



Agenda

Council Meeting | Thursday, September 18, 2025 | 9:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

4 - 8

1. **County Council Meeting Minutes**
[Council Meeting - 04 Sep 2025 - Minutes](#)

D. SUBDIVISION APPLICATIONS

9 - 20

1. **Subdivision Application #2025-0-122 – Hirsche Holdings**
- Lot 1, Block 1 and Lot 1, Block 2, Plan 1312563 within SW1/4 29-9-21-W4M
[Subdivision Application #2025-0-122 – Hirsche Holdings - Lot 1, Block 1 and Lot 1, Block 2, Plan 1312563 within SW1/4 29-9-21-W4M](#)

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2. **Subdivision Application #2025-0-118 – Cox**
- NE1/4 26-10-20-W4M
[Subdivision Application #2025-0-118 – Cox - NE1/4 26-10-20-W4M](#)

E. PUBLIC HEARINGS

29 - 50

1. **Bylaw 25-020 – Amendment to the Land Use Bylaw to re-designate from Urban Fringe (UF) to Direct Control (DC) - A portion of Plan 1311166 Block 2 Lot 1 in NE 23-9-20-W4 – Public Hearing**
[Bylaw 25-020 – Amendment to the Land Use Bylaw to re-designate from Urban Fringe \(UF\) to Direct Control \(DC\) - A portion of Plan 1311166 Block 2 Lot 1 in NE 23-9-20-W4 – Public Hearing](#)

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2. **Bylaw 25-019 - Amendment to the Land Use Bylaw to re-designate from Rural Agriculture (RA) to Rural General Industrial (RGI) - Portions of legal subdivision 3) and (4) in the SW¼ 35-9-22-W4M which lie north west of Railway Right of Way on Plan RW1889 – Public Hearing**
[Bylaw 25-019 – Amendment to the Land Use Bylaw to re-designate from Rural Agriculture \(RA\) to Rural General Industrial \(RGI\) - Portions of legal subdivision three \(3\) and four \(4\) in the SW¼ 35-9-22-W4M which](#)

[lie north west of Railway Right of Way on Plan RW1889 – Public Hearing](#)

F. DEPARTMENT REPORTS

F.1. DEVELOPMENT & INFRASTRUCTURE

- 74 - 100 F.1.1. **Development Permit Application 2025-166 (Calvin Christian School Society of the Netherlands Reformed Congregations)**
[Development Permit Application 2025-166 \(Calvin Christian School Society of the Netherlands Reformed Congregations\)](#)

F.2. CORPORATE SERVICES

- 101 - 103 F.2.1. **2026 Budget Presentation Schedule**
[2026 Budget Presentation Schedule](#)

F.3. ADMINISTRATION

- 104 - 108 F.3.1. **Request for Sponsorship - Canada's Western Gateway: In Motion - October 9, 2025**
[Request for Sponsorship - Canada's Western Gateway: In Motion - October 9, 2025](#)
- 109 - 110 F.3.2. **South Region Agricultural Service Board Conference - Cypress County**
[South Region Agricultural Service Board Conference - Cypress County](#)
- 111 - 124 F.3.3. **Bylaw No. 25-022 Bylaw Enforcement Officer Bylaw**
[Bylaw No. 25-022 Bylaw Enforcement Officer Bylaw](#)
- 125 - 144 F.3.4. **Bylaw No. 25-012 Regional Emergency Management - Amendments**
[Bylaw 25-012 Regional Emergency Management Bylaw](#)
[Bylaw 25-012 Regional Emergency Management Bylaw](#)
[2025-09-09 Leth County REM Bylaw 25-012](#)

G. CORRESPONDENCE

- 145 1. **Minister of Transportation & Economic Corridors**
[Minister of Transportation & Economic Corridors](#)

H. COUNTY COUNCIL AND COMMITTEE UPDATES

- 146 - 149 1. **Lethbridge County Council Attendance Update - August 2025**
[Lethbridge County Council Attendance Update - August 2025](#)

I. NEW BUSINESS

J. CLOSED SESSION

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

K. ADJOURN



Minutes

Council Meeting | Thursday, September 4, 2025 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, September 4, 2025, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Tory Campbell
- Deputy Reeve John Kuerbis
- Councillor Lorne Hickey
- Councillor Mark Sayers
- Councillor Kevin Slomp
- Councillor Morris Zeinstra
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Operations Ryan Thomson
- Executive Assistant Candice Robison
- Manager, Finance and Administration Patrick Lyster
- Manager, Planning and Development Kaylyn Franklin
- Municipal Intern, Planning Hannah Laberge
- Senior Planner Steve Harty

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:02 a.m.

Reeve Campbell read the following land acknowledgement:

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

Reeve Campbell advised that the Public Hearing for Bylaw 25-021 has been cancelled due to a court order.

CAO Cole Beck introduced Patrick Lyster, the new Manager, Finance & Administration.
Director, Development & Infrastructure introduced Kaylyn Franklin, the new Manager, Planning & Development

B. ADOPTION OF AGENDA

The following item was removed from the agenda:

E.2. - Bylaw 25-021 - Road Closure, Sale & Consolidation of a portion of "Pothole Creek Road" - Public Hearing

228-2025	Councillor Hickey	MOVED that the September 4, 2025 Lethbridge County Council Meeting Agenda be adopted as amended.	CARRIED
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C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

229-2025	Deputy Reeve Kuerbis	MOVED that the August 14, 2025 Lethbridge County Council Minutes be adopted as presented.	CARRIED
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I. CLOSED SESSION

I.1 - Delegation - 9:05 a.m. - Reynolds Mirth Richards & Farmer (ATIA Section 32 - Privileged

Information)

230-2025 Councillor MOVED that the Lethbridge County Council Meeting move into Closed
Hickey Session, pursuant to Section 197 of the Municipal Government Act, the
time being 9:06 a.m. for the discussion on the following:

I.1. - Delegation - 9:05 a.m. - Reynolds Mirth Richards & Farmer (ATIA
Section 32 - Privileged Information)

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

231-2025 Deputy MOVED that the Lethbridge County Council Meeting move out of the
Reeve closed session at 9:59 a.m.
Kuerbis CARRIED

Reeve Campbell reconvened the regular meeting at 10:00 a.m.

Reeve Campbell recessed the meeting at 10:00 a.m.
Reeve Campbell reconvened the meeting at 10:08 a.m.

E. PUBLIC HEARINGS

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 25-018
at 10:08 a.m.

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

232-2025 Deputy MOVED that the Public Hearing for Bylaw 25-018 commence at 10:09 a.m.
Reeve CARRIED
Kuerbis

The Senior Planner reviewed Bylaw 25-018.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-018.

Sue Paton on behalf of Rocky Mountain Equipment spoke in favor of Bylaw 25-018.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-018.

No further comments were made.

233-2025 Councillor MOVED that the Public Hearing for Bylaw 25-018 adjourn at 10:23 a.m.
Zeinsträ CARRIED

Reeve Campbell reconvened the regular meeting at 10:24 a.m.

234-2025 Councillor MOVED that Bylaw 25-018 be read a second time.
Sayers CARRIED

235-2025 Councillor MOVED that Bylaw 25-018 be read a third time.
Hickey CARRIED

D. **SUBDIVISION APPLICATIONS**

D.1. **Subdivision Application #2025-0-120 McCutcheon**
- Lot 1, Block 1, Plan 9111966 within SE1/4 6-8-20-W4M

236-2025 Deputy Reeve Kuerbis MOVED that the Agricultural subdivision of Lot 1, Block 1, Plan 9111966 within SE1/4 6-8-20-W4M (Certificate of Title No. 021 263 965, 251 151 256 +1), to enable a property line adjustment (reconfiguration) by subdividing a 0.49-acre (0.20 ha) portion of land from a title comprised of 38.04-acres (15.39 ha) and consolidating it to a 4.25-acre (1.72 ha) title; BE APPROVED subject to the following:

RESERVE:
The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 0.49-acres at the market value of \$_____ per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat 251 151 257 shall be adjusted to reflect this, and a caveat be registered on the remaining 37.55acres be adjusted accordingly less the amount of the 0.49-acres difference, with the actual acreage and amount to be determined at the final stage, upon receipt of the final subdivision plan.

CONDITIONS:
1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required.
3. That the titles and 0.49-acre portion of land to be subdivided and consolidated to create the enlarged 4.74-acre yard title be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.
5. That any easement(s) as required by utility companies, or the municipality for drainage or utilities, shall be established.

CARRIED

F. **DEPARTMENT REPORTS**

F.1. **CORPORATE SERVICES**

F.1.1. **Tax Penalty Reduction Request - Roll #'s 71220300, 15690100 & 15700100**

237-2025 Deputy Reeve Kuerbis MOVED that Council not reduce the tax penalties as requested for roll numbers 71220300, 15690100 & 15700100.

CARRIED

F.2. **ADMINISTRATION**

F.2.1. **2025 Stirling Wind Community Benefit Scholarship Program**

238-2025 Deputy Reeve Kuerbis MOVED that County Council approve the Stirling Wind Project Community Benefit Scholarship Program funds in the amount of \$4,000 to the following recipients:

Cherise Overeem \$2,000
Kobe Urasaki \$2,000

CARRIED

F.2.1. **2025 Bursary Awards**

239-2025 Councillor MOVED that County Council awards the 2025 Bursary in the amount of
Sayers \$1,500 each to be presented at the County Council meeting on September
18, 2025 to the following recipients:

- 1) Anna Campmans
- 2) Ava Okubo
- 3) Ethan Honess

CARRIED

F.2.2. Shaughnessy Community Association - Request for Letter of Support

240-2025 Deputy MOVED that Lethbridge County Council provide a letter of support for the
Reeve Shaughnessy Community Association's grant application to the New
Kuerbis Horizon for Seniors Program for the installation of air conditioning in the
gymnasium and the purchase of a new floor scrubber.

CARRIED

G. CORRESPONDENCE

G.1. Chinook Arch Board Report - August 2025

Council reviewed the Chinook Arch Board Report - August 2025.

G.1. Town of Coalhurst - Notice of Intent to Annex

Council received correspondence from the Town of Coalhurst regarding a Notice of Intent to Annex.

G.2. Coaldale Public Library

Council reviewed the Coaldale Public Library's September-October Newsletter and Calendar.

G.3. Honouring Traditions and Reconciliation Society

Council received correspondence from the Honouring Traditions and Reconciliation Society regarding their upcoming events taking place September 10-14, 2025.

I. CLOSED SESSION

I.2. - Chinook Intermunicipal Subdivision and Development Appeal Board - Board Appointments (ATIA Section 22 - Confidential Evaluations)

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

241-2025 Councillor MOVED that the Lethbridge County Council Meeting move into Closed
Sayers Session, pursuant to Section 197 of the Municipal Government Act, the
time being 10:51 a.m. for the discussion on the following:

I.2. - Chinook Intermunicipal Subdivision and Development Appeal Board -
Board Appointments (ATIA Section 22 - Confidential Evaluations)

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

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

CARRIED

242-2025 Deputy MOVED that the Lethbridge County Council Meeting move out of the
Reeve closed session at 11:55 a.m.
Kuerbis

CARRIED

Reeve Campbell reconvened the meeting at 11:55 a.m.

- I.1. **Chinook Intermunicipal Subdivision and Development Appeal Board - Board Appointments (ATIA Section 22 - Confidential Evaluations)**
- 243-2025 Councillor MOVED that County Council appoint Roxanne Adams, Heidi Veldman and
Slomp Everette VanEssen to serve as Lethbridge County representatives on the
Chinook Intermunicipal Subdivision and Development Appeal Board,
effective immediately.
- CARRIED

E. **ADJOURN**

- 244-2025 Councillor MOVED that the Lethbridge County Council Meeting adjourn at 11:56 a.m.
Zeinstra CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2025-0-122 – Hirsche Holdings
- Lot 1, Block 1 and Lot 1, Block 2, Plan 1312563 within SW1/4 29-9-21-W4M

Meeting: Council Meeting - 18 Sep 2025

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development	Approved - 10 Sep 2025
Devon Thiele, Director, Development & Infrastructure	Approved - 10 Sep 2025
Cole Beck, Chief Administrative Officer	Approved - 10 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The proposal is to create four new lots and reconfigure one existing lot, ranging in size from 2.00 to 2.88 acres, and one 1.94 acre Municipal Reserve (MR) lot from titled areas comprised of 14.08 acres for grouped country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2025-0-122 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

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

PREVIOUS COUNCIL DIRECTION / POLICY:

- Council designated the land for Grouped Country Residential (GCR) use in 2011.
- A comprehensive plan was also adopted for the lands, referred to as the Edgewood Stables Area Structure Plan (ASP) Bylaw No. 1362.
- The owners received Council approval in September 2024 to amend the ASP to resubdivide this area for four new lots (Bylaw 24-013 Amendment to Edgewood Stables ASP).
- The land is located within the City of Lethbridge and County IDP plan boundary. With the ASP adoption, the proposal conforms to the IDP policies applicable to this area.

BACKGROUND INFORMATION:

Located immediately north of the City of Lethbridge boundary and east of the Oldman River valley. The proposal involves the creation of four country residential lots, the reconfiguration of one lot boundary, 0.79 acres of road, and one 1.94 acre MR lot.

After ASP Bylaw No. 1362 was adopted, multiple lots were created on the east side of this subject parcel while it was left at 11.49 acres as it encompassed horse stables. In 2024, the ASP was amended to resubdivide this area as applied for. The land is located to the south of a coulee draw, and adjacent to the west side of a forced county road. There is presently a large horse barn (stable) and multiple moveable shelters situated in middle portion that will form the largest 2.88 acre lot. Another large shed and multiple shelters are situated on the northerly 2.02 acre lot.

The ASP provided subdivision criteria including development setback lines from a geotechnical report, storm water management, and the provision of MR lands for the area lying north of the stipulated setback lines to protect it (proposed Lot 19MR). The lots will be serviced by existing rural water coop units except for Lot 18 which will be a cistern and trucked water. Each lot will use an individual private septic system for sewage. Additional geotechnical field work was carried out (February 2024) with the objective of determining the general subsurface conditions in the area and assess the feasibility of soil-based sewage treatment system. The individual sewage systems must adhere to the engineer's recommendations provided in the ASP. Access to the lots will be partially provided off of the west adjacent municipal road, while the majority of lots will obtain access from a new internal cul-de-sac constructed to municipal standards. All servicing and road construction shall be constructed in consideration of the ASP and County's municipal engineering standards, and adequately addressed through the terms of the development agreement. The lands are identified as potentially containing a natural or archeological resource. There are no abandoned gas wells located in proximity to this proposal.

Overall, the proposal complies with the LUB No. 24-007 criteria for a GCR subdivision. The proposal also conforms to the ASP and IDP. The application was circulated to the required external agencies. No concerns have been expressed but TELUS requested an easement. The Alberta Historical Resources Administrator has no concerns and Historical Resources Act approval is not necessary. The City of Lethbridge has no concerns provided the application complies with the ASP and IDP.

ALTERNATIVES / PROS / CONS:

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

Pros:

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

Cons:

- a refusal would be appealed by the applicants as the application conforms to the ASP and the County's subdivision criteria have been met.

FINANCIAL IMPACT:

None direct other than future road maintenance, but the future tax situation will increase with additional residential development.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-122 Lethbridge County Approval](#)

[2025-0-122 - Diagrams](#)

[2025-0-122-Subd Sketch - Proposed with Existing Underlay](#)

RESOLUTION

2025-0-122

Lethbridge County

Country Residential subdivision of Lot 1, Block 1 and Lot 1, Block 2,
Plan 1312563 within SW1/4 29-9-21-W4M

THAT the Country Residential subdivision of Lot 1, Block 1 and Lot 1, Block 2, Plan 1312563 within SW1/4 29-9-21-W4M (Certificate of Title No. 211 215 744 +1, 211 215 744), to create four new lots and reconfigure one existing lot, ranging in size from 2.00 to 2.88 acres (0.809 to 1.167 ha) respectively, and one MR lot 1.94 acres (0.783 ha) in size, from titled areas comprised of 14.08 acres (5.70 ha) for grouped country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, is to be provided as dedicated land as a MR lot 1.94 acres in size with the actual acreage calculation of land dedicated to Lethbridge County be determined at the final plan stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may refer to the provision of any services to be at the applicant's expense, including the construction of roads, access/approaches and culverts developed to County standards, grading and development setback stipulations, address storm management, any other matter the County deems necessary, which are to be provided at the developer's expense.
3. That Lethbridge County approves and accepts the final engineering drawings for the subdivision, which may alternatively be addressed through the terms of the Development Agreement.
4. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided and the lots being created.
5. That the easement as required by TELUS shall be provided prior to finalization.
6. That a copy of architectural controls (a restrictive covenant) is provided to the satisfaction of the Subdivision Authority which shall include clauses for: future development and servicing, adherence to stipulated development setbacks, lot grading stipulations, and criteria for the design controls and building scheme. These building covenants are to be registered on title concurrently with the plan of subdivision.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision, with the conditions imposed, is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined that the proposal conforms to the Edgewood Stables ASP Amendment Bylaw 24-013 that has been adopted for the land, and also meets the criteria of the County's Land Use Bylaw in regard to the subdivision of land designated grouped country residential.

4. The land is within the Intermunicipal Development Plan with the City of Lethbridge. The proposal conforms to the IDP and the City has no objections to the subdivision proposal.

INFORMATIVE:

- (a) In respect of Section 663 of the Municipal Government Act, Reserve is required and shall be provided as land in the amount of 1.94 acres with the actual amount to be determined at the final stage for Municipal Reserve purposes.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) City of Lethbridge – Janet Gutsell, Senior Subdivision Planner:

“The City of Lethbridge has reviewed the subdivision proposal and has the following comments (originally submitted upon review of Bylaw 24-013, June 25, 2024):

- The storm pond must always have the required amount of water to provide adequate fire protection for the new development
- Care should be given to pipeline locations and should be within the public right of way or protected by an easement
- Each connection will require a cistern and flow restrictor as per the LRWSC Agreement:
 - o 5.2
 - Providing capacity exists:
 - *(b) Existing and future residential users requiring a connection providing not more than two and one quarter (2.25) liters per minute shall be freely permitted;*

In Addition:

- Clearance under the HRA should be obtained prior to approval of the subdivision.

The City has no concerns with the change in lot layout from the ASP and provided the proposed subdivision complies with the ASP and with the applicable policies of the Intermunicipal Development Plan adopted by Lethbridge County and City of Lethbridge we are fine with this plan.”

- (e) In order to protect any future facilities that will be placed to service this development, TELUS would like to be named within the General Right of Way agreement that is registered, if a General Right of Way will not be registered, please have the developer contact circulations@telus.com to initiate a TELUS Right of Way Agreement.
- (f) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

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

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

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

“Thank you for the opportunity to comment on File No. 2025-0-122. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is to subdivide to create four new lots for country residential use, and reconfigure one existing lot. Water services for the lots will be an existing rural water coop, except for Lot 18 which will have a cistern (hailed). The sewer services for the lots will be private septic systems.

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

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. The application indicates a cistern as the potable water source for Lot 18. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.

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

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

(h) SMRID – Phyllis Monks, Land Administrator:

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

- These lands are included in the Edgewood Water Co-op Ltd. and all water for these yards will be supplied through that cooperative.
- Because the lands will no longer require irrigation acres from the SMRID, we will proceed with removing these lots and the others in this portion of the SW 29-09-21- W4M from the district. The adjacent lands to the east that do carry permanent acres will remain in the district.
- A fee of \$250.00 plus G.S.T. will be due upon approval of the future subdivision application by the District.

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

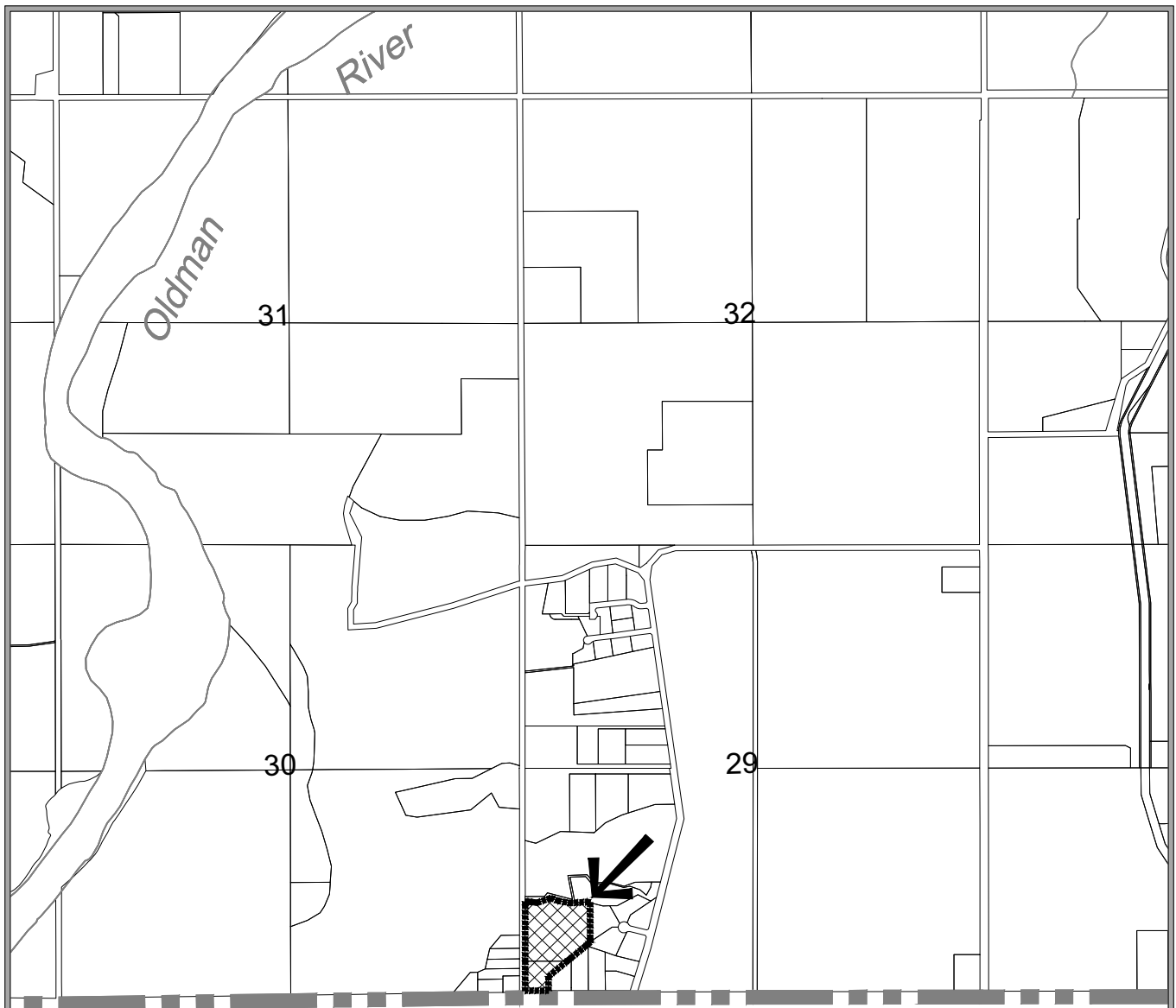
(i) Historical Resources – Barry Newton, Land Use Planner:

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

MOVER

REEVE

DATE



CITY OF LETHBRIDGE

SUBDIVISION LOCATION SKETCH

LOT 1, BLOCK 1 & LOT 1, BLOCK 2, PLAN 1312563

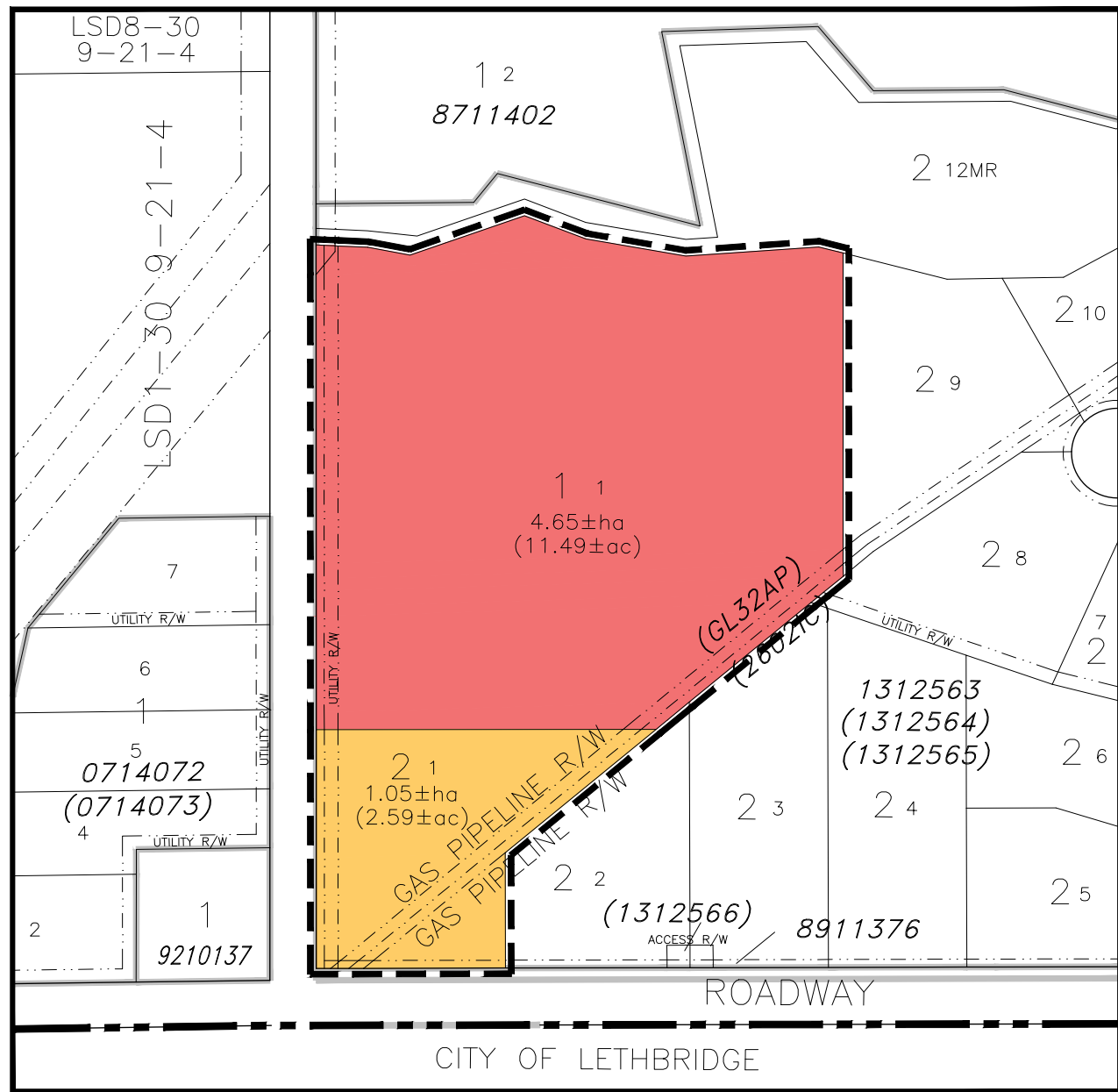
WITHIN SW 1/4 SEC 29, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JULY 28, 2025

FILE: 2025-0-122





SUBDIVISION SKETCH - EXISTING

See tentative plan of subdivision by Wilde Bros. Surveys Ltd., file no. 25106Hir

LOT 1, BLOCK 1 & LOT 1, BLOCK 2, PLAN 1312563

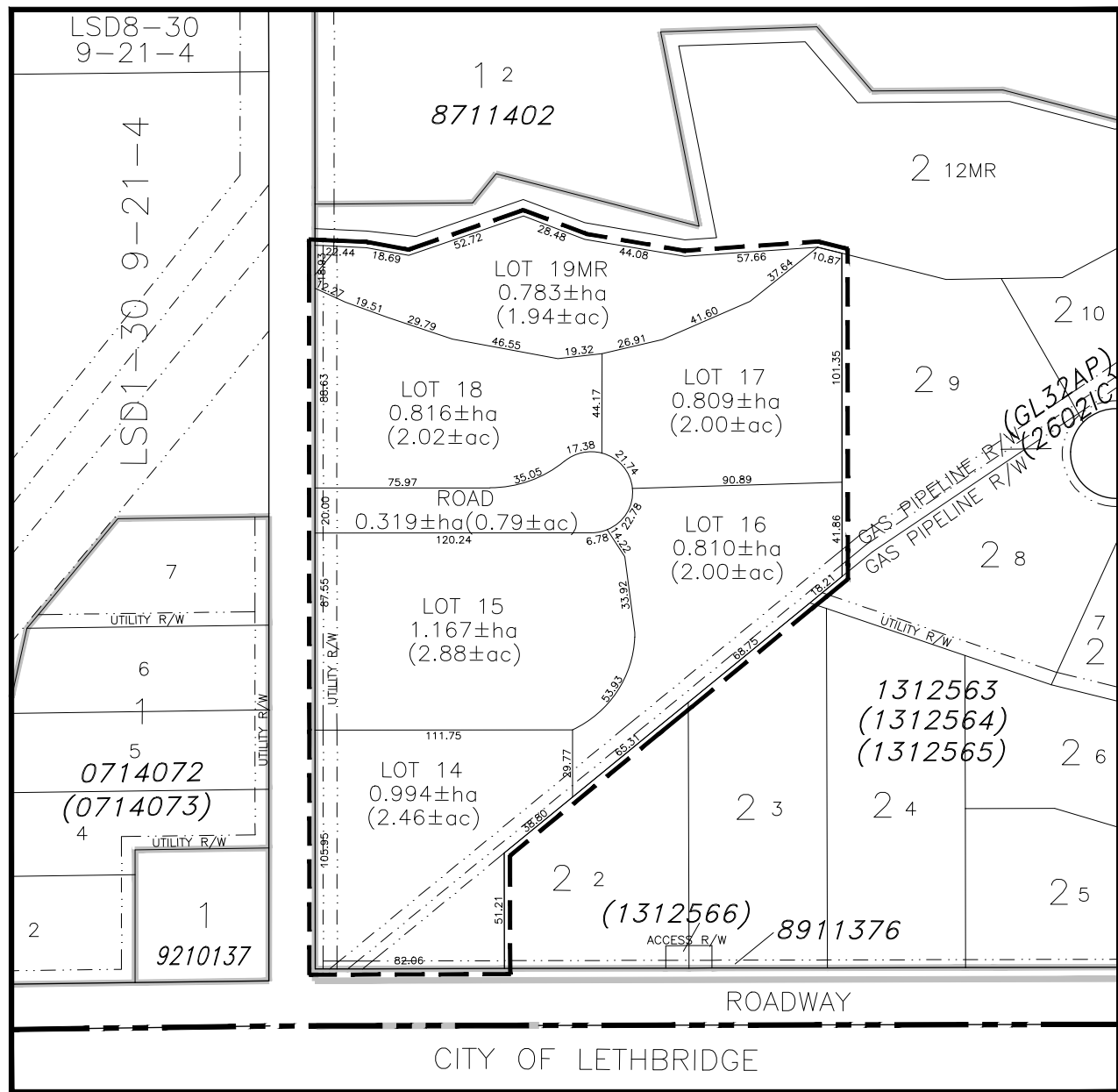
WITHIN SW 1/4 SEC 29, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JULY 28, 2025

FILE: 2025-0-122





SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Wilde Bros. Surveys Ltd., file no. 25106Hir

LOT 1, BLOCK 1 & LOT 1, BLOCK 2, PLAN 1312563

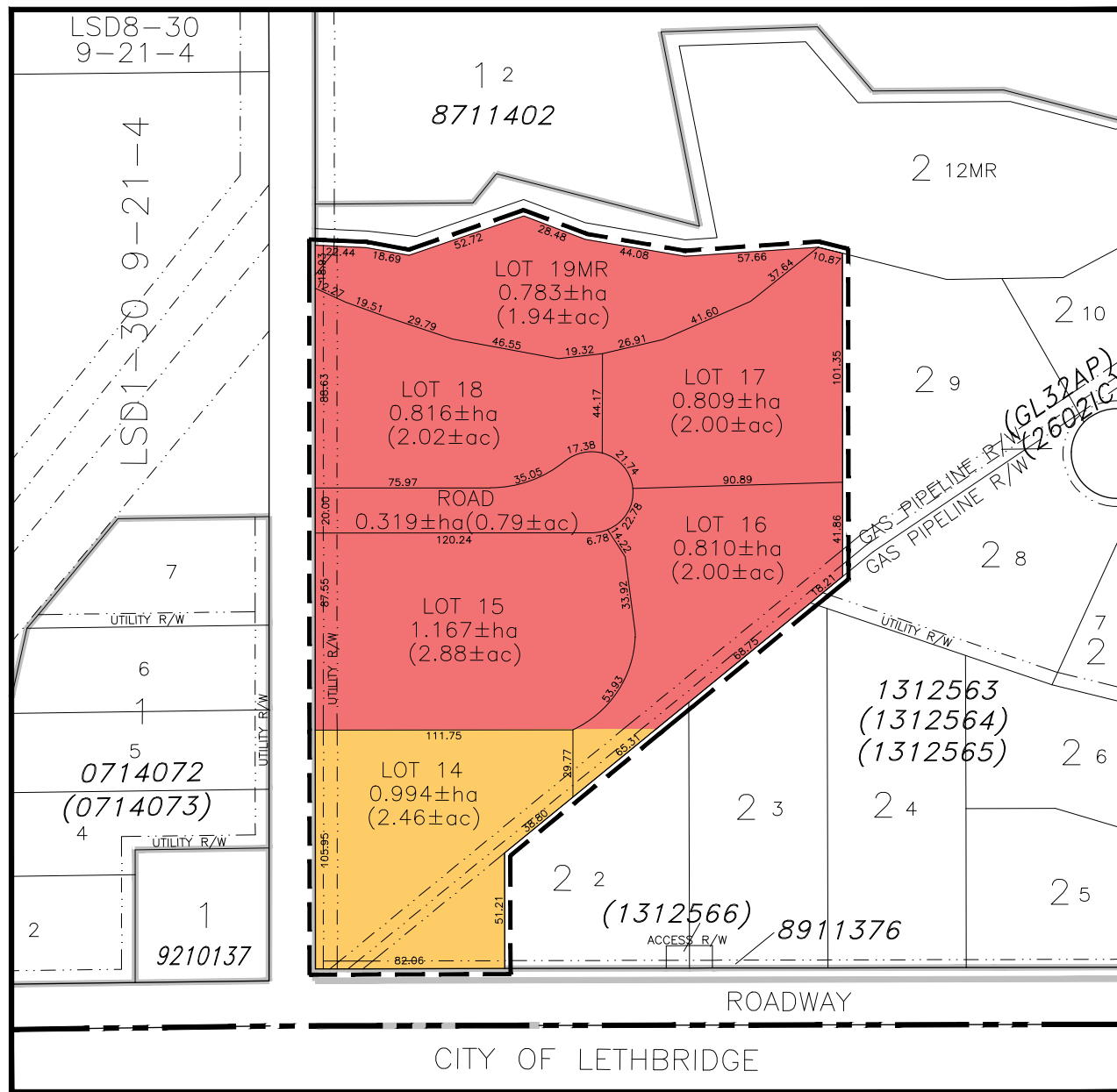
WITHIN SW 1/4 SEC 29, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JULY 28, 2025

FILE: 2025-0-122





SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Wilde Bros. Surveys Ltd., file no. 25106Hir

LOT 1, BLOCK 1 & LOT 1, BLOCK 2, PLAN 1312563

WITHIN SW 1/4 SEC 29, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JULY 28, 2025

FILE: 2025-0-122



0 50 100 150 200 Metres
July 28, 2025 N:\Subdivision\2025\2025-0-122.dwg



AGENDA ITEM REPORT



Title: Subdivision Application #2025-0-118 – Cox
- NE1/4 26-10-20-W4M
Meeting: Council Meeting - 18 Sep 2025
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development
Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 10 Sep 2025
Approved - 10 Sep 2025
Approved - 10 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The purpose of this application is to subdivide a vacant 2.6 acre parcel from a fragmented title of 47.80 acres for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2025-0-118 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

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

PREVIOUS COUNCIL DIRECTION / POLICY:

- Lethbridge County's Land Use Bylaw No. 24-007 contains policy in regard to enabling the resubdivision of an existing title that contains 20.0 acres or less of farmable land.
- The subdivision aligns with County's land use strategy to subdivide existing areas of fragmented, poor-quality agricultural land rather than prime agricultural land, with minimum servicing needs and where utilities are available (e.g., gas, electricity).
- The subdivision criteria can be met, including both the 2.6 and 45.2 acre resulting titles meet the minimum 2.0 acre parcel size and will have access to a municipal road.

BACKGROUND INFORMATION:

Located approximately 7-miles north of the Town of Coaldale, 1-mile east of Highway 845 and less than ½-mile south of the Oldman River. The proposal is to create a bareland additional title from a parcel containing 20.0 acres or less of farmable land, for a future residential yard site.

The parent title is comprised of the land within the ¼-section that lies to the east of a forced old public road (Road Plan 713JK, old Nolan Bridge highway). The title itself contains approximately 11-acres of land that may be considered developable outside the coulee and draw areas of the cut-off parcel. The proposed subdivision will be situated in the northwest corner of the title as it abuts the municipal roadway. The lot will be situated just to the west of the existing yard that contains a dwelling. The proposed 2.6 acre lot is a vacant area of grassland that has a slight gentle down-slope towards the north and would accommodate a walk-out residential dwelling. Access is proposed by utilizing a shared approach for both parcels from the west municipal road (Twn Shp Rd 104). Potable water will be provided by a private hauled to cistern method and sewage will be treated by an individual on-site septic field. Private utilities are available to provide gas and electrical power service.

There are no confined feeding operations (CFO) or abandoned gas wells located in proximity of this proposal. The provincial data identifies that the adjacent land potentially contains a historical resource of a HRV category 5ap. The application was referred to the province and the Historical Resources administrator has no concerns and waived any requirements.

Overall, the proposal meets the criteria of the LUB No. 24-007 for the subdivision of a resplit of an existing title that contains 20-acres or less of farmable land. The application was circulated to the required external agencies. Alberta Transportation has no concerns and no utility easements are requested (at time of agenda report).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied with the suitability for creating an additional title for this parcel.

Pros:

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

Cons:

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

FINANCIAL IMPACT:

The County will benefit from a municipal reserve payment that is applicable to be paid on the 2.6-acres (valuation not available at time of agenda report.) Additionally, the future tax situation may increase with opportunity for development with a new residence and yard.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-118 Lethbridge County Approval](#)
[Diagrams 2025-0-118](#)

RESOLUTION

2025-0-118

Lethbridge County

Country Residential subdivision of NE1/4 26-10-20-W4M

THAT the Country Residential subdivision of NE1/4 26-10-20-W4M (Certificate of Title No. 141 099 927), to subdivide a vacant 2.6 acre (1.04 ha) parcel from a title of 47.80 acres (29.34 ha) for country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 2.6 acres at the market value of \$_____ per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required.
3. That the applicant submits a copy of a surveyed plan from an Alberta Land Surveyor that certifies the exact location and dimensions of the lot to be subdivided.
4. That the applicant has a professional soils analysis and report completed for the new 2.6 acre vacant parcel to demonstrate suitability of a private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.
5. That any easement(s) as required by utility companies or the municipality shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the application involves a title that contains less than 20-acres of farmable land and complies with the subdivision policies for a parcel resplit. Both resulting lot sizes meet and exceed the minimum 2.0-acres required in accordance with the criteria of the County's Land Use Bylaw.

INFORMATIVE:

- (a) The payment of Municipal Reserve is applicable on the 2.6 acres in accordance with section 663 of the Municipal Government Act and shall be provided as cash-in-lieu payment at 10% of the market assessed value. MR is not applicable on the remnant 45.23 acres in accordance with section 663(b) of the MGA.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.

- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

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

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

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

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

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

- (f) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

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

“Thank you for the opportunity to comment on ORRSC 2025-0-118. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is to create a lot for country residential use. The land being subdivided is currently vacant. Water services will be a cistern (hailed water), and sewage services will be an onsite septic field.

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

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.

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

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

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 845

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

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

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

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

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

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

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

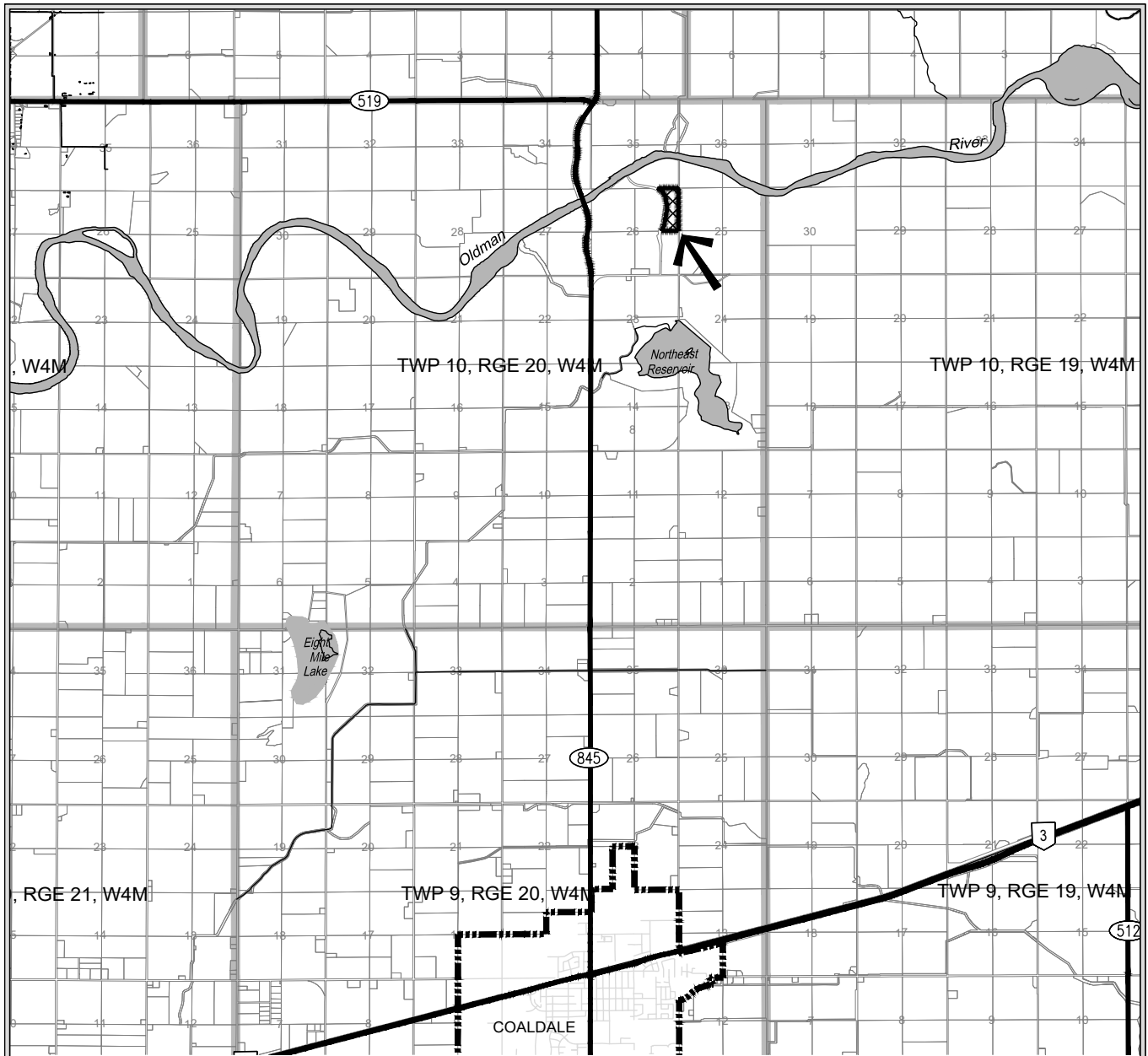
- (i) Historical Resources – Barry Newton, Land Use Planner:

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

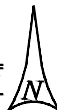
MOVER

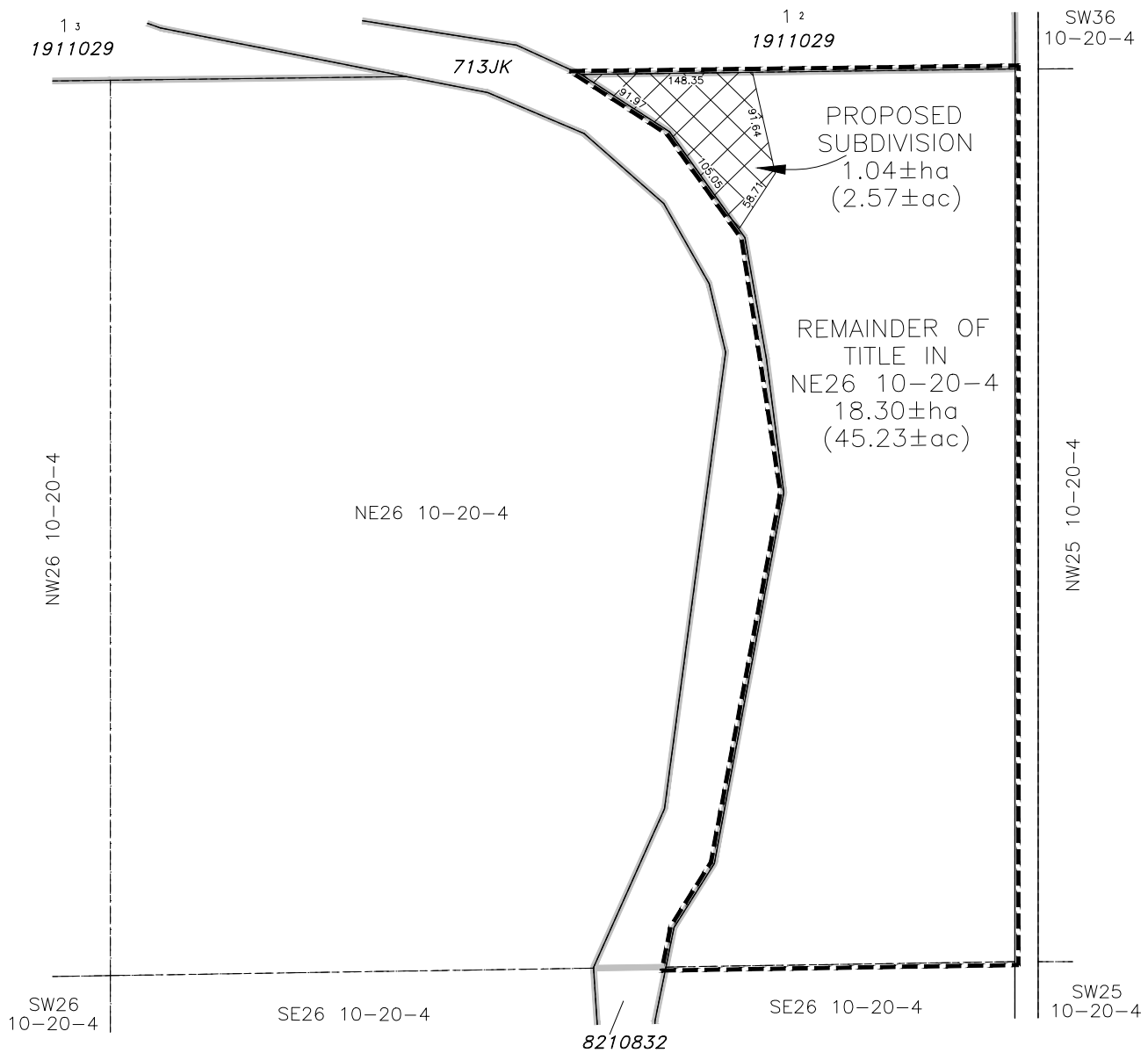
REEVE

DATE



SUBDIVISION LOCATION SKETCH
 PORTION OF NE 1/4 SEC 26, TWP 10, RGE 20, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: JULY 28, 2025
 FILE No: 2025-0-118





SUBDIVISION SKETCH
 PORTION OF NE 1/4 SEC 26, TWP 10, RGE 20, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: JULY 28, 2025
 FILE No: 2025-0-118



July 28, 2025 N:\Subdivision\2025\2025-0-118.dwg





SUBDIVISION SKETCH
PORTION OF NE 1/4 SEC 26, TWP 10, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JULY 28, 2025
FILE No: 2025-0-118



AERIAL PHOTO DATE: 2018

AGENDA ITEM REPORT



Title: Bylaw 25-020 – Amendment to the Land Use Bylaw to re-designate from Urban Fringe (UF) to Direct Control (DC) - A portion of Plan 1311166 Block 2 Lot 1 in NE 23-9-20-W4 – Public Hearing

Meeting: Council Meeting - 18 Sep 2025

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development
Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 11 Sep 2025
Approved - 11 Sep 2025
Approved - 11 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to re-designate an approximately 3.35 ha (8.29 acre) portion of the 10.57 ha (26.11 acre) title from Urban Fringe to Direct Control. The applicant would like to re-designate the lands to formally allow an excavating and earthworks company on the site and to enable future expansion.

RECOMMENDATION:

That Bylaw 25-020 be read a second time.
That Bylaw 25-020 be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The subject land is adjacent to an IDP identified future potential industrial growth area, and the DC designation will allow the County sufficient regulatory land use control.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The Municipal Development Plan (MDP) policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use.
- The Intermunicipal Development Plan (IDP) (Bylaw No. 23-005 and No. 861-P-01-23) with the Town of Coaldale identifies the adjacent area of the subject land for future potential industrial development.

- The MGA section 641(2) states, that if a direct control district is designated in a land use bylaw, the council may, subject to any applicable statutory plan, regulate and control the use or development of land or buildings in the district in any manner it considers necessary.

BACKGROUND INFORMATION:

An application has been made to re-designate a portion of Plan 1311166 Block 2 Lot 1 in the NE 23-9-20-W4 from Urban Fringe to Direct Control. The land is located approximately half a mile north of the Town of Coaldale. This will be a split-zoning on the parcel as approximately 8.29 acres of the 26.10 acre titled parcel will be designated to Direct Control while the remainder which contains a dwelling will remain zoned as Urban Fringe. The intent of the rezoning is to allow for an existing excavating and earthworks company to be legally compliant to operate the business from the site. The owner may also desire to expand the business in the future. The subject parcel is within the County and Town of Coaldale Intermunicipal Development Plan boundary. The proposed rezoning is located adjacent to an area identified for future County industrial development as per the County and Town IDP. The DC bylaw allows the applicant flexibility to use their equipment for both agricultural and commercial purposes. The County has previously used utilized DC zoning to manage land use for a similar type of excavating business west of Coaldale and north of Highway 3.

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

- Town of Coaldale - no concerns;
- Alberta Transportation and Economic Corridors - no concerns;
- ATCO- no concerns;
- Telus - no concerns; and
- SMRID - Did not provide comment.

Lethbridge County Administration and its planning advisor have reviewed the proposed bylaw and has the following summarized comments:

- The County and Town IDP contains policies that may be considered for the proposal and the subject parcel including:
 - IDP Policy 5.5.1 stipulates that both municipalities have the right to commercial and industrial development within their jurisdiction as identified on Map 6 (with land to the immediate south being identified for future Lethbridge County industrial use)
 - Policy 5.5.2 states that commercial and industrial development shall be done in manner that it is compatible with what is development/pre-planned with the adjacent municipality (with land to the southwest being identified for future Coaldale industrial use)
 - Policy 5.5.7 outlines that residential uses of any type should be discouraged by both municipalities in the northeast area of the plan boundary, as identified in Map 6, being near the Town's industrial area and sewage lagoons (so there should be no resulting future land use conflicts with this proposal)
- The Industrial-Commercial Land Use Strategy (Policy 5.3.1) and Municipal Development Plan (Policy 10.21) provides criteria for the consideration of isolated industrial or commercial uses including:
 - Directed to fragmented or poor quality agricultural lands
 - Being adjacent to a road network that can accommodate the development's anticipated traffic volume
 - The proposal adheres to other statutory plans (i.e., IDPs)
 - The development has access to suitable services and utilities as required for use
 - The use being compatible with adjacent land uses or able to mitigate any negative impacts to adjacent landowners

It is noted that the proposal and land location includes the following aspects:

- The proposal appears to align and not contravene with any applicable IDP policy and should not conflict with adjacent land uses (future use to be industrial)
- The land involves a cut-off, fragmented parcel with improvements present and is considered a non-agricultural parcel of land less than 40-acres in size
- Minimal services are required for the equipment business
- The subject parcel has access to developed Range Rd 201 which is in good condition, and ultimately Highways 3 and 845
- There are no sensitive, historical, environmental, wetlands, abandoned gas wells or other types of features present that require consideration or would impact the proposal
- The use may have off-site impacts to adjacent neighbors, such as increased traffic and potential noise. However, CFOs within the area and agricultural producers also use the road, and as noted, the immediate lands to the south are identified for future industrial growth. No objections or concerns have been submitted by adjacent landowners.

The notice of the public hearing was advertised in the August 26 and September 2 editions of the Sunny South News and on the County's website and social media accounts. Notices were also sent to the adjacent landowners.

ALTERNATIVES / PROS / CONS:

County Council may refuse second reading of Bylaw 25-020

Pros - none identified

Cons - refusal would result in the commenced business being non-compliant with the bylaw and would limit the opportunity for the business to develop and grow.

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:

☐

Inform

☒

Consult

☐

Involve

☐

Collaborate

☐

Empower

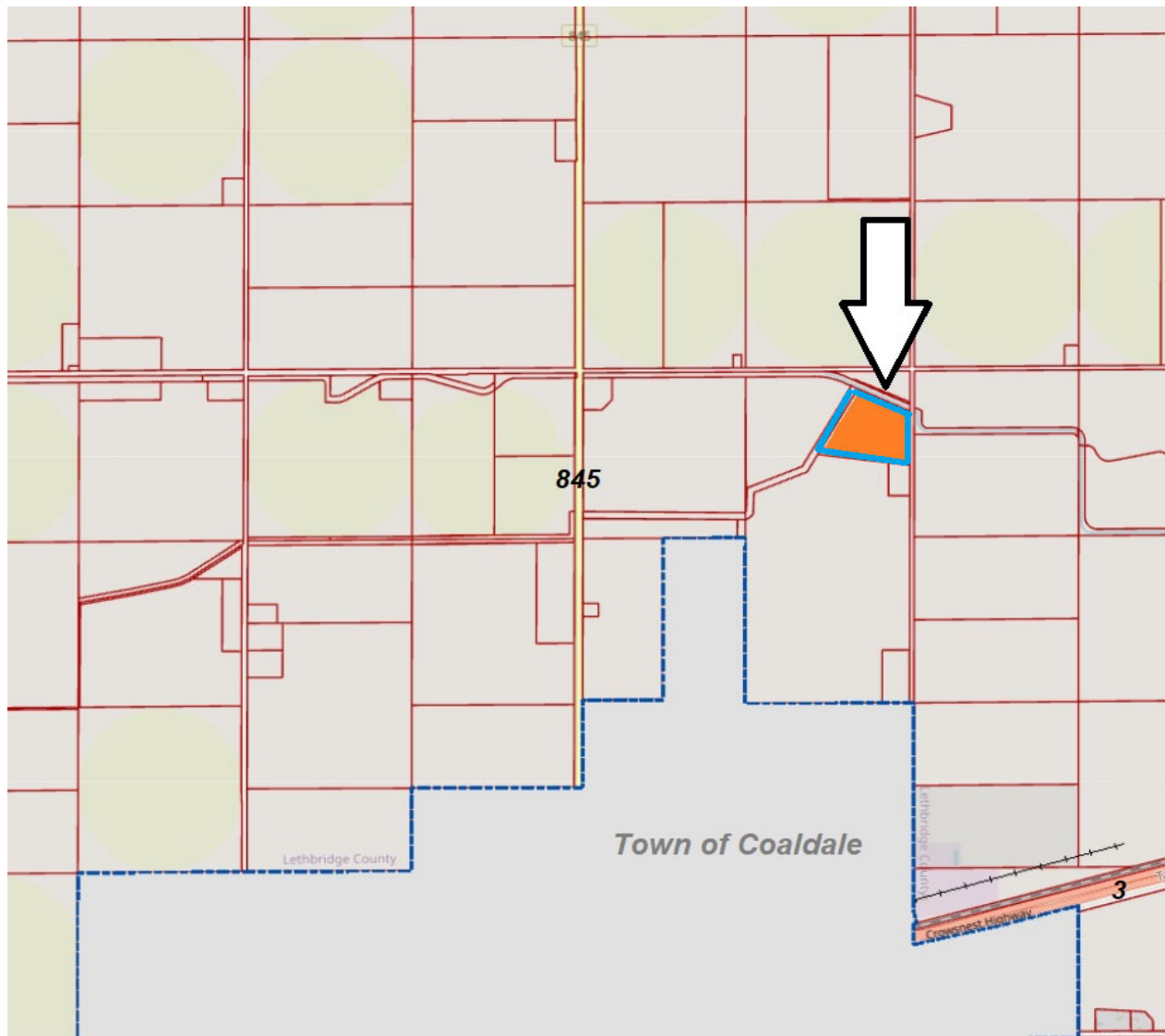
ATTACHMENTS:

[Subject parcel location map](#)

[25-020 Urban Fringe to Direct Control Application](#)

[Bylaw 25-020 - Direct Control District - DRAFT May 23 2025 UPDATED](#)

[Bylaw 25-020 - Dennis Dirtworx - Amendment to LUB READING PAGE](#)



Map Prepared by: ORRSC

**SUBJECT PARCEL LAND LOCATION: A prt of Plan 1311166 Block 2 Lot 1
in the NE 23-9-20-W4**

06 Holdings Inc.
PO Box 1341
Coaldale, AB
T1M 1N1

We are requesting the rezoning of this parcel to include current compliance with the possibility of future expansion. Currently there is parking for semi truck's and driver's personal vehicles. It is zoned as Urban Fringe, with the Coaldale industrial area being on the north end of the town which is south of this property, there are no immediate plans changes to the site from it's current use, the pasture land on the property is remaining undisturbed. There is water supplied to the site and a septic field for the current buildings included on the property. We have relationships with our neighbours and address any concerns that they have had or may have in the future.

Sincerely,

Dennis Overweg

Map 1 – Direct Control Area





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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: May 28, 2025	Assigned Bylaw	No.
Date Deemed Complete: June 24, 2025	Application & Processing Fee:	\$ 2000.00
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

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

APPLICANT INFORMATION

Name of Applicant: 06 Holdings Inc.
Mailing Address: PO Box 1341
Coaldale, AB
Postal Code: T1M1N1
Phone: 403-635-6980
Phone (alternate): _____
Email: dennis@dennisdirt¹⁶wrx.ca
overwegandsons@gmail.com

Is the applicant the owner of the property?

☒ Yes

☐ No

IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____

Postal Code: _____	

PROPERTY INFORMATION

Municipal Address: NE 23-9-20-W4 93062 RR 201
Legal Description: Lot(s) 1 Block 2 Plan 1311166
OR Quarter _____ Section _____ Township _____ Range _____



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

Urban Fringe

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

Direct Control

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** _____ and **lot area/parcel acreage** 8.29 acres

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

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

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

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

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

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



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

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

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

if deemed necessary.

SITE PLAN

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

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*

APPLICANT

REGISTERED OWNER (if not the same as applicant)

May 28, 2025

DATE

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

TERMS

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

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



Bylaw 25-020: Urban Fringe (UF) to Direct Control (DC)

**Plan 1311166; Block 2; Lot 1; (NE 23-9-20-W4M) Approx 8.29 Acres
Located in Lethbridge County, AB**

 Bylaw 25-020- Urban Fringe to Direct Control





LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0035 974 740 1311166;2;1 211 080 344

LEGAL DESCRIPTION

PLAN 1311166
BLOCK 2
LOT 1
CONTAINING 12.14 HECTARES (30 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

	HECTARES	(ACRES)	MORE OR LESS
A) PLAN 1313397 SUBDIVISION	1.571	3.88	

EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;20;9;23;NE
ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 201 150 280

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
211 080 344	21/04/2021	TRANSFER OF LAND	\$1,546,000	SEE INSTRUMENT

OWNERS

06 HOLDINGS INC.
OF PO BOX 1341
COALDALE
ALBERTA T1M 1N1

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		
1578FW	.	RESTRICTIVE COVENANT "SUBJECT TO THE RIGHTS AND RESERVATIONS CONTAINED IN TRANSFER"

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

211 080 344

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
1485KX .		IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE ST. MARY RIVER IRRIGATION DISTRICT
821 023 352	09/02/1982	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
891 205 681	11/10/1989	CAVEAT RE : PIPELINE RIGHT OF WAY CAVEATOR - THE BOARD OF DIRECTORS OF ST. MARY RIVER IRRIGATION DISTRICT. P.O. BOX 278, LETHBRIDGE ALBERTA T1J3Y7
131 063 795	19/03/2013	CAVEAT RE : EASEMENT
131 326 506	19/12/2013	CAVEAT RE : DEFERRED RESERVE CAVEATOR - COUNTY OF LETHBRIDGE. 3105-16TH AVENUE NORTH LETHBRIDGE ALBERTA T1H5E8
211 080 346	21/04/2021	CAVEAT RE : ASSIGNMENT OF RENTS AND LEASES CAVEATOR - ATB FINANCIAL. 8008-104 ST EDMONTON ALBERTA T6E4E2 AGENT - SPENCER L ASH
211 080 347	21/04/2021	NOTICE OF SECURITY INTEREST RE : FIXTURES IN FAVOUR OF - ATB FINANCIAL. 8008-104 ST EDMONTON ALBERTA T6E4E2 DEBTOR - 06 HOLDINGS INC. PO BOX 1341 COALDALE ALBERTA T1M1N1 AMOUNT: \$140,000 EXPIRES: 2046/04/01
221 234 961	25/10/2022	MORTGAGE MORTGAGEE - ATB FINANCIAL. 8008-104 ST EDMONTON

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

211 080 344

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

ALBERTA T6E4E2

ORIGINAL PRINCIPAL AMOUNT: \$3,185,000

221 234 962 25/10/2022 POSTPONEMENT
OF NOSI 211080347
TO MORT 221234961

TOTAL INSTRUMENTS: 010

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 3 DAY OF MAY,
2025 AT 03:47 P.M.

ORDER NUMBER: 53600068

CUSTOMER FILE NUMBER: BTSK2809026



END OF CERTIFICATE

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

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

Schedule 'A'

DIRECT CONTROL BYLAW NO. 25-020

1. PURPOSE

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

A portion of Plan 1311166 Block 2 Lot 1 in NE 23-9-20-W4 (title comprised of 10.57 ha (26.11 acres) in total) with the DC area consisting of approximately 3.35 ha (8.29 acres) as shown in Map 1.

For the specific purposes of allowing an excavating business and/or transportation dispatch/depot business to operate on said lands.

2. PERMITTED USES

- Accessory Buildings/Structures to an approved permitted use
- Equipment Repair and Service related to the primary business
- Signs
- Office
- Outdoor Storage
- Stockpiles
- Truck Transportation Dispatch/Depot
- Excavating Business
- Accessory Buildings/Structures to an approved discretionary use
- Indoor Warehousing and Storage

DISCRETIONARY USES

- Any light industrial uses not prescribed as permitted are at the discretion of County Council

3. DEFINITIONS

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

4. MINIMUM YARD SETBACK REQUIREMENTS (Buildings)

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

- Side Yard 6.1 metres (20 feet)

- Rear Yard 6.1 metres (20 feet)

5. MINIMUM SETBACK FROM ROADWAY

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

6. ACCESSORY BUILDINGS AND STRUCTURES

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

7. GENERAL STANDARDS OF DEVELOPMENT

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

8. SIGN REGULATIONS

As per the Lethbridge County Land Use Bylaw.

9. OTHER STANDARDS

- All storm water shall be retained on-site to predevelopment levels. At the subdivision or development permit stage a storm water management plan certified by a professional engineer may be required by Lethbridge County.
- All finished lot grading shall be constructed and maintained to the satisfaction of the Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- Approaches and driveway access shall be in accordance with the Lethbridge County Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- Any additional standards as required by County Council or the Development Officer.

10. OTHER REQUIREMENTS

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

11. SUBDIVISION

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

12. DELEGATION OF AUTHORITY

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

13. APPROVAL PROCEDURE

- Where the Development Officer as the Development Authority has been delegated the authority to decide upon development permit applications for permitted uses and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- Before consideration of a permit application for development requiring waivers on the subject property, Council shall:
 - Cause a notice to be issued by the designated officer to any person likely to be affected.
 - Ensure that the notice contains the date and time that Council will hear the application for discretionary uses or application for waivers of development standards.
 - Here any persons that claims to be affected by the decision on the application.
- Council may then approve the development application with or without conditions or refuse the application with reasons.
- Where Council has decided on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County office.
- When applicable, Council should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial or federal government department.

14. APPEAL PROCEDURE

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

Map 1 – Direct Control Area



Bylaw 25-020: Urban Fringe (UF) to Direct Control (DC)

**Plan 1311166; Block 2; Lot 1; (NE 23-9-20-W4M) Approx 8.29 Acres
Located in Lethbridge County, AB**

 Bylaw 25-020- Urban Fringe to Direct Control

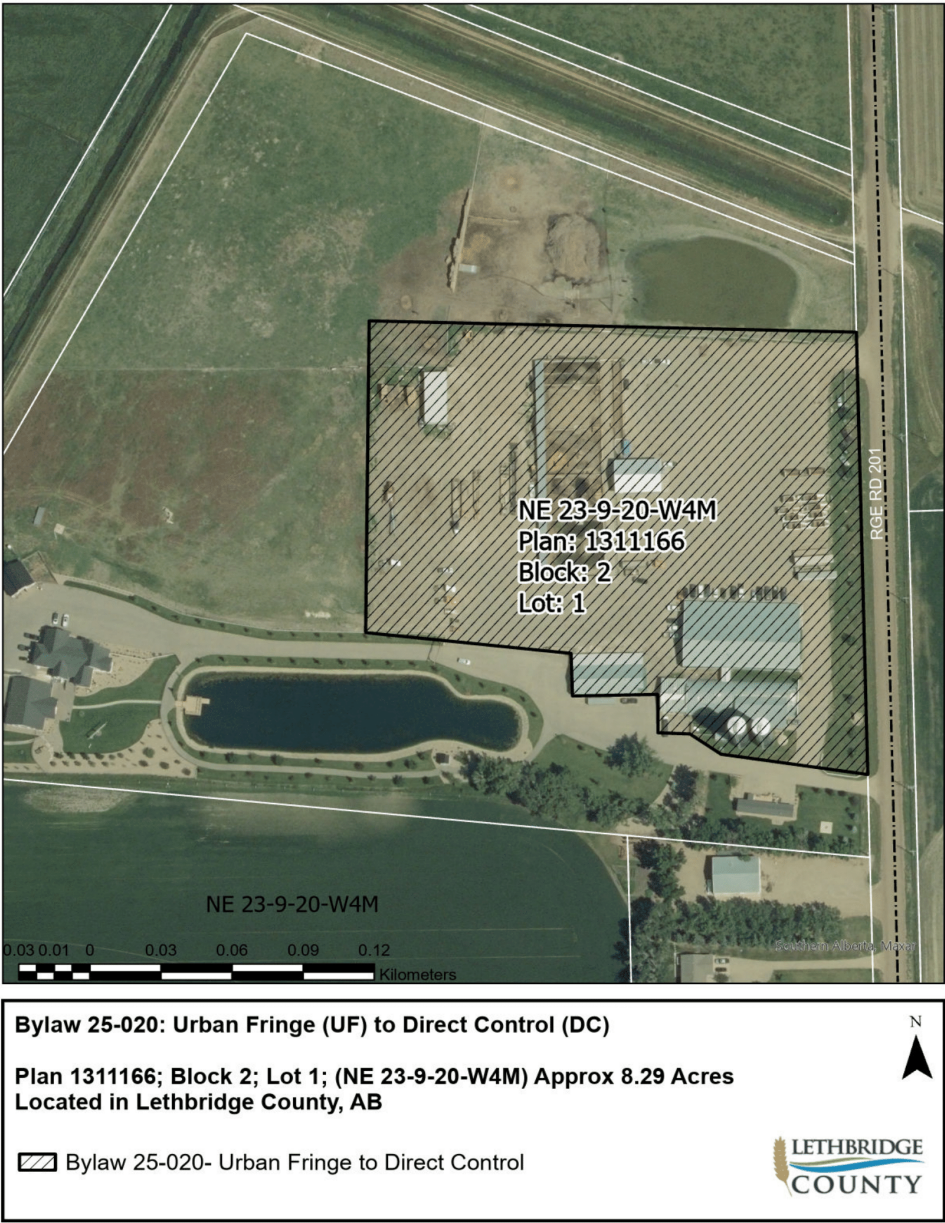


LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-020

Bylaw No. 25-020 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw No. 25-020 is to re-designate an approximate 8.29 acre portion of a title legally described as Plan 13111166, Block 2, Lot 1 in the NE¼ 23-9-20-W4M containing 10.57 ha (26.11 acre) more or less' from "Urban Fringe - UF" to "Direct Control – DC" as shown below;



AND WHEREAS the re-designation of the lands is for the purpose of allowing an existing excavating company to be located on the site and the designation will allow for land uses as prescribed in Direct Control Bylaw No. 25-020;

AND WHEREAS the further purpose of Bylaw No. 25-020 is to establish the uses, process and regulations for a Direct Control district pertaining to the aforementioned land and as described in Schedule "A" attached hereto;

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

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

- 1. To redesignate an approximate 8.29 acre portion of a title legally described as Plan 13111166, Block 2, Lot 1 in the NE¼ 23-9-20-W4M containing 12.14 ha (30 Acres) more or less' from Urban Fringe to Direct Control from "Urban Fringe - UF" to "Direct Control – DC" as shown on the map.
- 2. To adopt the Direct Control district and its regulations pertaining to the aforementioned land and as described in Schedule "A".
- 3. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
- 4. The land use district map shall be amended to reflect this change.

GIVEN first reading this 14th day of August 2025.

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Bylaw 25-019 - Amendment to the Land Use Bylaw to re-designate from Rural Agriculture (RA) to Rural General Industrial (RGI) - Portions of legal subdivision 3) and (4) in the SW¼ 35-9-22-W4M which lie north west of Railway Right of Way on Plan RW1889 – Public Hearing

Meeting: Council Meeting - 18 Sep 2025

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development
Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 11 Sep 2025
Approved - 11 Sep 2025
Approved - 11 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to redesignate an approximate 2.0 acre portion of a title legally described as 'Those portions of legal subdivision three (3) and four (4) in the SW¼ 35-9-22-W4M which lie north west of Railway Right of Way on Plan RW1889 containing 10.4 ha (25.81 Acres) from Rural Agriculture (RA) to Rural General Industrial (RGI). The applicant would like to establish an agriculture-based trucking operation on the site.

RECOMMENDATION:

That Bylaw 25-019 be read a second time.
That Bylaw 25-019 be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The operation is relatively small in scale, and the rezoning will enable a local trucking business that caters to agricultural operators in the area to establish in close proximity to a provincial highway.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The Municipal Development Plan (MDP) policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use.
- MDP policy 9.10 provides that the County may consider industrial and commercial uses (grouped or isolated) through the redesignation of lands process for development proposals that are agriculturally related and support the agricultural community and producers; and are

non-labour intensive industries which require relatively large areas of land, but require minimal on-site improvements, services, and public amenities.

- Bylaw 25-019 received First Reading on August 14, 2025.

BACKGROUND INFORMATION:

An application has been made to re-designate those portions of legal subdivision (3) and (4) in the SW¼ 35-9-22-W4M from Rural Agriculture to Rural General Industrial. The applicant wishes to re-designate the lands to allow for an agriculture-based trucking operation to be located on the site and the designation will allow for land uses as prescribed in the RGI District which includes “trucking operation”. The applicant proposes to park 5 or 6 tractor/trailer units overnight at the site. The trailers are mainly auger feed trailers. This is considered a “split” zoning as only a portion of the titled parcel is being requested to be redesignated which is the area where they would like to construct a building for the trucking business. The intent is to leave the portion with the existing residential dwelling as Rural Agriculture, so it does not become non-conforming if it were also to receive the RGI zoning (i.e., residential dwellings are not allowed as a use in RGI).

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

- Alberta Transportation and Economic Corridors - no concerns, as no direct access to Highway 25 will occur and the future CANAMEX development in area is unknown at this time;
- ATCO- did not provide comments;
- Telus - no concerns; and
- LNID - no concerns.

Lethbridge County Administration and its planning advisor have reviewed the proposed bylaw and has the following summarized comments:

- The Industrial-Commercial Land Use Strategy (Policy 5.3.1) and Municipal Development Plan (Policy 10.21) provides criteria for the consideration of isolated industrial or commercial uses including:
 - Directed to fragmented or poor quality agricultural lands;
 - Being adjacent to a road network that can accommodate the development's anticipated traffic volume;
 - If the proposed use or business is servicing or working in the area it is wanting to be established;
 - Strategic location of business related to visibility or access needs based on proximity to highways;
 - Have access to suitable services and utilities as required for use; and
 - The use being compatible with adjacent land uses or able to mitigate any negative impacts to adjacent landowners.

It is noted that the proposal and land location includes the following aspects:

- The land involves a subdivided, fragmented parcel and is considered non-agricultural land.
- The proposed development is adjacent to Highway 25 and would have good access to the highway network.
- Minimal services are required (hauled cistern for water and onsite private sewage system).
- The use may have off-site impacts to the adjacent residential properties, such as increased traffic and potential noise related to the business. It is noted the adjacent parcel to the north operates a mechanic shop business. However, the immediate acreage owner to the west has submitted a letter of concern primarily to do with noise, trucks, privacy, and the RGI zoning and how it may affect their acreage resale value.

The notice of the public hearing was advertised in the August 26 and September 2 editions of the Sunny South News and on the County's website and social media accounts. Notices were also sent to the adjacent landowners.

ALTERNATIVES / PROS / CONS:

County Council may refuse second reading of Bylaw 25-019

Pros – the adjacent acreage owner to the west would have their concerns alleviated

Cons - refusal would limit the opportunity for the agricultural trucking business to establish in the area it services

FINANCIAL IMPACT:

If the bylaw was approved, any future development for the RGI use would be taxed at the County's commercial/industrial tax rate.

LEVEL OF PUBLIC PARTICIPATION:

☐

Inform

☒

Consult

☐

Involve

☐

Collaborate

☐

Empower

ATTACHMENTS:

[Location map](#)

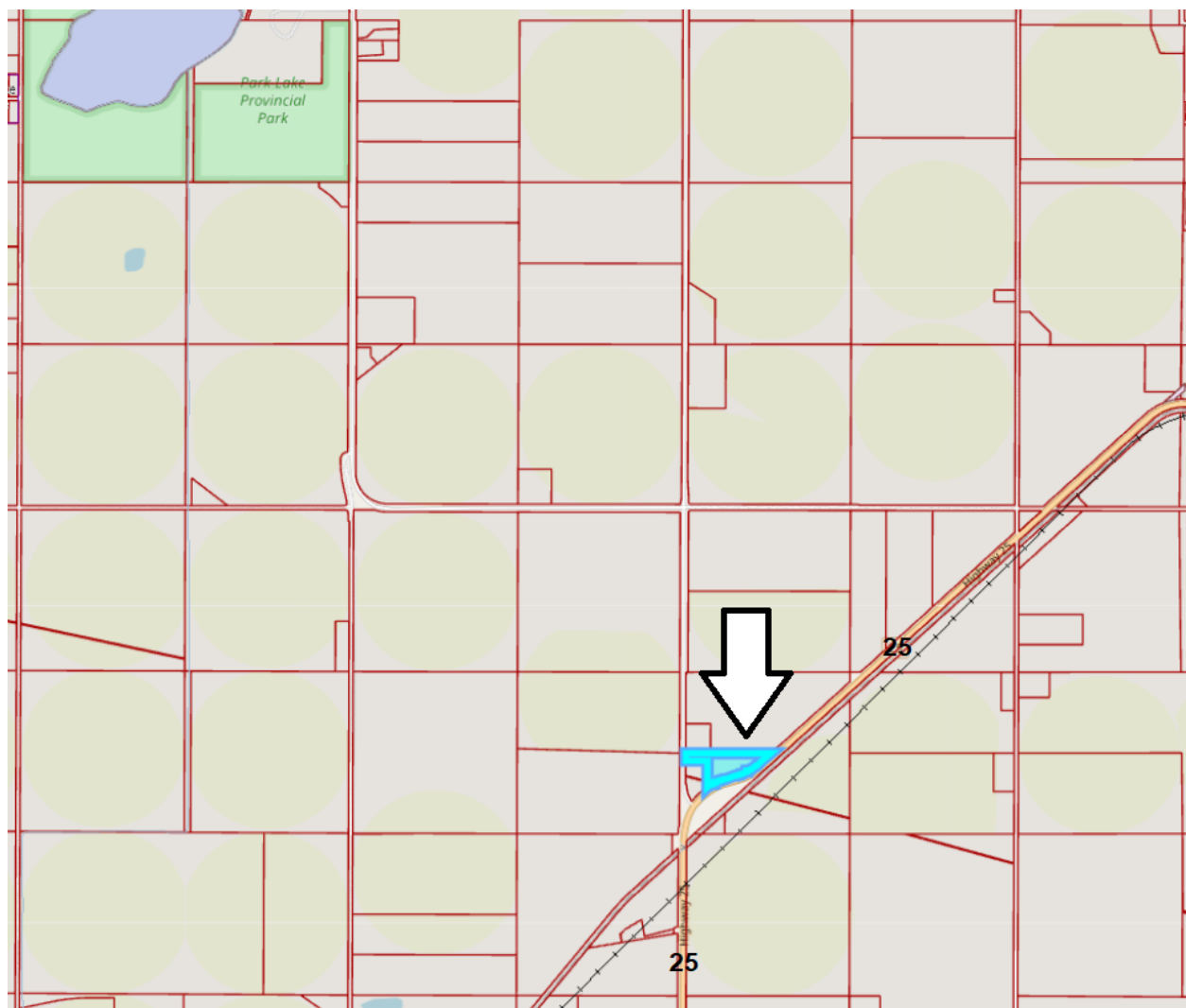
[UPDATED - 25 019 RA to RGI Rezoning Map](#)

[Bylaw 25-019 Application RA to RGI](#)

[ATEC comments -Bylaw 25-019 \(RPATH0052008\)](#)

[Adjacent landowner comments submission](#)

[Bylaw 25-019 - Rey_s Trucking Ltd and 2174490 Alberta Ltd - Amendment to LUB](#)



Map prepared by: ORRSC

SUBJECT PARCEL LAND LOCATION: PTN OF SW¼ 35-9-22-W4M



Bylaw 25-020: Urban Fringe (UF) to Direct Control (DC)

**95019 RGE RD 222 (SW 35-9-22-W4M) Approx 2.00 Acres
Located in Lethbridge County, AB**

 Bylaw 25-019 Rural Agriculture to Rural General Industrial





16th June 2025

Lethbridge County
#100, 905-4th Ave Sth
Lethbridge AB T1J 4E4

Attn: Steve

Re: Amendment to Re Zoning Application plus company outlines

Attached is an additional map of the site with highlighted areas of which we would like to split zone.

For the business model outline I can summarize the activities as follows.

Rey's Trucking Ltd Operates 8 x Semi Truck / 7 x Trailer Units. The trailers are Auger Feed Trailers.
2174490 Alberta Ltd operates 3 Units, 2 Semi's and one Tandem. The trailers are Auger Feed Trailers
Together (Rey's Trucking and 2174490 Alberta Ltd) Operate 3 Semi Tractors and 5 Belt Trailers.
2 x shop vehicles

At best the total number of these Tractor/Trailer units parked at this proposed site will be 5/6 max overnight, no one sleeps in the vehicles onsite.

Our Tractor/Trailer units are parked in the following locations:

- 1 x Tractor/trailer unit permanently located in Saskatchewan
- 1 x Tractor/trailer unit permanently located in Calgary
- 1 x Belt Trailer is contracted out offsite
- 7 x Tractor/Trailer/Tandem units are **always** parked at the driver's home residence or on the road as they live all over southern Alberta and complete many long hauls.

We have 1 full time staff member who works in our office located in Diamond City, not at this proposed location. Plus 3 Casual workers who also work from the same office or remotely at their home office.

Hopefully this covers all the areas you were looking for. Happy to answer any questions you may still have.

Warm Regards

A handwritten signature in blue ink, appearing to read "Nicole Dolan", is written over a horizontal line.

Nicole Dolan
Office Manager

**PO Box 110
Diamond City, AB
T0K 0T0
Office - (403) 635-6024**



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: June 6, 2025	Assigned Bylaw	No. 25-019
Date Deemed Complete: June 19, 2025	Application & Processing Fee:	\$ 1500
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

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

APPLICANT INFORMATION

Name of Applicant: Rey's Trucking Ltd and 2174490 Alberta Ltd
Mailing Address: Box 110
Diamond, AB
Postal Code: T0K 0T0
Phone: 403-635-4168
Phone (alternate): _____
Fax: _____
Is the applicant the owner of the property? ☐ Yes ☒ No

IF "NO" please complete box below

Name of Owner: <u>Kenneth & Kathleen Benson</u>	Phone: <u>403 381 3634</u>
Mailing Address: <u>Box 834</u> <u>Lethbridge AB</u>	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input checked="" type="checkbox"/> Other <u>purchaser - contract to purchase in place</u>
Postal Code: <u>T1J 3Z8</u>	

PROPERTY INFORMATION

Municipal Address: 95019 RR 222
Legal Description: Lot(s) _____ Block _____ Plan _____
OR Quarter SW 34 Section 35 Township 9 Range 22 W4



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

Rural Agriculture

Proposed Land Use Designation (zoning) (if applicable): Rural General Industrial

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** 220 x 327 ft and **lot area/parcel acreage** 1.89
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

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

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

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

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



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

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

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

if deemed necessary.

SITE PLAN

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

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*


APPLICANT

 
REGISTERED OWNER (if not the same as applicant)

June 5, 2025
DATE

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

TERMS

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

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



Bylaw 25-019: Rural Agriculture (RA) to Rural General Industrial (RGI)

**95019 RGE RD 222 (SW-35-9-22-W4M) Approx 1.89 Acres
Located in Lethbridge County, AB**

 Bylaw 25-019 Rural Agriculture to Rural General Industrial

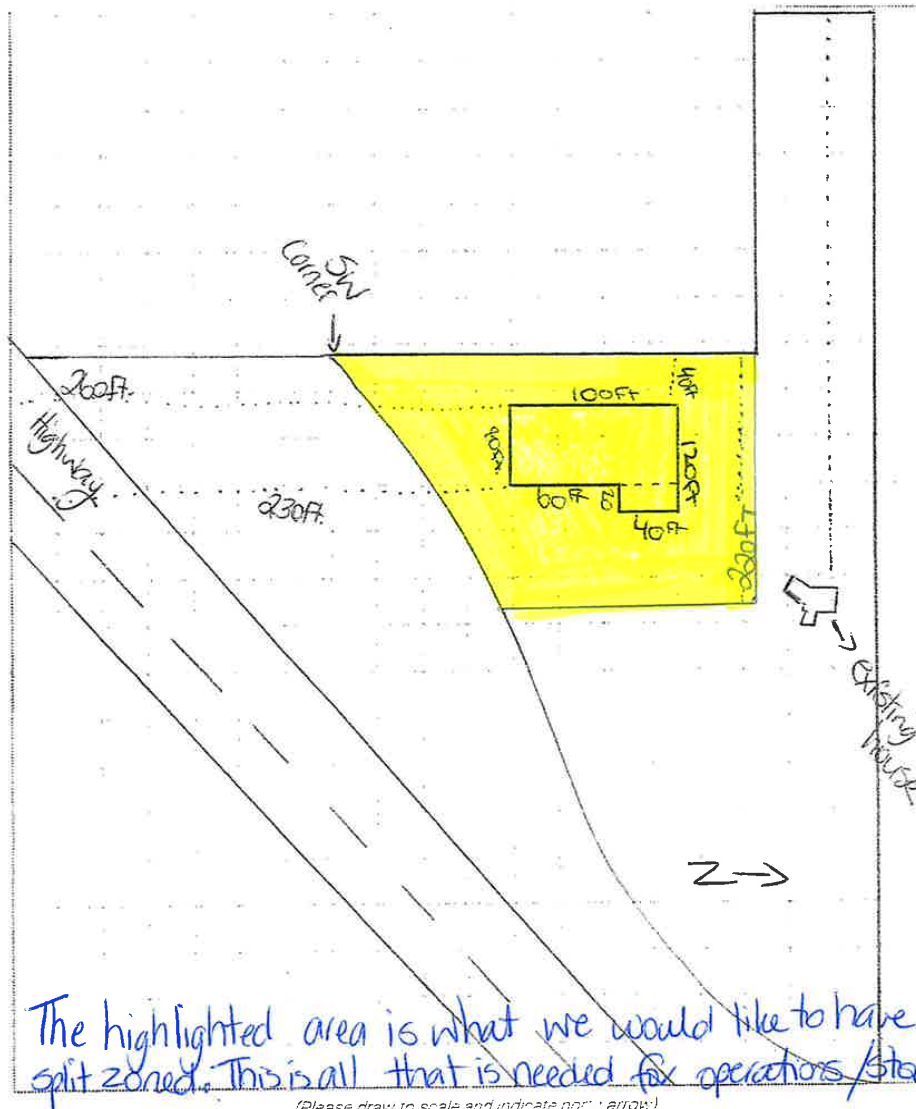


Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Site Plan

(or attach separate site plan)



(Please draw to scale and indicate north arrow)



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0012 937 744 4;22;9;35;;3,4 891 225 186 A .

LEGAL DESCRIPTION

THOSE PORTIONS OF LEGAL SUBDIVISION THREE (3) AND FOUR (4)
IN THE SOUTH WEST QUARTER OF SECTION THIRTY FIVE (35)
IN TOWNSHIP NINE (9)
RANGE TWENTY TWO (22)
WEST OF THE FOURTH MERIDIAN WHICH LIE NORTH WEST OF RAILWAY
RIGHT OF WAY ON PLAN RW189
CONTAINING 10.4 HECTARES (25.81 ACRES) MORE OR LESS
EXCEPTING THEREOUT

A) PLAN	NUMBER	HECTARES	ACRES
ROAD	3728EZ	1.82	4.49
CUTOFF	3728EZ	2.63	6.50
ROAD	2293HX	0.538	1.33

B) 1.93 HECTARES (4.76 ACRES) MORE OR LESS

DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE NORTH LIMIT OF ROAD
PLAN 2293HX WITH THE WEST BOUNDARY OF SAID QUARTER SECTION;
THENCE NORTHERLY ALONG THE SAID WEST BOUNDARY 250.395 METRES;
THENCE EASTERLY AND AT RIGHT ANGLES THERETO 106.680 METRES;
THENCE SOUTHERLY AND PARALLEL TO THE SAID WEST BOUNDARY TO A
POINT ON THE NORTH LIMIT OF ROAD PLAN 2293HX;
THENCE SOUTHWESTERLY THEREON TO THE POINT OF COMMENCEMENT
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
891 225 186	30/10/1989			SEPARATION

OWNERS

KENNETH LYLE BENSON

AND

KATHLEEN EMILY BENSON

(CONTINUED)

BOTH OF:
P.O. BOX 834
LETHBRIDGE
ALBERTA T1J 3Z8
AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
7570EM	13/06/1935	CAVEAT RE : EASEMENT CAVEATOR - THE BOARD OF TRUSTEES OF THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT (DATA UPDATED BY: 931086025)
781 100 824	27/06/1978	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. AS TO PORTION OR PLAN:7810366 "UNDER PROVISION OF SECTION 152 OF THE LAND TITLES ACT, INSTRUMENT 781100824 TAKES THE PRIORITY OF CAVEAT 771067673 REG'D 27 05 1977"
791 157 093	24/09/1979	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
841 197 023	04/12/1984	CAVEAT RE : EASEMENT CAVEATOR - THE BOARD OF DIRECTORS OF THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT 334-13 ST NORTH LETHBRIDGE ALBERTA AGENT - F A ROSS
881 197 120	31/10/1988	CAVEAT RE : ROADWAY CAVEATOR - HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA C/O DIRECTOR, PROPERTY SERVICES, ALBERTA TRANSPORTATION TWIN ATRIA BUILDING, MAIN FLOOR, 4999-98 AVENUE, EDMONTON ALBERTA T6B2X3 AGENT - PETER J W ROCHE

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

891 225 186 A .

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
891 225 187	30/10/1989	CAVEAT RE : DEFERRED RESERVE CAVEATOR - THE OLDMAN RIVER REGIONAL PLANNING COMMISSION.
011 383 226	21/12/2001	MORTGAGE MORTGAGEE - ATB FINANCIAL. 601 MAYOR MAGRATH DRIVE SOUTH LETHBRIDGE ALBERTA T1J4M5 ORIGINAL PRINCIPAL AMOUNT: \$206,600 (DATA UPDATED BY: CHANGE OF NAME 201009131)
061 525 115	20/12/2006	AMENDING AGREEMENT AMOUNT: \$242,790 AFFECTS INSTRUMENT: 011383226
091 197 900	13/07/2009	AMENDING AGREEMENT AMOUNT: \$300,000 AFFECTS INSTRUMENT: 011383226
101 043 343	11/02/2010	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER CO-OP LTD.
101 367 550	20/12/2010	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. 334-13 ST N LETHBRIDGE ALBERTA T1H2R8 AGENT - ALAN HARROLD
141 332 880	08/12/2014	AMENDING AGREEMENT AMOUNT: \$320,000 AFFECTS INSTRUMENT: 011383226
201 009 132	14/01/2020	AMENDING AGREEMENT AFFECTS INSTRUMENT: 011383226
TOTAL INSTRUMENTS: 014		

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

891 225 186 A .

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
891 225 187	30/10/1989	CAVEAT RE : DEFERRED RESERVE CAVEATOR - THE OLDMAN RIVER REGIONAL PLANNING COMMISSION.
011 383 226	21/12/2001	MORTGAGE MORTGAGEE - ATB FINANCIAL. 601 MAYOR MAGRATH DRIVE SOUTH LETHBRIDGE ALBERTA T1J4M5 ORIGINAL PRINCIPAL AMOUNT: \$206,600 (DATA UPDATED BY: CHANGE OF NAME 201009131)
061 525 115	20/12/2006	AMENDING AGREEMENT AMOUNT: \$242,790 AFFECTS INSTRUMENT: 011383226
091 197 900	13/07/2009	AMENDING AGREEMENT AMOUNT: \$300,000 AFFECTS INSTRUMENT: 011383226
101 043 343	11/02/2010	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER CO-OP LTD.
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201 009 132	14/01/2020	AMENDING AGREEMENT AFFECTS INSTRUMENT: 011383226
TOTAL INSTRUMENTS: 014		

(CONTINUED)

PAGE 4

891 225 186 A .

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 14 DAY OF MAY,
2025 AT 12:12 P.M.

ORDER NUMBER: 53712133

CUSTOMER FILE NUMBER: Benson



END OF CERTIFICATE

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

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

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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

Transportation and Economic Corridors Notice of Referral Decision

Land Use Bylaw Amendment in Proximity of a Provincial Highway

Municipality File Number:	2025-019	Highway(s):	25, 3X
Legal Land Location:	QS-SW SEC-35 TWP-009 RGE-22 MER-4	Municipality:	Lethbridge County
Decision By:	Leah Olsen	Issuing Office:	Southern Region / Lethbridge
Issued Date:	June 25, 2025	AT Reference #:	RPATH0052008
Description of Development:	An application has been submitted to re-designate 95019 Range Road 222 in the SW 35-9-22-W4 from Rural Agriculture to Rural General Industrial. The intent of the rezoning is to allow for an agriculture-based trucking operation to be located on the site. The proposed rezoning would have 1.89 acres of the 8.55 acre parcel be converted to Rural General Industrial while the remainder will stay zoned as Rural Agriculture. If you have any comments or concerns regarding this application, please respond by July 17, 2025.		



This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).

Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment (s):

Given the information provided to date and as at this juncture this is merely a change in land use designation. Strictly from Transportation and Economic Corridors point of view, we do not anticipate that the redesignation as proposed would have any appreciable impact on the highway. Therefore, we do not have any objections to the proposed land use redesignation and/or favorable consideration by the Lethbridge County land use authority.

FOR INFORMATION PURPOSES ONLY

Notwithstanding the foregoing, the applicant/landowner is aware that Highways 3 & 4 form an integral part of the National Highway System (NHS) and the North/South Trade Corridor (NSTC) of which the ultimate service classification is freeway. Given this, Alberta Transportation and Economic Corridors long-range freeway access management plans include a realignment of Highways 3 & 4 at this location.

Alberta Transportation has endorsed the Highways 3 & 4 – Lethbridge and Area NHS & NSTC – Functional Planning Study – Final Report #R-970, which has identified alignment and right-of-way requirements for the future corridor. The document is available for review upon request. Planning to date indicates that the addition to the existing potato storage facility is well removed from the future corridor however the remnant lands will be impacted when the realignment occurs. The timing of the realignment has yet to be determined however and to reiterate, at this juncture is considered to be long-range. To ensure that the future realignment plans are not unduly compromised any development will require the benefit of a permit from Alberta Transportation.

In consideration of this advisement, Alberta Transportation will not accept any responsibility for compensation requests/claims dealing with the loss of business and/or inconvenient access or any other disruption that may arise, resultant of the implementation of the Stage 1 access management strategy.

1. Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable
2. Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

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



Issued by **Leah Olsen, Development and Planning Tech**, on **June 25, 2025** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*

From: Ben <[REDACTED]>
Sent: Tuesday, September 9, 2025 2:27 PM
To: planning <planning@lethcounty.ca>
Subject: bylaw 25-019 unput

To the planning department,

We are in the affected area of this proposed bylaw change and have concerns. We were approached about a potential shop being built but did not know at that time this required a zoning change. We are concerned about the resale value of our acreage as it will basically be in an industrial park by the time we sell. We are also concerned about the noise from trucks late into the night, we already live in the noisiest corner in the county and really cannot handle any more. Also this driveway is situated so that people can look right into our yard and we have some privacy concerns.

Please consider this and feel free to contact me if you have any questions or concerns.

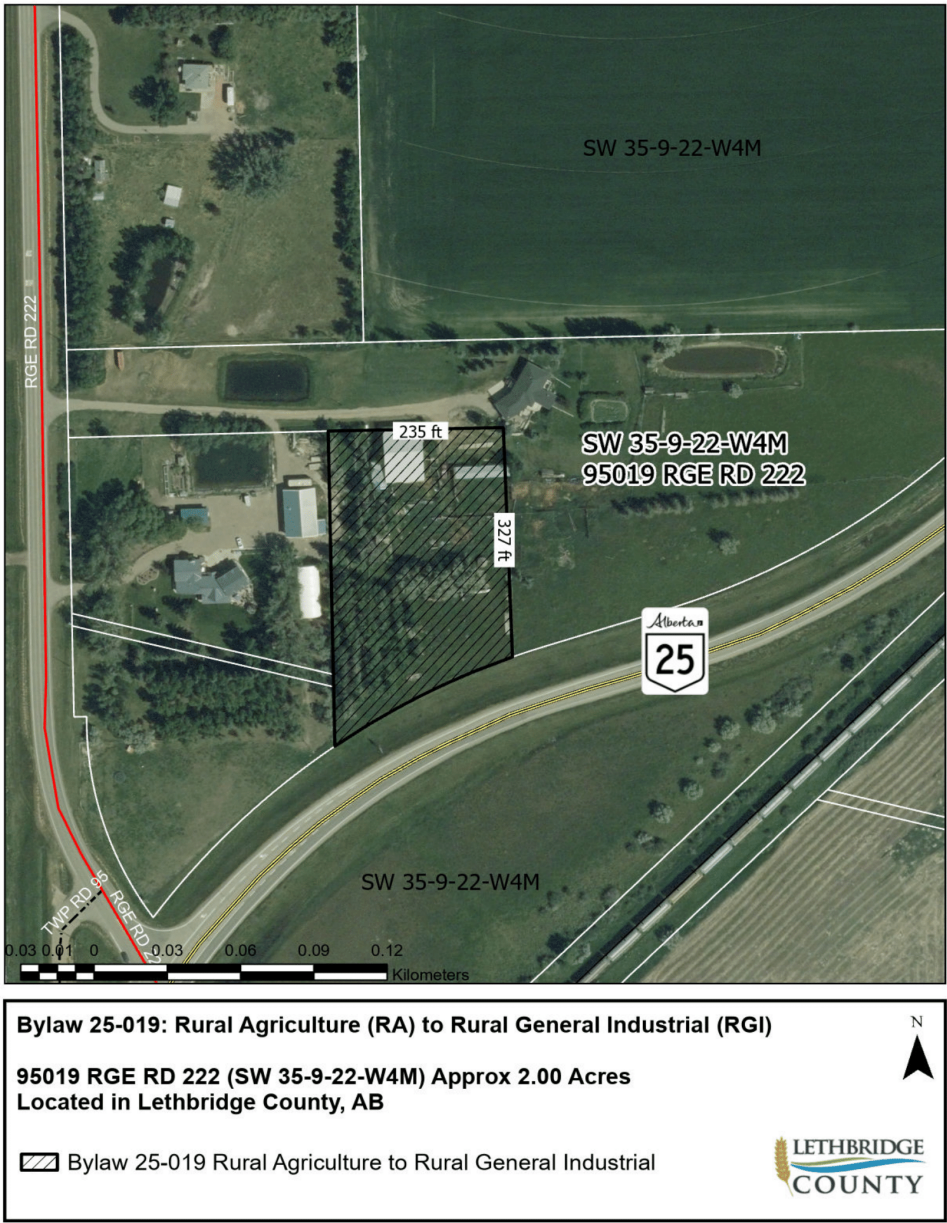
Sincerely
Ben and Korlinda Slingerland
[REDACTED]

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 25-019

Bylaw 25-019 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 25-019 is to re-designate an approximate 2.0 acre portion of a title legally described as 'Those portions of legal subdivision three (3) and four (4) in the SW¼ 35-9-22-W4M which lie north west of Railway Right of Way on Plan RW1889 containing 10.4 ha (25.81 Acres) more or less' from Rural Agriculture to Rural General Industrial as shown below;



AND WHEREAS the re-designation of the lands is for the purpose of allowing an agriculture-based trucking operation to be located on the site and the designation will allow for land uses as prescribed in the Rural General Industrial District.

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

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

- 1. To redesignate an approximate 2.0 acre portion of a title legally described as ‘Those portions of legal subdivision three (3) and four (4) in the SW¼ 35-9-22-W4M which lie north west of Railway Right of Way on Plan RW1889 containing 10.4 ha (25.81 Acres) more or less’ from ‘Rural Agriculture - RA’ to ‘Rural General Industrial – RGI’ as shown on the map.
- 2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
- 3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 14th day of August 2025.

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Development Permit Application 2025-166 (Calvin Christian School Society of the Netherlands Reformed Congregations)
Meeting: Council Meeting - 18 Sep 2025
Department: Development & Infrastructure
Report Author: Jessica Potack

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development
Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 10 Sep 2025
Approved - 11 Sep 2025
Approved - 12 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A Development Permit application has been submitted by Calvin Christian School for a Change of Use - Dwelling to Retail Store (2790 sq. ft.). As a retail store is a listed Discretionary Use in the Direct Control Bylaw 25-004. As per the Direct Control Bylaw, Council is the Development Authority on discretionary-use Development Permit applications.

RECOMMENDATION:

That Development Permit Application 2025-166 be approved as drafted.

REASON(S) FOR RECOMMENDATION(S):

Approving this use will allow for the adjacent parcel to become considered compliant.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Council previously approved "Retail Store" as a Discretionary Use under Direct Control Bylaw 25-004.
- Under Direct Control Bylaw 25-004, "Retail Store" is defined to mean a not-for-profit retail store on site. The store is to be a fundraiser for the Calvin Christian School.
- Council is the Development Authority for discretionary-use Development Permit applications under Direct Control Bylaw 25-004.

BACKGROUND INFORMATION:

This parcel is located across the street from Calvin Christian School. Currently on the school parcel, there is a standalone building operating as a store, the "Country Rose". A letter signed by a County representative in 2003 granted permission for this building to be utilized as a store with specific

parameters on its use, however, these uses no longer fully encompass the scope of items being sold in the store or its hours of operation. As a result, the existing store is no longer in compliance.

Council approved Bylaw 25-004 to rezone the parcel to Direct Control to add the retail store use, in addition to the institutional uses with the intention of relocating the Country Rose store.

At this time, the applicants are proposing to relocate the Country Rose onto the Direct Control parcel by converting the existing residence currently located on the site. Once the conversion is complete, the existing Country Rose structure will be repurposed for storage. The applicants have indicated that this structure may either be sold or potentially relocated for an alternative use in the future. They are aware that any future relocation or change in use will require a separate development permit application.

ALTERNATIVES / PROS / CONS:

County Council may consider including a condition requiring the installation of Pedestrian Crossing signage across RR232.

"Prior to the opening of the retail store, installation of Pedestrian Crossing signage is required. Any installation of signage requires separate approval from the Lethbridge County Operations Department (call 403-328-5525)."

County Council may refuse the development permit application. The refusal is at the discretion of Council, on the basis that the use is discretionary.

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:

☐

Inform

☐

Consult

☒

Involve

☐

Collaborate

☐

Empower

ATTACHMENTS:

[2025-166 Documents for Council](#)

[2025-166 DRAFT DP FOR COUNCIL](#)



Development Application Circulation

Date: Aug 29, 2025

To: Devon Thiele – Director, Development and Infrastructure
Graham White – Manager, Technical Services
Ryan Thomson – Director, Operations
Hannah Laberge – Planning Intern

RE: Development Permit Number: 2025-166

Location: Part of L:7 B:1 P:8811143 Q:SW S:2 T:10 R:23 M:W4 (100035 Range Road 232)

Change of Use - Dwelling to Retail Store (2790 sq. ft.)

Land District: Direct Control

Use Type: Discretionary Use

Classification: Commercial/Industrial

Variance Requested: No.

Variance Details: N/A

Additional Information: This parcel was recently rezoned from DC to DC in order to include the use of a retail store. As this is a discretionary use, Council is the deciding authority on the application. This application is tentatively scheduled for the September 18 meeting.

Because the school is not having its Annual General Meeting until later this year, the applicant has stated that they do not have intentions of doing any interior work until such a time that they have approvals from their board for additional funds. That said, this development permit would be sufficient in covering both the short- and long-term plans. The applicant has been made aware that although a new Development Permit will not be required for any interior renovations in the future, they will still be subject to additional Safety Code Permits at the time of renovations.

The applicant has inquired about installing a crosswalk for students to be cross. Previous discussions indicated a need for a crosswalk, however, that was largely due to a potential parking lot installation, which is not occurring at this time and is unrelated to this development. As such, I am unsure if this is something that should be included as a condition of this development permit, or a separate process.

If you have any comments or concerns regarding this application, please contact me by September 4, 2025.

Regards,

Jessica Potack, Coordinator, Development and Planning



Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Office Use		
Application No: 2025-166	Roll No: 60020000	Use: <input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ 300.00	Date Paid: Aug 26/25	Land Use District:
Application Received/Complete: Aug 29/25		<input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Urban Fringe <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Business Light Industrial <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Rural Recreational <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Hamlet Transitional/Agricultural <input checked="" type="checkbox"/> Direct Control
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
Approach Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
AER Abandoned well information provided: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Site Plans or drawings Submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site Visit Conducted: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Date:

Retail Store - Conversion of Existing Dwelling to Not-For-Profit Fundraising Store for Calvin Christian School (2790 sq. ft.)

1. Applicant Information

Applicant's Name: Lawrence Slingerland Calvin Christian School Society of the Netherlands Reformed Congregations
Phone/Cell Phone: 403-381-3030 **Email:** operations@ccschool.ca
Mailing Address: PO POX 26 Coalhurst, AB T0L 0V0
Registered Owner's Name: Calvin Christian School Society
Phone/Cell Phone: 403-381-3030 **Email:** office@ccschool.ca
Mailing Address: PO BOX 26, Coalhurst, AB T0L 0V0

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

☒ Agent ☐ Contractor ☐ Tenant ☐ Other: _____

2. Land Information

Quarter: SW Section: 02 Township: 10 Range: 23 W4M
 Lot(s): 7 Block: 1 Plan: 881143
 Municipal/Street address: 100035 Range Road 232

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

Area of Parcel: _____ Acres _____ Hectares Land Use District: _____

#100, 905 4 Avenue South
 Lethbridge, Alberta T1J 4E4
 P: 403 328 5525 Toll-free: 855 728 5602
 E: development@lethcounty.ca

Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

3. Development Information

(a) Existing Development

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

Existing House, Shop, Stable

(b) Proposed Development

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

Repurpose house to commercial store

For **Residential** development please check the applicable box below:

☐ Single-detached dwelling

☐ Site Built

☐ Ready to Move

☐ Moved-In (Previously Occupied)

☐ Manufactured Home 1 (New)

☐ Manufactured Home 2 (Used)

Year of Build: _____

☐ Ground Mount Solar Array

☐ Semi-detached dwelling

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

☐ Addition

☐ Other Dwelling Type: _____

Does dwelling application include an attached garage

☐ Yes ☐ No

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

☐ Home Occupation
(Form A1)

☒ Commercial/Industrial
(Form A2)

☐ Sign(s)
(Form A3)

☐ Demolition
(Form A4)

☒ Change of Use
Original Use **Home**

For **Agricultural/Farm** development please provide the following information

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

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

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

Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

4. Building Details

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

Size/ Dimensions		Office Use	
Structure: <u>2790 sq ft</u>	Structure: _____		
Building or Addition Size: <input type="checkbox"/> m ² <input type="checkbox"/> ft ²	Building or Addition Size: <input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<u>2790 sq. ft.</u>	
Building Height (grade to peak) <input type="checkbox"/> m <input type="checkbox"/> ft	Building Height (grade to peak) <input type="checkbox"/> m <input type="checkbox"/> ft		
Estimated Cost of Development: \$ _____	Estimated Cost of Development: \$ _____		

Proposed Setbacks from Property Lines		Office Use	
Structure: _____	Structure: _____		
Front <input type="checkbox"/> m <input type="checkbox"/> ft	Front <input type="checkbox"/> m <input type="checkbox"/> ft	<u>60m</u>	
Rear <input type="checkbox"/> m <input type="checkbox"/> ft	Rear <input type="checkbox"/> m <input type="checkbox"/> ft		
Side <input type="checkbox"/> m <input type="checkbox"/> ft	Side <input type="checkbox"/> m <input type="checkbox"/> ft	<u>115m</u>	
Side <input type="checkbox"/> m <input type="checkbox"/> ft	Side <input type="checkbox"/> m <input type="checkbox"/> ft		

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

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



Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

5. Exterior Finish, Fencing, and Landscaping

☐ Not applicable to this development

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

Exterior finishes of the proposed building(s): White/green

Proposed fencing and height: N/a

Proposed landscaping: n?a

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

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

Describe the number 5 and size 8.75'x18' of all existing and proposed parking spaces 5, and driveways 1 on site (or N/A if not applicable).

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

7. Waiver/Request(s)

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

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

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

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

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

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

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

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

Estimated Commencement Date: Sept 15

Estimated Completion Date: Oct 1



Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

9. Declaration of Applicant

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

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

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

The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email etippcoordinator@lethcounty.ca or call 403-328-5525

Date: **08-20-2025**

Applicant's Signature: 

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

Form A2: Commercial/Industrial Application

Pursuant to Land Use Bylaw No. 24-007

Office Use	
Application Number: (To Match Form A) 2025-166	Roll No: 60020000
Landscaping plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Required	Grading and Drainage plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Required
Landscaping Security Taken: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Required	Storm Water Management Plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Required

This supplementary form A2 must be completed in addition to Form A: Development Permit Application if you are applying for a development permit for a Commercial or Industrial Development. Refer to Bylaw No. 24-007 Part 4 and Part 5 for specific regulations and Standards of Development

1. Applicant Information

Applicant's Name: Lawrence Slingerland
 Phone/Cell Phone: 403-381-3010 Email: operations@ccschool.ca
 Mailing Address: PO BOX 26, Coalhurst, AB T0L 0V0

2. Proposed Use

This application is to: (check all that apply)

☐ Construct a new building or structure (if greater than 500 ft², see abandoned well information section)

The building or structure is for:

☐ Commercial Use (e.g. retail, sales, service office, food establishment, etc.)

☐ Industrial Use (e.g. manufacturing, processing, warehousing, storage, etc.)

☐ Alter/renovate the existing building (if greater than 500 ft², see abandoned well information section)

☐ Addition to an existing building (if greater than 500 ft², see abandoned well information section)

☐ Construct an accessory building (if greater than 500 ft², see abandoned well information section)

☐ Mixed-use (comprehensive) development in a building or on a parcel of land

☒ Change in or intensification of use

Original Use: Family Dwelling

New Use: Retail Store

Please describe the proposed use, any changes from existing use, and any work to be done:

Move Country Rose into current House



Form A2: Commercial/Industrial Application

Pursuant to Land Use Bylaw No. 24-007

3. Outdoor Storage

Are any outdoor storage or display areas proposed? (Vehicles such as those relating to a mechanical shop or car dealership count as outdoor storage)

☒ No ☐ Yes (Describe the items to be stored/displayed and indicate location on site plan)

4. Parking & Loading Information

Details of Vehicle Parking and Access (Indicate on Site Plan)

Number of Existing Off-Street Parking Spaces: 5 Number of Proposed Off-Street Parking Spaces: 0

Size of Existing Off-Street Parking Spaces: 8.75'x 18' Size of Proposed Off-Street Parking Spaces: 0

Number of Existing Driveways/Approaches on Site: 1 Number of Proposed Driveways/Approaches on Site: 0

Loading Areas (Indicate on Site Plan)

Is a designated loading space/area proposed? ☒ No ☐ Yes (specify) _____

Drive-Through Uses (Indicate on Site Plan)

For a commercial use, does the proposed development include a drive-through component which requires a dedicated vehicle stacking lane? ☒ No ☐ Yes (specify) _____

5. Servicing Details

Please indicate if the proposed development will require water and sewer for the following (check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Washroom/kitchen type facilities for staff | <input type="checkbox"/> Washroom/food service facilities for the public |
| <input type="checkbox"/> Car/truck was | <input type="checkbox"/> Food Processing |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> No water or sewer services proposed for development
(usually entails dry storage, warehousing, etc.) |

6. Declaration of Applicant

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a commercial/industrial development. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application

Date: 08-20-2025

Applicant's Signature: 

Registered Owner's Signature: _____

(If different from applicant)

IMPORTANT: The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email at atppcoordinator@lethcounty.ca or call 403-328-5525.

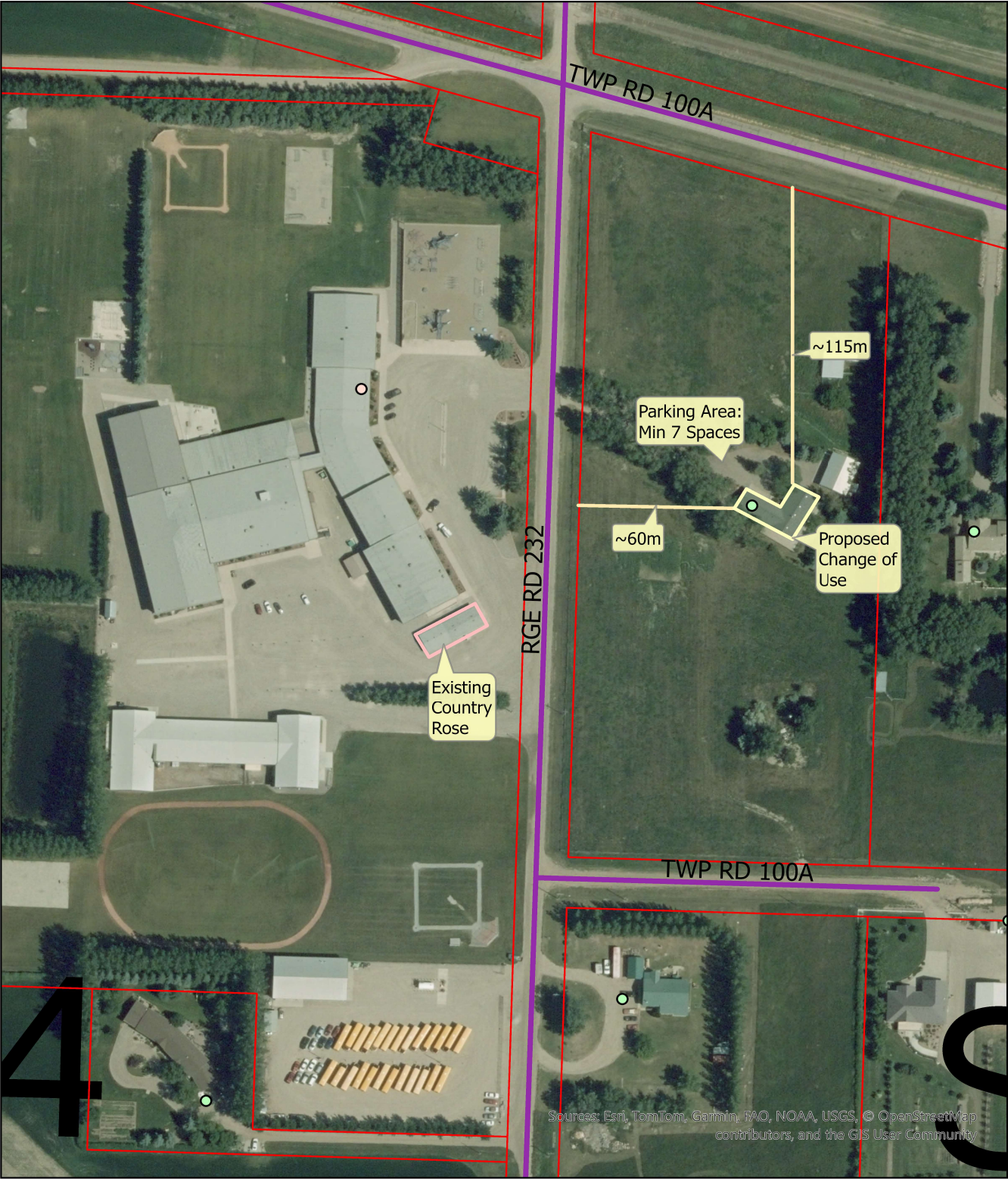
Lethbridge, Alberta T1J 4E4

P 403 328 5525 Toll-free: 855 728 5602

E development@lethcounty.ca

Page 2 of 2

2025-166





County of Lethbridge

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

F/Lorraine/2003 Permit Letters

October 14, 2003

Mr. John Arnoldussen, Treasurer
Calvin Christian School
Box 40
Monarch, Alberta
T0L 1M0

Dear John:

Re: S.E. 3-10-23-W4

Further to your request regarding the operation of a small school store at the above location, please allow me to offer the following comments.

It is my understanding that the store will be operated out of a portable classroom (approximately 800 sq. ft.) adjacent to the School and run by parent volunteers through the Lady's Auxiliary. All proceeds will be entirely for Calvin Christian School use.

Since the store will be owned and operated by the School, it is not unlike other retail ventures on other school properties such as bookstores, cafeterias, or vending machines. This would be considered a "minor use" under the umbrella of the School and, therefore, no additional approval will be required at this time.

It should be noted, however, that to fit the above description, the store must be only operated during school days and hours. No external signage or advertising is to take place. I wish to advise that the County will monitor the operation from time to time to ensure it remains a school activity and not a free-standing enterprise.

I trust the above is satisfactory. If you have any questions, please do not hesitate to contact me.

Yours truly,

A handwritten signature in blue ink, appearing to read "Nick Paladino", written over a horizontal line.

Nick Paladino
Supervisor of Planning & Development

cc: Hans Rutz, Councillor, Division 5

Tel: (403) 328-5525 E-Mail: mailbox@county.lethbridge.ab.ca Fax: (403) 328-5602



Re: Development Permit Permit: 204204-25-D0173

From CCS Operations <operations@ccschool.ca>

Date Wed 8/27/2025 7:43 AM

To permitting@safetycodes.ab.ca <permitting@safetycodes.ab.ca>; CCS Office <office@ccschool.ca>

Cc Jessica Potack <jpotack@lethcounty.ca>; Woutera Vanden Brink <woutera@shaw.ca>; Roy Vanden Brink <royvandenbrink@shaw.ca>

2 attachments (140 KB)

DOC.pdf; East Lot.pdf;

To whom it may concern.

I have attached a revised site plan and the land title for the property.

As to the current building that Country Rose is in, once we are able to move everything into the house which we are applying for the change of use, the building will remain on the current property and used as storage, until we get closer to construction on the new gym facility. At that point we will likely be moving it somewhere on the property across the road. The store hopes to open again when school starts and only be open during the school hours to sell items which were in the original letter, the other stock has been removed from the store.

Sincerely,

Lawrence Slingerland

Calvin Christian School
Operations Manager
403-381-3030
780-232-8968

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

Sent: Tuesday, August 26, 2025 11:48 AM

To: CCS Operations <operations@ccschool.ca>; CCS Office <office@ccschool.ca>

Cc: jpotack@lethcounty.ca <jpotack@lethcounty.ca>

Subject: Development Permit Permit: 204204-25-D0173

You don't often get email from permitting@safetycodes.ab.ca. [Learn why this is important](#)

Good morning Lawrence,

Please see attached for a list of additionally required documentation for your development permit application. Please submit this information no later than end of day September 2, 2025.

Should you require additional time to submit the required documentation, you must contact the County to make alternative arrangements before the deadline. Failure to provide the required documentation or make alternative

8/29/25, 9:45 AM

Mail - Jessica Potack - Outlook

arrangements with Lethbridge County may result in your application being deemed incomplete and refused. Please **reply-all** to this email when submitting documentation. **Failure to select reply-all will result in your email not being received or processed by Lethbridge County.**



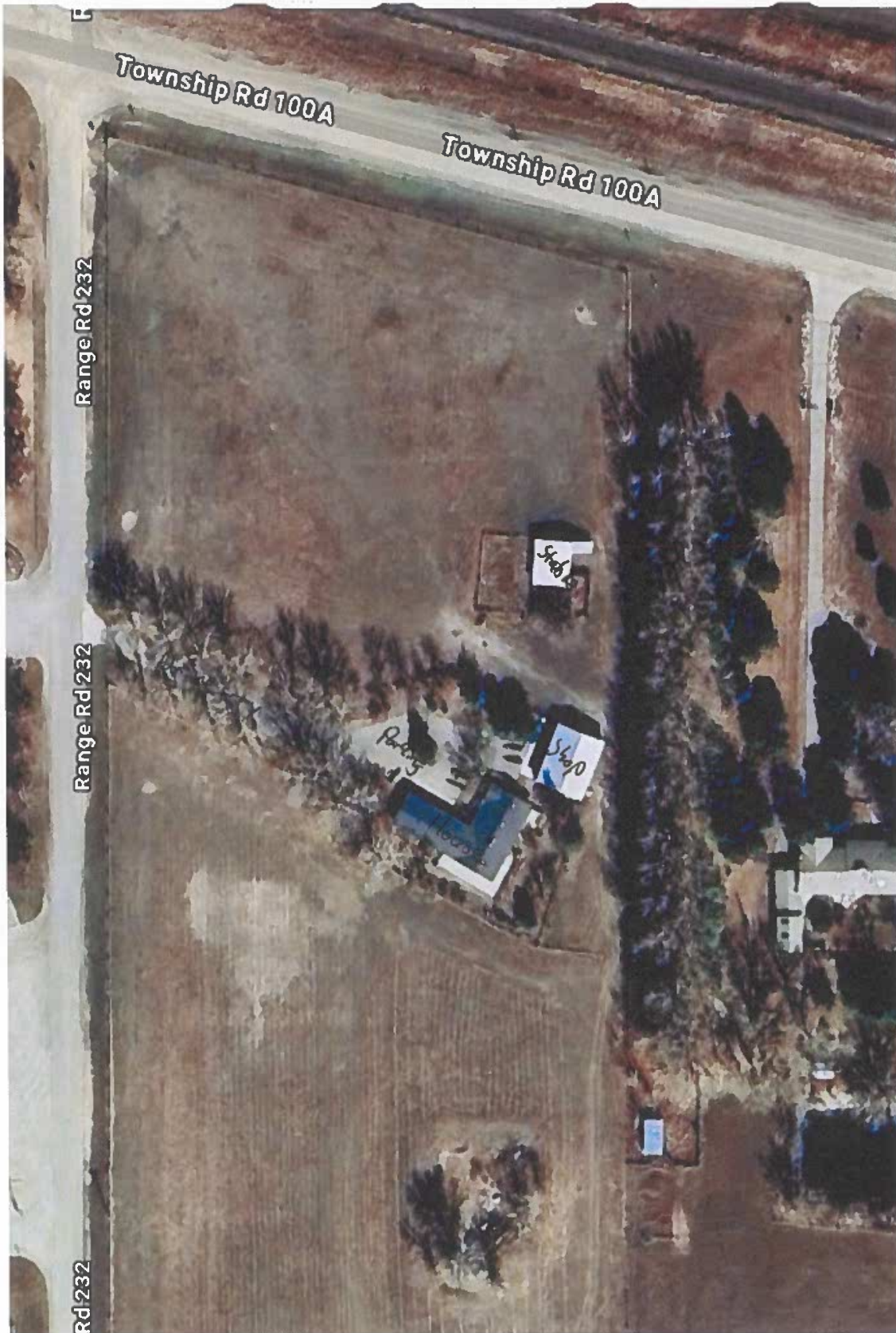
Jessica Potack
Coordinator, Planning and Development

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

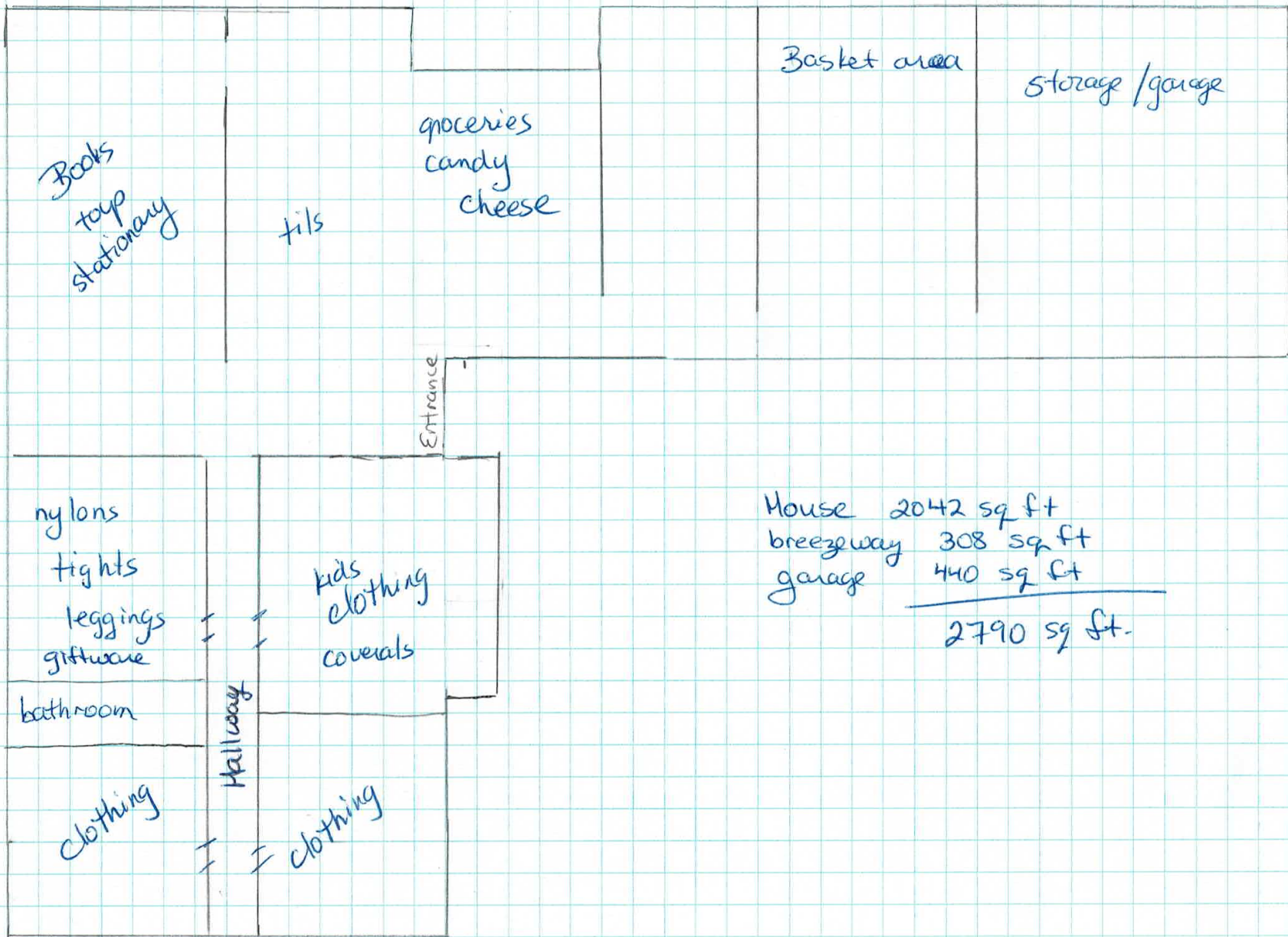
In the true spirit of reconciliation, we acknowledge all those who call this land home now and for thousands of years in the past. May we respect each other and find understanding together and recognize the benefits that this land provides to all of us.

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





1 sq = 2'



House	2042 sq ft
breezeway	308 sq ft
garage	440 sq ft
	<hr/>
	2790 sq ft.

8/26/25, 11:24 AM

Mail - Jessica Potack - Outlook



<https://outlook.office365.com/mail/inbox/id/AAQkADMzMGU0OTVhLThINWQtNDjYS1hMWYyLTk0ZWJlOWlyMzRiNAQAQwSdco7jFLsT0NGnX0n...> 1/1

8/26/25, 11:24 AM

Mail - Jessica Potack - Outlook



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8/26/25, 11:24 AM

Mail - Jessica Potack - Outlook



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8/26/25, 11:23 AM

Mail - Jessica Potack - Outlook



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LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0011 669 843 8811143;1;7 151 329 084

LEGAL DESCRIPTION
PLAN 8811143
BLOCK 1
LOT 7
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 3.18 HECTARES (7.86 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;23;10;2;SW

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 121 056 861

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
151 329 084	16/12/2015	TRANSFER OF LAND	\$680,000	\$680,000

OWNERS

CALVIN CHRISTIAN SCHOOL SOCIETY OF THE NETHERLANDS REFORMED CONGREGATIONS.
OF BOX 26
COALHURST
ALBERTA TOL 0Z0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
2604CU .	20/07/1922	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
7327EW .	18/04/1940	CAVEAT RE : EASEMENT CAVEATOR - BOARD OF TRUSTEES OF LETHBRIDGE NORTHERN IRRIGATION DISTRICT.

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

151 329 084

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
8005LB .	04/01/1972	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. "DISCHARGED EXCEPT 20 FOOT STRIP, 15/07/1976, #761089824"
8359LE .	22/03/1972	CAVEAT RE : EASEMENT CAVEATOR - THE BOARD OF DIRECTORS OF THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
791 193 192	15/11/1979	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
101 168 043	07/06/2010	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER CO-OP LTD.

TOTAL INSTRUMENTS: 006

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 26 DAY OF AUGUST,
2025 AT 03:31 P.M.

ORDER NUMBER: 54695072

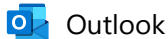
CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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

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



RE: Development Permit Application 2025-166 Internal Circulation

From Ryan Thomson <rthomson@lethcounty.ca>

Date Fri 8/29/2025 2:36 PM

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

Hi Jessica

I do not think we would require an actual sidewalk to be installed but rather have the school confirm what the plan is for pedestrian traffic to cross the road to access the store. **I would recommend that we install signage accordingly.** Let me know if you have any questions. Thank you

Ryan

From: Jessica Potack <jpotack@lethcounty.ca>

Sent: Friday, August 29, 2025 11:48 AM

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

Subject: Development Permit Application 2025-166 Internal Circulation

Importance: High

Good morning,

Please see the attached circulation and supplements for a discretionary use application. Per the associated Direct Control Bylaw, Council will be the development authority for this application. There are some questions pertaining to cross-walks that I would appreciate your feedback on. I have also attached a drafted copy of a Development Permit for comment. Should you have any comments or concerns, please submit them by September 5, 2025.

Thank you,



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

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



Lethbridge County Development Permit

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 2025-166

Applicant: Calvin Christian School Society of the Netherlands Reformed Congregations, PO BOX 26, Coalhurst, ALBERTA, T0L 0V0

In Works Respecting of: Change of Use - Dwelling to Retail Store (2790 sq. ft.)

On land located at: Q:SW S:2 T:10 R:23 M:W4 L:7 B:1 P:8811143 (100035 Range Road 232) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 2025-166 and **is subject to the conditions contained herein:**

- The Change-of-Use shall take place within the existing dwelling, as per the approved site plan.
- There shall be a minimum of seven (7) parking spaces available for staff and customers.
- Any lighting associated with this development shall be shielded and downcast so as not to generate a nuisance.
- Any signage shall require a new development permit.
- Any use other than that approved by this development permit shall require a new development permit.
- Approval of all relevant Safety Code Permits (includes Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems) must be obtained prior to commencement. Safety Code Permits are obtained through **Park Enterprises Ltd**, #10, 491 W.T. Hill Blvd. South, Lethbridge. Phone - (403) 329-3747.
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).

Additional Recommended Conditions to Consider:

- All customer parking, staff parking, and access to the approved Retail Store shall be located on-site only. Street parking, and/or parking in a manner that results in pedestrian traffic crossing Range Road 232 to access the development, is prohibited. The applicant/owner shall provide and maintain sufficient on-site parking to accommodate all patrons and staff of the Retail Store.

INFORMATIVE: The intent of the prohibition on pedestrian traffic across Range Road 232 is to avoid establishing unsafe crossing habits prior to the anticipated development of a parking lot and designated crosswalk on this parcel in the future. When the parking lot is developed, the installation of crosswalk signage will be further explored.



Lethbridge County Development Permit

Pursuant to Land Use Bylaw No. 24-007

Alternative Conditions to Consider, if Recommended Conditions are unsatisfactory

- *Prior to the opening of the retail store, installation of Pedestrian Crossing signage is required. Any installation of signage requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).*

Date of Decision:

Sep 18, 2025, as approved by County Council (Resolution X)

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

Signed

Coordinator, Planning and Development



Lethbridge County Development Permit

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

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

AGENDA ITEM REPORT



Title: 2026 Budget Presentation Schedule
Meeting: Council Meeting - 18 Sep 2025
Department: Corporate Services
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 11 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Attached is the proposed 2026 Budget Presentation Schedule for Council, covering the 2026–2028 Operating Budget and the 2026–2030 Capital Budget. The schedule outlines the timeline for staff presentations to Council, providing opportunities for review, deliberation, and direction. This process will conclude with Council's final approval of the budgets.

RECOMMENDATION:

That County Council approve the 2026 Budget Presentation Schedule as presented.

REASON(S) FOR RECOMMENDATION(S):

As per the *Municipal Government Act*, Council must approve an operating and capital budget annually prior to any spending. Budgets are typically approved in December or early January to ensure seamless continuity of operations and planning for Capital Projects.

PREVIOUS COUNCIL DIRECTION / POLICY:

Municipal Government Act-

Section **242(1)** - Each council must adopt an operating budget for each calendar year by January 1 of that calendar year.

Section **242(2)** - A council may adopt an interim operating budget for part of a calendar year.

Section **245** - Each council must adopt a capital budget for each calendar year by January 1 of that calendar year.

BACKGROUND INFORMATION:

The budget schedule is developed to ensure Council has set dates, with ample opportunity for budget presentations from staff for the purpose of deliberation, discussion, direction and final approval. The

process for developing the Operating and Capital budgets with staff begins in early fall. This allows all departments time for a comprehensive review of their department's budgetary needs and requirements.

Each department reviews their general operations, service levels, realized efficiencies, operational changes and strategic goals based upon Councils direction through the Strategic Plan and Policies. Draft budgets are developed and revised as required prior to the final draft that is presented to Council for deliberation purposes.

ALTERNATIVES / PROS / CONS:

Council can propose different presentation dates or presentation process.

FINANCIAL IMPACT:

A budget must be reviewed, considered and passed by Council as per the Municipal Government Act and in order for municipal operation purposes. An interim budget can be approved on or before January 1 per the MGA.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2026 Budget Presentation Schedule](#)



2026 BUDGET PRESENTATION SCHEDULE

Tentative – Council Approval Required

DRAFT BUDGET DISTRIBUTED TO COUNCIL

- Friday, November 21

ALL DEPARTMENTS

OPERATING & CAPITAL BUDGET PRESENTED TO COUNCIL, Day 1

- Wednesday, November 26

BUDGET MEETING
(Directors/Managers &
Council)

OPERATING & CAPITAL BUDGET PRESENTED TO COUNCIL, Day 2

- Thursday, November 27

BUDGET MEETING
(Directors/Managers &
Council)

BUDGET REVIEW WITH COUNCIL

- Tuesday, December 2 (if required)

BUDGET MEETING
(SLT & Council)

COUNCIL APPROVAL – 2026 OPERATING & CAPITAL BUDGET (or 2026 Interim Operating Budget)

- Thursday, December 4
- *Special Meeting or December 18 if required*

COUNCIL MEETING

AGENDA ITEM REPORT



Title: Request for Sponsorship - Canada's Western Gateway: In Motion - October 9, 2025
Meeting: Council Meeting - 18 Sep 2025
Department: Administration
Report Author: Mattie Watson

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 10 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Lethbridge County has been invited to provide a sponsorship for the Canada's Western Gateway: In Motion event on October 9, 2025 at the Lethbridge Airport.

This event aims to bring together industry leaders, professional associations, training providers and local government for a one-day conference focused on transport, logistics, warehousing and trade.

Lethbridge County is a member of Canada's Western Gateway, an initiative between local municipalities, economic development organizations and industry partners to advance and advocate for the trade and logistics corridor in Southern Alberta.

RECOMMENDATION:

That Lethbridge County provide the Lunch sponsorship to the Canada's Western Gateway: In Motion event on October 9, 2025, at a value of \$650, with funds to be drawn from the Council Discretionary Reserve.

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County is a member of the Canada's Western Gateway initiative, and the event will be held within the County. This sponsorship level would allow for County promotional materials at the event and one ticket to attend.

As logistics plays a critical role in the agriculture supply chain, this event aims to showcase the advantages that exist throughout the CWG corridor, including our strategic location, skilled workforce and transportation infrastructure.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has provided sponsorships for similar events in the past.

BACKGROUND INFORMATION:

Canada's Western Gateway is a trade and transportation corridor and logistics cluster reaching from the US border through Lethbridge County. The initiative recently received grant funding to further its advocacy activities. This event is being held to connect industry with government, training providers and industry associations, while showcasing the strategic advantages and opportunities of the CWG corridor.

The event will include:

- An industry tour of Cando Rail (formerly Transmark), P&H at Wilson Siding, Viterro, AB Pulse and AB Grain
- Presentations by CWG, CITT: Canada's Logistics Association and Cando
- A transportation panel

ALTERNATIVES / PROS / CONS:

Council may choose to attend the event without providing a sponsorship.

Council may choose not to provide a sponsorship or attend the event.

FINANCIAL IMPACT:

\$650, with funds to be drawn from Council's Discretionary Reserve.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[CITT & Canada's Western Gateway - In Motion, October 9th at the Lethbridge Airport](#)



Canada's Western Gateway: In Motion

October 9th, 2025, Lethbridge Airport Air West Hangar

Connect with industry leaders, professional associations, training providers, and elected officials at a one-day conference focused on transport, logistics, warehousing, & trade.

Start the day with a guided tour of key agriculture, rail, and airport assets within Canada's Western Gateway. Learn about opportunities and challenges in the sector and discover programs and supports available to help your business thrive.

Enjoy a Southern Alberta AAA roast sirloin lunch buffet, catered by LA Chefs, and celebrate CITT Supply Chain Micro-Credential graduates from Team Works Lethbridge.

Hosted in the historic Air West Hangar, this event highlights the Lethbridge Airport and Cando Rail & Terminals, critical assets in North American supply chains. See investment ready land with strategic value and meet the companies that keep the sector in motion.

Whether you're an operator, association, educator, or government representative, this conference will deliver high-value insights and meaningful connections in just one day.

Morning tour + afternoon program, or afternoon program only options are available. Lunch is included for all registered guests.

Tickets start at \$50.00, CITT members pay \$25.00.

Seats are limited – registration will be available starting August 20th.

Questions? Contact Rylan Howard or Brady Schnell by email at:

rylan@choosethbridge.ca or brady@choosethbridge.ca

Stay the night! Lethbridge has a variety of 3 and 4-star hotels with competitive rates.

[Accommodations - Visit Lethbridge](#)

Canada's Western Gateway: In Motion

October 9th, 2025, Lethbridge Airport Air West Hangar

MORNING TOUR + AFTERNOON PROGRAM

\$50

8:30 AM Registration open at the Lethbridge Airport, Air West Hangar

9:30 AM Shuttle leaves for Industry Tour

- Visit Cando Rail & Terminals with Business Manager, Brent Peterson
- Window tour of P&H Wilson Siding, Viterra Loop Track, AB Pulse & LA Grain
- Visit the Lethbridge Airport with Airport Manager, Cameron Prince

11:30 AM Shuttle Bus Returns to Air West Hangar

AFTERNOON PROGRAM ONLY

\$35

11:00 AM Registration Open at Air West Hangar at the Lethbridge Airport

12:00 PM AAA Roast Sirloin Lunch Buffet, catered by LA Chefs

1:00 PM *In Motion: Canada's Western Gateway Trade and Logistics Corridor*

1:25 PM *Canada's Logistics Community: CITT and Alberta Area Council*

1:45 PM *Custom Rail Solutions: Cando Rail & Terminals Lethbridge*

2:05 PM *to be announced*

2:30 PM Networking Opportunity

3:00 PM *Mobilizing: Transportation Panel with AMTA, PMTC, and to be announced*

4:00 PM *Watch the Road: Battery Manufacturing and AI in Transport*

4:30 PM *Gateway: Team Works Career Centre & Supply Chain Graduate Ceremony*

5:00 PM Closing Remarks

6:00 PM **Optional dinner and drinks at Lethbridge restaurant *to be announced***

Schedule is subject to change

Sponsorship Opportunities

Title Sponsor - \$950 (1-available)

- Prime sponsor placement on all event communications
- 2 complementary tickets to the event
- 10-minutes in the spotlight: showcase your company during the program
- Your pop-up banner featured at the event stage
- Prime logo placement on event signage
- Special thanks during opening remarks, lunch, and closing remarks
- Option to provide marketing materials and promotional items

Lunch Sponsor - \$650 (1-available)

- Sponsor placement on event communications
- 1-complementary ticket to the event
- Your pop-up banner featured at the event
- Your logo featured on event signage
- Special thanks during opening remarks, lunch, and closing remarks
- Option to provide marketing materials and promotional items

Industry Tour Sponsor - \$500 (2-available)

- Sponsor placement on event communications
- 1-complementary ticket to the event
- Your pop-up banner featured at the event
- Your logo featured on event signage
- Special thanks during tour, opening remarks, and closing remarks
- Option to provide marketing materials and promotional items

Networking/Reception Sponsor - \$350 (2-Available)

- Sponsor placement on event communications
- Your pop-up banner featured at the event
- Your logo featured on event signage
- Special thanks during networking/reception session and closing remarks
- Option to provide marketing materials and promotional items

CITT Scholarship Supporter - \$250 (No limit)

- Supporter recognition on some event communications
- Your logo featured on event signage
- Special thanks during Team Works graduation ceremony
- Option to provide marketing materials and promotional items

AGENDA ITEM REPORT



Title: South Region Agricultural Service Board Conference - Cypress County
Meeting: Council Meeting - 18 Sep 2025
Department: Agriculture Service Board
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 10 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The South Region Agricultural Service Board Conference is being hosted by Cypress County on October 8, 2025 at Eagles Nest Ranch.

RECOMMENDATION:

That the two voting members of the ASB Committee attend the South Region ASB Conference in Cypress County.

REASON(S) FOR RECOMMENDATION(S):

To be a participating member of the South Region Agricultural Service Boards and foster good working relationships in the agriculture community. To take part in the Regional Resolution Process as a voting member of the Provincial Agriculture Service Board and to remain current on agriculture issues facing municipalities and the province.

PREVIOUS COUNCIL DIRECTION / POLICY:

Previously members of the Agriculture Service Board were authorized to attend.

BACKGROUND INFORMATION:

The South Region Agricultural Service Board Conference rotates around the South Region each year. This year's Conference will be held in Cypress County.

Further details to come.

ALTERNATIVES / PROS / CONS:

Alternative: That any member of the ASB be authorized to attend the conference.

FINANCIAL IMPACT:

Registration fees and hotel fees to be determined

LEVEL OF PUBLIC PARTICIPATION:☐

Inform

☐

Consult

☐

Involve

☒

Collaborate

☐

Empower

ATTACHMENTS:

[Agenda - DRAFT 2025 South Region Agricultural Service Board Conference](#)

[Registration Form - South Region Agricultural Service Board Conference](#)

AGENDA ITEM REPORT



Title: Bylaw No. 25-022 Bylaw Enforcement Officer Bylaw
Meeting: Council Meeting - 18 Sep 2025
Department: Administration
Report Author: Heath Wright

APPROVAL(S):

Heath Wright, Regional Manager of Emergency Services
Cole Beck, Chief Administrative Officer

Approved - 10 Sep 2025
Approved - 10 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Bylaw #25-022 - Enforcement Officer Bylaw establishes the appointment process, powers, duties, and disciplinary procedures for Bylaw Enforcement Officers in Lethbridge County. It provides the legal framework required under the Municipal Government Act (MGA) and ensures officers operate with authority, accountability, and professionalism.

RECOMMENDATION:

That Bylaw 25-022 - Bylaw Enforcement Officer Bylaw be read a first time.

That Bylaw 25-022 - Bylaw Enforcement Officer Bylaw be read a second time.

That Council consider third reading of Bylaw 25-022 - Bylaw Enforcement Officer Bylaw

That Bylaw 25-022 - Bylaw Enforcement Officer Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County has bylaws in place to support bylaw enforcement. To further align with the Municipal Government Act (MGA), the County is introducing this bylaw to clearly establish the powers, duties, and disciplinary procedures for Bylaw Enforcement Officers. This step will ensure our framework is consistent with MGA requirements and supports effective enforcement practices moving forward. The adoption of Bylaw #25-022 brings Lethbridge County into alignment with the MGA and provides a modern, transparent framework to support effective and accountable bylaw enforcement.

PREVIOUS COUNCIL DIRECTION / POLICY:

There is no previous Council direction.

BACKGROUND INFORMATION:

The Municipal Government Act (MGA), Sections 555–556, outlines specific requirements for municipalities regarding Bylaw Enforcement Officers.

These include:

- Clearly specifying the powers and duties of Bylaw Enforcement Officers; and
- Establishing fair and transparent disciplinary procedures in cases of misuse of power, including penalties and an appeal process.

Bylaw #25-022 has been prepared to address this need. The bylaw provides a clear framework by:

- Establishing appointment and eligibility requirements (including criminal record checks, references, training, and oath of office).
- Defining officer powers and duties, including inspection, enforcement, and supporting public peace.
- Ensuring officers are properly trained, equipped, and supervised by the CAO or designate.
- Implementing a fair and transparent complaints, discipline, and appeal process (Schedule B).
- Providing the CAO with the authority to revoke officer appointments and recover County-issued equipment when necessary.

ALTERNATIVES / PROS / CONS:

Approve Bylaw #25-022 (Recommended) – Aligns the County with the MGA and provides a clear, transparent governance framework for bylaw enforcement.

Defer Approval – Extends the period before the County fully aligns with MGA provisions and may create continued uncertainty in bylaw enforcement governance.

Reject Bylaw #25-022 – Leaves the County without a dedicated governance framework for bylaw enforcement as outlined in the MGA.

FINANCIAL IMPACT:

Little to no financial impact

Training, equipment, and administrative oversight are ongoing operational expenses already accounted for in existing budgets. While some revenue may result from the enforcement of County bylaws (e.g., fines and penalties), this is expected to be modest. The primary objective of enforcement remains promoting compliance, fairness, and public accountability, rather than generating revenue.

LEVEL OF PUBLIC PARTICIPATION:

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

ATTACHMENTS:

[Bylaw 25-022 - Bylaw Enforcement Officer Bylaw](#)

BYLAW # 25-022

BEING A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA RESPECTING THE POWERS, DUTIES AND DISCIPLINARY PROCEDURES FOR BYLAW ENFORCEMENT OFFICERS.

WHEREAS pursuant to Section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, the Council of Lethbridge County may pass bylaws for municipal purposes respecting:

- a) the safety, health and welfare of people and the protection of people and property; and
- b) people, activities and things in, on or near a public place or place that is open to the public;
- c) transport and transportation systems; and
- d) the enforcement of bylaws;

AND WHEREAS, pursuant to:

Section 7(i) of the *Municipal Government Act*, RSA 2000, c. M-26, a Council may pass bylaws respecting the enforcement of bylaws;

Section 210 of the *Municipal Government Act*, provides that a council may, by bylaw, establish one or more positions to carry out the powers, duties and functions of a designated officer;

Section 555 of the *Municipal Government Act*, a person who is appointed as a bylaw enforcement officer is, in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace;

Sections 556 of the *Municipal Government Act*, every council must by bylaw specify the powers and duties of bylaw enforcement officers and establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers;

Part 13, Division 4 of the *Municipal Government Act*, the municipality may carry out numerous enforcement powers and duties, which may be exercised by bylaw enforcement officers;

Section 1(k)(vii) of the *Provincial Offences Procedures Act*, RSA 2000, c. P-34, a person who is employed by a municipality for the preservation and maintenance of the public peace, while the person is in the exercise or discharge of the person's powers and duties is deemed to be a "peace officer" for the purposes of that Act;

Section 2(c) of the *Criminal Code of Canada*, RS, c. C-34, s.1, a person who is employed for the preservation and maintenance of the public peace is deemed to be a "peace officer";

NOW THEREFORE, be it resolved that the Council of Lethbridge County, duly assembled, enacts as follows:

TITLE

1. This Bylaw may be cited as the Bylaw Enforcement Officer Bylaw.

DEFINITIONS / INTERPRETATION

2. In this Bylaw, the following words shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the past and future; words in the plural include the singular; words in the singular include the plural; words in the masculine gender include feminine and neuter genders; words in the

feminine and neuter genders include the masculine gender. The word “shall” is always mandatory and not merely directory.

- (a) “Bylaw” means a Bylaw passed by the Council of the municipality;
 - (b) “Bylaw Enforcement Officer” means a person who has been appointed pursuant to this Bylaw as a Bylaw Enforcement Officer;
 - (c) “Council” means the council of the municipality;
 - (d) “Chief Administrative Officer” means the person appointed as the Chief Administrative Officer of the municipality or his / her delegate;
 - (e) “Contractor” means a person or business with whom the municipality has entered into a written agreement or contract with for the provision of services relating to the enforcement of Bylaws;
 - (f) “Criminal Code of Canada” means the Criminal Code of Canada, RSC 1985, c C-46;
 - (g) “Designated Officer” means a person appointed to a position established under Section 210 of the Municipal Government Act and a person appointed as a Bylaw Enforcement Officer under this Bylaw;
 - (h) “Director of Emergency Services” means the person appointed as the Director of Emergency Services of the municipality or his / her delegate;
 - (i) “Municipal Government Act” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time;
 - (j) “Municipality” means the municipal corporation of Lethbridge County, within the boundary thereof as the context requires;
 - (k) “Provincial Offences Procedures Act” means the Provincial Offences Procedures Act, R.S.A. 2000, Chapter P-34, as amended or replaced from time to time;
3. Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
4. Where this Bylaw refers to another Act, Bylaw, Regulation or Agency, it includes reference to any Act, Bylaw, Regulation or Agency that may amended or be substituted, therefore.
5. All Schedules attached to this Bylaw shall form a part of this Bylaw.

PURPOSE

6. This Bylaw is intended to:
- (a) prescribe the requirements for appointing Bylaw Enforcement Officers;

- (b) identify the powers, duties and responsibilities of Bylaw Enforcement Officers;
- (c) identify that appropriate training, tools and equipment shall be provided to Bylaw Enforcement Officers to ensure that they can perform their duties in a responsible, effective, and safe manner;
- (d) establish a disciplinary procedure and appeal process that is applicable to any misuse of power by a Bylaw Enforcement Officer; and
- (e) deal with other matters respecting the enforcement of Bylaws and other enactments.

APPOINTMENT OF BYLAW ENFORCEMENT OFFICERS

7. To be eligible for appointment as a Bylaw Enforcement Officer, individuals shall provide to the Chief Administrative Officer, or designate:
 - (a) a criminal record check that is no more than six (6) months old;
 - (b) sufficient references that demonstrate that the individual is of good character;
 - (c) proof of any relevant training completed, that would assist the individual in the performance of the powers, duties, and responsibilities of a Bylaw Enforcement Officer; and
 - (d) any other requirement as specified.

8. The Chief Administrative Officer, or designate, may:
 - (a) appoint individuals as Bylaw Enforcement Officers in accordance with this Bylaw;
 - (b) authorize or require Bylaw Enforcement Officers, while the Bylaw Enforcement Officer is in the exercise or discharge of their duties as a Bylaw Enforcement Officer, to carry out any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of the public peace;
 - (c) impose terms and conditions on a Bylaw Enforcement Officer Appointment; and
 - (d) add any amounts owing to the municipality, that arise from the enforcement of Bylaws to a tax roll, in accordance with the Municipal Government Act or any other enactment.

9. The Chief Administrative Officer, or designate, shall:
 - (a) ensure that prior to commencing their duties, all Bylaw Enforcement Officers take and complete the official oath found in Schedule 'A'; and

- (b) ensure that Bylaw Enforcement Officers are provided with adequate and appropriate training, tools and equipment that will support the Bylaw Enforcement Officers so that they can perform their powers, duties, and responsibilities in a professional, effective and safe manner.

AUTHORITIES, POWERS AND DUTIES

10. A Bylaw Enforcement Officer is a Designated Officer of the municipality for the purpose of inspections pursuant to Section 542 of the *Municipal Government Act* and enforcement of Bylaws pursuant to Sections 545 and 546 of the *Municipal Government Act*.
11. A Bylaw Enforcement Officer, when in the execution of their duties as a Bylaw Enforcement Officer, is a person responsible for the preservation and maintenance of the public peace.
12. In accordance with their appointment by the Chief Administrative Officer, Bylaw Enforcement Officers are responsible for:
 - (a) enforcing all Bylaws within the municipality;
 - (b) conducting routine patrols to ensure compliance with municipal Bylaws;
 - (c) reporting to and carrying out the directions of the Chief Administrative Officer, or designate;
 - (d) responding to and investigating complaints and alleged breaches of Bylaws;
 - (e) issuing and serving notices, violation tickets, summonses, subpoenas and laying informations as required;
 - (f) exercising all the powers, duties, and functions of a Designated Officer to conduct any inspections, remedies or enforcement authorized or required by a Bylaw or enactment, in accordance with Section 542 of the *Municipal Government Act*;
 - (g) exercising all the powers, duties and functions of a Designated Officer to issue written orders pursuant to Sections 545 and 546 of the *Municipal Government Act*;
 - (h) taking whatever actions or measures are necessary to remedy a contravention or prevent a re-occurrence of a contravention of the *Municipal Government Act*, an enactment that the municipality is authorized to enforce, or a Bylaw, in accordance with Section 549 of the *Municipal Government Act*;
 - (i) taking whatever actions or measures are necessary to eliminate a danger to public safety caused by a structure, excavation, or hole or to deal with the unsightly condition of property, in accordance with Section 549 of the *Municipal Government Act*;
 - (j) assisting in the prosecution of breaches of Bylaws, including gathering evidence, ensuring the attendance of witnesses, attending court, and providing evidence as required;

- (k) carrying identification issued by the municipality that identifies the person as being a Bylaw Enforcement Officer and producing such identification upon request, whenever the Bylaw Enforcement Officer is engaged in their duties as a Bylaw Enforcement Officer; and
- (l) performing all other duties and tasks assigned by the Chief Administrative Officer from time to time.

SUPERVISIONS / ACCOUNTABILITY

- 13. Bylaw Enforcement Officers are subject to the supervision of and accountable to the Chief Administrative Officer, or designate, and shall exercise their powers and duties in accordance with all applicable municipal policies, standard operating procedures and directives.

MODIFICATION OR REVOCATION OF BYLAW ENFORCEMENT OFFICER APPOINTMENT

- 14. If an individual appointed as a Bylaw Enforcement officer is no longer employed or retained by the municipality, or if the individual's role is modified such that the individual no longer requires appointment as a Bylaw Enforcement Officer or requires a modified appointment, the Chief Administrative Officer may modify or revoke the Bylaw Enforcement Officer's Appointment.
- 15. Upon revocation of a Bylaw Enforcement Officer Appointment, the Bylaw Enforcement Officer shall immediately return all uniforms, patrol cars, equipment, ticket books, appointment certificates and any / all other materials or equipment supplied to the Bylaw Enforcement Officer by the municipality, to the Chief Administrative Officer, or designate.

COMPLAINTS AGAINST A BYLAW ENFORCEMENT OFFICER

- 16. Complaints concerning the conduct of a Bylaw Enforcement Officer shall be handled pursuant to the procedure provided in Schedule 'B' of this Bylaw.

SEVERABILITY

- 17. Each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part be found invalid by a Court of competent jurisdiction, it is intended that the invalid section or part shall be severable, and the remainder of the Bylaw will remain in effect.

EFFECTIVE DATE

- 18. This Bylaw shall come into force and effect upon its passing third reading by Council

First reading

Second reading

Third reading

SCHEDULE 'A'

Oath of Office
Lethbridge County
Bylaw Enforcement Officers

[If Swearing]

I, _____, swear that I will diligently, faithfully and to the best of my ability execute, according to law, the office of a Bylaw Enforcement Officer for Lethbridge County.

So help me God.

SWORN BEFORE ME at the _____ of)
_____, in the Province of)
Alberta, this _____ day of _____,)
20____.)
)
)
_____) _____
A Commissioner for Oaths) **Name:**
in and for the Province of Alberta)

[If Affirming or Declaring]

I, _____, solemnly swear and truly declare and affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of a Bylaw Enforcement Officer for Lethbridge County.

SWORN BEFORE ME at the _____ of)
_____, in the Province of)
Alberta, this _____ day of _____,)
20____.)
)
)
_____) _____
A Commissioner for Oaths) **Name:**
in and for the Province of Alberta)

SCHEDULE 'B'

Complaints, Investigations, Disciplinary Procedures and Appeals

Complaints

1. If any citizen feels that they have been, in some way, treated inappropriately or unfairly by a Bylaw Enforcement Officer, they may lodge a complaint about the Bylaw Enforcement Officer pursuant to Section 16 of this Bylaw and the provisions found hereunder in this Schedule.
2. Complaints against Bylaw Enforcement Officers must be submitted to Lethbridge County in writing, and at minimum, must include the following:
 - (a) name, address and telephone number of the complainant;
 - (b) email address (optional); and
 - (c) details of the alleged misconduct of the Bylaw Enforcement Officer
3. Written complaints shall be submitted to:

Director of Emergency Services
Lethbridge County
#100, 905 4 Avenue South
Lethbridge, AB T1J 4E4

Anonymous / Verbal / Non-Written Complaints

4. Lethbridge County will not entertain anonymous complaints, whether made in writing, by telephone, voicemail, text message, via social media or any other method of communication.
5. All anonymous, verbal, or other non-written complaints received by Lethbridge County will be documented by the Director of Emergency Services, or designate, and such information may be utilized to show due diligence and effective management by the authorized employer as this information may be used to track any patterns or practices by Bylaw Enforcement Officers that may indicate that a problem exists.
6. Unreported, Serious or Sensitive Incidents
7. If Lethbridge County becomes aware of an unreported complaint regarding a serious or sensitive incident that may lead to a complaint relating to a Bylaw Enforcement Officer breaching the terms and conditions of their Bylaw Enforcement Officer Appointment, the municipality shall investigate and dispose of the matter pursuant to Section 16 of this Bylaw and the provisions found hereunder in this Schedule.

Complaints Relating to Criminal Matters

8. If, during any investigation into a complaint, it is determined that criminal misconduct may have occurred, the Director of Emergency Services, or designate, shall forward this information to the Royal Canadian Mounted Police for investigation. Any complaint that contains allegations of excessive force used by a Bylaw Enforcement Officer is deemed to be criminal in nature and shall be reported to the Royal Canadian Mounted Police for investigation.

Receipt of a Complaint

9. Citizen complaints received by Lethbridge County shall be forwarded to the Director of Emergency Services, or designate, for any required investigation or follow-up. The Director of Emergency Services, or designate, shall provide information to the complainant regarding how their complaint may be resolved. Complaints can be resolved by:
 - (a) having the matter dealt with through an informal resolution process, as noted at Section 9 of this Schedule, if mutually agreeable between both the complainant and the Director of Emergency Services, or designate; or
 - (b) having the matter dealt with through the Investigation of Formal Complaints process noted at Section 11 of this Schedule.

Informal Resolution of Complaints

10. Should the complainant choose to participate in an informal resolution process, the complaint may be submitted to the Director of Emergency Services, or designate, either verbally, via email or in writing. When utilizing the Informal Resolution of Complaints process, the Director of Emergency Services or designate, shall:
 - (a) document the name, address and phone number of the complainant;
 - (b) document the nature of the concern that is the source of the complaint;
 - (c) document the name of the Bylaw Enforcement Officer(s) involved, if known;
 - (d) provide the complainant with a timeframe within which it is anticipated to take to look into their concern and then reconnect with them with further information / updates;
 - (e) make all appropriate inquiries / investigation regarding the complaint and follow up with all involved parties as to an appropriate resolution of the complaint, based on the facts discovered through this informal process; and
 - (f) maintain a copy of all informal complaint resolution files pursuant to the Lethbridge County record retention policies or for a period of seven (7) years, whichever is greater.
11. Should the complainant not be satisfied with the outcome of the informal resolution process, they would have the option of submitting a formal written complaint that will be handled pursuant to Section 16 of this Bylaw and the provisions found hereunder in this Schedule.

Investigation of Formal Complaints:

12. Upon receipt of a formal written complaint, the Director of Emergency Services, or designate, shall:
 - (a) within 30 calendar days, acknowledge in writing, receipt of the complaint to the complainant;
 - (b) provide a copy of the written complaint to the Bylaw Enforcement Officer that is the subject of the complaint;
 - (c) investigate the allegations made within the complaint by interviewing the complainant, any witnesses, the Bylaw Enforcement Officer(s) involved, if they so consent, and any other person who may have knowledge relevant to the occurrence; and
 - (d) review any relevant documents or recordings in existence pertaining to the occurrence including, but not limited to:
 - i. investigative files;
 - ii. Bylaw Enforcement Officer's notebooks;
 - iii. Court reports;
 - iv. legal documents;
 - v. video / audio recordings; and
 - vi. emails, text messages, letters; and
 - (e) notify the complainant and the Bylaw Enforcement Officer(s) involved as to the status of the investigation at least once every 45 calendar days.
13. The Bylaw Enforcement Officer shall be given the opportunity to make a full response to the allegations and to provide supporting evidence in writing to the Director of Emergency Services or designate.

Complaints Not Requiring Investigation

14. It is recognized that some complaints will be made under circumstances in which an investigation is not required, which may include complaints that are:
 - (a) Frivolous: A complaint intended merely to harass or embarrass;
 - (b) Vexatious: A complaint that has no basis in fact or reason, with its purpose to bother, annoy and embarrass the Bylaw Enforcement Officer or employer;
 - (c) Bad faith: A complaint filed with intentional dishonesty or the intent to mislead;
 - (d) Related to Quality of Service: A complaint relating to the interpretation or application of legislation, including bylaws, investigation outcome or action taken as a result of an investigation are not normally considered a complaint regarding the conduct or

actions of a Bylaw Enforcement Officer.

15. After receiving a complaint pursuant to the provisions of Section 16 of this Bylaw, or the provisions found in this Schedule, the Director of Emergency Services or designate may refuse to investigate or discontinue the investigation if, in the opinion of the Director of Emergency Services or designate, the nature of the complaint fits into one or more of the subsections noted at Section 13 of this Schedule. The Director of Emergency Services, or designate, shall issue a written letter to the complainant advising of the reasons why the investigation has been refused or discontinued.

Disposition of Formal Complaints

16. Upon concluding an investigation into a complaint against a Bylaw Enforcement Officer, the Director of Emergency Services, or designate, shall dispose of the complaint by making one of the following decisions and giving reasons for the decision:
 - (a) The complaint is unfounded.

This means that based on a thorough investigation, the Director of Emergency Services or designate, has determined that the complaint has no merit or basis.
 - (b) The complaint is unsubstantiated.

This means that based on a thorough investigation, the Director of Emergency Services or designate, has determined that there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
 - (c) The complaint is found to have merit, in whole or in part.

This means that based on a thorough investigation that:

 - i. "in whole" - the Director of Emergency Services, or designate, has a reasonable belief that the Bylaw Enforcement Officer(s) involved engaged in misconduct in regards to the entirety of the complaint; or
 - ii. "in part" - the Director of Emergency Services, or designate, has a reasonable belief that the Bylaw Enforcement Officer(s) involved engaged in misconduct in regards to a portion of the complaint, but not in its entirety.
 - (d) The complaint is frivolous, vexatious or made in bad faith.
 - (e) Having regard to all of the circumstances of the complaint, no investigation is necessary.
17. In the event that a complaint is found to have merit in whole or in part, the Director of Emergency Services, or designate, must take disciplinary action against the Bylaw Enforcement Officer(s) involved, in accordance with the municipality's Discipline Directive HR05, as amended or repealed and replaced from time to time
18. The Director of Emergency Services, or designate, shall inform the Bylaw Enforcement Officer(s) involved in writing of his or her decision and, if applicable, the disciplinary action imposed. The Bylaw Enforcement Officer(s) involved shall be advised of the ability to appeal the decision to the Chief Administrative Officer.

19. The Director of Emergency Services, or designate, shall inform the complainant in writing of his or her decision and, if applicable, the disciplinary action to be taken. The complainant shall be advised of the ability to appeal the decision to the Chief Administrative Officer.
20. The written decision provided to both the complainant and the Bylaw Enforcement Officer(s) involved must contain the following closing paragraph which communicates the appeal process:

"Please be advised you have the right to appeal this decision to the Chief Administrative Officer of the Municipality. An appeal must be in writing and initiated within 30 calendar days of receipt of this decision, and any decision reached by the Chief Administrative Officer on appeal is final."

21. If the Director of Emergency Services, or designate refuses to investigate a complaint or discontinues the investigation of a complaint, the Director of Emergency Services, or designate, shall notify the complainant in writing with supporting reasons for not investigating the complaint.
22. All complaints disposed of pursuant to Section 14 or 15 of this Schedule must be reported to the Chief Administrative Officer within seven (7) calendar days of the disposition decision.

Appeals

23. A complainant or the Bylaw Enforcement Officer(s) involved may appeal a decision of the Director of Emergency Services, or designate, to the Chief Administrative Officer.
24. All appeals shall be made in writing and shall be submitted to:

Chief Administrative Officer
Lethbridge County
#100, 905 4 Avenue South
Lethbridge, AB T1J 4E4

within thirty (30) calendar days of receipt of the written decision issued by the Director of Emergency Services or designate.

25. Upon receipt of an appeal, the Chief Administrative Officer shall:
 - (a) obtain a copy of the information in the possession of the Director of Emergency Services, or designate, related to the complaint, including the written decision of the Director of Emergency Services, or designate;
 - (b) provide the appellant with fourteen (14) calendar days in which to submit a written submission to the Chief Administrative Officer setting out the reasons for the appeal, including the basis of the appellant's reason for believing that the Director of Emergency Services, or designate, erred in his or her decision;
 - (c) provide a copy of the written reasons for the appeal prepared by the appellant to the respondent;
 - (d) provide the respondent with fourteen (14) calendar days in which to submit a written submission to the Chief Administrative Officer in response to the appellant's

submissions, a copy of which shall be provided by the Chief Administrative Officer to the appellant; and

- (e) determine, in his or her discretion, whether or not an oral hearing is required in the circumstances.
26. Where, in the Chief Administrative Officer's discretion, an oral hearing is required to determine the appeal, the following procedure shall be followed:
- (a) Fourteen (14) calendar days' notice in writing of the hearing shall be given to the appellant and the respondent;
 - (b) At the hearing, the Chief Administrative Officer shall give the appellant or his or her representative an opportunity to make oral submissions;
 - (c) At the hearing, the Chief Administrative Officer shall give the respondent an opportunity to make oral submissions.
27. Following the conclusion of the oral hearing, or the Chief Administrative Officer's review of the written submissions if an oral hearing is not held, the Chief Administrative Officer shall either confirm, reverse or vary the decision of the Director of Emergency Services, or designate.
28. Where an oral hearing is conducted, the decision of the Chief Administrative Officer shall be issued to the appellant and the respondent, in writing, together with the reasons for the decision within twenty one (21) calendar days of the conclusion of the hearing.
29. Where no oral hearing is conducted, the decision of the Chief Administrative Officer shall be issued to the appellant and the respondent in writing, together with the reasons for the decision, within twenty-one (21) calendar days of the conclusion of the review of written documents and submissions.
30. The decision of the Chief Administrative Officer is final and conclusive with no further right of appeal to the Court.

AGENDA ITEM REPORT



Title: Bylaw No. 25-012 Regional Emergency Management - Amendments
Meeting: Council Meeting - 18 Sep 2025
Department: Administration
Report Author: Breea Tamminga

APPROVAL(S):

Heath Wright, Regional Manager of Emergency Services
Cole Beck, Chief Administrative Officer

Approved - 10 Sep 2025
Approved - 10 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Bylaw No. 25-012 established a regional framework for emergency management in Lethbridge County and its partner municipalities: the Village of Barons, and Town's of Coalhurst, Nobleford, and Picture Butte. To comply with direction from the Government of Alberta, amendments to this bylaw are required. These amendments are necessary to obtain the Emergency Management Ministerial Order, which will authorize a Regional (joint) Emergency Advisory Committee in place of separate committees for each municipality.

Key Amendment Highlights:

Amendments align the definition of emergency with the definition from the Emergency Management Act, and leaves the authority to declare, renew, or terminate a SOLE with the Chief Elected Official.

Detailed Changes include:

Section 1(f) updated the Emergency definition from the Emergency Management Act

Section 3(b) changed the second sentence to read from "includes" to "excludes the powers..."

Section 7(b) power for the REAC to declare, renew, or terminate a State of Local Emergency (SOLE) was deleted.

Section 11(b) deleted the words "from any Regional Partner" and "for any of its partners."

RECOMMENDATION:

That Bylaw 25-012 - Regional Emergency Management Bylaw be read a first time.

That Bylaw 25-012 - Regional Emergency Management Bylaw be read a second time.

That Council consider third reading of Bylaw 25-012 - Regional Emergency Management Bylaw.

That Bylaw 25-012 - Regional Emergency Management Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Adopting the amended bylaw as presented establishes a regional framework for emergency preparedness, response, and recovery by enhancing coordination and resilience across the Lethbridge County Regional Emergency Management Partnership.

Aligns with the Emergency Management Act to ensure compliance.

Aligns with the Local Authority Emergency Management Regulation as to who can declare, renew or terminate a State of Local Emergency (SOLE).

Assist in obtaining an Emergency Management Ministerial Order.

Unifies emergency planning and response across partner municipalities.

Establishes clear leadership, structure, and responsibilities.

Enables effective coordination during incidents.

Supports shared training, and facilities.

Builds regional preparedness and community resilience.

PREVIOUS COUNCIL DIRECTION / POLICY:

This amends the previous Emergency Management Bylaw No. 25-012 which was approved in May 2025.

BACKGROUND INFORMATION:

In May 2025, we presented Bylaw 25-012 to Council which was approved. After consultation with the Government of Alberta, amendments were recommended.

In 2024, Lethbridge County and its regional partners (Barons, Coalhurst, Nobleford, and Picture Butte) formalized a Regional Emergency Management Partnership Agreement. This agreement supports coordinated emergency planning, response, and recovery across the region.

Key components include:

A Regional Emergency Advisory Committee to oversee planning and declare emergencies.

A Regional Emergency Management Agency to maintain the Regional Emergency Management Plan (REMP).

A shared Regional Director of Emergency Management to lead regional coordination.

Joint training, exercises, and a cost-shared annual budget.

Bylaw No. 25-012 enables the County to meet its obligations under the agreement and the Alberta Emergency Management Act, strengthening regional preparedness and response.

ALTERNATIVES / PROS / CONS:

The alternative to passing Bylaw No. 25-012 amendments is to retain the current Emergency Management Bylaw No. 25-012 and not obtain the Ministerial Order.

FINANCIAL IMPACT:

N/A

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-09-09 Leth County REM Bylaw 25-012](#)

Bylaw No. 25-012

A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR REGIONAL EMERGENCY MANAGEMENT.

WHEREAS the Local Authority of Lethbridge County is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the “Act”) to appoint a Regional Emergency Advisory Committee and to establish and maintain a Regional Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the following municipalities: Village of Barons, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, and Lethbridge County to such a degree that local resources would be inadequate to cope with the situation; and

AND WHEREAS the Municipalities in the Lethbridge County Region wish to establish a Regional Emergency Advisory Committee, and a Regional Emergency Management Agency, led by a Regional Director of Emergency Management.

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

1. This Bylaw may be cited as the Regional Emergency Management Bylaw.
2. In this Bylaw:
 - a. **Act** means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8.
 - b. **Chief Elected Official** means the Reeve or Mayor for the Municipality. In the absence of the Reeve or the Mayor it can be the person delegated the authority to act on behalf of the Reeve or Mayor.
 - c. **Council** means the Council of Lethbridge County.
 - d. **Disaster** means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
 - e. **Director of Emergency Management (DEM)** means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality.
 - f. **Emergency** means a sudden and temporary event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment.
 - g. **Lethbridge County Regional Emergency Advisory Committee** means the committee established under this Bylaw and comprised of a Councillor, or designate, from each of the partnering municipalities of the Lethbridge County Regional Emergency

Management Partnership.

- h. **Lethbridge County Regional Emergency Management Agency** means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Lethbridge County Regional Emergency Management Partnership.
 - i. **Lethbridge County Regional Emergency Management Partnership** means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance, and emergency operations programs.
 - j. **Lethbridge County Regional Emergency Management Plan (REMP)** means the integrated emergency management plan prepared by the Lethbridge County Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of Lethbridge County.
 - k. **Minister** means the Minister responsible for the Emergency Management Act.
 - l. **Municipality** means any community as referenced in this Bylaw.
 - m. **Parties** means the Village of Barons, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, and Lethbridge County.
 - n. **Regional Director of Emergency Management (RDEM)** means the person responsible to lead the Regional Emergency Management Agency in the preparation for, response to and recovery from a disaster or emergency;
 - o. **Regional Deputy Director of Emergency Management (RDDEM)** means the person responsible for the duties of the Regional Director of Emergency Management in their absence and represents one of the parties in the partnership;
 - p. **Regional Emergency or Disaster** means an event that impacts more than one member of the Regional Emergency Management Partnership that requires a regional coordination to protect the safety, health or welfare of people or to minimize damage to property.
 - q. **Regional Emergency Coordination Centre (RECC)** means the primary and backup facility established and maintained in accordance with the Regional Emergency Management Plan.
3. Council agrees:
- a. To establish a Lethbridge County Regional Emergency Advisory Committee to guide the creation, implementation, and evaluation of the REMP plans and programs and to serve as an advisory function to the Councils of the partnering parties.
 - b. Delegate the statutory powers and obligations under the Act to the Lethbridge County Regional Emergency Advisory Committee. This excludes the powers to declare, renew, or terminate a State of Local Emergency (SOLE).
 - c. To establish a Lethbridge County Regional Emergency Management Agency to act as the agent of each Regional Partner to create, implement, and evaluate the REMP plans and

Programs.

4. Council shall:
 - a. by resolution, appoint one (1) primary and one (1) alternate of its members to serve on the Lethbridge County Regional Emergency Advisory Committee;
 - b. provide for the payment of expenses of the members of the Lethbridge County Regional Emergency Advisory Committee and Agency;
 - c. by resolution, on the recommendation of the Lethbridge County Regional Emergency Advisory Committee, appoint one (1) Director of Emergency Management to serve as a Regional Deputy Director of Emergency Management to perform duties required of the Regional Director of Emergency Management in that person's absence.
5. Council may:
 - a. by Bylaw borrow, levy, expropriate and expend, without the consent of the electors, all sums required for the operation of the Lethbridge County Regional Emergency Management Agency; and
 - b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
6. The Lethbridge County Regional Emergency Advisory Committee shall:
 - a. consist of one (1) appointed Councillor from the Village of Barons, the Town of Coalhurst, the Town of Nobleford, the Town of Picture Butte, and Lethbridge County of whom will have one (1) vote regarding any matter coming before the committee;
 - b. appoint a Regional Director of Emergency Management;
 - c. appoint one of the members as the Chair of the Committee, whom will hold the position for two years;
 - d. have a quorum of 4 members and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members voting on the motion or resolution;
 - e. meet once a year to review the Lethbridge County Regional Emergency Management Plan and related plans and programs;
 - f. approve the Lethbridge County Regional Emergency Management Plan and program;
 - g. review and approve the work plan and budget submitted by the Lethbridge County Regional Emergency Management Agency;
 - h. provide guidance and direction to the Lethbridge County Regional Emergency Management Agency, as per the Local Authority Emergency Management Regulation 2(2)(b);

- i. Report to respective councils on the development and status of programs and plans on annual basis;
- 7. The Lethbridge County Regional Emergency Advisory Committee during an emergency, will:
 - a. support the DEM, DDEM or alternate in the management of the emergency response and provide strategic direction as required;
 - b. in consultation and coordination with the RECC through the DEM, DDEM or alternate, Committee members may be requested to:
 - i. assist with keeping the community informed using established key messages;
 - ii. serve as a spokesperson if required;
 - iii. engage with other levels of government for financial and resource support;
 - iv. provide briefings to other levels of government; and
 - v. authorize major expenditures as required.
- 8. The Lethbridge County Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
 - a. the Regional Director of Emergency Management (serves as the Chair of the Agency) and is responsible for the activation and management of the Agency in the event of an emergency;
 - b. the Regional Deputy Director(s) of Emergency Management; and/or
 - c. the CAO of each municipality; and/or those appointed by the CAO to represent municipal departments as required.
- 9. In addition, any public and private organizations may be invited by the Regional Director to provide representative(s) to the Lethbridge County Regional Emergency Management Agency:
 - a. Community employees;
 - b. representative(s) from Alberta Health Services;
 - c. representative(s) from local EMS providers;
 - d. the Local RCMP Detachment, police representative or designate;
 - e. the School Division Superintendent, or designate;
 - f. representative(s) from adjacent municipalities which have entered into mutual aid agreements with the Municipality;
 - g. representative(s) from local industry or industrial associations;
 - h. representative(s) from Alberta Emergency Management Agency; and

- i. Anybody else who might serve a useful purpose in the preparation or implementation of the Lethbridge County Regional Emergency Management Plan.
10. The Lethbridge County Regional Emergency Management Agency shall:
- a. administer the preparation and implementation of the Lethbridge County Regional Emergency Management Plan and program for the Partnership;
 - b. ensure that in the event of an emergency, an individual or group is designated under the Lethbridge County Regional Emergency Management Plan to act on behalf of the Lethbridge County Regional Emergency Management Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - i. In the event of an emergency only affecting one municipality, the local DEM will activate a qualified individual to serve as the Incident Commander. If support is required from the Region, the local DEM will request the support and activation of the Region through the Regional DEM, and
 - ii. In the event of a regional emergency or disaster, the Regional DEM will activate the REMP and ensure a qualified individual serves as the Incident Commander for the event.
 - c. coordinate all emergency services and other resources used in an emergency; and/or
 - d. ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c);
 - e. conduct or update the Regional Hazard Identification and Risk Assessment each year;
 - f. develop and implement a regional exercise and training program on behalf of the Partnership;
 - g. act as the response agency on behalf of the Partnership in a local or regional emergency;
 - h. review the status of the Regional Emergency Management Plan and related plans and programs at least once each year;
 - i. setup and maintain Regional Command Centres for the Partnership;
 - j. use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency management Agency and the Local Authority Emergency Management Regulation;
 - k. on an annual basis, report to the Committee, duly assembled, on the status of the Regional Emergency Management Plan and any actions which have been performed.
11. State of Local Emergency
- a. The State of Local Emergency will be declared to obtain Ministerial Powers under Section 19(1) of the Emergency Management Act.
 - b. In the event of an emergency the power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the

requirements specified in Section 14 of this Bylaw, are hereby delegated to the Chief Elected Official, who may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

12. When a state of local emergency is declared, the following must occur:
 - a. ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists, and the powers intended to be used;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister immediately.
13. Subject to Section 14, when a state of local emergency is declared, Lethbridge County may exercise the powers outlined in Section 24 of the Act.
14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
 - a. a resolution is passed under Section 14 (Section 23 of the Emergency Management Act);
 - b. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
 - c. if declared due to a Pandemic, a period of 90 days has lapsed since it was declared, unless it is renewed by resolution;
 - d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - e. the Minister cancels the state of local emergency.
16. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected and the Government of Alberta.
17. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
18. This Bylaw rescinds the previous emergency management bylaw No. 21-003.
19. This Bylaw shall take effect on the day of final passing thereof.

Introduced and given first reading on this ____ day of _____, 2025.

Given second and third and final reading on this _____ day of _____, 2025.

Given second and third and final reading on this _____ day of _____, 2025.

Click or tap to enter a date.

**Lethbridge County
Reeve**

Date

Click or tap to enter a date.

**Lethbridge County
Chief Administrative Officer**

Date

AGENDA ITEM REPORT



Title: Bylaw No. 25-012 Regional Emergency Management - Amendments
Meeting: Council Meeting - 18 Sep 2025
Department: Administration
Report Author: Breea Tamminga

APPROVAL(S):

Heath Wright, Regional Manager of Emergency Services
Cole Beck, Chief Administrative Officer

Approved - 10 Sep 2025
Approved - 10 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Bylaw No. 25-012 established a regional framework for emergency management in Lethbridge County and its partner municipalities: the Village of Barons, and Town's of Coalhurst, Nobleford, and Picture Butte. To comply with direction from the Government of Alberta, amendments to this bylaw are required. These amendments are necessary to obtain the Emergency Management Ministerial Order, which will authorize a Regional (joint) Emergency Advisory Committee in place of separate committees for each municipality.

Key Amendment Highlights:

Amendments align the definition of emergency with the definition from the Emergency Management Act, and leaves the authority to declare, renew, or terminate a SOLE with the Chief Elected Official.

Detailed Changes include:

Section 1(f) updated the Emergency definition from the Emergency Management Act

Section 3(b) changed the second sentence to read from "includes" to "excludes the powers..."

Section 7(b) power for the REAC to declare, renew, or terminate a State of Local Emergency (SOLE) was deleted.

Section 11(b) deleted the words "from any Regional Partner" and "for any of its partners."

RECOMMENDATION:

That Bylaw 25-012 - Regional Emergency Management Bylaw be read a first time.

That Bylaw 25-012 - Regional Emergency Management Bylaw be read a second time.

That Council consider third reading of Bylaw 25-012 - Regional Emergency Management Bylaw.

That Bylaw 25-012 - Regional Emergency Management Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Adopting the amended bylaw as presented establishes a regional framework for emergency preparedness, response, and recovery by enhancing coordination and resilience across the Lethbridge County Regional Emergency Management Partnership.

Aligns with the Emergency Management Act to ensure compliance.

Aligns with the Local Authority Emergency Management Regulation as to who can declare, renew or terminate a State of Local Emergency (SOLE).

Assist in obtaining an Emergency Management Ministerial Order.

Unifies emergency planning and response across partner municipalities.

Establishes clear leadership, structure, and responsibilities.

Enables effective coordination during incidents.

Supports shared training, and facilities.

Builds regional preparedness and community resilience.

PREVIOUS COUNCIL DIRECTION / POLICY:

This amends the previous Emergency Management Bylaw No. 25-012 which was approved in May 2025.

BACKGROUND INFORMATION:

In May 2025, we presented Bylaw 25-012 to Council which was approved. After consultation with the Government of Alberta, amendments were recommended.

In 2024, Lethbridge County and its regional partners (Barons, Coalhurst, Nobleford, and Picture Butte) formalized a Regional Emergency Management Partnership Agreement. This agreement supports coordinated emergency planning, response, and recovery across the region.

Key components include:

A Regional Emergency Advisory Committee to oversee planning and declare emergencies.

A Regional Emergency Management Agency to maintain the Regional Emergency Management Plan (REMP).

A shared Regional Director of Emergency Management to lead regional coordination.

Joint training, exercises, and a cost-shared annual budget.

Bylaw No. 25-012 enables the County to meet its obligations under the agreement and the Alberta Emergency Management Act, strengthening regional preparedness and response.

ALTERNATIVES / PROS / CONS:

The alternative to passing Bylaw No. 25-012 amendments is to retain the current Emergency Management Bylaw No. 25-012 and not obtain the Ministerial Order.

FINANCIAL IMPACT:

N/A

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-09-09 Leth County REM Bylaw 25-012](#)

Bylaw No. 25-012

A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR REGIONAL EMERGENCY MANAGEMENT.

WHEREAS the Local Authority of Lethbridge County is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the “Act”) to appoint a Regional Emergency Advisory Committee and to establish and maintain a Regional Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the following municipalities: Village of Barons, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, and Lethbridge County to such a degree that local resources would be inadequate to cope with the situation; and

AND WHEREAS the Municipalities in the Lethbridge County Region wish to establish a Regional Emergency Advisory Committee, and a Regional Emergency Management Agency, led by a Regional Director of Emergency Management.

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

1. This Bylaw may be cited as the Regional Emergency Management Bylaw.
2. In this Bylaw:
 - a. **Act** means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8.
 - b. **Chief Elected Official** means the Reeve or Mayor for the Municipality. In the absence of the Reeve or the Mayor it can be the person delegated the authority to act on behalf of the Reeve or Mayor.
 - c. **Council** means the Council of Lethbridge County.
 - d. **Disaster** means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
 - e. **Director of Emergency Management (DEM)** means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality.
 - f. **Emergency** means a sudden and temporary event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment.
 - g. **Lethbridge County Regional Emergency Advisory Committee** means the committee established under this Bylaw and comprised of a Councillor, or designate, from each of the partnering municipalities of the Lethbridge County Regional Emergency

Management Partnership.

- h. **Lethbridge County Regional Emergency Management Agency** means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Lethbridge County Regional Emergency Management Partnership.
 - i. **Lethbridge County Regional Emergency Management Partnership** means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance, and emergency operations programs.
 - j. **Lethbridge County Regional Emergency Management Plan (REMP)** means the integrated emergency management plan prepared by the Lethbridge County Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of Lethbridge County.
 - k. **Minister** means the Minister responsible for the Emergency Management Act.
 - l. **Municipality** means any community as referenced in this Bylaw.
 - m. **Parties** means the Village of Barons, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, and Lethbridge County.
 - n. **Regional Director of Emergency Management (RDEM)** means the person responsible to lead the Regional Emergency Management Agency in the preparation for, response to and recovery from a disaster or emergency;
 - o. **Regional Deputy Director of Emergency Management (RDDEM)** means the person responsible for the duties of the Regional Director of Emergency Management in their absence and represents one of the parties in the partnership;
 - p. **Regional Emergency or Disaster** means an event that impacts more than one member of the Regional Emergency Management Partnership that requires a regional coordination to protect the safety, health or welfare of people or to minimize damage to property.
 - q. **Regional Emergency Coordination Centre (RECC)** means the primary and backup facility established and maintained in accordance with the Regional Emergency Management Plan.
3. Council agrees:
- a. To establish a Lethbridge County Regional Emergency Advisory Committee to guide the creation, implementation, and evaluation of the REMP plans and programs and to serve as an advisory function to the Councils of the partnering parties.
 - b. Delegate the statutory powers and obligations under the Act to the Lethbridge County Regional Emergency Advisory Committee. This excludes the powers to declare, renew, or terminate a State of Local Emergency (SOLE).
 - c. To establish a Lethbridge County Regional Emergency Management Agency to act as the agent of each Regional Partner to create, implement, and evaluate the REMP plans and

Programs.

4. Council shall:
 - a. by resolution, appoint one (1) primary and one (1) alternate of its members to serve on the Lethbridge County Regional Emergency Advisory Committee;
 - b. provide for the payment of expenses of the members of the Lethbridge County Regional Emergency Advisory Committee and Agency;
 - c. by resolution, on the recommendation of the Lethbridge County Regional Emergency Advisory Committee, appoint one (1) Director of Emergency Management to serve as a Regional Deputy Director of Emergency Management to perform duties required of the Regional Director of Emergency Management in that person's absence.
5. Council may:
 - a. by Bylaw borrow, levy, expropriate and expend, without the consent of the electors, all sums required for the operation of the Lethbridge County Regional Emergency Management Agency; and
 - b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
6. The Lethbridge County Regional Emergency Advisory Committee shall:
 - a. consist of one (1) appointed Councillor from the Village of Barons, the Town of Coalhurst, the Town of Nobleford, the Town of Picture Butte, and Lethbridge County of whom will have one (1) vote regarding any matter coming before the committee;
 - b. appoint a Regional Director of Emergency Management;
 - c. appoint one of the members as the Chair of the Committee, whom will hold the position for two years;
 - d. have a quorum of 4 members and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members voting on the motion or resolution;
 - e. meet once a year to review the Lethbridge County Regional Emergency Management Plan and related plans and programs;
 - f. approve the Lethbridge County Regional Emergency Management Plan and program;
 - g. review and approve the work plan and budget submitted by the Lethbridge County Regional Emergency Management Agency;
 - h. provide guidance and direction to the Lethbridge County Regional Emergency Management Agency, as per the Local Authority Emergency Management Regulation 2(2)(b);

- i. Report to respective councils on the development and status of programs and plans on annual basis;
- 7. The Lethbridge County Regional Emergency Advisory Committee during an emergency, will:
 - a. support the DEM, DDEM or alternate in the management of the emergency response and provide strategic direction as required;
 - b. in consultation and coordination with the RECC through the DEM, DDEM or alternate, Committee members may be requested to:
 - i. assist with keeping the community informed using established key messages;
 - ii. serve as a spokesperson if required;
 - iii. engage with other levels of government for financial and resource support;
 - iv. provide briefings to other levels of government; and
 - v. authorize major expenditures as required.
- 8. The Lethbridge County Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
 - a. the Regional Director of Emergency Management (serves as the Chair of the Agency) and is responsible for the activation and management of the Agency in the event of an emergency;
 - b. the Regional Deputy Director(s) of Emergency Management; and/or
 - c. the CAO of each municipality; and/or those appointed by the CAO to represent municipal departments as required.
- 9. In addition, any public and private organizations may be invited by the Regional Director to provide representative(s) to the Lethbridge County Regional Emergency Management Agency:
 - a. Community employees;
 - b. representative(s) from Alberta Health Services;
 - c. representative(s) from local EMS providers;
 - d. the Local RCMP Detachment, police representative or designate;
 - e. the School Division Superintendent, or designate;
 - f. representative(s) from adjacent municipalities which have entered into mutual aid agreements with the Municipality;
 - g. representative(s) from local industry or industrial associations;
 - h. representative(s) from Alberta Emergency Management Agency; and

- i. Anybody else who might serve a useful purpose in the preparation or implementation of the Lethbridge County Regional Emergency Management Plan.
10. The Lethbridge County Regional Emergency Management Agency shall:
- a. administer the preparation and implementation of the Lethbridge County Regional Emergency Management Plan and program for the Partnership;
 - b. ensure that in the event of an emergency, an individual or group is designated under the Lethbridge County Regional Emergency Management Plan to act on behalf of the Lethbridge County Regional Emergency Management Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - i. In the event of an emergency only affecting one municipality, the local DEM will activate a qualified individual to serve as the Incident Commander. If support is required from the Region, the local DEM will request the support and activation of the Region through the Regional DEM, and
 - ii. In the event of a regional emergency or disaster, the Regional DEM will activate the REMP and ensure a qualified individual serves as the Incident Commander for the event.
 - c. coordinate all emergency services and other resources used in an emergency; and/or
 - d. ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c);
 - e. conduct or update the Regional Hazard Identification and Risk Assessment each year;
 - f. develop and implement a regional exercise and training program on behalf of the Partnership;
 - g. act as the response agency on behalf of the Partnership in a local or regional emergency;
 - h. review the status of the Regional Emergency Management Plan and related plans and programs at least once each year;
 - i. setup and maintain Regional Command Centres for the Partnership;
 - j. use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency management Agency and the Local Authority Emergency Management Regulation;
 - k. on an annual basis, report to the Committee, duly assembled, on the status of the Regional Emergency Management Plan and any actions which have been performed.
11. State of Local Emergency
- a. The State of Local Emergency will be declared to obtain Ministerial Powers under Section 19(1) of the Emergency Management Act.
 - b. In the event of an emergency the power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the

requirements specified in Section 14 of this Bylaw, are hereby delegated to the Chief Elected Official, who may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

12. When a state of local emergency is declared, the following must occur:
 - a. ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists, and the powers intended to be used;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister immediately.
13. Subject to Section 14, when a state of local emergency is declared, Lethbridge County may exercise the powers outlined in Section 24 of the Act.
14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
 - a. a resolution is passed under Section 14 (Section 23 of the Emergency Management Act);
 - b. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
 - c. if declared due to a Pandemic, a period of 90 days has lapsed since it was declared, unless it is renewed by resolution;
 - d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - e. the Minister cancels the state of local emergency.
16. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected and the Government of Alberta.
17. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
18. This Bylaw rescinds the previous emergency management bylaw No. 21-003.
19. This Bylaw shall take effect on the day of final passing thereof.

Introduced and given first reading on this ____ day of _____, 2025.

Given second and third and final reading on this _____ day of _____, 2025.

Given second and third and final reading on this _____ day of _____, 2025.

Click or tap to enter a date.

**Lethbridge County
Reeve**

Date

Click or tap to enter a date.

**Lethbridge County
Chief Administrative Officer**

Date



ALBERTA

TRANSPORTATION and ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

September 4, 2025

AR 104132

Mr. Tory Campbell
Reeve
Lethbridge County
100, 905 - 4 Avenue South
Lethbridge, AB T1J 4E4
tcampbell@lethcounty.ca

Dear Reeve Campbell:

Thank you for your letter regarding safety concerns for Highway 23 south of the Monarch overpass. As Minister of Transportation and Economic Corridors, I am able to provide the following information.

Transportation and Economic Corridors is not aware of any collision history at the access road intersection mentioned and depicted. As a result of this feedback, department staff will conduct a review of the corridor to check the alignment with the various design guidelines, including the presence of appropriate signage.

Should you have further questions, please contact Mr. Kenneth Mulhall, Operations Manager. Mr. Mulhall can be contacted toll-free in Alberta by first dialing 310-0000, then 403-381-5517, or at kenneth.mulhall@gov.ab.ca.

Thank you for taking the time to write.

Sincerely,

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Honourable Joseph Schow, ECA, MLA for Cardston-Siksika
Kenneth Mulhall, Operations Manager, Transportation and Economic Corridors

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - August 2025
Meeting: Council Meeting - 18 Sep 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 10 Sep 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

No motion required.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Lethbridge County Council Attendance Update - August 2025](#)

Lethbridge County Council Attendance
August 2025

Division 1

Councillor Lorne Hickey

August 14	Lethbridge County Council Meeting
August 16	Picture Butte Parade
August 19	Whoop Up Days Pancake Breakfast
August 19	Whoop Up Days City Hall Barbeque
August 21	County Bursary Committee Meeting

Division 2

Reeve Tory Campbell

August 6	Lethbridge Water Treatment Plant Upgrades Announcement
August 6	SMRID Celebration
August 7	1 on 1 with CAO
August 7	Chinook Arch Board Meeting
August 9	Coaldale Parade
August 14	Lethbridge County Council Meeting
August 15	SRSDC Virtual Meeting
August 19	Whoop Up Days Pancake Breakfast

Division 3

Councillor Mark Sayers

August 9	Coaldale Parade
August 11	Water for Economic Development Study Interview
August 13	My Lethbridge Interview
August 14	Lethbridge County Council Meeting
August 18	FCSS Focus Group
August 19	Whoop Up Days Pancake Breakfast
August 19	Whoop Up Days Parade
August 20	LDE Casino Shift
August 21	County Bursary Committee Meeting
August 21	LDE Casino Shift
August 24	LDE Casino Shift
August 26	Tour of Wisemen Feeders

Division 4**Deputy Reeve John Kuerbis**

August 12	Weekly Meeting with Community Futures Executive Director
August 14	Lethbridge County Council Meeting
August 19	Whoop Up days Pancake Breakfast
August 19	Whoop Up Days Parade
August 19	Whoop Up Days City Hall Barbeque
August 20	Weekly Meeting with Community Futures Executive Director
August 27	Weekly Meeting with Community Futures Executive Director

Division 5**Councillor Kevin Slomp**

Division 7**Councillor Morris Zeinstra**

August 9	Nobleford Parade
August 14	Lethbridge County Council Meeting
August 16	Picture Butte Parade
August 19	Whoop Up Days Pancake Breakfast
