$500 to the Coaldale-Lethbridge Community Growing Project with funding from the Council Donation Reserve.

REASON(S) FOR RECOMMENDATION(S):

Administration has presented the recommendation to Council based on Policy #161 and past Council motions. This recommendation would not impact the County's tax revenues as Council has a donation reserve it can draw from.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has donated \$500 towards the Coaldale-Lethbridge Community Growing Project in the past for several years.

F.2.1.

**Coaldale-Lethbridge Community
Growing Project 2024 Waiver
Request**

469-2024

Deputy Reeve Kuerbis

MOVED 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 Reserve.
CARRIED

BACKGROUND INFORMATION:

This year the land location is NW 4-9-19-W4.

In the 2024 crop year , over \$204,600 was raised locally! To date, our total raised is approximately \$2.735M. This is due to participating organizations such as yours! The Federal Government matches our local funds 4:1. The Canadian Foodgrains Bank was started by farmers in 1983. It has raised and allocated over a billion dollars towards ending Hunger globally and has made a measurable impact!

The Coaldale-Lethbridge Community Growing Project is the local project and part of the greater organization, the Canadian Foodgrains Bank. Since its inception in 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 - This would be outside of the Donation Policy allotments, and would be higher then what has been offered as a donation in the past to both the Coaldale-Lethbridge Community Growing Project and Picture Butte Growing Project.

FINANCIAL IMPACT:

\$500 from the Council Donations Reserve.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☒ Collaborate ☐ Empower

ATTACHMENTS:

[Coaldale-Lethbridge Community Growing Project 2025](#)



June 18, 2025

Lethbridge County Board of Directors:

Re: Coaldale-Lethbridge Community Growing Project 2025

Your past support of the Coaldale- Lethbridge Community Project is **immensely appreciated**. We hope that we can count on your support again this year by donating towards expenses (property taxes) on our project's land.

This year the land location is NW 4-9-19-W4th. Owner is Phil Klassen.

We've seen an incredible response from so many individuals, suppliers and organisations towards our local project, and the great organisation - the Canadian Foodgrains Bank.

In the 2024 crop year , over **\$204,600** was raised locally! To date, our total raised is approximately **\$2.735M**. This is due to participating organisations such as yours! The Federal Government matches our local funds 4:1. The Canadian Foodgrains Bank was started by farmers in 1983. It has raised and allocated over a billion dollars towards ending Hunger globally. It has made a measurable impact!

Watch for our ads and further communication in August for our Harvest Day Celebration! Come have a burger, and watch an incredible community harvest event!

If you require any further information, please do not hesitate to contact me.

Sincerely,

Deb Chapman
Lethbridge Community Growing Project
934 20A Ave, Coaldale, AB T1M 1B3 C-403-634-3111

AGENDA ITEM REPORT



Title: Financial Report ending May 31, 2025
Meeting: Council Meeting - 10 Jul 2025
Department: Corporate Services
Report Author: Hailey Pinksen

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 07 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This report provides an overview of the County's financial position for the period ending May 31, 2025. It outlines departmental budget utilization, approved Council contributions, and updates on grant funding and investments.

RECOMMENDATION:

No resolution is required.

REASON(S) FOR RECOMMENDATION(S):

This report is made to keep Council informed of the County's financial status and to ensure transparency in financial management. Regular reporting allows Council to monitor the budget's progress, review community contributions, and maintain oversight of grant funding and investments.

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 Reporting Ending May 31, 2025](#)



LETHBRIDGE
COUNTY

Financial Update



Annual Budget

County Taxes	20,087,933.00
Haul Route	500,000.00
LRWMSC	652,400.00
	<hr/>
	21,240,333.00
Requisitions	7,548,222.80
	<hr/>
	28,788,555.80
Taxes per requisition*	28,993,747.33
	205,191.53

*As of May 31, 2025 - does not include adjustments for non-residential tax incentives, penalties



By Department

As of May 31, 2025

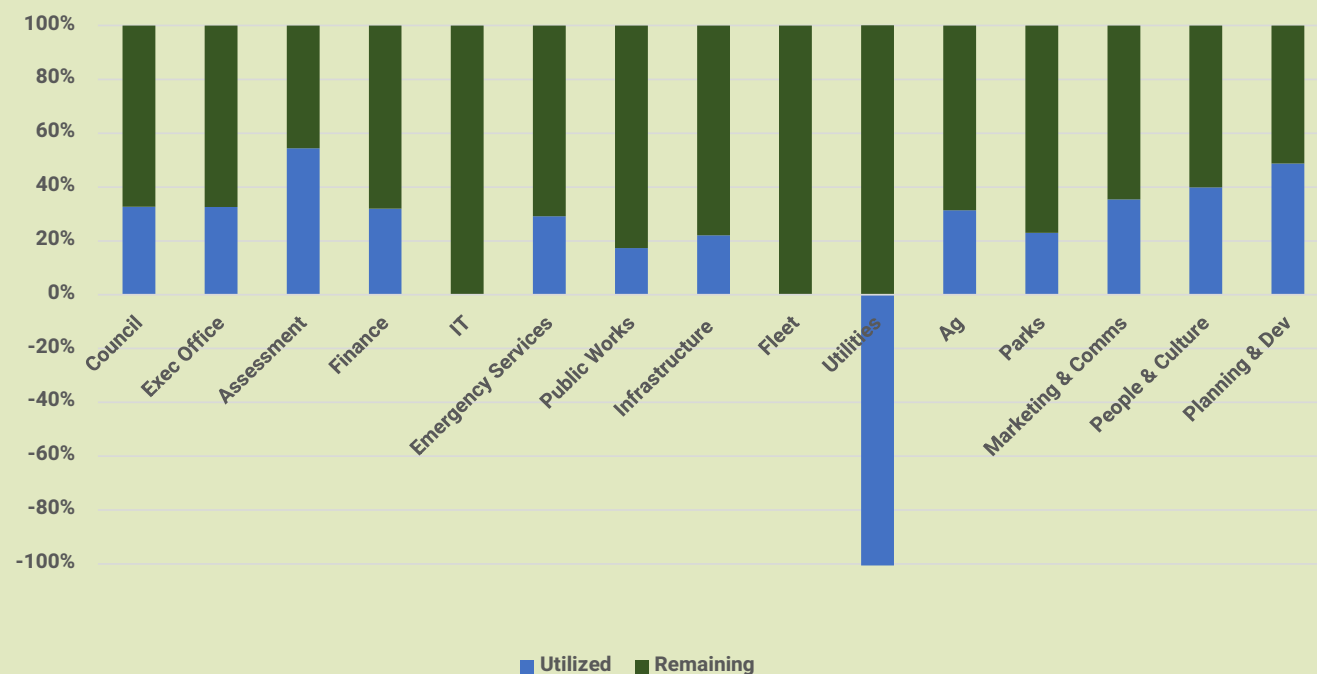
- Financial update for the period of January 1 to May 31, 2025
- Operating budget only
- Debt payments & reserve transfers have not been recorded yet
- Inventory has not been adjusted yet
- Variance does not include tax penalties and interest income due to uncertainty in forecasting these amounts

Department	Annual Budget	Actual YTD	Variance
Corporate			
TAX PENALTIES - TAXES	- 300,000.00 -	86,646.72 -	213,353.28
INTEREST INCOME	- 400,000.00 -	270,543.62 -	129,456.38
Council	685,769.04	224,278.86	461,490.18
Exec Office	917,406.82	298,767.87	618,638.95
Assessment	216,182.07	117,695.21	98,486.86
Finance	2,498,637.57	798,993.22	1,699,644.35
IT	-	277,679.74 -	277,679.74
Emergency Services	2,026,652.12	590,055.20	1,436,596.92
Public Works	9,868,669.12	1,707,879.16	8,160,789.96
Infrastructure	1,526,207.02	336,276.74	1,189,930.28
Fleet	- -	427,019.75	427,019.75
Utilities	550,048.21 -	573,199.95	1,123,248.16
Ag	1,046,174.90	327,920.73	718,254.17
Parks	106,779.94	24,592.00	82,187.94
Marketing & Comms	360,199.92	127,487.80	232,712.12
People & Culture	676,029.10	269,301.51	406,727.59
Planning & Dev	310,377.04	151,186.22	159,190.82
Actuals to Date		4,251,894.56	
Less items not yet recorded:			
Debt Payments		1,455,039.50	
Reserve transfers		1,990,864.00	
Report to End of May	8,662,138.70	7,697,798.06	964,340.64



By Department – Utilized versus Remaining

As of May 31, 2025



Council Resolutions

As of May 31st, Council has approved the following contributions as per resolution:

- Southern 4H Region Speaker – Farming Smarter Conference - \$500
- Health Professional Attraction & Retention Committee Meet & Greet Event \$1,000
- Lethbridge Firefighters 2025 Gala - \$1,000
- Gem of the West Museum Society - \$500
- Stirling Wind Benefit Fund (5 recipients) - \$6,086.80
- Each of the Community Centre Associations within the County and the Prairie Tractor & Engine Museum received funding of \$10,000 as approved by Council in the annual budget in an effort to help support the associations with their operational and/or capital needs.

Grants Update

Lethbridge County GRANTS SUMMARY

	Budget- As approved	Approved	Received	Comments
AGRICULTURAL SERVICES				
ASB	257,000		-	
INFORMATION TECHNOLOGY				
LGFF Operating - Cyber Security	125,780			
INFRASTRUCTURE				
LGFF Operating - Asset Management	60,000		-	
PEOPLE & CULTURE				
LGFF Operating- Records Management	25,000		-	
INFRASTRUCTURE				
AB Innovates - Broxburn Raw Water Reservoir	115,000	C		Cancelled project per Devon.
CCBF - Sanitary Sewer Pipeline Lining	420,000	N	-	Project in review.
LGFF - Grouped Country Residential - Microsurfacing	850,000	Y		Approved project
LGFF - RR225 (CPKC Road) Rehabilitation	870,000	Y		Approved project
LGFF - Malloy Phase 2B (Part 2)	306,000	N		Project in review
MSI - Malloy Phase 2B (PART 2)	294,000	N	294,000	Project in review. Funds advanced.
MSI-BMTG Road Rehabilitation	248,950	N	248,950	Project in review. Funds advanced.
UTILITIES				
TOTAL	\$ 3,571,730		\$ 542,950	

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

Grant Funding

	New Proj.	Proj. C/F to 2	Approved	Received	
ACP - Municipal Internship - Land-Use Planner	22,078	Y	60,000.00	To complete by Nov. 6, 2025	
ACP - Accessibility to Water Through Enhanced Irr. Networks Study	200,000	Y		To complete by Dec. 31, 2026	
AMWWP - Hamlet of Shaughnessy Wastewater Lagoon Upgrad	1,341,000	Y		Approved project	
ATEC - McCain Waterline	0	Y	5,040,000.00	\$6.3M ATEC grant exhausted. Final claim-\$1.6M	
CCBF-Shaughnessy Infrastructure Project	239,344	Y	239,344.00	C/F to 2025	
CCBF-Shaughnessy Lagoon Project	490,656	Y	490,656.00	C/F to 2025	
CEC - Admin Bldg. Energy Efficient Retrofit Project	39,003	y		Approved project	
DFPP - Shaughnessy Lagoon Flood Resilience	530,000	D		Project not approved	
LGSG - Broxburn Wastewater Septic Field Replacement	1,600,000	D		Project not approved	
MSI CAP- Malloy Phase 2B-CAP 13395	336,647.00	Y	340,000.00	C/F to 2025	
MSI CAP- Broxburn Wastewater Septic Field Replacement	600,000.00	y	600,000.00	C/F to 2025	
NRED - Featured Business Video proj. - Ph2		D		Project not approved	
Summer Jobs Grant	25,200	Y		Approved project	
STIP-LRB - BF70758	400,000	Y		Approved project	
STIP-LRB - BF79834	400,000	D		Project not approved	

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

Investments

Investment Summary

	Date Maturity	Purchase Price	Maturity Value	Monthly Interest	Total Interest	Interest Rate	Type
	17-Jun-25	996,000.00	1,016,686.92	1,756.97	20,686.92	2.077%	CIBC
	30-Jun-25	998,000.00	1,018,838.24	1,769.82	20,838.24	2.088%	CIBC
	21-Jul-25	1,004,000.00	1,024,180.40	1,713.95	20,180.40	2.01%	CIBC
	15-Jan-26	3,203,663.96	3,386,272.81	15,509.24	182,608.85	5.70%	Raymond James
	02-Oct-26	3,000,000.00	3,129,000.00	10,956.16	129,000.00	4.30%	Raymond James
	12-Jun-30	1,134,000.00	1,160,422.20	2,244.08	26,422.20	2.33%	CIBC
	24-Jun-31	1,197,000.00	1,223,932.50	2,287.42	26,932.50	2.25%	CIBC
	26-Jan-32	937,000.00	965,672.20	2,435.17	28,672.20	3.06%	CIBC
	12-Nov-31	1,123,400.00	1,096,326.06	-	27,073.94	*PPN	CIBC
	15-Mar-32	1,071,800.00	1,071,800.00	-	-	*PPN	CIBC
	11-Oct-34	1,341,700.00	1,253,912.57	-	87,787.43	*PPN	CIBC
		16,006,563.96	16,347,043.90	38,672.82	340,479.94		
RBC Savings Account		10,552,232.25	10,889,903.68	28,678.94	337,671.43	3.20%	RBC
							Prime - 1.75%
TOTALS		26,558,796.21	27,236,947.58	67,351.77	678,151.37		
Municipal Reserve Funds							
	07-Aug-26	250,000.00	256,750.00	573.29	6,750.00	2.700%	CWB GIC

*PPN - based on performance of the underlying derivative (not a set interest rate), recorded at fair market value



Important Reminder: Property Taxes due July 31st

@lethcounty



AGENDA ITEM REPORT



Title: Development Permit Application 2025-126 (GW Farms Inc)
Meeting: Council Meeting - 10 Jul 2025
Department: Development & Infrastructure
Report Author: Jessica Potack

APPROVAL(S):

Candice Robison, Executive Assistant	Approved - 18 Jun 2025
Devon Thiele, Director, Development & Infrastructure	Approved - 26 Jun 2025
Cole Beck, Chief Administrative Officer	Approved - 26 Jun 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A development permit application has been submitted for the following use: "Cannabis Cultivation and Processing, also including ATCO Trailer (240 sq. ft.), Quonset (5000 sq. ft.), and six (6) Shipping Containers (320 sq. ft. each) with a setback waiver to allow shipping containers to touch". Due to the requested waiver, this application is considered a Discretionary Use. Council is the Development Authority on Development Permit applications for discretionary uses under Direct Control Bylaw 25-010.

RECOMMENDATION:

That Development Permit Application 2025-126 be approved as drafted.

REASON(S) FOR RECOMMENDATION(S):

All uses, with the exception of the shipping containers with the requested setback waiver are considered permitted uses under Direct Control Bylaw 25-010. The reason that the applicant is requesting a setback waiver is due to Health Canada regulations requiring that "there is no separation between structures due to the security requirements of Health Canada to restrict unmonitored potential movement between them. [The Shipping Containers] are considered one contiguous structure in cannabis operations from a licensing point of view and are attached to each other sharing the same foundation.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Council previously approved Accessory Buildings, Cannabis Cultivation, Cannabis Processing, and Offices as permitted uses under Direct Control Bylaw 25-010

- Direct Control Bylaw 25-010 requires that accessory buildings or structures shall be setback a minimum of 3.0m (10 ft.) from the principle building and from all other structures on the same lot.
- Council is the Development Authority for discretionary-use Development Permit applications under Direct Control Bylaw 25-010

BACKGROUND INFORMATION:

Lethbridge County received an application for Cannabis Cultivation and Processing, also including ATCO Trailer (240 sq. ft.), Quonset (5000 sq. ft.), and six (6) Shipping Containers (320 sq. ft. each) with a setback waiver to allow shipping containers to touch on lands deemed as Direct Control under Bylaw 25-010.

According to the applicant, Health Canada requires a contiguous structure with no separation for storage on cannabis products.

The application was circulated electronically to internal County departments and Health Canada.

In reviewing the application, there are no concerns with allowing for the shipping containers to touch, nor are there any concerns with any of the other requested uses.

ALTERNATIVES / PROS / CONS:

County Council may refuse the development permit application. The refusal is at the discretion of Council, on the basis that the requested waiver is an unsuitable use. County Council may also partially approve the development permit application, approving all uses except the requested waiver, requiring the shipping containers to be spaced as noted under Direct Control Bylaw 25-010.

FINANCIAL IMPACT:

Any future development on this parcel is subject to the Commercial/Industrial tax rate.

LEVEL OF PUBLIC PARTICIPATION:

☐ Inform
 ☐ Consult
 ☒ Involve
 ☐ Collaborate
 ☐ Empower

ATTACHMENTS:

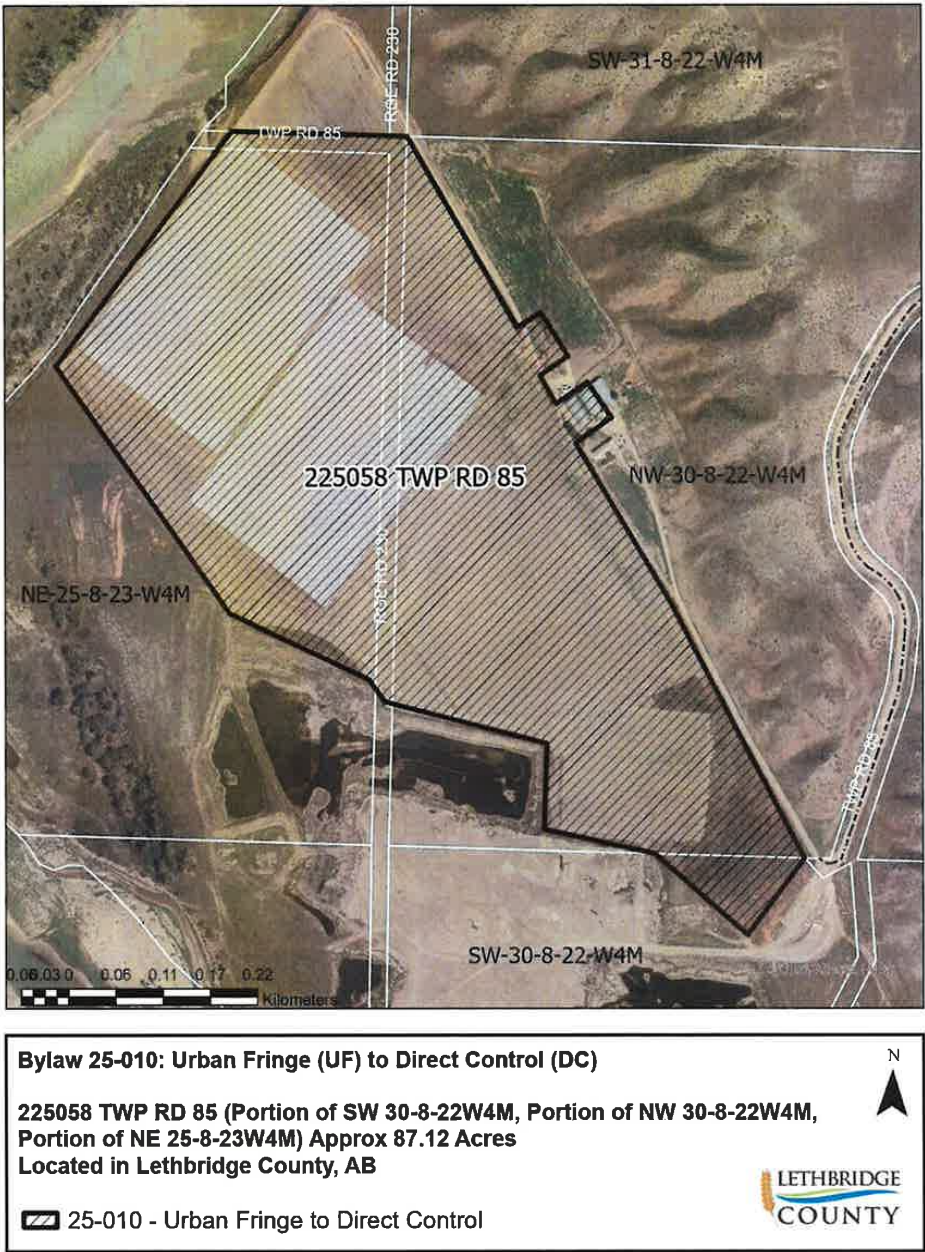
[2025-126 Bylaw 25-010](#)
[2025-126 DPA](#)
[2025-126 Internal Site Plan \(Draft\)](#)
[2025-126 No Concerns Dir Ryan](#)
[2025-126 No Concerns Mgr Heath](#)
[2025-126 Notice of Complete Application \(Jun 16'25\)](#)
[2025-126 RESPONSE Email - Quonset and Seacan Dimensions \(Jun 9'25\)](#)
[2025-126 Submitted Plans](#)
[2025-126 Title \(NE and SE-25-8-23-4\)](#)
[2025-126 Title \(NW, SW, SE-30-8-22-4\)](#)
[2025-126 DRAFT DP FOR COUNCIL](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-010

Bylaw 25-010 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 25-010 is to re-designate portions of NE 25-8-23-W4, NW 30-8-22-W4 and SW 30-8-22-W4, as shown on the sketch below, from Urban Fringe (U.F.) to Direct Control (D.C.);



AND WHEREAS the purpose of proposed Bylaw 25-010 is to establish the uses and regulations for a Direct Control district pertaining to the aforementioned land and are as described in Schedule "A" attached hereto;

AND WHEREAS policies in the Municipal Development Plan Bylaw No 22-001 refer to the Direct Control Designation being used by Council to regulate land use;


AND WHEREAS once an application has been submitted the municipality must prepare an amending bylaw and provide for its notification and consideration at a public hearing;

NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following, with the bylaw only coming into effect upon three successful reading thereof;


NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following:

- 1. The uses and regulations for the Direct Control District shall be as described in Schedule "A" attached hereto and be applied to the lands described above and identified on the above map.
- 2. Bylaw No 24-007 – The Land Use Bylaw of Lethbridge County is hereby amended.
- 3. The Bylaw shall come into effect upon third and final reading hereof.

GIVEN first reading this 3rd day of April 2025.



Reeve



Chief Administrative Officer

GIVEN second reading this 1 day of May, 2025
As Amended



Reeve



Chief Administrative Officer

GIVEN third reading this 1 day of May, 2025.



Reeve



Chief Administrative Officer

Schedule A

DIRECT CONTROL DISTRICT

1. PURPOSE

To provide a means whereby Council may regulate and control the use, development, or subdivision on a site-specific basis the following lands:

Legal Description (Portion of SW 30-8-22W4M, Portion of NW 30-8-22W4M, Portion of NE 25-8-23W4M) See drawing for extent of area.

For the specific purposes of allowing:

- Cannabis Cultivation Portion of SW 30-8-22W4M.
- Cannabis Cultivation Portion of NE 25-8-23W4M
- Cannabis Cultivation, nursery and Processing Portion of NW 30-8-22W4M

2. PERMITTED USES

- Accessory buildings
- Cannabis cultivation
- Cannabis nursery/greenhouse
- Cannabis processing
- Extensive agriculture
- Office

3. DEFINITIONS

All other words or terms have the same meaning as what is specified in the Land Use Bylaw.

4. MINIMUM YARD SETBACK REQUIREMENTS (Buildings)

No part of a building, structure or development shall be located within:

- Side Yard 6.1 metres (20 feet)
- Rear Yard 6.1 metres (20 feet)

5. MINIMUM SETBACK FROM ROADWAY

No part of a building, structure or development shall be located within 38.1 metres (125 feet) of the centre line of the public roadway.

6. ACCESSORY BUILDINGS AND STRUCTURES

- An accessory buildings or structures shall not be located in the required setback from a public road or an easement.
- An accessory building or structure shall be setback a minimum 3.0 metres (10 feet) from the principle building and from all other structures on the same lot.
- An accessory building or structure shall only be constructed after or in conjunction with an approved principle use or building on the parcel.

7. GENERAL STANDARDS OF DEVELOPMENT

At the discretion of Council or the Development Officer acting as the Development Authority having regard for the Lethbridge County Land Use Bylaw.

8. SIGN REGULATIONS

As per the Lethbridge County Land Use Bylaw.

9. OTHER STANDARDS

- All storm water shall be retained on-site to predevelopment levels. At the subdivision or development permit stage a storm water management plan certified by a professional engineer may be required by Lethbridge County.

- All finished lot grading shall be constructed and maintained to the satisfaction of the Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- Approaches and driveway access shall be in accordance with the Lethbridge County Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- Any additional standards as required by County Council or the Development Officer.

10. OTHER REQUIREMENTS

- Site, Layout, and Grading Plan – that shows the property dimensions, building locations, parking areas, outdoor storage areas, employee parking areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- Refuse or garbage shall be kept in a suitably sized container or enclosure, effectively screened, and the refuse containers shall be located in a rear yard only.
- Servicing
 - the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
- Development Agreement – as a condition of a subdivision or development permit approval the applicant may be required to enter into a Development Agreement with Lethbridge County, in accordance with the Land Use Bylaw.
- Township Road 8-5 and Range Road 23-0 will be licensed or closed and consolidated by the application.
- The applicant shall follow all federal, provincial, and municipal cannabis regulations.

11. SUBDIVISION

Council, acting in the capacity of the Subdivision Authority, shall make decisions on any future subdivision applications.

12. DELEGATION OF AUTHORITY

- County Council shall be the Development Authority to decide on development permit applications for application for waivers of development standards. Council may also decide on development permit applications for permitted uses.
- The Development Officer, in accordance with the Land Use Bylaw and pursuant to Section 641 (3) of the Municipal Government Act may, with the direction of Council, act as the Development Authority and receive and decide upon development permit applications for permitted uses provided, they conform to the standards of this bylaw.

13. APPROVAL PROCEDURE

- Where the Development Officer as the Development Authority has been delegated the authority to decide upon development permit applications for permitted uses and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- Before consideration of a permit application for development requiring waivers on the subject property, Council shall:
 - Cause a notice to be issued by the designated officer to any person likely to be affected.

- Ensure that the notice contains the date and time that Council will hear the application for discretionary uses or application for waivers of development standards.
 - Here any persons that claims to be affected by the decision on the application.
- Council may then approve the development application with or without conditions or refuse the application with reasons.
- Where Council has decided on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County office.
- When applicable, Council should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial or federal government department.

14. APPEAL PROCEDURE

- Pursuant to Section 685(4)(a) of the Municipal Government Act, if a decision with respect to a Development Permit Application is made by Council, there is no appeal to the Subdivision and Development Appeal Board.
- Pursuant to Section 685(4)(b) of the Municipal Government Act, if the Development Officer has been delegated, the Authority to decide upon Development Permit Applications as the Development Authority, then the appeal to the Subdivision Appeal Board is limited to whether the Development Officer followed the directions of Council.

Map 1 – Direct Control Area



Map 2 – Detailed Direct Control Area (Buildings)





Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: <u>February 14, 2025</u>	Assigned Bylaw	No. <u>Bylaw 25-010</u>
Date Deemed Complete: <u>February 28, 2025</u>	Application & Processing Fee:	\$ <u>2000.00</u>
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. [Refer to Part 1, Sections 54 to 56 of bylaw.]

IMPORTANT NOTE: Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: GW Farms Inc
Mailing Address: 24075 Highway 552 East
Foothills, Alberta
Postal Code: T1S-5J8
Phone: 403-862-4487
Phone (alternate): 604-831-2216
Email: paul@gwfarms.co

Is the applicant the owner of the property?

☐ Yes

☒ No

IF "NO" please complete box below

Name of Owner:	<u>Josh Malin, Malin Rock</u>	Phone:	<u>403-894-7882</u>
Mailing Address:	<u>Box 1410</u> <u>Cardston, Alberta</u>	Applicant's interest in the property:	
Postal Code:	<u>T0K-0K0</u>	<input type="checkbox"/> Agent	
		<input type="checkbox"/> Contractor	
		<input checked="" type="checkbox"/> Tenant	
		<input type="checkbox"/> Other	

PROPERTY INFORMATION

Municipal Address: 225058 TWP Road 85, Lethbridge County
Legal Description: Lot(s) _____ Block _____ Plan _____
OR Quarter NE Section 25 Township 8 Range 23
NW 30 8 22
SW 30 8 22



Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

UF Urban Fringe

Proposed Land Use Designation (zoning) (if applicable):

DC

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** _____ and **lot area/parcel acreage** _____

Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

Section 55 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please **attach a descriptive narrative** detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.



Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
- soils analysis; and/or
- evaluation of surface drainage or a detailed storm water management plan;
- and any other information described in Part 1, section 55(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;

if deemed necessary.

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

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. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*

Paul Firkus

APPLICANT


REGISTERED OWNER (if not the same as applicant)

Feb 7 2025

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.

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 24-007 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the Municipal Development Plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

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



February 10, 2025

To: Lethbridge County
#100, 905 - 4th Ave
S Lethbridge, AB T1J 4E4
Attention: Hilary Janzen

Re: Zoning Variance Application via Direct Control for the Cultivation and Processing of Cannabis, Applicant: GW Farms Inc.

1. The existing and proposed future land use(s) (i.e. details of the proposed development)

Existing property use – Cultivation of Industrial Hemp (primary crop), Wheat and Corn (cover crops)

The applicable portion of the subject property is a 90+ acre area portion composed of three land sections, located adjacent the Old Man River (See attached drawings) ("DC Area"). The DC Area contains a flat mildly sloped 85+ acre growing field, and support buildings to the east built above the flood plain. The cultivation area itself is located within a flat flood plain area that has been historically used for field crop cultivation under pivot and drip tape. Crops that have been historically cultivated include industrial hemp (CBD varietal), corn, hay and wheat. Industrial Hemp (for CBD flower) has been the primary crop in recent years, corn, hay and wheat are rotated and utilized to minimize soil erosion and to maintain sub-soil health providing green fertilizer. The DC Area is secluded and isolated by natural physical barriers, bordering the Old Man River directly on the north and west banks and rolling hills to the east. The rolling hills on the eastern border provides a 1 -2 km physical barrier and isolates the adjoining farmed lands and the surrounding community in general.

On the east side of the DC Area, there are three pre-existing 50x100 (5,000 square foot) Quonsets, (on foundations), as well as two ancillary temporary structures, (ISO shipping containers) utilized for farming activities. Quonset #1 is currently being utilized for drying and storage of Industrial Hemp cultivated on the property, while Quonsets #2 and #3 are currently utilized for storage of harvested crops, farm vehicles and ancillary equipment. Shipping container #1 houses potable water tanks and pump house, shipping container #2 is utilized for miscellaneous storage.

Proposed Future use -Outdoor Cannabis Cultivation and Post-Harvest Processing

The proposed future use of the DC Area is outdoor cannabis cultivation and processing. The DC if granted, would be very similar to the existing use, just substituting the current primary crop of Industrial Hemp to cannabis cultivation instead. The plants are essentially identical, except cannabis has a higher than 0.3% THC level, the threshold for industrial hemp. The planting, harvest and processing methods of both are the same.



This DC application contemplates further minor upgrades to Quonset #2 for additional secure storage, extraction and bulk processing equipment for cannabis.

Cultivation methods on the field will be identical as what is utilized for CBD Hemp; however a security fence (6 ½ foot deer fencing) will be installed around the entire perimeter of the cultivation area accompanied by a 24-hour monitored video, motion and intrusion detection CCTV system as per Health Canada, *Cannabis Act* regulations. (Deer fencing is common in the area anyways, due to the presence of deer who infiltrate cultivated areas)

Physical upgrades as well as security systems will need to be installed in the existing Quonsets where applicable, to comply with Health Canada Licensing standards and regulations.

The proposed use of two of the existing Quonsets will remain the same as the current CBD Hemp production,

Quonset #1 will remain drying and temporary in process storage
Quonset #3 will remain as farm equipment storage.

Quonset #2 will require applicable DC to allow processing.

Greenhouse space will be required for seedling propagation. Greenhouse/s will be erected within the perimeter secured area as per Health Canada requirements. (These greenhouse/s are used to start seedlings in trays prior to transplanting to the field). The Greenhouse area will be erected within the perimeter secured area as per Health Canada requirements, as shown on the layout. In addition, several insulated climate-controlled shipping containers which are 8 feet x 40 feet long each will be placed within the DC Area for secure storage.

Please see attached site layouts for locations of these items.

2. If and how the proposed redesignation is consistent with applicable statutory plans

This property, as well as the neighboring and surrounding properties are currently zoned Urban Fringe (UF) and are active commercial farming operations. The proposed DC is maintaining and augmenting the agriculture uses for the proposed arable land. As the Urban Fringe (UF) and Rural Agriculture (RA) zones have very similar discretionary uses, we are requesting that the DC allow for a Health Canada Licensed Cannabis Production, Cannabis Processing and Cannabis Nursery operation to be allowable uses on this property. These additional allowable uses still maintain the intent of the current Urban Fringe agricultural use.

3. Compatibility of the proposal with surrounding uses and zoning

The surrounding agricultural farms are typically irrigated, larger in size, and have large physical farming structures. The proposed DC Area use is therefore consistent with the surrounding agriculture uses for the farmable land on the subject property. The only difference is what crop is being grown.



The property is uniquely suitable for cannabis given its location is extremely remote and isolated within a river valley, several kilometers from any single family or residential/commercial developments. The natural geographical barriers being the river valley and rolling hills which separate the flood plain from other areas and provides natural isolation of the cannabis activities.

The DC area is approximately 4 km away from the City of Lethbridge's boundary. There will be no impact on the surrounding community as no development can occur proximate to the proposed DC area as it is a flood plain only suitable for agriculture.

4. The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.)

There are very limited uses for the site except agriculture, given the DC Area is located within a flood plain, the cultivatable land is relatively small compared to other farms (85+ acres farmable land vs hundreds of acres for many surrounding farms). No additional development can or will occur because of the physical constraints, including flood plain, rolling hills and river.

The topography supports the existing Quonsets and proposes additional agriculture support greenhouse/s and as such are to be located above the 2013 flood high water mark, which is higher than the cultivation field itself.

The field soil is considered sandy loam with sand being the primary component of the soil. Soil conditions have good drainage properties and are extremely suitable for hemp/cannabis cultivation.

With the inherent sandy soil conditions and location being at a flood plain in a river valley close to the river as well as the field having a slight slope towards the river, drainage is not an issue. Irrigation is controlled through drip tape irrigation, which controls watering so that there is no excess runoff.

The property has proven very suitable for hemp for CBD flower which has been the primary crop on the DC Area in past years, which indicates that it will be suitable for cannabis as well. Lethbridge's climate is generally suitable for outdoor cannabis cultivation due to it being one of the sunniest areas in Canada, as well as having a relatively long growing season, is arid and windy. (Wind and low humidity act as a mold deterrence -a condition that has been problematic for B.C. and Ontario greenhouse and outdoor cannabis grow operations).

The only new permanent structures would be a deer fence and up to 15,000 sq feet of agricultural greenhouse area. The greenhouse/s would be placed above the 2013 flood high water mark proximate to the growing field. The greenhouse/s will require electricity and water which are already on site.

The 8 x 40-foot cannabis storage containers would be situated on gravel pads or screw piles, off the cultivation field above the flood plain and are portable non-permanent structures. They only require electricity, which is already on site.



With the addition of a DC designation to Quonset #2, it would allow further expansion to include an additional "Processing" licence as provided by Health Canada to enable post-harvest processing of our crops internally. Currently the farm utilizes seasonal labour for farm operations. Once the crop is harvested and dried our season is over, as it is then shipped out of area for further processing into concentrates as there are no local licensed processors. The vertical integration of "In House Processing" would allow for year-round operations, providing the opportunity to create multiple full-time, annual employment positions.

Road easement that runs north south through DC area along with road allowance fragment aligned with TWP road 85 to have a Licence Agreement with Lethbridge County or an application for it to be closed and consolidated. Both easements are not connected to any other roads and are not accessible to the general public.

5. Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development

Currently the subject property has all the facilities and services required for operations:

- Potable water delivered by truck from a local company
- Water for farm irrigation purposes is supplied under a provincial water licence from the Old Man River
- Sewage disposal is contracted to a local company
- Three Phase Electricity is current onsite
- Gas onsite
- Propane tank onsite
- Hospitals, schools and all amenities in Lethbridge are in close proximity as the property is 4 km from city limits

No additional services are required for the DC Area for the proposed use.

6. Access and egress from the parcel and any potential impacts on public roads.

There are no contemplated changes to the entrance to the property and no impact to egress of the parcel. The location is rural, approximately 4 km from the Lethbridge city limits and surrounded by active farmland with very little traffic except for farm related vehicles and farm workers. The farming vehicles and equipment (tractors, harvesters, skid steer) utilized on this property rarely leave the property. There will be a minimal impact on public roads as a result.



Subject Area and Surrounding Parcels:









204204-25-D0106

Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Office Use		
Application No: 2025-126	Roll No: 48310000; 48340000; 59350000	Use: <input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ \$600.00 + @\$200.00	Date Paid: Jun 10/25	Land Use District: <input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Urban Fringe <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Business Light Industrial <input type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Hamlet Transitional/Agricultural <input type="checkbox"/> Rural Recreational <input checked="" type="checkbox"/> Direct Control
Application Received/Complete: May 12/25 // Jun 16/25		Cannabis Cultivation and Processing, also including ATCO Trailer (240 sq. ft.), Quonset (5000 sq. ft.), and six (6) Shipping Containers (320 sq. ft. each)
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
Approach Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
AER Abandoned well information provided: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Site Plans or drawings Submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site Visit Conducted: <input type="checkbox"/> No <input type="checkbox"/> Yes Date:

1. Applicant Information

Applicant's Name: GW Farms Inc
Phone/Cell Phone: 403-862-4487 **Email:** paul@gwfarms.co
Mailing Address: 24075 Highway 552E, Foothills AB T1S-5J8
Registered Owner's Name: Malin Rock Ltd
Phone/Cell Phone: 403-894-782 **Email:** malin_josh@icloud.com
Mailing Address: 855 2nd Ave East Cardston AB T0K 0K0

Applicant's interest in the proposed development if not the registered owner:

☐ Agent ☐ Contractor ☒ Tenant ☐ Other: _____

2. Land Information

Quarter: NW & SW **Section:** 30 **Township:** 8 **Range:** 22 **W4M**
Lot(s): NE 25-8-23 **Block:** _____ **Plan:** _____
Municipal/Street address: 225058 TWP Road 85

* Subject to Municipal Address Bylaw 1315, if there is currently not a municipal address on the parcel a municipal address application must be submitted.

Area of Parcel: 80 **Acres** _____ **Hectares** _____ **Land Use District:** DC

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 Toll-free: 855.728.5602
E: development@lethcounty.ca

Page 1 of 6

Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

3. Development Information

(a) Existing Development

Please list the existing buildings, structures and use(s) on the land. (Please indicate if any are to be removed or relocated.)

2 quonsets existing on site inside DC area and a 3rd quonset outside DC area along with a residential house and one sea-can

(b) Proposed Development

Please describe the proposed development including uses, buildings, structures, and any planned renovations and additions that are to be constructed on the lot.

One existing quonset to be used for agricultural drying of hemp and cannabis, an Atco trailer for security and up to 6 additional sea-cans for storage

For Residential development please check the applicable box below:

☐ Single-detached dwelling

☐ Site Built

☐ Ready to Move

☐ Moved-In (Previously Occupied)

☐ Manufactured Home 1 (New)

☐ Manufactured Home 2 (Used)

Year of Build: _____

☐ Ground Mount Solar Array

☐ Semi-detached dwelling

☐ Accessory Building/Structure (e.g.: deck/garage/shop)

☐ Addition

☐ Other Dwelling Type: _____

Does dwelling application include an attached garage

☐ Yes ☐ No

For Non-Residential development please check the applicable box below if the proposed development is for one of the following AND complete the supplementary form:

☐ Home Occupation
(Form A1)

☐ Commercial/Industrial
(Form A2)

☐ Sign(s)
(Form A3)

☐ Demolition
(Form A4)

☐ Change of Use
Original Use: _____

For Agricultural/Farm development please provide the following information

(a) What is the nature of the Agricultural/Farm Operation?

~~Outdoor Cannabis cultivation~~

(b) What is the Building Occupancy? (ie. Housing of Livestock, Equipment Storage, Processing, etc.):

~~One quonset is for drying hemp & cannabis while the 2nd inside the dc area is for storage~~

(c) What is the total occupant load? (# of persons occupying structure at any given time): 6

Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

4. Building Details

If constructing more than one structure, please indicate what each structure is below (ie. House, Addition, Shop, Deck, etc.):

Size/ Dimensions		Office Use	
Structure: _____	Structure: _____		
Building or Addition Size: <input type="checkbox"/> m ² <input type="checkbox"/> ft ²	Building or Addition Size: <input type="checkbox"/> m ² <input type="checkbox"/> ft ²		
Building Height (grade to peak) <input type="checkbox"/> m <input type="checkbox"/> ft	Building Height (grade to peak) <input type="checkbox"/> m <input type="checkbox"/> ft		
Estimated Cost of Development: \$ _____	Estimated Cost of Development: \$ _____		

Proposed Setbacks from Property Lines		Office Use	
Structure: _____	Structure: _____		
Front <input type="checkbox"/> m <input type="checkbox"/> ft	Front <input type="checkbox"/> m <input type="checkbox"/> ft		
Rear <input type="checkbox"/> m <input type="checkbox"/> ft	Rear <input type="checkbox"/> m <input type="checkbox"/> ft		
Side <input type="checkbox"/> m <input type="checkbox"/> ft	Side <input type="checkbox"/> m <input type="checkbox"/> ft		
Side <input type="checkbox"/> m <input type="checkbox"/> ft	Side <input type="checkbox"/> m <input type="checkbox"/> ft		

Parcel Details		
Lot Type <input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot	New Approach or Driveway Required? <input type="checkbox"/> Yes – Submit Approach Application <input type="checkbox"/> New Driveway, No New Approach <input type="checkbox"/> No	New Municipal Address or Unit Number (ie. 2 nd Dwelling) Required <input type="checkbox"/> Yes – Submit Municipal Address Application <input type="checkbox"/> No

Services		
Water Supply: <input type="checkbox"/> Cistern <input type="checkbox"/> Water well <input type="checkbox"/> Dugout <input type="checkbox"/> Municipal/Co-op <input type="checkbox"/> Other (specify): _____	Sewer System: <input type="checkbox"/> New Private Septic <input type="checkbox"/> Existing Private Septic <input type="checkbox"/> Municipal <input type="checkbox"/> Communal	Installation of Subtrade Works (Check all that apply): <input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Plumbing
<input type="checkbox"/> There are no services applicable to this development		

Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

5. Exterior Finish, Fencing, and Landscaping

☒ Not applicable to this development

☒ Describe generally the types, colors, and materials, as applicable, of:

Exterior finishes of the proposed building(s): Metal clad

Proposed fencing and height: 6'6 Deer fence and single barb wire on top DC area

Proposed landscaping: _____

Describe any proposed improvements to the exterior of the dwelling where application is for a previously occupied dwelling (moved-in or manufactured home): _____

6. Details of Vehicle Parking and Access (For Commercial/Industrial Proposals, submit Form A2)

Describe the number _____ and size _____ of all existing and proposed parking spaces _____, and driveways _____ on site (or N/A if not applicable).

(Indicate locations of same on a scaled SITE PLAN.)

7. Waiver Request(s)

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested? ☒ No ☐ Yes

If yes, please specify (setback, height, etc.): _____

8. Other – for parcels outside of Hamlet Districts (Please indicate to the best of your knowledge)

(a) Are any of the following within a 1-mile (1.6 km) of the proposed development?

- ☐ Provincial Highway ☐ Confined Feeding Operation ☐ Sour gas well or pipeline
☐ Sewage treatment plant ☐ Waste transfer station or landfill

(b) Is the proposed development to be situated within 500 metres (1,640 ft.) of an established anhydrous ammonia bulk storage facility? ☐ Yes ☒ No ☐ Don't Know

(c) Is the development located in proximity of a coulee bank/break/slope? ☒ Yes ☐ No

If "yes", please provide details on the building sites' setback distance from the front edge of the valley or coulee break (escarpment rim).

See attached site plan

Estimated Commencement Date: May 6 2025

Estimated Completion Date: May 23 2025

Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

9. Declaration of Applicant

I/We have read and understand the terms noted below and hereby apply for a development permit to carry out the development described within this application including any attached supplementary forms, plans, and documents. I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.

*Further I/We hereby give my/our consent to allow authorized persons the **right to enter** upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.*

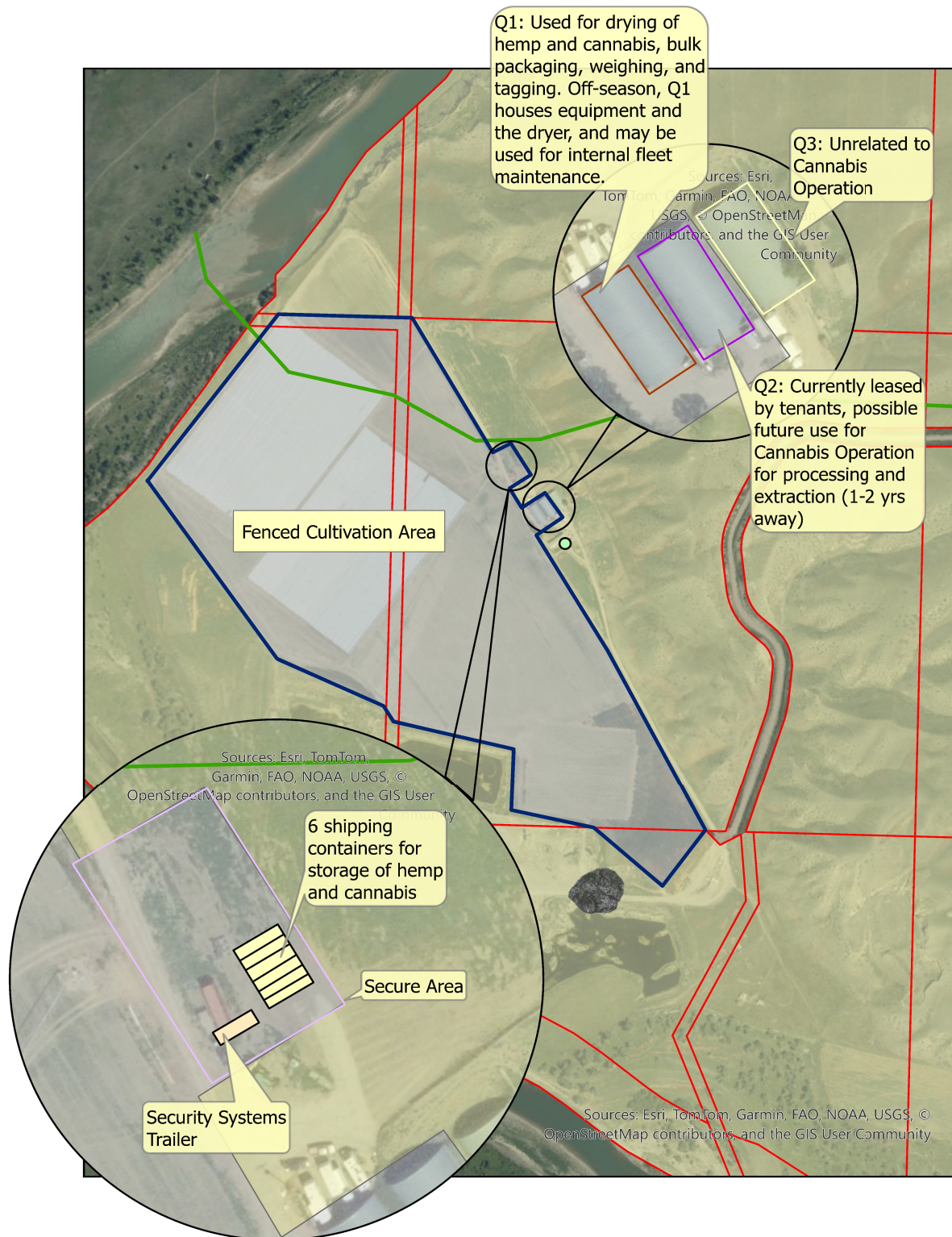
1. The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
2. Site plans and building drawings, in sufficient detail to enable adequate consideration of the application, must be submitted with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
3. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent, and is without prejudice to the decision in connection with the formal application.
4. Any development started before the issuance of a development permit and expiration of the appeal period is at the applicant's own risk.
5. **If a decision is not made within 40 days** from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, **the applicant may deem the application to be refused** and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
6. A development permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken after approval of this development permit application may be regulated by the **Alberta Safety Codes**. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.

*FOIP STATEMENT: Personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected here will be used to by Lethbridge County for the purposes of reviewing the Development Permit application. **This form is a public record that is available to anyone.** All information contained on this form (including personal information) is disclosed by Lethbridge County to anyone requesting a copy in accordance with Lethbridge County Policy No. 173 (Freedom of Information and Protection of Privacy (FOIP)). For further information about the collection and use of this information please contact the Lethbridge County FOIP Coordinator at foip@lethcounty.ca or call (403) 328-5525 or come into the office #100, 905 4 Avenue South, Lethbridge Alberta, T1J 4E4.*

Date: May 6 2025

Applicant's Signature: Paul Stephen Firkus Digitally signed by Paul Stephen Firkus
Date: 2025.05.09 11:06:48 -06'00'

Registered Owner's Signature: _____
(Required, if different from applicant)





RE: Development Permit Application 2025-126 Internal Circulation

From Ryan Thomson <rthomson@lethcounty.ca>

Date Mon 6/16/2025 10:04 AM

To Jessica Potack <jpotack@lethcounty.ca>; Hannah Laberge <hlaberge@lethcounty.ca>; Heath Wright <hwright@lethcounty.ca>; Devon Thiele <dthiele@lethcounty.ca>; Graham White <gwhite@lethcounty.ca>

I have no concerns with this application. Thank you

Ryan

From: Jessica Potack <jpotack@lethcounty.ca>

Sent: Monday, June 16, 2025 9:00 AM

To: Hannah Laberge <hlaberge@lethcounty.ca>; Heath Wright <hwright@lethcounty.ca>; Devon Thiele <dthiele@lethcounty.ca>; Graham White <gwhite@lethcounty.ca>; Ryan Thomson <rthomson@lethcounty.ca>

Subject: Development Permit Application 2025-126 Internal Circulation

Good morning,

Please see the attached circulation and supplements for a discretionary use application. Should you have any comments or concerns, please submit them by June 23, 2025.

Thank you,



Jessica Potack
Coordinator, Planning and Development
P: 403.317.6053 C: 403.915.6143 E: jpotack@lethcounty.ca
www.lethcounty.ca

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



Re: Development Permit Application 2025-126 Internal Circulation

From Heath Wright <hwright@lethcounty.ca>

Date Tue 6/17/2025 8:47 AM

To Jessica Potack <jpotack@lethcounty.ca>; Hannah Laberge <hlaberge@lethcounty.ca>; Devon Thiele <dthiele@lethcounty.ca>; Graham White <gwhite@lethcounty.ca>; Ryan Thomson <rthomson@lethcounty.ca>

No concerns at this time.
Thanks



Heath Wright
Director, Emergency Services

C: 403.360.4266 E: hwright@lethcounty.ca SCO #112461

Invoice Inquiries: EmergServices@lethcounty.ca
www.lethcounty.ca



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

From: Jessica Potack <jpotack@lethcounty.ca>

Sent: Monday, June 16, 2025 9:00 AM

To: Hannah Laberge <hlaberge@lethcounty.ca>; Heath Wright <hwright@lethcounty.ca>; Devon Thiele <dthiele@lethcounty.ca>; Graham White <gwhite@lethcounty.ca>; Ryan Thomson <rthomson@lethcounty.ca>

Subject: Development Permit Application 2025-126 Internal Circulation

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Please see the attached circulation and supplements for a discretionary use application. Should you have any comments or concerns, please submit them by June 23, 2025.

Thank you,

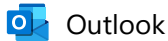


Jessica Potack
Coordinator, Planning and Development
P: 403.317.6053 C: 403.915.6143 E: jpotack@lethcounty.ca
www.lethcounty.ca

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

6/18/25, 1:10 PM

Mail - Jessica Potack - Outlook




Development Permit Permit: 204204-25-D0106

From permitting@safetycodes.ab.ca <permitting@safetycodes.ab.ca>

Date Mon 6/16/2025 8:25 AM

To malin_josh@icloud.com <malin_josh@icloud.com>; paul@gwfarms.co <paul@gwfarms.co>

Cc Jessica Potack <jpotack@lethcounty.ca>

 1 attachment (511 KB)

204204-25-D0106-Notice of Complete Application.pdf;

Good morning,

Please see attached for an update relating to your Development Permit Application. You will notice that this document only states one of three ATS locations, this is normal due to a computer generation issue. Any issued permit will contain all three legal descriptions.

Additionally, I would also like to note that due to the setback waiver request for the shipping containers, this application is considered a discretionary use. As such, Lethbridge County Council is the Development Authority for the permit. I will still be the primary contact on this application, so please reach out to me directly with any questions you may have. I anticipate that we can get this application before Council for the July 10th meeting.

Should you have any questions, please **reply-all** to this email. **Failure to select reply-all will result in your email not being received or processed by Lethbridge County.**

Thank you,



Jessica Potack
Coordinator, Planning and Development

P: 403.317.6053 C: 403.915.6143 E: jpotack@lethcounty.ca
www.lethcounty.ca

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

Confidentiality Notice: This e-mail may contain confidential and privileged material for the sole use of the intended recipient(s). Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply e-mail or telephone and delete all copies of this message.



Notice of Complete Application

Date: Jun 16, 2025

RE: Development Permit Application 2025-126

Cannabis Cultivation and Processing, also including ATCO Trailer (240 sq. ft.), Quonset (5000 sq. ft.), and six (6) Shipping Containers (320 sq. ft. each) with a setback waiver to allow shipping containers to touch

Location: Part of Q:NE S:25 T:8 R:23 M:W4 ()

Our preliminary review of your application has been concluded and your application has been deemed complete. Please accept this email as confirmation. **Your application number is 2025-126.**

This is not an approval of a Development Permit. This email is solely to inform you that the Development Authority has determined that your application is complete, and that the application is now under formal consideration.

Note that the County has up to 40 days to review and issue a decision on the application as submitted.

Thank you,

Jessica Potack

Digitally signed by: Jessica Potack

Planning and Development Department



Re: Development Permit Application - Additional Information Required (GW Farms)

From paul firkus <paul@gwfarms.co>
Date Mon 6/9/2025 11:56 AM
To Jessica Potack <jpotack@lethcounty.ca>; scott lower <scott@gwfarms.co>

Quonsets are 50' x 100' = 5000 sq. ft.
Seacans 8' x 40' = 320 sq. ft. each

From: Jessica Potack <jpotack@lethcounty.ca>
Sent: June 9, 2025 11:11 AM
To: scott lower <scott@gwfarms.co>
Cc: paul firkus <paul@gwfarms.co>
Subject: Re: Development Permit Application - Additional Information Required (GW Farms)

Good morning Scott and Paul,

Thank you for the clarification. It looks like when I zoom in on the dimensions of the quonset, they become illegible. Could you please confirm the sizes of these? Additionally, could you please confirm the dimensions of the shipping containers.

Thank you,



Jessica Potack
Coordinator, Planning and Development
P: 403.317.6053 C: 403.915.6143 E: jpotack@lethcounty.ca
www.lethcounty.ca

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

From: scott lower <scott@gwfarms.co>
Sent: Saturday, June 7, 2025 12:31 PM
To: Jessica Potack <jpotack@lethcounty.ca>
Cc: paul firkus <paul@gwfarms.co>
Subject: RE: Development Permit Application - Additional Information Required (GW Farms)

Hi Jessica,

We have now rented offsite housing in West Lethbridge to accommodate our temporary workers from out of town to address the concern raised. We were planning to have some folks from out of town come down to help with the plant in June and to stay in the RV's but now we see the problem. We are sorry as we did not know about this regulatory issue beforehand, we just assumed the RV's as portable non-





GW Farms Inc.
(formerly 2706358 ALBERTA LTD.)

June 4, 2025

To: Jessica Potack

Coordinator, Planning and Development, Lethbridge County

Via Email, jpotack@lethcounty.ca

Re: Response to your email May 14 2025

Please see below responses to your email based on the outline provided

1. Security Building Office

The security building is the main hub for power and location of security systems control. There will be a back-up generator outside of this building. Inside, there is a) an electrical room and b) security office. The purpose of this building is security and power distribution. The building is mostly unstaffed as security will mostly be remotely controlled and monitored.

Your request: Please provide a floor plan, including dimensions, photographs of the exterior four sides of the ATCO trailer, and a photograph of the CSA label and serial number plate.

Floor Plan below:

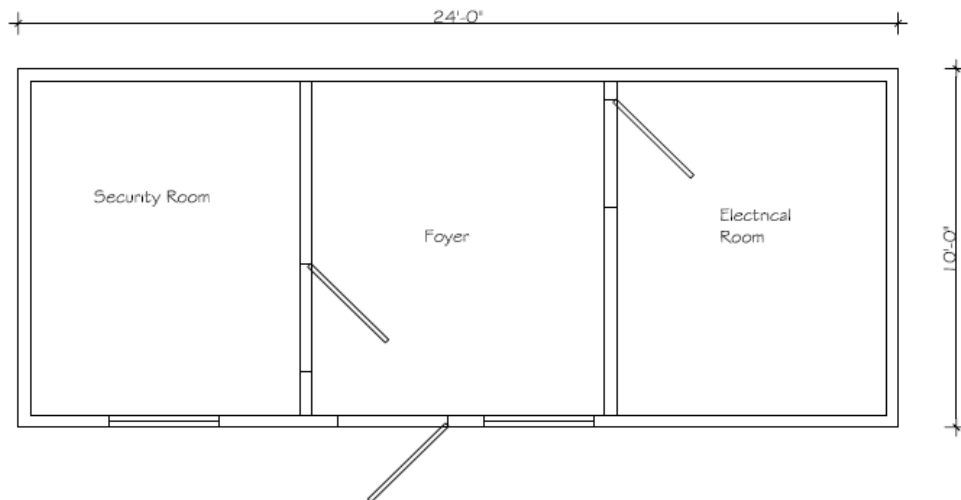


Figure 1 – interior layout of Atco Trailer

See below photographs of the ATCO trailer security office:

GW Farms Inc.
(formerly 2706358 ALBERTA LTD.)



Figures 2-5 -Atco Security Storage building photos

Status of the trailer –due to the new use as an electrical hub, the trailer was re-wired and an electrical permit was pulled by Crabby electrical this year for this, the electrical inspection is now pending. The Atco trailer does not have any other source of power and no gas fittings etc. On inspection we could not locate a serial number ID number or stamps. The Atco trailer was previously repainted and renovated before being purchased at auction by us this year.

2. Uses of Quonsets 1, 2 and 3

Quonset #1 will be used as the agricultural drying and milling building for cannabis and hemp where the field crops will be dried milled and put into storage bags. Inside of this building is various drying milling and bulk handling equipment. Use of the building for drying and milling will be primarily during the harvest “window” which is typically between August – November of each year when the outdoor field crops are harvested. For the remainder of the year, the building may be used for ancillary uses supporting the outdoor grow and is expected to be closed during the wintertime after all crops are dried and put into storage.

GW Farms Inc.
(formerly 2706358 ALBERTA LTD.)

Quonset #2 is currently leased by the tenants in residing in the residential home on the property and is therefor not utilized for the cannabis operation. The goal is that in the future the building will be used for activities associated with the cannabis cultivation, processing and extraction.

Quonset #3 is used solely for agricultural purposes such as storage and is outside the fenced perimeter of the cannabis operation. There is no presently contemplated use for this Quonset in the cannabis operation.

Interior Floor plan with dimensions Quonset #1

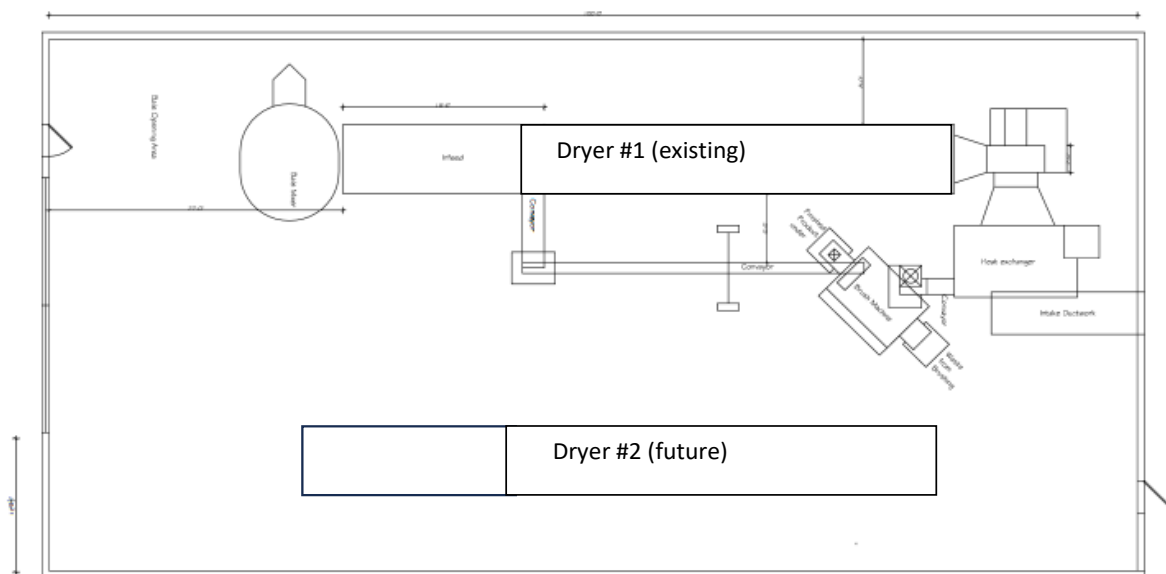


Figure 7: Interior layout of Quonset #1 used in cannabis processing activities, with equipment

Photographs of the exterior of Quonset #1 as follows:



GW Farms Inc.
(formerly 2706358 ALBERTA LTD.)



Figures 8-11: Quonset #1, exterior photos



3. C-Can Storage containers for Cannabis

The C-Can storage containers are used solely for the storage of cannabis and hemp as per Health Canada regulations -they are commonly used for outdoor field grows. There is no separation between structures due to the security requirements of Health Canada to restrict unmonitored potential movement between them. These are considered one contiguous structure in cannabis operations from a licencing point of view and are attached to each other sharing the same foundation. If required, a waiver is requested if these are continued separate structures. Specific keys will be used to lock these structures and cameras will be used to monitor them at all times.

Request: Please submit photographs of the shipping containers.

GW Farms Inc.
(formerly 2706358 ALBERTA LTD.)



Figure 12: C-can battery used for cannabis storage



Figure 13: C-can used for water storage and general heated storage



LAND TITLE CERTIFICATE

S	LINC	SHORT LEGAL	TITLE NUMBER
	0022 034 920	4;23;8;25;NE	201 128 203 +1
	0022 034 938	4;23;8;25;SE	

LEGAL DESCRIPTION

FIRST

MERIDIAN 4 RANGE 23 TOWNSHIP 8
SECTION 25
THAT PORTION OF THE NORTH EAST QUARTER
WHICH LIES TO THE EAST OF THE LEFT BANK OF OLD MAN RIVER
AS SHOWN ON TOWNSHIP PLAN DATED 31 MARCH 1915
CONTAINING 28.102 HECTARES (69.50 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND

MERIDIAN 4 RANGE 23 TOWNSHIP 8
SECTION 25
THAT PORTION OF THE SOUTH EAST QUARTER
WHICH LIES TO THE EAST OF THE LEFT BANK OF OLD MAN RIVER
AS SHOWN ON TOWNSHIP PLAN DATED 31 MARCH 1915
CONTAINING 5.913 HECTARES (14.60 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 841 095 538 B .

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
201 128 203	23/07/2020	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

MALIN ROCK LTD.
OF PO BOX 1410
CARDSTON
ALBERTA T0K 0K0

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

201 128 203 +1

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
861 151 874	16/09/1986	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
991 070 109	16/03/1999	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - TAMARACK ACQUISITION CORP. 600, 425-1 STREET SW CALGARY ALBERTA T2P3L8 AFFECTED LAND: 4;23;8;25;NE "NE 1/4 ONLY" (DATA UPDATED BY: TRANSFER OF CAVEAT 161181538)
201 128 204	23/07/2020	MORTGAGE MORTGAGEE - CANADIAN IMPERIAL BANK OF COMMERCE. 701 - 4 AVENUE SOUTH, LETHBRIDGE ALBERTA T1J4A5 ORIGINAL PRINCIPAL AMOUNT: \$4,000,000
201 128 205	23/07/2020	CAVEAT RE : PROFIT A PRENDRE CAVEATOR - JOHN VINCENT HOVER #1 LAFAYETTE CRESCENT WEST LETHBRIDGE ALBERTA T1K4B5
231 043 715	10/02/2023	AMENDING AGREEMENT AMOUNT: \$6,000,000 AFFECTS INSTRUMENT: 201128204
231 043 716	10/02/2023	CAVEAT RE : ASSIGNMENT OF RENTS AND LEASES CAVEATOR - CANADIAN IMPERIAL BANK OF COMMERCE. C/O NORTH & COMPANY LLP 600, 220 - 4TH STREET SOUTH LETHBRIDGE ALBERTA T1J4J7 AGENT - GLEN W WRIGHT
231 043 717	10/02/2023	POSTPONEMENT OF CAVE 201128205 TO AMEA 231043715 CAVE 231043716

TOTAL INSTRUMENTS: 007

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 12 DAY OF
FEBRUARY, 2025 AT 11:11 A.M.

ORDER NUMBER: 52858950

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S	LINC	SHORT LEGAL	TITLE NUMBER
	0035 355 578	4;22;8;30;NW	201 128 203
	0035 355 586	4;22;8;30;SW	
	0022 106 884	4;22;8;30;SE	

LEGAL DESCRIPTION

FIRST

MERIDIAN 4 RANGE 22 TOWNSHIP 8

SECTION 30

ALL THOSE PORTIONS OF THE NORTH WEST QUARTER
WHICH LIES TO THE NORTH OF THE BELLY RIVER
AS SHOWN ON THE TOWNSHIP PLAN DATED 16 JUNE 1891
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	(ACRES)	MORE OR LESS
ROAD	1212575	2.713	6.70	

EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND

MERIDIAN 4 RANGE 22 TOWNSHIP 8

SECTION 30

ALL THOSE PORTIONS OF THE SOUTH WEST QUARTER
WHICH LIES TO THE NORTH OF THE BELLY RIVER
AS SHOWN ON THE TOWNSHIP PLAN DATED 16 JUNE 1891
CONTAINING 45.102 HECTARES (111.50 ACRES) MORE OR LESS
EXCEPTING:

(A) 8.272 HECTARES (20.45 ACRES) MORE OR LESS FOR STOCK
WATERING PURPOSES BEING A STRIP OF LAND 5 CHAINS IN WIDTH
LYING TO THE NORTH OF AND ABUTTING ON THE SAID BELLY RIVER
(B) THE UNCANCELLED PORTION OF ROADWAY AS SHOWN ON PLAN 3570EZ
CONTAINING 1.159 HECTARES (2.87 ACRES) MORE OR LESS
(C) EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	(ACRES)	MORE OR LESS
ROAD	1212575	0.065	0.16	

EXCEPTING THEREOUT ALL MINES AND MINERALS

THIRD

MERIDIAN 4 RANGE 22 TOWNSHIP 8

SECTION 30

ALL THOSE PORTIONS OF THE SOUTH EAST QUARTER
WHICH LIES TO THE NORTH OF THE BELLY RIVER
AS SHOWN ON THE TOWNSHIP PLAN DATED 16 JUNE 1891

(CONTINUED)

CONTAINING 56.502 HECTARES (139.50 ACRES) MORE OR LESS
EXCEPTING:
8.601 HECTARES (21.25 ACRES) MORE OR LESS FOR STOCK
WATERING PURPOSES BEING A STRIP OF LAND 5 CHAINS IN WIDTH
LYING TO THE NORTH OF AND ABUTTING ON THE SAID BELLY RIVER
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 121 230 758 +1

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
201 128 203	23/07/2020	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

MALIN ROCK LTD.
OF PO BOX 1410
CARDSTON
ALBERTA T0K 0K0

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
751 003 320	14/01/1975	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. AFFECTED LAND: 4;22;8;30;NW
861 151 874	16/09/1986	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
991 070 109	16/03/1999	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - TAMARACK ACQUISITION CORP. 600, 425-1 STREET SW CALGARY ALBERTA T2P3L8 AFFECTED LAND: 4;22;8;30;NW 4;22;8;30;SE "NW & SE 1/4 SECTIONS ONLY" (DATA UPDATED BY: TRANSFER OF CAVEAT 161181538) (CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

201 128 203

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
121 230 756	06/09/2012	UTILITY RIGHT OF WAY GRANTEE - ATCO GAS AND PIPELINES LTD. AFFECTED LAND: 4;22;8;30;NW AS TO PORTION OR PLAN:3570EZ
121 230 757	06/09/2012	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. AFFECTED LAND: 4;22;8;30;NW AS TO PORTION OR PLAN:3570EZ
201 128 204	23/07/2020	MORTGAGE MORTGAGEE - CANADIAN IMPERIAL BANK OF COMMERCE. 701 - 4 AVENUE SOUTH, LETHBRIDGE ALBERTA T1J4A5 ORIGINAL PRINCIPAL AMOUNT: \$4,000,000
201 128 205	23/07/2020	CAVEAT RE : PROFIT A PRENDRE CAVEATOR - JOHN VINCENT HOVER #1 LAFAYETTE CRESCENT WEST LETHBRIDGE ALBERTA T1K4B5
231 043 715	10/02/2023	AMENDING AGREEMENT AMOUNT: \$6,000,000 AFFECTS INSTRUMENT: 201128204
231 043 716	10/02/2023	CAVEAT RE : ASSIGNMENT OF RENTS AND LEASES CAVEATOR - CANADIAN IMPERIAL BANK OF COMMERCE. C/O NORTH & COMPANY LLP 600, 220 - 4TH STREET SOUTH LETHBRIDGE ALBERTA T1J4J7 AGENT - GLEN W WRIGHT
231 043 717	10/02/2023	POSTPONEMENT OF CAVE 201128205 TO AMEA 231043715 CAVE 231043716
TOTAL INSTRUMENTS: 010		

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 12 DAY OF
FEBRUARY, 2025 AT 11:11 A.M.

ORDER NUMBER: 52858950

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



Lethbridge County Development Permit - ****DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 2025-126

Applicant: GW Farms Inc, 24075 Hwy 552 E, Foothills, ALBERTA, T1S 5J8

In Works Respecting of: Cannabis Cultivation and Processing, also including ATCO Trailer (240 sq. ft.), Quonset (5000 sq. ft.), and six (6) Shipping Containers (320 sq. ft. each) with a setback waiver to allow shipping containers to touch

On land located at: Q:NE S:25 T:8 R:23 M:W4 and Q:W S:30 T:8 R:22 M:W4 (No Municipal Address) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 2025-126 and **is subject to the conditions contained herein:**

- The approved uses shall be located as per the approved site plan.
 - The 3.0m (10 ft.) setback between shipping containers is waived to 0m.
- All security systems and fencing shall be installed as per the submitted site plan and as per Health Canada and/or Federal requirements.
- The applicant is required to submit to Lethbridge County a copy of the finalized approval, permit, authorization, consent or license from Health Canada, prior to commencing any operational activities.
- The cannabis production facility must utilize equipment designed and intended to remove odours and particulates from the air where it is discharged from the building as part of a ventilation system.
- The applicant shall obtain all necessary approvals, permits, authorization, consent or license as required to ensure compliance with applicable federal and provincial legislation.
- All waste from the cannabis production facility must be disposed of as per Health Canada regulations.
- The Development shall adhere to any recommendations and/or requirements as set forth by Health Canada, or any other relevant regulatory body.
- Any lighting associated with this development shall be shielded and downcast so as not to generate a nuisance.
- Any signage shall require a new development permit.
- Any use other than that approved by this development permit shall require a new development permit.
- Any use other than that approved by this development permit shall require a new development permit.



Lethbridge County Development Permit - ****DRAFT****

Pursuant to Land Use Bylaw No. 24-007

- Approval of all relevant Safety Code Permits (includes Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems) must be obtained prior to commencement. Safety Code Permits are obtained through **Park Enterprises Ltd**, #10, 491 W.T. Hill Blvd. South, Lethbridge. Phone - (403) 329-3747.
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).

Date of Decision: Jul 10, 2025, as approved by Lethbridge County Council (Resolution X)

The above-mentioned permit is not subject to an appeal period under section 685(4)(a) of the Municipal Government Act).

Signed

Coordinator, Planning and Development



Lethbridge County Development Permit - ****DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

- (a) No development authorized by the issuing of a permit shall commence until at least 21 days after the date of decision of the permit in accordance with section 686 of the Municipal Government Act, or if an appeal is made until the appeal is decided upon. Any development commencing prior to the appeal period expiration, or an appeal decision being made is entirely at the risk of the applicant, developer, or landowner.
- (b) The approval of this Development Permit does not remove the need to obtain any Safety Code Permits (including Plumbing, Gas, Electrical, and Private Sewage) or approval required by any federal, provincial, or municipal legislation, and/or regulations.
- (c) This permit, issued in accordance with the Notice of Decision, is valid for a period of twenty-four (24) months from the date of issue. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.
- (d) If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within twenty-four (24) months from the date of issue of this development permit unless otherwise authorized in the conditions of a development permit.
- (e) The Development Officer may, in accordance with section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
- (f) Amendment of a development permit application or approval after a decision has been issued by the Development Authority is not permitted except for minor modifications at the discretion of the Development Authority. Any increase in footprint, use-intensity, setback encroachments, etc. shall require a new development permit. Modification requests must be received within 30 days of the issuance of the development permit, otherwise, a new development permit application is required and will be processed anew. Additional information on Minor Modifications can be found in Part 1, Section 47 of the Land Use Bylaw No. 24-007.

AGENDA ITEM REPORT



Title: Southern Regional Stormwater Drainage Committee - Horsefly Spillway Phase 2/3
Meeting: Council Meeting - 10 Jul 2025
Department: Development & Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 27 Jun 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Southern Regional Stormwater Drainage Committee (SRSDC) has been diligently working over the past few years to complete the engineering and construction of all three phases of the Horsefly Spillway project. Due to the large scale and of the Horsefly Spillway project and associated costs, it was split into 3 phases as follows:

Phase 1: Spillway and channel upgrades from Taber Lake to the Old Man River - Completed

Phase 2: Channel upgrades, highway crossing, and CPKC crossing from the Horsefly Reservoir to Taber Lake - Land acquisition & CPKC requirements phase

Phase 3: Spillway and channel upgrades from the SMRID main canal to the Horsefly Reservoir - Substantially Completed

Lethbridge County has contributed \$888,910 towards Phase 1 of this project, and has committed \$307,389 toward Phases 2 & 3 of this project, totaling \$1,196,299 for all 3 phases.

RECOMMENDATION:

That County Council approve funding Phase 2 & 3 of the Horsefly Spillway project, with a total budget of \$307,389 funded through the SRSDC Reserve, and the Public Works project Reserve.

REASON(S) FOR RECOMMENDATION(S):

To ensure the remaining project phases are able to proceed and to fulfill the County's commitment.

PREVIOUS COUNCIL DIRECTION / POLICY:

573- Deputy MOVED that County Council approves entering into the SRSDC

2024	Reeve Kuerbis	Municipally Controlled Corporation, including the 20-year funding commitment as outlined in the MCC Agreement. CARRIED
574- 2024	Deputy Reeve Kuerbis	MOVED that County Council directs administration to establish a reserve for the SRSDC MCC funding contributions. CARRIED

BACKGROUND INFORMATION:

The below figure outlines the total contributions for each municipal partner. Although not all of those listed have formally committed to funding this phase, further advocacy by the Chair and Co-Chair are anticipated to re-commence in the coming months. It is not expected at this time for those who have committed to this project to fund the deficit created by those who are choosing not to participate.

ALTERNATIVES / PROS / CONS:

N/A

FINANCIAL IMPACT:

Through the budget process, Lethbridge County has been setting funds aside for future SRSDC projects. To date, a total of \$291,767 has been dedicated to fund SRSDC projects. The remaining \$15,622 would be funded through the Public Works Project Reserve. Administration will ensure adequate funds are allocated back into the reserve for future projects.

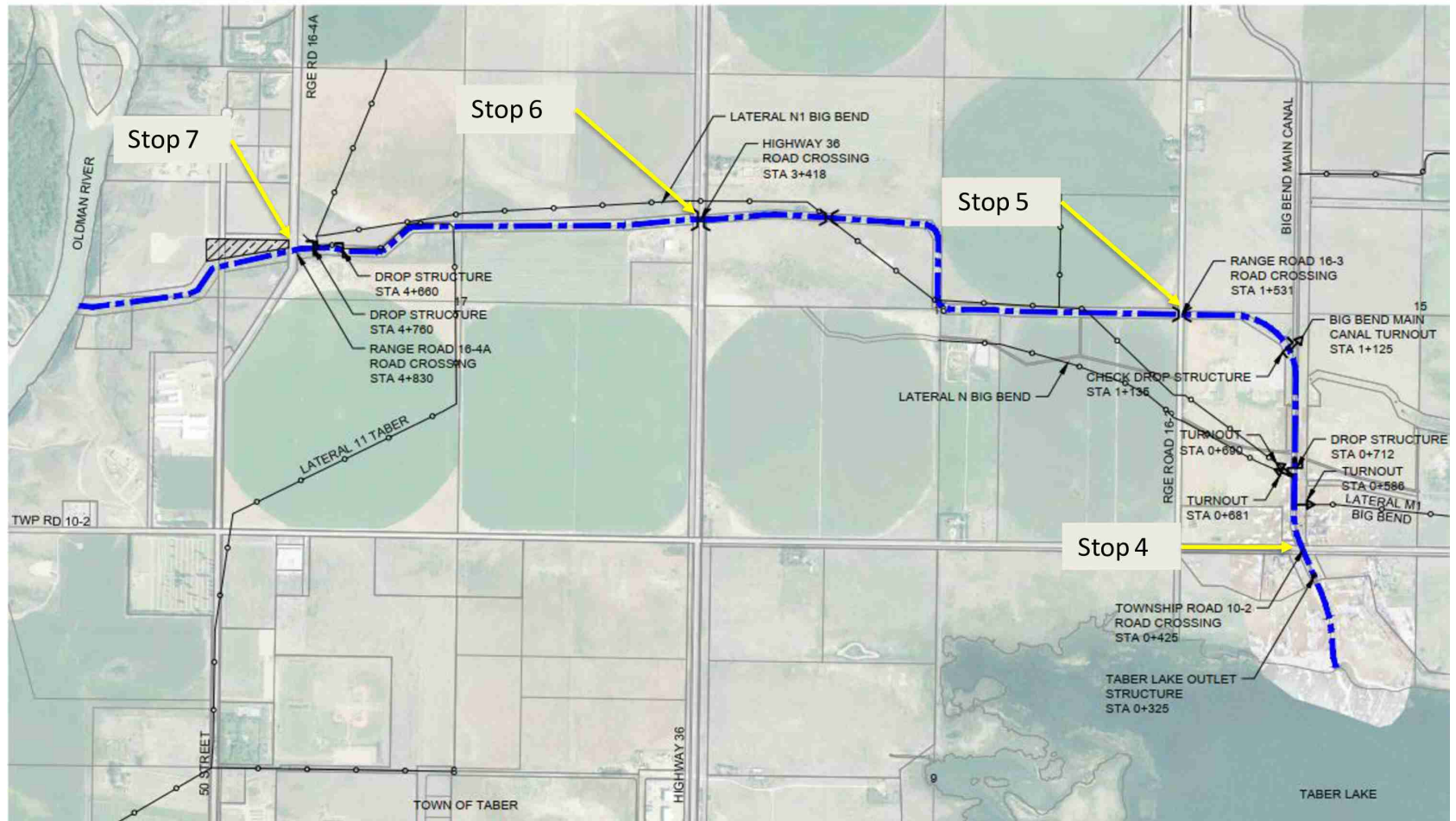
LEVEL OF PUBLIC PARTICIPATION:

☒ Inform
 ☐ Consult
 ☐ Involve
 ☐ Collaborate
 ☐ Empower

ATTACHMENTS:

[Horsefly Ph 1-3 map](#)
[Ph 2&3 Letter](#)

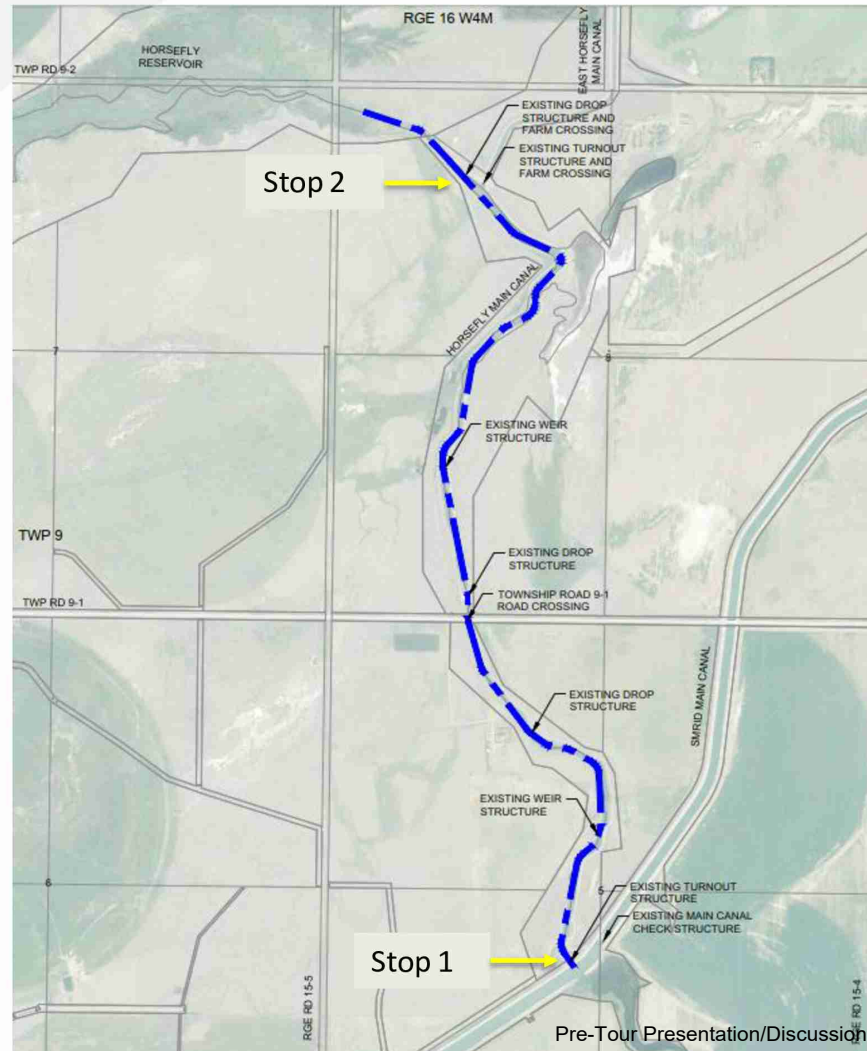
Phase 1 Overview



Phase 2 Overview



Phase 3 Overview





Municipal District of Taber

June 16, 2025

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

Subject: Remaining Partnership Contribution – Horsefly Regional Spillway Project (Phase 2/3)

Dear Reeve Campbell,

Following the recent meeting of the SRSDC held on June 6, we are writing to formally request the remittance of your municipality's remaining partnership contribution toward Phase 2/3 of the Horsefly Spillway Project. Please find the corresponding invoice enclosed with this letter.

As discussed during the meeting, the timely collection of these outstanding contributions is essential to ensure the continued progress and success of this critical regional infrastructure initiative. Your municipality's support plays a vital role in demonstrating the strength and unity of our regional collaboration.


We would also like to acknowledge that, at this time, not all municipalities have committed (Cypress County and County of Forty Mile) to the formalization of the long-term regional partnership and proposed regional governance entity that had been requested by some of the municipal partners within the southeast region.

The SRSDC members and co-chairs will be revisiting the proposed regional governance topic in the coming months, engaging in further discussions with municipal and other regional partners to explore a path forward that reflects the shared interests and responsibilities centred around water security.

Your continued commitment and support for these important regional initiatives are deeply appreciated. Together, we are setting a positive example for industry stakeholders and senior levels of government—one that will highlight the strength and foresight of our region now and for many years to come.

Sincerely,


Gary Franz
Co-Chair
South Regional Stormwater Drainage Committee


Merrill Harris
Co-Chair
South Regional Stormwater Drainage Committee



**Municipal District
of Taber**

4900B - 50 Street,
Taber, Alberta T1G 1T2
Phone: (403) 223-3541

I N V O I C E

Page #
1

Invoice Date	Customer #	Invoice #	GST Registration #
2025/06/09	52165	64873	R107747420

Invoice Total: \$ 307,389.00

LETHBRIDGE COUNTY
#100, 905-4TH AVENUE SOUTH
LETHBRIDGE AB T1J 4E4
CANADA

Invoice Description	Quantity	Unit Price	Tax Cd	GST	Amount
HORSEFLY SPILLWAY PHASE 2/3	1.000	307,389.00	E	.00	307,389.00

Messages:

PLEASE MAKE PAYMENT PAYABLE TO: THE MUNICIPAL DISTRICT OF TABER
DUE UPON RECEIPT

.00 307,389.00



Please make cheque payable to:
Municipal District of Taber

Invoice Date	Customer #	Invoice #	Amount Due
2025/06/09	52165	64873	\$ 307,389.00

LETHBRIDGE COUNTY
#100, 905-4TH AVENUE SOUTH
LETHBRIDGE AB T1J 4E4
CANADA

Amount Paid
\$

AGENDA ITEM REPORT



Title: Revisions to Policy #162 - Communications
Meeting: Council Meeting - 10 Jul 2025
Department: Administration
Report Author: Mattie Watson

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 24 Jun 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Policy #162 - Communications has been updated and revised to reflect updates to current practices and changes to procedures.

RECOMMENDATION:

That Council approve the revised Policy #162 - Communications.

REASON(S) FOR RECOMMENDATION(S):

This policy was last updated in 2020 and since then, the Communications and Marketing department has undergone changes, and responsibilities have changed. The policy has been updated to reflect these changes, as well as current procedures and practices.

PREVIOUS COUNCIL DIRECTION / POLICY:

188 - 2020 Councillor Horvath MOVED that Lethbridge County Council approve the revisions to Policy #162, Communications, as presented.

CARRIED

BACKGROUND INFORMATION:

Revisions to this policy include:

- Revising mentions of "Communications Coordinator" to "Communications and Marketing department" to reflect structural changes to the department.
- Adding a "Scope" section to identify who is responsible for adherence to the policy.
- Removing responsibility of the Information Technology (IT) department for website maintenance and logo use approvals.
- Updating language around the Alberta Access to Information Act (ATIA) and Protection of Privacy Act (POPA), formerly the Freedom of Information and Protection of Privacy Act (FOIP).

- Enhancing direction on use of the County's visual identity and brand, and incorporating the County's Brand Guidelines and Brand Voice which were adopted in 2024.
- Additional detail provided for responsibilities of Council, CAO, County employees and the Communications and Marketing department to enhance clarity among these roles.
- Removing section on Council/Administration communication and replacing with Policy #175 - Council Administration Protocol, to eliminate conflicting information.
- General revisions to remove redundancies and enhance clarity.

ALTERNATIVES / PROS / CONS:

Council could choose not to approve revisions to this policy. The policy would remain outdated and not reflective of current practices and procedures.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Revised Policy 162 Communications No Markup](#)

[Revised Policy 162 Communications Markup](#)



Communications Policy

Section 100 NO. 162 | Effective September 19, 2013 | Approved By County Council

Revised July 10, 2025

POLICY STATEMENT

It is the policy of Lethbridge County to:

- a. Inform citizens, businesses, landowners and other impacted parties about the County's policies, programs, services and initiatives through communication that is timely, accurate and consistent.
- b. Determine the level of engagement for stakeholder involvement when establishing or developing priorities, policies, programs and services in accordance with Public Participation Policy #174.
- c. Ensure the County is visible and responsive to the citizens it serves.
- d. Anticipate the needs of the community, Council and Administration for timely and relevant information.
- e. Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.

PURPOSE

To ensure effective, transparent and consistent internal and external communications that support good governance, public trust and community engagement.

SCOPE

This policy applies to all County elected officials, employees and contractors or third parties engaged in communication on behalf of Lethbridge County.

DEFINITIONS

Advertising: Paid space in media (digital, print, radio) that informs citizens of a service, program, or event or to relay a single message.



Brand Guidelines: The comprehensive framework outlining the correct use of the County's visual brand elements, including logo usage, typography, colours and imagery to ensure consistent brand representation.

Brand Voice: The consistent expression of Lethbridge County's personality, values and tone in all communications.

Consultation: To seek advice or information. This may, where warranted, involve a formal consultation process designed to seek the views of citizens and community stakeholders or the public at large, including collecting and analyzing public input and feedback.

Crisis: A situation or major issue, present or future that may disrupt service or impact public trust in the County or cause reputational harm.

Emergency: A situation that requires prompt action to limit damage to persons, property, the economy or environment. Could include natural disasters, utility outages, civil unrest, transportation accidents, etc.

News Media: Representatives of print, radio and electronic journalism.

Media Release: A factual written summary of information issued to the news media for the purpose of making a statement or announcement.

Public Service Announcement: A written summary to draw attention to an event, program or resources offered to the public.

Spokesperson: An individual selected by the CAO and Communications and Marketing department to represent Lethbridge County, particularly in news media interviews.

Stakeholder: Any individual, group of individuals, elected representative or organization with a specific stake or interest in the outcome of a decision.

RESPONSIBILITIES

Communications and Marketing department:

- Communication planning and coordination of the flow of information to the public, media and other interested parties identified.
- Manage the Lethbridge County website, staff intranet, newsletters, social media, advertising, media relations and other digital or physical platforms where external messaging is required.
- Manage Lethbridge County's brand, including visual identity, voice and use of brand elements.



- Work with County departments to identify communication opportunities and challenges, as well as potential issues that may impact County services, the County brand, reputation or public trust.
- Delegate media interviews to Council or staff and prepare spokesperson(s) as needed.

CAO

- Communicate to Council arising or existing issues that may impact the public.
- Approve internal and external messaging as appropriate (i.e. News Releases/PSAs, issues of a sensitive nature).

County employees:

- Identify potential communications opportunities or issues and escalate to their supervisors for consideration by the Communications and Marketing department.
- Adhere to proper use of the County brand and consult with the Communications and Marketing department on advertising, events, etc. when required.
- Forward media inquiries to the Communications and Marketing department.

Council:

- Adhere to proper use of the County brand.
- Identify potential communications opportunities or issues to the CAO.
- Forward media inquiries to the Communications and Marketing department.

GENERAL GUIDELINES

Information on the County's policies, programs, services and initiatives will be available to the public in a variety of formats, subject to the available resources. The Communications and Marketing department will identify the most appropriate format, taking into consideration the target audience, available resources, budget and timelines.

Prior to releasing information on new policies, projects, initiatives, issues, etc. to external audiences, Council and County staff will be informed and provided with key messages (if applicable).

Communications and communications mediums (i.e. website, social media, newsletters, signage, etc.) will be reviewed for accuracy, clarity and alignment with the County's *Brand Voice* document before publication and at regular intervals to ensure information is relevant and up-to-date.

CONFIDENTIALITY



In all communications, Council, staff and contractors/third parties must comply with all legislated requirements regarding access and disclosure of information. The Alberta Access to Information Act (ATIA) and Protection of Privacy Act (POPA) extend access and privacy principles to Alberta municipalities. The County's designated coordinator(s) of these Acts should be consulted on requirements.

COPYRIGHT

Departments must comply with the Copyright Act to ensure the ownership rights associated with works subject to copyright (e.g. photos) are fully respected in all communications. Departments must maintain a record of authorizations to use copyrighted material.

VISUAL IDENTITY

The Lethbridge County brand includes visual assets such as the logo, font, colours and other assets. These must be used in accordance with Directive CS03 – Corporate Brand.

To ensure consistent use of the County brand, Council, employees and contractors/third parties must:

- Consult with the Communications and Marketing department for guidance when creating content (digital or print advertisements, apparel, equipment and vehicle decals, signage, promotional products) hosting events, attending events requiring a booth or display or partnering with external organizations that will be using County branding.
- Only use current and approved brand elements in alignment with the County's Brand Guidelines

MEDIA RELATIONS

Media inquiries will be addressed promptly by the Communications and Marketing department to accommodate publication or broadcast deadlines.

All media inquiries must be directed to the Communications and Marketing department. Council and staff should not provide interviews or statements without first consulting with the Communications and Marketing department. Media requests will be directed to the Council or staff member deemed most appropriate to speak on the subject matter, as determined by the CAO and Communications and Marketing department.

Prior to interviewing with any media, the Communications and Marketing department will prepare the designated spokesperson with key messages, talking points and tips for giving interviews. The

spokesperson will not speculate or provide unverified information. Personal opinions must be clearly identified as such and not presented as official County positions.

Related Directive: CS05 – News Media

SOCIAL MEDIA

The Communications and Marketing department is responsible for the oversight of Lethbridge County official social media channels.

Guidelines for acceptable use of the County's social media channels are outlined in the *Lethbridge County Social Media Guidelines*. Activity that violates these guidelines will be dealt with in accordance with the document, or reported to the CAO or authorities, if deemed appropriate to do so.

Related Directive: CS06 – Social Media

CRISIS COMMUNICATIONS

In a crisis, coordinated communication must be used to maintain or restore public confidence. Departments must advise the CAO's Office and the Communications and Marketing department as soon as they identify an event or situation occurring in or affecting their department that may attract widespread interest from the public or news media. The Communications and Marketing department will consult with the CAO and coordinate a response, including designating a spokesperson and developing any required communications materials.

EMERGENCY COMMUNICATIONS

Emergency Communications protocols are outlined in the *Lethbridge County Emergency Communications Plan*.

PUBLIC CONSULTATIONS

Open and effective communication is the key to successful public consultations. Council and departments will consult with the Communications and Marketing department prior to undertaking public consultations. The Communications and Marketing department will work with the consulting department to plan, implement and evaluate public consultation processes.

Citizens and stakeholders must be informed about opportunities to participate in public consultation and citizen engagement processes (such as surveys, open houses and committees). This may be done

through the County's website, letters of invitation, posted notices, notices to the media, advertising, social media and other formats normally used by the County.

Following a public consultation process, a summary will be provided with the results of the consultation and outcomes in accordance with Public Participation Policy #174. This may be done through the County's website, letters of invitation, posted notices, notices to the media, advertising, social media and other formats normally used by the County.

ADVERTISING

Lethbridge County purchases ads for a variety of reasons. Common advertisements include employment ads, development permits, programs, services, celebrations and events. All advertising is managed by the Communications and Marketing department.

COMMUNICATION PLANNING

Communication planning must be part of the annual business planning process and evaluation of communications must be part of business operations.

The Communications and Marketing department will develop an annual Communications Plan, with input from all departments, that integrates the County's strategic goals, identifies target audiences (both internal and external) as well as strategies, objectives, tools, messages, responsibilities, resources required and evaluation criteria. All departments must be familiar with the Communications Plan and understand their role in communications.

INTERNAL COMMUNICATION

Open, two-way communication between Council and the CAO and from the CAO to administration and staff is vital to the effective operation of the County and to achieve our strategic goals.

Council & Administration

Protocols for Council to Administration communication are outlined in Policy #175 – Council Administration Protocol.

Councillor Inquiries

All Councillor inquiries, whether by phone, e-mail, letter or in person, must be addressed by the CAO with support from administration as needed.

Managers/Supervisors and Employees



Effective internal communication is a shared responsibility among all County employees, led by the CAO and managers with support from the Communications and Marketing department and Human Resources representative(s).

Managers and supervisors must ensure their direct reports receive information and organizational updates in a timely manner, and communicate with employees openly, often and, wherever possible, before information is made public.

To inform and engage employees, a variety of formats must be used, as appropriate and as resources permit, to reach the diverse audience across the organization. This may include the County Intranet, a mix of published materials including but not limited to memoranda, notices, employee newsletters and electronic bulletins, oral presentations and staff meetings.

The needs of all employees should be considered including field staff who may not have consistent access to electronic information. To ensure consistency and effective use of communication channels and formats, departments should consult the Communications and Marketing department and/or Human Resources for support and advice.



Communications Policy

Section 100 NO. 162 | Effective September 19, 2013 | Approved By County Council

Revised July ~~23, 2020~~10, 2025

POLICY STATEMENT

It is the policy of Lethbridge County to:

- Inform citizens, businesses, landowners and other impacted parties about the County's policies, programs, services and initiatives through communication that is timely, accurate and consistent.
- Determine the level of engagement for sStakeholder involvement when establishing or developing priorities, policies, programs and services in accordance with Public Participation Policy #174.
- Ensure the County is visible and responsive to the citizens it serves.
- Anticipate the needs of the community, Council and Administration for timely and relevant information.
- Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.

PURPOSE

To ensure effective, transparent and consistent internal and external communications that support good governance, public trust and community engagement.

The purpose of this policy is to establish guidelines to facilitate communications that are coordinated and consistent as well as transparent and responsive.

SCOPE

This policy applies to all County elected officials, employees and contractors or third parties engaged in communication on behalf of Lethbridge County.

DEFINITIONS

Advertising: Paid space in media (digital, print, radio) that informs citizens of a service, program, or event or to relay a single message.



Brand Guidelines: The comprehensive framework outlining the correct use of the County's visual brand elements, including logo usage, typography, colours and imagery to ensure consistent brand representation.

Brand Voice: The consistent expression of Lethbridge County's personality, values and tone in all communications.

Consultation: To seek advice or information. This may, where warranted, involve a formal consultation process designed to seek the views of citizens and community stakeholders or the public at large, including collecting and analyzing public input and feedback.

Crisis: A situation or major issue, present or future that may disrupt service or impact public trust in the County or cause reputational harm.

Emergency: A situation that requires prompt action to limit damage to persons, property, the economy or environment. Could include natural disasters, utility outages, civil unrest, transportation accidents, etc.

News Media: Representatives of print, radio and electronic journalism.

Media Release: A factual written summary of information issued to the news media for the purpose of making a statement or announcement.

Public Service Announcement: A written summary to draw attention to an event, program or resources offered to the public.

Spokesperson: An individual selected by the CAO and Communications and Marketing department to represent Lethbridge County, particularly in news media interviews.

Stakeholder: Any individual, group of individuals, elected representative or organization with a specific stake or interest in the outcome of a decision.

RESPONSIBILITIES

Communications and Marketing department:

- Communication planning and coordination of the flow of information to the public, media and other interested parties identified.
- Manage the Lethbridge County website, staff intranet, newsletters, social media, advertising, media relations and other digital or physical platforms where external messaging is required.
- Manage Lethbridge County's brand, including visual identity, voice and use of brand elements.

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- Work with County departments to identify communication opportunities and challenges, as well as potential issues that may impact County services, the County brand, reputation or public trust.
- Delegate media interviews to Council or staff and prepare spokesperson(s) as needed.

CAO

- Communicate to Council arising or existing issues that may impact the public.
- Approve internal and external messaging as appropriate (i.e. News Releases/PSAs, issues of a sensitive nature).

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County employees:

- Identify potential communications opportunities or issues and escalate to their supervisors for consideration by the Communications and Marketing department.
- Adhere to proper use of the County brand and consult with the Communications and Marketing department on advertising, events, etc. when required.
- Forward media inquiries to the Communications and Marketing department.

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Council:

- Adhere to proper use of the County brand.
- Identify potential communications opportunities or issues to the CAO.
- Forward media inquiries to the Communications and Marketing department.

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GENERAL GUIDELINES – INFORMING CITIZENS

Information on the County's policies, programs, services and initiatives will be available to the public in a variety of formats, subject to the available resources. The Communications and Marketing department will identify the most appropriate format, taking into consideration the target audience, available resources, budget and timelines.

Prior to releasing information on new policies, projects, initiatives, issues, etc. to external audiences, Council and County staff will be informed and provided with key messages (if applicable).

Communications and communications mediums (i.e. website, social media, newsletters, signage, etc.) will be reviewed for accuracy, clarity and alignment with the County's *Brand Voice* document before publication and at regular intervals to ensure information is relevant and up-to-date.

Guidelines for Departments are as follows:



- ~~Information is provided to the public by trained and knowledgeable staff.~~
- ~~Service is timely, courteous and efficient.~~
- ~~When information is unavailable, a prompt and clear explanation is provided.~~
- ~~Information in all formats is well identified as being from Lethbridge County.~~
- ~~Published information is provided in Plain Language.~~
- ~~A record of any published information is maintained, and the published information includes the publication date.~~
- ~~Information is available on the standard of service a department provides, including timelines for response to inquiries, mail and complaints.~~
- ~~Information is available for review or on the website where it is needed by a citizen to use a service for which they are eligible, to inform citizens of risk(s) to health and safety, or to explain a major new policy, program, service or initiative~~

CONFIDENTIALITY

In all communications, ~~spokespersons and departments~~ Council, staff and contractors/third parties must comply with all legislated requirements regarding access and disclosure of information. The Alberta Access to Information Act (ATIA) and Protection of Privacy Act (POPA) ~~Freedom of Information and Protection of Privacy Act (FOIP Act)~~ extends access and privacy principles to Alberta municipalities. The County's designated coordinator(s) of these Acts should be consulted on requirements.

COPYRIGHT

Departments must comply with the Copyright Act to ensure the ownership rights associated with works subject to copyright (e.g. photos) are fully respected in all communications. Departments must maintain a record of authorizations to use copyrighted material.

VISUAL IDENTITY

The Lethbridge County brand includes visual assets such as the logo, font, colours and other assets. These must be used in accordance with Directive CS03 – Corporate Brand.

To ensure consistent use of the County brand, Council, employees and contractors/third parties must:

- Consult with the Communications and Marketing department for guidance when creating content (digital or print advertisements, apparel, equipment and vehicle decals, signage, promotional



products) hosting events, attending events requiring a booth or display or partnering with external organizations that will be using County branding.

- Only use current and approved brand elements in alignment with the County's Brand Guidelines

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Ensure the current, approved County logo is utilized. If unsure, check with the Information Technology Department.

MEDIA RELATIONS

Media inquiries will be addressed promptly by the Communications and Marketing department to accommodate publication or broadcast deadlines.

All media inquiries must be directed to the Communications and Marketing department. Council and staff should not provide interviews or statements without first consulting with the Communications and Marketing department. Media requests will be directed to the Council or staff member deemed most appropriate to speak on the subject matter, as determined by the CAO and Communications and Marketing department. The Media play an important role in providing information to the public on matters of civic interest.

Media inquiries, whether by phone, e-mail, letter, or in person, should be addressed promptly by the Communications Coordinator to accommodate publication or broadcast deadlines.

The Communications Coordinator ensures that Media requests, particularly for interviews or technical information, are directed to a designated spokesperson.

Prior to interviewing with any media, the Communications and Marketing department Coordinator will prepare the designated spokesperson with key messages, talking points, and tips for giving interviews. The spokesperson will not speculate or provide unverified information. Personal opinions must be clearly identified as such and not presented as official County positions.

Guidelines for Departments are as follows:

- Respect the authority and responsibility of County Council, whose Members are entitled to learn about proposed policy initiatives or major new programs, services or initiatives before information about them is released to the Media.



~~Consult with the Chief Administrative Officer (CAO) when preparing campaigns or strategies that require participation by the Reeve or Members of Council, or when preparing a response to a Media inquiry that could have implications for the Reeve or Members of Council.~~
~~Information that is confidential must remain so until after it has been released to the public.~~

Related Directive: CS05 – News Media

SOCIAL MEDIA

The Communications and Marketing department is responsible for the oversight of Lethbridge County official social media channels.

Guidelines for acceptable use of the County's social media channels are outlined in the *Lethbridge County Social Media Guidelines*. Activity that violates these guidelines will be dealt with in accordance with the document, or reported to the CAO or authorities, if deemed appropriate to do so.

Related Directive: CS06 – Social Media

DEFINITIONS

Advertising: Paid space in media that informs citizens of a service, program, or event or to relay a single message.

Citizen: Person living within the County; landowners and residents.

Consultation: To seek advice or information. This may, where warranted, involve a formal consultation process designed to seek the views of citizens and community stakeholders or the public at large; including collecting and analyzing public input and feedback.

Crisis: A situation or major issue, present or future that may disrupt service or impact public trust in the County.

Communications Coordinator: The County staff in charge of facilitating County communications such as media liaison, communication planning and implementation, internal and external communications and emergency communications.

Emergency: An unusual situation that requires prompt action to limit damage to persons, property, the economy or environment.

Media: Representatives of the print and electronic Media.

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Media Advisory: A notice to the media to announce an upcoming Media event such as a news conference, a special meeting of County Council, or a photo opportunity.

Media Backgrounder: A document or set of materials that provides technical information or historical background and, when used, generally accompanies a Media Release or Media Advisory.

Media Conference: A meeting of News Media representatives arranged for the purpose of making a statement, announcement or replying to questions from the Media.

Media Liaison: A communicator who facilitates Media relations and communication between the News Media and the appropriate spokesperson, also known as the Media Contact.

Media Release: A factual written summary of information issued to the Media for the purpose of making a statement or announcement.

Plain Language: Effective communication that is clear, concise, relevant and easy to understand.

Public Events: An event arranged by the County directly, or in partnership, to release information, raise awareness, or to celebrate a civic milestone. Some of the most common include, but are not limited to: award presentations, dinners, conference greetings, dedication ceremony, ground breaking, official opening, program launch, ribbon cutting, sod turning and major announcements.

Public Service Announcement: A written summary to draw attention to an event, program or resources offered to the public.

Public Statement: A statement made verbally or in writing by spokespersons to the Media, collectively or individually.

Spokesperson: An advocate who represents the County and speaks to the Media.

Stakeholder: Any individual, group of individuals, elected representative or organization with a specific stake or interest in the outcome of a decision.

GUIDELINES - INFORMING CITIZENS

Information on the County's policies, programs, services and initiatives will be available to the public in a variety of formats, subject to the available resources.

Guidelines for Departments are as follows:

- a. Information is provided to the public by trained and knowledgeable staff.
- b. Service is timely, courteous and efficient.

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- e.g. When information is unavailable, a prompt and clear explanation is provided.
- d.a. Information in all formats is well-identified as being from Lethbridge County.
- e.a. Published information is provided in Plain Language.
- f.a. A record of any published information is maintained, and the published information includes the publication date.
- g.a. Information is available on the standard of service a department provides, including timelines for response to inquiries, mail and complaints.
- h.a. Information is available for review or on the website where it is needed by a citizen to use a service for which they are eligible, to inform citizens of risk(s) to health and safety, or to explain a major new policy, program, service or initiative.

MEDIA RELATIONS

The Media play an important role in providing information to the public on matters of civic interest.

Media inquiries, whether by phone, e-mail, letter, or in person, should be addressed promptly by the Communications Coordinator to accommodate publication or broadcast deadlines.

The Communications Coordinator ensures that Media requests, particularly for interviews or technical information, are directed to a designated spokesperson.

Prior to interviewing with any media, the Communications Coordinator will prepare the designated spokesperson with key messages, talking points, and tips for giving interviews.

Guidelines for Departments are as follows:

- a. Respect the authority and responsibility of County Council, whose Members are entitled to learn about proposed policy initiatives or major new programs, services or initiatives before information about them is released to the Media.
- b.a. Consult with the Chief Administrative Officer (CAO) when preparing campaigns or strategies that require participation by the Reeve or Members of Council, or when preparing a response to a Media inquiry that could have implications for the Reeve or Members of Council.
- c.a. Information that is confidential must remain so until after it has been released to the public.

CRISIS COMMUNICATIONS

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In a crisis, coordinated communication must be used to maintain or restore public confidence. Departments must advise the CAO's Office and the Communications Coordinator and Marketing department as soon as they identify an event or situation occurring in or affecting their department that may attract widespread interest from the public or news media to the Media. The Communications Coordinator and Marketing department will consult with contact the CAO and after consultation, coordinate a response, including designating a spokesperson and developing any required communications materials.

Contacting County Council is one of the primary functions of the County's response to major emergencies according to the Municipal Emergency Plan (MEP).

EMERGENCY COMMUNICATIONS

Emergency Communications protocols are outlined in the *Lethbridge County Emergency Communications Plan*. Lethbridge County will detail communications protocol for emergencies in an Emergency Media communications plan annexed to the MEP.

PUBLIC EVENTS AND ANNOUNCEMENTS

Public Events are arranged to communicate about major developments or to release information that is new and important to municipal services, programs and initiatives and especially to public health, safety and essential services.

Departments must:

- a.—Contact the Communications Coordinator who will help plan and coordinate the event including logistics, protocol, media, etc.
- b.—Provide in advance an agenda or copy of the Public Event or News Conference Plan and Briefing Notes to Council representative(s) taking part, together with an advance copy of any Media Advisory, Release or Backgrounder.

INTERNET AND SOCIAL MEDIA COMMUNICATION

The Internet and other electronic communication (email, social media) are important tools, which allow 24-hour access to information and support two-way communication. The Communications Coordinator, in partnership with the Information Technology department must:

Commented [MW4]: This is reflected in Directive CS03 - Corporate Brand

Commented [MW5]: Reflected under "General Guidelines" section.

- a. Make publications of interest to citizens that are widely distributed in paper copy available on the website as soon as possible after distribution to the public.
- b. Incorporate mechanisms for receiving and acknowledging public inquiries and feedback.
- c. Establish ongoing updates and regular reviews of departmental pages and sub-sites so that information on policies, programs, services, initiatives and related third-party links is accurate and easy to understand.

Links to Third Party Sites

Lethbridge County does not link to third-party websites unaffiliated with the municipality with the exception of other government entities (e.g. Government of Alberta, Government of Canada, local municipalities, social service agencies, etc.) Any other exceptions must be approved by the IT Manager and the Communications Coordinator.

Commented [MW6]: Guidelines around third party links are included in Directive CS04 - Newsletter and CS06 - Social Media for Official Accounts

PUBLIC CONSULTATIONS

Open and effective communication is the key to successful public consultations. Council and Departments must:

consult with the Communications and Marketing department prior to undertaking public consultations. The Communications and Marketing department will work with the consulting department to plan, implement and evaluate public consultation processes.

Inform citizens and stakeholders must be informed about opportunities to participate in public consultation and citizen engagement processes (such as surveys, open houses and committees). This may be done through the County's website, letters of invitation, posted notices, notices to the media, advertising, social media; and other formats normally used by the County.

Following a public consultation process, a summary will be provided with Clearly identify public information materials as being from the County:

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Inform participants, in summary form, of the results of the public consultation and outcomes in accordance with Public Participation Policy #174. This may be done through the County's website, letters of invitation, posted notices, notices to the media, advertising, social media; and other formats normally used by the County.

Collaborate with the Communications Coordinator who will provide support and advice to management staff who plan, implement and evaluate public consultation processes. The



Communications Coordinator prepares and helps implement communication plans and strategies.

d. Prepare Public Consultation plans for any significant changes in service levels, notify Council in advance of the Consultation plan and report back to Council on the results.

ADVERTISING

Lethbridge County purchases ads for a variety of reasons. Common advertisements include employment ads, development permits, programs, services, celebrations and events. All advertising is managed by the Communications and Marketing department.

If you require advertising that does not fit into the above categories, please contact the Communications Coordinator for assistance.

COMMUNICATION PLANNING

Communication planning must be part of the annual business planning process and evaluation of communications must be part of business operations.

The Communications ~~Coordinator and Marketing department must will~~ develop an ~~annual Corporate~~ Communications Plan, with input from all ~~d~~Departments, that integrates the County's strategic Mission and Goals, identifies target audiences (both internal and external) as well as strategies, objectives, tools, messages, responsibilities, resources required, and evaluation criteria. All departments must be familiarized with the Communications Plan and understand their role in ~~corporate~~ communications.

INTERNAL COMMUNICATION

Open, two-way communication between Council and the CAO and from the CAO to administration and staff is vital to the effective operation of the County and to achieve our strategic goals, the Mission and Goals of the organization. ~~Internal communication is an integral part of Corporate Communications.~~

Council & Administration

Protocols for Council to Administration communication are outlined in Policy #175 – Council Administration Protocol.

~~Corporate Reports are the formal means of communication between Administration and Council. Clear, concise, relevant reports provide Members of Council with the information they need to make decisions~~



on municipal policies, programs, services and initiatives. Public announcements must be distributed concurrently to Members of Council and staff.

Councillor Inquiries

All Councillor inquiries, whether by phone, e-mail, letter, or in person, must be addressed by the CAO with support from administration as needed.

Managers/Supervisors and Employees

Effective internal communication is a shared management responsibility among all County employees, led by the CAO and senior managers with support from the Communications and Marketing department and Coordinator and Human Resources representative(s).

Managers and supervisors must ensure their direct reports receive information and organizational updates in a timely manner, and communicate with employees openly, often and, wherever possible, before information is made public.

To inform and engage employees, a variety of formats must be used, as appropriate and as resources permit, to reach the diverse audience across the organization. This may include the County Intranet, a mix of published materials including but not limited to memoranda, notices, employee newsletters and electronic bulletins, oral presentations and staff meetings.

The needs of all employees should be considered including outside workers field staff who may do not have consistent access to electronic information. To ensure consistency and effective use of communication channels and formats, departments should consult the Communications Coordinator and Marketing department and/or Human Resources representative(s) for support and advice.

RESPONSIBILITIES

Spokesperson

A media spokesperson is to be chosen based on the nature and requirements of the story/article.

Typically, the Reeve or CAO are the County's chief spokespersons, explaining policies, priorities and decisions to the public. The Deputy Reeve may serve as media spokesperson in the place of the Reeve if he/she is unavailable.

Commented [MW7]: Removed as this is already reflected under "Media Relations"



In the case of emergencies, when answers are needed immediately, and the chief spokesperson is unavailable, the Communications Coordinator may serve as the designated spokesperson.

On occasion, when the story is highly specialized and requires a department head to speak (ex. a story on road grading and dust control services would be better served speaking to the Director of Public Operations), the Communications Coordinator will give that person media training prior to the media interview.

Staff members other than those mentioned above are not to give media interviews. All media inquiries should be directed to the Communications Coordinator.

Coordination

Community Services, through the Communications Coordinator is responsible for communication planning and coordination of the flow of information to the Media and the public.

The Information Technology department, in partnership with the Communications Coordinator, manages the overall look and feel of the County's website.

The Communications Coordinator will meet regularly with senior management to discuss major issues and to facilitate communication planning.

Departments are responsible for sharing information on programs and service specific information with the Communications Coordinator to coordinate writing and distribution of Media Releases, PSAs, posting the information to the County's website and sharing on social media.

Commented [MW8]: Moved under "Responsibilities" section at beginning of document

AGENDA ITEM REPORT



Title: Communications and Marketing Department Update
Meeting: Council Meeting - 10 Jul 2025
Department: Administration
Report Author: Mattie Watson

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 26 Jun 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Communications and Marketing department has had a busy and productive first half of 2025, supporting a wide range of projects, initiatives and campaigns across the organization.

At the start of the year, we met with each department to identify upcoming needs, planned initiatives and potential communication challenges. This informed the creation of our 2025 Communications & Marketing Strategy. We continue to meet regularly with departments to adjust strategies as projects evolve, ensuring our messaging remains timely, relevant and effective.

Our overarching goal is to keep residents, businesses, farms, and visitors informed and engaged through clear, accessible, and trustworthy communication.

What we're working towards in 2025:

- Increasing video content on social media, which generally outperforms static posts
- Being more intentional with content scheduling, balancing “need-to-know” updates with engaging content
- Reaching our target audiences on the platforms that makes the most sense to them (ie. sending letters for a location-specific project instead of using social media)
- Working more closely with internal departments to understand their target audiences and gain deeper knowledge of their activities to better support communications
- Incorporating a wider variety of information when attending events (ie. handing out information on development permits at Ag Expo)

Highlights in 2025:

- Steady growth on most digital platforms, especially LinkedIn and YouTube
- Strong engagement and click-through rates on newer channels (Instagram, County Insider)
- Email remains a high-performing, direct communication tool, with high open and click-through rates

- Clear trends in what content resonates, allowing us to tailor future messaging
- The “Deep Roots, Bright Future” video series performs exceptionally well, increasing impressions, engagement and new followers with each release
- Data suggests a need to continue investing in high-performing formats (video, sponsored content on social media and email)

What's coming up:

- Communications strategy and brand refresh for Lethbridge Regional Waste Management Services Commission
- Launch of the MyCounty online payment system
- Campaigns and messaging around:
 - Water conservation
 - Harvest season
 - Fire Prevention Week
 - Snow maintenance
 - 2026 budget
 - Other emerging County initiatives
- Releasing four more sets of the "Deep Roots, Bright Future" videos

RECOMMENDATION:

That Council reviews the activities of the Communications and Marketing department for January - June 2025.

REASON(S) FOR RECOMMENDATION(S):

Since the addition of the Communications Coordinator position, the Communications and Marketing department has the capacity and resources to take a more strategic and proactive approach. In 2025, we have been testing new methods and continuously working to improve how we engage with residents, businesses and farms. Much of this work happens behind the scenes, and its full scope may not always be visible to Council. This update is intended to provide transparency and highlight the value and breadth of our efforts so far this year.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has not previously received regular updates from the Communications and Marketing department.

BACKGROUND INFORMATION:

The Communications and Marketing department is responsible for the County's brand management, external communications (website, social media, advertising, newsletters, events), writing services and is a partner in internal communications with other departments.

In 2024, the work being done by the Strategist, Communications and Marketing was formalized into the Communications and Marketing department, and a Communications Coordinator was hired to add depth and additional areas of expertise. Since then, the department has completed a brand refresh, launched the popular "Deep Roots, Bright Future" video series, and enhanced the County's brand through a range of online and print campaigns designed to increase public awareness and engagement.

ALTERNATIVES / PROS / CONS:

None, this report is for information only.

FINANCIAL IMPACT:

None, this report is for information only.

LEVEL OF PUBLIC PARTICIPATION:**Inform****Consult****Involve****Collaborate****Empower****ATTACHMENTS:**

[2025 Communications Marketing Activities](#)

2025 Communications & Marketing Department Activities

January – June 2025

Communications Strategies & Campaigns

Creating a communications strategy or campaign includes:

1. Working with departments to determine goals/desired outcomes and gather essential details on the project/initiative
2. Determining the target audience and appropriate channels
3. Drafting content (copy, videos, images) and key messages for Council and/or staff
4. Scheduling/posting social media posts, newspaper ads, posters, handouts, billing inserts, newsletter articles, News Releases/PSAs, media interviews, etc.
5. Budgeting for ads
6. Reviewing engagement and performance

Strategies and campaigns created January – June 2025:

- 2025 Communications & Marketing Strategy
- Dust control
- No spray agreements
- Road Bans
- Truckfill fob system changes
- Property/business taxes
- Emergency Preparedness Week
- Development permitting process
- Snow maintenance survey
- Recruitment for permanent and casual positions
- Start of growing season
- Street sweeping
- Encouraging e-billing in anticipation of mail strike
- Summer construction zone safety
- Fire status changes
- Preventing irrigation end guns from spraying onto roads
- Farm Emergency Registry
- International Firefighters Day (recognizing regional departments and volunteers)
- Regional Emergency Management Plan launch
- Water conservation
- Controlled burning safety

“Deep Roots, Bright Future” Video Series

These videos consistently perform well, and we see a noticeable increase in engagement and followers each time a new one is posted. The following businesses have been profiled in 2025:

- Southland Trailers
- Prairie Hill Farms
- Bearded Ox Timber Co.
- Southland International
- Lilac Row
- K3 Seeds

Policy & Procedure Development

- Video standards (to ensure brand consistency when creating video content)
- Employee Recognition Framework (in collaboration with People & Culture department & Legislative Coordinator)
- Updated Communications Policy #162 to reflect current and best practices

Internal Communications

- Hosted Core Values rollout sessions with CAO Team, managers/supervisors/foremen facilitating short and long-term planning
- Hosted 6 Core Values Rollout sessions for employees
- Presented Core Values to new and returning hires at Orientation
- Monthly messaging on Core Values, including resources specific to staff and supervisors

County Insider

- This e-newsletter is sent out every two weeks County Insider with essential information on service updates, news, projects, etc.
- There are options for subscribers to also sign up for road closure and job notifications
- 1,037 subscribers and growing

Other

- Coordinated AI training for staff and onboarding to ChatGPT
- Designed updated signage for all County truckfill stations to ensure consistency and relevancy
- Presented at regional Fire Officers Symposium on media relations/interview skills
- Mentored Information Officers at Town of Coaldale functional emergency exercise
- Working with Agriculture Services on a new and improved *Rural Living and Ag Extension* newsletter to increase readership and engagement (coming Fall 2025!)
- Regular meetings with the Economic Resilience Task Force, a coordinated effort among the area's economic development organizations, post-secondaries, Chamber of Commerce and other groups, in response to tariffs imposed by the USA
 - Drafted a Communications Plan, key messages and News Release for this Task Force

Metrics

January – June 2025

Metric	Facebook	Instagram	LinkedIn	YouTube	County Insider	Notes
Followers	2,099 (+2.8%)	626 (Instagram does not show growth %)	1,154 (+21%)	381 (+39%)	1,037 (+17%)	Slow growth on Facebook, steady growth on all other platforms
Total Impressions	686,029	191,683	36,024 (mostly from sponsored content)	33,683 (+12%)	-	A lot of impressions can be attributed to sponsored content (ads)
Content Interactions (likes, shares, comments)	1,863 (-29%)	2,229 (+1,700%)	546 (+26.4%)	449 (-9.84%)	39.6% open rate (Avg. across industries is between 29.8% - 40%)	Most interactions on Instagram and LinkedIn
Click-throughs to Website	0.43% (Avg. across industries is 2.53%)	CTR not on Instagram (link in bio)	2.13% - mostly organic (Avg. across industries is between 0.4% - 0.6%)	2.8% (Avg. for government is 0.07%)	9% (Avg. across industries is between 1.74% - 3.27%)	Facebook CTR below average, other platforms performing well

AGENDA ITEM REPORT



Title: Governance & Human Resources Committee Terms of Reference
Meeting: Council Meeting - 10 Jul 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 04 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This report presents the Governance & Human Resources Committee Terms of Reference for Council's consideration and approval. The Terms of Reference formally establish the purpose, roles, responsibilities, authority, and structure of the Committee, which will serve as a standing body to provide oversight and support on governance practices, human resource strategy, and senior leadership performance. The Committee will help ensure that Council's strategic priorities and workforce management practices align with legislative requirements and best practices.

RECOMMENDATION:

MOVED that County Council adopt the Governance & Human Resources Committee Terms of Reference as presented.

REASON(S) FOR RECOMMENDATION(S):

Adoption of the Terms of Reference provides a clear and consistent governance framework for Council's oversight of areas such as strategic goal monitoring, policy input, CAO performance evaluation, succession planning, and compensation reviews. This will help clarify roles, support effective decision-making, ensure compliance with applicable legislation, and promote transparency and accountability in municipal operations.

PREVIOUS COUNCIL DIRECTION / POLICY:

No previous council direction.

BACKGROUND INFORMATION:

The Governance & Human Resources Committee is proposed as a standing Committee of Council, composed of all members of Council unless a smaller membership is appointed annually. The Committee will:

- Monitor Council's strategic goals and initiatives.
- Provide input on governance bylaws and policy frameworks.
- Review reports, receive updates, and provide strategic direction.
- Oversee the performance evaluation framework and compensation for the CAO.
- Develop onboarding for newly elected and returning Council members.

Meetings will be scheduled quarterly or at the call of the Chair and conducted according to the Municipal Government Act, ATIA, and the County's Procedure Bylaw. Quorum is four members, and Administration will provide meeting support and advice. The Committee will not hear public presentations.

ALTERNATIVES / PROS / CONS:

Alternatives:

- Refer the Terms of Reference back to Administration for further review and revisions.
- Do not adopt the Terms of Reference.

FINANCIAL IMPACT:

No significant financial implications anticipated.

LEVEL OF PUBLIC PARTICIPATION:

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

ATTACHMENTS:

[Governance & HR Committee Terms of Reference](#)

Governance & Human Resources Committee Terms of Reference

| Approved [Month XX, 20XX] | Last Revised [Month XX, 20XX]

1. Purpose

The Governance & Human Resources Committee (the “Committee”) is a Standing Committee of Lethbridge County Council. Its purpose is to provide oversight, guidance, and support to Council and Administration on governance practices, human resource strategy, organizational effectiveness, and senior leadership performance.

The Committee serves as a forum for informal deliberation, helping to ensure the County's strategic goals and workforce management practices align with Council's vision and municipal legislation.

2. Functions and Responsibilities

A. Governance Functions

The Committee is responsible for:

1. Monitoring progress on Council's strategic goals.
2. Providing input on governance-related bylaws and policy frameworks.
3. Reviewing department and project reports for information and discussion.
4. Receiving updates and providing direction on key initiatives.
5. Responding to changes in provincial and federal legislation affecting the County.
6. Reviewing Council policies before presentation to full Council.
7. Providing strategic feedback on matters requiring fulsome discussion.

8. Develop and oversee a comprehensive onboarding program for newly elected and returning members of Council.

B. Human Resources Functions

The Committee shall also:

1. Recommend and oversee the performance evaluation framework for the Chief Administrative Officer (CAO).
2. Review the County's compensation policies and guidelines.
3. Review the CAO's succession planning and organizational development strategy.
4. Review major proposed changes to the management structure.
5. Review external commitments of the CAO for potential conflicts.
6. Recommend to Council the CAO's annual compensation package.
7. Review the Committee's own terms of reference annually and propose revisions if needed.

3. Powers and Authority

The Committee may:

- Direct or refer matters to Administration.
- Make procedural motions consistent with the County's Procedure Bylaw.
- Receive information and reports.
- Recommend actions or policies to Council for final decision.

The Committee does **not** hear public presentations. Public input is handled through other designated committees or regular Council meetings.

4. Composition

- The Committee consists of **all Council members**. Alternatively, Council may appoint a smaller composition (e.g., **three Councillors, appointed annually by Council**).
- The Reeve may serve as an-officio member of the Committee.

- The CAO, Director, People & Culture and Legislative Coordinator will attend meetings as non-voting resources, except where matters of their performance or compensation are discussed.

5. Chair and Vice Chair

- The Chair is appointed by Council at the annual organizational meeting for a one-year term.
- The Vice Chair is elected by the Committee at its first meeting following the organizational meeting, also for a one-year term.
- In the absence of the Chair, the Vice Chair assumes all chairing responsibilities.

6. Meetings

- Meetings are scheduled quarterly, with additional meetings at the Chair's call.
- Meetings are conducted in accordance with the Municipal Government Act, Freedom of Information and Protection of Privacy Act, and Lethbridge County's Procedure Bylaw.
- Meetings are open to the public unless held in closed session for permitted reasons under legislation.

7. Quorum and Attendance

- Quorum consists of **four members**.
- Meetings are attended by:
 - Senior Leadership Team or delegates
 - Legislative Services support
 - Subject matter experts, as needed

8. Agenda and Reporting

- Agendas and information packages are prepared by Administration and distributed prior to the meetings.
- Minutes are recorded and provided to Council.
- Oral reports may be presented at Council meetings where appropriate.

9. Administrative Support

Administration is responsible for:

- Preparing agendas and minutes
- Coordinating meetings
- Providing policy, legal, and procedural advice as necessary

10. Definitions

- **Administration:** Staff and operations under the direction of the CAO.
- **Council:** The elected governing body of Lethbridge County.
- **CAO:** Chief Administrative Officer of Lethbridge County.
- **Council Policy:** Council-approved guidance directing County operations.
- **Procedure Bylaw:** The bylaw regulating meeting proceedings.
- **Organizational Meeting:** The annual meeting at which Council appointments and schedules are set.

AGENDA ITEM REPORT



Title: Repeal of Councillor Code of Conduct Bylaw
Meeting: Council Meeting - 10 Jul 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 04 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

On May 31, 2025, the Government of Alberta enacted Bill 50, which repealed Section 146.1 of the *Municipal Government Act* (MGA, RSA 2000, c M-26). Section 146.1 previously required all municipalities to adopt a Council Code of Conduct Bylaw.

As a result, Lethbridge County's current Council Code of Conduct Bylaw is now redundant and no longer legally required. Administration recommends Council repeal the bylaw to maintain alignment with the MGA and keep our local governance framework clear, current and practical.

RECOMMENDATION:

MOVED that Council repeal Bylaw 17-004, the Councillors Code of Conduct Bylaw, to align with the repeal of Section 146.1 of the *Municipal Government Act* under Bill 50.

REASON(S) FOR RECOMMENDATION(S):

Under the former MGA Section 146.1, all municipalities were required to establish a bylaw governing council conduct. Bill 50 repealed Section 146.1, meaning the bylaw is no longer legislatively required.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council passed Bylaw 17-004 - Councillors Code of Conduct Bylaw in August 2017.

BACKGROUND INFORMATION:

Since 2018, municipalities were required under MGA Section 146.1 to adopt and enforce a Council Code of Conduct Bylaw.

With the passing of Bill 50, the Province removed this requirement to prevent code of conduct abuse. They will be working with municipalities to develop a fairer, province wide accountability system. Until then Council conduct can be effectively managed using existing statutory tools such as:

- Oath of Office requirements (*MGA s. 156*);
- Disqualification provisions (*MGA s. 174*);
- Municipal election processes under the *Local Authorities Election Act*;
- Council's procedural and governance policies.

Lethbridge County will continue to reinforce high ethical standards through orientation, policy updates, Council training and the County's core values.

ALTERNATIVES / PROS / CONS:

Alternative/Con: Retain the current bylaw which is no longer enforceable under the MGA.

FINANCIAL IMPACT:

No direct financial impact.

LEVEL OF PUBLIC PARTICIPATION:

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

ATTACHMENTS:

[Bylaw 17-004 - Councillor Code of Conduct](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

**COUNCILLORS' CODE OF CONDUCT BYLAW
BYLAW 17-004**

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH COUNCILLOR CODE OF CONDUCT.**

WHEREAS, pursuant to Section 145 of the *Municipal Government Act* (MGA), Chapter M-26 of the statutes of Alberta, a council may pass bylaws in relation to the procedure and conduct of council;

AND WHEREAS the citizens and the taxpayers of Lethbridge County have the right to be served by a Council committed to conducting its service in an ethical and professional manner. It is important that there not be, nor appear to be, any conflict between the private interests of each Councillor and his/her duty to the public;

AND WHEREAS the purpose of this Code of Conduct shall be to uphold these principles governing the conduct of Councillors so Councillors maintain the highest standards while faithfully discharging their duties;

NOW THEREFORE under the authority and pursuant to the provisions of the said *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Lethbridge County, duly assembled, enacts as follows:

CONDUCT OF COUNCILLORS

The Councillors of Lethbridge County, when acting as a Councillor, shall abide and adhere to the following principles that form this Code of Conduct, by signing Schedule "A" attached to this bylaw, and shall:

- a) Govern individual conduct in accordance with the requirements set out in The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, and the bylaws and policies approved by the Councillors of Lethbridge County;
- b) Treat fellow Councillors, administration and the public with respect, concern, and courtesy;
- c) Demonstrate the highest standards of personal integrity and honesty in order to foster the public trust and confidence in Lethbridge County;
- d) Communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening and respecting those opinions that may differ;
- e) Recognize when interacting with the public, no individual authority exists except where explicitly authorized by a Council resolution, bylaw, or policy;
- f) Recognize when interacting with the press, individual Councillors do not speak for Lethbridge County except where explicitly authorized by a Council resolution, bylaw or policy;
- g) Recognize an individual Councillor cannot exercise individual authority over Lethbridge County;

- h) Recognize, when interacting with the Chief Administrative Officer, the lack of authority vested in a Councillor to direct the Chief Administrative Officer, except where explicitly authorized by a Council resolution, bylaw, or policy;
- i) Direct any comments regarding staff performance, to the Reeve who shall communicate those matters to the Chief Administrative Officer, recognizing that the Chief Administrative Officer is the only employee of the Council;
- j) Not use the position of Councillor to benefit one's self or any other individual apart from the interest of Lethbridge County, and avoid placing one's self in a position where there may be a real or perceived conflict of interest or apprehension of bias;
- k) Not use or attempt to use Lethbridge County's funds, property or information for the personal benefit of the Councillor or for the personal gain or benefit of any other individual;
- l) Devote time, thought, and attention to the duties of a Councillor so effective and knowledgeable decisions can be made on behalf of the citizens and taxpayers;
- m) Develop and evaluate goals and policies through Council, to meet the needs and expectations of the public;
- n) Attend Council orientation and ongoing training to foster a better understanding of a Councillor's duties and obligations;
- o) Protect privileged information learned during the course of the duties of a Councillor and preserve the confidentiality of information provided to them, concerning confidential matters of Lethbridge County;
- p) Not use confidential information to advance the personal, financial, or private interests of one's self or any other individual;
- q) Not surrender the responsibilities and obligations of a Councillor to any other person, group, or organization;
- r) Disclose to Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or conflict of interest as identified by The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, or the bylaws and policies of Lethbridge County;
- s) Endeavour to make decisions as a Council based on objective criteria and information available regarding an allegation made under this bylaw.
- t) Fully disclose the nature and applicable information as a Council, regarding an allegation of a breach of this bylaw to the Councillor, in question, in a timely manner.

HEARING PROCESS

The Council, when considering an alleged breach of this bylaw shall provide sufficient opportunity for the Councillor, who is the subject of the allegation, to address Council.

BREACH OF BYLAW 17-004

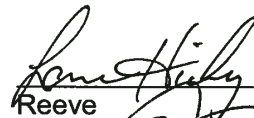
If, in the opinion of a majority of the members of Council, a Councillor breaches any of the principles found in this Code of Conduct, courses of action taken by Council, may include but are not limited to:


- a) Requiring the Councillor to provide a verbal apology to the impacted individual, organization, or Council as a whole; and/or
- b) Requiring the Councillor to provide a written apology provided to the impacted individual, organization, or Council as a whole, and in any case, placed in the personnel file of the Councillor; and/or
- c) Removing the Councillor from Council Committees; and/or
- d) Dismissing the Councillor from a position of Reeve, Deputy Reeve or Chairperson of a Council Committee; and/or
- e) Issuing a directive to the Councillor to attend 3rd party educational training on ethical and respectful conduct, at the expense of Lethbridge County.

A decision to apply one or more of the actions detailed above requires a simple majority of Council directing the Councillor to do all or some of those actions.

All discussions surrounding allegations and substantiated violations of this bylaw shall be conducted at an In Camera meeting of Council only, with the information being kept in confidence under the appropriate sections of The Municipal Government Act and The Freedom of Information and Protection of Privacy Act.

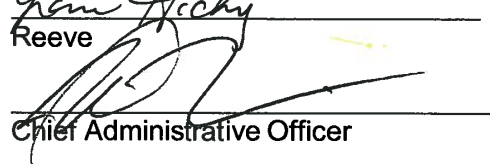
GIVEN first reading this 17th day of August, 2017.


Reeve


Chief Administrative Officer

GIVEN second reading this 17th day of August, 2017.


Reeve


Chief Administrative Officer

GIVEN third reading this 17th day of August, 2017.


Reeve


Chief Administrative Officer

Notes:

First Reading (date)	Aug 17/17
Public Hearing (date)	
Second Reading (date)	Aug 17/17
Third Reading (date)	Aug 17/17

Schedule "A"

I recognize that I have a responsibility to assure that ethical standards are understood and met so that the public will have confidence in the integrity of the Council. In recognition of my commitment as a Councillor of Lethbridge County, I promise that I will:

- a) Govern my conduct in accordance with the requirements set out in The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and/or any other Act of the Government of Canada or the Province of Alberta, as well as the bylaws and policies duly approved by the Council of Lethbridge County;
- b) Treat fellow Councillors, administration and the public with respect, concern, and courtesy;
- c) Demonstrate the highest standards of personal integrity and honesty in order to foster the public trust and confidence in Lethbridge County;
- d) Communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening and respecting those opinions that may differ with mine;
- e) Recognize, when interacting with the public, no individual authority exists except where explicitly authorized by a Council resolution, bylaw, or policy;
- f) Recognize when interacting with the press, individual Councillors do not speak for the municipality except where explicitly authorized by a Council resolution, bylaw or policy;
- g) Make no attempt to exercise individual authority over Lethbridge County;
- h) Recognize, when interacting with the Chief Administrative Officer, the lack of authority vested in a Councillor to direct the Chief Administrative Officer, except when explicitly authorized by a Council resolution, bylaw or policy;
- i) Direct any comments regarding staff performance to the Reeve who shall communicate those matters to the Chief Administrative Officer, recognizing that the Chief Administrative Officer is the only employee of the Council;
- j) Not use the position of Councillor to benefit myself or any other individual apart from the interest of Lethbridge County, and avoid placing myself in a position where there may be a real or perceived conflict of interest or apprehension of bias;
- k) Not use or attempt to use Lethbridge County's funds, property or information for my personal gain or benefit or for the personal gain or benefit of any other individual;
- l) Devote time, thought, and attention to the duties of a Councillor so effective and knowledgeable decisions can be made on behalf of the citizens and taxpayers;
- m) Develop and evaluate goals and policies, through Council to meet the needs and expectations of the public;
- n) Attend Council orientation and training;
- o) Protect privileged information learned during the course of my duties as Councillor and preserve the confidentiality of information provided to me concerning confidential matters of Lethbridge County;
- p) Not use confidential information to advance the personal, financial, or private interests of myself or any other individual;

- q) Not surrender the responsibilities and obligations of a Councillor to any other person, group or organization;
- r) Disclose to Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or conflict of interest as identified by The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, or the bylaws and policies of Lethbridge County.

Recognize that any allegation that may be made against me in my capacity as a Councillor does not remove my right to a fair and unbiased hearing before Council

Witness – Print Name

Councillor – Print Name

Witness - Signature

Councillor – Signature

AGENDA ITEM REPORT



Title: Revised Employee Recognition, Service & Retirements Policy
Meeting: Council Meeting - 10 Jul 2025
Department: Human Resources
Report Author: Kiera Baranyay

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 07 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Lethbridge County's success is built on the dedication, talent, and commitment of its employees. The revised version of Policy 127: Employee Recognition, Service & Retirements Policy sets out a clear, fair, and consistent framework to celebrate the people who help make our communities stronger every day. This policy reinforces Council's commitment to fostering an organizational culture where employees feel seen, valued, and appreciated for both daily excellence and long-term contributions.

RECOMMENDATION:

MOVED that Council adopt the revised Policy 127 – Employee Recognition, Service and Retirements, as presented.

REASON(S) FOR RECOMMENDATION(S):

These revisions acknowledge that employees contribute to the success of the County via long service, but will also explicitly highlight employees' day-to-day contributions and link recognition to our organizational core values.

PREVIOUS COUNCIL DIRECTION / POLICY:

Previous Employee Recognition policy approved November 2020

BACKGROUND INFORMATION:

Summary of Key Improvements

Broader, more inclusive recognition that celebrates both everyday excellence and long service.

Stronger connection to the County's Core Values and organizational culture.

Clearer award amounts and categories, supporting transparency and consistency.

Simpler, more predictable long service retirement allowance formula, but no change in dollar value.

Streamlined approach removes outdated elements (e.g., pins, specific branded clothing) and adds meaningful, flexible rewards.

Key Changes

1. Purpose and Overall Focus

Previous Policy:

Focused narrowly on milestone-based recognition, specifically service increments and retirements. Acknowledged that employees contribute to success but did not highlight day-to-day contributions or link recognition to core values.

Revised Policy:

Expands the purpose to celebrate both milestones and daily contributions, explicitly connecting recognition to Lethbridge County's Core Values.

Introduces a broader cultural focus on fostering an environment where employees feel consistently seen, valued, and rewarded.

2. Categories of Recognition

Previous Policy:

Recognition was limited to Yearly Service Awards and Retirement Recognition. No structured, ongoing recognition for everyday actions aligned with core values.

Revised Policy:

Adds three distinct categories:

- Values in Action Awards for immediate recognition of actions reflecting core values.
- Annual Employee Recognition Event remains but now includes new award levels (Core Values Champion and Values-Based Awards) with specified monetary values.
- Service Milestones maintained with clearer timing (quarterly).

3. Service Milestone Awards

Previous Policy:

Recognition included a pin engraved with years of service, plus a gift at \$20 per year. Provided physical gifts like vests and jackets for specific years (1-year welcome vest, 5-year jacket). Gift selection was from a vendor list for 10, 15, 20+ years.

Revised Policy:

Retains the \$20 per year of service value.

Removes specific branded items like vests and jackets and pins.

Focuses instead on certificates and gifts without reference to specific branded merchandise, better aligning to feedback from employees regarding meaningful recognition.

Recognition is ongoing (quarterly) rather than just annually.

4. Addition of Values-Based Awards

Previous Policy:

No recognition outside of milestone service.

Revised Policy:

Introduces Values in Action (informal, ongoing recognition up to \$75 per incident).

Introduces Core Values Champion Awards (custom trophy and ~\$200 award) and Values-Based Awards (custom plaque and ~\$100 award) at the annual event.

5. Retirement Recognition

Key Difference:

The revised policy clarifies retiree preferences for how and when the gift is presented, ensuring more flexibility.

6. Long Service Retirement Allowance

Previous Policy:

Calculated as a percentage-based formula:

10% of the max (\$15,000) after 10 years FTE plus 3% per additional year.

Max payout at 40 years (100% of \$15,000).

Revised Policy:

Switches to a flat dollar calculation:

\$1,500 after 10 years, plus \$450 per year beyond 10 years, up to a maximum of \$15,000.

More straightforward and easy to calculate.

Clarifies eligibility: must be age 55+ with 10+ years, with written notice of retirement.

7. Employee Benefit Plan Conversion

Previous Policy:

Included a section about the option to convert County Employee Benefit Plan coverage to a private plan at retirement.

Revised Policy:

Omits details about benefit plan conversion, focusing solely on recognition and retirement allowance.

ALTERNATIVES / PROS / CONS:

Alternative: Not approve amended policy

FINANCIAL IMPACT:

No financial impact in amending the policy

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[127 Employee Recognition, Service & Retirement Policy](#)

[127EmployeeRecognition_Nov2020](#)



Employee Recognition, Service & Retirement Policy

Section 100 NO. 127 | Effective November 2, 2012 | Approved by County Council
Revised July, 2025

Purpose

The purpose of this policy is to provide a consistent approach in recognizing important milestones, achievements and contributions of an employee's career with Lethbridge County.

Lethbridge County acknowledges that employees drive the overall success of the organization and County Council and Administration wish to acknowledge and recognize these efforts and contributions. This policy is in place to celebrate the people behind our organization - those who go the extra mile, live our core values, and make our communities stronger every day. This policy ensures consistent, meaningful recognition of both day-to-day excellence and long-term commitment, fostering a culture where contributions of all kinds are seen, valued, and rewarded.

Employee Recognition

Employee recognition will fall into three categories: Values In Action Awards, Annual Employee Recognition Event, and Service Milestones.

1. **Values in Action:** Recipients receive a certificate/card with a brief explanation of why they are receiving this recognition, and a small gift (e.g., gift card or branded merchandise up to \$75.00 value), from senior leadership. These awards are meant to recognize individuals who demonstrate exceptional commitment to one or more of Lethbridge County's Core Values through specific actions or achievements.
2. **Annual Employee Recognition Event:** This event will be held annually in the fall. The format of the event will be dinner, awards presentation, and entertainment, with employee, leadership and council participation.
 - a. For the Core Values Champion Awards recipients will receive a custom trophy and an award with an approximate value of \$200. The Values-Based Award recipients will receive a custom plaque and an award with an approximate value of \$100.



3. **Service Milestones:** Each quarter, employees who achieved a service milestone (5, 10, 15, 20, 25+ years) in that quarter will be recognized and will receive a certificate and a service gift (scaled by tenure at \$20 per year of service).

Retirements

Retiring employees will be presented with a parting gift valued at \$20 per year of service. At the request of the retiring employee, this gift will be presented to the employee during the Annual Employee Recognition Event, or as close to the retirement date as practicable.

Long Service Retirement Allowance

Lethbridge County recognizes the organization benefits when staff members remain employed with the County for extended periods of time. Benefits include, but are not limited to, reduced recruitment costs, savings in training and staff development costs, reduced equipment downtime, reduced incidents, and a higher degree of operational efficiency.

Eligibility for this allowance will be determined in accordance with this policy and associated directive.

1. Employees must be at least 55 years of age with ten (10) or more years of service and have submitted their formal notice of retirement in writing to their supervisor, to be eligible for this allowance.
2. The maximum long service allowance shall be paid upon retirement after the employee has been employed for at least 40 years, up to a maximum of \$15,000.
3. At 10 years of service, retiring employees are eligible for \$1,500
4. For every additional year of service beyond 10 years, employees will be eligible for an additional \$450 per year.

Where required, awards will be subject to applicable legislation including Canada Revenue Agency's Employer's Taxable Benefits and Allowances guidelines.

For more information on the Employee Recognition Program, and Retirements, please see Directive HR26: Employee Recognition, Service & Retirements.



Lethbridge County Policy Handbook

EFFECTIVE: November 2, 2012 **SECTION:** 100 NO. 127 Page 1 of 3
APPROVED BY: County Council **SUBJECT:** Employee Recognition
REVISED DATE: November 19, 2020

Employees contribute to the overall success of Lethbridge County. Lethbridge County Council and Administration wish to acknowledge and recognize these efforts and contributions.

The Purpose

The purpose of this policy is to provide a consistent approach in recognizing important milestones of an employee's career with Lethbridge County.

Yearly Service Awards

Service Awards will be distributed during the Annual Employee Recognition Event or alternate if required.

One Year:

- Employees will be welcomed to Lethbridge County in their first year of employment with a County vest.

Milestone Increments:

- Employees will be acknowledged in five (5) year increments (i.e.: 5, 10, 15 etc. years of service). At the end of each year, employees achieving a milestone will be presented with a Lethbridge County pin, engraved with the appropriate years, and a recognition gift valued at \$20 per year of service. Replacement pins may be purchased at a cost of \$4.00 per pin, to be paid by the individual requiring the replacement.
- At the completion of five (5) years, the employee will be gifted with a Lethbridge County Jacket.
- At the completion of ten (10) years and fifteen (15) years and so on and so forth, the employee will have their choice of gift from a list of approved vendor websites.
- Eligible employees will be those employees who are employed in full-time permanent positions or have achieved "seasonal" status as per the CUPE Collective Agreement. For the purpose of calculating service recognition awards, one (1) year of seasonal employment will be considered to be one (1) year of employment.



Lethbridge County Policy Handbook

EFFECTIVE: November 2, 2012 **SECTION:** 100 NO. 127 Page 2 of 3
APPROVED BY: County Council **SUBJECT:** Employee Recognition
REVISED DATE: November 19, 2020

Retirements:

- Retiring employees will be presented with a parting gift valued at \$20.00 per year of service. This will be presented to the employee during the Annual Employee Recognition Event, or as close to the retirement date as practicable.

Where applicable, all awards will be taxed according to Canada Revenue Agency's Employer's Taxable Benefits and Allowances guidelines.

Long Service Retirement

Lethbridge County recognizes the organization benefits when staff members remain employed with the County for extended periods of time. Benefits include reduced recruitment costs, savings in training and staff development costs, reduced equipment down time, reduced incidents, a higher degree of operational efficiencies, etc.

Lethbridge County also recognizes that future predications indicate there will be a general shortage of workers as the baby boomer generation enters the retirement phase. To proactively address these issues, Lethbridge County will provide a long service retirement allowance to employees that qualify in accordance with this policy.

Allowance

The long service retirement allowance paid upon formal retirement will be determined as follows:

- The maximum long service entitlement shall be \$15,000.
- Less than 10 years full time equivalent (FTE) with Lethbridge County – 0%
- 10 years or mor (FTE) – 10% of maximum long service entitlement plus an additional 3% of maximum entitlement for each additional year (FTE) beyond 10 years.
- 100% of long service entitlement shall be paid upon retirement after the employee has been employed for at least 40 years (FTE).



Lethbridge County Policy Handbook

EFFECTIVE: November 2, 2012 **SECTION:** 100 NO. 127 Page 3 of 3
APPROVED BY: County Council **SUBJECT:** Employee Recognition
REVISED DATE: November 19, 2020

Payment of Long Service Retirement Allowance

The payment of the long service retirement allowance will be subject to Federal Government reporting & withholding requirements. Employees may request that the County process the long service retirement allowance in accordance with a preferred option that is provided for under the Government of Canada reporting requirements.

Continued Participation in Employee Benefit Program

Upon retirement, employees may be able to convert their Lethbridge County Employee Benefit Plan coverage to a private plan with the same provider. The conversion and or continuation of coverage under a private plan will be limited to the provisions within the plan at the time of retirement.

AGENDA ITEM REPORT



Title: Proposed Revisions to Current Safety Policies
Meeting: Council Meeting - 10 Jul 2025
Department: Administration
Report Author: Jared Zeller

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 07 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This report outlines proposed revisions to three existing safety-related policies. The recommended changes are designed to enhance clarity, remove redundancy, and streamline the safety policy framework. Specifically, the proposed changes are:

1. **Revise the current Health and Safety Policy** to clearly delineate responsibilities for senior management and management, as identified in a recent external Certificate of Recognition (COR) Audit.
2. **Rescind the Safety Records Policy**, as the content is legislatively mandated and addressed in the corporate Records Management Program.
3. **Rescind the Contractor Safety Policy** in favor of the more comprehensive Contractor Safety Directive, which already governs contractor safety requirements.

The proposed policy revisions ensure alignment with audit recommendations, reduce policy redundancy, and enhance the effectiveness of our safety management system. Adopting these changes will clarify roles, reinforce operational consistency, and streamline policy governance.

RECOMMENDATION:

That Council:

1. Approves the proposed revisions to Policy 800 – Health & Safety Policy as presented
2. Rescinds the current Policy 804 – Safety Records Policy
3. Rescinds the current Policy 805 – Contractor Safety Policy

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County continually reviews our policies, directives, programs, and procedures to ensure compliance and relevance. A review of the current policies have identified some required revisions as well as opportunities to clarify, simplify, and streamline aspects of each policy. The proposed revisions are intended to drive:

- **COR Audit Compliance:** The Health and Safety Policy revision responds directly to findings in the external COR Audit, ensuring compliance and continuous improvement in our health and safety management system.
- **Policy Efficiency:** Rescinding the Safety Records and Contractor Safety Policies eliminates redundancy, as both are covered by other guiding documents or legislative frameworks.
- **Clarity and Usability:** Streamlining policies helps employees and stakeholders access and understand relevant information more easily, supporting better compliance and accountability.

PREVIOUS COUNCIL DIRECTION / POLICY:

1. Policy 800 – Health & Safety Policy (last revision June 2024)
2. Policy 804 – Safety Records Policy (last revision April 2018)
3. Policy 805 – Contractor Safety Policy (last revision April 2018)

BACKGROUND INFORMATION:

- The COR Audit identified a gap in the current Policy 800 - Health and Safety Policy regarding the explicit assignment of responsibilities. A clearer structure is needed to remove ambiguity between senior management and management roles.
 - Key proposed changes to Policy 800 – Health & Safety Policy:
 - Administrative and grammatical revisions throughout that do not change the intent of the policy
 - Included specific responsibilities and accountabilities for the Chief Administrative Officer (CAO) as the Employer as defined under OHS legislation
 - Included specific responsibilities and accountabilities for those that would meet the definition of Supervisor under OHS legislation
- The Safety Records Policy merely lists the types of records to be retained. This is redundant as such requirements are governed by legislation and are operationalized through the organization's Records Management Program.
- The Contractor Safety Policy overlaps with the Contractor Safety Directive, which is the more operational and updated document used by departments to manage contractor safety.

ALTERNATIVES / PROS / CONS:

1. **Retain the current policies**
 - **Pros:** no immediate implementation costs or disruptions and familiar to Council and Administration
 - **Cons:** Missed opportunity for clarity and compliance; findings from COR Audit remain unaddressed.
2. **Council requests partial or additional revisions**
 - **Pros:** incremental improvements with limited implementation costs or disruptions
 - **Cons:** could result in fragmented policies and processes and potentially requiring further revisions in the near future
3. **Defer decision for further feedback and revisions**
 - **Pros:** may ensure broader consensus and input prior to implementation
 - **Cons:** prolongs existing inefficiencies, ambiguities, and challenges and risks delaying needed improvements or revisions; findings from COR Audit remain unaddressed
4. **Update all policies rather than rescinding**

- **Pros:** no significant immediate implementation costs or disruptions and familiar to Council and Administration
- **Cons:** Redundant effort; policies would duplicate existing directives or legislative requirements.

FINANCIAL IMPACT:

There are no direct financial costs associated with the proposed changes. Administration's time will be required to update internal documentation and communicate changes to relevant personnel, but this is minimal and will be absorbed into existing resources.

LEVEL OF PUBLIC PARTICIPATION:

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

ATTACHMENTS:

[Policy 800 - Health Safety Policy - 2025 Proposed Revisions](#)
[Policy 800 - Health Safety Policy - Current](#)
[Policy 804 - Safety Records Policy](#)
[Policy 805 - Contractor Safety Policy](#)



Policy 800 – Health & Safety Policy

Health & Safety | Approved November 1995 | Last Revised July 10, 2025

1. Policy Statement

In alignment with Alberta Occupational Health and Safety (OHS) legislation and our Core Values, Lethbridge County (hereinafter referred to as the "County") is committed to a safe and healthy workplace that promotes and protects the physical, psychological, and social wellbeing of workers, contractors, visitors, and the public. All employees are expected to model safe work practices and behaviours to contribute to a culture of safety awareness.

2. Purpose

The purpose of this policy is to outline the commitment of Lethbridge County to health and safety in alignment with the OHS Act, Regulation, and Code and County policies and directives.

The safety of all employees, contractors, and visitors of the County is of utmost importance and it is therefore an expectation that it is prioritized within everyday operations. Employees at every level of the organization are responsible and accountable for the County's health and safety performance and will provide leadership for the health and safety program.

A comprehensive safety program is the key to the County's long-term success and objective to reduce the risks and impacts of incidents such as injury, illness, loss, and property damage. This success is contingent on active participation in the program by all workers at every level of the County, according to defined health and safety responsibilities differentiated at the employer, supervisor, and worker levels.

The County shall continuously strive to enhance its health and safety standards and culture with the support of Council and the Senior Leadership Team including, but not limited to, the following fundamentals in place:

- a. A Joint Health and Safety Committee (JHSC) made up of both Employer and Worker representatives, to collaborate on various health and safety initiatives to protect and promote employee wellbeing
- b. Regular team meetings to inform and engage with employees on relevant safety matters
- c. Operator competency program in place to ensure operators of heavy/mobile equipment are evaluated and provided with training needed to operate equipment safely



- d. Proper personal protective equipment (PPE) provided to employees to minimize exposure to hazards
- e. Conduction and review of hazard assessments, workplace inspections and emergency response plans
- f. Training opportunities to allow workers to acquire the skills needed to be effective and safe in their work
- g. A review of the County's Health and Safety Program on an annual basis to maintain a Certificate of Recognition (COR)

3. Scope

This policy and all related legislation, directives, and procedures applies to all employees as it relates to their work processes whenever engaged in work at any County work sites. Work sites include any location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in any occupation for work purposes.

4. Roles and Responsibilities

As an Employer, the Chief Administrative Officer (CAO), or as otherwise designated, is responsible for:

- a. Familiarising themselves and complying with the OHS Act, Regulation, and Code and follow County policies, directives, procedures, health and safety program, codes of practices, and safe work procedures as it relates to their work processes whenever engaged in work at any County work sites.
- b. Understanding and ensuring compliance with the employer's responsibilities under OHS legislation.
- c. The County's health and safety program.
- d. Ensuring the health, safety, and welfare of workers and other persons at County work sites.
- e. Ensuring workers are aware of their rights and duties under OHS legislation.
- f. Ensuring workers are supervised by a person who is competent and aware of their responsibilities under OHS legislation.
- g. Providing supervisors with the direction, training, support, and resources necessary to fulfill their health and safety roles and responsibilities.
- h. Ensuring workers are not subjected to or participate in workplace harassment or violence.
- i. Ensuring workers are adequately trained to perform their work in a healthy and safe manner.



- j. Consulting and cooperating with the JHSC to exchange information and resolve health and safety concerns.
- k. Ensuring health and safety concerns are resolved in a timely manner
- l. Ensuring information related to work site hazards, controls, work practices and procedures as well as current OHS legislation is readily available to workers, the JHSC, and contractors (if applicable)
- m. Communicating the County's commitment to health and safety to employees at least annually.
- n. Cooperating with any person carrying out a duty under OHS legislation.

Supervisors, including Foreman, Coordinators, Managers, Directors, Lead Hands, or any others that have charge of a work site or authority over workers are responsible for:

- a. Familiarising themselves and complying with the OHS Act, Regulation, and Code and follow County policies, directives, procedures, health and safety program, codes of practices, and safe work procedures as it relates to their work processes whenever engaged in work at any County work sites.
- b. Taking all precautions necessary to protect the health and safety of every worker under their supervision and ensure:
 - i. The workers under their supervision work in accordance with procedures and measures required by OHS legislation as well as County policies, directives, procedures, health and safety program, codes of practice, and safe work procedures.
 - ii. The workers under their supervision are not subjected to or participate in workplace harassment or violence.
- c. Advising every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.
- d. Reporting safety concerns, unsafe conditions, work-related injuries or illnesses, and near miss incidents to their supervisor.
- e. Ensuring the County's health and safety program is implemented and monitored at their work site or within their team.
- f. Maintaining the necessary competence to safely and effectively supervise workers under their supervision.
- g. Ensuring hazard assessments are implemented for locations, types of work and activities within their area of responsibility are reviewed annually or when procedures or equipment changes.



- h. Including and documenting health and safety items as a standing agenda item at each of their regular team meetings.
- i. Ensuring workers under their supervision use all hazard controls and properly use or wear PPE designated or provided by the County or required to be used under OHS legislation.
- j. Ensuring that general and site-specific health and safety orientation is completed for all workers, including new hires, returning casual/seasonal workers, and workers transferring departments.
- k. Ensuring site emergency plans are implemented.
- l. Ensuring appropriate first aiders and first aid supplies are readily available to address immediate illness and injuries at the work site.
- m. Ensuring that all contractors and site visitors protocol and orientation is implemented and followed.
- n. Implementing a site or department specific protocol for employees that work alone.
- o. Implementing management practices to control and monitor the purchase, inventory, use, storage, transport, and disposal of chemicals and hazardous waste.
- p. Cooperating with any person carrying out a duty under OHS legislation.

Workers are responsible for:

- a. Familiarising themselves and complying with the OHS Act, Regulation, and Code and follow County policies, directives, procedures, health and safety program, codes of practices, and safe work procedures as it relates to their work processes whenever engaged in work at any County work sites.
- b. Working safely and taking reasonable care to protect their own health and safety and that of others present at the work site.
- c. Being aware of the hazards of their job, refuse unsafe work, participate in training, meetings, hazard assessments, inspections, and investigations when required.
- d. Wearing and maintaining appropriate personal protective equipment (PPE) as required by the County or OHS legislation.
- e. Refraining from causing or participating in harassment or violence in the workplace.
- f. Reporting safety concerns, unsafe conditions, work-related injuries or illnesses, and near miss incidents to their supervisor.
- g. Cooperating with any person carrying out a duty under OHS legislation.



5. Related Directives and References

- HS01 - Hazard Identification, Assessment and Control Directive
- HS02 - Incident Report and Investigation Directive
- HS03 - Personal Protective Equipment (PPE) Directive
- HS05 - Safety Footwear Reimbursement Directive
- HS06 - Visitor Safety Directive
- HS07 - County Vehicle and Equipment Inspections Directive
- HS08 - Formal Inspections Directive
- HS09 - Operator Evaluation Program Directive
- HS10 - Safety Training Directive
- HS11 - Working Alone Directive
- HS12 - Noise Management Program Directive
- HS13 - Contractor Safety Directive
- HS - SP01 - Health and Safety Auditor Procedure
- Alberta OHS Act, Regulation, and Code

6. Compliance and Review Timelines

Employees must adhere to this policy and corresponding directives to ensure a healthy and safe work environment for all. Any questions or concerns regarding this policy or corresponding directives should be addressed to the immediate supervisor or health and safety.

Regular reviews of this policy will be conducted to ensure it remains up to date and effective, at a minimum of every three years.

7. Approval

Reeve

Chief Administrative Officer

Date



Policy 800 – Health & Safety

Health & Safety | Approved November, 1995 | Last Revised June, 2024

1. Policy Statement

Lethbridge County is committed to a health and safety program that promotes and protects the physical, psychological, and social wellbeing of workers, contractors, visitors, and the public.

2. Purpose

The purpose of this policy is to outline the commitment of Lethbridge County (hereinafter referred to as the "County") to health and safety in alignment with the Occupational Health and Safety Act, Regulation and Code and County policies and directives.

3. Scope

All employees are required to familiarise themselves with and adhere to the following policy and corresponding directives.

4. Policy

A comprehensive safety program is the key to the County's long-term success and objective to reduce the risks and impacts of incidents such as injury, illness, loss, and property damage. This success is contingent on active participation in the program by all workers at every level of the County, according to defined health and safety responsibilities differentiated at the employer, supervisor, and worker levels.

The County shall continuously strive to enhance its health and safety standards and culture with the support of Council and the Senior Leadership Team including, but not limited to, the following fundamentals in place:

- a. A Joint Health & Safety Committee (JHSC) made up of both Employer and Worker representatives, to collaborate on various health and safety initiatives to protect and promote staff wellbeing
- b. Toolbox meetings held regularly at a departmental level to inform staff and engage their participation on relevant safety matters
- c. Operator competency program in place to ensure operators of heavy/mobile equipment are evaluated and provided with training needed to operate equipment safely



- d. Proper personal protective equipment (PPE) provided to employees to minimize exposure to hazards
- e. Conduction and review of hazard assessments, workplace inspections and emergency response plans
- f. Training opportunities to allow workers to acquire the skills needed to be effective and safe in their work • A review of the County's Health and Safety Program on an annual basis to maintain a Certificate of Recognition (COR)

ROLES AND RESPONSIBILITIES

As an employer, the County will ensure:

- a. The health, safety, and welfare of workers at County work sites
- b. The health, safety, and welfare of other persons at or near a work site who may be affected by identifiable and controllable hazards originating from the work site
- c. Workers are aware of their occupational health and safety rights and duties
- d. Workers are not subjected to or participate in harassment or violence at work sites
- e. Workers are supervised by a person who is competent and familiar with OHS legislation
- f. Workers are adequately trained to perform their work in a healthy and safe manner
- g. Work is done by a competent worker or by a worker who is under the direct supervision of a competent worker
- h. The County's JHSC complies with their legislated requirements
- i. Health and safety concerns are resolved in a timely manner
- j. Information related to work site hazards, controls, work practices and procedures is readily available to workers, the JHSC and contractor (if applicable)
- k. Current OHS legislation is readily available to workers and to the JHSC

Supervisors will:

- a. Take all precautions necessary to protect the health and safety of every worker under their supervision and ensure:
 - i. The workers under their supervision work in accordance with procedures and measures required by OHS legislation
 - ii. The workers under their supervision are not subjected to or participate in harassment or violence at the work site
- b. Advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work



- c. Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the County

Workers will:

- a. Protect the health and safety of themselves and other people at or near County work sites
- b. Cooperate with their supervisors and follow County policies, directives, and procedures
- c. Use all devices and wear all PPE for protection as required by County or OHS legislation
- d. Refrain from causing or participating in harassment or violence
- e. Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to their supervisor
- f. Participate in any training provided
- g. Not perform work that may endanger themselves or others

In addition, the County as employer, supervisors, and workers will:

- a. Co-operate with any person exercising a duty imposed by the Occupational Health and Safety Act, Regulation and Code
- b. Comply with the Occupational Health and Safety Act, Regulation and Code, and County policies and directives

Workers at every level of the County must be familiar with the requirements of Alberta's OHS legislation as it relates to their work.

5. Related Directives and References

- [HS01 - Hazard Identification, Assessment and Control Directive](#)
- [HS02 - Incident Report and Investigation Directive](#)
- [HS03 - Personal Protective Equipment \(PPE\) Directive](#)
- [HS04 - Field Acceptable Work Attire Directive](#)
- [HS05 - Safety Footwear Reimbursement Directive](#)
- [HS06 - Visitor Safety Directive](#)
- [HS07 - County Vehicle and Equipment Inspections Directive](#)
- [HS08 - Formal Inspections Directive](#)
- [HS09 - Operator Evaluation Program Directive](#)
- [HS10 - Safety Training Directive](#)
- [HS11 - Working Alone Directive](#)
- [HS12 - Noise Management Program Directive](#)
- [HS13 - Contractor Safety Directive](#)
- [HS - SP01 - Health and Safety Auditor Procedure](#)

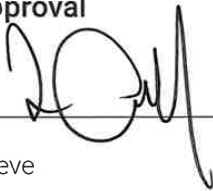


6. Compliance and Review Timelines

Employees must adhere to this policy and corresponding directives to ensure a healthy and safe work environment for all. Any questions or concerns regarding this policy or corresponding directives should be addressed to the immediate supervisor or People and Culture department.

Regular reviews of this policy will be conducted to ensure it remains up to date and effective, at a minimum of every three years.

7. Approval



Reeve

Chief Administrative Officer

June 28, 2024.
Date



Safety Records Policy

Section 800 NO. 804 | Effective November 8, 1995 | Approved By County Council

Revised April 19, 2018

Policy Statement

Lethbridge County is committed to ensure responsible management of safety records and record-keeping systems.

Purpose

The purpose of this policy is to ensure that a records system is in place that will enhance the County's ability to provide a safe work environment.

These records will include the following:

- New Employee Orientation
- Employee Training
- Incident/Accident Investigation Forms
- Formal/Field Level Hazard Assessment Forms
- Formal Building Inspections
- Fire Extinguisher Records
- First Aid Training Records
- First Aid Form Records
- Personal Protective Equipment
- Tool Box Safety Meetings
- General Safety Meetings
- Safety Non-Compliance
- Defect Sheets
- Equipment Records
- Insurance Accident Report Forms
- Contractor Safety Commitment
- WCB Records
- Competency Checklists
- Visitor Site Specific Orientation Checklist



*This list may change from time to time, as need arises.

Chief Administrative Officer

Date



Contractor Safety Policy

Section 800 NO. 805 | Effective November 8, 1995 | Approved By County Council

Revised April 19, 2018

Policy Statement

Lethbridge County is committed to a safe work environment for its staff and contractors alike.

Purpose

The purpose of this policy is to ensure that all contractors hired by Lethbridge County have a safety plan and adhere to it, or in the absence of one will follow the County's Safety plan, policies and procedures.

Before any contractor works on or near any property under the control of Lethbridge County, the contractor must adhere to the safety procedures set forth in Lethbridge County's Contractor Safety Commitment.

The contractor must provide proof to Lethbridge County by providing a copy of their safety program that will ensure compliance with the Occupational Health and Safety Act, the regulations and the adopted code. If the contractor does not have a safety program, Lethbridge County's policies and procedures will govern.

In the case of conflicting statements between the contractor's plan and the County's plan, the more stringent standard will take precedence.

***The safety information in this policy does not take precedence of OH&S Regulations. All employees should be familiar with the OH&S Act, Regulations and Code.**

Chief Administrative Officer

Date



Host a Stock Talk!

BRING LIVESTOCK & LOCAL VOICES TOGETHER.

Connect with your local agriculture producers to strengthen your rural community.

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- Regulation
- Noise
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ILWG | The Intensive Livestock Working Group



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TO SIGN UP OR SCAN THE CODE



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**FAMILY
ACTIVITIES:**

BBQ
Bouncy
Castles
activities
Swag
And more!

Museum Pop-up



*Registration is not required, but appreciated to assist with planning

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - June 2025
Meeting: Council Meeting - 10 Jul 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 04 Jul 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

To remain transparent to its citizens, Lethbridge County Council members 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:

In order to remain transparent to its citizens, Lethbridge County Council members provide 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 Update - June 2025](#)

**Lethbridge County Council Attendance
June 2025**

Division 1

Councillor Lorne Hickey

June 4	FCSS Meeting
June 5	Lethbridge County Council Meeting
June 6-8	Green Acres Board Retreat
June 18	Meeting with Residents
June 18	Green Acres Finance Meeting
June 19	Lethbridge County Council Meeting
June 23	Council to Council Meeting with MD of Taber
June 25	Green Acres Board Meeting

Division 2

Reeve Tory Campbell

June 5	Lethbridge County Council Meeting
June 6	SRSDC Meeting, MD of Taber
June 6	Mayors & Reeves, Joint East/West Meeting, Town of Taber
June 18	EDL Board Meeting
June 19	Lethbridge County Council Meeting
June 23	Council to Council Meeting with MD of Taber
June 25	Farming Smarter Field School

Division 3

Councillor Mark Sayers

June 5	Lethbridge County Council Meeting
June 19	Lethbridge County Council Meeting
June 19	SouthGrow AGM
June 23	Council to Council Meeting with MD of Taber

Division 4

Deputy Reeve John Kuerbis

June 10	Weekly Meeting with Community Futures Executive Director
June 17	Regional Waste Commission Meeting
June 17	Weekly Meeting with Community Futures Executive Director
June 18	Meeting with Prairies Can

June 18	McCains Facility Tour
June 19	Lethbridge County Council Meeting
June 23	Council to Council Meeting with MD of Taber
June 23	Community Futures Audit Committee
June 25	Community Futures AGM
June 25	Community Futures Monthly Board Meeting

Division 5

Councillor Kevin Slomp

June 5	Lethbridge County Council Meeting
June 19	Lethbridge County Council Meeting
June 23	Council to Council Meeting with MD of Taber

Division 7

Councillor Morris Zeinstra

June 5	Lethbridge County Council Meeting
June 11	Link Pathway Meeting
June 19	Lethbridge County Council Meeting
June 23	Council to Council Meeting with MD of Taber
