



AGENDA

County Council Meeting

9:00 AM - Thursday, April 16, 2020
Council Chambers

Page

A. CALL TO ORDER - OPENING REMARKS

B. PROPOSED AMENDMENTS - CONFIRMATION OF AGENDA

C. CONFIRMATION OF MINUTES

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1. **March 5, 2020 Regular County Council Meeting Minutes**
[County Council - 05 Mar 2020 - Minutes - Pdf](#)

D. UNFINISHED BUSINESS

E. NOTICES OF MOTION

F. REPORTS

G. APPOINTMENTS

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1. **10:00 a.m. - Wayne Petersen, Counsel, North & Co. and Maria Zavala, Employee Resources & Safety Advisor, Lethbridge County**
Re: Policy 180 - Workplace Violence and Policy 181 - Workplace Harassment
[Policies 180 Workplace Violence & 181 Workplace Harassment - Pdf](#)

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2. **11:00 a.m. - KPMG Re: 2019 Audited Financial Statements**
[2019 Audited Financial Statements - Pdf](#)

H. BYLAWS

(excluding public hearings)

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1. **Bylaw 20-004 - Lethbridge County / Village of Barons Intermunicipal Development Plan - First Reading**
[Bylaw 20-004 - Lethbridge County/Village of Barons Intermunicipal Development Plan - First Reading - Pdf](#)

I. MUNICIPAL SERVICES

- 123 - 124 1. **Lethbridge County Public Operations Report - Budget Considerations**
[Lethbridge County Public Operations Report - Pdf](#)
- 125 - 128 2. **2020 Capital Projects Update**
[2020 Capital Projects Update - Pdf](#)
[Capital costs](#)
- 129 - 132 3. **Rural Municipalities of Alberta (RMA) Resolution RE: Agriculture Service Board Grant Status**
[RMA Resolution Re ASB Grant Status Report - Pdf](#)
- 133 - 134 4. **Soil Conservation Officer Appointment/Weed and Pest Inspector Appointment**
[Soil Conservation Officer Appointment - Pdf](#)

J. COMMUNITY SERVICES

- 135 - 137 1. **Coalhurst Fire Engine 108 Replacement**
[Coalhurst Fire Engine 108 Replacement - Pdf](#)
- 138 - 139 2. **Public Hearing Procedure During the COVID-19 Pandemic**
[Public Hearing Procedure During COVID-19 Pandemic Report - Pdf](#)
- 140 - 141 3. **Donation to the Family of Firefighter Jacob Sansom, Nobleford Fire Department**
[Donation to Family of Firefighter Jacob Sansom, Nobleford Fire Department - Pdf](#)

K. CORPORATE SERVICES

- 142 - 151 1. **2020 Business Tax Bylaw No. 20-005**
[2020 Business Tax Bylaw No. 20-005 - Pdf](#)
- 152 - 155 2. **2020 Business Tax Rate Bylaw No. 20-006**
[2020 Business Tax Rate Bylaw No. 20-006 - Pdf](#)
- 156 - 163 3. **2019 Year End Surplus Report**
[2019 Year End Surplus Report - Pdf](#)

L. ADMINISTRATION

- 164 - 185 1. **Lethbridge County / City of Lethbridge Intermunicipal Collaboration Framework**
[Lethbridge County / City of Lethbridge Intermunicipal Collaboration Framework Agreement - Pdf](#)

- 186 - 210 2. **Lethbridge County / Urban Municipalities Intermunicipal Collaboration Framework (Picture Butte, Coaldale, Coalhurst, Barons, Nobleford)**
[Lethbridge County/ Urban Municipalities Intermunicipal Collaboration Framework Agreement - Pdf](#)
- 211 - 224 3. **Lethbridge County / Urban Municipalities Recreation Agreement (Picture Butte, Coaldale, Coalhurst, Barons, Nobleford)**
[Lethbridge County / Urban Municipalities Recreation Agreement - Pdf](#)
- 225 - 236 4. **Council Remuneration - Policy #183 (Rescind Policy #177)**
[Council Remuneration - Pdf](#)

M. INVITATIONS

N. COUNTY COUNCIL UPDATES

O. CLOSED SESSION

P. ADJOURN



MINUTES

County Council Meeting

9:00 AM - Thursday, March 5, 2020
Council Chambers

The County Council of Lethbridge County was called to order on Thursday, March 5, 2020, at 9:03 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Lorne Hickey
- Deputy Reeve Tory Campbell
- Councillor Ken Benson
- Councillor Robert Horvath
- Councillor Steve Campbell
- Councillor Klaas VanderVeen
- Councillor Morris Zeinstra
- Chief Administrative Officer Ann Mitchell
- Director of Community Services Larry Randle
- Infrastructure Manager Devon Thiele
- Manager of Finance & Administration Jennifer Place
- Executive Assistant Lorraine Megella

A. CALL TO ORDER - OPENING REMARKS

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

B. PROPOSED AMENDMENTS - CONFIRMATION OF AGENDA

Council added the following additions / deletions to the March 5, 2020 agenda:

- K1. Bylaw 20-009 Utility Rate - Item moved to March 19, 2020 Council Meeting
- O1. Town of Nobleford Re: Intermunicipal Collaboration Framework (FOIP Section 21 - Disclosure Harmful to Intergovernmental Relations)

58-2020 Councillor VanderVeen MOVED that Council approve the agenda as presented.

CARRIED

C. CONFIRMATION OF MINUTES

C.1. February 20, 2020 Regular County Council Meeting Minutes

59-2020 Councillor S.Campbell MOVED that the February 20, 2020 regular County Council meeting minutes be approved as presented.

CARRIED

D. UNFINISHED BUSINESS

E. NOTICES OF MOTION

F. REPORTS

G. APPOINTMENTS

G.1. 9:30 a.m. PUBLIC HEARINGS

a) Bylaw 19-046 - PUBLIC HEARING - D.R.T. Farms - Amendment to the Land Use Bylaw from: Lethbridge Urban Fringe (LUF) to: Grouped Country Residential - Plan 1810943, Block 1, Lot 2 in the SE 10-9-21-W4

60-2020 Councillor MOVED that the Public Hearing for Bylaw 19-046 - D.R.T. Farms -
Zeinstra Amendment to the Land Use Bylaw from Lethbridge Urban Fringe to
Grouped Country Residential - Plan 181093, Block 1, Lot 2 in the SE
10-9-21-W4 open at 9:30 a.m. CARRIED

The following individuals attended the Public Hearing:

- T. Taylor
- K. Taylor
- D. Taylor
- Z. Prosper
- N. Paladino

Reeve Hickey invited Ms. Hilary Janzen, Supervisor of Planning & Development to give an overview of Bylaw 19-046 and answer questions of Council.

Reeve Hickey asked if anyone present wished to speak in opposition to Bylaw 19-046. No one came forward.

Reeve Hickey asked two more times if anyone present wished to speak in opposition of Bylaw 19-046. No one came forward.

Reeve Hickey asked if anyone present wished to speak in favor of Bylaw 19-046. The following individuals came forward and spoke: Nick Paladino.

Reeve Hickey asked two more times if anyone present wished to speak in favor of Bylaw 19-046. No one came forward.

Reeve Hickey asked Council if they had any further questions. Council had no further questions.

61-2020 Councillor MOVED that the Public Hearing for Bylaw 19-046 - D.R.T. Farms -
VanderVeen Amendment to the Land Use Bylaw from Lethbridge Urban Fringe to
Grouped Country Residential - Plan 181093, Block 1, Lot 2 in the SE
10-9-21-W4 close at 9:40 a.m. CARRIED

62-2020 Councillor MOVED that Bylaw 19-046 be read a second time. CARRIED
Horvath

63-2020 Councillor MOVED that Bylaw 19-046 be read a third time. CARRIED
Zeinstra

**b) Bylaw 20-001 - PUBLIC HEARING - Precon Manufacturing Ltd. -
Amendment to the Land Use Bylaw from: Rural Urban Fringe (RUF) to: Rural
General Industrial (RGI) - NE 20-9-22-W4**

64-2020 Councillor MOVED that the Public Hearing for Bylaw 20-001 - Precon
S.Campbell Manufacturing Ltd. - Amendment to the Land Use Bylaw from Rural
Urban Fringe to Rural General Industrial - NE 20-9-22-W4 open at
9:41 a.m. CARRIED

The following individuals attended the Public Hearing:

- D. O'Connor
- J. Prozniak
- B. Broughton

Reeve Hickey invited Ms. Hilary Janzen, Supervisor of Planning & Development to give an overview of Bylaw 20-001 and answer questions of Council.

Reeve Hickey asked if anyone present wished to speak in opposition to Bylaw 20-001. No one came forward.

Reeve Hickey asked two more times if anyone present wished to speak in opposition of Bylaw 20-001. No one came forward.

Reeve Hickey asked if anyone present wished to speak in favor of Bylaw 20-001. The following individuals came forward and spoke: Barry Broughton.

Reeve Hickey asked two more times if anyone present wished to speak in favor of Bylaw 20-001. No one came forward.

Reeve Hickey asked Council if they had any further questions. Council had no further questions.

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| 65-2020 | Councillor Benson | MOVED that the Public Hearing for Bylaw 20-001 - Precon Manufacturing Ltd. - Amendment to the Land Use Bylaw from Rural Urban Fringe to Rural General Industrial - NE 20-9-22-W4 close at 9:50 a.m. | CARRIED |
| 66-2020 | Councillor S.Campbell | MOVED that Bylaw 20-001 be given second reading as amended. | CARRIED |
| 67-2020 | Councillor Benson | MOVED that Bylaw 20-001 be read a third time. | CARRIED |

G.2. 10:30 a.m. - Subdivision Applications

a) Subdivision Application #2020-0-019 - Leffers - NW 1/4 20-11-19-W4

- | | | | |
|---------|-------------------------|---|---------|
| 68-2020 | Deputy Reeve T.Campbell | MOVED that S.D. Application #2020-0-019 - Leffers - NW 1/4 20-11-19-W4 be approved subject to the conditions as discussed during the March 5, 2020 Council meeting. | CARRIED |
|---------|-------------------------|---|---------|

b) Subdivision Application #2020-0-012 - Vaselenak - Lot 2, Block 1, Plan 0813300 and SE 1/4 18-9-19-W4

- | | | | |
|---------|--------------------|---|---------|
| 69-2020 | Councillor Horvath | MOVED that S.D. Application #2020-0-012 - Vaselenak - Lot 2, Block 1, Plan 0813300 and SE 1/4 18-9-19-W4 be approved subject to the conditions as discussed during the March 5, 2020 Council meeting. | CARRIED |
|---------|--------------------|---|---------|

c) Subdivision Application #2020-0-017 - Romaniuk - Lot 1, Block 1, Plan 1611688 & NW 1/4 11-10-20-W4

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|---------|-----------------------|---|---------|
| 70-2020 | Councillor VanderVeen | MOVED that S.D. Application #2020-0-017 - Romaniuk - Lot 1, Block 1, Plan 1611688 and NW 1/4 11-10-20-W4 be approved subject to the conditions as discussed during the March 5, 2020 Council meeting. | CARRIED |
|---------|-----------------------|---|---------|

G.3. 11:30 a.m.- S/Sgt. Glenn Henry, Coaldale RCMP Detachment Re: Quarterly Report

Reeve Hickey welcomed S/Sgt. Glenn Henry, RCMP Detachment Commander, Coaldale to the meeting at 11:27 a.m.

S/Sgt. Henry provided an update to Council on Coaldale and Picture Butte RCMP activities, plans, achievements, challenges, etc. for the quarter.

Reeve Hickey thanked S/Sgt. Henry for attending the meeting. S/Sgt. Henry retired at 12:05 p.m.

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|---------|-------------------|--|---------|
| 71-2020 | Councillor Benson | MOVED that item G3. S/Sgt. Glenn Henry, Coaldale RCMP Detachment Re: Quarterly Report be received for information. | CARRIED |
|---------|-------------------|--|---------|

H. BYLAWS

(excluding public hearings)

H.1. Bylaw 20-008 - Amendment to Bylaw 1241 - Pater Area Structure Plan

72-2020	Councillor Benson	MOVED that Bylaw 20-008 be read a first time.	CARRIED
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I. MUNICIPAL SERVICES

J. COMMUNITY SERVICES

K. CORPORATE SERVICES

L. ADMINISTRATION

M. INVITATIONS

M.1. 20th Independent Field Battery - 11th Annual Vimy Dinner - April 18, 2020 - Vimy Ridge Armoury, Lethbridge County

73-2020	Councillor Horvath	MOVED that the Reeve or his designate be authorized to attend the 20th Independent Field Battery 11th Annual Vimy Dinner on April 18, 2020 at the Vimy Ridge Armoury.	CARRIED
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M.2. University of Lethbridge Dhillon School of Business 2020 Scholarship Dinner - April 9, 2020 - Coast Hotel and Conference Centre, Lethbridge

74-2020	Councillor Zeinstra	MOVED that four members of Council be authorized to attend the University of Lethbridge Dhillon School of Business 2020 Scholarship Dinner on April 9, 2020 at the Coast Hotel and Conference Centre in Lethbridge.	CARRIED
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M.3. Assistant Deputy Minister- Western Economic Diversification Visit - February 27, 2020 - University of Lethbridge - Approval After the Fact

75-2020	Councillor S.Campbell	MOVED that Reeve Lorne Hickey be granted "approval after the fact" for attending a meeting with the Assistant Deputy Minister of Western Economic Diversification on February 27, 2020 at the University of Lethbridge.	CARRIED
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N. COUNTY COUNCIL UPDATES

O. CLOSED SESSION

76-2020	Councillor VanderVeen	MOVED that Lethbridge County Council entertain a delegation from the Town of Nobleford to discuss the Intermunicipal Collaboration Framework.	CARRIED
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O.1. Town of Nobleford Re: Intermunicipal Collaboration Framework (FOIP Act - Section 21 - Disclosure Harmful to Intergovernmental Relations)

77-2020	Councillor VanderVeen	MOVED that in accordance with Section 197 of the <i>Municipal Government Act</i> , Council moved into Closed Meeting in the Council Chambers at 11:03 a.m. to consider the following confidential item pursuant to the <i>Freedom of Information and Protection of Privacy Act</i> : Item O1 - pursuant to Section 21 of the FOIP Act.	
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CARRIED UNANIMOUSLY

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the Closed Meeting:

- A. Mitchell, CAO (Advice)
- L. Randle, Director of Community Services (Advice)
- J. Place, Manager of Finance and Administration (Advice)

- 78-2020 MOVED that Council come out of Closed Session at 11:24 a.m.
CARRIED

79-2020	Councillor Zeinstra	MOVED the meeting adjourn at 12:06 p.m.	CARRIED
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CAO

AGENDA ITEM REPORT



Title: Policy 180 - Workplace Violence and Policy 181 - Workplace Harassment
Meeting: County Council - 19 Mar 2020
Department: Human Resources
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 11 Feb 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

Current Policy 142 - Workplace Violence is outdated and required a full update to meet current Occupational Health and Safety legislative requirements. The following directives included in the Respectful Workplace Handbook needed to be updated to meet current legislative requirements: Anti-Discrimination, Anti-Violence and Harassment and Sexual Harassment Directives.

RECOMMENDATION:

That County Council delete Policy 142 - Workplace Violence and approve Policy 180 - Workplace Violence and Policy 181 - Workplace Harassment.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council requested to have policies reviewed by legal counsel to ensure compliance. Minor wording and formatting changes were made and the following sections were added: Education, Training and Record Keeping; Program Administration and Program Review. Policy 142 was last approved in 2005 and the Respectful Workplace Handbook was last approved in 2009.

BACKGROUND INFORMATION:

The updated policies are current and comply with all applicable legislation including Human Rights and Occupational Health and Safety (OHS). Effective October 2018, OHS made it a requirement to have these policies in place for all Alberta workplaces.

ALTERNATIVES:

NA

FINANCIAL IMPACT:

Legal costs. By enhancing a safe work environment and by presenting strong policies to prevent potential incidents of violence or harassment, and providing the support for staff helps reduce workplace incidents that in turn helps manage incident costs, including WCB and Short or Long Term Disability.

REASON(S) FOR RECOMMENDATION(S):

Ensure that Lethbridge County is compliant with current Occupational Health and Safety legislation and shows its commitment to the safety and well-being of its employees and citizens. These policies and the training that will be provided to employees and Council will highlight that commitment and will offer an appropriate level of protection for any potential risks associated with violence or harassment in the workplace.

ATTACHMENTS:

[Policy 180 - Workplace Violence](#)

[Policy 181 - Workplace Harassment](#)



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APPROVED BY: County Council

SUBJECT: Workplace Violence

REVISED DATE:

Policy Statement

Lethbridge County (the "County") is committed to:

- a) Eliminating or, if that is not reasonably practicable, controlling the hazard of violence;
- b) Providing our employees with an appropriate level of protection from the risks associated with workplace violence. The County recognizes the potential for workplace violence and other aggressive behaviour directed at our employees as a hazard at work; and
- c) Investigate any incidents of violence and take corrective action to address the incidents.

This policy is not intended to discourage an employee from exercising their rights pursuant to any other law, including the *Alberta Human Rights Act*.

Purpose

In accordance with the *Occupational Health and Safety Act* (OHS), the County will ensure that all employees are provided with appropriate information and training on the factors that contribute to workplace violence or a risk of workplace violence.

Definitions

Complainant – A person who is or has been subjected to the alleged violence.

Respondent – A person whose alleged conduct is the subject of a complaint.

Workplace Violence

OHS defines Violence as "whether at a worksite or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence".

Domestic Violence

A pattern or behaviour used by one person to gain power and control over another with whom they have or had an intimate relationship. Domestic violence becomes workplace violence when it happens at or spills over into the workplace.

Examples of workplace/domestic violence include:

- Physical violence
- Verbal or written threats



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- | | |
|------------------------------|---|
| • Stalking | • Sexual violence |
| • Emotional intimidation | • Threatening behaviour |
| • Psychological intimidation | • Using electronic devices or platforms to intimidate |
| • Sexual intimidation | |

Everyone has a different perception in their assessment of classifying something as workplace violence, reports of violence will be based on reasonable perceptions.

Violence Prevention Procedures

1. Measures the County will be taking to eliminate or control workplace violence:
 - Human Resources will review the workplace violence policy with all employees and will ensure employees are aware of prevention and reporting procedures.
 - Supervisors and Human Resources will ensure all employees will be trained in workplace violence prevention.
 - Supervisors, Lead Hands and employees will review and complete Formal/Field Level Hazard Assessments and recommend controls that will eliminate or control the hazard.
2. If any visitor to the workplace is seen with a weapon (or is known to possess one), makes a verbal threat or assault against an employee or another individual, witnesses are required to immediately contact 9-1-1, and report to their immediate Supervisor and the Human Resources department. Any incident where an employee feels threatened, intimidated, or feels that there is potential for physical injury, is a dangerous situation. It is expected that every employee will ask for assistance either from their immediate Supervisor, Manager, Human Resources or CUPE Executive.
3. The County's procedures for disclosing information regarding the circumstances of an incident of violence, names of parties and personal information:
 - Confidentiality will be maintained throughout the investigation process, where possible, in order to protect the interests of anyone who may report incidents of violence. Where a complaint has been made, all involved in the process have an obligation to maintain the confidentiality of the matter and not disclose any details pertaining to the complaint except to those involved in the investigation.
 - Confidentiality must be distinguished from anonymity. It is fundamental that a respondent who is subject to possible sanctions be informed of the allegations, including the identity of the complainant. It is expected that confidentiality be



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maintained by everyone involved in the formal complaint, investigation and resolution processes.

4. Procedures for obtaining immediate assistance:

- Employees have the authority to call for assistance immediately for any imminent or potentially imminent dangerous situations of violence.
- Supervisors, Managers, Human Resources and the CAO must be immediately notified of any potential incidents of violence.
- Employees are encouraged to call 9-1-1.

5. Procedures for employees reporting an incident:

- Employees must immediately report any potential or actual violence incidents to their immediate supervisor or Human Resources.
- All reports of violence must be made in writing and must include information about the nature and extent of the hazard of violence, including information related to the threats of violence or potential violence. This shall be submitted to the Human Resources department. Employees do not have to have a record of events to make a complaint, but a record can strengthen the case and help with remembering details over time. (Schedule "A" – Appendix 1)

6. Procedures for conveying information to the parties involved in an incident of violence about the results of the investigation and the corrective actions taken:

- Human Resources will coordinate efforts in the investigation and communicate the findings with recommended corrective actions and controls to the department Manager and/or CAO.
- The Manager and Human Resources will be responsible for conveying information to the parties involved in an incident of violence about the results of the investigation and the corrective actions taken. These meetings will take place in person, when possible, and a written report will be provided at that time.
- If the incident of violence involves a citizen, or an individual who is not an employee of the County, the CAO will be responsible to discuss the results of the investigation.
- In cases where criminal proceedings are forthcoming, the County will assist police agencies, lawyers, insurance companies and courts pursuant to a Court Order.



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SUBJECT: Workplace Violence

REVISED DATE:

Responsibilities

Employees

- Are required to be familiar with and follow procedures that are in place to protect them from workplace violence.
- Must attend workplace violence prevention training sessions, when available.
- Are required to immediately report all suspicions and concerns in addition to incidents of workplace/domestic violence. A report form must be filled out to initiate the investigation.
- Are required to report personal situations that could or have the potential to create hazards in the workplace or threats to preventing attendance at work.
- Are responsible for participating in work site risk assessments and implementing controls and procedures to mitigate the associated risk of violence.
- In conjunction with their supervisor, will be responsible for developing safe work practices and procedures for each hazard identified.
- Any incident where an employee feels threatened, intimidated, or feels that there is potential for physical injury, is a dangerous situation. Always be prepared to ask for help.

Supervisors/Management

- Annually perform appropriate workplace violence hazard assessments and communicate the findings of these assessments and any actions taken to control identified hazards to all affected employees, which may include reviewing existing safe work practices and/or developing new practices.
- Ensure that employees are provided with appropriate information, instruction and training regarding workplace/domestic violence prior to the start of any new role or activity where a risk of workplace violence has been identified. E.g. Formal or Field Level Hazard Assessment.
- Anytime an employee speaks to their supervisor about an incident they perceive as threatening or intimidating, it needs to be taken seriously, no matter how minor the incident is perceived to be. Supervisors have the responsibility to keep their employees, and the public safe, and that means notifying Human Resources to analyze and investigate the reports they receive, in a timely manner.

Human Resources

- Assist employees and supervisors in investigating and preparing documentation for incidents of violence.
- Conduct investigations as required on allegations of violence.



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REVISED DATE:

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- Protect the privacy of the individuals involved and ensure complainants and respondents are treated fairly and respectfully.
 - Ensure corrective action or discipline has been taken for any violation of this policy.
 - Keep on file all formal complaints, accompanying documentation and findings of any investigation. Information from a previous investigation resulting in a substantiated complaint may be used for review and consideration purposes in the event of a new allegation.

General Guidelines

The County will not tolerate behaviour from anyone that intimidates, threatens, abuses, injures or otherwise victimizes employees. The County will take whatever steps appropriate to protect employees from the potential risks associated with workplace violence. Any incident of violence reported will be investigated. Employees who have been found to have committed acts of violence in the workplace may be subject to disciplinary action up to and including dismissal.

No employee can be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures set forth for addressing situations involving violence.

False Complaints

Making a false complaint or providing false information about a complaint is prohibited and a violation of this Workplace Violence Policy. Any complaints made in bad faith, if demonstrated as being such through convincing evidence, are subject to disciplinary and/or corrective action, up to and including dismissal.

Education, Training, and Record Keeping

All employees shall attend a Workplace Violence and Harassment Prevention Plan training session provided by Lethbridge County. The training will include the purpose and function of the Violence and Harassment Prevention Plan that are communicated to, and understood by, employees, supervisors and managers. Participants in this training shall demonstrate by attendance and acknowledgement that they have acquired the mandatory knowledge of the plan.

The Violence and Harassment Prevention Plan will be made available to all employees and members of Council.

Human Resources shall maintain documentation that certifies training has been accomplished. The name and dates of training shall be retained.



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Employee Support

- a) Employee Family Assistance Program (EFAP), Homewood Health 1-800-663-1142.
homeweb.ca
- b) The County will ensure that an employee reporting an injury or adverse symptom resulting from an incident of workplace violence and harassment is advised to consult a health professional of the employee's choice.
- c) If an employee is treated or referred by a physician and if the treatment occurs during regular work hours, the County shall not make a deduction from the employee's pay or benefits for the time during which an employee attends the session.

Confidentiality

The County will not disclose the name of the complainant, the respondent or the circumstances related to the report of alleged violence to any individual except:

- a) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident the results of the investigation and any corrective action to be taken to address the incident,
- b) where necessary to inform employees of a specific or general threat of violence or potential violence,
- c) as required by law, or
- d) In the event the County finds it necessary to inform workers of a specific or general threat of violence or potential violence the County will disclose only the minimum amount of personal information necessary.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including dismissal.

Program Administration

The Violence and Harassment Prevention Plan will be delivered during the orientation process. It will be made readily available to all workers in both digital and hard copy formats.



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REVISED DATE:

Records will be kept for all reported incidents of workplace violence and harassment.

Policies will be posted on Lethbridge County's publicly accessible website and intranet and will be made available to employees, contractors and members of Council.

Program Review

The County will review the policies and prevention plan and revise when necessary, in consultation with the Joint Health and Safety Committee (JHSC).

The review will take place on the earliest of:

- a) When an incident of violence or harassment occurs;
- b) If the JHSC recommends a review of the plan;
- c) Every three (3) years.



Lethbridge County Policy Handbook

Appendix 1 – Workplace Violence/Harassment Report Form

Workplace Violence/Harassment Report Form

Prior to completing this form, please consider which of the following informal resolution options you have explored:

Have you spoken directly to the individual(s) involved with the situation? ☐ Yes ☐ No

Have you spoken to your immediate supervisor regarding the situation? ☐ Yes ☐ No

Have you requested your immediate supervisor to mediate the situation to reach an informal resolution? ☐ Yes ☐ No

If you choose to move forward with submitting this form, please note that every effort will be made to maintain confidentiality, however, anonymity cannot be guaranteed. For more information, please refer to our Violence and Harassment Prevention Plan.

Complainant Contact Information

Name

Position

Telephone

Email

Immediate Supervisor or Manager

Position

Respondent Contact Information

Name

Position

Telephone

Email

Working relationship to complainant



Lethbridge County Policy Handbook

Workplace Violence/Harassment Report Form

Situation Details

Please use the space below to outline the details of the incident of violence/harassment that you have encountered. Be sure to include the date, time and location of any incidents that may have occurred as well as information on who was involved and/or who may have witnessed any related incidents.



Lethbridge County Policy Handbook

Workplace Violence/Harassment Report Form

Please use the following space to outline your desired outcome related to the above noted situation.

I am filing this complaint because I honestly believe that _____ has committed an act of:

☐ Violence ☐ Domestic Violence ☐ Harassment ☐ Sexual Harassment

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of Lethbridge County's Workplace Violence or Workplace Harassment Policy and is subject to discipline up to and including dismissal. Furthermore, I realize that an inquiry will be initiated once this report has been filed.

Once this form has been completed, please sign, date and submit to Human Resources.

Complainant Signature

Date



Lethbridge County Policy Handbook

Acknowledgement & Agreement

I acknowledge that I have read and understand Lethbridge County's **Workplace Violence** policy. I agree to adhere to the guidelines set forth in this policy. If I am employed in a supervisory capacity, I will ensure employees working under my direction adhere to the policy.

I understand that a violation of the Workplace Violence policy may result in disciplinary action, up to and including dismissal.

Employee's Name (please print)

Employee's Signature

Date



Lethbridge County Policy Handbook

EFFECTIVE:

SECTION: 100 NO. 181 Page 1 of 6

APPROVED BY: County Council

SUBJECT: Workplace Harassment

REVISED DATE:

Policy Statement

Lethbridge County (the "County") is committed to:

- a) Eliminating or, if that is not reasonably practicable, controlling the hazard of harassment;
- b) Building and preserving a safe, productive and healthy working environment and will not tolerate any acts of harassment, including sexual harassment, against or by any employee; and
- c) Investigate any incidents of harassment and take corrective action to address the incidents.

This Workplace Harassment Policy is not intended to discourage an employee from exercising their rights pursuant to any other law, including the *Alberta Human Rights Act*.

Purpose

In accordance with the *Occupational Health and Safety Act* ("OHS"), the County will ensure that all employees are provided with appropriate information and training on the factors that are considered harassment and sexual harassment and will also define and outline guidelines regarding how complaints will be handled.

Definitions

Complainant – A person who is or has been subjected to the alleged harassment.

Respondent – A person whose alleged conduct is the subject of a complaint.

Harassment

OHS defines "Harassment" as "any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety and includes:

- conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- a sexual solicitation or advance"



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Managing, supervising and/or coaching that includes performance appraisal, work assignment and the implementation of disciplinary actions, is not a form of harassment, and the policy does not restrict a supervisor or manager's responsibilities in these areas.

Examples of harassment that will not be tolerated include:

- verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation, and
- displaying pornographic, racist or offensive signs or images; offensive jokes based on race, gender or other grounds protected under both *Acts* that result in awkwardness or embarrassment; and unwelcome invitations or requests whether indirect or explicit.

Sexual Harassment

Sexual Harassment is defined as any interaction between individuals, regardless of gender, that can be characterized as unwelcome sexual advances or misconduct. This includes but is not limited to:

- Requests for sexual favours;
- Verbal conduct of a sexual nature;
- Physical conduct of a sexual nature;
- Submission to sexual favours or conduct as being implied as condition of an employee's employment;
- Implying that rejection of sexual advances will affect employment decisions regarding that individual;
- Creating a sexually intimidating or offensive working environment; or
- Creating a sexually degrading, humiliating, or hostile work environment.

Guidelines

Causes for a Complaint

Along with what is covered in the definitions of Harassment and Sexual Harassment, the following are examples of behaviour that may be cause for a harassment complaint:

- Unwelcome or offensive remarks, jokes, innuendos, propositions or taunting.
- Leering (suggestive, persistent staring).
- Unwanted or uninvited physical contact.



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EFFECTIVE:

SECTION: 100 NO. 181 Page 3 of 6

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SUBJECT: Workplace Harassment

REVISED DATE:

-
- Refusing to speak to or work with someone or treating someone differently because of their background or appearance.
 - Attempts to intimidate an employee verbally or physically in a manner that could cause physical or mental injury to the employee.
 - Using electronic devices or platforms to harass or intimidate.

Procedure

- Any employee who believes they are being harassed should make it clear to the offender that such behaviour is unwanted and unacceptable. Should the behaviour continue, they must report the situation to their immediate Supervisor or Human Resources.
- Should an employee be harassed or threatened by an individual from outside of the workplace and have a reason to believe this person may harm them in any way, they are required to report their concerns to their supervisor or Human Resources.
- Should an employee have a legal court order (e.g. restraining order, or “no-contact” order) against another individual, the employee is required to notify their supervisor or Human Resources. This is required in instances where the employee strongly feels that the aggressor may attempt to contact that employee in the workplace. Such information shall be kept confidential to the extent possible. Employees in a situation that has not yet been formalized, are encouraged to advise their supervisor or Human Resources.
- All reports of harassment must be made in writing. Employees feeling harassed should, record details of the unwanted behaviour, names of any witnesses to the harassment and any attempts to resolve the issue. This shall be submitted to the Human Resources department. Employees do not have to have a record of events to make a complaint, but a record can strengthen the case and help with remembering details over time. (Schedule “A” – Appendix 1)
- Ideally, written reports must be submitted within five (5) working days of the incident. Reports submitted after five (5) days may be harder to investigate.
- Reports of harassment will be investigated by the Human Resources department. All investigations will be conducted in strictest confidence and the employee shall be protected from retaliation for lodging a complaint. All attempts shall be made to reach a reasonable resolution through mediation of the complaint with all parties involved. Confidentiality must be distinguished from anonymity. It is fundamental that a respondent who is subject to possible sanctions be informed of the allegations, including the identity of the complainant. It is expected that confidentiality be maintained by everyone involved in the formal complaint, investigation and resolution processes.



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EFFECTIVE:

SECTION: 100 NO. 181 Page 4 of 6

APPROVED BY: County Council

SUBJECT: Workplace Harassment

REVISED DATE:

-
- In the event that a complaint is substantiated and a reasonable solution to halt the unwanted behaviour is not possible, appropriate disciplinary measures shall be applied up to and including dismissal.
 - Any retaliation, retribution, or reprisal by a respondent against any complainant who reports an incident of alleged harassment or sexual harassment, or against any employee who testifies or otherwise participates in an investigation or hearing relating the allegation of harassment will be grounds for discipline up to and including dismissal.
 - Where a complaint is not substantiated due to lack of evidence or other reasons, both parties shall be informed of the rationale used, with the complainant being notified first.
 - A complainant may request that the investigation be re-opened in the event pertinent new evidence can be provided, or a reprisal due to the allegation has occurred.
 - In cases where criminal proceedings are forthcoming, the County will assist police agencies, lawyers, insurance companies and courts pursuant to a Court Order.

Responsibilities

Employees

Employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent harassing behaviour in the workplace.

Any employee who has witnessed harassment in the workplace shall:

- Inform the harassed person that they witnessed what they believe to be harassment and that they find it unacceptable. Support is often welcome.
- Encourage the harassed person to report the incident to their supervisor.
- If an employee has reported an incident and it has not been dealt with, follow chain of command to continue reporting. A report form must be filled out to initiate the investigation.

Supervisors/Management

- Be sensitive to the climate in the workplace and take immediate action to resolve any situation that involves harassment.
- Support the employee without prejudging the situation.
- Protect the privacy of the individuals involved and ensure complainants and respondents are treated fairly and respectfully.



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EFFECTIVE:

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APPROVED BY: County Council

SUBJECT: Workplace Harassment

REVISED DATE:

Human Resources

- Assist employees and supervisors in investigating and preparing documentation for incidents of harassment.
- Conduct investigations as required on allegations of harassment.
- Protect the privacy of the individuals involved and ensure complainants and respondents are treated fairly and respectfully.
- Ensure corrective action or discipline has been taken for any verified violation of this policy.
- Keep on file all formal complaints, accompanying documentation and findings of any investigation. Information from a previous investigation resulting in a substantiated complaint may be used for review and consideration purposes in the event of a new allegation.

False Complaints

Making a false complaint or providing false information about a complaint is prohibited and a violation of this Workplace Harassment Policy. Any complaints made in bad faith, if demonstrated as being such through convincing evidence, are subject to disciplinary and/or corrective action, up to and including dismissal.

Education, Training, and Record Keeping

All employees shall attend a Workplace Violence and Harassment Prevention Plan training session provided by Lethbridge County. The training will include the purpose and function of the Violence and Harassment Prevention Plan that are communicated to, and understood by, employees, supervisors and managers. Participants in this training shall demonstrate by attendance and acknowledgement that they have acquired the mandatory knowledge of the plan.

The Violence and Harassment Prevention Plan will be made available to all employees and members of Council.

Human Resources shall maintain documentation that certifies training has been accomplished. The name and dates of training shall be retained.

Employee Support

- a) Employee Family Assistance Program (EFAP), Homewood Health 1-800-663-1142.
homeweb.ca



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EFFECTIVE:

SECTION: 100 NO. 181 Page 6 of 6

APPROVED BY: County Council

SUBJECT: Workplace Harassment

REVISED DATE:

- a) The County will ensure that an employee reporting an injury or adverse symptom resulting from an incident of workplace violence and harassment is advised to consult a health professional of the employee's choice.
- b) If an employee is treated or referred by a physician and if the treatment occurs during regular work hours, the County shall not make a deduction from the employee's pay or benefits for the time during which an employee attends the session.

Confidentiality

The County will not disclose the name of the complainant, the respondent or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for the purposes of investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including dismissal.

Program Administration

The Violence and Harassment Prevention Plan will be delivered during the orientation process. It will be made readily available to all workers in both digital and hard copy formats.

Records will be kept for all reported incidents of workplace violence and harassment.

Policies will be posted on Lethbridge County's publicly accessible website and intranet and will be made available to employees, contractors and members of Council.

Program Review

The County will review the policies and prevention plan and revise when necessary, in consultation with the Joint Health and Safety Committee (JHSC).

The review will take place on the earliest of:

- a) When an incident of violence or harassment occurs;
- b) If the JHSC recommends a review of the plan;
- c) Every three (3) years.



Lethbridge County Policy Handbook

Appendix 1 – Workplace Violence/Harassment Report Form

Workplace Violence/Harassment Report Form

Prior to completing this form, please consider which of the following informal resolution options you have explored:

Have you spoken directly to the individual(s) involved with the situation? ☐ Yes ☐ No

Have you spoken to your immediate supervisor regarding the situation? ☐ Yes ☐ No

Have you requested your immediate supervisor to mediate the situation to reach an informal resolution? ☐ Yes ☐ No

If you choose to move forward with submitting this form, please note that every effort will be made to maintain confidentiality, however, anonymity cannot be guaranteed. For more information, please refer to our Violence and Harassment Prevention Plan.

Complainant Contact Information

Name

Position

Telephone

Email

Immediate Supervisor or Manager

Position

Respondent Contact Information

Name

Position

Telephone

Email

Working relationship to complainant



Lethbridge County Policy Handbook

Workplace Violence/Harassment Report Form

Situation Details

Please use the space below to outline the details of the workplace violence/harassment that you have encountered. Be sure to include the date, time and location of any incidents that may have occurred as well as information on who was involved and/or who may have witnessed any related incidents.

Have you discussed this situation and the impact that it has had with the respondent(s)?

☐ Yes ☐ No

Have you discussed this situation and the impact it has had with your immediate supervisor?

☐ Yes ☐ No



Lethbridge County Policy Handbook

Workplace Violence/Harassment Report Form

Please use the following space to outline your desired outcome related to the above noted situation.

I am filing this complaint because I honestly believe that _____ has committed an act of:

☐ Violence ☐ Domestic Violence ☐ Harassment ☐ Sexual Harassment

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of Lethbridge County's Workplace Violence or Workplace Harassment Policy and is subject to discipline up to and including dismissal. Furthermore, I realize that an inquiry will be initiated once this report has been filed.

Once this form has been completed, please sign, date and submit to Human Resources.

Complainant Signature

Date



Lethbridge County Policy Handbook

Acknowledgement & Agreement

I acknowledge that I have read and understand Lethbridge County's **Workplace Harassment** policy. I agree to adhere to the guidelines set forth in this policy. If I am employed in a supervisory capacity, I will ensure employees working under my direction adhere to the policy.

I understand that a violation of the Workplace Harassment Policy may result in disciplinary action, up to and including dismissal.

Employee's Name (please print)

Employee's Signature

Date

AGENDA ITEM REPORT



Title: 2019 Audited Financial Statements
Meeting: County Council - 16 Apr 2020
Department: Council
Report Author: Tory T.Campbell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 08 Apr 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

The 2019 Audited Financial Statements have been reviewed and presented by the Auditors, KPMG LLP and is being recommended for approval by the Audit Committee.

RECOMMENDATION:

That Council approved the Audited Financial Statements for the fiscal year ended December 31, 2019 as presented by KPMG LLP.

PREVIOUS COUNCIL DIRECTION / POLICY:

Annual Approval of the Financial Statements is a requirement of the Municipal Government Act (MGA).

BACKGROUND INFORMATION:

The County's auditors, KPMG LLP have audited and prepared the financial statements and have provided an unqualified opinion. The statements meet the requirements of Section 276 of the Municipal Government Act and are consistent with Canadian generally accepted accounting principals as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

ALTERNATIVES:

Audited Annual Financial Statements must be approved by Council and submitted to the Province by May 1st of each year. Although the Province has allowed for an extension due to COVID, administration and KPMG would like to comply with the original date as per the MGA.

FINANCIAL IMPACT:

None

REASON(S) FOR RECOMMENDATION(S):

The Municipal Government Act Section 276 (1) States:

Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada, as amended from time to time, and

(b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.

ATTACHMENTS:

[Lethbridge County 2019 Draft Financial Statements](#)

Financial Statements of

LETHBRIDGE COUNTY

And Independent Auditors' Report thereon

Year ended December 31, 2019

DRAFT

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Lethbridge County's management is responsible for the preparation, accuracy, objectivity, and integrity of the accompanying financial statements and the notes thereto. Management believes that the financial statements present fairly the County's financial position as at December 31, 2019 and the results of its operations for the year then ended.

The financial statements have been prepared in accordance with Canadian public sector accounting standards. Financial statements are not precise, since they include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintained a system of internal controls to produce reliable information to meet reporting requirements. The system is designed to provide management with reasonable assurance that transactions are properly authorized, reliable financial records are maintained, and assets are properly accounted for and safeguarded.

The County Council carries out its responsibilities for review of the financial statements principally through its Audit Committee. This committee meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters. The external auditors have full access to the Audit Committee with and without the presence of management. The County Council has approved the financial statements.

The financial statements have been audited by the independent firm of KPMG LLP. Their report to the Members of Council of Lethbridge County, stating the scope of their examination and opinion on the financial statements, follows.

Chief Administrative Officer

Manager of Finance and Administration

INDEPENDENT AUDITORS' REPORT

To the Reeve and Members of Council of Lethbridge County

Opinion

We have audited the accompanying financial statements of Lethbridge County (the "County"), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the County as at December 31, 2019, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the County in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the County's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the County or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the County's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the County's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the County to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Lethbridge, Canada

LETHBRIDGE COUNTY

Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Financial assets:		
Cash	\$ 17,436,305	\$ 13,335,104
Investments (note 5)	16,266,170	16,119,607
Taxes and grants in place of taxes (note 6)	1,102,146	493,954
Trade and other receivables	4,923,717	5,691,706
Restricted cash (note 7)	1,105,671	832,912
	40,834,009	36,473,283
Financial liabilities:		
Accounts payable and accrued liabilities	1,310,696	2,822,830
Deferred lease payments (note 9)	3,587,921	3,886,914
Deposit liabilities	319,155	371,165
Deferred revenue (note 8)	4,532,092	3,763,902
Employee future benefits (note 19)	325,520	484,819
Long-term debt (note 10)	16,713,184	16,977,149
Other liabilities	1,105,671	832,912
	27,894,239	29,139,691
Net financial assets	12,939,770	7,333,592
Non-financial assets:		
Tangible capital assets (note 12)	123,500,786	133,676,073
Prepaid expenses and deposits	230,978	248,566
Inventories for consumption	1,633,211	1,202,561
	125,364,975	135,127,200
Contingent liabilities (note 15)		
Subsequent event and contingencies (note 21)		
Accumulated surplus (note 13)	\$ 138,304,745	\$ 142,460,792

See accompanying notes to financial statements.

LETHBRIDGE COUNTY

Statement of Operations

Year ended December 31, 2019, with comparative information for 2018

	Budget (note 23)	2019	2018
Revenue:			
Net municipal property taxes (note 14)	\$ 15,628,350	\$ 15,711,213	\$ 15,541,165
Sales and users charges	3,955,440	5,182,633	4,990,650
Government transfers (note 16)	162,200	655,190	590,452
Fines	200,000	167,115	139,000
Penalties and cost of taxes	31,215	333,916	241,790
Licenses and permits	164,000	56,775	43,700
Rentals	188,295	273,722	185,144
Return on investments	300,120	870,537	373,733
Gain on sale of tangible capital assets	-	347,774	407,693
Other	1,160,045	3,774,385	3,770,382
Total revenue	21,789,665	27,373,260	26,283,709
Expenses (note 17):			
Council and other legislative	588,745	506,286	558,475
General administration	4,137,840	5,843,083	4,359,219
Protective Services	1,883,480	2,026,043	2,404,821
Roads, Streets, walks and lighting	6,192,995	9,988,200	8,356,459
Airport	-	-	1,654,840
Fleet services	2,273,840	3,123,765	3,375,472
Water, wastewater and waste management	3,232,065	4,663,898	4,101,357
Parks and recreation	81,155	65,302	69,932
Family and community support	77,940	78,786	77,233
Agricultural development	949,475	901,549	972,866
Total expenses	19,417,535	27,196,912	25,930,674
Excess of revenue over expenses before the undernoted	2,372,130	176,348	353,035
Other:			
Deferred lease payments	-	298,994	298,993
Government transfers for capital (note 16)	4,659,680	3,462,096	9,167,927
Transfer net assets to other governments (note 4)	-	(8,093,485)	(14,369,010)
	4,659,680	(4,332,395)	(4,902,090)
Excess (deficiency) of revenue over expenses	7,031,810	(4,156,047)	(4,549,055)
Accumulated surplus, beginning of year	142,460,792	142,460,792	147,009,847
Accumulated surplus, end of year	\$ 149,492,602	\$ 138,304,745	\$ 142,460,792

See accompanying notes to financial statements.

LETHBRIDGE COUNTY

Statement of Change in Net Financial Assets

Year ended December 31, 2019, with comparative information for 2018

	Budget (note 23)	2019	2018
Excess (deficiency) of revenue over expenses \$	7,031,810	\$ (4,156,047)	\$ (4,549,055)
Acquisition of tangible capital assets	(7,211,900)	(4,660,536)	(20,628,248)
Amortization of tangible capital assets	-	6,518,074	6,946,562
Gain on sale of tangible capital assets	-	(347,774)	(407,693)
Proceeds on sale of tangible capital assets	551,500	572,038	1,498,904
Transfer of net assets to other governments	-	8,093,485	14,369,010
	(6,660,400)	6,019,240	(2,770,520)
Acquisition inventories for consumption	-	(2,704,332)	(2,610,908)
Acquisition of prepaid expenses	-	(247,726)	(248,566)
Consumption of inventories for consumption	-	2,273,683	2,774,656
Use of prepaid expenses	-	265,313	264,583
	-	(413,062)	179,765
Change in net financial assets (net debt)	371,410	5,606,178	(2,590,755)
Net financial assets, beginning of year	7,333,592	7,333,592	9,924,347
Net financial assets, end of year \$	\$ 7,705,002	\$ 12,939,770	\$ 7,333,592

See accompanying notes to financial statements.

LETHBRIDGE COUNTY

Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Deficiency of revenue over expenses	\$ (4,156,047)	\$ (4,549,055)
Items not involving cash:		
Amortization of tangible capital assets	6,518,074	6,946,562
Gain on disposal of tangible capital assets	(347,774)	(407,693)
Transfer of net assets to other governments	8,093,485	14,369,010
Change in non-cash operating assets and liabilities:		
Accounts receivable	(146,563)	-
Taxes and grants in place of taxes	(608,192)	(194,510)
Trade and other receivables	767,989	(837,308)
Accounts payable and accrued liabilities	(1,512,134)	(520,713)
Employee benefit obligations	(159,299)	(46,287)
Deposit liabilities	(52,010)	(122,738)
Deferred revenue	768,190	(3,585,902)
Prepaid expenses and deposits	17,588	16,017
Inventories for consumption	(430,650)	163,748
	8,899,220	11,231,131
Capital activities:		
Acquisition of tangible capital assets	(4,660,536)	(20,628,248)
Proceeds on sale of tangible capital assets	572,038	1,498,904
	(4,088,498)	(19,129,344)
Investing activities:		
Decrease (increase) in investments	(146,562)	9,417,896
Financing activities:		
Proceeds of long-term debt	454,000	7,690,000
Payments on long-term debt	(717,965)	(537,554)
Deferred lease payments	(298,994)	(298,993)
Long-term debt transferred to other government	-	(598,780)
	(562,959)	6,254,673
Net change in cash	4,101,201	7,774,356
Cash position, beginning of year	13,335,104	5,560,748
Cash position, end of year	\$ 17,436,305	\$ 13,335,104

See accompanying notes to financial statements.

LETHBRIDGE COUNTY

Notes to Financial Statements

Year ended December 31, 2019

1. Significant accounting policies:

The financial statements of Lethbridge County (the "County") are prepared by management in accordance with Canadian public sector accounting standards. Significant accounting policies adopted by the County are as follows:

(a) Reporting entity:

The financial statements reflect the assets, liabilities, revenue and expenses of the reporting entity which comprises all of the organizations that are owned or controlled by the County and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental transactions and balances have been eliminated.

(b) Basis of accounting:

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

(c) Use of estimates:

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period.

Actual results could differ from these estimates.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(d) Investments:

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the effective rate method over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(e) Revenue recognition:

Net municipal property taxes are recognized as revenue as levied.

Sales and user charges are recognized as revenue as goods are transferred or services are rendered.

Contributed assets are recognized as revenue at fair market value of the assets at the date of receipt.

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(f) Requisition over-levy and under-levy:

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(g) Government transfers:

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(h) Employee future benefits:

- (i) The County and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the County's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

- (ii) The costs of multi-employer defined contribution pension plan benefits, such as the Municipal Pension Plan, are the employer's contributions due to the plan in the period.

(i) Contaminated sites liability:

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(j) Non-financial assets:

Non financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. When conditions indicate that they no longer contribute to the County's ability to provide goods and services, or when the value of the future economic benefits associated with the tangible capital asset are less than their book value the assets are written down. The net write downs are accounted for as an expense. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	15 - 40
Buildings	15 - 50
Engineered structures	
Road systems	5 - 100
Water systems	45 - 75
Wastewater systems	45 - 75
Storm systems	45 - 75
Machinery and equipment	3 - 40
Vehicles	5 - 25

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(j) Non-financial assets (continued):

(iii) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(iv) Works of art and cultural and historical assets:

Works of art and cultural and historical assets are not recorded as assets in these financial statements.

(v) Interest capitalization:

The County does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(vi) Inventories for consumption:

Inventories held for consumption are recorded at the lower of cost and replacement cost with costs determined on an average cost basis.

2. Adoption of new accounting standards:

The County has prospectively adopted PS 3430 - Restructuring transactions effective January 1, 2019. This section provides guidance on the recognition, measurement and presentation of restructuring transactions by both the transferor and recipients of assets and/or liabilities, together with related program or operating responsibilities. The adoption of this standard did not affect the financial statements.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

3. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2020, the County will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(a) PS 1201 - Financial Statement Presentation:

The implementation of this standard requires a new statement of re-measurement gains and losses separate from the statement of operations. This new statement will include the unrealized gains and losses arising from the re-measurement of financial instruments and items denominated in foreign currency. This standard is effective for fiscal years beginning on or after April 1, 2021.

(b) PS 3450 - Financial Instruments:

This section establishes recognition, measurement, and disclosure requirements for derivative and non-derivative instruments. The standard requires fair value measurements of derivative instruments and equity instruments; all other financial instruments can be measured at either cost or fair value depending upon elections made by the government. Unrealized gains and losses will be presented on the new statement of re-measurement gains and losses arising from the adoption of PS 1201. There will also be a requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities. As the County does not invest in derivatives or equity instruments based on its investment policy, it is anticipated that the adoption of this standard will have a minimal impact on the County. This standard is effective for fiscal years beginning on or after April 1, 2021.

(c) PS 2601 - Foreign Currency Translation:

This section establishes guidance on the recognition, measurement, presentation and disclosure of assets and liabilities denominated in foreign currencies. The Section requires monetary assets and liabilities, denominated in a foreign currency and non-monetary items valued at fair value, denominated in a foreign currency to be adjusted to reflect the exchange rates in effect at the financial statement date. The resulting unrealized gains and losses are to be presented in the new statement of re-measurement gains and losses. This standard is effective for fiscal years beginning on or after April 1, 2021.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

3. Future accounting pronouncements (continued):

(d) PS 3041 - Portfolio Investments:

This section removes the distinction between temporary and portfolio investments and provides additional guidance on recognition, measurement, presentation and disclosure of these types of investments. Upon adoption of this section and PS 3450, PS 3040 - Portfolio Investments will no longer be applicable. This standard is effective for fiscal years beginning on or after April 1, 2021.

The requirements in PS 1201, PS 3450, PS 2601 and PS 3041 are required to be implemented at the same time.

Management has indicated that the impact of the adoption of this standard is being evaluated and it is not known or reasonably estimable at this time.

(e) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This standard is effective for fiscal years beginning on or after April 1, 2021.

(f) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This standard is effective for fiscal years beginning on or after April 1, 2022.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

4. Transfer of net assets to other governments:

During the year, Phase 1 and Phase 2A of the Malloy Drain Project were completed and transferred to the Saint Mary River Irrigation District (SMRID) and the Town of Coaldale respectively, resulting in a transfer of assets of \$8,093,485. The responsibilities of each party was addressed through Tri-Party agreements stating upon completion of the phases, ownership and control be transferred to the respective entities.

In 2018, the Lethbridge Airport was transferred to the City of Lethbridge. As per the Agreement, the assets and related debt were transferred to the City, resulting in a contribution of \$14,369,010. The County has maintained an Operating Agreement with the City of Lethbridge ending on December 31, 2019, stating that the City of Lethbridge is entitled to any surpluses and responsible for any deficits incurred in 2019.

5. Investments:

	2019	2018
Short-term deposits	\$ 543,580	\$ 543,581
Temporary investments, with original maturities of over 3 months	15,722,590	15,576,026
Total	\$ 16,266,170	\$ 16,199,607

Temporary investments are short-term deposits comprised of redeemable GICs with interest rates ranging from 2.05% to 4.50% (2018 – 1.81% to 4.50%). The investments will mature on or before September 14, 2023 (2018 – June 1, 2022).

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

6. Taxes and grant in place of taxes:

	2019	2018
Secured:		
Current taxes and grants in place of taxes	\$ 1,084,282	\$ 624,076
Arrears taxes	622,869	201,554
	1,707,151	825,630
Less: allowance for uncollectible taxes	(605,005)	(331,676)
	\$ 1,102,146	\$ 493,954

7. Restricted cash:

Restricted cash is made up of funds set aside in the Municipal land reserve account. Municipal reserve funds may be used only for the purposes specified in the Municipal Government Act, section 671(4). Accordingly, these amounts are not available for current operations.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

8. Deferred revenue:

Deferred revenue, reported on the statement of financial position, is made up of the following:

	December 31, 2018	Externally restricted inflows	Revenue earned	December 31, 2019
Municipal Sustainability Initiative Grant - Capital (MSI)	\$ 2,111,584	\$ 3,859,836	\$ (3,027,755)	\$ 2,943,665
Federal Gas Tax Fund Grant (FGTF)	612,158	9,808	(292,062)	329,904
Municipal Sustainability Initiative Grant - Operating (MSI)	103,834	102,081	(146,912)	59,003
Alberta Community Resilience Program (ACRP)	611,077	7,450	-	618,527
Alberta Community Partnership (ACP)	158,320	22,308	(123,236)	57,392
Community and Regional Economic Support (CARES)	9,075	150	(2,012)	7,213
CGCB Soar Panel Program	-	193,473	(129,031)	64,442
Strategic Transportation Infrastructure Program (STIP)	-	313,731	-	313,731
Other	157,854	42,301	(61,940)	138,215
Total	\$ 3,763,902	\$ 4,551,138	\$ (3,782,948)	\$ 4,532,092

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

8. Deferred revenue (continued):

Funding allocations for the 2017 to 2019 years have been made available to the County from the Municipal Sustainability Initiative ("MSI") – Capital Component, and the Federal Gas Tax Fund ("FGTF") are also available to the County. These allocations are only receivable from the funding source upon approval of project submissions made by the County. As at December 31, 2019, the County did not have any approved projects submitted towards these allocations. As a result these allocations have not been included in these financial statements.

	2019	2018
MSI:		
Unpaid allocations available, beginning of year	\$ 4,098,694	\$ 4,718,061
Annual allocation	(1,190,992)	(619,367)
Unpaid allocations available, end of year	2,907,702	4,098,694
FGTF:		
Unpaid allocations available, beginning of year	1,183,167	884,227
Annual allocation	887,641	298,940
Unpaid allocations available, end of year	2,070,808	1,183,167
	\$ 4,978,510	\$ 5,281,861

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

9. Deferred lease payments:

	2019	2018
Balance, beginning of year	\$ 3,886,914	\$ 4,185,907
Amortization	(298,993)	(298,993)
	\$ 3,587,921	\$ 3,886,914

The County received \$8,969,812 as a prepaid lease payment from McCain Foods Limited for the use of a water treatment plant. The lease is for the useful operating life of the plant. The minimum term is for an initial period of ten years ending December 31, 2011 with four subsequent renewal terms of five years each. The deferred lease payments will be recognized as revenue as the payments are being used to fund the acquisition of the water treatment plant. The revenue will be recognized evenly over the thirty year minimum term of the lease, including the four renewal terms.

10. Long-term debt:

	2019	2018
Debenture tax supported	\$ 16,713,184	\$ 16,977,149
Current portion	\$ 753,317	\$ 683,029

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

10. Long-term debt (continued):

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2020	\$ 753,317	\$ 615,752	\$ 1,369,069
2021	789,381	579,518	1,368,899
2022	827,324	541,396	1,368,720
2023	867,255	501,290	1,368,545
2024	873,298	459,062	1,332,360
Thereafter	12,602,609	5,217,164	17,819,773

Debenture debt is repayable to Alberta Municipal Financing Corporation and bears interest at the rate of 2.765% to 6.500% per annum, before Provincial subsidy, and matures in periods 2024 to 2048. For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Lethbridge County at large.

Interest payments on long-term debt amounted to \$635,513 (2018 - \$441,433).

11. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 of the Lethbridge County be disclosed as follows:

	2019	2018
Total debt limit	\$ 41,059,890	\$ 39,425,563
Total debt	16,713,184	16,977,149
Unused debt limit	\$ 24,346,706	\$ 22,448,414
Debt servicing limit	\$ 6,843,315	\$ 6,570,927
Debt servicing	1,353,538	1,268,699
Amount of debt servicing limit unused	\$ 5,489,777	\$ 5,302,228

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

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12. Tangible capital assets:

	Land	Land Improve- ments	Building	Road systems	Water systems	Wastewater systems	Storm systems	Machinery and equipment	Vehicles	Total 2019	Total 2018
Cost:											
Balance, beginning of year	\$4,646,125	\$369,261	\$5,083,664	\$311,948,579	\$19,938,964	\$24,358,712	\$11,098,869	\$14,569,907	\$3,958,752	\$395,972,833	\$413,228,967
Additions	3,000	30,440	87,253	3,347,450	317,936	-	-	607,932	266,525	4,660,536	20,628,248
Disposals	(2,985)	-	-	-	-	-	(8,110,485)	(694,788)	(215,712)	(9,023,970)	(37,884,382)
Balance, end of year	\$4,646,140	\$399,701	\$5,170,917	\$315,296,029	\$20,256,900	\$24,358,712	\$2,988,384	\$14,483,051	\$4,009,565	\$391,609,399	\$395,972,833
Accumulated amortization:											
Balance, beginning of year	\$ -	\$55,367	\$2,825,519	\$237,719,939	\$4,658,420	\$8,571,047	\$289,610	\$6,788,129	\$1,388,729	\$262,296,760	\$277,774,357
Disposals	-	-	-	-	-	-	(16,163)	(514,030)	(176,028)	(706,221)	(22,424,159)
Amortization	-	6,257	198,450	4,280,981	294,216	498,976	40,366	873,892	324,936	6,518,074	6,946,562
Balance, end of year	\$ -	61,624	3,023,969	242,000,920	4,364,204	9,070,023	313,813	7,147,991	1,537,637	268,108,613	262,296,760
Net book value, end of year 2019	\$4,646,140	\$338,077	\$2,146,948	\$73,295,109	\$15,892,696	\$15,288,689	\$2,674,571	\$7,335,060	\$2,471,928	\$123,500,786	\$133,676,073
Net book value, end of year 2018	\$4,646,125	\$313,894	\$2,258,145	\$74,228,640	\$24,597,384	\$15,787,665	\$10,809,259	\$7,781,778	\$2,570,023	\$ -	\$133,676,073

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

12. Tangible capital assets (continued):

(a) Assets under construction:

Assets under construction having a value of \$1,062,318 (2018 - \$7,597,341) have not been amortized. Amortization of these assets will commence when the asset is put into service.

(b) Contributed tangible capital assets:

There were no contributed assets recognized during the year.

(c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value. Land is the only category where nominal values were assigned, a nominal value of \$190 has been applied to 11.80 acres total of Municipal reserve public access walk ways.

(d) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

13. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	Unrestricted	Restricted Surplus (i)	Equity in TCA (ii)	Accumulated Surplus 2019	Accumulated Surplus 2018
Balance, beginning of year	\$ 2,738,101	\$ 26,910,682	\$ 112,812,009	\$ 142,460,792	\$ 147,009,847
Deficiency of revenue over expenses	(4,156,047)	-	-	(4,156,047)	(4,549,055)
Transferred to restricted surplus	(10,115,649)	10,115,649	-	-	-
Acquisition of tangible capital assets	-	(4,660,536)	4,660,536	-	-
Net book value of tangible capital assets disposed	8,317,749	-	(8,317,749)	-	-
Amortization of capital assets	6,518,074	-	(6,518,074)	-	-
Debt issued	454,000	-	(454,000)	-	-
Debt principal paid	(1,016,959)	-	1,016,959	-	-
Balance, end of year	\$ 2,739,269	\$ 32,365,795	\$ 103,199,681	\$ 138,304,745	\$ 142,460,792

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

13. Accumulated surplus (continued):

	2019	2018
(i) Reserves:		
Administration Building Reserve	\$ 523,361	\$ 486,518
ASB Reserve Future Projects	157,283	152,583
Airport Capital Reserve	-	328,954
IT Operating Reserve	90,352	84,582
Donation Reserve	18,840	13,865
Community Grant Reserve	40,976	-
Computer Replacement Reserve	183,317	223,991
Council Discretionary Reserve	96,515	106,058
Drainage Reserve	425,354	350,354
Emergency Services Reserve	2,509,575	2,502,452
Utilities Future Project Reserve	3,117,494	2,427,872
Fleet Equipment Replacement	5,458,317	3,942,303
Commercial and Industrial Land Reserve	4,127,389	4,004,064
Gravel Pit Reclamation Reserve	53,625	52,023
Kedon Road Reserve	370,000	270,000
Safety Program Reserve	73,745	54,482
Municipal Debt Reduction Proceeds Reserve	3,610,473	2,892,396
Public works Reserve	3,230,856	2,882,224
Market Access Network Reserve	5,177,401	3,166,409
Recreation Reserve	337,025	91,351
Snow Removal Reserve	774,842	724,842
Other Designated Reserves	1,989,055	2,153,359
Total reserves	\$ 32,365,795	\$ 26,910,682

(ii) Equity in tangible capital assets:

	2019	2018
Tangible capital assets (note 11)	\$391,609,399	\$395,972,833
Accumulated amortization (note 11)	(268,108,613)	(262,296,760)
Long-term debt (note 9)	(16,713,184)	(16,977,150)
Deferred lease (note 8)	(3,587,921)	(3,886,914)
Total equity in tangible capital assets	\$103,199,681	\$112,812,009

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

14. Net municipal property taxes:

Taxation revenue, reported on the statement of operations, is made up of the following:

	Budget	2019	2018
General taxation:			
Real property taxes	\$ 16,423,532	\$ 16,506,394	\$ 16,527,718
Linear property taxes	3,354,595	3,354,595	3,190,689
Government grants in place of property taxes	1,362,910	1,362,910	1,317,098
	21,141,037	21,223,899	21,035,505
Less taxes levied for other authorities:			
School Authorities	362,112	362,112	361,947
Alberta School Foundation Fund	4,880,605	4,880,605	4,859,579
Green Acres Foundation	269,970	269,969	272,814
	5,512,687	5,512,686	5,494,340
Net municipal property taxes	\$ 15,628,350	\$ 15,711,213	\$ 15,541,165

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

15. Contingent liabilities:

Lethbridge County is a member of Genesis which provides liability insurance. The investment in this program is not reflected as an asset in the accompanying financial statements. The County was also a member of the Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE), which is in the process of being wound down.

Under the terms of membership, the County could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

16. Government transfers:

	Budget	2019	2018
Operating	\$ 162,200	\$ 655,190	\$ 590,452
Capital	4,659,680	3,462,096	9,167,927
	<u>\$ 4,821,880</u>	<u>\$ 4,117,286</u>	<u>\$ 9,758,379</u>

Government transfers are comprised of:

	Budget	2019	2018
Federal transfers:			
Shared-cost agreement and grants-operating	\$ -	\$ 210,000	\$ 205,687
Shared cost agreement and grants- capital	-	82,062	1,082,150
Total federal transfer	-	292,062	1,287,837
Provincial transfers:			
Shared-cost agreement and grants- operating	162,200	445,190	\$ 384,765
Shared cost agreement and grants- capital	4,659,680	3,380,034	8,085,777
Total provincial transfers	<u>\$ 4,821,880</u>	<u>\$ 3,825,224</u>	<u>\$ 8,470,542</u>
Total government transfers	<u>\$ 4,821,880</u>	<u>\$ 4,117,286</u>	<u>\$ 9,758,379</u>

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

17. Expenses by object:

	Budget	2019	2018
Salaries, wages and benefits	\$ 8,815,730	\$ 9,322,213	\$ 9,653,346
Contracted and general services	3,753,395	4,524,785	4,527,004
Materials, good and utilities	5,145,130	4,808,046	3,475,335
Provision for Allowances	15,000	135,718	105,998
Transfers to local boards and agencies	703,485	692,500	650,125
Transfers to individual and organizations	233,815	560,063	130,871
Interest on long-term debt	750,980	635,513	441,433
Amortization	-	6,518,074	6,946,562
Total expenses by object	\$ 19,417,535	\$ 27,196,912	\$ 25,930,674

18. Segmented information:

Segmented information has been identified based upon lines of service provided by the County. County services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service that have been separately disclosed in the segments information, along with the services they provide, are as follows:

(a) Protective Services:

The mandate of Protective Services is to provide for the rescue and protection of people and property within Lethbridge County through effective and efficient management and coordination of emergency service systems and resources.

(b) Public Works:

The Public Works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, streets, walks and lighting.

(c) Airport:

The Airport is a modern thriving air service centre providing air transportation services to the Southern Alberta Community. The Lethbridge Airport was transferred to the City of Lethbridge on July 1, 2018.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

18. Segmented information (continued):

(d) Utility Services:

The Utility department is responsible for water supply and distribution services within Lethbridge County, as well as wastewater treatment and disposal activities and waste management functions.

(e) Community Services:

Community Services provides funding for programs that support individuals, families, and communities. Programs and services are delivered through Family and Community Support Services.

(f) Parks and Recreation:

The Parks and Recreation department is responsible for clean, safe and attractive parks within Lethbridge County.

(g) Agricultural Development:

The County is responsible for agricultural development activities including pest control, soil, weed and crop services, agricultural field services, and roadside mowing programs.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment's budgeted net expenditure. User charges and other revenue have been allocated to the segments based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer was made.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

18. Segmented information (continued):

2019	Emergency Services	Public Works	Airport	Utility Services	Community Services	Parks and Recreation	Agriculture Development	Other and unallocated	Total
Revenue:									
Taxation	\$ 1,504,939	\$ 9,420,589	\$ -	\$ 474,423	\$ 78,786	\$ 142,502	\$ 508,623	\$ 3,581,351	\$ 15,711,213
Goods and services	-	511,305	-	3,264,044	-	-	58,986	1,348,298	5,182,633
Government transfers	-	2,808,704	-	652,574	-	-	266,871	389,137	4,117,286
Fines	167,115	-	-	-	-	-	-	-	167,115
Penalties and cost of taxes	-	-	-	7,403	-	-	-	326,513	333,916
Licenses and permits	-	-	-	-	-	-	-	56,775	56,775
Rentals	2,632	-	-	41,584	-	-	5,925	223,581	273,722
Return on investments	-	-	-	-	-	-	-	870,537	870,537
Gain (loss) on sale of tangible capital assets	(2,319)	124,676	-	-	-	-	-	225,417	347,774
Other revenue	425,813	2,399,116	-	326,308	-	-	100,511	807,564	4,059,312
Total revenue	2,098,180	15,264,390	-	4,766,336	78,786	142,502	940,916	7,829,173	31,120,283
Expenses:									
Salaries and wages	384,723	3,803,151	-	740,446	-	38,820	719,318	3,635,755	9,322,213
Operating expenses	1,341,581	3,188,037	-	2,334,050	-	26,481	172,652	2,391,681	9,454,482
Transfer to local boards and agencies	-	-	-	542,392	78,786	-	-	71,322	692,500
Transfers to individuals and organizations	289,466	-	-	-	-	-	-	270,597	560,063
Interest on long-term debt	-	429,787	-	206,514	-	-	-	(788)	635,513
Amortization	18,275	5,487,194	-	840,496	-	-	9,579	162,530	6,518,074
Transfer of net assets to other governments	-	8,093,485	-	-	-	-	-	-	8,093,485
Total expenses	2,034,045	21,001,654	-	4,663,898	78,786	65,301	901,549	6,531,097	35,276,330
Excess (deficiency) of revenue over expenses	\$ 64,135	\$ (5,737,264)	\$ -	\$ 102,438	\$ -	\$ 77,201	\$ 39,367	\$ 1,298,076	\$ (4,156,047)

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LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

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18. Segmented information (continued):

2018	Protective Services	Public Works	Airport	Utility Services	Community Services	Parks and Recreation	Agriculture Development	Other and unallocated	Total
Revenue:									
Taxation	\$ 1,629,818	\$ 8,262,722	\$ 68,004	\$ 817,688	\$ 77,233	\$ 85,896	\$ 890,876	\$ 3,708,928	\$ 15,541,165
Goods and services	-	800,222	405,463	3,288,580	-	-	74,213	422,173	4,990,651
Government transfers	4,172	7,153,778	115,216	1,975,438	-	-	263,559	246,216	9,758,379
Fines	139,000	-	-	-	-	-	-	-	139,000
Penalties and cost of taxes	-	-	139	12,159	-	-	-	229,492	241,790
Licenses and permits	-	-	-	-	-	-	-	43,700	43,700
Rentals	-	-	-	685	-	-	1,950	182,509	185,144
Return on investments	-	1,267	-	-	-	-	223	372,243	373,733
Gain (loss) on sale of tangible capital assets	-	153,688	291,513	(309,446)	-	-	-	271,937	407,692
Other revenue	431,964	2,825,712	369,419	265,942	-	-	-	176,338	4,069,375
Total revenue	2,204,954	19,197,389	1,249,754	6,051,046	77,233	85,896	1,230,821	5,653,536	35,750,629
Expenses:									
Salaries and wages	424,082	4,071,948	561,968	772,844	-	51,510	705,538	3,065,456	9,653,346
Operating expenses	1,957,247	2,000,495	625,943	1,719,778	-	18,422	264,186	1,522,266	8,108,337
Transfers to local boards and agencies	-	-	-	489,432	77,233	-	-	83,460	650,125
Transfers to individuals and organizations	-	-	-	-	-	-	-	130,871	130,871
Interest on long-term debt	-	220,498	(9,804)	230,739	-	-	-	-	441,433
Amortization	23,492	5,438,989	476,734	888,564	-	-	3,141	115,642	6,946,562
Transfer of net assets to other governments	-	-	14,369,010	-	-	-	-	-	14,369,010
Total expenses	2,404,821	11,731,930	16,023,851	4,101,357	77,233	69,932	972,865	4,917,695	40,299,684
Excess (deficiency) of revenue over expenses	\$ (199,867)	\$ 7,465,459	\$ (14,774,097)	\$ 1,949,689	\$ -	\$ 15,964	\$ 257,956	\$ 735,841	\$ (4,549,055)

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LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

19. Employee benefit obligations:

	2019	2018
Vacation	\$ 183,166	\$ 285,278
Post-employment benefits	142,354	199,541
	<u>\$ 325,520</u>	<u>\$ 484,819</u>

Vacation:

The vacation liability is comprised of the vacation that employees are deferring to future years. Employees have earned these benefits and are expected to use them within the next budgetary year.

Post-employment benefits:

The County provides a retirement allowance for its employees. Employees with over 10 years of service to the County are eligible for the allowance at a rate of \$450 per year for each year of service over 10 years, plus \$1,500, up to a maximum of \$15,000. The benefit is paid out when the employee ceases to be an employee of the County.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

20. Local authorities pension plan:

The County participates in a multi-employer defined benefit pension plan. This plan is accounted for as a defined contribution plan.

Employees of the County participate in the Local Authorities Pension Plan (LAPP), which is covered by the Public Sector Pension Plans Act. The Plan serves about 265,813 people and about 421 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The County is required to make current service contributions to the Plan of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the County are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current services contributions by the County to the Local Authorities Pension Plan in 2019 were \$612,693 (2018 - \$744,984). Total current service contributions by the employees of the County to the Local Authorities Pension Plan in 2019 were \$555,982 (2018 - \$683,329).

At December 31, 2018, the LAPP disclosed an actuarial deficit of \$3.5 billion.

21. Subsequent event and contingencies:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, the County has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic.

- Working from home requirements for staff.
- Closure of facilities based on public health recommendations.
- Closure of County office to the general public.

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2019

22. Comparative information:

Certain 2018 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.

23. Budget and statement of operation reconciliation:

The following table reconciles the Excess (deficiency) of revenue over expenses in the Statement of Operations to the Budget Balance as shown in the 2018-2020 Budget and demonstrates how the legislative requirement for a balanced budget (where planned revenue sources equal planned expenditures) has been met.

The reconciliation below to encompass these items is provided for information purposes only to provide users with supplementary comparative information. It should not be used as a replacement for the statement of financial activities and accumulated surplus and users should note that this information may not be appropriate for their purposes.

	Budget	2019	2018
Excess (deficiency) of revenue over expenses	\$ 7,031,810	\$ (4,156,047)	\$ (4,549,055)
Adjustments to revenue:			
Equipment rental revenue, internal	3,373,910	3,554,979	3,753,612
Transfers from reserves	4,678,200	3,033,328	4,190,531
Proceeds from equipment sales	551,500	572,039	1,498,904
Gain on sales of tangible capital assets	-	(347,774)	(407,693)
Deferred lease payment	-	(298,994)	(298,993)
Services recovered, internal	687,510	684,876	710,216
Proceeds from debenture	-	454,000	7,690,000
Transfer of net assets to other governments	-	8,093,485	14,369,010
Adjustments to expenses:			
Equipment rental costs, internal	(3,373,910)	(3,554,979)	(3,753,612)
Transfer to reserves	(4,375,640)	(8,404,745)	(6,952,821)
Capital purchases as per budget	(7,211,900)	(4,660,536)	(20,628,248)
Debt principal payments	(680,970)	(717,965)	(537,554)
Services performed, internal	(695,510)	(736,001)	(710,216)
Surplus allocation to reserves	-	-	(717,000)
Amortization expense	-	6,518,074	6,946,562
Provision for allowances	15,000	-	-
Debt transfer to other governments	-	-	(598,780)
Budget balance, surplus (deficit)	\$ -	\$ 33,740	\$ 4,863

The budget information was approved by Council on January 16, 2019.

Notes to Financial Statements (continued)

24. Salary and benefits disclosure:

				2019	2018
	Salary (i)	Benefits and Allowances (ii)			
Councillors:					
Division 1	\$ 49,954	\$ 20,861	\$ 70,815	\$ 82,679	
Division 2	26,316	15,057	41,373	47,588	
Division 3	32,447	14,348	46,795	64,433	
Division 4	41,254	15,669	56,923	68,151	
Division 5	26,945	14,366	41,311	49,321	
Division 6	28,064	17,290	45,354	60,858	
Division 7	28,064	15,368	43,432	44,436	
Chief Administrative Officer	210,607	54,754	265,361	123,721	
Interim Chief Administrative Officer	-	-	-	119,139	
Designated officers (2 positions)	204,534	49,534	254,068	247,006	

- Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement services, concessionary loans, travel allowances, car allowances, and club memberships.

These financial statements were approved by Council and Management.

AGENDA ITEM REPORT



Title: Bylaw 20-004 - Lethbridge County / Village of Barons Intermunicipal Development Plan - First Reading
Meeting: County Council - 16 Apr 2020
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 06 Apr 2020
Approved - 06 Apr 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

A draft of the Lethbridge County and Village of Barons Intermunicipal Development Plan (IDP) has been completed and the affected landowners were provided with the opportunity to comment on the draft plan. The IDP provides a framework for working with the Village of Barons on development that will be of mutual interest.

RECOMMENDATION:

That Bylaw 20-004 be read a first time.

PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council directed Administration to complete the Intermunicipal Development Plan with the Village of Barons on August 15, 2019 (resolution 383-2019).
- County Council approved moving forward with the draft IDP and public consultation on February 20, 2020 (resolution 46-2020)

BACKGROUND INFORMATION:

Section 631 of the Municipal Government Act (Approved April 1, 2018), requires that two or more councils of municipalities that have common boundaries that are not members of a growth region must, by each passing a bylaw, adopt an Intermunicipal Development Plan (including rural to rural municipalities).

The Lethbridge County/Village of Barons Intermunicipal Development Plan officially commenced between the two municipalities in August 2019. Lethbridge County and Village of Barons administration agreed that the Oldman River Regional Services Commission would draft the plan.

Both municipalities also agreed that prior to the public consultation both administrations will present the draft IDP to each respective Council.

The draft plan provides a framework for addressing land use in the fringe area between the municipalities and includes policies on:

- referral and dispute resolution processes
- land use (i.e. agriculture, resource extraction, industry, and energy developments)
- transportation and road networks

A notice of the draft Intermunicipal Development Plan has been sent to all the affected landowners within the defined Plan Area and to external government and affect agencies.

ALTERNATIVES:

Not Applicable.

FINANCIAL IMPACT:

The draft IDP was completed by the Oldman River Regional Services Commission, the cost of the IDP was shared between the two municipalities with the County contributing \$10,000 to towards the creation of the IDP.

REASON(S) FOR RECOMMENDATION(S):

First Reading of the Bylaw will allow for County Administration to set the Public Hearing date.

ATTACHMENTS:

[Lethbridge County - Barons IDP - Draft February 2020](#)

DRAFT

Lethbridge County
& Village of Barons
INTERMUNICIPAL
DEVELOPMENT
PLAN

FEBRUARY 2020

Bylaw No. _____ & Bylaw No. _____



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Prepared for Lethbridge County and Village of Barons**

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INTRODUCTION

PART 1

PART 1

INTRODUCTION

1.1 Introduction

Lethbridge County (County) and the Village of Barons (Village) recognize that the land surrounding the Village is of mutual interest warranting a collaborative approach to planning. The Intermunicipal Development Plan (IDP or Plan) is based on creating a shared vision for future growth, by establishing and agreeing to a long-term strategy for planning and development which attempts to balance the interests of each municipality. The Plan is intended to foster ongoing collaboration and cooperation between the County and Village by providing a forum to discuss planning matters in the context of each municipality's land use philosophy. Therefore, both municipalities wish to be proactive and establish a framework to direct and manage development in a manner which is mutually beneficial. The key policy areas of the Plan include:

- Land Use,
- Transportation,
- Utilities, Servicing and Drainage,
- Consultation and Referrals, and
- Dispute Resolution.

The Plan is intended to provide guidance to decision-makers and establishes planning policy that applies to lands in the fringe and within the Village; however, each municipality is ultimately responsible for making decisions within their jurisdiction using the policies and procedures as agreed upon in this Plan.

1.2 Legislative Requirements

In order to foster cooperation and mitigate conflict between municipalities, the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 with amendments (MGA)* has included two mechanisms within the planning legislation which allows a municipality to:

1. include policies regarding coordination of land use, future growth patterns and other infrastructure with adjacent municipalities in their municipal development plans [section 632(3)(iii)] if no intermunicipal development plan exists with respect to those matters; and
2. complete and adopt an intermunicipal development plan with adjacent municipalities to address the above matters.

Specifically, the MGA states:

631(1) *Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in Section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with Sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

631(8) *An intermunicipal development plan*

(a) must address

- (i) the future land use within the area,*
- (ii) the manner of and the proposals for future development in the area,*
- (iii) the provision of transportation systems for the area, either generally or specifically,*
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) environmental matters within the area, either generally or specifically, and*
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

and

(b) must include

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) provisions relating to the administration of the plan.*

It is noted that the paramountcy of the IDP is established within the “Plans Consistent” (Section 638) portion of the MGA:

638(1) *In the event of a conflict or inconsistency between*

(a) an intermunicipal development plan, and

(b) a municipal development plan, an area structure plan or an area redevelopment plan

In respect of the development of the land to which the intermunicipal development plan and the municipal development plan, the area structure plan or the area redevelopment plan, as the case may be, apply, the intermunicipal development plan prevails to the extent of the conflict or inconsistency.

In addition to MGA requirements, the *South Saskatchewan Regional Plan (SSRP)* became effective September 1, 2014 which introduced additional requirements when addressing land use matters. The SSRP uses a cumulative effects management approach to set policy direction for municipalities for the purpose of achieving environmental, economic and social goals within the South Saskatchewan Region until 2024.

Pursuant to section 13 of the *Alberta Land Stewardship Act (ALSA)*, regional plans are legislative instruments. The SSRP has four key parts including the Introduction, Strategic Plan, Implementation Plan and Regulatory Details Plan. Pursuant to section 15(1) of *ALSA*, the Regulatory Details of the SSRP are enforceable as law and bind the Crown, decision makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect.

Figure 1: Planning Hierarchy Flowchart



The Regional Plan is guided by the vision, outcomes and intended directions set by the Strategic Plan portion of the SSRP, while the Implementation Plan establishes the objectives and the strategies that will be implemented to achieve the regional vision. As part of the Implementation Plan, Section 8: Community Development includes guidance regarding Planning Cooperation and Integration between municipalities with the intention to foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments, boards and agencies. Section 8 contains the following broad objectives and strategies:

Objectives:

- Cooperation and coordination are fostered among all land use planners and decision-makers involved in preparing and implementing land plans and strategies.
- Knowledge sharing among communities is encouraged to promote the use of planning tools and the principles of efficient use of land to address community development in the region.

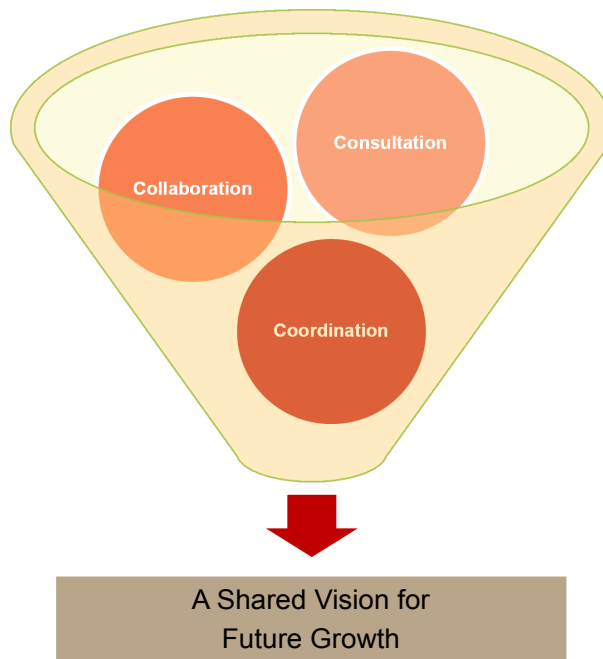
Strategies:

- 8.1 *Work together to achieve the shared environmental, economic, and social outcomes in the South Saskatchewan Regional Plan and minimize negative environmental cumulative effects.*
- 8.2 *Address common planning issues, especially where valued natural features and historic resources are of interests to more than one stakeholder and where the possible effect of development transcends jurisdictional boundaries.*

- 8.3 *Coordinate and work with each other in their respective planning activities (such as in the development of plans and policies) and development approval processes to address issues of mutual interest.*
- 8.4 *Work together to anticipate, plan and set aside adequate land with the physical infrastructure and services required to accommodate future population growth and accompanying community development needs.*
- 8.5 *Build awareness regarding the application of land-use planning tools that reduce the impact of residential, commercial and industrial developments on the land, including approaches and best practices for promoting the efficient use of private and public lands.*
- 8.6 *Pursue joint use agreements, regional services commissions and any other joint cooperative arrangements that contribute specially to intermunicipal land use planning.*
- 8.7 *Consider the value of intermunicipal development planning to address land use on fringe areas, airport vicinity protection plans or other areas of mutual interest.*
- 8.8 *Coordinate land use planning activities with First Nations, irrigation districts, school boards, health authorities and other agencies on areas of mutual interest.*

The above strategies are to be considered by both municipalities when developing policy within this IDP and when rendering land use decisions pertaining to development within the Plan area. Other strategies contained in the SSRP should be considered in the context of each municipality's Municipal Development Plan, Land Use Bylaw, other statutory plans and through policies found within this Plan.

Figure 2: Plan Strategy



1.3 Plan Goals

The intended goals of the Intermunicipal Development Plan are:

1. To provide for a continuous planning process that facilitates ongoing consultation, collaboration, and coordination between the two municipalities.
2. To establish a planning approach defined in a land use and transportation concept that will facilitate orderly, efficient development as well as promote compatible and complementary land uses.
3. To recognize the importance of the existing agricultural pursuits located within the fringe area and the need to minimize fragmentation of these lands.
4. To provide a clear policy framework that serves to guide future planning decisions for lands located within the Plan Area, affording more certainty for and better coordination of development within the Plan Area.
5. To encourage and support cooperation and enable mutually beneficial economic opportunities to occur between the two municipalities.



PLAN IMPLEMENTATION

PART 2

PART 2

PLAN IMPLEMENTATION

2.1 Plan Validity and Amendment

Intent

The intent is to keep the Plan current and in conformity with any provincial regulations or initiatives. As result, this Plan may require amendments when necessary.

Policies

- 2.1.1 This Plan comes into effect on the date it is adopted by both the County and Village. It remains in effect until by mutual agreement of both municipalities it is replaced. In respect of this:
- (a) either municipality may request that the Plan be repealed and replaced with a new IDP upon serving written notice to the other municipality; and
 - (b) the dispute resolution process stipulated in Section 2.5 will be undertaken should the municipalities be unable to reach an agreement.
- 2.1.2 Amendments to this Plan may be necessary from time to time to accommodate agreed to updates or changes and/or unforeseen situations not specifically addressed in the Plan; any amendments must be adopted by both Councils using the procedures established in the *Municipal Government Act*. No amendment shall come into force until such time as both municipalities adopt the amending bylaw.
- 2.1.3 Requests for amendments to this Plan, by parties other than the County or Village, may be made to the municipality in which the request originated and be accompanied by the applicable fee to each municipality for processing amendments to a statutory plan.
- 2.1.4 If agreed to by both municipalities, a joint public hearing may be held in accordance with the *Municipal Government Act* for any amendments to this Plan.
- 2.1.5 Municipal staff are encouraged to meet annually to review the policies of the Plan and discuss land use planning matters, issues and concerns on an ongoing basis. Municipal staff may make recommendations to be considered by their respective Councils to amend the Plan to ensure the policies remain relevant and continue to meet the needs and protect the interests of both municipalities.
- 2.1.6 The Plan should be informally reviewed by each respective Council within the year after a municipal election so that the elected officials familiarize themselves with the joint intermunicipal planning document and are aware of the general policies.

- 2.1.7 A formal review of the Plan will occur within 10 years from the date the IDP is adopted by both municipalities.

2.2 Plan Implementation

Intent

The County and Village agree that a collaborative approach to planning is necessary within the Plan Area. The policies in the Plan serve as the framework for decision making on subdivision and development proposals. As such, each municipality will need to review and amend their respective Municipal Development Plan and Land Use Bylaw, to achieve consistency with and to implement policies in the Plan. The *Municipal Government Act* also stipulates that all statutory plans adopted by a municipality must be consistent with each other. To address this, the following process and policies will need to be implemented by each municipality.

Policies

- 2.2.1 The County and Village prepared the Plan in accordance with the requirements of the *Municipal Government Act*, including advertising and conducting a public consultation process, prior to passing the respective adopting bylaws.
- 2.2.2 This Plan comes into effect on the date it was adopted by both the County and Village, after receiving three readings of the bylaw(s).
- 2.2.3 The County and Village agree that they will ensure that the policies of this Plan are properly, fairly and reasonably implemented.
- 2.2.4 The County and Village's Land Use Bylaws and statutory plans MAY need to be amended to conform with and reflect specific policies of this Plan. It is noted that in the event of an inconsistency between this Plan and a lower order plan, this Plan prevails to the extent of the conflict or inconsistency in accordance with section 638 of the *Municipal Government Act*.
- 2.2.5 To achieve continued success in implementing the Plan and help ensure that the goals and coordinated land use planning approach emphasized is successful, the County and Village agree to:
- (a) require that all area structure plans or conceptual design scheme proposals submitted by a developer/landowner within the Plan Area conform to the principles and policies of the Plan; and
 - (b) consult on an ongoing basis, and will refer to each other, major land use or planning matters that have the potential to impact the other jurisdiction, even if it involves land that may not be located within the Plan Area.
- 2.2.6 The County and Village will monitor and review the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 2.2.7 The *Alberta Land Stewardship Act* (June 2009) and the subsequent South Saskatchewan Regional Plan (September 2014) were approved and govern planning in the southern portion of the province. The

County and Village will consider and respect the mandate of this legislation and will cooperate to comply with the adopted regional plan policies.

Intermunicipal Committee

- 2.2.8 An Intermunicipal Committee (or Committee) shall be established between the County and Village for the purposes of ensuring continued communication between the municipalities and to provide a forum to review and comment on matters that may have an impact on either municipality.
- 2.2.9 The Committee shall be an advisory body and shall attempt to achieve resolution to intermunicipal matters through consensus, and may make comments or recommendations to the County and Village. In its advisory capacity, the Committee does not have decision making authority or powers with respect to planning matters in the County or Village.
- 2.2.10 The Committee shall be comprised of two elected officials, one from the County and one from the Village, and the Committee may also include whatever number of municipal resource personnel deemed appropriate in a non-decision making capacity. Resource personnel may serve as secretary to the Committee and is responsible for recording the minutes of all Committee meetings and preparing the recommendations of the Committee.
- 2.2.11 Meetings of the Committee shall be held as required. At least five days' notice shall be provided for the scheduling of Committee meetings and including agenda package and background information, unless otherwise agreed to by both municipalities.
- 2.2.12 Where a matter involving the two municipalities cannot be resolved to the satisfaction of the Committee, the Committee shall provide a report summarizing their discussions to each respective Council. At the discretion of either Council, the dispute resolution process outlined in this Plan may be initiated.

2.3 Mutual Benefit & Cooperation

Intent

Consultation and cooperation on joint policy areas that may affect or benefit both parties should be encouraged and reviewed by both municipalities, as there are regional issues or opportunities that may impact both.

Policies

- 2.3.1 The County and Village agree to work together to try and enhance and improve the region for the benefit of both municipalities.
- 2.3.2 The County and Village agree that they will continue to consult and cooperate together in discussing and planning in a positive, collaborative manner, land use and development strategies for the area with a "regional" perspective.

- 2.3.3 Both municipalities recognize that some development or economic proposals may be regionally significant and/or mutually beneficial to both parties and the two agree to meet to discuss such proposals when they come forward to find methods to accommodate such proposals for the benefit of the shared region. Joint Council meetings may be used as forum to discuss and negotiate particular proposals.
- 2.3.4 The County and Village shall continue to cooperate in pursuing mutually acceptable and beneficial growth and development policies in the urban fringe.
- 2.3.5 The County will continue to inform the Village of any proposed changes to the regulations, standards or procedures established in the Lethbridge County Land Use Bylaw regarding development in the Barons fringe area.
- 2.3.6 The County and Village both support ongoing public engagement and encourage residents of both municipalities to provide input on matters of specific and general planning or community interest wherever possible.
- 2.3.7 Both municipalities are committed to providing transparent communication regarding land use matters in the Plan Area and will continue to make information regarding the planning, subdivision and development processes available to each other, the public and applicants.
- 2.3.8 Both municipalities agree to discuss and find ways to cooperate with other government departments, agencies and utility service providers to help facilitate the efficient delivery of infrastructure and services that may transcend municipal boundaries or are of a mutual benefit.
- 2.3.9 In consideration of providing certain municipal services to areas or proposals agreed to between the two municipalities, the County and Village may discuss the need to create and apply off-site levies, development charges, and/or servicing fees to any and all development areas as part of the agreement.
- 2.3.10 Where feasible, the County and Village should jointly develop and implement storm water management planning, and infrastructure to make use of the potential cost and land use efficiencies gained through the sharing of this important and required infrastructure.
- 2.3.11 As a municipal cost saving initiative endeavour, the County and Village may discuss and plan for the sharing of various municipal equipment, machinery, and services where feasible, practical and workable, which may be managed through separate agreements.
- 2.3.12 The two municipal parties will proactively work together on preparing an Intermunicipal Collaborative Framework, as required by the *Municipal Government Act*, in a cooperative spirit in an attempt to give due consideration to regional perspectives on municipal governance and community services.
- 2.3.13 The County and Village may collaborate and investigate methods of giving various support to a variety of community cultural, recreational, environmental (wetlands, parkland, etc.) or heritage projects that may mutually benefit or enhance the quality of life of ratepayers of both municipalities within the region. This could be in the form of: time (municipal staff), gifts in kind, materials, municipal letters of

support, unified government lobbying, application for grants, or other more permanent arrangements if both municipalities agree and enter into discussions and make specific agreements for the type and method of delivery of such municipal support.

2.4 Intermunicipal Referrals

Intent

To establish a clearly defined process for consistent and transparent sharing of information necessary to make decisions in accordance with the intent of the Plan.

Policies

Referral Process

2.4.1 Any of the following that affect lands in the Plan Area or land within the Village of Barons adjacent to the corporate boundary will be forwarded to the other municipality for comment prior to a decision being made on the application or document:

- Municipal Development Plans
- Area Structure Plans
- Area Redevelopment Plans
- Conceptual Design Schemes
- Overlay Plans
- Land Use Bylaws (new or any amendments that affect/apply to the Plan area)
- Subdivision Applications
- Discretionary Use Development Applications

The receiving municipality may request the above-mentioned document(s) or application(s) be referred to the Intermunicipal Development Plan Committee for comment prior to a decision being rendered.

2.4.2 Any changes to the documents or applications referred to in Section 2.4.1 that may have an impact on the Plan or municipal expansion will be recirculated to the other municipality and if deemed necessary by either municipality, the Intermunicipal Development Plan Committee, prior to second reading or approval of the document. Based on the significance of the changes, the municipality processing the proposal will consider convening a new public hearing or meeting.

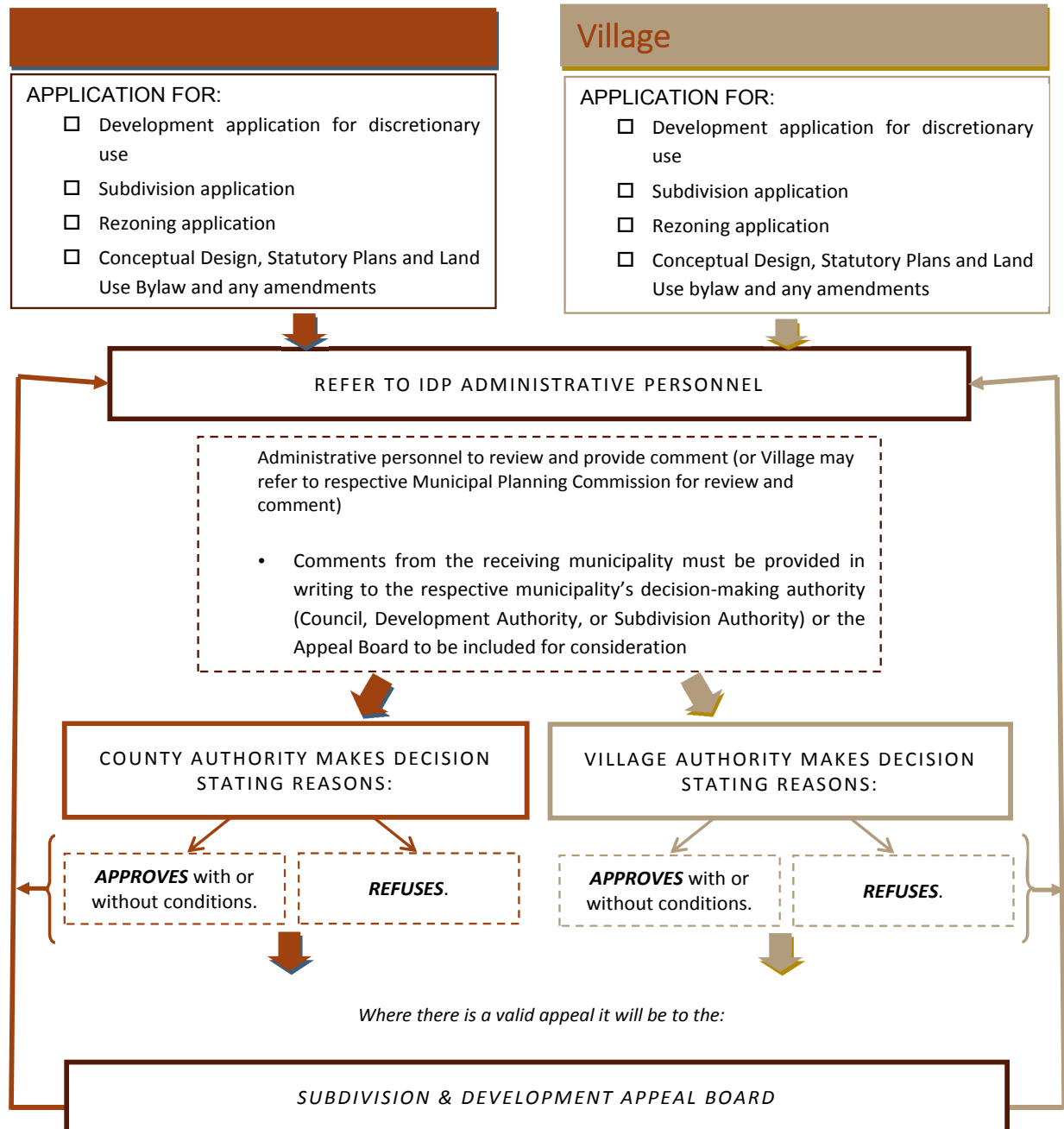
2.4.3 The municipalities are encouraged to refer to each other for comment major land use or planning matters that have the potential to impact the other jurisdiction, even if it involves lands that may not be located within the Plan Area.

- 2.4.4 Where an intermunicipal referral is required by the *Municipal Government Act* or the policies contained in this Plan, both municipalities agree to share mailing address and property ownership information for circulation purposes with the adjacent municipality, and where applicable, the municipality's processing agency or designate.

Response Timelines and Consideration of Referral Responses

- 2.4.5 The receiving municipality will, from the date of mailing, have the following timelines to review and provide comment on intermunicipal referrals:
- (a) 15 days for development applications,
 - (b) 19 days for subdivision applications, and
 - (c) 30 days for all other intermunicipal referrals.
- 2.4.6 In the event that an intermunicipal referral is forwarded to the Intermunicipal Development Plan Committee for review and comment, an IDP Committee meeting will be scheduled as soon as possible and a written Committee response shall be provided within 10 days of the Committee meeting date.
- 2.4.7 In the event that either municipality and/or the Committee does not reply within, or request an extension to, the response time for intermunicipal referrals stipulated in Section 2.4.5(a), (b) and (c), it will be assumed that the responding municipality and/or Committee has no comment or objection to the referred planning document or application.
- 2.4.8 Either municipality may request in writing an extension to the time periods prescribed in Section 2.4.5(a), (b) and (c), to accommodate unique circumstances or Council and/or Committee meeting dates that make the referral time periods unable to be respected. In such circumstances, the additional time period requested shall be clearly stated in the extension, and it should not typically exceed an additional 30 days.
- 2.4.9 Written comments from the receiving municipality and the Intermunicipal Development Plan Committee that are provided prior to or at the public hearing or meeting will be considered by the municipality in which the plan, scheme, land use bylaw, subdivision application, development application or amendment is being proposed.

Figure 3: Intermunicipal Development Plan Referral Flowchart



2.5 Dispute Resolution

Intent

The intent of the dispute resolution process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the process. Despite the best efforts of both municipalities, it is understood that disputes may arise from time to time affecting land use within the Plan boundary. The following process is intended to settle disputes through consensus and minimize the need for formal mediation.

Policies

General Agreement

- 2.5.1 The County and Village agree that it is important to avoid dispute by ensuring that the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality or as required in the Plan and prompt enforcement of the Plan policies.
- 2.5.2 Prior to the meeting of the Committee, each municipality through its administration, will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 2.5.3 The Committee should discuss the issue or dispute with the intent to seek a recommended solution by consensus.

Dispute Resolution (see Figure 3)

In the case of a dispute, the following process will be followed to arrive at a solution.

- 2.5.4 When a potential intermunicipal issue comes to the attention of either municipality regarding the policies or implementation of this Plan, either municipality's Land Use Bylaw, development applications, or any other plan affecting lands in the Plan Area, it will be directed to the administrators of each municipality. The administrators will review the matter and if both administrators are in agreement, take action to rectify the matter.
- 2.5.5 In respect of Policy 2.5.4, the administrations shall discuss or meet within 15 calendar days of the matter being brought to each party's attention. The prescribed time period may be extended if both parties are in agreement to do so.
- 2.5.6 In the event a matter or issue cannot be resolved by the administration representatives or within the timeframe prescribed, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue. Each municipality, acting in good faith, agrees that they will attempt to schedule a joint Council meeting within a reasonable timeframe.

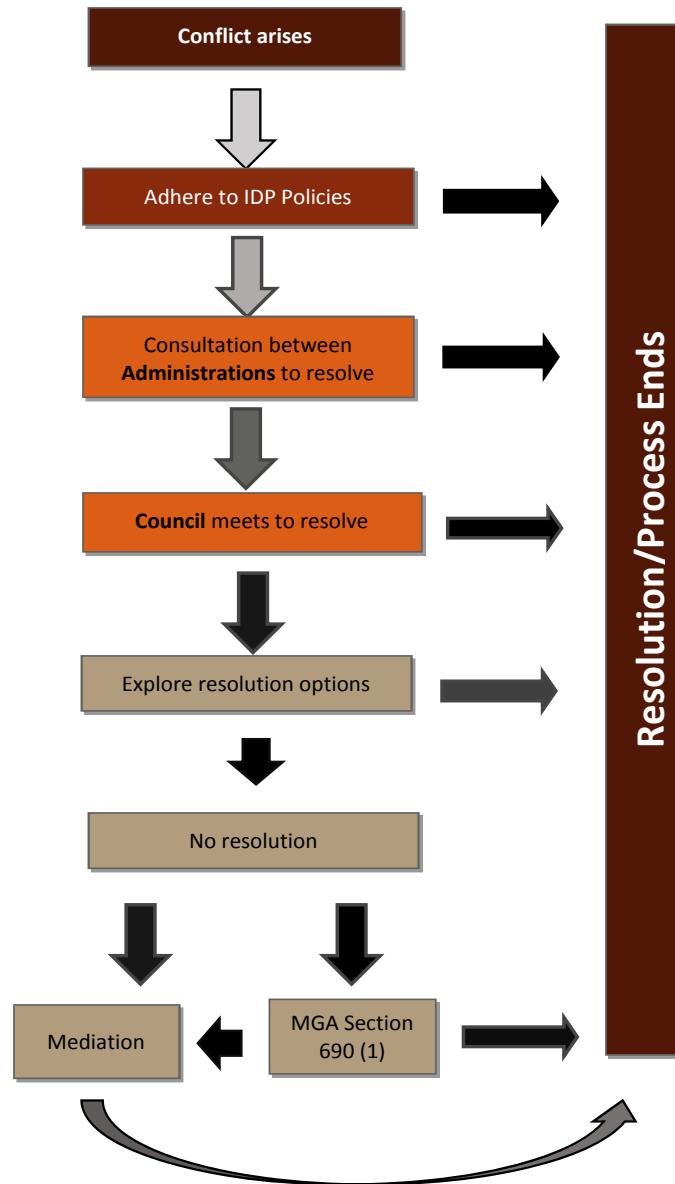
- 2.5.7 Should the Councils be unable to resolve the matter, either municipality may initiate a formal mediation process to facilitate resolution of the issue.

Filing an Intermunicipal Dispute under the *Municipal Government Act*

- 2.5.9 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the *Municipal Government Act* so that the provincial statutory right and timeframe to file an appeal is not lost.
- 2.5.10 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30 day appeal filing process as outlined in the *Municipal Government Act*.

Note: Using section 690(1) of the MGA is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.

Figure 4: Dispute Resolution Flow Chart





COORDINATED GROWTH MANAGEMENT STRATEGY

PART 3

PART 3

COORDINATED GROWTH MANAGEMENT STRATEGY

3.1 Plan Area

The Intermunicipal Development Plan Area (also referred to as the IDP Area or Plan Area) consists of an approximate 1-mile boundary around Barons, comprised of 3,032 acres (1,227 hectares) of land, and is illustrated on Map 2. The Village of Barons encompasses approximately 0.25 square miles (0.64 km²) or 158 acres of land and the IDP area also includes lands within the Village that are adjacent to the boundary with Lethbridge County. Land Use Concepts have been developed for the Plan Area to efficiently manage growth and assist decision makers in the review of subdivision and development proposals by identifying general locations for future land uses and major transportation routes and road linkages.

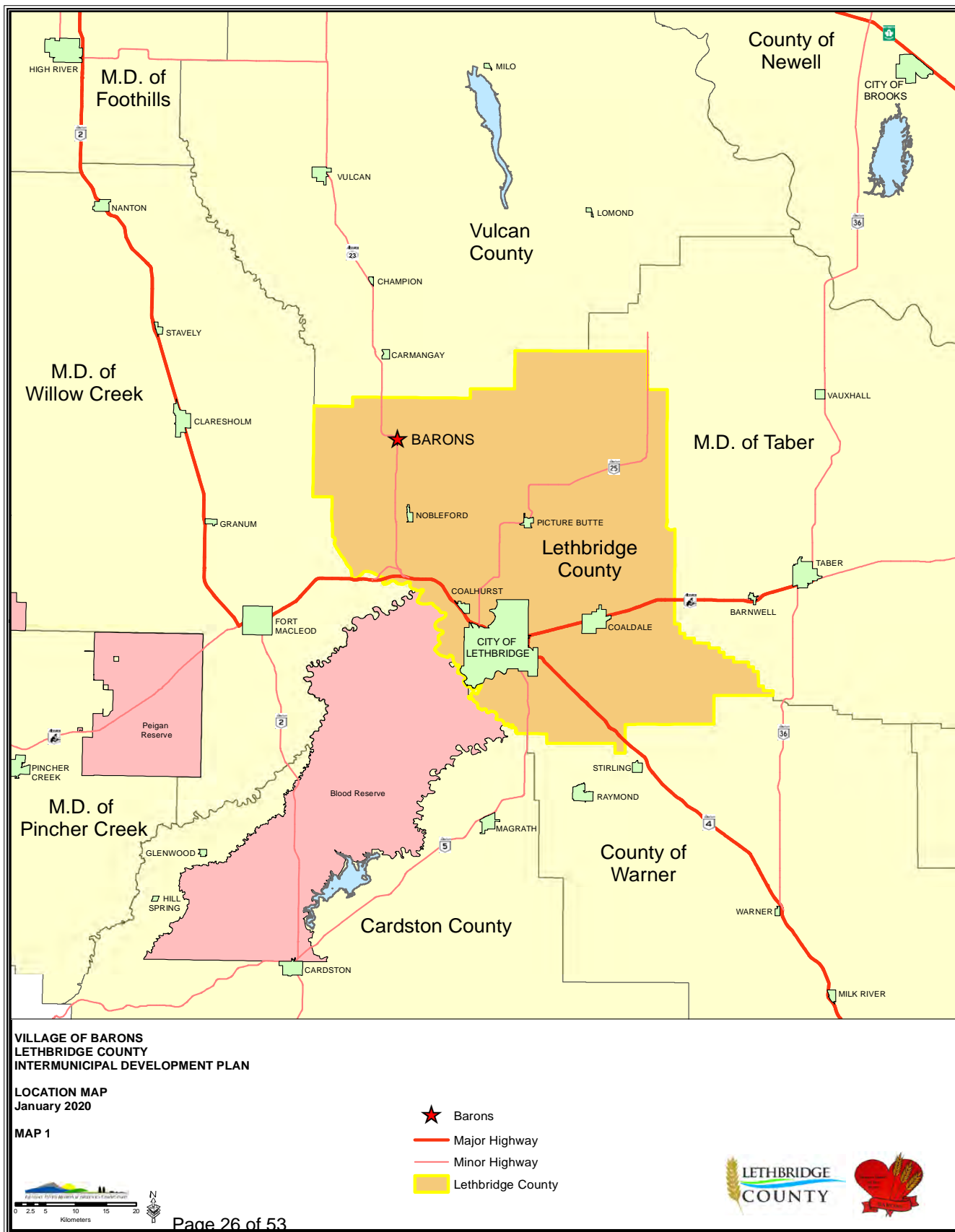
Historically, development pressures within the Plan Area have been limited as the land is almost entirely under agricultural use. Nevertheless, both municipalities share economic and social links which necessitate the need to coordinate intermunicipal issues through an intermunicipal development plan. The Village of Barons and Lethbridge County, upon consideration of existing uses in the fringe, limited development pressures, and municipal servicing potential, find the approximate 1-mile Plan Area adequate to serve intermunicipal considerations well into the future.

3.2 Background

The Plan Area is located in the northern portion of Lethbridge County along Highway 23 and approximately 45 kilometres north of the City of Lethbridge. Highway 23 is situated to the west of the Village and connects to Highway 520 to the south of Barons, forming a major intersection within the Plan Area (Map 1). The CPR rail line runs parallel to Highway 23, on the west side of the Village. The County and Village have many economic and social links which necessitates the need for the municipalities to coordinate land use planning and infrastructure.

As part of the IDP planning process, a background study was undertaken to help identify major development considerations and limitations requiring intermunicipal consideration within the Plan Area. The study examined land use, transportation systems, natural features, soils, topography, historical and environmental aspects, abandoned gas wells, and subdivision and title configurations, amongst other matters.

Agriculture is the primary land use in the IDP Plan Area including a variety of crop production on lands classified by Canada Land Inventory (CLI) as Class 2 and 3 soils (Map 8). Currently there are no Confined Feeding Operations within the Plan Area. The Rural Urban Fringe land use district comprises a portion of the Plan Area, occupying land approximately ¼ to ½ mile around the Village of Barons boundary (Map 7).

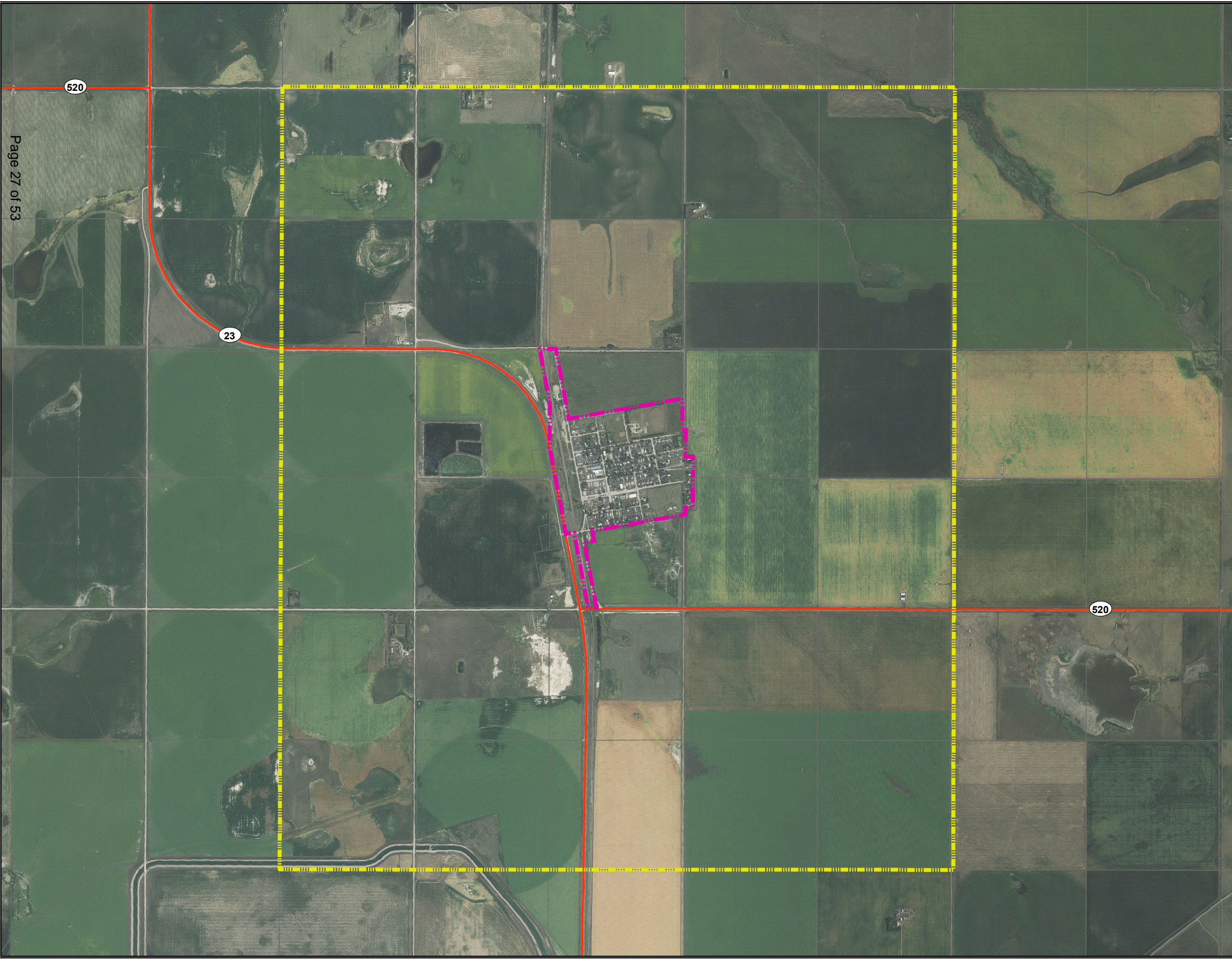
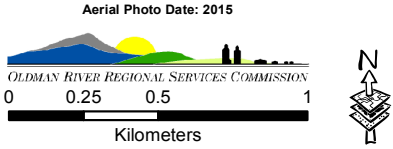


VILLAGE OF BARONS
LETHBRIDGE COUNTY
INTERMUNICIPAL DEVELOPMENT PLAN
BYLAW #____ AND BYLAW#____ 2020

IDP PLAN AREA
JANUARY 2020

MAP 2

- IDP Boundary
- Village of Barons Boundary
- Highways



Subdivision and fragmentation of land within the Plan Area has been minimal by comparison to many other urban centres and their urban fringe area. There has been a total of 14 County subdivisions registered over time within the Plan Area. A few subdivisions were for country residential development, namely farmstead separation, but the majority were for municipal/government use (e.g. utilities, highway land). Several restrictions to potential growth and development identified in the Plan Area include oil and gas wells (100 metre buffer required), a sewage lagoon (300 metre buffer required) and former landfill site (300 metre buffer required), which restrict the development of residences, schools, hospitals, and food establishments (Map 5). Historically, the Village has had three annexations since its incorporation and one annexation from the Village to Lethbridge County. The Village has expanded by approximately 31.63 acres (12.8 ha) since its incorporation in 1911 until the most recent annexation in 1969.

It is noted there are no major environmentally significant areas within the Plan Area, however, the provincial data identifies potential wetlands in low lying areas, primarily to the southwest of Barons, west of Highway 23. The provincial data also identifies some areas with potential for historical resources within the Plan Area and the Village of Barons, primarily south and southwest of the Village. These lands have a HRV value of 2h which designates a registered historical resource (historic period). Maps 5 through 8 illustrate some of the physical features and considerations within the Plan Area.

Main Characteristics of Plan Area

The Lethbridge County and Village of Barons Intermunicipal Development Plan Area (Map 2) encompasses approximately 3,032 acres (1,227 hectares) within Lethbridge County. Key characteristics of the Plan Area include the following:

- **Agriculture**
 - The majority of the land in the Plan Area is zoned for agricultural use as Rural Agriculture (RA), with the exception of the fringe area of the Village designated as Rural Urban Fringe (RUF).
 - Agricultural operations are primarily irrigated and dry land farming for various cereal crops and canola.
 - There are currently no confined feeding operations (CFOs) located within the Plan Area; however, there could be potential for CFOs to establish in the future in this area.
- **Limited Residential Development**
 - Country residential development within the Plan Area is fairly sparse. There is no Grouped Country Residential zoned land within Lethbridge County for the Plan Area, only farmsteads or isolated country residential subdivisions.
 - Almost all of the land within the Plan Area is privately held, with the exception of Alberta Transportation associated highway parcel land which is under crown ownership, holdings of the Lethbridge Northern Irrigation District, and titled land the Village owns.
- **Transportation Infrastructure**
 - Highways 23 and 520 are the main transportation routes linking the two municipalities.

- County Township Road 12-3 is situated to the north side of the Village and Range Road 23-3 is on the east side. It is noted that a portion of this road allowance is located within the Village corporate boundary and forms Blayney Ave within the Village.
- The CPR rail-line is located to the immediate west side of the Village, on the as side of Highway 23 resulting in a rail crossing being required for Village access.
- **Natural Resource Development**
 - Oil and gas activity is abundant within the eastern portion of the Plan Area. There are six gas wells within ½ mile of the Village boundary.
 - There is an active gas well immediately to the east of the Village (NW 15-12-23-W4), requiring a 100 metre buffer from development.
- **Natural Environment**
 - There are a number of provincially identified potential wetlands in low lying areas, primarily to the southwest of Barons, west of Highway 23, and to the east.
 - The province has identified some small areas of potential Historic resources (HRV Category 2 historical) to be located south and west of the Village in the Plan Area (refer to Map 5).
 - The presence of potential Environmentally Significant Areas is categorized at the lower end of the provincial scale.
- **Man-Made Constraints**
 - The Village sewage lagoons are located within the County west of Highway 23 (NW 16-12-23-W4M) and there is a required 300 metre buffer for certain types of development (e.g. residential).
 - A former landfill site is located to the immediate northeast of the Village boundary (NW 15-12-23-W4), requiring a 300 metre buffer from residential development.

3.3 Municipal Perspectives

As part of the preliminary Plan discussions and background study, an attempt was made to generally identify issues and highlight important areas (i.e. interests) of each municipality to help eventually formulate plan policy. The intent was to ultimately find and present outcomes that meet the interests and needs of both the County and Village that are reflected in the policy directions of the IDP. The following is a brief description of each municipality's acknowledged goals or perspectives in preparing a successful IDP:

Village of Barons

- To protect the quality of life from intensive agricultural operations;
- To assure that land required for future long-term urban expansion is protected from fragmentation of ownership and the approval of incompatible or inappropriate uses;
- To assure opportunities to comment or participate in fringe area decisions;
- To establish process to identify potential for joint activities;

- To protect and expand the local commercial and industrial economic base;
- To continue to consult, cooperate and collaborate with the County.

Lethbridge County

- To clarify the legitimate interests in land use and decision making in the fringe area;
- To achieve a balance of land uses compatible with agriculture interests in the County;
- To allow ratepayers to have a range of opportunities for the use of their land where suitable;
- To protect the productivity of the good quality agricultural land as long as possible, from both urban and rural competing interests;
- To establish a clear and agreeable area of where CFOs may be prohibited in the area;
- To have a clear process or guide for dealing with expansion and future annexation issues;
- To continue to have a positive and collaborate relationship with the Village.

3.4 General Plan Policies

Intent

These general policies are applicable to all lands within the Plan Area and are intended to enable the implementation of an effective coordinated growth management strategy.

Policies

- 3.4.1 Existing land uses with valid development permits issued on or before the date of adoption of this Plan may continue to operate in accordance with the provisions of the Lethbridge County Land Use Bylaw, Village of Barons Land Use Bylaw and the *Municipal Government Act*, as applicable. New applications for subdivision and development on these lands are subject to this Plan's policies.
- 3.4.2 Both the County and Village shall review, update and amend their Land Use Bylaws and Municipal Development Plans as required to ensure conformity with the Intermunicipal Development Plan as adopted.
- 3.4.3 Applications for land use redesignation, subdivision or development must be made to the applicable municipality in which the land is jurisdictionally located.
- 3.4.4 Any application submitted for redesignation of land under the County's jurisdiction may be required to be accompanied by a professionally prepared Area Structure Plan containing the information requirements as prescribed in the Lethbridge County Land Use Bylaw and Municipal Development Plan.
- 3.4.5 The County and Village shall consider further intermunicipal cooperation and integration of land use planning with engineering, servicing, and utility studies in order to help both municipalities achieve greater efficiencies and provide better services to residents and businesses.

- 3.4.6 Applications or proposals may come forward from landowners or developers that may not be specifically addressed through the policies of this IDP. In such circumstances, the two municipalities should consult and determine if the proposal should be discouraged, supported, or if amendments may be needed to be made to the IDP in order to enable the proposal to proceed if there is general agreement between the County and Village that the proposal is acceptable.
- 3.4.7 The required plans, design schemes or other reports in support of major subdivisions/developments must be professionally prepared and engineered.
- 3.4.8 The County and Village agree to encourage, through various initiatives including working with private landowners and community groups, and regulate, through their respective Land Use Bylaws, a high aesthetic standard and focus on design and appearance for the lands including the built form and the landscape, adjacent to the principal roadway corridors entering and leaving the Village (see Map 2). For clarity, this policy is intended to help create a physical environment that will leave visitors to the Village and surrounding region with a positive impression of the community.
- 3.4.9 The County agrees upon the adoption of this IDP to amend its Land Use Bylaw for consistency and expand the current Rural Urban Fringe land use designation around the Village and have the designated RUF conform to the IDP boundary of this Plan.

3.5 Agricultural Practices

Intent

Agricultural activities are supported and are to continue to operate under acceptable farming practices within the Intermunicipal Development Plan boundary.

Policies

- 3.5.1 Priority is placed on the preservation of arable lands for agriculture production and promoting diversification of the agricultural sector by supporting many types of agricultural operations. Premature development of existing agriculture lands within the Plan Area should be avoided and such lands should continue to be used for agricultural purposes until it is necessary to change to another use.
- 3.5.2 Both municipalities recognize the importance of existing extensive agricultural (cultivation and grazing) uses of land within the Plan Area of the County's portion of the Intermunicipal Development Plan Area. These agricultural activities can continue to operate under acceptable farming practices and may be protected provided they are operating in accordance with the *Agricultural Operation Practices Act*.
- 3.5.3 Both municipalities will work cooperatively in encouraging and supporting 'considerate' good neighbour farming practices, such as for dust, weed, and insect control adjacent to developed areas, through best management practices and Alberta Agriculture guidelines.

- 3.5.4 If disputes or complaints in either municipality should arise between citizens and agricultural operators, the municipality receiving the complaint will attempt to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever possible.
- 3.5.5 New confined feeding operations (CFOs) and expansions are not permitted to be established within the Intermunicipal Development Plan Confined Feeding Exclusion Area (Map 4).
- 3.5.6 In regard to manure application on lands in the CFO Exclusion Area, the standards and procedures as outlined in the *Agricultural Operation Practices Act, Standards and Administration Regulation* shall be applied.
- 3.5.7 Lethbridge County will amend its Municipal Development Plan to extend the CFO Exclusion Area surrounding the Village of Barons to the extent illustrated in Map 4 in order to ensure the IDP and the County MDP are consistent with one another.

3.6 Environmental & Historical Matters

Intent

Policies in this section address the shared concerns of both municipalities regarding the natural environment and historical resources in the area. The policies are a framework and process mechanism to address the concerns where applicable.

Policies

- 3.6.1 There are potential wetlands prevalent in the Plan Area and both municipalities recognize the importance of wetlands to the environment, society and the economy, and endeavor to protect sensitive areas by adhering to the *Water Act* and *Alberta Wetlands Policy* for mitigation hierarchy of avoidance, minimization and replacement. Where lands are likely to contain wetlands, a wetland assessment shall be required prior to a decision being made on a development application.
- 3.6.2 The County and Village recognize the importance of riparian areas and their preservation as part of the planning and development approval process. Each municipality shall consider if an environmental impact assessment is needed to make a decision on a development application and shall consider the recommendations in the *Stepping Back From the Water: A Beneficial Practice Guide to New Development Near Water Bodies in Alberta's Settled Region (2012)* document.
- 3.6.3 Both municipalities endorse the dedication of environmental reserve or an environmental reserve easement for watercourses, natural drainage courses, wetland areas and other areas within the Plan Area and recognize that the *Municipal Government Act* authorizes:
- (a) the dedication of a minimum 6 metre strip abutting a water course; and

- (b) the dedication of lands consisting of a swamp, gully ravine, coulee or natural drainage course; and
 - (c) the dedication of land that is subject to flooding or is unstable.
- 3.6.4 Both municipalities agree to encourage low impact development practices and sustainable design measures, including initiatives like green roofs, bio-retention areas, porous pavement, water re-use, bio-swales, naturalized storm ponds and other initiatives in order to reduce storm water quantity and achieve positive environmental outcomes.
- 3.6.5 Developers undertaking subdivision or development in either municipal jurisdiction are required to address storm water drainage management as part of their proposal, and are responsible for obtaining any necessary approvals from Alberta Environment and Parks that may be required with respect to the provincial *Water Act*.
- 3.6.6 There are some lands identified as containing potential for historical resources as identified by the province within the Plan Area (Map 5). Each municipality is responsible for referring subdivision and development applications to the Alberta Director of Culture and Tourism for the province as required under applicable provincial legislation.
- 3.6.7 On any lands identified as a site of a potential historical resource, the developer shall be responsible at their expense of undertaking any required archeological study or complying with an order of Alberta Culture and Tourism and obtaining any necessary clearances and approvals as it relates to their proposal and compliance with the *Historical Resources Act* (HRA).

3.7 Urban Growth & Annexation

Intent

In order to allow for the planning, financing, and installation of costly infrastructure, the County and Village have identified potential growth areas for future growth and development (Map 2). Future annexation of any of these lands will occur in the framework and context of long-range planning documents and in consultation with the County.

Policies

- 3.7.1 The general growth directions and preferred land use of the Village are indicated on Map 3 and the County and Village through policy will attempt to protect these lands from conflicting, incompatible or pre-mature land uses and fragmentation.
- 3.7.2 Based on the existing highway, topography, availability of services, and the location of Highway 23 and the CPR railway to the west, it is anticipated the Village will logically expand for future growth south and north (and possibly eastward long-term) as shown on Map 3. Future land uses will need to be more fully defined and planned through additional planning and engineering studies for the area when required.

- 3.7.3 The Village of Barons has prepared a Municipal Development Plan (MDP) as required by the province, and the Village will attempt to implement the growth and development strategies as outlined in the MDP as best it can prior to commencing an annexation process unless unique circumstances present themselves in which earlier annexation is viewed as necessary.
- 3.7.4 The Village, in consideration of the policies and strategies within its MDP, will attempt to develop internal vacant land within the Village boundaries as a first growth priority.
- 3.7.5 The Village will promote compatibility between the urban land uses within Barons and the agricultural operations in Lethbridge County within the vicinity of the municipal boundaries. The Village may consider the use of mechanisms available to achieve compatibility such as buffers between urban land uses and adjacent farming operations, referral responses on development applications, and general communication with Lethbridge County.
- 3.7.5 Any application submitted by developers or landowners for the redesignation of land will be required to be consistent with the intent of the Land Use Concept indicated on Map 3.
- 3.7.6 Subdivision applications will be required to demonstrate consistency with the intent of the Land Use Concepts illustrated on Map 3. Proposals for subdivision that are not consistent with the Land Use Concept may be considered on a case-by-case basis upon consultation with the Village of Barons or the IDP Committee.
- 3.7.7 Development applications for Permitted and Discretionary uses listed in the Urban Fringe District of the Lethbridge County Land Use Bylaw will have regard to the local road network system to ensure the development does not compromise the integrity of the potential road network.
- 3.7.8 Proposals for development that are not consistent with the Land Use Concept may be considered on a case-by-case basis upon consultation with the Village of Barons or the IDP Committee.
- 3.7.9 For any subdivision proposal within the IDP Area, a professionally prepared overlay plan identifying road networks may be required to be provided by developers/landowners and must be submitted in conjunction with the subdivision application unless otherwise agreed to by both municipalities.
- 3.7.10 In respect of the Village's MDP identified growth strategy, it is not foreseen that annexation will be needed in the foreseeable future. However, when the Village determines that annexation of land is necessary to accommodate growth, it will prepare and share with the County a growth strategy/study which indicates the necessity of the land, describes how land has been utilized to its fullest potential within the Village, outlines proposed uses of the land, servicing implications, and any identified financial impacts to both municipalities, while addressing the Municipal Government Board's "Annexation Principles" and demonstrating consistency with the relevant portions of the *South Saskatchewan Regional Plan*.
- 3.7.11 Annexation involves a number of stakeholders and the County and Village will both ensure the following parties are included and involved in the process:
 - (a) land owners directly affected by the application must be part of the negotiation process;

- (b) Village of Barons, who must make the detailed case for annexation and be a major participant in any negotiations;
 - (c) Lethbridge County, who must evaluate the annexation application and supporting documentation for the impact on its financial status and land base as well as ratepayer issues. The County will, as part of the negotiation with ratepayers, wish to see arrangements regarding, but not limited to:
 - property taxes of ratepayers,
 - use of land continuing as agriculture until needed for development,
 - ability to keep certain animals on site;
 - (d) authorities such as Alberta Transportation and Alberta Environment and Parks; and
 - (e) the Municipal Government Board, who will evaluate the application and responses from the stakeholders.
- 3.7.12 Annexation boundaries shall follow legal boundaries and natural features to avoid creating fragmented patterns of municipal jurisdiction.
- 3.7.13 Notwithstanding Policy 3.7.10 above, the County or Village may initiate an application for annexation without preparing a growth strategy/study if the proposal is for a minor boundary adjustment to accommodate existing title property line reconfigurations, roads, canals, or utility rights-of-way that may be split by municipal jurisdiction boundaries and the two municipalities agree the annexation proposed is minor and logical.
- 3.7.14 Within one year after a Municipal Government Board Order approving an annexation, the Intermunicipal Development Plan Committee shall review the IDP boundary to determine whether a need to amend the Plan boundary, or any other planning matter or boundary, is warranted.

3.8 Future Land Use

Intent

To address the management and matter of future land use within the Plan Area, possible expansion areas have been identified and need to have special considerations.

Policies

- 3.8.1 Future land use within the Plan Area will continue to be primarily for extensive agriculture, with the exception of the future growth areas shown on Map 3. This does not preclude the establishment of non-agricultural land uses within the Plan Area. Decisions on applications for non-agricultural land uses shall be made in the context of the policies of this Plan and other relevant planning documents.

- 3.8.2 Proposals for development within Lethbridge County that are not consistent with the Plan and the Land Use Concept / Future Growth Area Map 3 may be considered on a case-by-case basis upon consultation with the Village of Barons.
- 3.8.3 The Future Land Use Concept illustrated on Map 3 establishes, generally, the recommended future land uses for the primary/preferred Village growth zone within the Plan Area. The boundaries of the multiple future land uses shown on Map 3 are general approximations and are not intended to be exact boundaries.
- 3.8.4 Lands immediately to the north and south of the current Village boundary are recognized as the primary future growth directions of the Village, when required, due to the expected ease of providing municipal servicing.
- 3.8.5 The residential areas depicted on Map 3 are intended to support primarily urban scale residential use. Grouped country residential should be discouraged within the future expansion area unless mutually agreed to by both the Village and County, limited in nature, and appropriately planned.
- 3.8.6 Lands adjacent to the east side of Highway 23 and the CPR rail-line, within the SE of 16-12-23-W4, are identified as a suitable location for future light industrial and commercial (mainly highway commercial) business developments to be planned for and locate as the primary land use. The intersection of Highway 23 and Highway 520 within the Plan Area provides an opportunity area for the development of a highway commercial node.
- 3.8.7 The presence of a former landfill in the NW 15-12-23-W4 impacts the potential for residential development north of the Village, specifically lands west of Range Road 23-2 and south of Township Road 12-3. The lands identified for future non-residential development may be reduced or enlarged depending on more detailed information on the location and size of the former landfill.
- 3.8.8 Isolated commercial and industrial developments shall generally be directed to the appropriate growth areas illustrated on Map 3. Generally speaking, commercial and industrial developments that require municipal utilities may be viewed as more suitable within the Village, which may also help to retain the primarily agricultural nature of the majority of the Plan Area. However, land intensive uses and those that do not require major municipal services may be supported within the Plan Area.
- 3.8.9 Notwithstanding Policy 3.8.8, future isolated commercial and industrial developments may be considered outside of the Village that receive the benefit of Village services through the Village distribution network, if the proposal is deemed appropriate by the Village and the County to be located outside the Village boundary, and the two municipal parties enter into agreement(s) to address servicing, utility expenditures and revenue sharing with respect to Section 3.9 of the IDP.
- 3.8.10 The Village of Barons “gateway corridors” are considered the areas approximately 200 metres adjacent to Highway 23 and Highway 520 (illustrated on Figure 5), and any future development proposed adjacent to the identified Village entranceways (the gateway corridors) should consider potential visual impacts and plans should address the enhancement of visual appeal and attractiveness of the

development with special regard to landscaping, signage, building style, setbacks, screening, architectural guidelines and other features.

Figure 5: Gateway Corridors



- 3.8.11 All unsightly materials or objects being stored outdoors in the potential commercial or industrial areas or parcels should be located only in the side or rear yards, properly screened and enforced by an appropriate municipal bylaw.
- 3.8.12 Noxious, hazardous or heavy industrial uses should not be considered along the west side of Highway 23 along the boundary to the Village or on the south side of the Village within the Village future expansion area due to prevalent wind patterns and the proximity to residential uses within the Village.
- 3.8.13 Any discretionary land uses approved by the County should be compatible with the IDP Future Land Use concept and consideration for Village land uses either adjacent or in close proximity.
- 3.8.14 The County will attempt to promote compatibility between any non-agricultural operations proposed in Lethbridge County and the urban land uses within Barons and within the vicinity of the municipal boundaries. The County may consider the use of mechanisms available to achieve compatibility such as buffers between urban land uses and adjacent non-agricultural operations, referral responses on development applications, and general communication with the Village of Barons.
- 3.8.15 The development of the future growth areas as identified on Map 3 will require at some future point an Area Structure Plan to outline the planning, land use, density, road network and servicing framework for the entire area. For smaller multi-lot subdivisions or major large-scale development proposals, the municipalities may also require the proponent/developer provide an Area Structure Plan that demonstrates good planning, appropriate servicing and appropriate access to service the development.
- 3.8.16 The Village sewer lagoons are situated within the NW 16-12-23-W4 in Lethbridge County and both municipalities shall consider the following required provincial setbacks to these facilities when making decisions on subdivision and development proposals in the area:
- (a) In accordance with Sections 12 and 13 of the Subdivision and Development Regulation, a subdivision authority shall not approve an application for the subdivision for a school, hospital, food establishment or residential use if the application would result in a property line of a lot created by subdivision for any of those uses being located within 300 metres of an operating wastewater treatment plant or a non-operating landfill.
 - (b) In accordance with Sections 12 and 13 of the Subdivision and Development Regulation, a development authority shall not issues a development permit for a school, hospital, food establishment or residential use if the building site is located within 300 metres of an operating wastewater treatment plant or a non-operating landfill.
- 3.8.17 The County and Village are both supportive of individual small-scale renewable energy developments (e.g., solar, wind, geothermal, etc.) that serve an individual landowner or business provided it is allowed for in the municipality's Land Use Bylaw and any municipal standards are met.
- 3.8.18 It is recognized that the County does not presently permit commercial-scale renewable energy developments (e.g., solar, wind, biofuel, etc.) in the Rural Urban Fringe district of the Land Use Bylaw

which encompasses some of the land in the Plan Area. If a bylaw amendment application was proposed to the County to contemplate allowing such a use, the County will consult with the Village on the bylaw request and will circulate any submitted bylaw amending application to the Village for comment in accordance with Section 2.4 of this Plan.

- 3.8.19 Both municipalities acknowledge that telecommunication, radio communication and broadcast antenna systems are regulated by Industry Canada. If either municipality receives an application proposing to locate a telecommunication, radio communication or broadcast antenna system within the Plan Area, which is not excluded from the consultation requirements established by Industry Canada, the municipality receiving the application shall consult and refer the proposal to the other municipal party prior to making a determination if the municipality will grant a letter of concurrence or non-concurrence.

3.9 Utilities & Servicing

Intent

Both municipalities desire quality development with consistent, efficient and acceptable servicing standards that account for and manage cumulative impacts and recognize financial impacts to municipalities.

Policies

- 3.9.1 Both municipalities recognize the importance of efficient provision of utilities and services and agree to coordinate, wherever possible, to determine appropriate locations and alignments of any utility or servicing infrastructure required to serve a proposed subdivision or development within the Plan Area.
- 3.9.2 Proposed subdivision or development in the Plan Area may benefit from a sharing of municipal services from the Village. Where urban services are proposed by a developer, an agreement must be discussed with the Village prior to an application being deemed complete. It is acknowledged that, although these circumstances may arise and benefit all parties concerned:
- (a) the Village of Barons is not committed to providing any new services outside the Village boundaries, and
 - (b) Lethbridge County will not approve any application requiring urban services until a servicing agreement has been negotiated with the Village.
- 3.9.3 Both municipalities agree in principle that existing and future developments outside of the Village that receive the benefit of Village services through the Village distribution network should be required to pay toward the use of Village facilities. This payment could come in the form of a one-time lump sum, a rate surcharge, or any other acceptable form of remuneration.
- 3.9.4 Information for major servicing infrastructure proposed by one municipality shall be provided to the other municipality to allow for collaboration and coordinated planning.

- 3.9.5 Prior to any subdivision or development approval which proposes the use of municipal water or sewer under the adjacent municipality's control or management, the developer/landowner must obtain approval in writing from the applicable municipality regarding the use of such infrastructure to serve the development or subdivision.
- 3.9.6 When Village municipal water and wastewater services are proposed:
- (a) it is the responsibility of the developer/landowner to enter into an agreement with the Village for the provision of such services. Any costs associated with connecting to municipal water and wastewater, including extending waterlines and installing associated infrastructure will be defined in the agreement and will be at the expense of the developer/landowner;
 - (b) the location of the required infrastructure to provide those services may be approved by the County based on discussions and negotiations between the County, the Village and the developer/landowner;
 - (c) where municipal water or wastewater services have been extended into the County, the County may collect the agreed upon user fees, for remittance back to the Village.
- 3.9.7 When municipal water and wastewater services are available to service any proposed subdivision or development, the developer/landowner may be required to connect to such services.

3.10 Transportation

Intent

Policies are intended to foster enhanced coordination in the provision of linked road networks to ensure that these roads are functional, compatible and logical in order to facilitate orderly and planned growth that does not compromise future development.

Policies

- 3.10.1 The proposed future roadway system in the growth areas should be a continuation of the Villages grid pattern system and will need to be defined in more detail at the Area Structure Plan and subdivision stage.
- 3.10.2 The County may require dedication of road right-of-way, in consideration of a transportation concept with linkages to the adjacent Village grid pattern system, on the final plan of subdivision for any proposal located 0.5 miles (0.8 km) or closer to the Village boundary.
- 3.10.3 If road dedication is a condition of subdivision approval, the landowner/developer will be required to enter into a development agreement for road construction and associated costs.
- 3.10.4 Road construction may be deferred to a later subdivision or development stage subject to a deferred servicing/development agreement with either the County or Village as applicable.

- 3.10.5 Each municipality must be notified of any development or subdivision proposal in the other municipality that will result in access being required from an adjoining road under its control or management.
- 3.10.6 Both municipalities recognize the importance of the railway system to the economy of the region and shall regulate compatible land uses adjacent to the rail lines referring to using the *Guidelines for New Development in Proximity to Railway Operations (2013)*.
- 3.10.7 Both municipalities recognize the need to coordinate provincial transportation plans and municipal land use plans to ensure proper planning of development adjacent to highways of provincial interest.
- 3.10.8 The County and Village will consult with Alberta Transportation regarding the implementation of this Plan. A developer/landowner may be required to conduct traffic studies with respect to impact and access onto Highways 23 and Highway 520 and any upgrading identified by traffic studies will be implemented at the sole cost of the developer/landowner and to the satisfaction of Alberta Transportation.
- 3.10.9 The County and Village will consult and work with and Alberta Transportation to coordinate the provision and development of efficient regional transportation networks and corridors. Both municipalities will employ required setbacks and appropriate mitigating measures relating to clear-sight visibility, noise, air pollution and safety on lands that may impact Highways 23 and 520.
- 3.10.10 With respect to future growth and development for the Plan area, it is recognized that no additional direct access to Highway 23 will be permitted by Alberta Transportation. Any additional proposed new road access linkage to Highway 520 shall also be determined in consultation with the provincial department with consideration for the need of preparing an Area Structure Plan. The future planning of growth lands to the south of the current Village boundary will require the incorporation and design of service roads to provide circulation and internal access to development.
- 3.10.11 Isolated industrial/commercial uses will be reviewed on a case-by-case basis in consultation with Alberta Transportation at the time of development to determine potential highway impacts, and any required intersection upgrades or improvements that may be required shall be provided at the sole cost by the developer/landowner.
- 3.10.12 The intersection of Highways 23 and 520 may be subject to future upgrades/improvements as determined by a Traffic Impact Assessment (TIA) when required. The findings and recommendations, as identified in a professionally engineered TIA, shall be considered with respect to Policies 3.8.6 and 3.10.8, or upon the direction or request of Alberta Transportation.
- 3.10.13 Both the County and Village will ensure that redesignation, subdivision and development applications located within the defined setback parameters of a provincial highway (300 metres for the boundary of a designated provincial highway or 800 metres from the intersection) are referred to Alberta Transportation.



DEFINITIONS

PART 4

PART 4

DEFINITIONS

Adjacent Land means land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway, or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the *Municipal Government Act*.

Agricultural Land, Higher Quality means:

- (a) land having a Canada Land Inventory (CLI) classification of 1-4, comprising 64.8 ha (160 acre) parcels of dryland or 32.4 ha (80 acre) parcels of irrigated land;
- (b) land contained in an irrigable unit;
- (c) land having a CLI classification of 5-7 with permanent water rights, with the exception of:
 - (i) cut-off parcels of 4.0 ha (10 acres) or less. To be considered a cut-off, a parcel must be separated by:
 - a permanent irrigation canal as defined by the irrigation district,
 - a permanent watercourse normally containing water throughout the year,
 - a railway,
 - a graded public roadway or highway,
 - an embankment, or
 - some other physical feature,which makes it impractical to farm or graze either independently or as part of a larger operation, including nearby land;
 - (ii) land which is so badly fragmented by existing use or ownership that the land has a low agricultural productivity or cannot logically be used for agricultural purposes. For the purpose of subdivision, fragmented land may be considered to be land containing 8.1 ha (20 acres) or less of farmable agricultural land in CLI classes 1-4.

Agricultural Operation means an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and includes:

- (a) the cultivation of land;
- (b) the raising of livestock, including game-production animals within the meaning of the “Livestock Industry Diversification Act” and poultry;
- (c) the raising of fur-bearing animals, pheasants or fish;
- (d) the production of agricultural field crops;
- (e) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops;
- (f) the production of eggs and milk;

- (g) the production of honey (apiaries);
- (h) the operation of agricultural machinery and equipment, including irrigation pumps on site;
- (i) the application of fertilizers, insecticides, pesticides, fungicides and herbicides, including application by ground and aerial spraying, for agricultural purposes;
- (j) the collection, transportation, storage, application, use transfer and disposal of manure; and
- (k) the abandonment and reclamation of confined feeding operations and manure storage facilities.

Area Redevelopment Plans (ARP) means designating an area of land for the purpose of improving land or buildings, roads, public utilities or other services in the municipal area, typically for the purpose of assisting in the revitalization of older areas of the municipality.

Area Structure Plan (ASP) means a statutory plan in accordance with the *Municipal Government Act* and the Lethbridge County Municipal Development Plan for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), storm water drainage, fire protection and other utilities across the entire plan area.

Conceptual Design Scheme means a general site layout plan which provides for the orderly development of a parcel or group of parcels, usually for less than five lots. It is a planning tool which is a type of “mini” area structure plan, usually less detailed, typically illustrating lot layouts and sizes, roads, topography and general servicing information. It is usually not adopted by bylaw, but may be if the municipality desires to do so.

Confined Feeding Operation (CFO) means an activity on land that is fenced or enclosed or within buildings where livestock is confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and requires registration or approval under the conditions set forth in the *Agricultural Operation Practices Act (AOPA)*, as amended from time to time, but does not include seasonal feeding and bedding sites.

Confined Feeding Operation (CFO) means an activity on land that is fenced or enclosed or within buildings where livestock is confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and requires registration or approval under the conditions set forth in the *Agricultural Operation Practices Act (AOPA)*, as amended from time to time, but does not include seasonal feeding and bedding sites.

CFO Exclusion Area means the area within the Intermunicipal Development Plan where new confined feeding operations (CFOs) are not permitted to be established or existing operations allowed to expand.

Country Residential, Grouped means existing or proposed residential uses on more than two adjacent parcels of less than the minimum extensive agricultural parcel size, and may consist of the yard site of a former farmstead.

Country Residential, Isolated means one or two existing or proposed country residential uses.

Country Residential Use means a use of land, the primary purpose of which is for a dwelling or the establishment of a dwelling in a rural area, whether the dwelling is occupied seasonally, for vacation purposes or otherwise, or permanently.

County means Lethbridge County.

Dispute Settlement or Resolution means a formal process that provides the means by which differences of view between the parties can be settled, in a diplomatic and cooperative manner. These differences may be over their opinions, interpretations, or actions of one party in regards to decision making in the IDP plan area or interpretation of the IDP policies.

Fringe or Urban Fringe means the approximate one-to-two mile land area around the municipal boundary of an urban municipality and as designated in a land use bylaw, and for the purpose of this plan includes the actual designated Rural Urban Fringe district of the Lethbridge County Land Use Bylaw in the vicinity of the Village of Barons.

Gateway Corridors means areas of land adjacent to the highways and located at the main entranceways into and adjacent to the Village and are considered the area of approximately 200 m adjacent to Highway 23 and Highway 520.

Grandfathered Use or Land Uses means a use in existence at the time of adopting a bylaw but once the bylaw takes effect, may no longer conform or comply to the policies, standards or requirements of the bylaw, but they are legally allowed to exist until a change or intensification of the use occurs, at which time the use then must conform to the bylaw.

Growth or Expansion Areas means the areas of land identified in this Plan as logical parcels, areas or directions in which future urban scale growth may be directed in the future, when and if required, if additional lands are needed to accommodate population and/or economic growth by a municipality.

Growth Study means a report or analysis to identify the land requirements to accommodate future population and urban growth and is a guide for municipal decision-making regarding future land use needs. This study is not a statutory plan but it is often used as the basis for a formal annexation application being submitted to the Province. Typically the report will examine historic demographic trends, growth influences, land consumption, land and servicing constraints and municipal transportation and utility capacities.

Industrial Use means development used for manufacturing, fabricating, processing, assembly, production or packaging of goods or products, as well as administrative offices and warehousing and wholesale distribution use which are accessory uses to the above, provided that the use does not generate any detrimental impact, potential health or safety hazard, or any nuisance beyond the boundaries of the developed portion of the site or lot upon which it is situated.

Intensive Agriculture means any concentrated method used to raise crops, food production, or to rear or keep or confine livestock, animals, poultry or their products for market, including such operations as horse riding stables, poultry farms, pastures, rabbitries, fur farms, greenhouses, tree farms, sod farms, apiaries, dairies, nurseries and similar specialty uses conducted as the principal use of a building or site.

Intermunicipal Development Plan (IDP) Boundary means the agreed-to area the IDP will govern and is the referral area for the plan and all development applications and statutory bylaw amendments on lands within the identified plan area that will be referred to each municipality and/or the IDP Committee.

Intermunicipal Development Plan (IDP) Committee or Committee means the Intermunicipal Development Plan Committee or Intermunicipal Committee established in accordance with the policies in this Plan and whose members are assigned by each respective council for the purposes of administering and monitoring the Intermunicipal Development Plan.

Isolated Industrial/Commercial uses means individual industrial or commercial uses located or proposed to be located on parcels of land not adjacent to other proposed or existing industrial uses, or are not located in an identified business park, and that, in the opinion of the Development Authority, would not substantially change the agricultural characteristics of an area.

Land Use Concepts means the planning proposal or plan generally illustrating the likely future land uses for an identified area within or adjacent to an urban municipality.

Major Servicing Infrastructure means those hard infrastructure assets that relate to municipal road, water, wastewater and sewer systems that are necessary to serve a subdivision or development.

May means, within the context of a policy, that a discretionary action is permitted.

Municipal Services means those services and utilities generally provided to the public and both delivered and maintained by the municipality, such as public roads, municipal potable water, municipal waste treatment, and collective storm water management.

Noxious or Hazardous Use means industry which involves processing of an extractive or agricultural resource which is deemed to be hazardous, noxious, unsightly or offensive (smoke, dust, glare) and cannot therefore be compatibly located in proximity of a residential environment. Examples should include, but are not limited to: anhydrous ammonia storage, abattoirs, oil and gas plants, bulk fuel depots, livestock sales yards, gravel/sand pits or stone quarries, auto wreckers or other such uses determined by the Development Authority to be similar in nature.

Overlay Plans means a conceptual design drawing which indicates how parcels of land may be further subdivided and typically illustrates minimum sized urban lots, road alignments to adjacent road networks, servicing corridors and building pockets as to where dwellings should be located, so as not to fragment land or interfere with urban growth plans.

Plan means the Lethbridge County and Village of Barons Intermunicipal Development Plan.

Renewable Energy Developments, commercial scale means a use that produces energy (and in some cases other marketable by-products depending on the process utilized) fuelled in ways that do not use up natural resources or harm the environment. Energy may be derived from natural and/or non-traditional sources (e.g. geothermal, solar, water, wind, tides, waste, etc.) and once produced is sold and distributed off-site (commercially) to the marketplace.

Renewable Energy Developments, individual small-scale means a use that produces energy that is generated from an alternative or renewable source and that is generally derived from natural and/or non-traditional sources (e.g. geothermal, solar, water, wind, tides, waste, etc.) and is primarily utilized on-site for the sole consumption of the landowner, resident or occupant.

Shall or Must means, within the context of a policy, that the action is mandatory.

Should means within the context of a policy that the action is strongly encouraged but it is not mandatory.

Traffic Impact Assessment (TIA) means Traffic Impact Assessment (TIA) or Transportation Impact Analysis means an evaluation or analysis completed by a licensed professional engineer (typically specializing in traffic) of the effect(s) of traffic generated by a development on the capacity, operations, and safety of a public road or highway and generally includes summary of any mitigation measures or roadway improvements required. The analysis should provide a basis for determining the developer's responsibility for specific off-site improvements.

Transportation Concept means a conceptual design or plan illustrating the layout and future dedication of road right-of-way, in consideration of linkages and connectivity to existing road networks, access points, and the adjacent Village road pattern system.

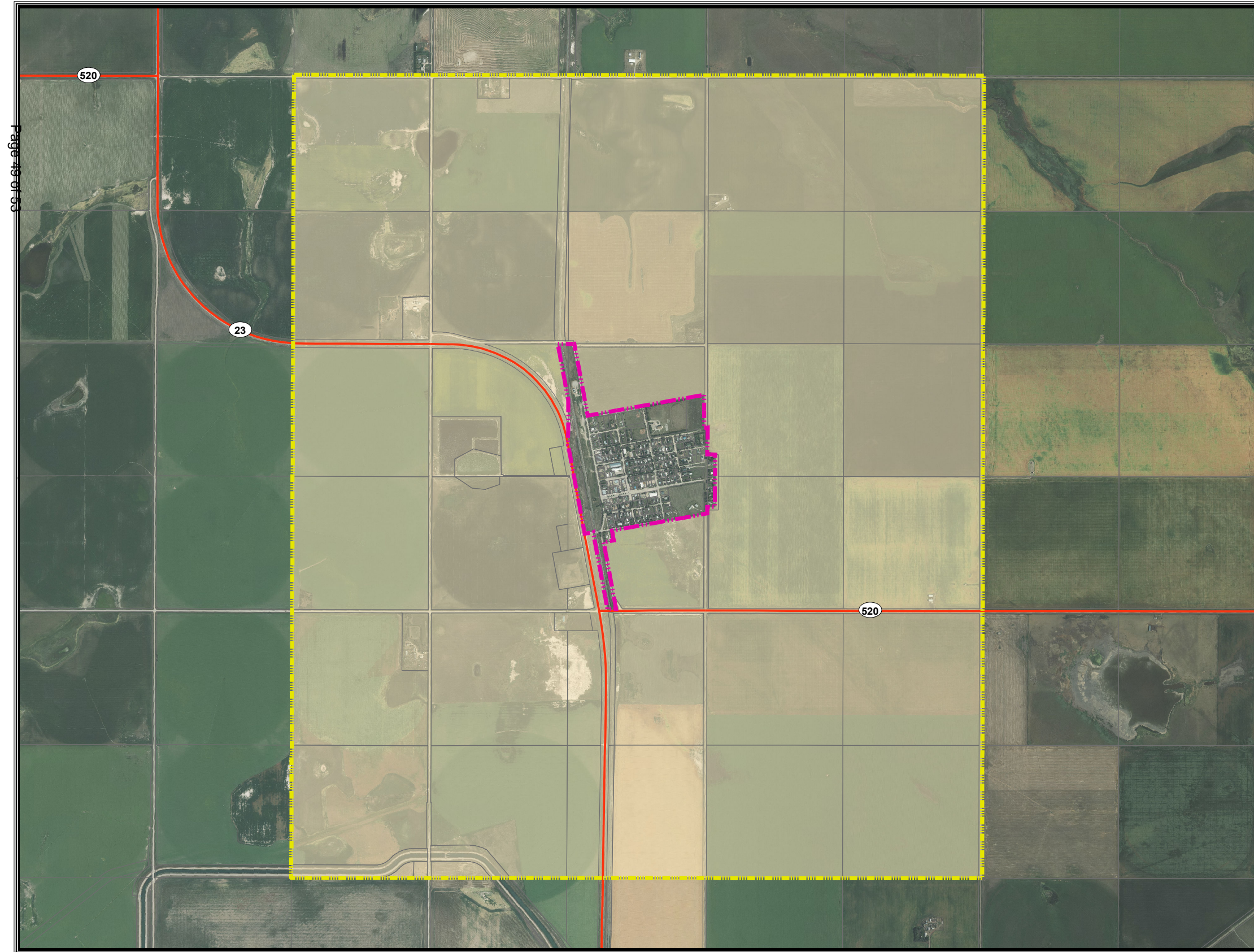
Unightly Premises means properties that do not meet the general condition and state of tidiness of the greater community at large and typically may be described as properties with excessive: garbage and litter, unused vehicles or vehicle parts, unused equipment, machinery, or appliances, scrap material, excessive outdoor storage not associated with an approved business, and lack of maintenance or repair of buildings and landscaping, and unduly long grass or weeds.

Village means Village of Barons.



MAPS

PART 5

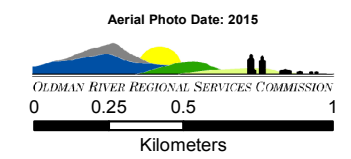


VILLAGE OF BARONS
LETHBRIDGE COUNTY
INTERMUNICIPAL DEVELOPMENT PLAN
BYLAW # ____ AND BYLAW# ____ 2020

CFO EXCLUSION AREA
JANUARY 2020

MAP 4

- IDP Boundary
- Highways
- Confined Feeding Operation Exclusion Area
- Village of Barons Boundary





**VILLAGE OF BARONS
LETHBRIDGE COUNTY
INTERMUNICIPAL DEVELOPMENT PLAN
BYLAW #____ AND BYLAW#____ 2020**

**GROWTH RESTRICTIONS
JANUARY 2020**

MAP 5

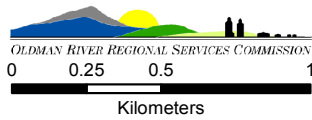
- IDP Boundary
- Village of Barons Boundary
- Highways
- Oil/Gas Well**
- Oil/Gas Well Buffer - 100m
- Sewage Lagoon Buffer - 300m
- Old Landfill Buffer - 300m
- Wetland
- Historic Resource Values (HRV)****
 - HRV 2: Designated Under the HRA as a Registered Historic Resource

Source:
 * Alberta Culture and Tourism
 * Refer to AB Culture and Tourism "Listing of Historic Resources Instructions For Use" for HRV description and categories..
 ** Alberta Energy Regulator, 2016

Government of Alberta, April 2017



Aerial Photo Date: 2015



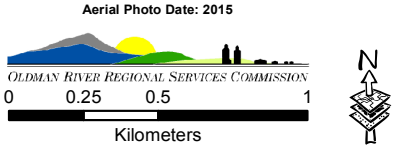


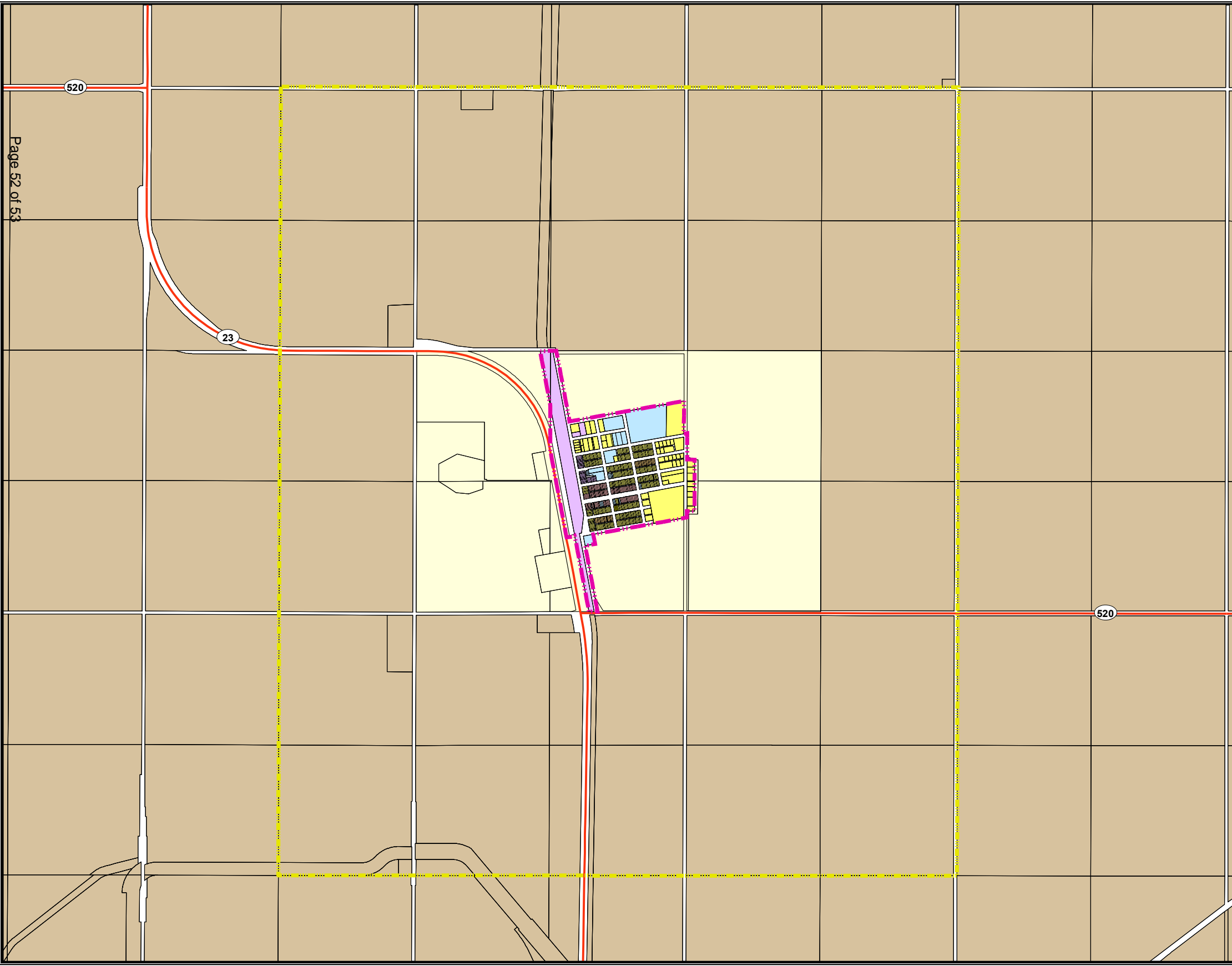
**VILLAGE OF BARONS
LETHBRIDGE COUNTY
INTERMUNICIPAL DEVELOPMENT PLAN
BYLAW #____ AND BYLAW#____ 2020**

**EXISTING LAND USE
JANUARY 2020**

MAP 6

- IDP Boundary
- Village of Barons Boundary
- Highways
- Farmstead
- Farm Building
- Abandoned Farmstead
- Country Residence
- Institutional
- Intensive Agriculture
- Industrial
- Utilities





**VILLAGE OF BARONS
LETHBRIDGE COUNTY
INTERMUNICIPAL DEVELOPMENT PLAN
BYLAW #____ AND BYLAW#____ 2020**

**LAND USE ZONING
JANUARY 2020**

MAP 7

———— IDP Boundary

———— Village of Barons Boundary

—— Highways

Lethbridge County Land Use Districts

—— Rural Agriculture - RA

—— Rural Urban Fringe

Village of Barons Land Use Districts

—— Residential R1

—— Residential Manufactured Home R2

—— Commercial CO

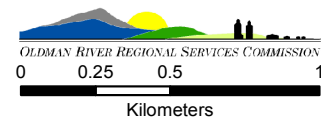
—— Industrial IN

—— Public & Institutional PI

—— Urban Reserve UR



Aerial Photo Date: 2015







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**VILLAGE OF BARONS
LETHBRIDGE COUNTY
INTERMUNICIPAL DEVELOPMENT PLAN
BYLAW #____ AND BYLAW#____ 2020**

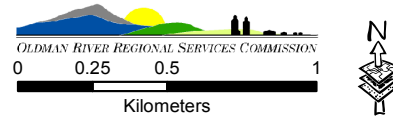
**SOIL CAPABILITIES
JANUARY 2020**

MAP 8

- IDP Boundary
- Highways
- 2 - Moderately High to High Productivity, Moderate Crop Limitations
- 3 - Moderately High Productivity, Moderately Severe Crop Limitations
- Village of Barons Boundary



Aerial Photo Date: 2015



AGENDA ITEM REPORT



Title: Lethbridge County Public Operations Report - Budget Considerations
Meeting: County Council - 16 Apr 2020
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer
Jennifer Place, Manager of Finance & Administration

Approved - 08 Apr 2020
Approved - 07 Apr 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

Director of Public Operations providing update on municipal operations departments, Public Works, Ag Service Board and Utilities - Water/Wastewater

RECOMMENDATION:

For financial considerations, to reschedule Road Reconstruction projects to 2021 and defer the budget expenditure of \$500,000.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council approves the yearly operating budget, and 3 year operating budget forecast annually.

Council has previously approved the budget for all municipal operations. All totals below are rounded for presentation purposes:

Public Works:

- Grading \$1,500,000
- Gravelling \$1,100,000
- Base Stabilization \$700,000
- Projects/Culverts/Drainage \$400,000
- **Road Rehab/Construction \$500,000**
- Patching/Oiling \$500,000
- Signage \$200,000

Fleet Services \$5,300,000

Ag Service Board	\$1,400,000
Utilities Water/Wastewater	\$4,300,000

BACKGROUND INFORMATION:

As the COVID-19 pandemic has had a substantial effect on the province, municipalities will be effected by tax deferrals, bankruptcies, and overall financial impact to the region.

Operating budget is a reflection of the programs in place for the County operations departments to plan and schedule workloads within.

ALTERNATIVES:

Maintain all operations as per approved budget.

FINANCIAL IMPACT:

The deferral of the Road Reconstruction projects would save approximately \$500,000 of the operations budget, representing a 5% reduction in the Public Works budget.

If the department experience a surplus due to the deferral, the funds will be transferred to the Public Works Capital Reserve at year end.

REASON(S) FOR RECOMMENDATION(S):

Due to the COVID-19 pandemic and the provincial economic crisis, operations evaluated a potential adjustment in the operational level of service and the adjustment of current internal projects scheduled for 2020 season. The Road Reconstruction program requires further evaluation for level of service defined by council, staffing, and overall project details. This would allow for more analysis of existing program and clearly defined parameters through the Level of Service directive to be presented at a later date.

AGENDA ITEM REPORT



Title: 2020 Capital Projects Update
Meeting: County Council - 16 Apr 2020
Department: Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 09 Apr 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Infrastructure Department has compiled a summary of all 2020 Capital Projects as per the attached table.

RECOMMENDATION:

That County Council receives for information the 2020 Capital Project summary.

PREVIOUS COUNCIL DIRECTION / POLICY:

2020 Approved Capital Budget

BACKGROUND INFORMATION:

Due to the ongoing COVID-19 crisis Administration thought it would be prudent to review the 2020 Capital Projects to aid in understanding the status and financial implications of these projects.

ALTERNATIVES:

None

FINANCIAL IMPACT:

None

REASON(S) FOR RECOMMENDATION(S):

To receive for information

ATTACHMENTS:

[Capital costs](#)

Project Name	Status	Funding Source	Project Budget	Existing Contracts	Remaining Budget	Funds Req'd up front	Funds Available
Kipp Road Paving	Out for Tender	FGTF (\$730,000) MAN (\$1,000,000)	\$1,730,000	\$1,730,000	\$0	\$0	\$0
Agropur Road Paving	Engineering Ongoing	MSI (\$1,500,000)	\$1,500,000	\$69,000	\$1,431,000	\$750,000	\$681,000
BF 1692 & 81684	Engineering Ongoing	MAN (\$950,000)	\$950,000	\$82,000	\$868,000	\$0	\$868,000
Shaughnessy Ph 4&5 Eng. & Land	RFP Ready to advertise	MSI (\$135,000)	\$135,000	\$0	\$135,000	\$67,500	\$67,500
Rge Rd 21-1 Paving	RFP Ready to advertise	MSI (\$435,000)	\$435,000	\$0	\$435,000	\$217,500	\$217,500
Sunset Acres Eng. & Land	RFP Ready to advertise	MSI (\$135,000)	\$135,000	\$0	\$135,000	\$67,500	\$67,500
McCain's Road Paving	RFP Ready to advertise	FGTF (\$255,000)	\$255,000	\$0	\$255,000	\$0	\$255,000
Monarch Tower Demo	Not started yet	Util Res. (\$100,000)	\$100,000	\$0	\$100,000	\$0	\$100,000
TOTAL			\$5,240,000	\$1,881,000	\$3,359,000	\$1,102,500	\$2,256,500

Project Name	Status	Funding Source	Project Budget	Existing Contracts	Remaining Budget	Funds Req'd up front	Funds Available
Kipp Road Paving	Out for Tender	FGTF (\$730,000) MAN (\$1,000,000)	\$1,730,000	\$1,730,000	\$0	\$0	\$0
Agropur Road Paving	Engineering Ongoing	MSI (\$1,500,000)	\$1,500,000	\$69,000	\$1,431,000	\$750,000	\$681,000
BF 1692 & 81684	Engineering Ongoing	MAN (\$950,000)	\$950,000	\$82,000	\$868,000	\$0	\$868,000
Shaughnessy Ph 4&5 Eng. & Land	RFP Ready to advertise	MSI (\$135,000)	\$135,000	\$0	\$135,000	\$67,500	\$67,500
Rge Rd 21-1 Paving	RFP Ready to advertise	MSI (\$435,000)	\$435,000	\$0	\$435,000	\$217,500	\$217,500
Sunset Acres Eng. & Land	RFP Ready to advertise	MSI (\$135,000)	\$135,000	\$0	\$135,000	\$67,500	\$67,500
McCain's Road Paving	RFP Ready to advertise	FGTF (\$255,000)	\$255,000	\$0	\$255,000	\$0	\$255,000
Monarch Tower Demo	Not started yet	Util Res. (\$100,000)	\$100,000	\$0	\$100,000	\$0	\$100,000
TOTAL			\$5,240,000	\$1,881,000	\$3,359,000	\$1,102,500	\$2,256,500

AGENDA ITEM REPORT



Title: RMA Resolution RE: Agriculture Service Board Grant Status
Meeting: County Council - 16 Apr 2020
Department: Agriculture Service Board
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 14 Apr 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

In early March the provincial government released the ASB grant funding information which saw a large reduction of 27% overall, from \$11,678,000 to \$8,485,000, and being dispersed to municipalities eligible for the grant. Council requested that an emergent resolution be prepared to be presented at the RMA resolution session at the RMA convention in March which was cancelled.

Lethbridge County received in 2019 a total of \$259,359 - \$168,359 for ASB grant and \$91,000 for the Environmental stream.

If given maximum amount in 2020 a total of \$213,902 - \$122,902 for ASB grant and \$91,000 for the Resource Management stream. A reduction of approximately \$46,000 if this is shared equally as per previous grant.

Attached is the resolution to the RMA for review, and council decision.

RECOMMENDATION:

Council decision

RMA resolution for the ASB grant funding to be presented at the RMA resolution session on April 17, 2020.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council asked to have a resolution prepared for the RMA convention on March 16-18, 2020. ASB grant is used annually to provide legislated services such as weed and pest control.

BACKGROUND INFORMATION:

The province previously had a 3 year ASB grant and the new term is from 2020-24. The ASB grant has 2 portions which Lethbridge County has applied for, the ASB Basic (for legislated services) and the Environmental stream (as of 2020 renamed the Resource Management program)

ALTERNATIVES:

No resolution is put forward to the RMA

FINANCIAL IMPACT:

The reduction in the grant amounts to about 27% of the previous amount province wide. 2019 ASB grant funding for Lethbridge County. Potential for a \$46,000 reduction in ASB funding for each year 2020-24 inclusive.

REASON(S) FOR RECOMMENDATION(S):

ASB grant funding reduction will decrease the level of service provided by the ASB department and will require an adjustment to the forecasted operational budget for the next 5 years.

ATTACHMENTS:

[Lethbridge County Resolution - ASB Grant Funding](#)

Items noted in **red font** will be completed by RMA

Resolution **?-17F**

Resolution Title Re-Establishing Agriculture Service Board (ASB) Funding through Annual Grant Program back to 2017-19 Levels

Sponsoring Municipality Lethbridge County

Three-fifths (3/5) Majority Required

Endorsed by Central District

WHEREAS Rural Municipalities who have formed individual Agricultural Service Boards for 75 years within the province, which the province has benefitted from the growth and prosperity of the agriculture industry and its residuals; and

WHEREAS Rural Municipalities who have formed an Agricultural Service Board and are eligible to receive the Legislative grant funding from Alberta Agriculture and Forestry through the Agricultural Service Board Grant Program; and

WHEREAS the funding from rural municipalities is for implementing and enforcing legislative requirements related to Agriculture Service Board Act, the Weed Control Act (WCA), the Agricultural Pests Act (APA), Soil Conservation Act (SCA) and assist with the control of animal disease under the Animal Health Act (AHA); and

WHEREAS the pest, weed, soil conservation and animal disease controls need to be dealt with in a timely manner to prevent their establishment and spread; and

WHEREAS Rural Municipalities with an Agricultural Service Board would like to ensure that their programs continue to benefit all of the producers province wide and that the professional staff hired to manage the programs are retained in the province; and

WHEREAS the level of services provided to producers will impact overall production and increase disease risk; and

WHEREAS the agriculture industry represents an important and historical economic sector in the province.

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta lobby the government to re-establish the prior funding levels established from 2017-19 to the current 2020-24 ASB grant which has been reduced, and to promote the long term sustainability of the agriculture industries and rural communities through consistent grant funding to meet legislated requirements and support producers.

FURTHER BE IT RESOLVED THAT...

The grant funding level be established from 2020-24 to \$11,678,000 and be indexed to an inflationary pricing model.

Member Background

Commented [TB1]: MEMBER – Resolution Policy B(3):

The title must provide a clear indication of the resolution's intent.

Commented [TB2]: MEMBER

Commented [TB3]: MEMBER – Resolution Policy B(4):

The preamble must provide clear, **brief**, factual context for the operative clause.

Commented [TB4]: MEMBER – Resolution Policy B(5):

The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. **Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to.**

Commented [TB5]: MEMBER – Resolution Policy B(6):

Resolutions must be accompanied by background information outlining the following where appropriate:

- The history of the issue,
- Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
- Past or current advocacy efforts by the RMA or other organizations,
- Recent incidents or developments,
- Specific legislation linkages, and
- Other stakeholders with a vested interest.

Lethbridge County is home to the largest number of Contained Feeding Operations in the province and has substantial acres of high yield irrigation specialty crops and dryland. The farmland values within the County are some of the highest in the province.

There are 69 ASB across the province of Alberta and the agriculture industry is the foundation of the province and represents its economic sustainability. This is a provincial wide impact of increased risk to the agriculture industry and the potential reduction of needed food products to support the provincial, federal and global economy.

The 2020-24 Agricultural Service Board grant program is composed of two funding streams: the Legislative Funding Stream which supports legislative activities and the Resource Management Funding Stream, which supports environmental activities. The total funding for these has been reduced from \$11,678,000 to \$8,485,000 in the 2020 budget and beyond which is a \$3,193,000 deduction and represents a 27% reduction in funding.

RMA Background

RMA will provide after resolution is endorsed at district level.

AGENDA ITEM REPORT



Title: Soil Conservation Officer Appointment/Weed and Pest Inspector Appointment
Meeting: County Council - 16 Apr 2020
Department: Agriculture Service Board
Report Author: Gary Secrist

APPROVAL(S):

Jeremy Wickson, Director of Public Operations
Ann Mitchell, Chief Administrative Officer

Approved - 24 Feb 2020
Approved - 25 Feb 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

To properly administer the Soil Conservation Act, Weed Control Act and the Pest Act, the Province of Alberta requires Lethbridge County to appoint a sufficient number of inspectors/officers to carry out these duties.

RECOMMENDATION:

That the Agricultural Service Board recommends to County Council that Derek Vance be appointed an officer under the Soil Conservation Act and an inspector for the Agriculture Pest Act and Weed Control Act.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County Agricultural Service Board has appointed a sufficient number of inspectors/officers to properly administer the Soil Conservation Act, Weed Control Act and Pest Act.

BACKGROUND INFORMATION:

In 2018 Lethbridge County saw the retirement of a long term employee who was appointed an inspector/officer for the three acts Agricultural Service Boards administer. At that time Derek Vance was put into a trainee position as Assistant Agricultural Fieldman. Since 2018 Derek has obtained training both internally and from the Association of Agricultural Fieldmen in the areas of Pests, Weeds and Soil conservation and is now ready to administer these three Provincial Acts.

ALTERNATIVES:

That we do not appoint Derek Vance as an inspector/officer for the three Provincial Acts that Agricultural Service Boards administer.

FINANCIAL IMPACT:

There is no financial implication as these duties will become part of Derek's role as Assistant Agricultural Fieldman.

REASON(S) FOR RECOMMENDATION(S):

To properly carry out the duties of administering the Soil conservation Act, Weed Control Act and Pest Act.

AGENDA ITEM REPORT



Title: Coalhurst Fire Engine 108 Replacement
Meeting: County Council - 16 Apr 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 24 Mar 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

The County's contribution toward its half of the cost of the scheduled engine replacement in Coalhurst is approximately \$50,000.00 higher than budgeted for.

RECOMMENDATION:

That up to \$55,000.00 be drawn from the Emergency Services Contingency Reserve to cover the cost of the scheduled fire engine replacement on a 50/50 cost share basis with the Town of Coalhurst.

PREVIOUS COUNCIL DIRECTION / POLICY:

The current Fire and Rescue Services Agreement between the County and the Town of Coalhurst was signed on January 1, 2015. As the attached letter explains, the main fire engine that is shared on a 50/50 basis with the Town is scheduled for replacement in 2020.

BACKGROUND INFORMATION:

The scheduled replacement of fire engine 108 in 2020 was anticipated to cost a total of \$411,229.00 even with a 4% annual compounded increase included from 2015 onward. With a fairly weak Canadian dollar exchange rate versus U.S. dollars and other external factors beyond anyone's control, the expected cost of the replacement is much higher than expected at \$511,366.00.

The current \$511,366.00 quote is outside the 45 day quotation window and is therefore subject to a another quote before we know whether this price is accurate.

ALTERNATIVES:

Delay purchase of a new truck and hope that the price will come down and that engine 108 will not require extensive and expensive repairs in the interim.

FINANCIAL IMPACT:

The County has budgeted \$205,615.00 for its half of the expected \$411,229.00 cost of the engine replacement in accordance with the Fire and Rescue Services Agreement. However, because the quoted cost is over budget by \$100,000.00, Coalhurst has requested the County to contribute an additional \$50,000.00 toward the purchase. The funds could come from the Emergency Services Contingency Reserve which currently has a balance of \$607,525.00.

REASON(S) FOR RECOMMENDATION(S):

The vehicle is scheduled for replacement this year as per the Agreement.

ATTACHMENTS:

[engine 108 replacement mar 19 2020](#)

TOWN of COALHURST



March 19, 2020

Ann Mitchell
Chief Administrative Officer
Lethbridge County
#100, 905 – 4 Avenue South
Lethbridge, Alberta T1J 4E4

Dear Ms. Mitchell:

In accordance with the current Town of Coalhurst and Lethbridge County Fire and Rescue Services Agreement, Article 10.1.1. and Schedule "D", Engine 108 is scheduled for replacement in 2020. Based on Schedule "D", Engine 108 is a 50/50 cost shared asset.

The factored replacement cost is listed as \$411,229.00 in the Schedule, which calculated a 4% annual inflationary factor. As indicated, a Request for Proposal was initiated. Five proposals were received with bids ranging up to \$150,000.00 over the Schedule "D" cost.

The bids have been reviewed and a recommendation is being made to accept the Fort Garry Fire Trucks bid of \$511,366.00, subject to date of final acceptance of the bid. Build time is 365 days from receipt of the purchase order, so spring of 2021 for delivery.

As the replacement cost is approximately \$100,000.00 over the Schedule "D" cost, an additional \$50,000.00 would be requested from both the Town and the County to proceed with the build.

Please give this matter your consideration and advise at your earliest convenience.

Thank you.

Yours truly,

A handwritten signature in blue ink that reads "R.K. Hauta".

R.K. Hauta
Chief Administrative Officer

Rkh/ll

Cc: Larry Randle, Director of Community Services, Lethbridge County
Mat Conte, Coalhurst Fire Chief

BOX 456, COALHURST, ALBERTA T0L 0V0
TELEPHONE: (403) 381-3033 FAX: (403) 381-2924
e-mail: main@coalhurst.ca
www.coalhurst.ca

AGENDA ITEM REPORT



Title: Public Hearing Procedure During the COVID-19 Pandemic
Meeting: County Council - 16 Apr 2020
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 15 Apr 2020
Approved - 15 Apr 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

The County is required to hold a public hearing for an amendment to a Statutory Bylaw, such as amendments to the Land Use Bylaw (re-designations), Intermunicipal Development Plans, and Area Structure Plans. In order to facilitate public hearings during the COVID-19 pandemic the public will be allowed to submit information before and during the public hearing electronically to be considered by County Council prior to making a decision on a proposed Bylaw.

RECOMMENDATION:

That County Council approve allowing written and oral (telephone submissions) for consideration at the public hearing by allowing:

- telephone submissions at the time of the public hearing
- after the first part of the public hearing, adjourn it to a set time later in the day to allow for any new email and telephone submissions regarding the public hearing matter. Once the public hearing is re-opened County Council can consider any additional submissions made and proceed with the public hearing process.

PREVIOUS COUNCIL DIRECTION / POLICY:

Public Hearings are held in accordance with Sections 230 and 606 of the Municipal Government Act and the Meeting Procedures (COVID-19 Suppression) Regulation enacted on March 25, 2020.

BACKGROUND INFORMATION:

The March 19, 2020 and April 2, 2020 County Council meetings dates were missed as a result of the COVID-19 Pandemic, which has resulted in a delay holding public hearings for various Bylaw applications.

On March 25, 2020 the Province enacted the *Meeting Procedures (COVID-19 Suppression) Regulation* in order to facilitate electronic meetings and public hearings. In order for Lethbridge County to hold an electronic public hearing and allow the public to participate at the time of the hearing the following should occur:

- Prior to the public hearing County Administration will request any written submissions for or against the bylaw be provided in advance of the meeting which would be posted with the agenda for the public to review and County Council to consider.
- At the public hearing in lieu of having the public attend the meeting:
 - allow for telephone submissions from the public during a public hearing or during a temporary adjournment of a public hearing
 - adjourn the public hearing to a set time later in the day to allow for additional email and telephone submissions regarding the public hearing matter. Once the public hearing is re-opened County Council can consider any additional submissions made and proceed with the public hearing process
- All other public hearing procedures can be adhered to.

It is anticipated that upon approval of these public hearing procedures that the following public hearings could be held during the May 21, 2020 County Council Meeting:

- Bylaw 20-002 (Rural Agriculture to Business Light Industrial)
- Bylaw 20-008 (Amendment to the Pater Area Structure Plan)
- Bylaw 20-004 (Lethbridge County/Village of Barons Intermunicipal Development Plan)

ALTERNATIVES:

County Council may choose to not hold any public hearings until the COVID-19 pandemic has been resolved. This will delay decisions on bylaw applications and potentially lead to a backlog of public hearings in the future.

FINANCIAL IMPACT:

None

REASON(S) FOR RECOMMENDATION(S):

The procedure will allow for the public to participate in the public hearing process without having to physically attend the hearing itself.

AGENDA ITEM REPORT



Title: Donation to the Family of Firefighter Jacob Sansom, Nobleford Fire Department
Meeting: County Council - 16 Apr 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

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

Approved - 15 Apr 2020
Approved - 15 Apr 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

A member of the Nobleford Fire Department lost his life in March of 2020 due to a violent crime. As a result the Council of Lethbridge County would like to honour his legacy with a donation to his family.

RECOMMENDATION:

MOVED that County Council approve a donation of \$500.00 to the Jacob Sansom Go Fund Me Page, with funds to be derived from the Council Discretionary Reserve.

PREVIOUS COUNCIL DIRECTION / POLICY:

None.

BACKGROUND INFORMATION:

- Firefighter Jacob Sansom was a firefighter with the Nobleford Fire Department who had only recently been laid off. While on a hunting expedition north of Edmonton, he and his uncle were both killed as a result of foul play. Jacob left behind his wife Sarah whom he had known since grade 10 and their three young children.

A respected member of the Nobleford community, Jacob believed in and represented his community well and had the support and brother and sisterhood of his fire department around him.

Lethbridge County has always supported and regarded the Nobleford Fire Department in the highest esteem and it is in times like these that the southern Alberta community and Lethbridge County come together as a community.

Following Jacob's death a Go Fund Me page was started to help the Sansom family financially, to date, just over \$46,000 has been raised.

ALTERNATIVES:

That a donation be made to the Nobleford Fire Department instead of the Sansom Go Fund Me Page.

FINANCIAL IMPACT:

The Council Discretionary Reserve be reduced by \$500.00.

REASON(S) FOR RECOMMENDATION(S):

In the spirit of supporting a former member of the Nobleford Fire Department and solidarity with southern Alberta community, Lethbridge County feels honoured to make such a contribution.

AGENDA ITEM REPORT



Title: 2020 Business Tax Bylaw No. 20-005
Meeting: County Council - 16 Apr 2020
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Jennifer Place, Manager of Finance & Administration
Ann Mitchell, Chief Administrative Officer

Approved - 30 Jan 2020
Approved - 04 Feb 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

As per the *Municipal Government Act*(MGA), a Business Tax Bylaw must be passed annually following approval of the municipal budget and prior to passing a Business Tax Rate Bylaw. The attached bylaw has been prepared for 2020 with no changes in content from 2019 and is being submitted to Council for all three readings.

RECOMMENDATION:

That Bylaw No. 20-005 being the 2020 Business Tax Bylaw, receive first, second and third reading.

PREVIOUS COUNCIL DIRECTION / POLICY:

The County's first Business Tax Bylaw (No. 1500) was passed in 2017 and again in 2018 (No. 18-014) and 2019 (19-012). Business Tax revenues are projected in the budget to be \$1.5 million; Council approved the 2020 Capital and Operating Budgets on January 15, 2020.

BACKGROUND INFORMATION:

The *Municipal Government Act* (MGA) gives municipalities the option to levy a business tax.

A Business Tax Bylaw must be passed annually prior to May 1st and prior to passing a Business Tax Rate Bylaw. The following MGA sections apply:

- Section 247 – adopt the annual operating and capital budgets prior to adopting the annual business tax bylaw - *2020 Capital and Operating Budgets were approved on January 15, 2020;*
- Section 371 – pass a business tax bylaw prior to May 1st – *on April 2nd agenda;*
- Section 377 – pass a business tax rate bylaw annually – *on April 2nd agenda.*

The 2020 Capital Budget includes business tax as a municipal revenue source and established the revenue requirement from business tax. The Business Tax Bylaw provides the authority for business taxes to be collected from businesses operating within Lethbridge County. The Business Tax Bylaw has been implemented to generate municipal revenues for Lethbridge County to assist with the maintenance and improvements of its Market Access Network.

The proposed 2020 Business Tax Bylaw (No. 20-005) mirrors the 2019 Business Tax Bylaw (No. 19-012) except for the dates which have been updated for 2020.

ALTERNATIVES:

Council can choose not to approve the attached bylaw; amendments to the 2020 Budget will be required as projects will need to be cancelled due to lack of funding. Additional revenues will need to be established to fund the Market Access Network debenture payments

FINANCIAL IMPACT:

Business tax revenues are a source of funding for current and future capital fiscal plans and are specifically allocated to the maintenance and improvement of the Market Access Network.

Funds have been approved in the 2020 Capital and Operating Budgets for the Market Access Network in the amount of \$2 million. The 2020 business tax revenue is currently projected to be \$1.5 million.

REASON(S) FOR RECOMMENDATION(S):

Council has approved the 2020 Budget which includes provisions and projections for the business tax and its revenues.

ATTACHMENTS:

[Bylaw 20-005 2020 Business Tax Bylaw](#)

BYLAW NO. 20-005 19-012

OF LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

2020 2019 BUSINESS TAX BYLAW

BEING A BYLAW PROVIDING FOR THE ASSESSMENT AND TAXATION OF
BUSINESSES OPERATED WITHIN LETHBRIDGE COUNTY.

WHEREAS the *Municipal Government Act* (R.S.A. 2000, c. M-26) provides that the council of a municipality may pass a business tax bylaw;

AND WHEREAS the *Municipal Government Act* further provides that a business tax bylaw can specify classes of businesses that are exempt from taxation;

**NOW, THEREFORE THE COUNCIL OF LETHBRIDGE COUNTY IN THE
PROVINCE OF ALBERTA ENACTS AS FOLLOWS:**

Short Title

1. This Bylaw shall be known and may be cited as the “2020 2019 Business Tax Bylaw”.

Purposes

2. The purposes of the Bylaw are as follows:
 - a) to authorize the assessment and taxation of businesses operating in Lethbridge County; and
 - b) to provide for the exemption from taxation of certain classes of businesses operating in Lethbridge County.

Interpretation

3. In this Bylaw, unless the context otherwise requires:
 - a) “Animal Units” means the number obtained by multiplying the number of animals permitted to be stored on a premises by the number of animals equivalent to one animal unit for that species of animal, as set out in Schedule “B” attached hereto;
 - b) “Business” includes those businesses in Lethbridge County as defined in Section 1(1)(a) of the *Municipal Government Act*;
 - c) “Business Tax” means the amount of business tax as set in this Bylaw, which shall be arrived at in accordance with Section 378 of the *Municipal Government Act*;
 - d) “Business Tax Assessment” means the assessment arrived at pursuant to this Bylaw, which has been entered on the business tax assessment role;
 - e) “Business Tax Assessment Roll” means the assessment roll for all businesses as defined in this Bylaw which are not exempt hereunder, as determined on an annual basis by the municipal assessor;
 - f) “Business Tax Rate Bylaw” means that Bylaw which shall be passed in every year by the municipality, setting out the business tax rate for businesses as defined in this Bylaw;
 - g) “Business Tax Year” means the period commencing January 1st and ending on December 31st in the same year;

- h) "Condominium Grain Storage Operation" means a grain storage facility consisting of condominium units located on the premises for the purposes of storing grain;
- i) "Confined Feeding Operation" means a confined feeding operation as defined by the current Lethbridge County Land Use Bylaw;
- j) "Floor Space" means the floor space of all the floors in a building and the area outside the building that is occupied for the purposes of that business;
- k) "Municipal Assessor" means the person appointed to the designated officer position of municipal assessor pursuant to section 284.2 of the Municipal Government Act and Bylaw 1439.
- l) "Municipality" means Lethbridge County, a municipal corporation of the Province of Alberta and, where the context so requires, means the area contained within the municipal boundaries of Lethbridge County;
- m) "Person" means and includes one or more persons, a partnership, or cooperative, or joint venture, or a body corporate, or one or more bodies corporate, or an association of such persons or bodies corporate, who are carrying on a business on premises in the municipality;
- n) "Premises" means the parcel of land, or contiguous parcels of land, buildings, barns, corrals, yards, shelters, pens or any space, indoors or outdoors, occupied or used by a person for the conduct of business. Notwithstanding the above, in the event a person is conducting the same business on two contiguous parcels under two different development permits, such parcels shall not be considered to be the same premises;
- o) "Property Tax Assessment" means an assessment done by the municipal assessor under Part 9 of the Municipal Government Act; and
- p) "Ranch Operation" means a business where cows, bison, llamas, horses, sheep, alpacas, ostriches, or similar animals are kept primarily for breeding purposes, and where the offspring from such animals are sold or kept for breeding.

Persons Subject to a Business Tax

- 4.1 Any person who operates a business which is not exempt, as set out in Schedule "A" attached hereto, on premises located within the municipality, shall be required to pay the municipality a business tax in an amount arrived at by multiplying the business tax rate by the business tax assessment for such premises, which appears on the business tax assessment roll for that year.
- 4.2 Notwithstanding Section 4.1, no business tax shall be assessed on any business carried on, or operated by the municipality or at a location operated by an official or employee of the municipality acting on behalf of the municipality in his or her capacity as such official or employee.
- 4.3 When a person carries on two or more businesses, at the same premises, the business tax assessments of each business shall be combined to determine the total business tax assessment for such person.
- 4.4 Notwithstanding that an exempt business is being operated on part of the premises, a person shall be required to pay business taxes for the non-exempt business or businesses.

- 4.5 No tax will be imposed in respect of a business that is exempt under Section 351, 375 or 376 of the *Municipal Government Act*.

Business Tax Assessment Roll

5. The municipal assessor shall prepare a business tax assessment roll annually for all businesses in the municipality which are not exempt under Schedule "A". The business tax assessment roll shall be separate and distinct from the property tax assessment roll.

Assessment and Taxation of Confined Feeding Operations and Ranch Operations

- 6.1 The storage capacity for each confined feeding operation shall be determined by using the animal storage capacity as set out in either the Development Permit or as approved by the National Resources Conservation Board (NRCB) for such premises. In the event there is no existing Development Permit, registration from the NRCB or an approval from the NRCB for such premises, then the municipal assessor shall determine the animal storage capacity in accordance with generally accepted Alberta Agriculture Source Materials and Practices.
- 6.2 The number of animal units for each confined feeding operation shall be determined by multiplying the relevant ratio as set out in Schedule "B" by the animal storage capacity as set out in either the Development Permit or the NRCB approval or as determined by the municipal assessor in accordance with generally accepted Alberta Agriculture Source Materials and Practices.
- 6.3 The animal units for each ranch operation shall be determined by multiplying the relevant ratio as set out in Schedule "B" by the number of breeding animals on the premises in the previous taxation year.
- 6.4 The business tax assessment for each confined feeding operation and ranch operation shall be arrived at by multiplying the number of animal units of storage capacity for the premises by the dollar value per animal unit of storage capacity as set out in the Business Tax Rate Bylaw.
- 6.5 In the event that there are two or more confined feeding operations, having different species of animals on the same premises, the total of the animal units for each confined feeding operation shall be used to determine the assessment for each premise.
- 6.6 For the purpose of the business tax assessment under this Bylaw, the dollar value per animal unit shall be set out in the Business Tax Rate bylaw.
- 6.7 The number of animals approved in a Development Permit or by the NRCB shall be deemed to be the storage capacity of the business on the premises.

Assessment and Taxation of Condominium Grain Storage Operations

7. The business tax assessment for condominium grain storage operations shall be arrived at by multiplying the tonnage capacity of the bin by the dollar rate per unit as set out in the Business Tax Rate Bylaw.

Assessment and Taxation of Dog Kennels and Mushroom Barns

8. The business tax assessment for dog kennels and mushroom barns shall be arrived at by multiplying the floor space by the dollar rate per unit of floor space as set out in the Business Tax Rate Bylaw.

Assessment and Taxation of Aqua Culture Operations

9. The business tax assessment for aqua culture operations shall be arrived at by multiplying the size of the pond by the dollar rate per acre of pond size as set out in the Business Tax Rate Bylaw.

Assessment and Taxation of Apiaries

10. The business tax assessment for apiaries shall be arrived at by multiplying the number of hives by the dollar rate per hive as set out in the Business Tax Rate Bylaw.

General Assessment Procedures

- 11.1 Every person who carries on a business subject to the business tax shall submit to and assist in any inspection required by the municipal assessor with respect to the business taxed or to be taxed and shall furnish to the municipal assessor all information required.
- 11.2 The business tax assessment roll shall contain the name of every person occupying, renting, or subleasing premises for the purpose of carrying on a business as defined herein and not exempted herein, and the municipal assessor shall assess such person by entering on the said roll, the assessment for the premises so occupied, rented or subleased, and the place where the business is carried on.
- 11.3 When the municipal assessor is satisfied that any person who has paid the business tax in any year, has given up, sold, or disposed of such business permanently, then the municipal assessor shall reimburse to such person the business taxes for the balance of the year on a monthly pro-rated basis.
- 11.4 Where the landowner or tenant liable to assessment in respect of any premises owned or leased by him leases or sub-lets the whole or a portion thereof, the municipal assessor in his discretion may assess either the tenant or the sub-tenant in respect of the premises or the portion of the premises leased or sub-let.
- 11.5 The occupant of any premises liable to taxation under this Bylaw shall be liable for the business tax aforesaid though he may also be the owner of the premises and as such owner be liable to taxation on the lands, buildings and improvements.
- 11.6 The municipality shall mail or cause to be delivered to each person taxable under this Bylaw, a written or printed notice showing the assessed amount pursuant to the business tax assessment roll, as well as the business tax levied against such business.
- 11.7 The business tax shall be due and payable by the deadline stated in the Lethbridge County Penalty Rate Bylaw. Balances that remain outstanding beyond the deadline shall be imposed a penalty in accordance with the Penalty Rate Bylaw. All penalties provided for by this, or the Lethbridge County Penalty Rate Bylaw, shall be added to and form part of the unpaid taxes.
- 11.8 The business tax shall be levied once during the calendar year beginning with January 1st and ending with December 31st.
- 11.9 The business tax issued under this Bylaw shall not be transferred except to a person who purchases the business or the shares in a corporation operated as a business in respect of which the business tax was issued.

Appeals

- 12.1 The person assessed for the purposes of the business tax has the right to appeal the assessment in accordance with the Municipal Government Act.
- 12.2 Any business tax owing that remains outstanding after the due process for appealing the assessment and the deadline for payment has passed shall be collected through the process outlined in accordance with Part 10 Division 9 of the Municipal Government Act (recovery of taxes not related to land).

Offences

- 13.1 A person who contravenes this Bylaw is guilty of an offence.
- 13.2 A person who is guilty of an offence is liable to a fine in an amount not less than that established in this Section, and not exceeding \$10,000, and to imprisonment for not more than 6 months for non-payment of a fine.

Coming Into Force

- 14. This Bylaw shall come into force and effect on the date it is passed.

GIVEN first reading this 2nd day of April, 2020.

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

SCHEDULE "A"
Lethbridge County
Business Tax Bylaw 20-005 19-012
Businesses Exempt from Additional Tax through the Business Tax

All businesses whose primary business is the following:

- a) All recreational businesses, including golf courses, and riding stables.
- b) Grain and seed storage facilities, brokerages, and elevators, except for condominium grain storage operations.
- c) Grain and oil seed producers.
- d) Hay and forage grass producers.
- e) Vegetable growers.
- f) Potato, sugar beet, and root crop growers.
- g) Market gardens.
- h) Seed growers.
- i) Ranch operations having fewer than 100 animal units.
- j) Hay processing facilities.
- k) Manufacturing businesses.
- l) Research facilities.
- m) Personal service businesses.
- n) Professional and business services.
- o) Trucking and transportation businesses.
- p) Food processing businesses.
- q) Sand and gravel operations and landfill operations.
- r) Feed mills.
- s) Machine dealerships.
- t) Auto wreckers.
- u) Wholesale warehouses.
- v) Retail businesses.
- w) Summer pasture livestock operations.
- x) Auction markets.
- y) Confined feeding operations having fewer animals than the number of animals as per Schedule A-1.
- z) Dog kennels having fewer than 10,000 square feet of floor space.
- aa) Greenhouses.
- bb) Aquaculture operations having fewer than 10 acres of storage ponds.
- cc) Mushroom barns having fewer than 30,000 square feet of floor space.
- dd) Apiaries having fewer than the 500 hives.

SCHEDULE “A-1”
Lethbridge County
Business Tax Bylaw 20-005 19-012– Exemption Thresholds

Category of Livestock	Type of Livestock	Number of Animals
Beef	Cows/Finishers (900+ lbs)	150
	Feeders (450 – 900 lbs)	200
	Feeder Calves (< 550 lbs)	360
Dairy (*count lactating cows only)	Lactating cows* (Lactating cows only – associated Dries, Heifers, and Calves are not counted)	50
Swine (*count sows only)	Farrow to finish*	30
	Farrow to wean*	50
	Farrow only*	60
	Feeders/Boars	500
	Roasters	500
	Weaners	500
Poultry	Chicken – Breeders	1,000
	Chicken – Layer (includes associated pullets)	5,000
	Chicken – Pullets/Broilers	2,000
	Turkeys – Toms/Breeders	1,000
	Turkey – Hens (light)	1,000
	Turkey – Broiler	1,000
	Ducks	1,000
	Geese	1,000
Horses	PMU	100
	Feeders > 750 lbs	100
	Foals < 750 lbs	350
	Mules	100
	Donkeys	150
Sheep	Ewes/rams	300
	Ewes with Lambs	200
	Lambs	1,000
	Feeders	500
Goats	Meat/Milk	200
	Nannies/Billies	400
	Feeders	500
Bison	Bison	150
Cervid	Elk	150
	Deer	200
Wild Boar	Feeders	100
	Sow (farrowing)	50

- When Dairy Replacement Heifers are housed away from the dairy treat as Beef – Feeders
- When Dairy calves are housed away from the dairy treat as Beef – Feeder Calves

SCHEDULE “B”
Lethbridge County
Business Tax Bylaw 20-005 19-012- Animal Equivalent Units for
Confined Feeding Operations and Ranch Operations

Species of Animal	Type of Operation	No. of Animals Equivalent to 1 Animal Unit
Swine *(count sows only to calculate animal units)	Farrow to finish*	0.56
	Farrow to wean*	1.5
	Farrow only*	1.9
	Feeder/Boars	5
	Growers/Roasters	8.5
	Weaners	18.2
Beef	Cows/Finishers (900+ lbs)	1.1
	Feeders (450 – 900 lbs)	2
	Feeder Calves (<550 lbs)	3.6
Poultry	Chicken - Breeders	100
	Chicken – Layer-Liquid (includes associated pullets)	125
	Chickens – Layers (Belt Cage)	150
	Chickens – Layers (Deep Pit)	150
	Chicken – Pullet/Broilers	500
	Turkeys – Toms/Breeders	50
	Turkey – Hens (light)	75
	Turkey - Broilers	100
	Ducks	100
	Geese	50
Horses	PMU	1
	Feeders >750 lbs	1
	Foals < 750 lbs	3.3
	Mules	1
	Donkeys	1.5
Sheep	Ewes/rams	5
	Ewes with Lambs	4
	Lambs	21
	Feeders	10
Goats	Meat/Milk (per Ewe)	6
	Nannies/Billies	10
	Feeders	13
Bison	Bison	1
Cervid	Elk	1.7
	Deer	5
Wild Boar	Feeders	6
	Sow (farrowing)	1.25
Dairy *(count lactating cows only to calculate animal units)	Free Stall – Lactating Cows with all associated dries, heifers, and calves	0.5
	Free Stall – Lactating with Dry Cows only*	.6
	Free Stall – Lactating cows only	.7
	Tie Stall – Lactating cows only	.7
	Loose Housing – Lactating cows only	.7
	Dry Cow	1
	Replacement – Bred Heifers (breeding to calving)	1.15
	Replacements – Growing Heifers (350 lbs to breeding)	1.9
	Calves (<350 lbs)	5

AGENDA ITEM REPORT



Title: 2020 Business Tax Rate Bylaw No. 20-006
Meeting: County Council - 16 Apr 2020
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Jennifer Place, Manager of Finance & Administration
Ann Mitchell, Chief Administrative Officer

Approved - 30 Jan 2020
Approved - 31 Jan 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

As per the *Municipal Government Act (MGA)*, a Business Tax Rate Bylaw must be passed annually following approval of the budget and a Business Tax Rate Bylaw. The attached bylaw has been prepared for 2020 with no changes in content from 2019 and is being submitted to Council for all three readings.

RECOMMENDATION:

That Bylaw No. 20-006, being the 2020 Business Tax Rate Bylaw, receive first, second and third reading.

PREVIOUS COUNCIL DIRECTION / POLICY:

The County's first Business Tax Bylaw (No. 1500) was passed in 2017 and again in 2018 as separate bylaws, Business Tax Bylaw (No. 18-014) and Business Tax Rate Bylaw (No. 18-015). Council passed the 2019 Business Tax Bylaw (19-0012) on April 4, 2019. The 2020 Business Tax revenues are projected to be \$1.5 million as per the 2020 budget approved on January 15, 2020.

BACKGROUND INFORMATION:

The *Municipal Government Act (MGA)* gives municipalities the option to levy a business tax.

The following MGA sections apply:

1. Section 247 – adopt the annual operating and capital budgets prior to adopting the annual business tax bylaw - *2020 Capital Budget approved on January 15, 2020; 2020 Operating Budget approved on January 15, 2020;*

2. Section 371 – pass a business tax bylaw prior to May 1st– *to be passed at the April 2, 2020 Council Meeting;*
3. Section 377 – *pass a business tax rate bylaw annually – as attached.*

The 2020 Capital Budget includes business tax as a municipal revenue source and established the revenue requirement from business tax. The Business Tax Bylaw provides the authority for business taxes to be collected from businesses operating within Lethbridge County. The Business Tax Rate Bylaw establishes the rate at which the business tax will be levied.

The proposed 2020 Business Tax Rate Bylaw (No. 20-006) mirrors the 2019 Business Tax Rate Bylaw (No. 19-013) with the exception of the dates which have been updated for 2020.

If the 2020 Business Tax Rate Bylaw is approved, the 2020 Business Tax notices will be prepared and mailed in early May 2020.

ALTERNATIVES:

Council can choose not to approve the attached bylaw; amendments to the 2020 Budget will be needed as projects will need to be cancelled due to lack of funding. Additional revenues will need to be established to fund the Market Access Network debenture payments.

FINANCIAL IMPACT:

Business tax revenues are a source of funding for current and future capital fiscal plans and are specifically allocated to the maintenance and improvement of the Market Access Network.

Funds have been approved in the 2020 Capital and Operating Budgets for the Market Access Network in the amount of \$2 million. The 2020 business tax revenue is currently projected to be \$1.5 million.

REASON(S) FOR RECOMMENDATION(S):

Council has approved the 2020 Budget which includes provisions and projections for the business tax. Council has also passed the 2020 Business Tax Bylaw establishing the authority to collect a business tax.

ATTACHMENTS:

[Bylaw 20-006 2020 Business Tax Rate Bylaw](#)

BYLAW NO. 19-013 **20-006**
OF LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

2020 2019 BUSINESS TAX RATE BYLAW

BEING A BYLAW OF LETHBRIDGE COUNTY
FOR A **2020** 2019 BUSINESS TAX RATE.

THE COUNCIL OF LETHBRIDGE COUNTY ENACTS AS FOLLOWS:

Short Title

1. This Bylaw may be cited as the “**2020** 2019 Business Tax Rate Bylaw”.

Purpose

2. The purpose of the Bylaw is to provide a business tax rate for each class of business for **2020** 2019.

Business Tax Rate

3. The business tax rate for **2020** 2019 shall be as follows:

Class of Business	Dollar Rate per Unit of Storage Capacity or Floor Space
Confined feeding operations on each premises	\$2.50 per animal unit
Condominium grain storage operations	\$0.15 per ton
Ranch operations	\$2.50 per animal unit
Dog kennels	\$0.10 per square feet of floor space
Aqua Culture Operations	\$100.00 per acre of ponds
Mushroom Barns	\$0.10 per square feet of floor space
Apiaries	\$0.10 per hive

Coming Into Force

4. This Bylaw shall come into force and effect on the date it is passed.

GIVEN first reading this **4th**-**2nd** day of April, 20**19****20**.

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

AGENDA ITEM REPORT



Title: 2019 Year End Surplus Report
Meeting: County Council - 19 Mar 2020
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Jennifer Place, Manager of Finance & Administration
Ann Mitchell, Chief Administrative Officer

Approved - 10 Mar 2020
Approved - 11 Mar 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
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EXECUTIVE SUMMARY:

The Year End process for the preparation of the annual Audit of the Financial Statements which began on March 16th, resulted in a surplus in operations of \$213,330.

This surplus was determined after all of the transfers and funding entries had been completed as per the annual budget or by council resolution.

In addition to the Operating Surplus, the County received a \$101,307 payment from the Town of Coaldale for Tax revenues lost due to the 2018 Annexation. The Town will pay these "lost tax revenues" over a three year period (2018, 2019, 2020) as per the agreement. These funds are not been budgeted for.

RECOMMENDATION:

Move that the reallocation of funds from Unrestricted Surplus to Restricted Surplus (Reserves) in the amount of \$208,088 is transferred as follows, and that the funds received from the Town of Coaldale as per the Annexation Agreement in the amount of \$101,307 be transferred to the Tax Equalization Reserve.

<u>Surplus Transfer to Reserve</u>	Amount
Utility Capital	\$148,494
Council Discretionary Reserve	\$20,000
Tax Equalization	\$39,594
SURPLUS TRANSFER TOTAL	\$213,330

Tax Equalization Reserve
(Coaldale Annexation Tax Per Agreement) **\$101,307**

PREVIOUS COUNCIL DIRECTION / POLICY:

Reserve Policy #169

BACKGROUND INFORMATION:

The budget is approved annually and is the guideline used for providing services, procurement of materials and supplies and issuance of taxation and invoices for revenue purposes. When the budget is prepared it contains estimates based on known revenues and expenses, as well as historical data. While these budgets are prepared with due diligence and much consideration and all departments take care in adhering to their budgets, there are often unforeseen circumstances that generate variances creating either a surplus or deficit within a department.

As in previous years, administration has provided a summary outlining the variances and a recommendation to transfer the 2019 surplus to reserves. The recommendation fits within the guidelines of Reserve Policy #169.

The Audited Financial Statements will be reviewed by the Audit Committee and presented to Council by KPMG, at the April 16, 2020 County Council meeting for approval.

ALTERNATIVES:

The reserve transfers can be reallocated to any reserve or in any amount as Council directs within the Reserve Policy #169 guidelines.

FINANCIAL IMPACT:

If the funds are not transferred to a restricted reserve they will become part of the unrestricted surplus and will be unavailable for future use.

REASON(S) FOR RECOMMENDATION(S):

The surplus transfers will increase the reserves as per the recommended allocations in the attached report. The recommendations are based on the Reserve Policy #169 and where it is believed the funds are would be best suited based upon the amount available.

ATTACHMENTS:

[2019 Suplus Summary](#)
[2019 YE Reserve Balances](#)

2019 YEAR END SURPLUS

2019 SURPLUS SUMMARY	
DEPARTMENT	SURPLUS/(DEFICIT)
COUNCIL	\$21,982
C.A.O.'s OFFICE	\$2,005
MUNICIPAL OPERATIONS	
ASB	\$84,610
FLEET*	\$0
PUBLIC WORKS	(\$506,767)
UTILITIES	\$148,494
TECHNICAL SERVICES	
TECHNICAL SERVICES	\$15,625
CORPORATE SERVICES	
ASSESSMENT & TAXATION	\$38,077
FINANCE & ADMINISTRATION/GNERAL	\$28,260
INFORMATION TECHNOLOGY*	\$0
COMMUNITY SERVICES	
COMMUNITY SERVICES ADMIN.	\$23,765
PLANNING AND DEVELOPMENT	\$90,212
EMERGENCY SERVICES	\$267,067
<u>TOTAL SURPLUS</u>	<u>\$213,330</u>

2019 SURPLUS TRANSFER TO RESERVES – RECCOMENDATION

Surplus Transfer to Reserve	Amount
Utility Capital	\$148,494
Council Discretionary Reserve	\$20,000
Tax Equalization	\$39,594
SURPLUS TRANSFER TOTAL	\$213,330
<i>Tax Equalization Reserve (Coaldale Annexation Tax Per Agreement)</i>	<i>\$101,307</i>

COUNCIL – SURPLUS - \$21,982

This surplus is primary made up of per diems, benefits, travel & subsistence costs, registration and membership fees that came in slightly under the annual allocated budget. There were also some unspent funds remaining in the Grants to Individuals & Organizations.

C.A.O.'s Office – SURPLUS - \$2,005

Although a deficit was projected in the third quarter based on the trends at that time, the year end overall department came in very close to budget with a slight surplus of \$2,000.

MUNICIPAL OPERATIONS

Agricultural Services (ASB) – Surplus - \$84,610

In the 3rd Quarter financial report, it was projected that ASB would be on budget, which it was in most areas, however, a surplus has been realized. At time that the 2019 budget was passed, costs for chemicals and strychnine was budgeted to align with previous years, however these expenses were significantly less in 2019 and has made up the majority of the surplus .

Fleet - \$0

No surplus or deficit is reflected within the Fleet Department as it operates as a fully funded department as per the budget. However, some surplus was realized in the department in the amount of \$331,289 which was transferred to the Fleet Equipment Reserve. These additional funds are made up primarily from additional equipment rental revenues, largely due to the Public Works Department as well some unused contract and general services and some savings in the fuel budget.

Public Works – Deficit (\$506,767)

When the last Quarterly report was presented in September, Public Works had projected that they may have a deficit of approximately \$250,000. As the year end transfers for funding per the budget and the final entries are made the overall deficit within public works is just over \$500,000.

This deficit as projected in the last financial report is due to the gravelled roads activity. Specifically grading, gravelling and base stabilization maintenance. The 2019 budget was forecasted to have a decrease to the grading and gravel program mileage due to the haul route network and base stabilization, however this was not realized.

As the haul route maintenance program was in its first full cycle year of maintenance which was based on an estimate of reduced maintenance cost that were not realized, as there was additional maintenance required this year, due to frost boils and having had 2 dry summers in a row.

Utilities – Surplus \$148,494

In the last quarterly financial report, a surplus of \$180,000 was projected for the Utilities department. As identified in the quarterly report some of this surplus is due to additional revenues as truckfill activity was up. However, the largest portion of the surplus is due to the decommissioning of the fire ponds and changes within the activities related to Lethbridge Regional Waste, while water purchases and sales were very close to budget.

There is an amount of \$327,925 that is collected through taxation to fund a debenture. Similar to both the Fleet and Information Technology Departments, any surplus or deficit realized at the end of the year is budgeted to be transferred to or from the Utility Reserve, leaving the year end ending balance at \$327,925 as budgeted, therefore this surplus would need to be transferred.

TECHNICAL SERVICES

Technical Services – Surplus \$15,625

The Technical Services department has a \$15,625 surplus due to lower than anticipated use of Technical & Professional fees. The department was busy throughout the year overseeing large capital projects and the Asset Management Program, all of which were funded through other resources not requiring general fees.

CORPORATE SERVICES

Assessment & Taxation – Surplus \$38,077

The Assessment Department surplus is primary due to restructuring that took place within the department. This restructuring is related to Provincial Legislative changes resulting in less assessment work being required by the County, specifically with regards to Designated Industrial Property Assessments.

Finance & Administration/ General Revenues – Surplus \$28,260

The Finance & Administration/General Revenues Department is reporting an overall surplus. Although the Administrative budget had some over expenditures due to legal costs and unanticipated building maintenance and a sewer backup, the overall deficit has been offset by additional revenues earned through general taxation.

The tax penalty and investment interest earned in 2019 was higher than anticipated. Tax penalty revenues were \$159,600 over budget, which has been transferred to the Tax Equalization reserve as in the past. The investment interest earned surplus was approximately \$565,000, which has been transferred and distributed to the capital reserves as per the reserve policy.

Information Technology (IT) – \$0

No surplus or deficit is reflected in the IT Department as it operates as a fully funded department. However, some additional funds in the amount of \$16,604 were transferred to the IT reserves that is over and above the annual budgeted transfer amount. This surplus was due mainly to data/software processing costs that were under budget.

COMMUNITY SERVICES

Community Services Administration - Surplus \$23,765

The Community Services Department surplus is primary due to lower than anticipated legal and contracted services required for 2019.

Planning & Development – Surplus \$90,212

The Planning & Development Departments surplus is due primarily to additional revenues attained from Development and Building Permits and Planning fees and some unused contracted service fees.

Emergency Services – Surplus \$267,067

A portion of the Emergency Services surplus is due to Fire Call revenues received. The Fire Call total revenues were \$414,647 and the Fire revenues were \$167,115, generating a surplus of \$106,762 between the two areas. The majority of the balance of the surplus is due to restructuring to the Emergency Services Department, reducing expenses incurred for salaries, materials and supplies.

2019 SURPLUS RECOMMENDATION

The overall 2019 unrestricted surplus for the County is \$208,088 prior to the recommended transfers to reserves are made.

The reallocations of funds from Unrestricted Surplus to Restricted Surplus (Reserves) in the amount of \$208,088 are proposed as follows:

Surplus Transfer to Reserve	Amount
Utility Capital	\$148,494
Council Discretionary Reserve	\$20,000
Tax Equalization	\$39,594
SURPLUS TRANSFER TOTAL	\$208,088
<i>Tax Equalization Reserve (Coaldale Annexation Tax Per Agreement)</i>	<i>\$101,307</i>

Lethbridge County
RESERVES
31-Dec-19

	DESCRIPTION	2019
RESERVES		
C	ADMINISTRATION RESERVE	523,361.06
C	AIRPORT INFRASTRUCTURE RESERVE	-
C	ASB FUTURE PROJECTS RESERVE	157,282.56
C	IT CAPITAL RESERVE	183,316.99
O	IT OPERATING PROJECTS RESERVE	90,352.00
O	COUNCIL DISCRETIONARY RESERVE	96,515.06
O	DONATION RESERVE	18,840.00
O	DRAINAGE RESERVE	425,354.30
O	COMMUNITY GRANT RESERVE	40,976.31
C	UTILITIES CAPITAL RESERVE	3,117,493.64
C	FLEET SERVICES	5,458,317.12
C	GRAVEL PIT RECLAMATION RESERVE	53,625.48
C	COMMERCIAL/INDUSTRIAL LAND	4,127,389.29
CO	LANDFILL (KEDON) RESERVE	370,000.00
O	TAX EQUALIZATION RESERVE	3,610,473.05
O	EMERGENCY SERVICES PROJECTS RESERVE	207,323.92
O	EMERGENCY SERVICES EARS PROGRAM RESERVE	1,694,724.77
O	EMERGENCY SERVICES CONTINGENCY RESERVE	607,525.98
C	PW CAPITAL PROJECTS RESERVE	3,230,855.87
O	RECREATION RESERVE	337,025.00
O	SAFETY PROGRAM RESERVE	73,744.79
O	SNOW REMOVAL	774,841.70
CO	MARKET ACCESS NETWORK - BASE STABILIZATION	1,154,496.00
CO	MARKET ACCESS NETWORK - BRIDGES/ROADS	4,022,904.77
C	MARKET ACCESS NETWORK - HARD TOPS	-
TOTAL OPERATING & CAPITAL RESERVES		30,376,739.66
DESIGNATED RESERVES		
CO	DIAMOND CITY PREPAID FRONTAGE	429,924.42
CO	MONARCH LIT RESERVE	328,093.33
CO	MOUNTAIN MEADOWS LIT RESERVE	239,335.12
CO	TURIN LIT RESERVE	991,702.32
TOTAL DESIGNATED RESERVES		1,989,055.19
TOTAL DUE TO OTHER FUNDS - RESERVES		32,365,794.85
C - CAPITAL RESERVES		
O - OPERATING RESERVES		
CO- COMMITTED RESERVES		
CLOSED RESERVES		

AGENDA ITEM REPORT



Title: Lethbridge County/City of Lethbridge Intermunicipal Collaboration Framework
Meeting: County Council - 16 Apr 2020
Department: Administration
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 06 Apr 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Municipal Government Act (MGA) requires that all municipalities create and adopt an Intermunicipal Collaboration Framework (ICF) agreement with all municipalities who share a common border. Administration from Lethbridge County and the City of Lethbridge have negotiated an agreement that captures the necessary elements of an ICF. The agreement may be adopted by bylaw or resolution of Council.

RECOMMENDATION:

That the Intermunicipal Collaboration Framework agreement between Lethbridge County and the City of Lethbridge be adopted.

PREVIOUS COUNCIL DIRECTION / POLICY:

The creation of ICFs with neighbouring municipalities is a recent requirement under Part 17.2 of the MGA.

BACKGROUND INFORMATION:

Since early 2019 County administration has been meeting with City administration to create an ICF. An ICF is intended to:

- provide for integrated and strategic planning, delivery and funding of intermunicipal services
- allocate scarce resources efficiently in the providing local services
- ensure municipalities contribute funding to services that benefit their residents

The attached ICF is a high level document that identifies shared services, commits each municipality to consultation and cooperation, identifies the roles and responsibilities of both councils and provides a conflict resolution protocol.

ALTERNATIVES:

ICFs must be completed by April 1, 2021 otherwise the matter must go to arbitration, as per section 708.35 of the MGA.

FINANCIAL IMPACT:

None directly.

REASON(S) FOR RECOMMENDATION(S):

Significant time and effort has been given to the creation of the ICF. This high level document is principle-based and does not commit either party to specific projects, rather it highlights existing service agreements, open communication, a need and desire to provide regional services efficiently and avenues for resolving disputes.

ATTACHMENTS:

[County and City ICF Final February 28 2020](#)

Intermunicipal Collaboration Framework

City of Lethbridge and Lethbridge County



CITY OF
Lethbridge



February 21, 2020

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"Moving Forward Together"



FOREWORD

The City of Lethbridge and Lethbridge County are regional municipal partners with shared values, economies, history, and geography. Each has a strong history in agriculture and commerce, which greatly influences both municipalities today. While each has distinct characteristics, together the City of Lethbridge and Lethbridge County act as the cultural, economic and social hub for southwestern Alberta. Although one municipality is rural and the other is urban, both share a common goal of building and maintaining core services for their residents and businesses. The shared histories, economies, municipal goals and proximity adjacent to each other link these two municipalities, which provides an impetus for greater cooperation.

Each municipality provides many services solely to their own residents, however, there is a history of shared service provision which has had many mutual benefits. These benefits include: increased economies of scale providing greater financial sustainability for some services, improved quality and level of services, as well as greater efficiency in delivery.

PURPOSE

Cooperation between The City of Lethbridge & Lethbridge County is not new, however, it is also now formalized and mandatory in accordance with the Municipal Government Act (MGA) Part 17.2. The MGA identifies the need for municipalities that have common boundaries to work together and requires them to establish an Intermunicipal Collaboration Framework (ICF) with each other (MGA section 708.28). Creating an Intermunicipal Collaboration Framework (ICF) has three primary purposes:

- a) provides for the integrated and strategic planning, delivery & funding of intermunicipal services
- b) to steward scarce resources efficiently in providing local services, and
- c) to ensure municipalities contribute funding to services that benefit their residents.

The City of Lethbridge and Lethbridge County Intermunicipal Collaboration Agreement will meet these three (3) purposes as outlined in the MGA. This Agreement is comprised of three different components (as required in MGA section 708.28 and 708.3) which together forms the City of Lethbridge and Lethbridge County Intermunicipal Collaboration Agreement. The three components of this agreement are:

- 1. City of Lethbridge and Lethbridge County Intermunicipal Collaboration Framework Agreement – Operative Clause**
- 2. City of Lethbridge and Lethbridge County Intermunicipal Collaboration Framework Agreement – Mutually Beneficial Services**
- 3. Appendix A – Future Discussion Items**

As the Provincial Government seeks to encourage regional thinking, the City of Lethbridge and Lethbridge County will continue to lead strategically through the creation of this Intermunicipal Collaboration Framework Agreement.

PROCESS

This Intermunicipal Collaboration Framework Agreement was created jointly through collaboration between administration at both the City of Lethbridge and Lethbridge County. The process began early in April 2019 when both CAOs and administration from both municipalities came together to discuss: how we have worked together in the past, how we work together now including beginning to identify all current intermunicipal service delivery, and the beginning of a discussion on how we would like to work together moving forward.

Following the initial meetings, an inventory was compiled of all service agreements for water, sewer, transportation, recreation or emergency services that were being provided by each municipality. This included identifying any services that were being shared between the two municipalities and identifying the location and details of the shared service as outlined in any existing service agreements between the municipalities. The inventory of shared services also captured any private agreements where the City of Lethbridge provides a service (water, sewer, etc.) to a private landowner or business located within Lethbridge County boundaries. By compiling the existing agreements, administration were able to identify what services were provided locally in each municipality, what services were shared between the two municipalities (and where), where any private agreements for service delivery across municipal boundaries existed, and identified any agreements that have or may soon expire and that may need to be renewed. The inventory of services is a vital component of this Agreement, and the process of compiling this

inventory allowed the two municipalities to reflect on their strength of working together and to identify what areas we should continue to work together in going forward.



OPERATIVE CLAUSE

Goals

The Intermunicipal Collaboration Framework has four main goals:

1. To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighbouring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

Deliverables:

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

Strengthen the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their ratepayers, but each agree that they will always consider the regional municipality in the decision-making process.

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

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

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

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

Ensure sufficient cost-recovery funding for any services provided by the other municipality. When any service is shared between The City of Lethbridge and Lethbridge County, the municipality receiving the service will provide the necessary funding to cover their use of a service.

Commitment to Consultation and Cooperation:

The fundamental basis of this agreement is communication and consultation and as such the two municipalities agree to consult on projects which have a regional impact. By recognizing the requirement to consult, each municipality will include the other in their project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a meeting is required, it shall be first handled by the respective CAOs or their designate and if that does not resolve the concerns at hand it shall be dealt with by a committee from each Council recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the region.

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

Management of ICF: Roles and Responsibilities

The Role of both Councils:

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

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

The Role of the CAOs and Administration:

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this

agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. Disputes or disagreements between CAOs will be dealt with by a dispute resolution committee set up with members from each council.

The Role of Staff:

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

The Framework Protocols

Intermunicipal Communication Protocol

The success of this agreement is based upon respectful dialogue and the provision of information in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities will jointly develop and abide by the principles of a communication protocol including the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization the following principles should apply:
 - a. Seek to understand
 - b. Avoid personal attacks either privately or publicly
 - c. Asking for clarification on policies adopted by the other municipality to ensure understanding
 - d. Address issues as being of a joint nature meant to be resolved together
 - e. Seek to maximize the benefits for both parties
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization
 - a. Both organizations agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
 - b. Both organizations agree to provide additional training as required following any change in elected officials or senior administration

3. The protocol should ensure that each municipality provides to the other information pertaining to:
- a. Major capital projects which may impact the other municipality
 - b. Lobby efforts to higher levels of government with respect an issue which may impact regional services
 - c. Adopted strategic plans
 - d. Adopted statutory plans
 - e. Funding, aid or support to other organizations within the other municipality when requested
 - f. Ceremonies, celebrations, events of regional impact
 - g. Promotion of collaborative successes

Conflict Resolution Protocol

The municipalities recognize that the development of this agreement is the start – not the end of the process. Understanding that not all issues may be agreed upon, the municipalities recognize the need to establish a conflict resolution process as follows:

BREACH OF ICF



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

MISUNDERSTANDINGS



If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue or any circumstance which may impact or disrupt service delivery or relationships, **an informal discussion between CAOs will be conducted.**

INTERMUNICIPAL DISPUTE COMMITTEE



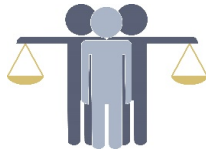
If this does not resolve the issue **an Intermunicipal Dispute Committee shall be appointed by both Councils** who will decide on and negotiate an effective solution.

MEDIATION



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

ARBITRATION



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

The conflict resolution process outlined above should be based upon the following principles:

1. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
2. All matters of conflict should be resolved using a clear procedural pathway.
3. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

Mutually Beneficial Services

MUTUALLY BENEFICIAL SERVICES INVENTORY

The Municipal Government Act requires adjacent municipalities to work collaboratively with each other to plan, deliver, and fund services that benefit residents in both municipalities. The act requires municipalities with common borders to develop an Intermunicipal Collaboration Framework Agreement. The agreement must address how the services are delivered and identify which services are best suited to be delivered on an intermunicipal basis. The inventory of mutually beneficial services can be broken into general categories of: transportation, water & wastewater, solid waste, emergency services, and recreation. A discussion of each category of service is described below:

Transportation

No agreements exist or are currently required between The City of Lethbridge and Lethbridge County in the area of transportation. While transportation services should be provided separately by each municipality, coordination of construction of transportation corridors that connect the two municipalities will continue to be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in alignment with each other.

Water and Wastewater

Thirteen (13) agreements exist or are currently required in the area of water, between The City of Lethbridge and Lethbridge County, or between the City of Lethbridge and another organization located within Lethbridge County. These agreements are:

Mutually Beneficial Services			
Services Shared Between Municipalities			
Agreement Name	Agreement between:	Expiry Date	Description
RAVE Industrial Park- Lethbridge County Water and Sewer Agreement	<ul style="list-style-type: none"> City of Lethbridge Lethbridge County 	2/29/2040	City provides both water & wastewater services to RAVE industrial park. City is compensated at rates set out in the agreement.
Fairview Subdivision sewage & water service agreement	<ul style="list-style-type: none"> City of Lethbridge Lethbridge County 	2/29/2040	City provides water and sewage service to Fairview Subdivision. City is compensated at rates set out in the agreement.

City of Lethbridge and Lethbridge County Southeast Water Agreement	<ul style="list-style-type: none"> City of Lethbridge Lethbridge County 	1/31/2034	The City provides water to the Lethbridge County Rural Waters Users Association for domestic water use only. City is compensated at rates set out in the agreement.
City of Lethbridge and Lethbridge County Water Supply Agreement (Sunset Acres Edgemoor)	<ul style="list-style-type: none"> City of Lethbridge Lethbridge County 	7/31/2030	The City provides water to sunset acres. Edgemoor was added to this agreement in 2017. City is compensated at rates set out in the agreement.
Services Shared via Other Agreements			
Agreement Name	Agreement between:	Expiry Date	Description
Agropur cooperative-wastewater treatment and disposal	<ul style="list-style-type: none"> City of Lethbridge Agropur 	4/30/2043	City provides wastewater treatment & disposal to Agropur Cooperative located in Lethbridge County, who pays the City at set rates in the agreement.
West coast reduction - wastewater treatment and disposal	<ul style="list-style-type: none"> City of Lethbridge West Coast Reduction Ltd. 	4/30/2043	City provides wastewater treatment & disposal to West Coast Reduction Ltd. Located in Lethbridge County, who compensates the City at set rates in the agreement.
City of Lethbridge and Town of Coalhurst Sewerage Agreement	<ul style="list-style-type: none"> City of Lethbridge Town of Coalhurst 	1/31/2035	City provides sewer service to Town of Coalhurst, who compensates the City at set rates in the agreement.
Lethbridge Regional water Services Commission (water to Coaldale, Coalhurst, Iron Springs,	<ul style="list-style-type: none"> City of Lethbridge Lethbridge Regional Water Services Commission 	1/31/2030	City provides regional water service to the following municipalities: Coaldale, Coalhurst, Iron Springs, Shaughnessy, Diamond City, Turin, McCain

Shaaughnessy, Diamond City, Turin, McCain Foods at Chin and Sunny Rose Cheese)			Foods at Chin, and Sunny Rose Cheese at Diamond City. Recipients pay for the service at rates set out in the agreement.
Marshall auto wreckers water	<ul style="list-style-type: none"> City of Lethbridge Cunningham & Shannon Ltd. 	2000	City provides water service to Marshall Auto Wreckers located in Lethbridge County, who compensates the City at set rates in the agreement.
Federal Agriculture research station and provincial GAOL – Water service (replaced provincial GAOL agreement)	<ul style="list-style-type: none"> City, Federal Gov't & Provincial Gov't 	8/1/2000 EXPIRED	City provided water to Federal Research Station & Provincial GAOL. City is compensated at rates set out in the agreement.
Lethbridge community college animal husbandry building - water and sewer via provincial jail	<ul style="list-style-type: none"> City, Federal Gov't & Provincial Gov't 	8/1/2000 EXPIRED	City provides water & sewer to the college animal husbandry building provided via agreements # 1973-8140 (water service to fed research station & provincial GAOL) & 1973-8141 (sewer service to the same). City is compensated at rates set out in the agreement.
Federal Agriculture Research station and provincial GAOL – Sewage Service	<ul style="list-style-type: none"> City, Federal Gov't & Provincial Gov't 	8/1/1993 EXPIRED	City provides wastewater services to Fed Ag Research & Provincial GAOL. City is compensated at rates set out in the agreement.
Nagy residence water Agreement	<ul style="list-style-type: none"> City of Lethbridge Steve & Helen Nagy 	Undefined	City provides water service to Nagy residence located in Lethbridge County, who compensates the City at set rates in the agreement.

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The provision of water and wastewater services can and should be provided on an intermunicipal basis, as economies of scale would suggest that the County would benefit more financially from contracting this out to the City rather than providing their own infrastructure for water and sewage treatment, distribution and disposal. The City of Lethbridge and Lethbridge County should continue to coordinate on providing water and sewer to users as requested and where any extra capacity in the City's system allows.

DRAFT

Solid Waste

Two (2) Intermunicipal Agreements exist or are currently required between The City of Lethbridge and Lethbridge County in the area of solid waste. These agreements are:

Mutually Beneficial Services			
Services Shared Between Municipalities			
Agreement Name	Agreement between:	Expiry Date	Description
Lethbridge Regional Landfill in lieu of tax	<ul style="list-style-type: none"> City of Lethbridge Lethbridge County 	5/6/2022	City pays County a set amount for use of landfill site located within Lethbridge County.
Enforcement of City Bylaw 6148 (Waste & Recycling Enforcement Bylaw) within Lethbridge County	<ul style="list-style-type: none"> City of Lethbridge Lethbridge County 	Permanent	This allows the City to enforce their waste enforcement bylaw at the recycling centre located in Lethbridge County. This ensures consistency with the other City-run recycling centres within City limits.

The provision of solid waste services (carting and pickup) can and should be provided locally in each municipality. However, the location of the landfill is ideally to be located within Lethbridge County as this limits any negative impacts of the site on large populations or business.

Emergency Services

One Intermunicipal Agreement currently exist between The City of Lethbridge and Lethbridge County in the area of emergency services. The agreement currently in place is:

Mutually Beneficial Services			
Services Shared Between Municipalities			
Agreement Name	Agreement between:	Expiry Date	Description
Emergency Fire Suppression and Rescue Services Agreement	<ul style="list-style-type: none"> City of Lethbridge Lethbridge County 	3/30/2022 (automatically renewing every year, unless either party withdraws)	Agreement sets out the conditions in which the City will provide fire services to the County & associated costs.
Fire Inspection and Development Plan Review Agreement	<ul style="list-style-type: none"> City of Lethbridge Lethbridge County 	9/01/2020 (automatically renewing every year, unless either party withdraws)	Agreement sets out the terms and conditions for the City to provide fire inspections in accordance with the County's Fire QMP and development plan review

Fire & EMS services should continue to be provided on an intermunicipal basis due to the lack of infrastructure Lethbridge County would need to develop in order to provide fire and EMS services at the same level of that provided by the City. Lethbridge County will be able to provide its residents better emergency response service and at a more cost effective price point by utilizing the City of Lethbridge's Fire & EMS services rather than by providing their own. Currently no intermunicipal service agreement exists in the area of policing, policing in each municipality is provided separately. This is recommended to continue as Lethbridge County contracts the RCMP to provide police services.

Recreation

No agreements exist or are currently required between The City of Lethbridge and Lethbridge County in the area of recreation. While each municipality recognizes that their recreation facilities are used by both residents and non-residents of the municipality, both agree that the provision of recreation services should continue to be provided and funded separately in each municipality, with an understanding that it benefits all residents regionally.

Attachments to this Agreement

The following are attached as appendices to this agreement:

1. Appendix A – Future Discussion Items

Commitment to Collaboration

The City of Lethbridge and Lethbridge County acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honour all applicable legislation with respect to Intermunicipal collaboration within the Province of Alberta.

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

LETHBRIDGE COUNTY

CITY OF LETHBRIDGE

PER: _____

PER: _____

REEVE

MAYOR

PER: _____

PER: _____

ADMINISTRATOR

ADMINISTRATOR

Appendix A – **Future Discussion Items**

In recognition of continued collaboration between the two municipalities, the City of Lethbridge and Lethbridge County have identified the following general areas of mutual interest that would merit further discussions and collaboration in the future:

- A. Airport annexation issues
- B. Boundary roads discussion
- C. Water & wastewater servicing issues

AGENDA ITEM REPORT



Title: Lethbridge County/Urban Municipalities Intermunicipal Collaboration Framework
Meeting: County Council - 16 Apr 2020
Department: Administration
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 06 Apr 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Municipal Government Act (MGA) requires that all municipalities create and adopt an Intermunicipal Collaboration Framework (ICF) agreement with all municipalities with whom they share a common border. Administration from Lethbridge County and the Village of Barons, Town of Nobleford, Town of Coalhurst, Town of Picture Butte and the Town of Coaldale have negotiated an agreement that captures the necessary elements of an ICF. The agreement may be adopted by resolution of Council.

RECOMMENDATION:

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

PREVIOUS COUNCIL DIRECTION / POLICY:

The creation of ICFs with neighbouring municipalities is a new requirement under Part 17.2 of the MGA.

BACKGROUND INFORMATION:

Since late 2018 County administration has been meeting with the administrations from all five regional urban municipalities (excluding the City of Lethbridge) to create an ICF. ICFs are intended to:

- provide for integrated and strategic planning, delivery and funding of intermunicipal services
- allocate scarce resources efficiently in the providing local services
- ensure municipalities contribute funding to services that benefit their residents

The attached ICF is a high level document that identifies shared services, commits the municipality to consultation and cooperation, identifies the roles and responsibilities of councils and provides a conflict resolution protocol.

ALTERNATIVES:

ICFs must be completed by April 1, 2021 otherwise the matter must go to arbitration, as per section 708.35 of the MGA.

FINANCIAL IMPACT:

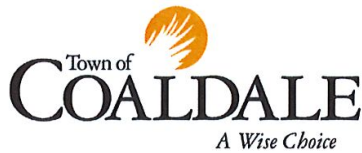
None directly.

REASON(S) FOR RECOMMENDATION(S):

Significant time and effort has been given to the creation of the ICF. This document highlights existing service agreements, supports open communication, promotes the need and desire to provide regional services efficiently and provides avenues for resolving disputes.

ATTACHMENTS:

[Coaldale Council ICF resolution](#)
[Barons ICF Rec Agrmt Approval letter](#)
[URBAN ICF 2020 March 10, 2020](#)



March 10, 2020

Attention: Ms. Ann Mitchell
Chief Administrative Officer
Lethbridge County
#100, 905 4th Avenue South
Lethbridge, AB; T1J 4E4

Delivered electronically

Re: Town of Coaldale Approval of Intermunicipal Collaboration Framework and Recreation Funding Agreement

Dear Ann,

I am pleased to inform you that Coaldale Town Council made the following resolution at the Regular Council Meeting of March 9, 2020:

THAT Council approve the revised Intermunicipal Collaboration Framework and Recreation Funding Agreement with Lethbridge County, with the understanding that the municipalities continue to identify ways to collaborate to find mutual benefits and regional efficiencies.

CARRIED. 6-0.

For clarity, Council approved the revised Recreation Funding Agreement that was approved Lethbridge County Council; that being \$250,000 per year with a 1.5% increase per annum, for the years 2020, 2021, 2022, 2023 and 2024. Further, that this funding total be distributed between the municipalities of Coaldale, Picture Butte, Barons, Nobleford and Coalhurst.

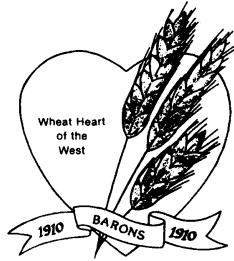
Coaldale's Council looks forward to joining County Council for the photo op / ICF agreement signing ceremony that has been pencilled in for 10:30 am Thursday, March 19 at the Main Lethbridge County Office. Following the commemoration of this landmark decision, we look forward to rolling up our sleeves and working with you and your Council to see how we can work together to accomplish big things for our region.

If you have any questions with respect to the above, please do not hesitate to contact me.

Yours sincerely,

Kalen Hastings
Chief Administrative Officer
403-345-1314
cao@coaldale.ca

cc: Coaldale Town Council



VILLAGE OF BARONS
P.O. Box 129 Barons, Alberta T0L 0G0 Phone 403-757-3633

March 11, 2020

Ann Mitchell
Chief Administrative Officer
Lethbridge County
#100, 905 – 4th Avenue South
Lethbridge, Alberta
T1J 4E4

Dear Ann:

Re: **Approval of the Intermunicipal Collaboration Framework and Recreation Agreement**

At the recent meeting of Council held on March 10, 2020, Council was presented with the Intermunicipal Collaboration Framework and Recreation Funding Agreement for their consideration.

I am pleased to inform you that Council for the Village of Barons made the following motions:

- **“Motion made by . . . to adopt the Intermunicipal Collaboration Agreement as presented. Carried”**
- **“Motion made by . . . to sign the Memorandum of Agreement for Recreation Funding between Lethbridge County and the Village of Barons. Carried”**

The Village of Barons Council is very pleased with all the work that the CAO's have put in to bring together the agreements that show cooperation and collaboration with all municipalities involved and look forward to more opportunities in the future.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

VILLAGE OF BARONS

Laurie Beck
Administrator
Village of Barons

Delivered Electronically



Moving Forward

Building Opportunities for Our Future

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

Lethbridge County and the

Village of Barons
Town of Nobleford
Town of Coalhurst
Town of Picture Butte
Town of Coaldale

FOREWORD

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

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

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

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

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



Lethbridge County and the Urbans share a common history and foundation based primarily upon agriculture



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

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

The ICF Agreement between Lethbridge County and its Urban neighbours will:

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

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

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

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

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

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

Commitment to Consultation and Cooperation – Consultation Protocol:

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

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

Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of Municipal Councils:

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

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

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

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

The Role of Staff:

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

The Framework Protocols

Development of an Intermunicipal Communication Protocol

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

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

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

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

Conflict Resolution

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

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

Process

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

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

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

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

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

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



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

Inventory of Municipal Services

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

ICF Agreement – Statutory Provisions

Amendments to the Municipal Government Act have amended the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This Agreement must address services that benefit residents in more than one of the municipalities. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

Emergency Services

Lethbridge County and the Urbans have signed agreements for the provision of Fire and Rescue services. All parties to this ICF and the Fire and Rescue Service Agreements agree to continue working together, to negotiate in good faith, and to seek efficiencies and improvements in the provision of services to all citizens. All parties agree to participate in discussions with the goal of establishing new agreement(s) by no later than December 31, 2020.

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

Solid Waste

Lethbridge County, the Town of Nobleford and the Town of Picture Butte are parties to Lethbridge Regional Waste Management Services Commission. The Village of Barons, Town of Coalhurst and Town of Coaldale are not members and do not receive services through the Commission. The Town of Coalhurst provides solid waste collection services to selected areas of Lethbridge County.

Transportation

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

Recreation

Lethbridge County has an agreement with the Urbans through which funding for recreation opportunities in each of the Urbans for the general public, is provided. Each Urban is responsible for leading the delivery of recreation services.

Water

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

The Town of Nobleford operates its own water reservoirs, water treatment and distribution and also has an agreement to convey water via two pipelines to Barons and Lethbridge County.

The Village of Barons receives potable water from Nobleford via a regional waterline and provides post-chlorination in the distributing system.

The Town of Picture Butte purchases potable water from the Lethbridge Regional Water Services Commission and contracts Lethbridge County to maintain the Town's water supply infrastructure outside of its municipal boundaries. Within their municipal boundaries Picture Butte maintains and operates a water distribution system.

The Town of Coaldale purchases potable water from the Lethbridge Regional Water Services Commission and receives its water through the City Supply Line, which runs east/west along Township Road 9-2 between Coaldale and Lethbridge. The City Supply Line was jointly funded by the Town of Coaldale and Lethbridge County and also provides water to McCain Foods, an agri-food processing facility located east of Coaldale by Stafford reservoir in the municipal jurisdiction of Lethbridge County.

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

Waste Water

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

The Town of Nobleford operates its own sanitary lagoon system.

The Village of Barons operates its own sanitary lagoon system.

The Town of Picture Butte operates its own sanitary lagoon system.

The Town of Coaldale operates its own sanitary lagoon system.

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

Broadband

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

Other

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

Intermunicipal Development Plan

Intermunicipal Development Plans (IDPs) were adopted by separate bylaws between Lethbridge County and each Urban, with the exception of the Village of Barons which is still under development. These IDPs are statutory planning documents that foster ongoing collaboration and cooperation between both municipalities regarding planning matters and clarify land use expectations within the respective Plan areas.

The Lethbridge County/Village of Barons IDP is under development.

The Town of Nobleford adopted IDP Bylaw No. 623 on August 21, 2012.
Lethbridge County adopted IDP Bylaw No. 1388 on August 16, 2012.
Bylaw No. 1388 was amended on April 4, 2019.

The Town of Coalhurst adopted IDP Bylaw No. 375-14 on December 2, 2014.
Lethbridge County adopted IDP Bylaw No. 1434 on December 4, 2014.

The Town of Picture Butte adopted IDP Bylaw No. 865-18 on April 9, 2018.
Lethbridge County adopted IDP Bylaw No. 18-009 on May 3, 2018.

The Town of Coaldale adopted IDP Bylaw No. 631-P-02-10 on April 12, 2010.
Lethbridge County adopted IDP Bylaw No. 1337 on April 15, 2010.

Commitment to Collaboration

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

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

LETHBRIDGE COUNTY

FOR THE VILLAGE OF BARONS

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

Barons Inventory of Services

Village of Barons = B
Lethbridge County = L

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

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

LETHBRIDGE COUNTY

FOR THE TOWN OF NOBLEFORD

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

Nobleford Inventory of Services

Town of Nobleford = N
Lethbridge County = L

	A	B	C	D	E	F	G	H	I	J	K	L
		Type of Service	Mun	inter	3rd			Type of Service	Mun	inter	3rd	
1			.	Mun	Party				.	Mun	Party	
2		Transportation						Water				
3		Road Grading & Graveling	NL					Water Treatment	NL	L		
4		Road Calcium	L					Water Distribution	NL		L	
5		Gravel Crushing			NL			Service Installs	NL		NL	
6		Road Construction			NL			Meter Reading	NL			
7		Culvert Installation	L		NL			Utility Billing	NL			
8		Bridge Maintenance	L		L			Truck Fill Station	NL			
9		Drainage Maintenance	NL	N	NL			Waste Water				
10		Snow Plowing	NL		NL			Certified Operators	NL			
11		Shop - Vehicle. Maint	NL		NL			WW Collection System	NL			
12		Surveying	L		NL			Lagoons	NL			
13		Sign Installation & Maint	NL					Irrigation of Effluent			L	
14		Paved Road Repairs	NL	N	NL			Installation of utilities	NL		NL	
15		Rural Addressing Signs	L					Recycling & Waste Management				
16		Airport Operation						Landfill		L		
17		Recreation						Collection	NL	NL	NL	
18		Skating Rinks	N					Recycling	NL	NL	NL	
19		Curling Rinks	N					Ag Services & Parks				
20		Shooting Ranges/Gun Club						Tree Planting	NL			
21		Riding Arenas						Tree Spraying	L		N	
22		Outdoor Rodeo Grounds						Tree Pruning	NL			
23		Baseball diamonds	NL					Mowing	NL			
24		Golf Courses						Weed Identification	L			
25		Indoor Athletic Fields	N					Weed Act Enforcement	L			
26		Swimming Pools						Weed Spraying	L		N	
27		Outdoor Soccer Fields	N					Raw Water Irrigation				
28		Tennis Courts	NL					Cemetery Maintenance				
29		Senior Centres	N					Pest Control	NL			
30		Motocross Track						Park Maintenance	NL			
31		Bowling Alleys						Sprinkler installation	NL		N	
32		Water Park	N					Equip. Maintenance	NL		NL	
33		Skateboard Park	N					Equipment Rentals	L		N	
34		Gyms & Workout Centres						Building Maintenance	NL		NL	
35		Other Services						Park Operations	NL			
36		FCSS	N		NL			Campground Operation				
37		ORRSC - Planning	N		NL			Municipality Halls	NL		L	
38		Planning & Development	NL		NL			Museums	NL			
39		Economic Development	NL					Visitor Centre				
40		Regional Services						Playgrounds	NL			
41		General Administration	NL					Emergency Services				
42		Adult Learning Assoc						EMS Coordination	NL		L	
43		Southgrow Eco. Dev.	N		NL			Fire Department	NL	NL		
44		Pheasant Festival Com						Peace Officer	L			
45		Libraries			L			Safety Code Officer	NL		L	
46		Town of Nobleford	N					Safety Code Inspections			NL	
47		Lethbridge County	L					Disaster Management	NL	NL	L	
48								Mutual Aid Agreements		NL		

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

LETHBRIDGE COUNTY

FOR THE TOWN OF COALHURST

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

Coalhurst Inventory of Services

Town of Coalhurst = C
Lethbridge County = L

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

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

LETHBRIDGE COUNTY

FOR THE TOWN OF PICTURE BUTTE

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

Picture Butte Inventory of Services

Town of Picture Butte = P
Lethbridge County = L

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

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

LETHBRIDGE COUNTY

FOR THE TOWN OF COALDALE

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

Coaldale Inventory of Services

Town of Coaldale = C
Lethbridge County = L

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

AGENDA ITEM REPORT



Title: Lethbridge County/Urban Municipalities Recreation Agreement
Meeting: County Council - 16 Apr 2020
Department: Administration
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 06 Apr 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Municipal Government Act (MGA) requires that all municipalities create and adopt an Intermunicipal Collaboration Framework (ICF) agreement with all other municipalities with whom they share a common border. An ICF must include an inventory of all shared services between municipalities. Administration from Lethbridge County under Council's direction, and the Village of Barons, Town of Nobleford, Town of Coalhurst, Town of Picture Butte and the Town of Coaldale have negotiated the attached five-year recreation agreement as part of the ICF discussions. The agreement may be adopted by resolution of Council.

RECOMMENDATION:

That Lethbridge County approves the Recreation Agreement presented at the April 16, 2020 Council meeting and signs the document with any or all of the Village of Barons, Town of Nobleford, Town of Coalhurst, Town of Picture Butte and Town of Coaldale who have also agreed to sign.

PREVIOUS COUNCIL DIRECTION / POLICY:

Since 2010 the County has provided financial support for recreation and social programs located within or near the urban municipalities in the County through the Land Trust Reserve Program, the Community Grant Program and the Council donation policy. Council also had a Regional Recreation Facility Grant Funding Program that distributed funds directly to regional urban municipalities. The last year funds were provided under that program was 2014.

BACKGROUND INFORMATION:

Since late 2018 County administration has been meeting with the administrations from all five regional urban municipalities (excluding the City of Lethbridge which has been addressed separately) to create an ICF. The purpose of an ICF is to:

- provide for integrated and strategic planning, delivery and funding of intermunicipal services
- allocate scarce resources efficiently in the provision of local services
- ensure municipalities contribute funding to services that benefit their residents

Recognizing that some County residents utilize recreation facilities located in urban municipalities within the County, Council has indicated a commitment toward predictable funding for recreation services located in the urbans for the next five years. The attached recreation agreement reflects this commitment.

ALTERNATIVES:

The recreation agreement is referenced as being a component of the ICF between the County and its urban municipalities. As such, the recreation agreement is an essential component of the ICF which must be completed by April 1, 2021. Otherwise, the matter of the ICF and corresponding recreation agreement must go to arbitration, as per section 708.35 of the MGA.

FINANCIAL IMPACT:

Council has indicated a willingness to provide the following amounts to the urbans for recreation over the next five years. The following table includes a 1.5% compounding increase starting in year two of the five year agreement:

Year	Funding Provided by the County
2020	\$250,000
2021	\$253,750
2022	\$257,556
2023	\$261,420
2024	\$265,341

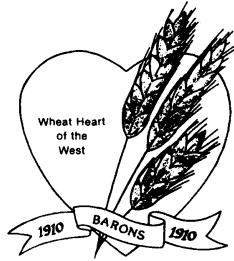
REASON(S) FOR RECOMMENDATION(S):

Significant time and effort has been given to the creation of the recreation agreement which is an essential component of the ICF. The agreement allows both the County and the urbans to budget accordingly for recreation over the next five years and protects the County from additional capital recreation funding requests by specifically stating:

6.2.5 No additional funding for Capital expenses will be allocated by the County to the urbans for the Term of this Agreement.

ATTACHMENTS:

[Barons ICF Rec Agrmt Approval letter](#)
[Coaldale Council ICF Rec Agreement resolution](#)
[Recreation Agreement March 10 2020 _ FINAL with ATTACHMENTS](#)



VILLAGE OF BARONS
P.O. Box 129 Barons, Alberta T0L 0G0 Phone 403-757-3633

March 11, 2020

Ann Mitchell
Chief Administrative Officer
Lethbridge County
#100, 905 – 4th Avenue South
Lethbridge, Alberta
T1J 4E4

Dear Ann:

Re: **Approval of the Intermunicipal Collaboration Framework and Recreation Agreement**

At the recent meeting of Council held on March 10, 2020, Council was presented with the Intermunicipal Collaboration Framework and Recreation Funding Agreement for their consideration.

I am pleased to inform you that Council for the Village of Barons made the following motions:

- **“Motion made by . . . to adopt the Intermunicipal Collaboration Agreement as presented. Carried”**
- **“Motion made by . . . to sign the Memorandum of Agreement for Recreation Funding between Lethbridge County and the Village of Barons. Carried”**

The Village of Barons Council is very pleased with all the work that the CAO's have put in to bring together the agreements that show cooperation and collaboration with all municipalities involved and look forward to more opportunities in the future.

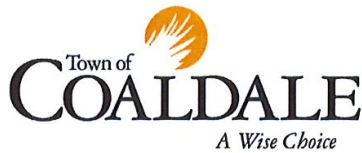
Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

VILLAGE OF BARONS

Laurie Beck
Administrator
Village of Barons

Delivered Electronically



March 10, 2020

Attention: Ms. Ann Mitchell
Chief Administrative Officer
Lethbridge County
#100, 905 4th Avenue South
Lethbridge, AB; T1J 4E4

Delivered electronically

Re: Town of Coaldale Approval of Intermunicipal Collaboration Framework and Recreation Funding Agreement

Dear Ann,

I am pleased to inform you that Coaldale Town Council made the following resolution at the Regular Council Meeting of March 9, 2020:

THAT Council approve the revised Intermunicipal Collaboration Framework and Recreation Funding Agreement with Lethbridge County, with the understanding that the municipalities continue to identify ways to collaborate to find mutual benefits and regional efficiencies.

CARRIED. 6-0.

For clarity, Council approved the revised Recreation Funding Agreement that was approved Lethbridge County Council; that being \$250,000 per year with a 1.5% increase per annum, for the years 2020, 2021, 2022, 2023 and 2024. Further, that this funding total be distributed between the municipalities of Coaldale, Picture Butte, Barons, Nobleford and Coalhurst.

Coaldale's Council looks forward to joining County Council for the photo op / ICF agreement signing ceremony that has been pencilled in for 10:30 am Thursday, March 19 at the Main Lethbridge County Office. Following the commemoration of this landmark decision, we look forward to rolling up our sleeves and working with you and your Council to see how we can work together to accomplish big things for our region.

If you have any questions with respect to the above, please do not hesitate to contact me.

Yours sincerely,

Kalen Hastings
Chief Administrative Officer
403-345-1314
cao@coaldale.ca

cc: Coaldale Town Council

**Recreation Funding
Memorandum of Agreement**

**Between Lethbridge County
(the “County”)**

and

**Town of Coaldale
Town of Coalhurst
Town of Nobleford
Town of Picture Butte
Village of Barons**

(collectively, the “Urbans”)

Recreation Funding Memorandum of Agreement

WHEREAS, the County accesses direct and indirect municipal recreation and culture services from the Urbans for residents of the County; and

WHEREAS, the County wishes to make available to its residents direct and indirect municipal recreation and culture services from the Urbans; and

WHEREAS, the Urbans have developed and maintained the facilities and infrastructure required to provide municipal recreation and culture services to their residents and the residents of the County, and

WHEREAS, both the Urbans and the County want to ensure cost sharing for municipal recreation and culture services is equitable and fair as per the AUMA and RMA Principles Guiding the Development of Cost Sharing Arrangements, and

WHEREAS, both the Urbans and the County are desirous of maintaining one agreement between the parties regarding municipal recreation and culture services to the greatest extent possible.

NOW THEREFORE, by mutual covenant of the parties hereto it is agreed as follows:

1. DEFINITIONS

- 1.1. "Capital" means new facilities, expansions to existing facilities and intensification of use of existing facilities;
- 1.2. "County" shall mean Lethbridge County;
- 1.3. "Municipalities" shall mean collectively the Town of Coaldale, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, the Village of Barons and Lethbridge County;
- 1.4. "Region" will refer to the geographical area within Lethbridge County and will include all Municipalities;
- 1.5. "Services" means those services that both parties are desirous of joint cost sharing and includes recreation and culture services;
- 1.6. "Urbans" shall mean collectively the Town of Coaldale, Town of Coalhurst, Town of Nobleford, Town of Picture Butte and Village of Barons;
- 1.7. "Urban Recreation Service Area" shall mean the geographical area, as identified in Appendix A, showing the County area and population to which each Urban provides recreation and cultural services; and
- 1.8. "Year" means the calendar year beginning on January 1st and ending on December 31st.

2. TERM OF AGREEMENT

- 2.1. The initial term of this Agreement shall be from January 1, 2020 to December 31, 2024 unless specified otherwise in this Agreement.
- 2.2. In the event of termination by one of the Urbans, the Agreement shall remain in place for the County and the remaining Urbans.
- 2.3. Any party may terminate this Agreement at any time, without cause, by providing one (1) year's written notice to the other parties.

3. SCHEDULE OF PAYMENTS

- 3.1. Unless otherwise provided in this Agreement, payments shall be made on a quarterly basis (March 31, June 30, September 30, December 31 in any year) if invoiced at least thirty days in advance or within thirty days of receipt of an invoice.
- 3.2. An invoice shall be deemed to have been received seven days from postmark of mailing.

4. INTERMUNICIPAL COOPERATION

- 4.1. The Municipalities agree to meet no later than April 30, 2023 to review the terms and conditions of this Agreement and develop recommendations to the respective Councils on all matters related to recreation and cultural strategic direction and cooperation affecting the Region's residents, except matters where other current operating structures and mechanisms are operating successfully.
- 4.2. The County recognizes that the Urbans have ownership and operational control of the recreation and culture facilities and services offered by the Urbans and further the County recognizes the Urbans' Capital contribution for the development of these facilities.

5. GENERAL TERMS

- 5.1. The parties agree that in consideration of the payments for recreation and culture facilities and services provided herein, the residents of the County shall be afforded the same access to the recreation and culture facilities and services at the same cost, including user fees, as residents of the Urbans for recreation and culture facilities and services provided by the Urbans.

6. MUNICIPAL SERVICES -OPERATIONAL AND CAPITAL COSTS

- 6.1. Parks and Open Spaces
 - 6.1.1. Each of the Municipalities will continue to operate the parks and open spaces within their respective municipalities at their own cost and all residents of the Region will be provided access to the parks and open spaces for the same fee.
- 6.2. Recreation and Culture
 - 6.2.1. The Municipalities agree recreation and culture facilities and services may require contribution from taxpayers in order to subsidize youth and senior programs.
 - 6.2.2. For the purposes of this Agreement, the County will contribute funding to the Urbans to assist in the cost of providing recreation and culture facilities and services, except as elsewhere provided in this Agreement, including the operation and maintenance of all indoor and outdoor recreation and culture facilities located in the Urbans.
The Municipalities agree that the funding to be provided by the County will be phased in over a five-year period as follows:

Year	Funding Provided by the County
2020	\$250,000
2021	\$253,750
2022	\$257,556
2023	\$261,420
2024	\$265,341

6.2.3. The Municipalities agree that the funding to be provided by the County shall be distributed among the Urbans on a per capita basis calculated based on the County population serviced by each Urban, taking into consideration the recreation and culture facilities and services provided by each Urban.

6.2.3.1. The funding to be provided by the County shall be distributed among the Urbans in accordance with the formulas set out in Appendix B. These formulas are based upon the following principles:

6.2.3.1.1. Funding is to be provided to the Urbans as per Section 6.2.4.

6.2.3.1.2. An amount of base funding is to be provided to all Urbans.

6.2.3.1.3. The remaining funds will be allocated as follows:

6.2.3.1.3.1. 36% to the Urbans that operate a pool

6.2.3.1.3.2. 46% to the Urbans that operate a skating arena

6.2.3.1.3.3. 18% to Urbans that do not operate a pool or skating arena

6.2.4. The Municipalities agree and acknowledge that the funding to be provided by the County, as outlined in Section 6.2.3., will fund both operational and Capital expenses incurred by the Urbans in relation to the recreation and culture facilities and services. No additional funding for Capital expenses will be allocated by the County to the Urbans for the Term of this Agreement.

6.2.5. The Municipalities shall each use all funding received from the County pursuant to this Agreement solely for the purpose for which it was intended and shall provide the County, on request, a summary of annual and operating and capital costs for their recreation and culture facilities and services.

6.2.6. The parties agree the provision of funding by the County is in consideration for the Urbans providing recreation and culture facilities and services. The Urbans shall operate, or cause to be operated, their respective recreation and culture facilities in accordance with all applicable federal and provincial legislation and regulations and with the degree of skill, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced operator of like facilities.

6.2.7. The Urbans may undertake any upgrades or enhancement to a recreation and culture facility or change any recreation and culture services provided as it deems appropriate, in its sole discretion, in accordance with all applicable federal and provincial legislation and regulations and in a good and workmanlike manner.

7. FUNDING ADJUSTMENTS

7.1. POPULATION ADJUSTMENTS – Federal Census population statistics will be used to calculate the populations for the Region and the Urban Recreation Service Area. When a new Federal Census is released the Chief Administrative Officers for each of the Municipalities shall meet within six months to reach an agreement on the populations in the Urban Recreation Service Area, which shall be used to amend Appendix B accordingly.

8. INDEMNITY

- 8.1. The Urbans shall each indemnify and hold harmless the County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of that Urban, their employees or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.
- 8.2. The County shall indemnify and hold harmless each of the Urbans, their employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County, its employees or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.
- 8.3. The County shall not be liable or responsible for any bodily or personal injury or property damage of any nature whatsoever which may be suffered or sustained by any one of the Urbans, their employees or agents in the performance of this Agreement.
- 8.4. The Urbans shall not, jointly or individually, be liable or responsible for any bodily or personal injury or property damage of any nature whatsoever which may be suffered or sustained by the County, its employees or agents in the performance of this Agreement.

9. DISPUTE RESOLUTION

- 9.1. The Municipalities will meet and attempt to resolve any dispute.
- 9.2. In the event the Municipalities are unable to resolve an issue, the next step will be to seek the assistance of a mediator.
- 9.3. If the dispute cannot be resolved through the process set out in Sections 9.1 and 9.2 herein, the dispute shall be resolved by arbitration before a single arbitrator agreed upon by the parties or, in default of such agreement, before a single arbitrator appointed by a court in accordance with the *Arbitration Act* (Alberta). The arbitration shall be conducted in accordance with the *Arbitration Act* (Alberta) and the decision of the arbitrator shall be final and binding on the parties.

10. GENERAL PROVISIONS

- 10.1. This Agreement constitutes the entire Agreement between the parties hereto with respect to the matters provided for herein and cancels and supersedes any prior understandings, agreements, negotiations and discussions between the parties except as stated in this Agreement.
- 10.2. This Agreement may not be amended or modified in any respect except by written instrument executed by each of the parties hereto.
- 10.3. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same agreement.
- 10.4. This Agreement may not be assigned by any of the parties hereto without the prior written consent of the other parties hereto, which may be withheld by either party in its sole and unfettered discretion.
- 10.5. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, including any successor by reason of amalgamation of any party, administrators and permitted assigns.

Written notice under this Agreement shall be addressed as follows:

In the case of the County to:

Lethbridge County
c/o Chief Administrative Officer
#100, 905 – 4th Avenue South
Lethbridge, AB., T1J 4E4

In the case of the Town of Coaldale to:

Town of Coaldale
c/o Chief Administrative Officer
1920 – 17th Street
Coaldale, AB., T1M 1M1

In the case of the Town of Coalhurst to:

Town of Coalhurst
c/o Chief Administrative Officer
P.O. Box 456
Coalhurst, AB., T0L 0V0

In the case of the Town of Nobleford to:

Town of Nobleford
c/o Chief Administrative Officer
P.O. Box 67
Nobleford, AB., T0L 1S0

In the case of the Town of Picture Butte:

Town of Picture Butte
c/o Chief Administrative Officer
P.O. Box 670
Picture Butte, AB., T0K 1V0

In the case of the Village of Barons:

Village of Barons
c/o Chief Administrative Officer
P.O. Box 129
Barons, AB., T0L 0G0

IN WITNESS WHEREOF the parties to this recreation funding memorandum of Agreement have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

LETHBRIDGE COUNTY

Reeve

Chief Administrative Officer

TOWN OF COALDALE

Mayor

Chief Administrative Officer

TOWN OF COALHURST

Mayor

Chief Administrative Officer

TOWN OF NOBLEFORD

Mayor

Chief Administrative Officer

TOWN OF PICTURE BUTTE

Mayor

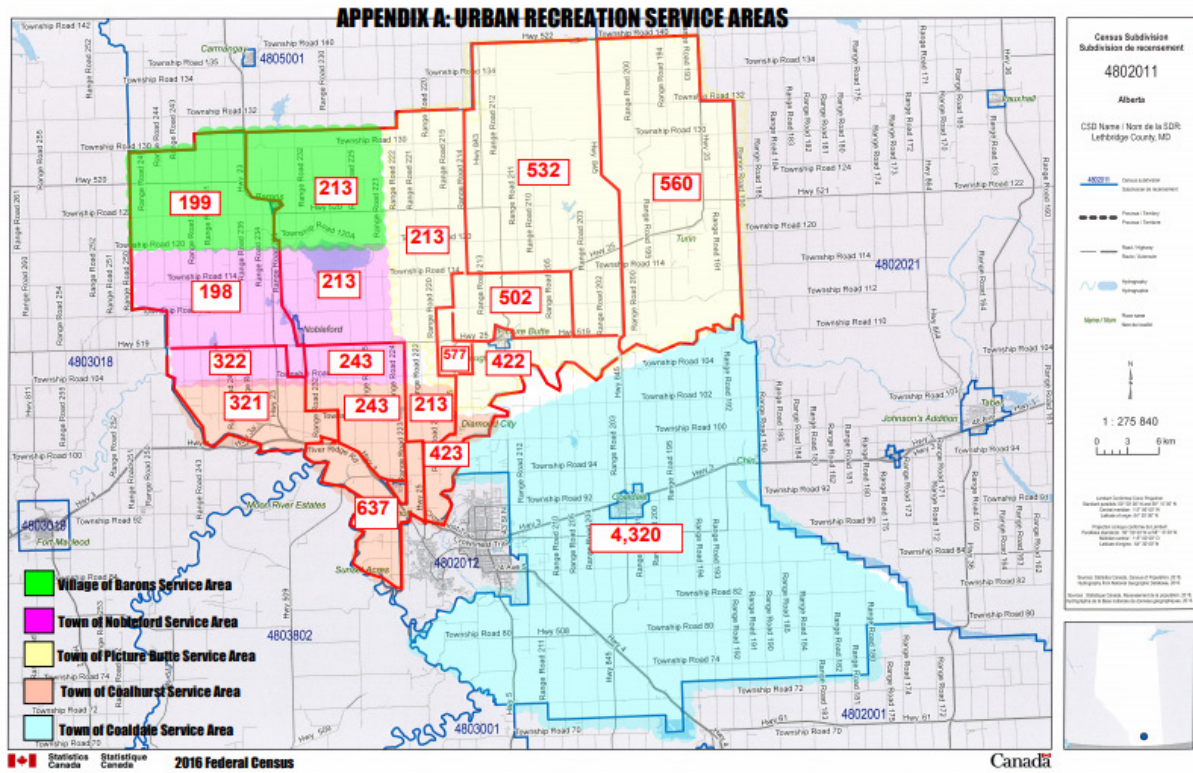
Chief Administrative Officer

VILLAGE OF BARONS

Mayor

Chief Administrative Officer

APPENDIX A Urban Recreation Service Area



APPENDIX B
Recreation Funding Distribution Calculations

Urban Recreation Service Area	Population	
Barons	412	
Nobleford	976	
Coalhurst	1,837	
Picture Butte	2,806	
Coaldale	4,320	
TOTAL	10,351	
Base Funding Calculations	Population	
No arena or pool county popula	3,225	
(Barons, Nobleford, Coalhurst)		
Percentage of Lethbridge Count	31.16%	
Funds allocated by County	Base Funding Amount	
\$250,000	\$ 77,891.03	
Base Funding Allocation	Amount	
Barons	\$ 3,100.29	
Nobleford	\$ 7,344.38	
Coalhurst	\$ 13,823.38	
Picture Butte	\$ 21,115.08	
Coaldale	\$ 32,507.90	
	\$ 77,891.03	
Funds remaining after base fund	\$ 172,108.97	
Pool and Arena and Other Calcu	Amount	
Pool	\$ 61,959.23	36%
Arena	\$ 79,170.13	46%
Other	\$ 30,979.62	18%
	\$ 172,108.97	100%
Pool Allocation Distributed	Amount	County Population
Picture Butte	\$ 36,100.49	6,031
Coaldale	\$ 25,858.75	4,320
	\$ 61,959.23	10,351

APPENDIX B - continued
Recreation Funding Distribution Calculations

Skating Arena Distributed	Amount	County Population			
Picture Butte	\$ 46,128.40	6,031			
Coaldale	\$ 33,041.73	4,320			
	\$ 79,170.13	10,351			
Other Distributed	Amount	Population			
Barons	\$ 3,957.71	412			
Nobleford	\$ 9,375.54	976			
Coalhurst	\$ 17,646.37	1,837			
Picture Butte	\$ -	-			
Coaldale	\$ -	-			
	\$ 30,979.62	3,225			
Summary of Total Allocations	Amount	Per Capita			
Barons	\$ 7,058.00	\$ 17.13			
Nobleford	\$ 16,719.91	\$ 17.13			
Coalhurst	\$ 31,469.75	\$ 17.13			
Picture Butte	\$ 103,343.97	\$ 17.14			
Coaldale	\$ 91,408.37	\$ 21.16			
	\$ 250,000.00				
Summary of Total Allocations	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89
Barons	\$ 7,058.00	\$ 7,163.87	\$ 7,271.32	\$ 7,380.39	\$ 7,491.10
Nobleford	\$ 16,719.91	\$ 16,970.71	\$ 17,225.27	\$ 17,483.65	\$ 17,745.91
Coalhurst	\$ 31,469.75	\$ 31,941.80	\$ 32,420.93	\$ 32,907.24	\$ 33,400.85
Picture Butte	\$ 103,343.97	\$ 104,894.12	\$ 106,467.54	\$ 108,064.55	\$ 109,685.52
Coaldale	\$ 91,408.37	\$ 92,779.50	\$ 94,171.19	\$ 95,583.76	\$ 97,017.51
	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89

County	
Dissemination Area	2016 Populations
A	397
B	852
C	532
D	560
E	502
F	577
G	845
H	486
I	643
J	637
K	4320
TOTAL	10351

AGENDA ITEM REPORT



Title: Council Remuneration Policy #183 (Rescinding Policy #177)
Meeting: County Council - 16 Apr 2020
Department: Administration
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 06 Apr 2020

STRATEGIC ALIGNMENT:



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Strong Working
Relationships

EXECUTIVE SUMMARY:

While maintaining their duties, County Council faces many challenges due to the COVID-19 pandemic such as social distancing and having to represent the public through technical means. Due to these unprecedented times and changes in how Council duties can be performed, administration felt that moving Council to salaried compensation, as in person meetings are not feasible and per diems are not being paid, would be a positive alternative. This would also promote more transparency to the public, aligning with the strategic values as well as fairness and equity among council.

RECOMMENDATION:

That County Council approves Policy #183 - Council Remuneration 2020 as presented.
That County Council rescind Policy #177 - Council Remuneration 2019.

PREVIOUS COUNCIL DIRECTION / POLICY:

Updated Council Remuneration Policy #183
Council Remuneration Policy #177

BACKGROUND INFORMATION:

Currently as per the Council Remuneration Policy #177, Council receives a monthly allowance for Council related commitments, meetings with citizens, telephone calls, time spent preparing for council and other meetings and the operation of a home office. In addition to the monthly allowance Council is eligible to claim a per diem for attending council and committee meetings, planning sessions, work shops, other meetings related to Council business, conference attendance, etc.

As the County and municipalities around the world are facing significant operational changes due to COVID-19 and having to institute more electronic forms of hosting and attending meetings,

administration wanted to bring back the option of Council considering a salary based compensation as Council is still active in their roles but limited to attending and serving in a more technical manner.

ALTERNATIVES:

1. Approve the new Policy (#183) as presented with changes
2. Retain the current policy (#177) as is.

FINANCIAL IMPACT:

The recommended salary amounts would have minimal financial implications as the proposed remuneration is based on Councils average annual allowance and estimated per diems and which are included in the 2020 approved budget. If at year end there is an overage due to future travel and additional expenses are incurred, Council can review the deficit and has the option of funding it from a reserve such as the Council Discretionary Reserve.

REASON(S) FOR RECOMMENDATION(S):

A salary structure would simplify the administration of Council pay for both Council and Administrative staff, as well as provide for more accurate budgeting as the salaries would be set amounts and not based on averages for per diems. The salary portion would cover all "regular" business type functions of Council that are carried out as part of the Roles and Responsibilities as set out in the Municipal Government Act (MGA) as well as adhering to the Councillors Code of Conduct Bylaw #17-044 in that all members are attending to the duties. Additionally, salary pay would ensure fairness amongst councillor claims of duties and attendance.

Outlined below are some Pros and Cons of moving to Salary Remuneration for Council consideration:

PROS

- Steady, reliable income;
- Can attend community functions without requiring Council approval;
- Promotes fairness and equity as each Councillor will be paid at the same rate (with the exception of the Reeve

CONS

- Some months may have more meetings than others;
- Councillors may not attend as many meetings if they are being paid a salary rather than per diem to attend (although Council Code of Conduct Bylaw and MGA Regulations should be adhered to)
- Timesheets will still be required for per diems for "out of county" conferences/conventions

ATTACHMENTS:

[177 Council Remuneration Policy 2019](#)
[Revised Council Remuneration Policy 2020](#)



Lethbridge County Policy Handbook

EFFECTIVE: January 3, 2019

SECTION: 100 NO. 177 Page 1 of 5

APPROVED BY:

SUBJECT: Council Remuneration

REVISED DATE:

1. **PREAMBLE**

- 1.1 Members of council will be provided with remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

2. **PURPOSE**

- 2.1 This policy provides guidelines and procedures for the remuneration of council.

3. **DEFINITIONS**

- 3.1 **Council** includes the reeve and all councillors.
- 3.2 **Reeve** is a member of council appointed annually at the organizational meeting to fill the position of reeve.
- 3.3 **Deputy Reeve** is a councillor appointed annually at the organizational meeting to fill the position of deputy reeve and may act as reeve in the reeve's absence.
- 3.4 **Per Diems** are the rates paid to councillors for attending to municipal business in accordance with this policy.

4. **RESPONSIBILITIES**

- 4.1 Council is responsible for reviewing and approving this policy once each term (every four (4) years), including an external rate review.
- 4.2 Councillors are responsible for submitting per diem expense claims.
- 4.3 The reeve is responsible for approving per diem expense claims.

5. **ALLOWANCES**

- 5.1 A monthly allowance is paid to all councillors for meetings with citizens, telephone calls, time spent preparing for council and other meetings and the operation of a home office.
- 5.2 An additional monthly allowance is paid to the reeve and deputy reeve for the various commitments arising from those positions.
- 5.3 Monthly allowances are taxable and will be paid monthly with the regular payroll cycle.



Lethbridge County Policy Handbook

EFFECTIVE: January 3, 2019

SECTION: 100 NO. 177 Page 2 of 5

APPROVED BY:

SUBJECT: Council Remuneration

REVISED DATE:

- 5.4 The reeve, deputy reeve and councillors will be remunerated at the rates as set out below and as increased annually with the annual cost of living adjustment approved for non-union personnel. Monthly allowances for 2019 are:

5.4.1	Councillor allowance	\$ 583 per month
5.4.2	Deputy Reeve, additional allowance	\$ 834 per month
5.4.3	Reeve, additional allowance	\$1,112 per month

6. COMMUNICATION ALLOWANCE

- 6.1 Councillors will receive a monthly communication allowance as compensation for communication expenses incurred while conducting County business.
- 6.2 The communication allowance is taxable and will be paid monthly with the regular payroll cycle. The communication allowance is as set out below and is not subject to an annual increase:
- 6.2.1 Communication allowance \$50 per month

7. PER DIEMS

- 7.1 Councillors are eligible to claim per diems for attending to the following municipal business:
- 7.1.1 Regular scheduled council meetings, committee of the whole meetings (budget meetings), and special council meetings (including public hearings);
- 7.1.2 Internal and external committee meetings (for which no other per diem has been received);
- 7.1.3 Informal and formal meetings with the CAO, staff and council;
- 7.1.4 Meetings to complete the CAO performance review;
- 7.1.5 Council planning sessions and/or other workshops, as required or requested to attend;
- 7.1.6 Council in-house orientation sessions;



Lethbridge County Policy Handbook

EFFECTIVE: January 3, 2019

SECTION: 100 NO. 177 Page 3 of 5

APPROVED BY:

SUBJECT: Council Remuneration

REVISED DATE:

- 7.1.7 Business meetings with other municipal councils;
- 7.1.8 Meetings with other government agencies and businesses on behalf of the County;
- 7.1.9 Public workshops, open houses and other public input sessions;
- 7.1.10 Preparation time for council and committee meetings;
- 7.1.11 Conferences and conventions for the following associations:
 - a) Agriculture Service Board (ASB) (*summer and winter*);
 - b) Community Planning Association of Alberta (CPAA);
 - c) Economic Developers Alberta (EDA);
 - d) Rural Municipalities of Alberta (RMA) (*spring and fall*) and;
 - e) Federation of Canadian Municipalities (FCM).
 - *Reeve and Deputy Reeve to attend each year*
 - *2 additional Councillors to also attend each year (cannot attend consecutive years)*
- 7.1.12 Grand openings or meetings outside Lethbridge County, if formally invited to present a verbal or written presentation;
- 7.1.13 Online or in-person educational, training, orientation courses as approved by council; and
- 7.1.14 All other functions outside the municipal boundary as approved by council or made at the request of the reeve.
- 7.2 The following functions/events are NOT eligible for per diems:
 - 7.2.1 Staff events such as municipal services spring safety breakfast, ROADEO, and project ribbon cuttings;
 - 7.2.2 Informal meetings with other municipal councils, including dinners and socials;
 - 7.2.3 Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Lethbridge County initiative or facility;



Lethbridge County Policy Handbook

EFFECTIVE: January 3, 2019

SECTION: 100 NO. 177 Page 4 of 5

APPROVED BY:

SUBJECT: Council Remuneration

REVISED DATE:

- 7.2.4 Staff social functions, such as employee recognition night, annual holiday BBQ, farewell events for staff and council; and
- 7.2.5 Social functions held within the municipal boundary when attending as dignitaries representing council such as Remembrance Day ceremonies, Canada Day events, annual community celebrations/parades, and ribbon cuttings/grand openings.
- 7.3 Per diem rates in effect upon approval of this policy are set out below and may be adjusted annually by council during the budget process:
 - 7.3.1 Up to 4 hours (half day): \$153
 - 7.3.2 Over 4 hours and up to 8 hours (full day): \$306
 - 7.3.3 Over 8 hours (1.5 days): \$459
(maximum amount claimable is 1.5 days)
- 7.4 Time calculated for per diem claims includes travel time to and from the activity.
- 7.5 Per diem expense claims should be submitted and approved monthly with the regular Lethbridge County pay cycle.
- 7.6 Remuneration for per diems must be reviewed and approved by the reeve or deputy reeve to ensure compliance with this policy. Where remuneration or expenses requested are beyond those outlined in this policy or a conflict arises, the matter will be referred to council for resolution.

8. MILEAGE

- 8.1 Mileage claims will be paid as per the Lethbridge County Travel Expenses Policy #155.
 - 8.1.1 Mileage to/from the County Administration Building should be marked separately on the per diem expense sheet as this amount is taxable as per Canada Revenue Agency guidelines.
 - 8.1.2 All other mileage paid is not taxable and should be marked properly on the per diem expense sheet.



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9. GENERAL

- 9.1 Expenses incurred by members of council while travelling on County business, including mileage (where applicable) and subsistence (meals), will be reimbursed in accordance with the Lethbridge County Travel Expenses Policy #155. *Please note that Lethbridge County does not reimburse for spousal expenses related to conferences or travel.*
- 9.2 Members of council will be provided with the technology needed to perform their official functions in accordance with the Lethbridge County Technology for County Councillors Policy #158.

10. BENEFITS

- 10.1 The following benefits are available to members of Council; premiums are paid 100% by Lethbridge County: Group Life Insurance, Dependent Life Insurance, Extended Health and Dental.
- 10.2 If a councillor no longer qualifies for these benefits because of age, the County will pay any premiums for Senior's Plus coverage with Blue Cross if applicable.

11. EXCEPTIONS

- 11.1 Exceptions to this policy may be made by majority vote of council.

12. VISION ALIGNMENT

- 12.1 The Council Remuneration Policy provides for fiscal responsibility and public transparency.

13. RELATED DOCUMENTS

- 13.1 Travel Expenses Policy #155
- 13.2 Technology for County Councillors Policy #158



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1. **PREAMBLE**

- 1.1 Members of council will be provided with remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

2. **PURPOSE**

- 2.1 This policy provides guidelines and procedures for the remuneration of council.

3. **DEFINITIONS**

- 3.1 **Council** includes the reeve and all councillors.
- 3.2 **Reeve** is a member of council appointed annually at the organizational meeting to fill the position of reeve.
- 3.3 **Deputy Reeve** is a councilor(s) appointed annually at the organizational meeting to fill the position of deputy reeve and may act as reeve in the reeve's absence.
- 3.4 **Per Diems** are the rates paid to councillors for attending to municipal business in accordance with this policy.

4. **RESPONSIBILITIES**

- 4.1 Council is responsible for reviewing and approving this policy once each term (every 4 years), including an external rate review.
- 4.2 Councillors are responsible for submitting per diem expense claims.
- 4.3 The reeve is responsible for approving per diem expense claims.

5. **BASIC RATE**

- 5.1 The basic rate is paid to councillors for attending to the following municipal business:
- 5.1.1 Regularly scheduled council meetings, committee of the whole meetings (budget meetings), and special council meetings (including public hearings);



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- 5.1.2 Internal and external committee meetings (unless out of County travel required);
- 5.1.3 Informal and formal meetings with the CAO, staff and council;
- 5.1.4 Meetings to complete the CAO performance review;
- 5.1.5 Council planning sessions and/or other workshops, as required or requested to attend;
- 5.1.6 Staff events such as municipal services spring safety breakfast, ROADEO, and project ribbon cuttings;
- 5.1.7 Council in-house orientation sessions;
- 5.1.8 Business and informal meetings with other municipal councils, including dinners and socials;
- 5.1.9 Meetings with other government agencies and businesses on behalf of the County (inside the municipal boundary);
- 5.1.10 Preparation time for council and committee meetings;
- 5.1.11 Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Lethbridge County initiative or facility;
- 5.1.12 Public workshops, open houses and other public input sessions;
- 5.1.13 Staff social functions, such as employee recognition night, annual holiday BBQ, farewell events for staff and council; and
- 5.1.14 Meetings/social functions held within the municipal boundary when attending as dignitaries representing council such as Remembrance Day ceremonies, Canada Day events, annual community celebrations/parades, and ribbon cuttings/grand openings.



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5.2 The basic rate is taxable and will be paid monthly with the regular payroll cycle.

5.3 The reeve and councillors will be remunerated at the following rates as set out below and as increased annually with the annual cost of living adjustment approved for non-union personnel. Basic annual rates for are:

5.3.1	Reeve	\$62,000
5.3.2	Council	\$37,150

6. **BASIC TRAVEL ALLOWANCE**

6.1 Mileage to/from any of the meetings itemized in section 5 will be included in a monthly travel allowance.

6.2 The basic travel allowance rate is taxable and will be paid monthly with the regular payroll cycle.

6.3 Calculations are based on the estimated number of meetings included in the basic rate and the distance from a councillors home to the County Administration Building using current CRA mileage rates. Allowances for are as follows:

6.3.1	Reeve	\$5,000
6.3.2	Council	\$4,125

7. **PER DIEMS**

7.1 Councillors are eligible to claim per diems for attending to the following municipal business:

7.1.1 Conferences and conventions for the following associations:

- a) Agriculture Service Board (ASB) (*summer and winter*);
- b) Community Planning Association of Alberta (CPAA);
- c) Economic Developers Alberta (EDA);
- d) Rural Municipalities of Alberta (RMA) (*spring and fall*) and;
- e) Federation of Canadian Municipalities (FCM).
 - *Reeve and Deputy Reeve to attend each year*
 - *2 additional Councillors to also attend each year (cannot attend consecutive years)*



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- 7.1.2 Meetings with other government agencies and businesses on behalf of the County (outside of the municipal boundary);
- 7.1.3 Grand openings or meetings outside Lethbridge County, if formally invited to present a verbal or written presentations;
- 7.1.4 Online or in-person educational, training, orientation courses as approved by council; and
- 7.1.5 All other functions outside the municipal boundary as approved by council or made at the request of the reeve.
- 7.2 Per diem rates in effect upon approval of this policy are set out below and may be adjusted annually by council during the budget process:
 - 7.2.1 Up to 4 hours (half day): \$153
 - 7.2.2 Over 4 hours and up to 8 hours (full day): \$306
 - 7.2.3 Over 8 hours (1.5 days): \$459
(maximum amount claimable is 1.5 days)
- 7.3 Time calculated for per diem claims includes travel time to and from the activity. Mileage claims will be paid as per the Lethbridge County Travel Expenses Policy #155.
- 7.4 Per diem expense claims should be submitted and approved monthly with the regular Lethbridge County pay cycle.
- 7.5 Remuneration for per diems must be reviewed and approved by the reeve or deputy reeve to ensure compliance with this policy. Where remuneration or expenses requested are beyond those outlined in this policy or a conflict arises, the matter will be referred to council for resolution.

8. GENERAL

- 8.1 Expenses incurred by members of council while travelling on County business, including mileage (where applicable) and subsistence (meals), will be reimbursed in accordance with the Lethbridge County Travel Expenses Policy #155. *Please note that Lethbridge County does not reimburse for spousal expenses related to conferences or travel.*
- 8.2 Expenses relating to a home office will not be reimbursed.



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- 8.3 Members of council will be provided with the technology needed to perform their official functions in accordance with the Lethbridge County Technology for County Councillors Policy #158.

9. EXTENDED ABSENCES

- 9.1 A councillor who is absent for more than one (1) month will not be paid for the basic rate or basic travel allowance for that period, unless otherwise approved by council.

10. BENEFITS

- 10.1 The following benefits are available to members of Council; premiums are paid 100% by Lethbridge County: Group Life Insurance, Dependent Life Insurance, Extended Health and Dental.
- 10.2 If a councillor no longer qualifies for these benefits because of age, the County will pay any premiums for Senior's Plus coverage with Blue Cross if applicable.

11. EXCEPTIONS

- 11.1 Exceptions to this policy may be made by majority vote of council.

12. VISION ALIGNMENT

- 12.1 The Council Remuneration Policy provides for fiscal responsibility and public transparency.

13. RELATED DOCUMENTS

- 13.1 Travel Expenses Policy #155
13.2 Technology for County Councillors Policy #158