



AGENDA

Council Meeting

9:30 AM - Thursday, May 20, 2021
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

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1. **County Council Meeting Minutes**
[Council Meeting - 06 May 2021 - Minutes](#)

D. SUBDIVISION APPLICATIONS

E. PUBLIC HEARINGS

F. DELEGATIONS

10:00 a.m. - Glenn Henry - RCMP

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

G.2. COMMUNITY SERVICES

G.3. CORPORATE SERVICES

12 - 25

- G.3.1. **Chinook Arch Library Board System Agreement**
[Chinook Arch Library Board System Agreement](#)

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- G.3.2. **Quarterly Financial Report - January - April 2021**
[Financial Report January - April 2021](#)

G.4. ADMINISTRATION

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- G.4.1. **Policy 205 - Critical Incidents and Policy 206 - Response to Pathogens, Request to Rescind Policies 205 and 206 - Request to Rescind**
[Policies 205 and 206 - Request to Rescind](#)

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

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1. **Lethbridge County Council Attendance Update - April 2021**
[Lethbridge County Council Attendance Update - April 2021](#)

J. CLOSED SESSION

K. ADJOURN



MINUTES

Council Meeting

9:30 AM - Thursday, May 6, 2021
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, May 6, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Lorne Hickey
Councillor Morris Zeinstra
Councillor Tory Campbell
Deputy Reeve Robert Horvath
Councillor Ken Benson
Councillor Steve Campbell
Councillor Klaas VanderVeen
Chief Administrative Officer, Ann Mitchell
Director of Community Services, Larry Randle
Director of Public Operations, Jeremy Wickson
Infrastructure Manager, Devon Thiele
Manager of Finance & Administration, Jennifer Place
Executive Assistant, Candice Robison

A. CALL TO ORDER

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

B. ADOPTION OF AGENDA

132-2021 Councillor Benson MOVED that Lethbridge County Council approve the May 6, 2021 Council Meeting Agenda as amended.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

133-2021 Councillor VanderVeen MOVED that the April 15, 2021 Regular County Council Meeting Minutes be accepted as presented.

CARRIED

D. DELEGATIONS

**D.1. Link Pathway Project Update
9:30 a.m. - Henry Doeve (Via Teams)**

134-2021 Councillor VanderVeen That the Link Pathway Project update and presentation be received for information.

CARRIED

Reeve Lorne Hickey recessed the meeting at 10:41 a.m.

The meeting reconvened at 10:51 a.m.

E. SUBDIVISION APPLICATIONS

**E.1. Subdivision Application #2021-0-038 – Wong
- Portion of the SW1/4 31-10-21-W4M**

135-2021 Councillor Benson MOVED that the Agricultural subdivision of SW1/4 31-10-21-W4M (Certificate of Title No. 181 206 095), to create a 30.10-acre (12.18 ha) lot from a title of 79.55-acres for country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the approved 30.10 acres at the market value of \$6,250 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may make reference to the provision of any services to be at the applicant's expense, including addressing the provision of access or roads constructed to County standards, storm water drainage, development setback lines stipulated, and any other matter the County deems necessary.
3. That the applicant is responsible for submitting a Historic Resources (HR) Application to Alberta Culture and Tourism via the Online Permitting and Clearance (OPaC) system as directed by the Historical Resources Administrator. The applicant must provide to the Subdivision Authority a copy in

writing of the Historical Resources Act clearance prior to final endorsement.

4. That the applicant submits a plan of survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided, as approved.
5. That the applicant provides a copy of architectural controls to be approved by the municipality that are to be registered as a restrictive covenant between the two resulting parcels subject of the subdivision. This restrictive covenant is to specify development setbacks to Piyami Coulee and building restrictions of what may or may not occur within the 300m setback buffer distance to the Hamlet of Shaughnessy sewage lagoons to the south and must specifically state that a residential dwelling on the 30.10 acre title is not permitted within the lagoon setback buffer. This restrictive covenant is to be registered concurrently with the subdivision approval.

CARRIED

E.2. Subdivision Application #2020-0-149 – Final Endorsement Request to register parcel revision for SE¼ 20-12-24-W4M (Skiba)

136-2021 Councillor VanderVeen MOVED that the Subdivision Approval Authority for Lethbridge County authorizes that:

Subdivision file 2020-0-149 may be endorsed for Land Titles registration based on the revised plan of survey submitted by Brown Okamura & Associates Ltd. (BOA file 20-15022T) to enable the amended parcel size and rectangular configuration to account for the existing yard improvements, fence line and tree shelter belt present, provided the final parcel size does not exceed 7.97 acres (3.23 ha). All other conditions of the original application and January 13, 2021 approval are applicable and must be met prior to final endorsement.

CARRIED

Councillor Morris Zeinstra recused himself from Subdivision Application 2021-0-042 due to having a personal relationship with the applicant and left the meeting at 11:29 a.m.

**E.3. Subdivision Application #2021-0-042 – Boras
- SW1/4 34-11-21-W4M**

137-2021 MOVED that the Country Residential subdivision of SW1/4 34-11-21-W4 (Certificate of Title No. 841 109 315), to subdivide a 5.25 acre (2.13 ha) first parcel out farmstead subdivision from a 1/4 section title of 158.96 acres (64.33 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 plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided for final endorsement.

CARRIED

Councillor Morris Zeinstra returned to the meeting at 11:34 a.m.

F. PUBLIC HEARINGS

G. DEPARTMENT REPORTS

G.1. COMMUNITY SERVICES

G.1.1. Planning and Development Department - 1st Quarter Report 2021

- 138-2021 Councillor Zeinstra MOVED that County Council receive the 2021 1st Quarter Planning and Development Department report for Information.

CARRIED

G.1.2. Bylaw 21-008 - Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 - First Reading

- 139-2021 Deputy Reeve Horvath MOVED that Bylaw 21-008 - Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 be read a first time.

CARRIED

G.1.3. Bylaw 21-009 - Land Use Bylaw Amendment Rural Agriculture to Rural General Industrial - NE/NW 33-7-20-W4 (5 northern acres) - First Reading

- 140-2021 Councillor S.Campbell MOVED that Bylaw 21-009 - Land Use Bylaw Amendment Rural Agriculture to Rural General Industrial - NE/NW 33-7-20-W4 (5 northern acres) be read a first time.

CARRIED

G.1.4. Bylaw 21-013 - Text Amendments to the Lethbridge County Land Use Bylaw - First Reading

- 141-2021 Councillor VanderVeen MOVED that Bylaw 21-013 - Text Amendments to the Lethbridge County Land Use Bylaw be read a first time.
- CARRIED

Reeve Hickey recessed the meeting at 11:59 a.m.

The meeting reconvened at 12:45 p.m. with all members of Council present as previously stated.

G.1.5. Bylaw 20-018 - Road Closure, Sale and Consolidation of a portion of First Avenue within the Hamlet of Turin- 2nd and 3rd Reading

- 142-2021 Councillor Zeinstra MOVED that Bylaw 20-018 - Road Closure, Sale and Consolidation of a portion of First Avenue within the Hamlet of Turin Bylaw be read a second time.
- CARRIED

- 143-2021 Councillor Zeinstra MOVED that Bylaw 20-018 - Road Closure, Sale and Consolidation of a portion of First Avenue within the Hamlet of Turin be read a third time.
- CARRIED

G.1.6. Policy 144 Area Structure Plans - Request to Rescind

- 144-2021 Councillor VanderVeen MOVED that Policy 144 - Area Structure Plans be rescinded.
- CARRIED

G.1.7. Invitation for interested members of Council to attend virtual EDA Xperience 2021 - the EDA Annual Conference and the Alberta Economic Development Leaders' Summit (these two events have been merged)

- 145-2021 Councillor VanderVeen MOVED that any Lethbridge County Councillor who wishes to attend the virtual Xperience 2021 event on May 19-20th be authorized to do so.
- CARRIED

G.1.8. Proclamation of 'International Economic Development Week' May 9th

to 15th, 2021

- 146-2021 Councillor MOVED that Lethbridge County Council proclaim May 9 - 15th as
VanderVeen 'International Economic Development Week' in conjunction with the
AUMA, RMA, EDA and other participating municipalities.
CARRIED

G.1.9. Bylaw No. 21-012 - Electronic Voting Machine Bylaw

- 147-2021 Deputy MOVED that Bylaw No. 21-012 Electronic Voting Machine Bylaw be
Reeve read a first time.
Horvath
CARRIED

- 148-2021 Councillor MOVED that Bylaw No. 21-012 Electronic Voting Machine Bylaw be
S.Campbell read a second time.
CARRIED

- 149-2021 Councillor MOVED that Council consider reading Bylaw No. 21-012 Electronic
Benson Voting Machine Bylaw a third time.
UNANIMOUSLY CARRIED

- 150-2021 Councillor MOVED that Bylaw No. 21-012 Electronic Voting Machine Bylaw be
VanderVeen read a third time.
CARRIED

G.2. MUNICIPAL SERVICES

G.2.1. Agricultural Service Board Policy #614 Soil Erosion Amendment

- 151-2021 Councillor MOVED that Policy 340 - Charge Back for Blow Dirt Cleanup be
VanderVeen rescinded.
CARRIED

- 152-2021 Councillor MOVED that Policy 615 - Charge Back for Blow Dirt Cleanup be
VanderVeen rescinded.
CARRIED

- 153-2021 Councillor MOVED that Council approves Policy 614 - Soil Erosion as
Zeinstra amended.
CARRIED

G.3. CORPORATE SERVICES

G.3.1. Picture Butte & Area Growing Project

- 154-2021 Councillor VanderVeen MOVED that County Council donates \$500 per the Lethbridge County Donations Policy 161 to the Picture Butte & Area Growing Project with funding from the Donation Reserve.
CARRIED

G.3.2. Bylaw 21-014 - Tax Mill Rate

- 155-2021 Councillor T.Campbell MOVED That Bylaw 21-014 - 2021 Tax Mill Rate be read a first time.
CARRIED
- 156-2021 Councillor Benson MOVED That Bylaw 21-014 - 2021 Tax Mill Rate be read a second time.
CARRIED
- 157-2021 Councillor S.Campbell MOVED that Council consider reading Bylaw 21-014 - 2021 Tax Mill Rate a third time.
UNANIMOUSLY CARRIED
- 158-2021 Councillor VanderVeen MOVED That Bylaw 21-014 - 2021 Tax Mill Rate be read a third time.
CARRIED

G.4. ADMINISTRATION

G.4.1. Proposed updates to Gifting Policy 156

- 159-2021 Councillor T.Campbell MOVED that the proposed revisions to Gifting Policy 156 be accepted.
CARRIED

G.4.2. Policy Clean Up- Policy 147 Pager/Cell Phone Usage County Council Meetings, Policy 135 Smoking in County Shops

- 160-2021 Councillor S.Campbell MOVED that Policy 147 Pager/Cell Phone Usage County Council Meetings be rescinded.
CARRIED

161-2021 Councillor VanderVeen MOVED that Policy 135 Smoking in County Shops be rescinded.
CARRIED

G.4.3. Letter of Support for the RCMP

162-2021 Councillor T.Campbell MOVED that Lethbridge County Council send a correspondence to the Minister of Justice and Solicitor General indicating support of the RCMP.
CARRIED

G.4.4. Request for the County to Procure a Lobbyist Service

163-2021 Councillor VanderVeen MOVED that with the current provincial climate bringing a lobbyist into the mix would not benefit Lethbridge County as an organization at this time as there are in house staff that can accomplish the same tasks.
CARRIED

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

J. CLOSED SESSION

164-2021 Deputy Reeve Horvath MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the *Municipal Government Act*, the time being 2:44 p.m. for discussion on the following:

J.1.Land Purchase Discussion (FOIP Section 25(1) - Disclosure Harmful to Economic and Other Interests of a Public Body)

J.2 Lethbridge North County Potable Water Coop Discussion (FOIP Section 25(1) - Disclosure Harmful to Economic and Other Interests of a Public Body)

J.3 Nobleford Fire Discussion (FOIP Section 25(1) - Disclosure Harmful to Economic and Other Interests of a Public Body)

Present during the Closed Session:
Lethbridge County Council
CAO

Director of Public Operations
Manager of Infrastructure
Manager of Finance & Administration
Director of Community Services
CARRIED

165-2021 Councillor MOVED that Lethbridge County Council Meeting move out of the

VanderVeen closed session at 3:43 p.m.

CARRIED

K. ADJOURN

166-2021 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting adjourn at 3:45 p.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Chinook Arch Library Board System Agreement
Meeting: Council Meeting - 20 May 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 06 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

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

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

RECOMMENDATION:

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

PREVIOUS COUNCIL DIRECTION / POLICY:

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

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

To not approve the amended agreement

PRO - N/A

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

FINANCIAL IMPACT:

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

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

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



Memo

April 16, 2021

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

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

Re: Council Motion Required – Amended System Agreement

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

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

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

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

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

(encl.)

TEL. 403.380.1500
CHINOOKARCH.CA

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

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

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

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

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

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

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

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

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

CLAUSE 2. - DEFINITIONS

2.1 In this Agreement, including the recitals:

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

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

2.2 In this agreement, including the recitals:

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

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

CLAUSE 3. - OPERATION

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

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

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

CLAUSE 4. - EFFECTIVE DATE

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

CLAUSE 5. - APPOINTMENTS TO THE CHINOOK ARCH LIBRARY BOARD

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

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

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

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

CLAUSE 6. - TERM OF APPOINTMENT

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

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

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

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

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

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

CLAUSE 8. - EXECUTIVE COMMITTEE

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

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

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

CLAUSE 9. - LIBRARY SYSTEM BUDGET

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

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

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

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

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

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

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

CLAUSE 10. - LIBRARY SYSTEM SERVICES TO PUBLIC LIBRARIES

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

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

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

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

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

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

12.2 Each municipal board within the library system shall:

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

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

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

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

CLAUSE 13.- OWNERSHIP OF PROPERTY

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

CLAUSE 14.- DIVISION OF ASSETS

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

CLAUSE 15. - COMPLETION OF THE LIBRARY SYSTEM

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

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

CLAUSE 16. - LIBRARY SYSTEM REPORTS

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

CLAUSE 17. - AMENDMENT

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

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

CLAUSE 18. - EXTENSION

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

CLAUSE 19. - ENTIRE AGREEMENT

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

CLAUSE 20. - INSURANCE

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

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

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

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

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

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

SCHEDULE "A-2"

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

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

AGENDA ITEM REPORT



Title: Quarterly Financial Report - January - April 2021
Meeting: Council Meeting - 20 May 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 11 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

This is the financial report for the period of January to April 2021 for Lethbridge County.

RECOMMENDATION:

No resolution is required.

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

REASON(S) FOR RECOMMENDATION(S):

This report is for County Council information regarding the County's financial position as of April 30, 2021.

ATTACHMENTS:

[Financial Report ending April 30-21](#)

Financial Report

Ending April 30, 2021



FISCAL YEAR 2021

Presented by: Jennifer Place

2021 Budget Update Summary

As of April 30, 2021 some funding announcements from the Provincial Government have been received that will impact the County's yearend financial surplus(deficit).

On February 12, 2021, Administration was contacted by Municipal Affairs regarding a new funding program called the Municipal Operating Support Transfer (MOST). The purpose of the program is to provide municipalities with one-time funding to assist with lost revenues or expenses incurred due to COVID-19. The County has received \$1,053,334 under this program. Once the County has submitted its Statement of Financial Expenditures, Municipal Affairs will determine eligible costs and whether the County will be required to pay any of the funds back.

The County was also informed by the Province, that the Resource Management grant which was not funded in 2020 or anticipated for 2021, will be paid to municipalities in 2021, and has been renewed for the remainder of the ASB Legislative grant period. An amended agreement was received that outlined the ASB Legislative and Resource Grants at \$123,000 and \$91,000 respectively for 2021. The additional \$182,000 (\$91,000 for 2020 & 2021) was not budgeted for as it was the County's understanding at the time of budget approval that these funds would not be received. As mentioned at the April 1, 2021 Council meeting, the Agricultural Service Department will be putting a plan in place to utilize the grant through a collaborative approach which will include more members of our staff being involved and working with other municipalities and outside agencies to achieve our goals.

Another financial impact from the Province is the Grant in Place of Taxes (GIPOT) program. Grants in Place of Taxes (GIPOT) GIPOT assists municipalities in the cost of providing municipal services. Although Crown-owned properties are exempt from assessment and therefore exempt from taxation, the Province of Alberta pays a grant equivalent to the property taxes that would otherwise be levied on many of these properties. Approximately 170 municipalities receive grants in place of taxes for 6,600 Crown properties. However, the province has provided correspondence indicating that they will be reducing this payment by approximately 50% of the total GIPOT owed. The County levies approximately \$580,000 in Provincial GIPOT. As indicated in the provincial notice, that because the Provincially owned properties are ultimately exempt, and the GIPOT revenue is a grant rather than a tax, it is not necessary for council to cancel the portion of taxes not funded by GIPOT. The County assessor has identified as part of the tax rate calculation.

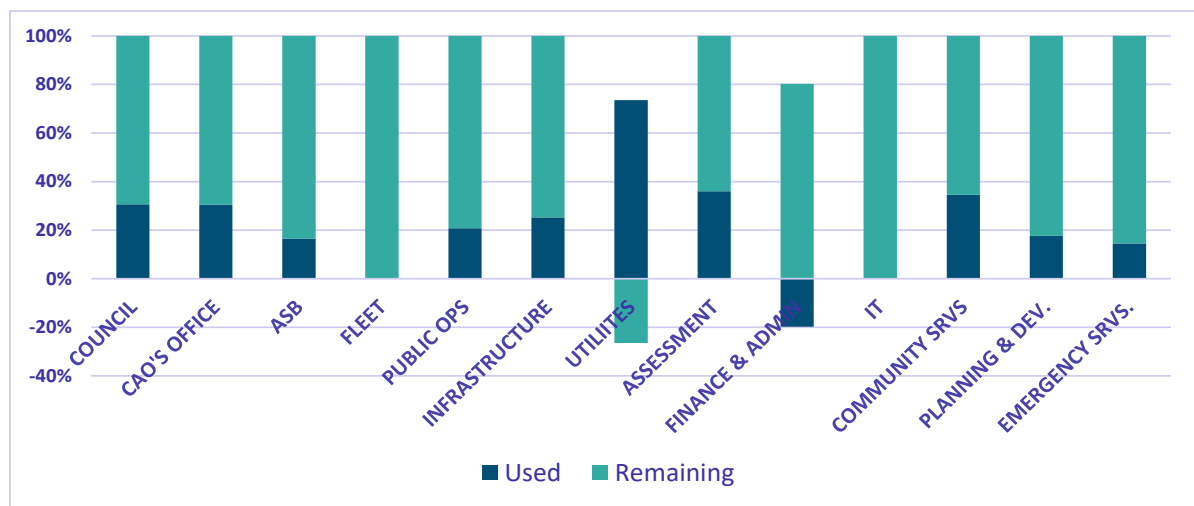
Administration will come back to Council with some recommendations regarding the MOST Grant and updates regarding the Resource Management Grant.

CONSOLIDATED FINANCIAL SUMMARY




Tax Support by Department

As of this report, the surplus/deficit projections have been adjusted to reflect the Environmental Stream Grant Revenue increase and equivalent matching expenses. As well as an increase in the penalties earned to date for taxation, which will generate a surplus in that area. All other operating expenses to date are all in line with budget. The Public Operations department activities will increase substantially as they get into their busiest season. As mentioned previously there is some provincial funding items for consideration, however these have not been included in the generally operations at this time as administration will bring forward separate reports to address as required. As per the financial summary has been included with the report.

The below chart which aligns with the attached financial summaries provides a visual of the tax support funding used and remaining by department as of April 30, 2021.



Tax Support by Department

Department	Budget	Actual YTD	Projected	Surplus (Deficit)	%
Council	(646,620)	(197,905)	(646,620)	-	100.00%
CAO's Office	(662,840)	(202,799)	(662,840)	-	100.00%
Agricultural Services	(992,610) 	(164,512)	(992,610)	-	100.00%
Fleet Services	-	(579,430)	-	-	N/A
Public Works	(8,221,235) 	(1,708,769)	(8,221,235)	-	100.00%
Infrastructure Department	(577,630)	(145,808)	(577,630)	-	100.00%
Utilities	(327,925)	(511,764)	(327,925)	-	100.00%
Assessment & Taxation	(213,030)	(76,843)	(213,030)	-	100.00%
Finance & Administration	(927,805)	302,047	(697,805)	230,000	75.21%
IT	- 	4,860	-	-	N/A
Community Services	(843,355)	(291,889)	(843,355)	-	100.00%
Planning & Development	(312,870)	(55,292)	(312,870)	-	100.00%
Emergency Services	(1,882,815)	(273,011)	(1,882,815)	-	100.00%
Tax Support	(15,608,735)	(3,901,115)	(15,378,735)	230,000	98.53%

Consolidated Financial Summary

Revenues	Budget	Actual YTD	Projected	Variance	%
Grants (Operating)	4,494,620	91,000	4,676,620	182,000	104.05%
Sales & User Charges	4,313,720	1,534,641	4,313,720	-	100.00%
Fines	75,000	44,219	75,000	-	100.00%
Penalties	170,000	300,217	400,000	230,000	235.29%
Rentals	185,690	90,445	185,690	-	100.00%
Return on Investments	325,000	131,439	325,000	-	100.00%
Other Revenue	6,514,880	1,420,188	6,514,880	-	100.00%
From Reserves	5,578,000	259,545	5,578,000	-	100.00%
Total Revenue	21,656,910	3,871,694	22,068,910	412,000	101.90%
Expenditures					
Operating / Projects	(24,464,775)	(6,829,986)	(24,646,775)	(182,000)	100.74%
To Reserves	(3,585,870)	-	(3,585,870)	-	100.00%
To Capital	(9,215,000)	(942,823)	(9,215,000)	-	0.00%
Total Expenditures	(37,265,645)	(7,772,809)	(37,447,645)	(182,000)	100.49%
Tax Support	(15,608,735)	(3,901,115)	(15,378,735)	230,000	98.53%

Statement of Operations

As of April 30, 2021

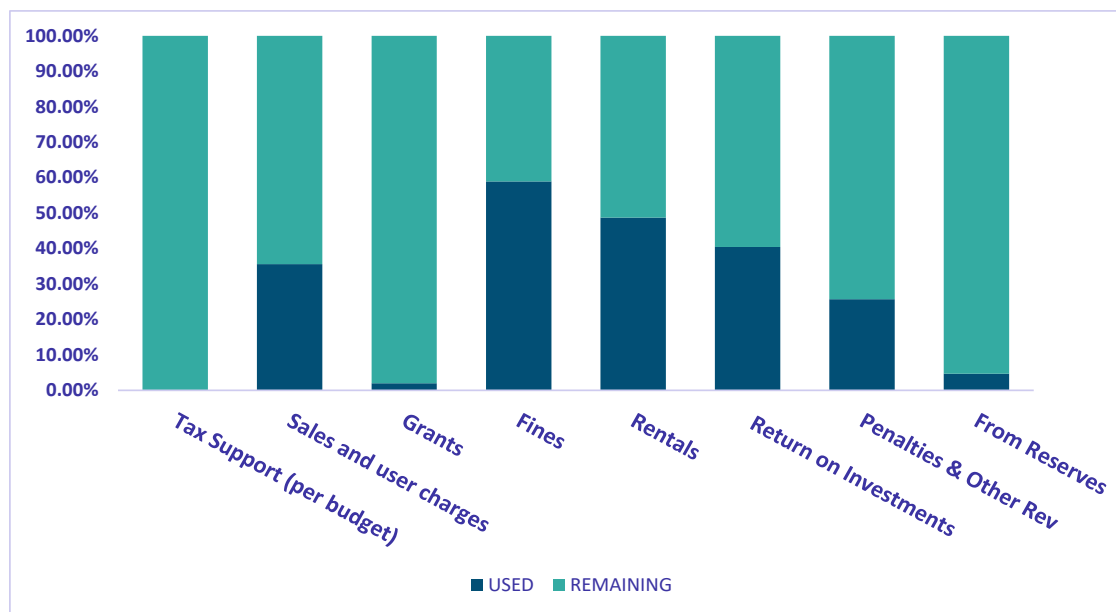
	2021 Budget	2021 Actual	Projected	Budget/Projection Variance
Revenue:				
Tax Support (per budget)	\$ 15,608,735	\$ -	\$ 15,608,735	●
Sales and user charges	4,313,720	1,534,641	4,313,720	●
Grants	4,494,620	91,000	4,676,620	▲
Fines	75,000	44,219	75,000	●
Penalties and costs on taxes	170,000	300,217	400,000	▲
Rentals	185,690	90,445	185,690	●
Return on Investments	325,000	131,439	325,000	●
Other revenues	6,514,880	1,420,188	6,514,880	●
From Reserves	5,578,000	259,545	5,578,000	●
Total revenue	37,265,645	3,871,694	37,677,645	▲
Expenses:				
Council and other legislative	671,620	199,448	671,620	●
General administration	5,336,955	1,338,237	5,336,955	●
Protective services	2,299,315	621,063	2,299,315	●
PW - Roads, streets, walks and lighting, infrastructure	16,252,635	2,339,991	16,252,635	●
Fleet services	6,241,510	1,513,009	6,241,510	●
(UT) Water, wastewater and waste management	4,977,010	1,414,443	4,977,010	●
Family and community support	79,490	78,786	79,490	●
Agricultural development	1,307,110	256,812	1,489,110	▲
Parks and recreation	100,000	11,020	100,000	●
Total expenses	37,265,645	7,772,809	37,447,645	▲
Excess (deficiency) of revenue over expenses				
	-	(3,901,115)	230,000	▲

The statement of operations provides a snapshot of the revenues received to date and expenditures by department as presented in the financial statements.

Revenues Received to date

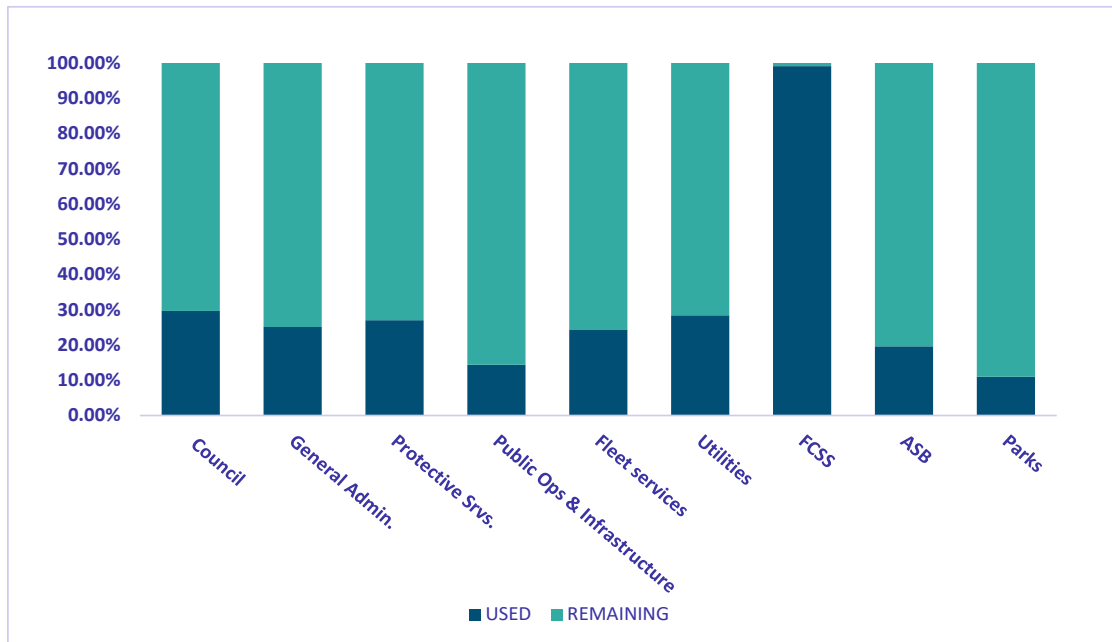
The below information shows the revenues that have been recorded through to April 30th. To date the County has received just over \$3.8 million in revenue, this represents approximately 10.4% of the total revenue budgeted, which includes the additional penalties and grant funds received to date.

The largest source of revenue is taxation. Tax Notices will be issued prior to the end of May, with the July 31st due date. The County will start to see a large increase in revenues as the 2021 taxes are collected.



Expenditures by Department

This chart represents expenditures by department based on the budget. Total operating expenses to date are just over \$7.7 Million (20.86%) of the overall budget. As mentioned above, as of this report expenses are in line with the budget.



DEPARTMENT OPERATING ACTIVITY SUMMARY

Below are some department activity highlights for information.

Council

- Council has had 5 regular County Council meeting thus far in 2021 and continues to live stream and record all meetings. Council provides an update of their activities at one meeting each month for public information.
- As of April 30th, Council made the following contributions as per resolution:
 - Alberta Conservation Association - \$1,000 (2020 Resolution, invoiced in 2021)
 - Community Planning Association - \$1,000
 - Picture Butte Rural Crime Watch - \$1,000 (with a 5-year commitment)
 - Each of the Community Centre Associations within the County received \$10,000 for a total of \$80,000 as per the annual budget to help support their operations and/or capital needs.

CAO's Office

- Continued work on Fire Agreements with Urbans. Agreements have been signed and returned to the County by Coaldale and Barons to date.
- Preparation and review of agenda reports for County Council
- Attendance at various meetings with County stakeholders and residents
- Continued coordination with LINK Pathway Committee
- Upcoming arbitration with Picture Butte over Recreation Funding
- In addition to general Human Resource ® duties, the HR Department has been busy preparing job notices, interviewing and orientation of seasonal staff, reviewing policies and continuing to support the Senior Leadership Team and all staff with monitoring COVID updates and restrictions.

Agricultural Services

- All spraying activities will be beginning soon. Soil erosion activity has been well above normal. New staff will be trained in late May for pesticide applications.
- Roadside mowing activity will begin in June. There will be training of new staff prior to that.
- Staff is being trained for Environmental Farm Plans and Cap Funding opportunities. Substantial work has gone into prepping for a new version of an Agriculture Newsletter which will be out in Mid-June.
- Park maintenance is ongoing with the initial clean-up for the season. Sprinklers will be up and running soon. Gopher control has been completed in most Parks and Cemeteries.

Fleet

- *50+ CVIP's have been completed over the winter in preparation for summer operations*
- *Radio installations have been completed for construction, gravel, and projects crews*
- *Regular maintenance of machinery and equipment is ongoing throughout the year*

Capital Purchases to date include:

- *1 Truck for Utilities department*
- *Schulte Mower for ASB operations*
- *Pneumatic tire packer for Base Stabilization crew*
- *CAT 627H Scraper for Construction crew*
- *Survey gear for Construction and Projects crews*

On order for delivery later this year:

- *JD 872GP Graders to be delivered mid-May*
- *New Tandem/Plow truck ordered, to be delivered in the fall*
- *Utility and dump trailer delivered in late May*
- *9 - ½ tons for Public Works, Utilities and ASB staff*
- *1 ton – Projects crew work truck*

Public Works

- The Public Works crews continue to be busy with road maintenance, signage, dust control, drainage activities, roadside cleanup and more
- Although the snowfalls were light this year, some of the department's time was spent on snow plowing and sanding to ensure the County roads are safe for travel
- The Dust Control Program deadline was on April 1st. As of that date the County received 263 applications (In 2020 – 220 applications were received). The estimated budget for revenue from dust control program is \$236,900, the County has collected just over \$317,000. The residential portion in the operating expenses was \$450,000 (2020 actual - \$483,007). It is anticipated that with the increase in applications that costs will be higher and there is potential for a deficit in this area due to increased demand. As the actual costs come in, the Director of Operations will provide an update. Moving forward, the County may need to consider increasing the budget for this program to avoid future deficits. Historically the average cost over the last five years has been around 273,000, to date the costs are already \$40,000 above the high and nearly \$70,000 over the median value
- The Public Works crews have completed the following activities:
 - 2934 miles grading
 - 26 miles of Water, Grade, Pack for haul route maintenance
 - 7 miles of gravelling completed as well as numerous soft spot and frost boil repairs
 - 5 miles of pre mill razing maintenance
 - Construction Crew has completed necessary stripping at the Rakus Pit for gravel crushing
 - Fairview stormwater pond project is complete
 - RR20-5 from TWPR 10-2 to TWPR 10-3 (1 mile) Clay Cap project is complete
 - Sign Truck has installed 179 signs
 - Spray truck has completed 805 miles of spray patch maintenance on hard surface roadways

Utilities

The Utility Department has been busy completing and submitting the 2020 annual water and wastewater reports to AEP during the first quarter. The Standard Operating Procedures and Emergency Response plans for each water site have been updated as per regulations. Monitoring potable water and completing locates for both rural potable water Coops has been very busy due to the early spring conditions.

Data compiled and input into the GIS during Asset Management exercises is being utilized by field staff to complete AB One-Call locates and to collect or correct field data. We have also been using this data to verify assets during planning and development discussions.

We are currently flushing all County owned or operated potable water systems and will again be conducting fire flow testing of all our systems to ensure the infrastructure operates as designed during an emergency.

Cleanfarms was awarded federal funding to run a micro-pilot for the collection and recycling of silage plastic and bale wrap. Lethbridge County was selected as the municipality for the pilot due to the proximity and volumes of materials produced in the area. Material compactors have been delivered to all four Waste Commission transfer sites and compacted materials are collected and delivered to recyclers by DBS Environmental.

Infrastructure Services

The Infrastructure Department has been busy within the first quarter managing capital projects, issuing Requests for Proposals, working with engineering firms and contractors, and finalizing the Asset Management Plan. Two Bridges were replaced in the winter of 2020/2021, and the Readymade Road Seal Coat and McCain's access road overlay projects are scheduled to be completed by the end of May. The Broxburn Road overlay and Sunset Acres Road reconstruction projects are in the design & tender phase, and the Fairview Stormwater Pond construction is underway.

The third and final phase of Asset Management is now complete, and staff are using the system to collect data and update assets. Throughout 2021 the department will be collecting and inputting data where we still have some gaps and will be using the system to enhance Capital project evaluations and recommendations to Council for the 2022-2026 budget.

Finance & Administration

The Finance & Administration Department spent most of the first quarter working on and completing the 2020 Year End Financials, which were approved by Council on April 15, 2021. The department also completed both the Water and Waste Commission Year End Financials, both of which were also approved by the Commission Boards in April. The Manager of Finance & Administration has also been involved in the Fire Service Agreement negotiations with the CAO and Director of Community Services as well as working with the IT Manager on a Request for Proposal (RFP) for a Financial Software System Upgrade/Conversion.

Additional activities within the department include:

- The 2021 budget which was approved on December 17, 2020 was distributed to each department Manager/Supervisor
- Tax penalties were levied on January 1st in the amount of \$298,760 (2020 - \$88,585)
- Utility bills have been levied for January – March with April's bills to go out in early May
- The Assessment roll review has been completed for the 2021 tax year
- Council passed the Business Tax Rate Bylaw in April, notices will be mailed on June 1st
- General Tax Rate Bylaw will be presented to Council in May, with notices to be mailed prior to the end of May
- Payroll, Accounts Receivable and Accounts Payable are paid and invoiced on regular intervals to ensure timely payment and receipt of funds. Payroll has also been busy updating all the new hire information within the payroll system.
- The Manager of Finance & Administration and Payroll and Benefits Administrator have also been working with a company and their budgeting software.
- The 2020 Statements of Financial Expenditures for all municipal grants will be submitted in May. Grants continued to be researched and monitored.

Information Technology (IT)

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

The department has also been working on the following projects:

- Working on RFP for Records Management & Financial Software System Upgrade/Conversion
- Continue to rollout new IT Security solutions to help protect our data from the growing threat of Cyber Crime, this is ongoing as it is fluid.
- Internet upgrade for both Lethbridge Admin Office & Picture Butte Shop
- New Video Conferencing System in 2 meeting rooms

Community Services

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

- Completed Fire Agreements with Barons and Coaldale – Picture Butte and Coalhurst have signed conditionally
- Communications is working on the launching of a new public engagement platform that will be available to the public on the County's website very soon (Bang the Table)
- Successfully completed Fire Services Safety Codes Audit
- Director of Community Services has been appointed as Returning Officer for the October municipal election

Planning & Development

The Planning & Development Department will be providing a thorough report at the May 6th County Council meeting, below are a few highlights:

- 84 Development Permits have been received as of March 31st, up from 39 at this time in 2020. To date 80 have been issued, 1 application was withdrawn and 1 refused. There are a total of 12 applications under review, this includes some 2020 applications made at the end of the year.
- Of the permits issued 26 are residential, 14 accessory buildings, 14 commercial/industrial, 17 agricultural, 1 signage, 5 home occupations and 3 institutional.
- The planning department has received \$35,600 in Development Permit Revenues, \$32,093 for building permits and \$10,625 in other revenues related to planning.
- Although a projection for a surplus in revenues has not yet been made for the planning department if the development and building permits continue to come in at the current rate, a surplus will be anticipated.

Economic Development

- Ongoing work with large telecom to improve internet service within certain areas of Lethbridge County
- Working with three county businesses that are either in the process of expanding, or plan to do so soon
- Handling inquiries from four potential new businesses for Lethbridge County
- Working to develop/promote online business directory
- Working to connect producers who employ temporary foreign workers (TFW) with local programs and supports, especially relating to COVID-19
- Ongoing promotion of Lethbridge County through online resources, social media, and print ads; as well as through regional initiatives like the CPFC and CWG

Emergency Services

The Emergency Services Department includes all of the CPO Activities, Fire revenues, fire agreement and Policing Costs.

- Fire Agreements with Barons and Coaldale have been agreed on and signed, with Picture Butte and Coalhurst have signed conditionally.
- The County has received \$36,185 in Provincial fines to date and \$68,250 in Emergency Response Revenue
- The first quarter fire agreement payment has been made to all of the urbans based on the “old” fire agreements, apart from Coalhurst as the County was waiting on some Fire reports.
- The Province issued its first invoice (2020/2021) for Policing in the amount of \$232,325
- The County switched dispatch providers for a savings of \$20,000 annually.

Grant Summary

INFORMATION TECHNOLOGY

MSI Operating - Financial Software Conversion Phase 1

Budget-As approved	Approved	Received	Comments
105,000	Y	-	Submission of Spending Plan no longer required

AGRICULTURAL SERVICES

New ASB (Combined ASB & AESA)

123,000 P -

PUBLIC WORKS

MSI - Sunset Acres Base & Pave - Rge Rd 22-4

700,000 N -

MSI - Rge Rd 19-2 (Readymade Rd.) Repaving

195,000 N -

MSI - Broxburn Paving Phase 3 (Final)

1,250,000 N -

MSI - Malloy Phase 2B

340,000 N -

MSI - BMTG - Road Rehabilitation

547,420 N -

MSP - Broxburn Paving Phase 3

1,230,000 Y -

STIP-LRB - Bridge File #71467

250,000 N -

STIP-LRB - Bridge File #79598

337,000 N -

TOTAL

\$ 5,077,420 \$ -

Projects C/F to 2021

Projects C/F to 2021	Approved	Received	
EMPP - Unified ECC/EOC Functional Exercise	3,200.00 Y	3,200.00	C/F to 2021
FGTF - McCains Access Road - GTF 878	245,560.00 Y	255,000.00	C/F to 2021
MAMP - Asset Management Phase 3	50,000.00 Y	-	C/F to 2021
MSI - 8 Mile Lake Basin & Battersea Drain - CAP 8842	181,856.00 Y	235,000.00	C/F to 2021
MSI - Rave Infrastructure Upgrades-Eng. - CAP7711	120,940.00 Y	160,000.00	C/F to 2021. Project tied with Hwy 3 Corridor.
MSI - Shaughnessy Infrastructure-Phase 3 - CAP 11289	69,124.00 Y	623,900.00	C/F to 2021
MSI - Shaughnessy Ph4&5 - Eng & Land Purchase - CAP 12296	94,865.00 Y	135,000.00	C/F to 2021
MSI - RR22-4 (Sunset Acres) Eng. & Land Purchase - CAP12299	114,853.00 Y	135,000.00	C/F to 2021
MSI - TWP 10-1 (Agropur Rd) Base & Pave - CAP 12301	562,625.00 Y	1,500,000.00	C/F to 2021
STIP - LRB - BF #1692	330,000.00 Y	169,430.10	Final payment received - Feb. 17, 2021
STIP - LRB - BF #81684	660,000.00 Y	-	C/F to 2021

Project Not in Budget

Project Not in Budget	Approved	Received	
MOST Grant	1,053,334 Y	1,053,334.00	Funds received.
2020 Resource Management ASB Grant	91,000 Y	91,000.00	Funds received.

Y - Yes, project is approved.

N - No, awaiting for approval.

D - Declined.

P - Pending.

C - Cancelled.

Investment Summary

Page 16 of 16

DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	Type
March 13, 2021	March 13, 2022	565,959.80	569,355.55	288.41	3,395.75	0.600%	CWB GIC
April 14, 2021	April 15, 2022	2,709,425.27	2,739,228.94	2,531.27	29,803.67	1.100%	Canaccord
February 27, 2021	February 25, 2022	1,031,150.40	1,043,008.62	1,007.14	11,858.22	1.150%	Canaccord
October 19, 2020	October 19, 2021	2,036,200.00	2,050,046.16	1,175.98	13,846.16	0.680%	Servus Credit
December 31, 2020	December 31, 2021	3,152,667.99	3,245,356.42	2,155.54	92,688.43	2.940%	CIBC WoodGundy
December 31, 2020	December 31, 2021	4,218,403.86	4,296,022.49	3,528.12	77,618.63	1.840%	CIBC WoodGundy
December 31, 2020	December 31, 2021	3,105,149.00	3,162,283.74	2,197.49	57,134.74	1.840%	CIBC WoodGundy
December 31, 2020	December 31, 2021	72,300.24	72,799.11	14.67	498.87	0.690%	CIBC WoodGundy
		16,891,256.56					
RBC Investment Account		8,992,174.24	8,992,724.12	549.88	6,474.37	0.072%	RBC
TOTALS		25,883,430.80	26,170,825.15	13,448.49	293,318.84		

AGENDA ITEM REPORT



Title: Policy 205 - Critical Incidents and Policy 206 - Response to Pathogens, Request to Rescind
Meeting: Council Meeting - 20 May 2021
Department: Administration
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 03 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
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and Service Delivery



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EXECUTIVE SUMMARY:

County Administration is in the process of reviewing all County policies to determine whether they are obsolete, require amendments, remain as is, or be replaced. Administration is of the opinion that Policy 205 and Policy 206, no longer serve a useful purpose and should be rescinded.

RECOMMENDATION:

1. That Policy 205 - County First Line Response to Critical Incidents - Procedures, be rescinded.
2. That Policy 206 - Response to Naturally Occurring Pathogens that may be a Public Health Concern, be rescinded.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 205 - County First Line Response to Critical Incidents - Procedures which was adopted in 2005, requires County employees to direct callers to simply call 911 when a critical emergency occurs.

Policy 206 - Response to Naturally Occurring Pathogens that may be a Public Health Concern which was adopted in 2003, outlines a formal County response protocol regarding naturally occurring pathogens that may be a public health concern.

BACKGROUND INFORMATION:

Policy 205 directs County employees to advise members of the public who may call the County due to a critical emergency, to hang up and call 911. The 911 emergency call system is now very well established in Alberta and it is common public knowledge that if a critical emergency occurs, a simple

three-digit 911 phone call is how to report an emergency and request help. This policy is therefore no longer required.

Policy 206 states that if the County receives an inquiry relating to the potential spread of pathogens that may be a public health concern, the inquirer will be directed to contact Public Health Officials or another appropriate agency. Administration is of the opinion that this is a logical process and does not require a County policy and the policy can therefore, be rescinded.

ALTERNATIVES / PROS / CONS:

Policy 205:

Option 1. Rescind Policy 205 - County First Line Response to Critical Incidents - Procedures

Pros: Eliminates a redundant and no longer necessary policy from the County's active policy list.

Cons: No negative consequences have been identified.

Option 2: Council may also choose to leave the Policy in place which would do no harm, although it serves no useful purpose.

Policy 206:

Option 1. Rescind Policy 206 - Response to Naturally Occurring Pathogens that may be a Public Health Concern

Pros: Eliminates a policy from the County's active policy list that is no longer necessary.

Cons: Rescinding this policy may create a low risk for any County employee who may not be clear when to refer an inquiry about the potential spread of pathogens that may be a public health concern, to Public Health Officials.

Option 2. In light of the Covid-19 pandemic, Council could direct staff to create a new policy that addresses pandemics and include some specific elements it would like to see addressed in such a policy.

Pros: Has the potential to address any gaps that may exist in the County's pandemic response practices and procedures.

Cons: There may already be enough pandemic response measures and practices in place at the federal, provincial and municipal level, leaving no need for a municipal pandemic response policy.

Option 3: Council may also choose to leave Policy 206 in place which would do no harm, although it is likely not especially helpful or necessary in its current form.

FINANCIAL IMPACT:

Regardless of whether either or both policies are rescinded, amended, replaced or left in place, no direct or indirect financial implications have been identified.

REASON(S) FOR RECOMMENDATION(S):

Policy 205 and Policy 206 appear to no longer serve a useful purpose for Lethbridge County.

ATTACHMENTS:

[206 Responding to Public Health Concerns.doc](#)

[205 County First Line Response to Critical Incidents.doc](#)



County of Lethbridge Policy Handbook

EFFECTIVE: August 7, 2003

SECTION: 200 NO. 206

APPROVED BY: County Council

SUBJECT: County of Lethbridge
Response to Naturally Occurring
Pathogens that may be a Public
Health Concern

REVISED DATE:

Purpose

The purpose of this policy is to outline the formal County response to enquiries received regarding naturally occurring pathogens that may be a public health concern.

Policy Statement

In the course of providing services, County employees may receive enquiries or requests for assistance in areas that relate to the spread of pathogens that may be a public health concern. This policy shall be applied when the pathogen in question **does not** impact or affect services or systems for which the County of Lethbridge has direct responsibility. Examples may include but not be limited to pathogens that are transmitted via plants, insects, animals, or human carriers such as; West Nile Virus, E-coli, Pandemic Influenza, Hanta Virus, HIV, SARS, Monkey Pox, B.S.E., Anthrax, T.B., Hepatitis C, Rabies, reportable communicable diseases as noted in legislation, etc.

Application of Policy

The County of Lethbridge budget process allocates limited revenues to provide the resources and support systems required for the operation and maintenance of municipally managed infrastructure and the enforcement of provincial statutes that have been designated a municipal responsibility.

For reasons of budgetary control, unless otherwise directed by County Council, Provincial or Federal order, directive, statute, regulation, etc., the County's response to enquiries received regarding pathogens covered by this policy will be limited to assessing the request and attempting to redirect the contact to an appropriate agency.

County Administration will not initiate new or enhanced measures, or take actions that may alter or modify the delivery of services for the purpose of controlling pathogens or carrier agents that are a public health concern and beyond the direct legislated responsibility of the County of Lethbridge.

County residents, the general public, business owners and operators, etc., who initiate contact with the County and request information, assistance, action taken, or enquire about measures that could be taken, will be referred to Public Health Officials or other appropriate information source.



County of Lethbridge Policy Handbook

EFFECTIVE:	April 3, 2003	SECTION:	200 NO. 205 Page 1
APPROVED BY:	County Council	SUBJECT:	County First Line Response to Critical Incidents Calls - PROCEDURES
REVISED DATE:	November 3, 2005		

Any County of Lethbridge employee that receives a call they deem to be critical in nature, where threats to life, property or the environment are apparent and the emergency dispatch of fire, police or ambulance services may be required is directed to take the following sequential steps:

1. Advise the caller that they will need to call 911;
2. Ask for and record the name and contact telephone number of the caller;
3. Advise the caller to immediately hand up and contact the 911 Emergency Call Answer Centre and;
4. Immediately contact the Emergency Call Answer Centre non-emergency line (329-1225) and report all details regarding the Critical Incident Call you received to a 911 Emergency Call Answer Centre Dispatcher.

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - April 2021
Meeting: Council Meeting - 20 May 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 06 May 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

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

RECOMMENDATION:

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

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

ATTACHMENTS:

[Lethbridge County Council Attendance Update - April 2021](#)

**Lethbridge County Council Attendance
April 2021**

**Division 1
Reeve Lorne Hickey**

April 1	Lethbridge County Council Meeting
April 7	Meeting with CAO
April 8	Agricultural Service Board Meeting
April 9	Mayors and Reeves
April 12	Audit Committee Meeting
April 15	Lethbridge County Council Meeting
April 21	Meeting with CAO

**Division 2
Councillor Tory Campbell**

April 1	Lethbridge County Council Meeting
April 1	Chinook Arch Library Virtual Board Meeting
April 8	Agricultural Service Board Meeting
April 12	Audit Committee Meeting
April 15	Lethbridge County Council Meeting
April 26	Lethbridge Regional Waste Commission Virtual Meeting
April 27	Lethbridge Regional Water Commission Virtual Meeting

**Division 3
Councillor Robert Horvath**

April 1	Lethbridge County Council Meeting
April 7	FCSS Meeting
April 8	Agricultural Service Board Meeting
April 15	Lethbridge County Council Meeting
April 27	Lethbridge Regional Water Commission Virtual Meeting
April 28	SouthGrow Meeting

**Division 4
Councillor Ken Benson**

April 1	Lethbridge County Council Meeting
April 8	Agricultural Service Board Meeting
April 12	Audit Committee Meeting
April 15	Lethbridge County Council Meeting

Division 5
Councillor Steve Campbell

April 1	Lethbridge County Council Meeting
April 1	Exhibition Park Committee Meeting
April 7	Exhibition Park Board Education Session
April 8	Agricultural Service Board Meeting
April 15	Lethbridge County Council Meeting
April 19	Exhibition Park Board Special Meeting

Division 6
Councillor Klaas VanderVeen

April 1	Lethbridge County Council Meeting
April 8	Agricultural Service Board Meeting
April 15	Lethbridge County Council Meeting
April 23	SAEWA Board Meeting
April 26	Lethbridge Regional Waste Commission Virtual Meeting

Division 7
Councillor Morris Zeinstra

April 1	Lethbridge County Council Meeting
April 8	Agricultural Service Board Meeting
April 15	Lethbridge County Council Meeting