



AGENDA

Council Meeting

9:30 AM - Thursday, June 3, 2021
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

3 - 5

1. **County Council Meeting Minutes**
[Council Meeting - 20 May 2021 - Minutes](#)

D. SUBDIVISION APPLICATIONS

6 - 13

1. **Subdivision Application #2021-0-085 – A & J Ventures**
- Lots 6-12, Block 3, Plan 138A within SW1/4 7-10-23-W4M (Hamlet of Monarch)
[Subdivision Application #2021-0-085 – A & J Ventures - Lots 6-12, Block 3, Plan 138A within SW1/4 7-10-23-W4M \(Hamlet of Monarch\)](#)

E. PUBLIC HEARINGS - 10:00 AM

14 - 42

1. **Bylaw 21-008 - Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 - Public Hearing**
[Bylaw 21-008 Land Use Bylaw Amendment - Rural Agriculture to Grouped Country Residential - Public Hearing](#)

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2. **Bylaw 21-009 - Land Use Bylaw Amendment Rural Agriculture to Rural General Industrial - NE/NW 33-7-20-W4 (5 northern acres) - Public Hearing**
[Bylaw 21-009 Land Use Bylaw Amendment - Rural Agriculture to Rural General Industrial - Public Hearing](#)

F. DELEGATIONS

G. DEPARTMENT REPORTS

G.1. COMMUNITY SERVICES

67 - 140

G.1.1. **Bylaw 21-010 Ramias Subdivision Area Structure Plan and Bylaw 21-011 Land Use Bylaw Amendment Rural Urban Fringe to Grouped Country Residential - First Reading**

[Bylaw 21-010 Ramias Subdivision Area Structure Plan and Bylaw 21-011 Land Use Bylaw Amendment - First Reading](#)

G.2. MUNICIPAL SERVICES

141 - 147

G.2.1. **Mountain Meadows Slough Remediation**
[Mountain Meadows Slough Remediation](#)

G.3. CORPORATE SERVICES

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G.3.1. **Finance and Administration Policy Review**
[Finance and Administration Policy Review](#)

G.4. ADMINISTRATION

G.4.1. **Nobleford Fire Agreement**

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

J. CLOSED SESSION

1. **Hamlet of Monarch - Residential Lot Sales**

K. ADJOURN



MINUTES

Council Meeting

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

The Council Meeting of Lethbridge County was called to order on Thursday, May 20, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT:

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

A. CALL TO ORDER

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

B. ADOPTION OF AGENDA

Council added the following addition to the May 20, 2021 agenda:

- G.4.2 - Proposed Alberta Coal Restriction Policy

167-2021 Councillor MOVED that Lethbridge County Council approve the May 20, 2021
Benson Council Meeting Agenda as amended.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

168-2021 Councillor MOVED that the May 6, 2021 Regular County Council Meeting
VanderVeen Minutes be accepted as amended.

CARRIED

D. SUBDIVISION APPLICATIONS

E. PUBLIC HEARINGS

F. DEPARTMENT REPORTS

F.1. MUNICIPAL SERVICES

F.2. COMMUNITY SERVICES

F.3. CORPORATE SERVICES

F.3.1. Chinook Arch Library Board System Agreement

169-2021 Councillor VanderVeen MOVED that Chinook Arch Regional Library CEO Robin Hepher be invited to an upcoming Council meeting to provide an update to Council.

CARRIED

G. DELEGATIONS

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

Staff Sergeant Glenn Henry was present to provide Council an update and introduce Detachment Commander Kevin Wright who will be taking over in the interim for Staff Sergeant Henry when he retires in June.

G.1. CORPORATE SERVICES

G.1.1. Quarterly Financial Report - January - April 2021

170-2021 Councillor S.Campbell MOVED that the January - April 2021 Quarterly Financial Report be received for information.

CARRIED

G.2. ADMINISTRATION

G.2.1. Policy 205 - Critical Incidents and Policy 206 - Response to Pathogens, Request to Rescind

171-2021 Councillor T.Campbell MOVED that Policy 205 - County First Line Response to Critical Incidents - Procedures be rescinded.

CARRIED

172-2021 Councillor S.Campbell MOVED that Policy 206 - Response to Naturally Occurring Pathogens that may be a Public Health Concern be rescinded.

CARRIED

G.2.2. Proposed Alberta Coal Restriction Policy

173-2021 Councillor S.Campbell MOVED that County Council provide the endorsement of support to the Town of High River for the proposed Alberta Coal Restriction Policy.

CARRIED

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

I.1. Lethbridge County Council Attendance Update - April 2021

174-2021 Councillor Zeinstra MOVED that Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - April 2021", identifying the activities and events attended by Lethbridge County Council for the month of April 2021 as information.

CARRIED

J. CLOSED SESSION

K. ADJOURN

175-2021 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting adjourn at 10:56 a.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-085 – A & J Ventures
- Lots 6-12, Block 3, Plan 138A within SW1/4 7-10-23-W4M (Hamlet of Monarch)

Meeting: Council Meeting - 03 Jun 2021

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

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

Approved - 20 May 2021
Approved - 20 May 2021
Approved - 25 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The application is to subdivide a 175 foot wide parcel consisting of Lots 6-12 (Block 3, Plan 138A) and create two 50 foot wide individual titles, Lots 6-7 and Lots 8-9, and a remnant 75 foot wide title for Lots 10-12, all for hamlet residential use. The proposal meets the hamlet subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-085 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- This subdivision is possible with the provision of municipal water and sewage in the hamlet.
- The proposal meets the land use bylaw criteria for the 'Hamlet Residential – HR' district and conforms to the required minimum lot size standards (50 x 100 ft.).
- This application supports the County's initiatives and strategies to enable and encourage residential growth in the hamlets.

BACKGROUND INFORMATION:

Located within the Hamlet of Monarch at the corner of Railway Ave and Alexandra St. Two new residential lots can be created that exceed the bylaw's required 50 x 100' minimum lot size stipulations as the parcel is 175 feet wide by 115 feet in depth.

The parcel presently contains an existing yard with a dwelling, approximately 1,000 sq. ft. in size, located on the eastern portion that will become the subdivided title for Lots 10-12. This will be a lot 75 feet wide once the subdivision occurs. There is also a detached 400 sq. ft. garage, and an accessory shed situated in the yard. The proposed two west titles being created consist of undeveloped land. The two new titles will need driveway approaches to be installed from Railway Ave to the north. Additionally, hamlet municipal water and sewer stub-in connections will be required for the two new west lots.

The plan (RPR) illustrates a rear shed encroaches into the County's rear lane right-of-way from the existing yard but this does not impact the new proposed property lines. However, as a condition of approval the applicant must remove the rear shed that encroaches into the lane or enter into an encroachment agreement with Lethbridge County.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a hamlet residential subdivision and the 'Hamlet Residential – HR' land use district standards. The application was circulated to the required external agencies with no concerns expressed regarding the application and no utility easements are requested.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve and the parcel would remain as is.

Pros:

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

Cons

- this would negate the County's hamlet growth initiatives in promoting and encouraging new residential growth opportunities.

FINANCIAL IMPACT:

None direct to County, but it is noted the future tax situation will change with an increase in additional residential taxes paid to the municipality.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations, the Hamlet Residential - HR land use district standards, and the municipal subdivision policies as stated in the Land Use Bylaw.

ATTACHMENTS:

[5A 2021-0-085 Lethbridge County APPROVAL](#)
[2021-0-085 Diagrams for Lethbridge County](#)

RESOLUTION

2021-0-085

Lethbridge County

Residential subdivision of Lots 6-12, Block 3, Plan 138A within SW1/4 7-10-23-W4M

THAT the Residential subdivision of Lots 6-12, Block 3, Plan 138A within SW1/4 7-10-23-W4M (Certificate of Title No. 211 074 470), to subdivide a 175 foot wide parcel consisting of Lots 6-12 (Block 3, Plan 138A) and create two 50 foot wide individual titles, Lots 6-7 and Lots 8-9, and a remnant 75 foot wide title for Lots 10-12, all for hamlet residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The agreement may address the provision of water and sewer lines and stub-ins, development infrastructure fees, and the provision of suitable access to Railway Ave.
3. That either a Separation of Title or Consolidation document be prepared in the prescribed manner acceptable to land Titles, or a final plan of survey, be provided for final endorsement by the Subdivision Authority.
4. That the applicant either removes the rear shed that encroaches into the County's rear lane right-of-way from the existing yard or enter into an encroachment agreement with Lethbridge County. Verification that the encroaching shed issue has been dealt with, either through removal or a signed agreement, must be provided to the satisfaction of the Subdivision Authority prior to final endorsement.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority has determined the subdivision proposal meets the land use bylaw criteria for the "Hamlet Residential – HR" district and conforms to the required minimum lot size standards.
4. This subdivision is possible with the provision of municipal water and sewage in the hamlet.

INFORMATIVE:

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

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(e) ATCO Gas has no need for a Utility Right of Way on the subject property at this time, and therefore has no objection to the proposed subdivision.

(f) Lethbridge Northern Irrigation District (LNID) has no concerns.

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

“Reference your file to create two (2) residential parcels at the above noted location.

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

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

To that end, the parcels to be created will be well removed from Highway 3A with indirect access to the highway being gained solely by way of the local road system. As such, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the two (2) residential parcels as proposed would have any appreciable impact on the highway.

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

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

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the two (2) residential parcels could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

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

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

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

(h) Canada Post has no comment.

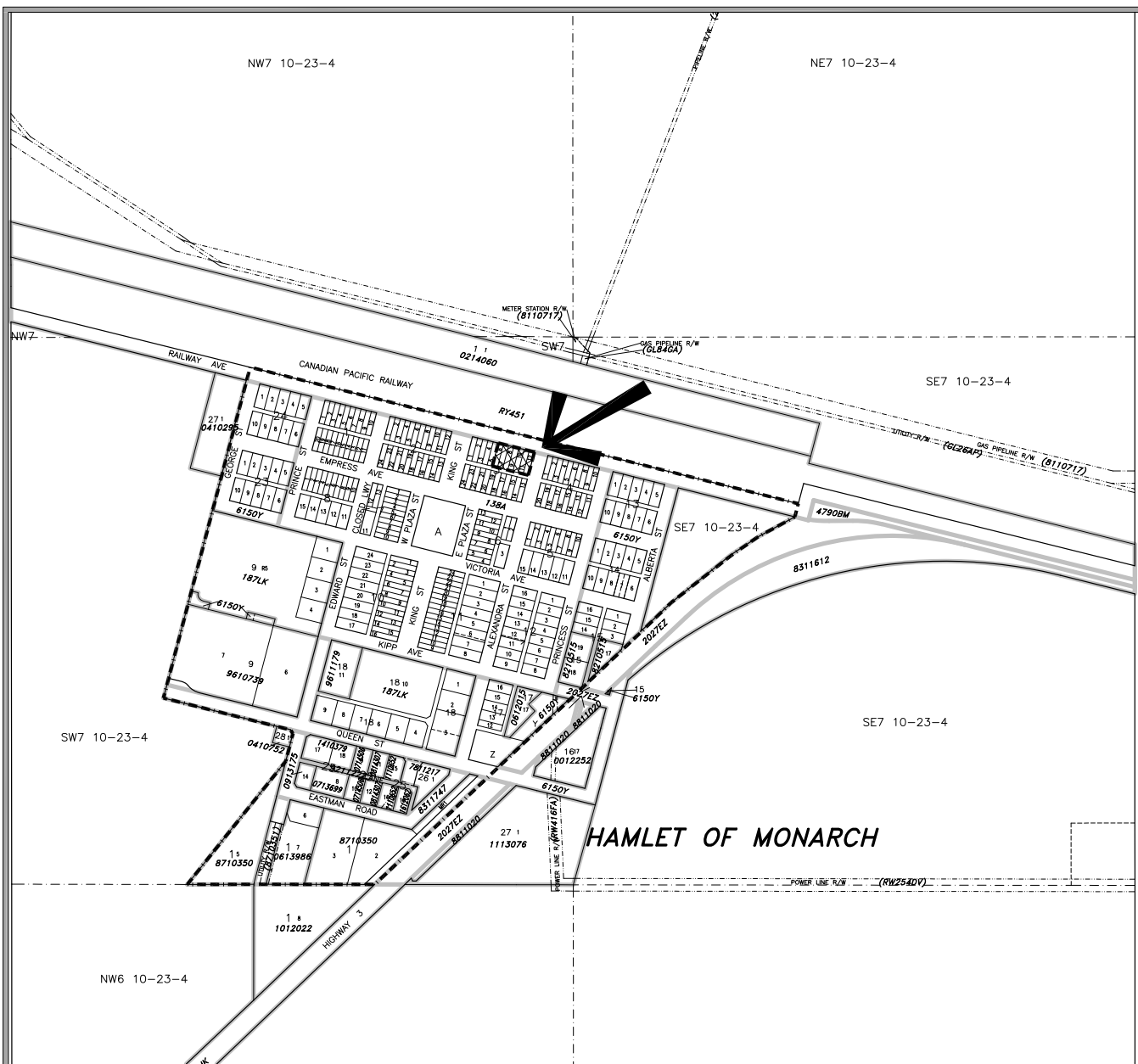
(i) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

MOVER

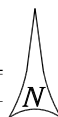
REEVE

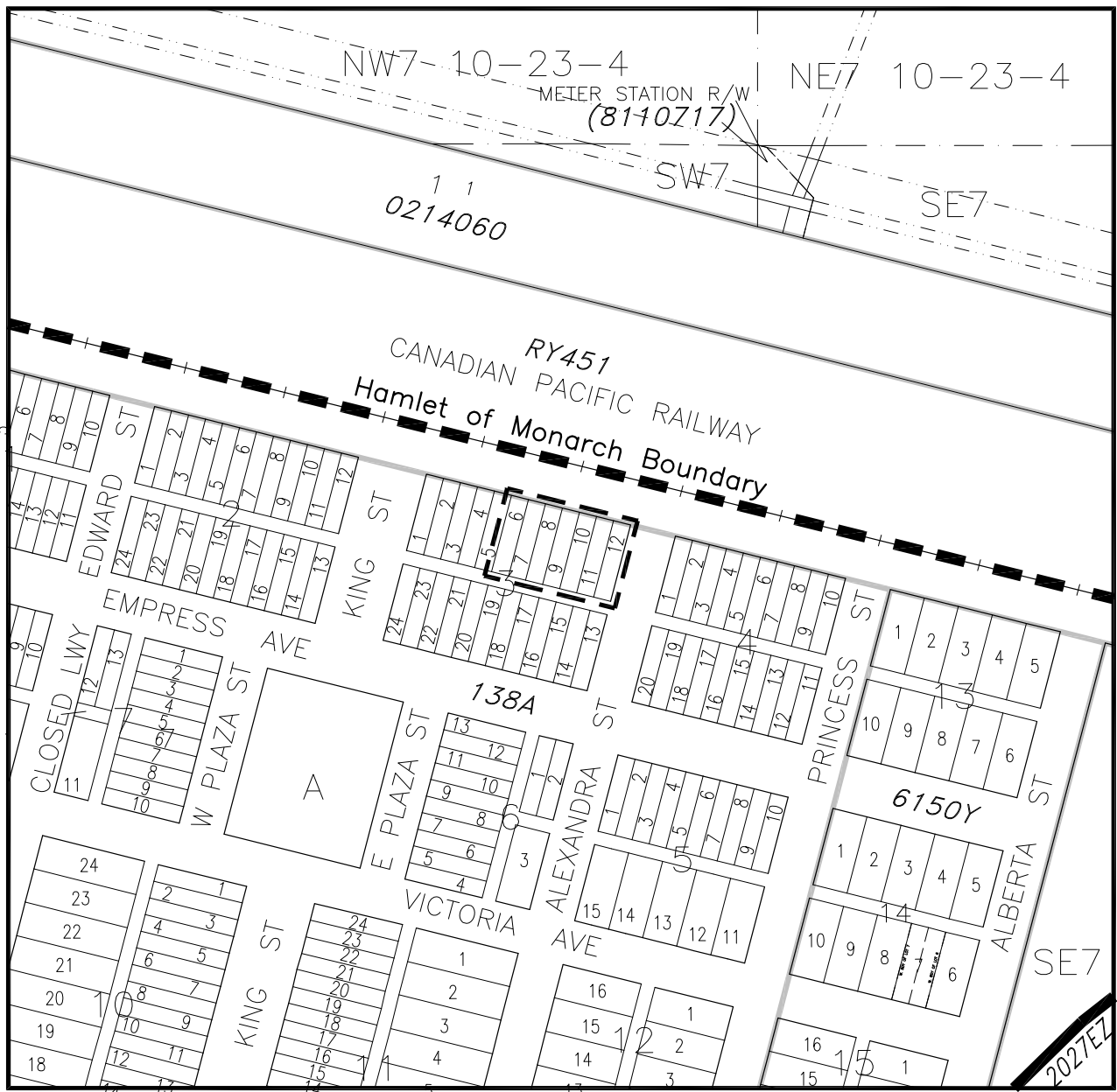
DATE

2021-0-085
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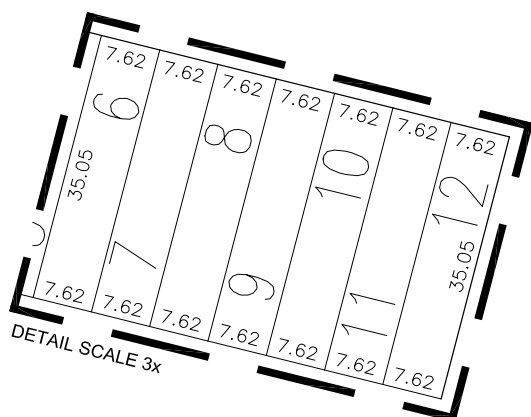


SUBDIVISION LOCATION SKETCH
 LOTS 6-12, BLOCK 3, PLAN 138A
 SW 1/4 SEC 7, TWP 10, RGE 23, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: APRIL 23, 2021
 FILE: 2021-0-085

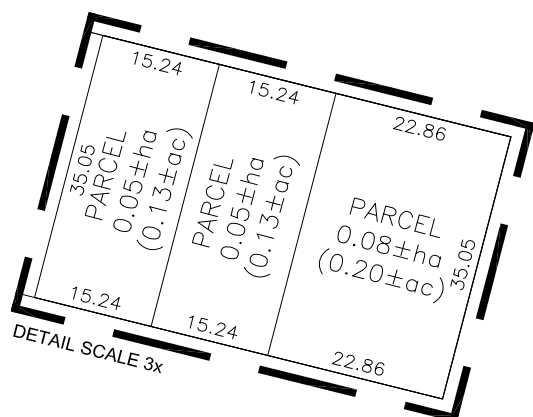




EXISTING



PROPOSED



SUBDIVISION SKETCH

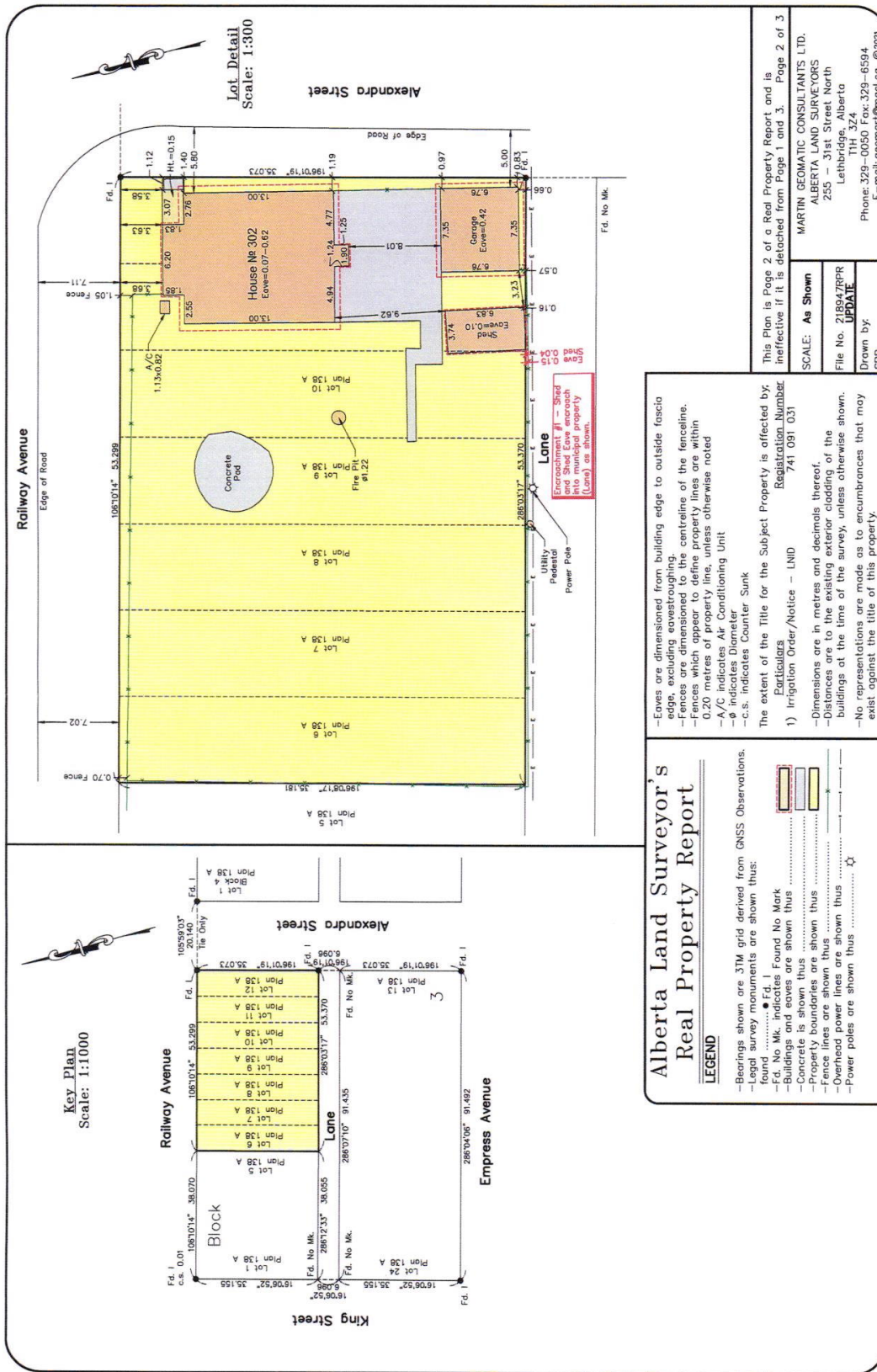
LOTS 6-12, BLOCK 3, PLAN 138A

SW 1/4 SEC 7, TWP 10, RGE 23, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: APRIL 23, 2021

FILE: 2021-0-085



AGENDA ITEM REPORT



Title: Bylaw 21-008 - Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 - Public Hearing

Meeting: Council Meeting - 03 Jun 2021

Department: Community Services

Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 20 May 2021
Approved - 25 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

An application has been made to re-designate Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 (about 8 kilometres south of the City off Highway 4) from Rural Agriculture to Grouped Country Residential to allow for the subdivision of the title into 2 separate titles.

RECOMMENDATION:

That Bylaw 21-008 be read a second time.
That Bylaw 21-008 be read a third time.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The Lethbridge County Municipal Development Plan allows for the further subdivision of titles under 20 acres as long as the lands are re-designated to the Grouped Country Residential Land Use District.
- Bylaw 21-008 received 1st Reading on May 6, 2021.

BACKGROUND INFORMATION:

An application has been made to re-designate Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 from Rural Agriculture to Grouped Country Residential to allow for the subdivision of the title into 2 separate titles.

The application has been circulated to all County Departments and external agencies for review. No concerns or objections were expressed with regards to the proposed bylaw.

The proposed re-designation complies with policies within the Municipal Development Plan Section 6.3 (Residential Policies) and the Grouped Country Residential Land Use Strategy.

- The lands are considered poor/non-agricultural (being a title of less than 20 acres in size).
- The proposed subdivision would not fragment high-quality agricultural land.
- There are no constraints or conflicts with adjacent land uses.
- The future subdivision is small-scale and will not require any additional infrastructure to support the development.

The Taylor Business Park is to the south and there is an approved Area Structure Plan (ASP) for that area. The Joss property is not included in that ASP but there is a shadow plan for a road network that could extend to the north. An amendment to the ASP would be required if the current or future landowner of the agricultural lands to the south of this proposed application were to subdivide and develop. That amendment would have to take into consideration the proximity to any adjacent residential development.

The proposed bylaw was advertised in the May 11 and 18 editions of the Sunny South News and sent to the adjacent landowners.

ALTERNATIVES / PROS / CONS:

County Council may refuse 2nd Reading of the Bylaw.

Pros: The County could limit the number of residents that could be in proximity to the future industrial area to the south.

Cons: A refusal would not follow the policy and guiding documents of the County.

FINANCIAL IMPACT:

If the bylaw were approved, future development would be taxed at the County's residential tax rate. There are no additional costs to the County (i.e. maintenance of infrastructure) that would arise if that bylaw were approved.

REASON(S) FOR RECOMMENDATION(S):

- The proposed rezoning meets the policies of the Municipal Development Plan and the Grouped Country Residential Land Use Strategy.
- The rezoning and future subdivision would not negatively impact future development or infrastructure in the area.

ATTACHMENTS:

[Bylaw 21-008 - Signed First Reading](#)

[Bylaw 21-008 - Application](#)

[Proposed Subdivision Map](#)

[Bylaw 21-008 - Joss, Floyd & Louise - Amendment to LUB](#)

[AT Comments](#)

[ATCO pipelines comments](#)

[Fortis Comments](#)

[Telus Comments](#)

[Triple W Gas Co-op Comments](#)

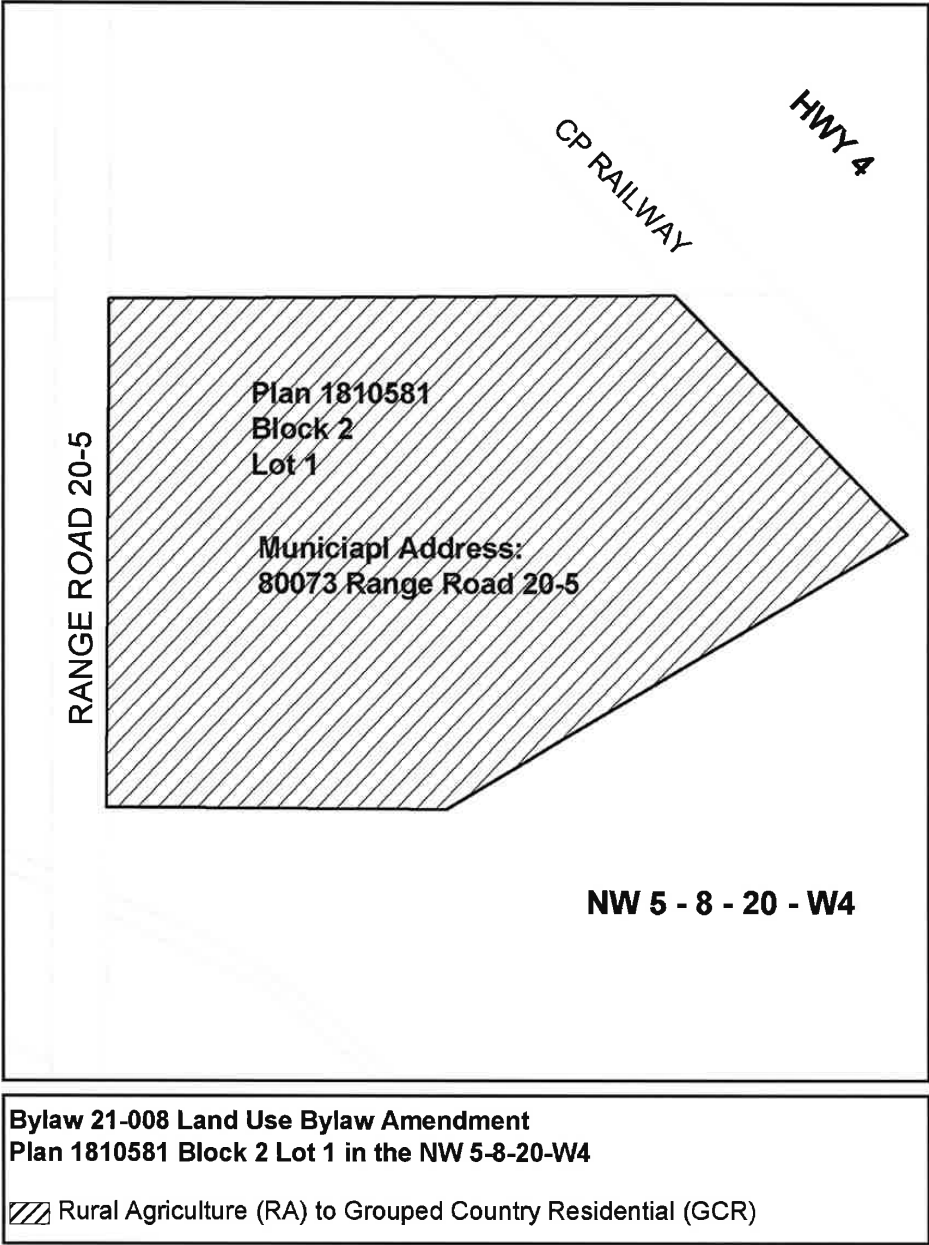
[ORRSC Comments](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 21-008

Bylaw 21-008 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 21-008 is to re-designate Plan 1810581 Block 2 Lot 1 in the NW 5-8-20-W4 from Rural Agriculture (RA) to Grouped Country Residential (GCR) as shown below;



AND WHEREAS the re-designation of the lands will allow for future residential subdivision and development of the parcel;

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

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

GIVEN first reading this 6th day of May 2021.


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

1 st Reading	May 6, 2021
2 nd Reading	
Public aring Reading	



LETHBRIDGE COUNTY
APPLICATION FOR A
LAND USE BYLAW AMENDMENT
Pursuant to Bylaw No. 1404



Date of Application: <u>March 23, 2021</u>	Assigned Bylaw No. <u>21-008</u>
Date Deemed Complete: <u>March 24, 2021</u>	Application & Processing Fee: \$ <u>1500.00</u>
Redesignation <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted: <input type="checkbox"/> Yes <input checked="" 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 sections 53(1))

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: Floyd & Louise Joss
Mailing Address: 80073 - Range Rd 205 Phone: 403-328-1730
Lethbridge County Phone (alternate): 602-859-2928
Email: drjoss@agt.net
Postal Code: T1K-8G9

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: 80073 - Range Rd 205 - Leth County
Legal Description: Lot(s) 1 Block 2 Plan 1810581
OR Quarter NW Section 5 Township 8 Range 20-W4

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):

Agricultural

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

Grouped Country Residential

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** _____ and **lot area/parcel acreage** 10.63
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')

See attached Plot Plan

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

Section 52 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.

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 section 52(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)

DATE: _____

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

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 1404 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.

Information required by Section 52 of the Land Use Bylaw

1. Existing and Proposed future land use;
The existing 10.63 acres is our home acreage where our house is located along with 3 small out buildings. Our proposal is to place on separate title a rectangular piece of property (3 acres) which will be in the north west corner of the 10.63 acre parcel.
2. Most of the acreages along Range Rd 205 are designated "Country Residential". Changing our designation would make our parcel consistent with our neighbors.
3. It is my understanding that the Vander Heide/Popma property is zoned Country Residential. The Heninger property is Country Residential but the Kille property is Agricultural because it is 33 acres. The Manser property is still designated Agricultural but that property is immediately adjacent to mine and there have been no land use problems in the 18 years we have been neighbors.
4. The proposed 3 acre parcel is completely suitable for a separate acreage as I have owned it for 18 years and witnessed the effects of the flood of 2010 and of 2013. Water from this property drains south across my property and collects against the northwest bank of the SMRID main canal. During those flood years SMRID did have to pump water from my property into the canal. All 4 of the acreages next to me and including mine use a septic tank and field which all function very well. I expect that if a home is built on the 3 acre parcel it will also use a septic tank and field for sewage disposal. An acreage like the one proposed here will need both potable water for the dwelling and irrigation water for lawns, trees and gardens. The property will have to have a storage reservoir (usually referred to as a dugout). There will be an easement granted for a 4" water line that will cross my property and be capable of easily filling a dugout on the 3 acre piece. This SMRID water will be used for irrigation needs but could also be filtered and treated to provide potable water for a dwelling. Alternately, a cistern could be installed and filled with hauled water or at considerable expense the cistern could be supplied by Lethbridge County rural water line.

5. Electricity in our area is provided by a Fortis overhead line. A recently installed pole is within 30 feet of the south boundary of the proposed 3 acre piece. A Triple W natural gas line runs along the west edge of the proposed parcel. We are privileged to have our portion of Range Road 205 paved as it passes our property and this new property will have a direct approach to RR 205. The paved road is a real plus for those of us with motorcycles and classic cars. The school bus travels past our front door when there are school age kids present.

County council
County of Lethbridge
#100, 905 4th Avenue S
Lethbridge T1J 4E4
County Council;

This document is my application to rezone the 10.63 acres of our home acreage from Agricultural to Country Residential. I have notified our immediate neighbors of our intentions and have enclosed their affirmation of my contacting them. Attached are the signed documents from my neighbors as well as the plot plan of the subject parcel of land. A copy of the land title could be provided if needed. I understand that there is a fee associated with rezoning and I expect that you will provide the details of the appropriate fees.

Thank you for considering this request.

My contact information is as follows:

Floyd and Lou Joss
80073 Range Rd 205
Lethbridge County
T1K 8G9
Land line 403-328-1730
Cell phone 602-859-2928
Email drjoss@agt.net

Sincerely,

Floyd Joss

Cc: Hilary Janzen: Senior County Planner



County council

County of Lethbridge

#100, 905 4th Avenue S

Lethbridge T1J 4E4

Dear County Council;

Our neighbors, Floyd and Lou Joss, have advised us of their intention to change the zoning of their property from Agricultural to Country Residential. We understand that the property in question is the 10.7 acres where their home is located. We have considered this matter and wish to advise that we have no objection to this zoning change.

Name: Barb Popma

Signed:

Barb Popma Dated: March 12/21

Name: RICHARD WANDER HEIDE

Signed:

[Signature] Dated: March 12/21

County council

County of Lethbridge

#100, 905 4th Avenue S

Lethbridge T1J 4E4

Dear County Council;

Our neighbors, Floyd and Lou Joss, have advised us of their intention to change the zoning of their property from Agricultural to Country Residential. We understand that the property in question is the 10.7 acres where their home is located. We have considered this matter and wish to advise that we have no objection to this zoning change.

Name: Richard Kille

Signed:

[Signature]

Dated: MARCH 11, 2021

Name: _____

Signed:

Dated: _____

County council

County of Lethbridge

#100, 905 4th Avenue S

Lethbridge T1J 4E4

Dear County Council;

Our neighbors, Floyd and Lou Joss, have advised us of their intention to change the zoning of their property from Agricultural to Country Residential. We understand that the property in question is the 10.7 acres where their home is located. We have considered this matter and wish to advise that we have no objection to this zoning change.

Name: MARK HENNINGER

Signed: [Signature] Dated: March 16, 2021

Name: FLOYD JOSS

Signed: [Signature] Dated: March 16, 2021

County council

County of Lethbridge

#100, 905 4th Avenue S

Lethbridge T1J 4E4

Dear County Council;

Our neighbors, Floyd and Lou Joss, have advised us of their intention to change the zoning of their property from Agricultural to Country Residential. We understand that the property in question is the 10.7 acres where their home is located. We have considered this matter and wish to advise that we have no objection to this zoning change.

Name: CARREN MANSEK

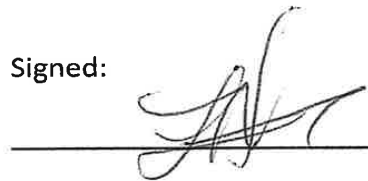
Signed:



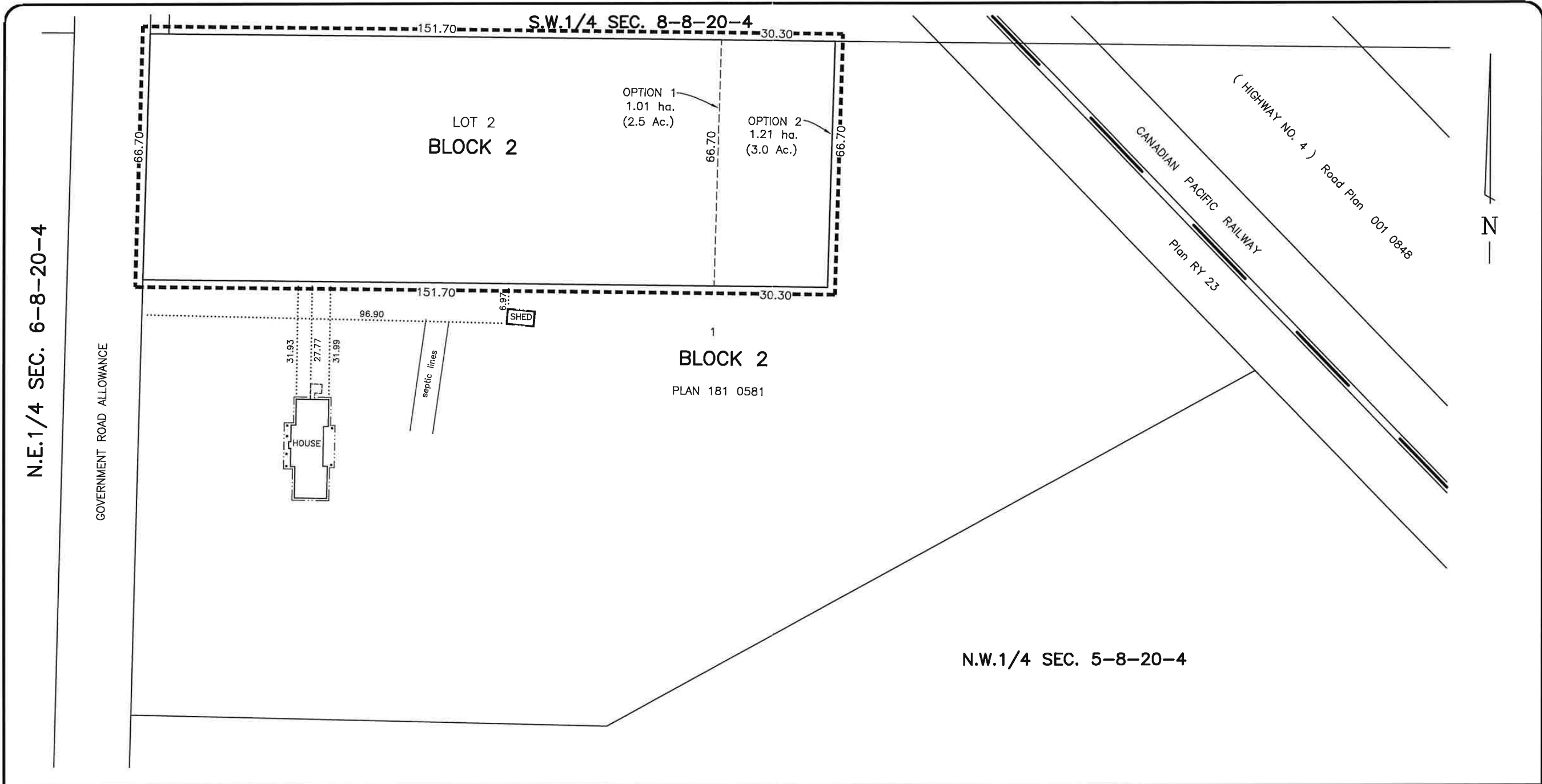
Dated: MARCH 17, 2021


Name: LAURA LEA MANSEK

Signed:



Dated: MARCH 17, 2021

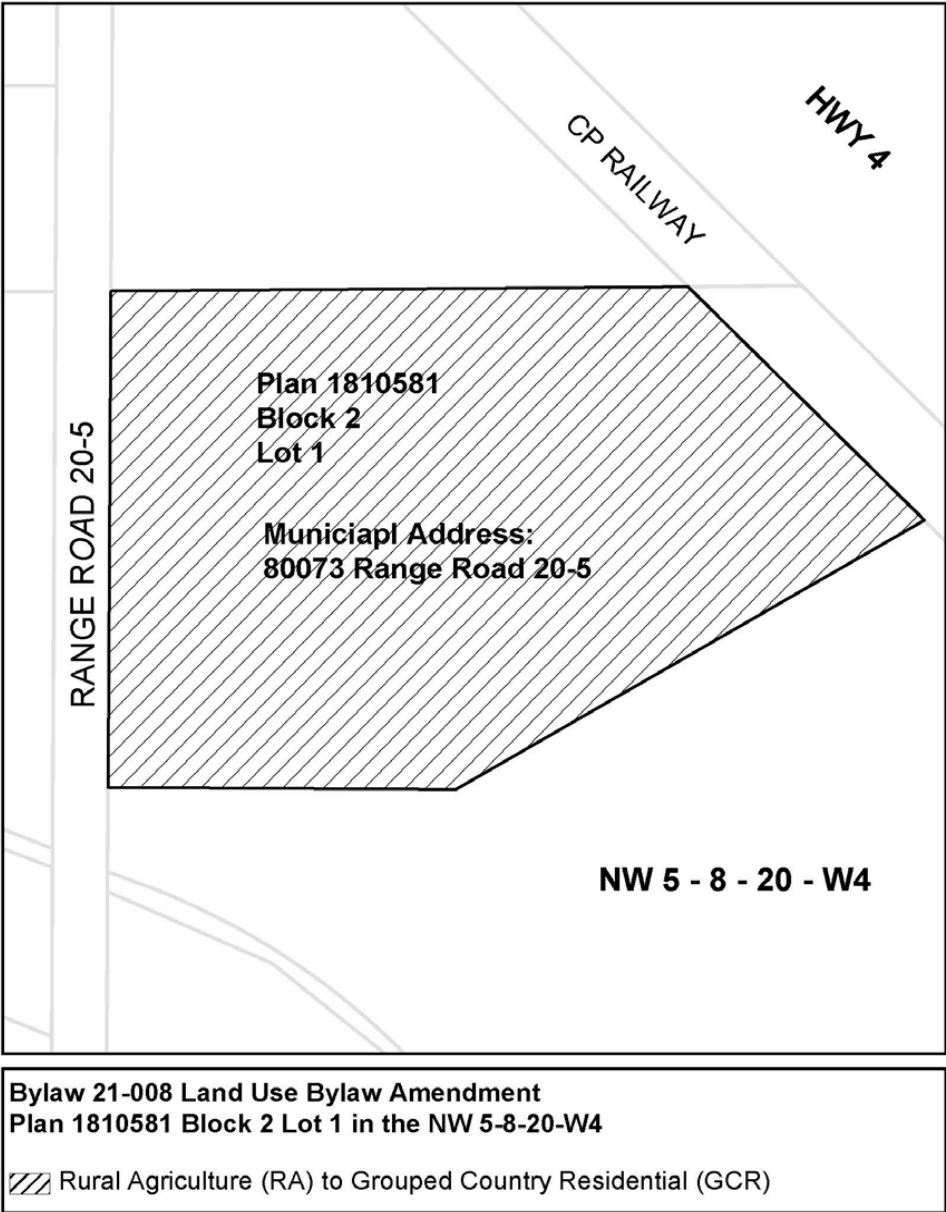


				FLOYD JOSS				 brown okamura & associates ltd. Professional Surveyors 2830 – 12 Avenue North, Lethbridge, Alberta			
1	sheds removed as per client request	JAN 8/21	MJ	TENTATIVE PLAN SHOWING SUBDIVISION of part of LOT 1, BLOCK 2, PLAN 181 0581 within N.W.1/4 SEC. 5, TWP. 8, RGE. 20, W.4 M. Lethbridge County				APPROVED		DRAWN MJ	DATE NOV 25/20
NO.	REVISION	DATE	BY					CHECKED TCP		JOB 20–15099	
<p>NOTE : Portion to be approved is outlined thus ----- and contains approximately 1.21 ha. Distances are in metres and decimal parts thereof. *Improvements shown are copied from file 17–13965T Dated November 8th, 2017</p> <p>Distances and areas are approximate and are subject to change upon final survey.</p>								SCALE		DRAWING	
								1:1000		20–15099TA	
								T.C. Penner, A.L.S.			

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 21-008**

Bylaw 21-008 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 21-008 is to re-designate Plan 1810581 Block 2 Lot 1 in the NW 5-8-20-W4 from Rural Agriculture (RA) to Grouped Country Residential (GCR) as shown below;



AND WHEREAS the re-designation of the lands will allow for future residential subdivision and development of the parcel;

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

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

GIVEN first reading this 6th day of May 2021.

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

1 st Reading	May 6, 2021
2 nd Reading	
Public Hearing	
3 rd Reading	

AT File Reference: RSDP035022
Our Reference: 2512-NW 5-8-20-W4M (4)
Your Reference: Bylaw 21-008

March 29, 2021

Hilary Janzen
Supervisor of Planning & Development
hjanzen@lethcounty.ca
Lethbridge County
#100, 905 – 4 Avenue South
Lethbridge, AB T1J 4E4

Dear Ms. Janzen:

**RE: PROPOSED LAND USE REDESIGNATION
LOT 1, BLOCK 2, PLAN 1810581
PORTION OF NW 5-8-20-W4M
LETHBRIDGE COUNTY**

Reference your file to adopt Bylaw No. 21-008 to re-designate the above noted parcel of land from "Rural Agriculture – RA" to "Grouped Country Residential - GCR" to accommodate a future subdivision.

Should the approval authority find sufficient merit to ratify the proposed rezoning, the subsequent subdivision would be contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation").

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

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

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

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



.../2

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

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

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

Thank you for the referral and opportunity to comment.

Yours truly,

Leah Olsen
Development/Planning Technologist
403-388-3105

LO

cc: Oldman River Regional Services Commission – steveharty@orrsc.com

Hilary Janzen

From: McNabb, Jarvis <Jarvis.McNabb@atco.com>
Sent: Friday, March 26, 2021 10:55 AM
To: Hilary Janzen
Subject: RE: Lethbridge County - Land Use Bylaw Amendment - Bylaw 21-008

Hi Hilary.

ATCO has no objections to this proposal.

Thanks,

Jarvis McNabb P.L.(Eng.), R.E.T.
Engineering Technologist, South District Engineering
Natural Gas

P. 587 220 2583 **F.** 403 380 5428
A. 410 Stafford Dr N Lethbridge AB Canada T1H 2A9

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, March 25, 2021 8:49 AM
To: Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; Leah Olsen (leah.olsen@gov.ab.ca) <leah.olsen@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; South District Engineering <SouthDistrictEngineering1@atco.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; Triple W Natural Gas Co-Op (triplew@telusplanet.net) <triplew@telusplanet.net>
Subject: Lethbridge County - Land Use Bylaw Amendment - Bylaw 21-008

****Caution – This email is from an external source. If you are concerned about this message, please forward it to spam@atco.com for analysis.****

Please see the attached circulation to amend the Lethbridge County Land Use Bylaw and provide comments by April 21, 2021.

If you need any additional information regarding this application please let me know.

Thank you,

Hilary Janzen, RPP, MCIP
Supervisor of Planning and Development
Lethbridge County
905 4th Ave S
Lethbridge, AB T1J 4E4

403.328.5525 office
403.328.5602 fax
www.lethcounty.ca



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Hilary Janzen

From: Pounall, Diana <diana.pounall@fortisalberta.com> on behalf of Land Service <landserv@fortisalberta.com>
Sent: Thursday, April 15, 2021 9:08 AM
To: Hilary Janzen
Subject: Lethbridge County - Land Use Bylaw Amendment - Bylaw 21-008
Attachments: 21_008_RA_GCR_Ortho.pdf; External Circulation - Bylaw 21-008.docx; Proposed Subdivision Map.pdf

Good day,

FortisAlberta has no concerns, please contact 310-WIRE for any electrical services.

Warm Regards,

Diana Pounall | Land Coordinator, Land Department

FortisAlberta | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | p: 587-775-6264



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, March 25, 2021 8:49 AM
To: Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; Leah Olsen (leah.olsen@gov.ab.ca) <leah.olsen@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; Land Service <landserv@fortisalberta.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; Triple W Natural Gas Co-Op (triplew@telusplanet.net) <triplew@telusplanet.net>
Subject: [EXTERNAL] DUE APRIL 21 Lethbridge County - Land Use Bylaw Amendment - Bylaw 21-008

EXTERNAL EMAIL: Use caution with links and attachments.

Please see the attached circulation to amend the Lethbridge County Land Use Bylaw and provide comments by April 21, 2021.

If you need any additional information regarding this application please let me know.

Thank you,

Hilary Janzen, RPP, MCIP

Supervisor of Planning and Development
Lethbridge County
905 4th Ave S
Lethbridge, AB T1J 4E4

403.328.5525 office
403.328.5602 fax
www.lethcounty.ca



Hilary Janzen

From: Chris Rvachew <CHRIS.RVACHEW@telus.com> on behalf of circulations <circulations@telus.com>
Sent: Tuesday, March 30, 2021 1:24 PM
To: Hilary Janzen
Subject: RE: Lethbridge County - Land Use Bylaw Amendment - Bylaw 21-008

Good Afternoon,

TELUS Communications Inc. has no objections to the mentioned circulation.

Thanks,

Chris Rvachew | Real Estate Specialist
Customer Network Implementation | TELUS | Rights of Way
2930 Centre Avenue NE, Calgary, AB T2A 4Y2
Phone: (403) 384-3066 | circulations@telus.com

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TELUS Restricted – Privileged & Confidential
Not to be forwarded or copied without express consent of the originator.

From: Hilary Janzen [mailto:hjanzen@lethcounty.ca]
Sent: March 25, 2021 08:49 AM
To: Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; Leah Olsen (leah.olsen@gov.ab.ca) <leah.olsen@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>; circulations <circulations@telus.com>; Triple W Natural Gas Co-Op (triplew@telusplanet.net) <triplew@telusplanet.net>
Subject: Lethbridge County - Land Use Bylaw Amendment - Bylaw 21-008

ATTENTION: This email originated from outside of TELUS. Use caution when clicking links or opening attachments. | Ce courriel provient de l'extérieur de TELUS. Soyez prudent lorsque vous cliquez sur des liens ou ouvrez des pièces jointes.

Please see the attached circulation to amend the Lethbridge County Land Use Bylaw and provide comments by April 21, 2021.

If you need any additional information regarding this application please let me know.

Thank you,

Hilary Janzen, RPP, MCIP
Supervisor of Planning and Development
Lethbridge County
905 4th Ave S
Lethbridge, AB T1J 4E4

403.328.5525 office
403.328.5602 fax
www.lethcounty.ca



Hilary Janzen

From: Jeff Skeith <triplew@telusplanet.net>
Sent: Thursday, March 25, 2021 9:31 AM
To: Hilary Janzen
Subject: Re: Lethbridge County - Land Use Bylaw Amendment - Bylaw 21-008

Hilary:

Triple W Gas Co-op has no objections.

Jeff Skeith
Office Manager

On Thu, Mar 25, 2021 at 8:49 AM Hilary Janzen <hjanzen@lethcounty.ca> wrote:

Please see the attached circulation to amend the Lethbridge County Land Use Bylaw and provide comments by April 21, 2021.

If you need any additional information regarding this application please let me know.

Thank you,

Hilary Janzen, RPP, MCIP

Supervisor of Planning and Development

Lethbridge County

905 4th Ave S

Lethbridge, AB T1J 4E4

403.328.5525 office

403.328.5602 fax

www.lethcounty.ca



Memo



To: Reeve and County Council

From: Steve Harty – ORRSC Senior Planner

Date: 2021-05-19

Re: Bylaw No. 21-008 – Redesignation from Rural Agriculture (RA) to Grouped Country Residential (GCR)

Plan 1810581, Block 2, Lot 1 in a portion of the NW 5-8-20-W4 (Floss)

PROPOSAL:

The application is to redesignate (bylaw amendment) land from Rural Agriculture (RA) to Grouped Country Residential (GCR) for the future subdivision of the 10.63-acre parcel into two lots.

COMMENTS:

Redesignating (rezoning) parcels to GCR must be reviewed in respect of the County's Municipal Development Plan (MDP). The MDP contains broad policy direction, as policy 6.3.3(e) outlines that GCR may be considered at the discretion of Council based on general criteria, including:

- if it is proposed on lands considered poor/non-agricultural areas, fragmented lands or on parcels 20-acres or less in size;
- adjacent to urban areas (provided it complies with a relevant intermunicipal agreement); and
- areas where confined feeding operations are excluded (or there would be no conflict or compromise of the minimum distance separation), amongst other matters.
- Other technical planning criteria would include the suitability of servicing proposed, physical and legal road access available, storm water drainage, suitability of soils for on-site septic disposal, flooding potential, conflict with adjacent land uses, etc.

In respect of the aforementioned and in considering the suitability of the proposal, the following matters may be considered by Council in making a decision:

- The title is 10.63-acres in size and consists of less than 20 acres of farmable land as defined in the bylaw, and therefore is not considered high quality agricultural land and may be considered for other uses in accordance with County policy.
- The servicing requirements are minimal to create one extra lot and there will be no infrastructure that the municipality has to take over. The parcel has access to a good, paved municipal road (Range Rd 20-5). The proposal also benefits from gas and electrical utilities available at the site.
- Potable water being provided by irrigation/dugout water being treated, private cistern hauled water, or connecting to the rural water co-op line if available, are all common and acceptable water provisions for a single lot.

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

May 19, 2021

- This is a small, low density proposal but if approved for redesignation to GCR, a professional soils analysis for verifying suitability of an additional on-site septic system should be required at the subdivision stage for the vacant lot.
- There are other existing acreages along Range Rd 20-5 to the west, north and south of the subject parcel. There are 6 adjacent lots to the south of the canal already designated as GCR, so this small proposal may be deemed compatible with existing land use patterns established in the immediate vicinity. It appears a number of neighbors have expressed they are not opposed.
- It is known that future industrial growth and activity may occur to the south (Taylor Business Park) and Council may take into consideration if one additional country residential use will negatively affect or be affected by this. However, it is noted the proposed new lot would occur to the north of the existing residence and yard, not closer to the south. Additionally, there is already a cluster of county residential in this area, so one more lot should not have too much of an impact. It does not appear the proposal should interfere with any long-range County planning strategies for the area.

The proposal may be deemed to align with the County's *Grouped Country Residential Land Use Strategy*, as it is small in scale, is occurring on already subdivided land (i.e. infill development), has limited servicing needs, and does not require any new roads to be constructed or infrastructure to be taken over by the municipality.

Overall, there are not any major concerns from a planning perspective or technical point as it is a small subdivision creating one extra lot. Based on all the information provided, Council has the discretion to refuse or to adopt the redesignation bylaw for GCR use at its prerogative.

AGENDA ITEM REPORT



Title: Bylaw 21-009 - Land Use Bylaw Amendment Rural Agriculture to Rural General Industrial - NE/NW 33-7-20-W4 (5 northern acres) - Public Hearing
Meeting: Council Meeting - 03 Jun 2021
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 20 May 2021
Approved - 25 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

An application has been made to re-designate a 5 acre portion of the NE/NW 33-7-20-W4 from Rural Agriculture to Rural General Industrial to allow for future industrial development on the parcel.

RECOMMENDATION:

That Bylaw 21-009 be read a second time.
That Bylaw 21-009 be read a third time.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The Lethbridge County Municipal Development Plan allows for the further subdivision of agricultural titles for the purposes of industrial/commercial development.
- This proposed area is within an area considered for future industrial/commercial development as identified in the Industrial/Commercial Land Use Strategy
- Bylaw 21-009 received 1st Reading on May 6, 2021.

BACKGROUND INFORMATION:

An application has been made to re-designate a 5 acre portion of the NE/NW 33-7-20-W4 from Rural Agriculture to Rural General Industrial to allow for future industrial development on the parcel. The parcel is located on Range Road 20-4 south of Highway 508 and west of Highway 4 (as shown on the attached context map). The applicant is proposing to construct a Hemp straw processing facility.

The proposed application meets many of the policies of the Municipal Development Plan (Section 6.4) and the Industrial/Commercial Land Use Strategy for industrial development:

- The area of the proposed bylaw has been identified in the Industrial/Commercial Land Use Strategy for future development.
- The lands are in proximity to Highway 508 and 4.
- The proposed use is agriculturally related and would be non-labour intensive.

Some of the areas that the proposal does not meet the policy:

- The proposal takes additional agricultural lands out of production and is not located in an approved industrial park (these lands are south of the approved Taylor Business Park).
- The proposal while close to the highway system does not have direct highway access.
- There are acreages to the north, which may be impacted by dust and noise emanating from the proposed hemp straw facility.

If the proposal were approved the applicant would have to apply for a development permit which would include details on their traffic, a storm-water management plan, processing facility plans, and detailed site plans.

The application has been circulated to all County Departments and external agencies for review and their comments. Alberta Transportation stated that there was no sufficient information to properly assess the potential impact of the future development on the highway. If the application is approved by County Council, the applicant will have to provide additional information at the time of the development permit application to address any traffic impacts to the satisfaction of the County and Alberta Transportation. No other concerns were expressed regarding the proposed bylaw.

The application was sent to the affected landowners and advertised in the May 11 and 18 editions of the Sunny South News.

ALTERNATIVES / PROS / CONS:

County Council may refuse 2nd Reading of Bylaw 21-009.

Pros: This could direct growth and development into approved industrial areas and prevent any potential impacts to the adjacent residential properties.

Con: The business may not locate in the County and therefore the County could lose a value-added industry.

FINANCIAL IMPACT:

- If the bylaw was approved future development would be taxed at the County's Industrial tax rate.
- The estimated taxes for the proposed development would be \$9,300 per 1 million of value of the development.
- There are no additional costs to the County (i.e. maintenance of infrastructure) that would arise if that bylaw was approved.

REASON(S) FOR RECOMMENDATION(S):

- The Industrial-Commercial Land Use Strategy identified this area for future Industrial/Commercial development.
- The proposed use meets the County's Strategic Goals to diversify the types of businesses in the County and support agriculturally related industry.

ATTACHMENTS:

[Bylaw 21-009 - Signed First Reading](#)

[Redesignation Application - Bylaw 21-009](#)

[Bylaw 21- 009 Context Map](#)

[Bylaw 21-009 - Neveridle Farms - Amendment to LUB](#)

[AT Comments](#)

[ATCO Comments](#)

[Fortis Comments](#)

[SMRID Comments](#)

[Telus Comments](#)

[Triple W Gas Co-op Comments](#)

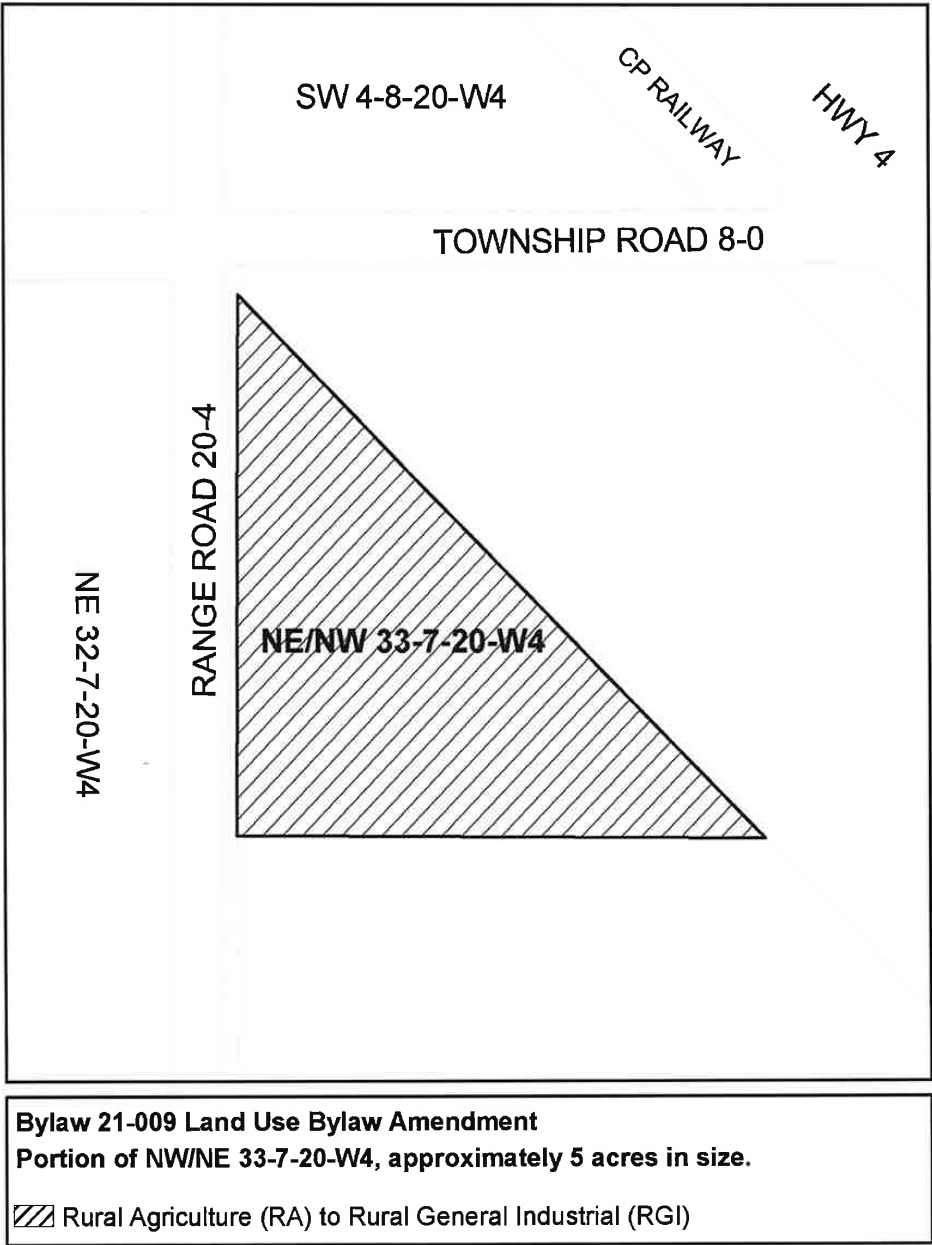
[ORRSC Comments](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 21-009

Bylaw 21-009 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 21-009 is to re-designate the northern 5 acres of the NE/NW 33-7-20-W4 from Rural Agriculture (RA) to Rural General Industrial (RGI) as shown below;



AND WHEREAS the re-designation of the lands will allow for future Industrial development of the 5 acre portion of the parcel;

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

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

GIVEN first reading this 6th day of May 2021.



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

1 st Reading	May 6, 2021
2 nd Reading	
Public Hearing	
3 rd Reading	



LETHBRIDGE COUNTY
APPLICATION FOR A
LAND USE BYLAW AMENDMENT
Pursuant to Bylaw No. 1404

Form C

OFFICE USE		
Date of Application: March 17, 2021	Assigned Bylaw	No. 21-009
Date Deemed Complete: March 29, 2021	Application & Processing Fee:	\$ 1500.00
Redesignation <input type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input checked="" 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 sections 53(1))

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: Neveridle Farms Ltd
Mailing Address: P.O. Box 537

Postal Code: T1J-3Z4

Phone: 1-403-327-9229
Phone (alternate): 1-403-315-2441
Email: Rodlanier@platinum.ca

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: no municipal address

Legal Description: Lot(s) _____ Block _____ Plan _____
North 5 acre Portion of OR Quarter NW Section 33 Township 7 Range 20

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 Agricultural

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

Rural General Industrial

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** _____ and **lot area/parcel acreage** **5 acres in the north portion of the parcel.** 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 52 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.

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 section 52(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

NeverIdle Farms Ltd

REGISTERED OWNER
(if not the same as applicant)

DATE: _____

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

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 1404 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the municipal development plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

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

Descriptive Narrative - Land Redesignation for Neveridle Farms Ltd.

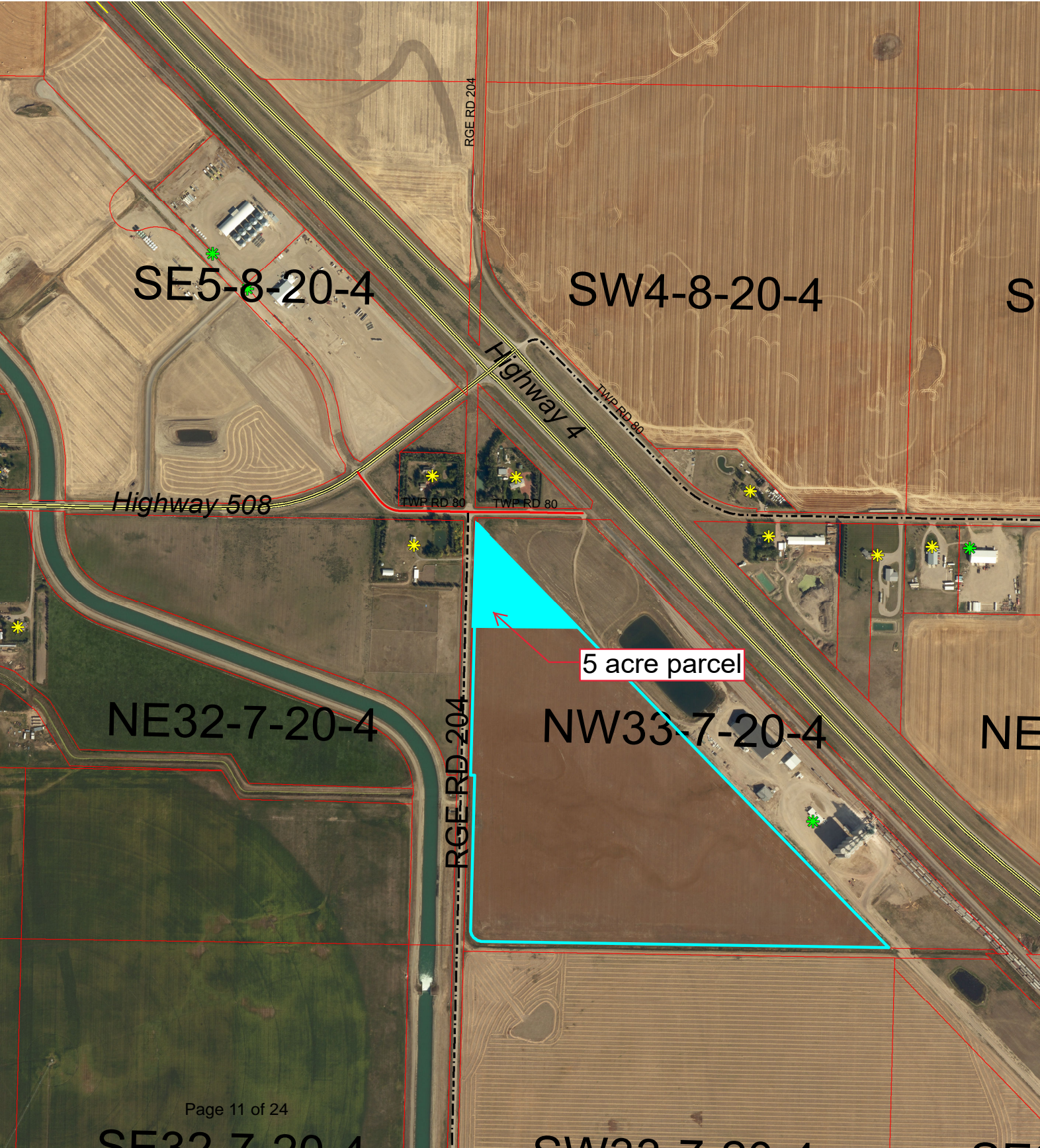
Currently the plot of land at NW-33-7-20 is being used for Rural Agriculture. Neveridle has planted and harvested different crops throughout the years. Neveridle Farms wants to redesignate the land to Rural General Industrial so we can process hemp straw from ours and local hemp growers farms.

Neveridle Farms plan aligns with the county of Lethbridge's goals for the area to become a growing industrial center. As facilities such as Richie Bro's have started to expand.

The desired area is compatible with the surrounding area and zoning due to our future use of hemp processing and the close proximity to Highway 4 and other Rural General Industrial zones.

Gas and Electricity are easily accessible and can be connected quickly and Neveridle farms has already arranged future connections to these amenities. Sewage disposal will be through a septic tank and water will be sourced from the nearby canal or a sistrine tank.



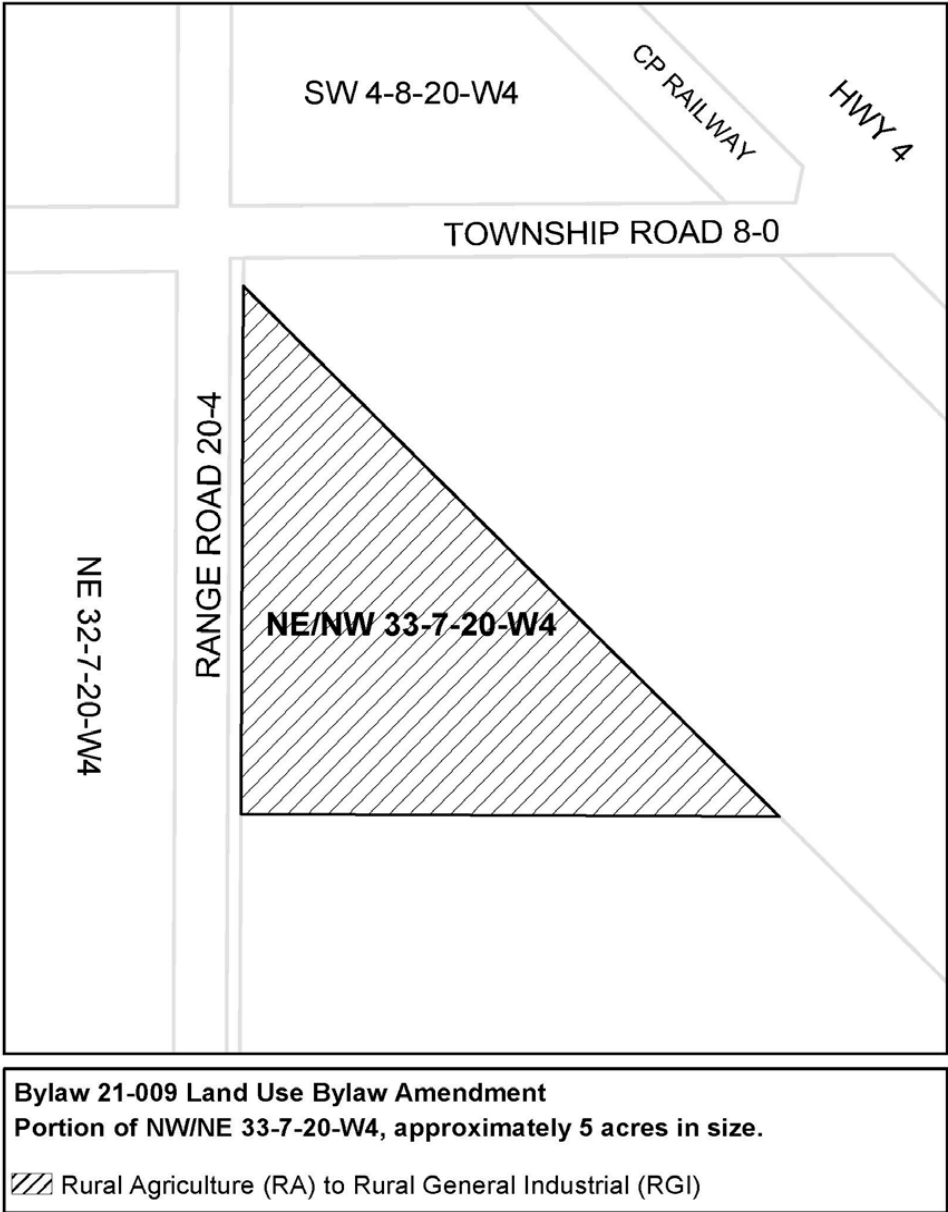


**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 21-009

Bylaw 21-009 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 21-009 is to re-designate the northern 5 acres of the NE/NW 33-7-20-W4 from Rural Agriculture (RA) to Rural General Industrial (RGI) as shown below;



AND WHEREAS the re-designation of the lands will allow for future Industrial development of the 5 acre portion of the parcel;

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

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

GIVEN first reading this 6th day of May 2021.

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

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

Reeve

1 st Reading	May 6, 2021
2 nd Reading	
Public Hearing	
3 rd Reading	

Chief Administrative Officer

AT File Reference: RSDP035129
Our Reference: 2511-NW 33-7-20-W4M (4/508)
Your Reference: Bylaw 21-009

April 6, 2021

Hilary Janzen
Supervisor of Planning & Development
hjanzen@lethcounty.ca
Lethbridge County
#100, 905 – 4 Avenue South
Lethbridge, AB T1J 4E4

Dear Ms. Janzen:

**RE: PROPOSED LAND USE REDESIGNATION
PORTION OF NW 33-7-20-W4M
LETHBRIDGE COUNTY**

Reference your file to adopt Bylaw No. 21-009 to re-designate the above noted parcel of land from “Rural Agriculture – RA” to “Rural General Industrial RGI” to accommodate the future development of a hemp straw processing facility.

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

To that end, we have reviewed the information that was forwarded to your office in support of the Notice of Land Use Bylaw Amendment (reference to your Circulation Notice – dated March 31, 2021, Bylaw No. 21-009).

Considering the types and additional volumes of traffic that may be generated by the proposed development combined with the existing local road traffic volumes in correlation with the background traffic, strictly from Alberta Transportation’s point of view, there is insufficient information to properly assess the impact on the highway.

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

The subject property is within the noted control lines and as such any development would **require the benefit of a permit from Alberta Transportation**. We would appreciate it if your transactions with the developer could include the requirement of a permit from Alberta Transportation. The applicant could contact Alberta Transportation through the undersigned, at Lethbridge 403-388-3105, in this regard.

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

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

Thank you for the referral and opportunity to comment.

Yours truly,

Leah Olsen
Development/Planning Technologist
403-388-3105

LO

cc: Oldman River Regional Services Commission – steveharty@orrsc.com

Hilary Janzen

From: McNabb, Jarvis <Jarvis.McNabb@atco.com>
Sent: Monday, April 12, 2021 11:16 AM
To: Hilary Janzen
Subject: RE: Lethbridge County Land Use Bylaw Amendment - Bylaw 21-009

Hi Hilary.

ATCO has no objections to this proposal. Have a good day.

Thanks,

Jarvis McNabb P.L.(Eng.), R.E.T.
Engineering Technologist, South District Engineering
Natural Gas

P. 587 220 2583 **F.** 403 380 5428
A. 410 Stafford Dr N Lethbridge AB Canada T1H 2A9

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, April 1, 2021 7:07 AM
To: Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; South District Engineering <SouthDistrictEngineering1@atco.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; Triple W Natural Gas Co-Op (triplew@telusplanet.net) <triplew@telusplanet.net>
Subject: Lethbridge County Land Use Bylaw Amendment - Bylaw 21-009

****Caution – This email is from an external source. If you are concerned about this message, please forward it to spam@atco.com for analysis.****

Please review the attached referral to redesignate a portion of the NW 33-7-20-W4 and respond by April 29, 2021.

If you require additional time to respond please let me know at your earliest convenience.

Regards,

Hilary Janzen, RPP, MCIP
Supervisor of Planning and Development
Lethbridge County
905 4th Ave S
Lethbridge, AB T1J 4E4

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Hilary Janzen

From: Davidson, Tracy <tracy.davidson@fortisalberta.com> on behalf of Land Service <landserv@fortisalberta.com>
Sent: Thursday, April 22, 2021 11:21 AM
To: Hilary Janzen
Subject: Lethbridge County Land Use Bylaw Amendment - Bylaw 21-009
Attachments: Redesignation Application - Bylaw 21-009.pdf; 21_009_RA_RGI_Ortho.pdf; External Circulation - Bylaw 21-009.docx

Good morning,
FortisAlberta Inc. has no concerns regarding this redesignation application.

Thank you,

Tracy Davidson | Land Coordinator

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park, AB, T8A 4H4 | Direct 780-464-8815



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, April 1, 2021 7:07 AM
To: Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; Land Service <landserv@fortisalberta.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; Triple W Natural Gas Co-Op (triplew@telusplanet.net) <triplew@telusplanet.net>
Subject: [EXTERNAL] DUE APRIL 29 Lethbridge County Land Use Bylaw Amendment - Bylaw 21-009

EXTERNAL EMAIL: Use caution with links and attachments.

Please review the attached referral to redesignate a portion of the NW 33-7-20-W4 and respond by April 29, 2021.

If you require additional time to respond please let me know at your earliest convenience.

Regards,

Hilary Janzen, RPP, MCIP
Supervisor of Planning and Development
Lethbridge County
905 4th Ave S

Lethbridge, AB T1J 4E4

April 8, 2021

Lethbridge County
905 4 Ave S
Lethbridge, AB
T1J 4E4

Dear Sir/Madam:

RE: NW 33-07-20-W4
Lethbridge County Land Use Bylaw Amendment – Bylaw 21-009

Further to your March 31, 2021 correspondence in respect to the above-noted, this is to advise that the District has no objection to the proposed re-designation from Rural Agriculture to Rural General Industrial as this parcel is classified as “dry”.

Yours truly,



Linda Park
Land Administrator

lp

pc. Neveridle Farms Ltd.
rodlanier@platinum.ca

Hilary Janzen

From: circulations <circulations@telus.com>
Sent: Thursday, April 01, 2021 8:20 AM
To: Hilary Janzen
Subject: RE: Lethbridge County Land Use Bylaw Amendment - Bylaw 21-009

Good Morning,

TELUS Communications Inc. has no objection to the above circulation.
Thank you,

**Mehgan Smith | Real Estate Manager | TELUS Rights of Way
Customer Network Implementation**

2930 Centre Avenue NE, Calgary, AB T2A 4Y2
(403)-384-3066 | circulations@telus.com



Healthcare in your hands.

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From: Hilary Janzen [mailto:hjanzen@lethcounty.ca]
Sent: April 1, 2021 7:07 AM
To: Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>; circulations <circulations@telus.com>; Triple W Natural Gas Co-Op (triplew@telusplanet.net) <triplew@telusplanet.net>
Subject: Lethbridge County Land Use Bylaw Amendment - Bylaw 21-009

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Please review the attached referral to redesignate a portion of the NW 33-7-20-W4 and respond by April 29, 2021.

If you require additional time to respond please let me know at your earliest convenience.

Regards,

Hilary Janzen, RPP, MCIP
Supervisor of Planning and Development
Lethbridge County
905 4th Ave S

Lethbridge, AB T1J 4E4

Hilary Janzen

From: Jeff Skeith <triplew@telusplanet.net>
Sent: Thursday, April 01, 2021 7:45 AM
To: Hilary Janzen
Subject: Re: Lethbridge County Land Use Bylaw Amendment - Bylaw 21-009

Hillary:

Triple W has no objections.

Jeff Skeith

On Thu, Apr 1, 2021 at 7:06 AM Hilary Janzen <hjanzen@lethcounty.ca> wrote:

Please review the attached referral to redesignate a portion of the NW 33-7-20-W4 and respond by April 29, 2021.

If you require additional time to respond please let me know at your earliest convenience.

Regards,

Hilary Janzen, RPP, MCIP

Supervisor of Planning and Development

Lethbridge County

905 4th Ave S

Lethbridge, AB T1J 4E4

Memo

To: Reeve and County Council

From: Steve Harty – ORRSC Senior Planner

Date: 2021-05-19

Re: Bylaw No. 21-009 – Redesignation from Rural Agriculture (RA) to Rural General Industrial (RGI)

Portion of the NW 33-7-20-W4 (Neveridle Farms Ltd.)

PROPOSAL:

To redesignate (bylaw amendment) a 5 acre portion of land in the NW 33-7-20-W4 from Rural Agriculture to Rural General Industrial to allow for the future development of a hemp straw processing facility.

COMMENTS:

The County's Municipal Development Plan (MDP) and *Industrial-Commercial Land Use Strategy* recommends isolated industrial type developments uses may be considered in proximity to resources or agricultural production sources, or to be located within or proximity to areas identified for industrial/commercial nodes within the County, and particularly in proximity to transportation (highway and rail) corridors.

In reviewing the redesignation (rezoning) of the land with respect to the Municipal Development Plan (MDP), it is deemed to align with the following policy direction.

"Council shall consider the approval of industrial and/or commercial uses that are:

- agriculturally related (such as agricultural processing facilities and transfer facilities) and support the agricultural community;
- non-labour intensive industries which require relatively large areas of land, but require minimal on- site improvements, services, and public amenities;
- compatible with existing land uses and do not emit offensive or noxious odours; and
- the County shall encourage the siting of industrial and/or commercial developments towards major transportation routes."

In respect of the aforementioned and in considering the suitability of the proposal, the following matters may be considered by Council in making a decision:

- This area has been pre-identified in the County's *Industrial-Commercial Land Use Strategy*, as a potential suitable area for industrial growth and development if servicing and planning is suitably addressed. This area could have some potential for industrial-commercial type use as it is adjacent to the CPR rail-line and other industrial uses in the vicinity (and Parrish & Heimbecker is to the very east).
- The servicing requirements are minor for the type of industry proposed. A private septic tank system and water provided from the irrigation district or private cistern would appear to meet

the needs for the hemp straw processing facility. The proposal also has access to gas and electrical utilities available at the site. There will be no infrastructure that the municipality has to take over. Although the property does not take access directly from a highway, but from the west municipal road (Range Rd 20-4), the site offers close vicinity access to the provincial highway system (Highway 4).

- As Alberta Transportation is of the opinion there is insufficient information to properly assess the impact on the highway, considering the types and additional volumes of traffic that may be generated by the proposal combined with the existing local road traffic volumes, it is understood if the rezoning is approved a TIA should be prepared at the development permit stage.
- It is known the parent title parcel is lower to the south and has experienced some flooding and ponding in various years. However, the applicant's proposal is siting the development to utilize the north higher land area. Given the proportion of impervious surfaces (i.e. building roofs and hard surface cover) associated with the development, a detailed drainage plan should be required at the development permit stage.
- There are some clustered residential uses in close proximity across the road to the north and west. It is understood there are no discernible odours or smoke produced from the operations, and processing will occur inside the facility with infiltration systems in place. However, any adjacent neighbors concerns put forward should be addressed by the applicants to assure there will not be any major impact to the residential neighbors.

The proposal may be considered to be in conformity with the County's *Industrial/Commercial Land Use Strategy* and in area identified for such potential use. The proposal would appear to also align with the County's desired goal of encouraging and supporting local value added processing.

Overall, there are not any major concerns from a planning perspective provided drainage can be suitably addressed. As long as Council is satisfied that the location is suitable, and pending any concerns raised by the public at the hearing, Council may use their discretion and consider to redesignate the parcel to RGI.

AGENDA ITEM REPORT



Title: Bylaw 21-010 Ramias Subdivision Area Structure Plan and Bylaw 21-011 Land Use Bylaw Amendment Rural Urban Fringe to Grouped Country Residential - First Reading

Meeting: Council Meeting - 03 Jun 2021

Department: Community Services

Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 18 May 2021
Approved - 18 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

An application has been made to re-designate Lots 2 and 3, Block 1, Plan 0912279 in the NE 21-9-22-W4 from Rural Urban Fringe to Grouped Country Residential. This would allow for the subdivision of Lot 2 into 3 parcels.

RECOMMENDATION:

That Bylaw 21-010 be read a first time.

That Bylaw 21-011 be read a first time.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The Lethbridge County and Town of Coalhurst Intermunicipal Development Plan allows for the subdivision of parcels in the area north of Coalhurst if the applicant submits an Area Structure Plan and re-designates the property to the Grouped Country Residential Land Use District.
- The Lethbridge County Municipal Development Plan requires that where there will be more than 4 adjacent titles that the applicant submit an Area Structure Plan for County Council consideration and that the parcels be re-designated to the Grouped Country Residential Land Use District.
- The Grouped Country Residential Land Use Strategy encourages subdivision in areas close to urban areas and where the lands are fragmented and considered poor quality agricultural lands.

BACKGROUND INFORMATION:

An application has been made to re-designate Lots 2 and 3, Block 1, Plan 0912279 in the NE 21-9-22-W4 from Rural Urban Fringe to Grouped Country Residential. This would allow for the subdivision of Lot 2 into 3 parcels. The proposed Area Structure Plan and re-designation comply with the requirements of the Lethbridge County and Town of Coalhurst Intermunicipal Development Plan, the Lethbridge County Municipal Development Plan, and the Grouped Country Residential Land Use Strategy.

The application has been circulated to all County Departments, the Town of Coalhurst, and external agencies for review. Any comments or concerns will be presented at the Public Hearing along with the planning considerations. It is anticipated that the public hearing will be held in August 2021.

ALTERNATIVES / PROS / CONS:

County Council may refuse first reading of the Bylaws. Refusing the bylaws would be contrary to legal advice which has been that first reading of the bylaws shall be given as the applicant and the public have the right to attend and speak at a public hearing which is set upon first reading of the bylaws. The public hearing process allows County Council the opportunity to hear all positions (in favour and opposed) on the bylaws and make an informed decision. If first reading of the bylaws is not given, the applicant could appeal that decision to the Alberta Court of Appeal.

FINANCIAL IMPACT:

If the bylaws were approved, future development would be taxed at the County's residential tax rate. There are no additional costs to the County (i.e. maintenance of infrastructure) that would arise if the bylaws are approved.

REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 21-010 and Bylaw 21-011 will allow County Administration to set the date for the Public Hearing and send out the required notices for the proposed bylaws.

ATTACHMENTS:

[Bylaw 21-010 - Ramias Subdivision Area Structure Plan](#)

[Bylaw 21-010 - Ramias ASP](#)

[Bylaw 21-011 - Application](#)

[Bylaw 21-011 Ortho Image](#)

[Bylaw 21-011- Ramias - Amendment to LUB](#)

AREA STRUCTURE PLAN
RAMIAS SUBDIVISION
A RESIDENTIAL SUBDIVISION
IN
NE ¼ 21-9-22-W4
LETHBRIDGE COUNTY, AB



Page 3 of 74

Submitted by:



1220 - 31 Street North
Lethbridge, Alberta T1H 5J8
T: 403-328-2686 F: 403-328-2728
Email: office@hasegawa.ca

AREA STRUCTURE PLAN RAMIAS SUBDIVISION NE ¼ 21-9-22-W4

Submitted to
Lethbridge County



PREPARED FOR:
Ron Ramias
PO Box 605
Coalhurst, AB T0L 0V0
jramias@gmail.com

PREPARED BY:
Hasegawa Engineering
1220 – 31 Street North
Lethbridge, AB T1H 5J8

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1. VISION

The Ramias residential subdivision Area Structure Plan has been developed through rigorous planning and careful consideration of the needs of the future property owners while considering the potential impact to neighboring existing landowners. The focus in developing this plan was to put forward a development proposal which would minimize the impact on area infrastructure, ensure a good fit with adjacent land uses and ultimately provide Lethbridge County with a cost-effective model for future acreage development.

The proposed Ramias subdivision is a Country Residential Development proposed to be sited to the northeast of Coalhurst, located at NE ¼ of Section 21, Township 9, Range 22, West of the 4th Meridian. The goal of this 5-lot development (3 existing and 2 new) is to create an environment where residents can enjoy the peace and quiet of country residential living, but can have easy and convenient access to the municipalities of Coalhurst and Lethbridge. Key to achieving this goal is sizing the lots to a 2-acre minimum to allow for the low density feeling of the area. This lower density also minimizes the environmental impact and gives a feel of integrating into the natural environment.

In addition, the planning of the development was purposely kept at low density to match the existing surrounding properties. Maintaining similar density allows for expansion of development in the area without changing the feel that country residential exudes.

Coalhurst and the surrounding community have deep agricultural roots and there is a strong cultural trend to embrace rural and farm living. However, there is still a desire to access amenities located in Coalhurst and other surrounding communities. As such there is a large demand for the feel of country living while still being able to access the urban areas.

As with any development there are numerous challenges and opportunities. The opportunity is to provide a unique living experience to the residents of the County that is rare in southern Alberta. Key challenges to this development are identified and ultimately addressed in the remainder of this document.

Overall, the development concept acknowledges and seeks to positively integrate with the existing natural and built conditions in the area while successfully offering a diverse range of housing opportunities to satisfy a broad demand for country residency. The proposal and plan have been designed to:

-) Offer a new high-quality rural residential area to Lethbridge County residents
-) Be compatible and complimentary with existing adjacent country residential acreages which similarly enjoy the enviable location.

2. INTRODUCTION

This Area Structure Plan has been prepared by Hasegawa Engineering Ltd. on behalf of Ron Ramias to describe the development concept and municipal servicing strategy to be provided for the proposed country residential development. The site lies at NE-21-9-22-W4 at the intersection of Range Road 223 and Township Road 9-4 and is bordered on the south side by the existing CPR rail line (refer to Figure 1). The Area Structure Plan describes the ultimate development of the subject lands, which are contained within an existing parcel (refer to Figure 3).

As the development is intended to have five lots, an Area Structure Plan is required under Section 6.2 of the Municipal Development Plan of Lethbridge County.

This Area Structure Plan is submitted as support for the application to adopt the Plan as a by-law of Lethbridge County and the subsequent change to the Land Use By-Law. The Area Structure Plan will provide a basis for evaluation of future applications for subdivision of parcels and building development.

3. PLANS, DRAWINGS, AND CONCEPT

3.1 PLANS AND DRAWINGS

To illustrate the location of the property, site drainage, and the proposed subdivision layout, seven figures have been prepared. The figures are provided in *Appendix A* and are as follows:

-) Figure 1 – Area Map
-) Figure 2 – Existing Lots and Topography
-) Figure 3 – Conceptual Lot Layout
-) Figure 4 – Servicing Plan
-) Figure 5 – Stormwater Management Plan
-) Figure 6 – Lot Access Details
-) Figure 7 – Sections & Details

These plans are conceptual in nature and are to be used for planning purposes only. Upon ASP acceptance, detailed design plans will be prepared and submitted with any subdivision application.

3.2 EXISTING CONDITIONS

The proposal is designed with the existing conditions of the land in mind. The impact on adjacent landowners and residents was carefully considered in the preparation of the plan.

The lands within the boundaries of the proposed Area Structure Plan are currently used as cultivated land (irrigated and non-irrigated) or lie in a natural state. Adjacent land owners include:

-) To the north – agricultural lands under irrigation
-) To the east, west, and south – country residential lot acreages.
-) To the north and east – developed roads with the road allowances

The boundary of the proposed Area Structure Plan is the boundary of the single parcel containing the lands to be developed.

3.3 DEVELOPMENT OBJECTIVES

Preferred Development Concept

The preferred development concept appears in Figure 3. Note that the lot layouts are tentative and may vary slightly due to design considerations. The ultimate development will create approximately 5.47 ha (13.52 acres) of net developable area. The remainder of the land is dedicated to roads, utility lots for stormwater retention ponds, and open areas.

Lot sizes will be a minimum of 0.81 ha (2.0 acres) in size. Some lots will be slightly larger. The result is a proposed 5-lot development (existing plus Lots 4 and 5) in Phase 1 with one lot being designated for pastureland/stormwater drainage retention.

All of the lots will be accessed from Township Road 9-4 (refer to Figure 6).

Land Use Classification

The existing land use classification of the land for the proposed development is RUF (Rural Urban Fringe). The proposed land use classification of the subdivision is Grouped Country Residential as per the Lethbridge County Land Use Bylaw.

Lethbridge County Municipal Development Plan

The Lethbridge County Municipal Development Plan contains directives for residential development. The location of the proposed development meets these directives for the following reasons:

-) The site is located adjacent to an existing area of Country Residential Development
-) The site does not contain any sensitive environmental, cultural or historical features.

3.4 POPULATION ESTIMATES

With 4 residential use lots, and assuming a dwelling on each lot, the estimated population for the development at full build out is 10 additional residents based on an assumed population of 2.5 people per household.

3.5 PROPOSED LAND USE AREAS

The distribution of land use within the proposed ASP is shown in *Table 1* below.

Table 1. Land Use Statistics

	Hectares (Acres)	Percent of Gross Area
Net Developable Area	5.47 (13.52)	60%
Country Residential Lots (4)	5.47 (13.52)	60%
Utility Lots – Stormwater Retention	3.58 (8.84)	40%
Gross Developable Area	9.05 (22.36)	100%

4. SERVICING

In order to determine the viability of this development, preliminary evaluations have been performed with respect to servicing. Key service items include sewer, water, natural gas, telephone, television, and electric. Additional information on services is included in this section.

4.1 SANITARY SEWER SYSTEM

Sanitary sewage from each lot will be handled by individual private sewage treatment systems which meet or exceed the Alberta Private Sewage System Standard of Practice (2015). All systems will be approved as meeting these required standards prior to installation.

County development requirements indicate that prior to building on a lot, a soil test is required to determine the suitability of soil for supporting a septic field system. For the purpose of this ASP, two test pits were advanced and soil samples taken to be analyzed to provide a representative indication of soil suitability for septic field. Prior to the development of each parcel, additional soil testing will be required. The soil characteristics, as detailed in this section, verify the suitability of the soil for this type of a disposal system and supply the base design criterion for the required septic fields.

Soil samples were taken from two test holes on the property (refer to Figure 3 for test pit locations). Both samples were taken to Roseke Engineering to be tested for grain size analysis and suitability for septic fields (refer to *Appendix C*). The two test pits were dug to a total depth between 96" and 120" and logged for soil type. No water was observed in either of the test pits. Observed soils consisted mostly of sandy, silty clay till and were massive or blocky in nature (refer to attached soil logs).

The soils were classified using the soil texture classification triangle (Figure 8.1.1.10, Alberta Private Sewage System Standard of Practice 2015) and then that was used to determine Hydraulic Linear loading rates for the area. The results of this analysis are shown in Table 1 below.

Table 2. Soil Classification and Estimated Loading Rates Results

	Soil Classification	Hydraulic Linear Loading Rate (L/d/m)
Test Pit #1 (3-4 feet deep)	Silty clay loam (SICL)	37-50
Test Pit #2 (4 feet deep)	Clay (CL)	37-50

The results of this analysis indicate both locations are able to accept infiltration at a rate facilitating installation and use of septic fields.

Septic fields and septic tanks are to be designed, installed, and operated as per Alberta Private Sewage Systems Standard of Practice latest edition. Figure 4 in *Appendix A* shows approximate septic field sizes and locations on each lot based on estimated population of each lot.

4.2 WATER SYSTEMS

4.2.1 Potable Water

Potable water will be the responsibility of each residential lot owner. Each owner will be required to install a cistern and have water trucked to that cistern. Individual wells may also be installed in the future upon gaining water rights and AENV approval.

4.3 GAS

Natural gas distribution infrastructure in the area surrounding the site is operated by ATCO Gas. Each landowner will pay for the installation of natural gas distribution infrastructure to their lot. ATCO Gas will distribute natural gas within the development and lot purchasers will be able to select a retailer for natural gas supply. An existing ATCO high pressure natural gas line runs through the east side of the development which is a potential tie in point for servicing of the residential use lots within the subdivision. Refer to Figure 4 in *Appendix A* for high pressure gas line location and potential servicing to each residence.

4.4 ELECTRICAL POWER

The existing electrical service for the area is overhead power lines. Fortis Alberta Inc. will provide services to the proposed subdivision and services to each property line off the existing infrastructure (refer to Figure 4).

Electrical services are to be provided by the lot owner, not by the developer.

4.5 TELEPHONE

Telus will provide services to the lots, but each individual owner must apply for the service when building.

4.6 SOLID WASTE DISPOSAL

Lot purchasers will be responsible for making arrangements for solid waste disposal. The City of Lethbridge Regional Solid waste facility is located approximately 21km driving distance from the development. Alternatively, lot purchasers may contract with a private solid waste hauler.

4.7 MAIL DELIVERY

At the time of subdivision an application will be made to Canada Post for mail service to the development. The design of the subdivision will include an appropriate location per Canada Post guidelines. A community mailbox area at the entrance to the development will likely be required.

5. ROADS AND TRANSPORTATION

5.1 EXTERNAL ROADS

The main access to the development will be from Township Road 9-4 which runs east/west along the north side of the development. Township Road 9-4 is paved in asphalt and maintained by Lethbridge County. Most of the traffic flow to and from the subdivision is anticipated to head east/west from the subdivision along Twp Rd 9-4 to access Highway 3 travelling either north or southbound.

Approaches from Twp Rd 9-4 will be gravel construction to County standards. Lots 4 and 5 already have approaches connected to the paved County roads which will be utilized for the driveways for these lots. Prior to subdivision the developer will work with the County to determine what improvement, if any will be required for road approaches and the access road.

6. SITE DRAINAGE AND GRADING

The objective of the stormwater management design is to ensure that there is no impact on the surrounding properties and landowners from changing the drainage pattern within the development.

This analysis was based on creating a total of eight (8) lots. However, the analysis provides conservative results for a 5-lot development. All drainage onsite will conform to Lethbridge County and Alberta Environment and Parks requirements. The intent of stormwater management for the development is to control runoff with the use of stormwater management retention areas such that runoff is contained and released only when permission is granted. A Site Drainage Analysis was completed for the site (*Appendix D*) and is summarized below.

6.1 SITE DRAINAGE

Stormwater runoff from the subject lands presently flows from the north side of the development down to the south where there is a natural depression just north of the CPR railway. A combination of swales, berms, and culverts will be used to convey overland storm water from the northern 3 lots, down toward the retention area to the south. Figure 4 shows the topography of the site and proposed grading and infrastructure. The stormwater retention area is designated as PUL to capture runoff from the 5 proposed country residential lots to the north, west, and east. While we have shown the drainage way as a PUL for now, the same objective could be accomplished using a drainage easement. This will be decided at the time of subdivision.

6.2 DRAINAGE MODELING

To determine the required active storage volume of the pond, a hydrologic model of the site was prepared using the PC SWMM hydrologic modeling software package. The hydrologic model of the site post-development was then analyzed using a 1:100 year 24-hour design storm event. The stormwater management area was sized to retain runoff volume generated. The hydrologic model will be reviewed during the detailed design stage to confirm the required capacity of the overland drainage system and culverts.

7. OPEN SPACES AND RESERVOIR ACCESS

The pastureland/drainage retention area will be left in a natural state as much as possible. The care and maintenance for these areas will be the responsibility of the Lethbridge County. It is not intended for these areas to be manicured parks but to remain or be restored to natural areas.

8. MUNICIPAL RESERVE

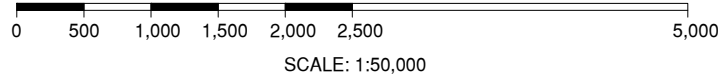
Due to the small nature of the development and the large lots, we have not included Municipal Reserve. However, there is a large area of the development that is within the flood plain that will remain natural land. The owner will provide a cash equivalent for the land requirement based on current market value of undeveloped land.

9. ARCHITECTURAL CONTROLS

Due to the small nature of this development, the developer has elected to not implement any development-specific architectural controls.

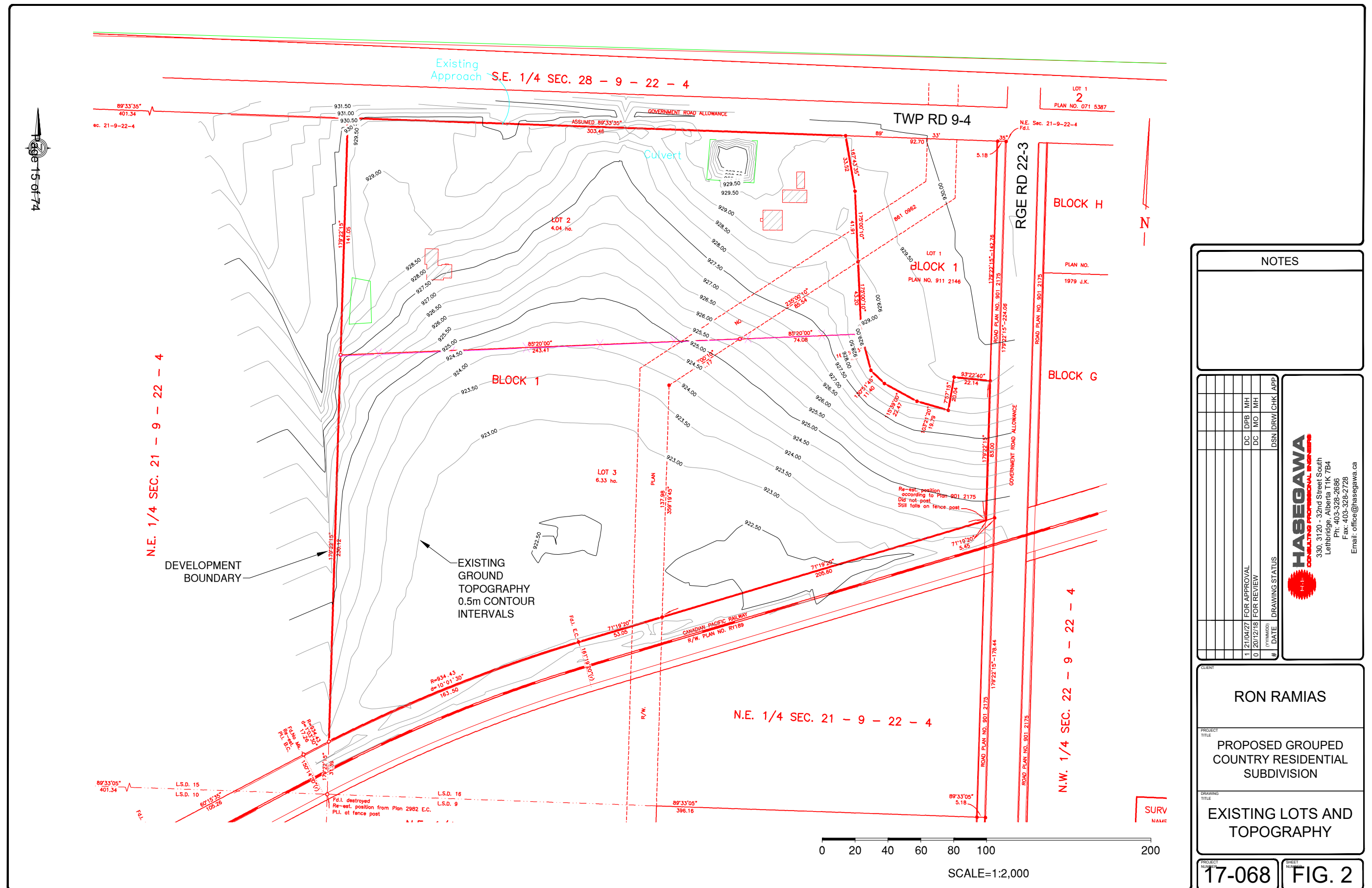
APPENDIX A

FIGURES



NOTES

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LEGEND
—— CURRENT PROPOSED LOTS
- - - - - FUTURE LOTS

54.78 EXISTING LOT DIMENSIONS
[54.78] PROPOSED LOT DIMENSIONS

0 20 40 60 80 100 200
SCALE=1:2,000

NOTES

DATE	DRAWING STATUS	DSN	DRW	CHK	APP
1 21/04/27	FOR APPROVAL	DC	DPB	MH	
0 20/12/18	FOR REVIEW	DC	MO	MH	
(YYMMDD)					



RON RAMIAS

PROPOSED GROUPED
COUNTRY RESIDENTIAL
SUBDIVISION

CONCEPTUAL LOT
LAYOUT

17-068

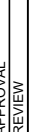
FIG. 3

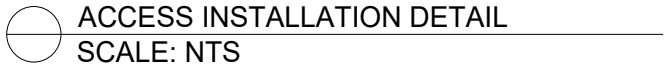


— POWER — EXISTING FORTIS ELECTRICAL — EX GAS — EXISTING ATCO HIGH PRESSURE GAS LINE
— POWER — PROPOSED ELECTRICAL SERVICES — GAS — PROPOSED ATCO GAS SERVICES

0 20 40 60 80 100 200

SCALE=1:2,000

NOTES									
 <div style="display: inline-block; text-align: left; margin-top: 10px;"> HASEGAWA CONSULTING PROFESSIONAL ENGINEERS 330, 3120 - 32nd Street South Lethbridge, Alberta T1K 7B4 Ph: 403-328-2686 Fax: 403-328-2728 Email: office@hasegawa.ca </div>									
PROJECT TITLE		PROPOSED GROUPED COUNTRY RESIDENTIAL SUBDIVISION							
DRAWING TITLE		SERVICING PLAN							
PROJECT NUMBER		17-068							
SHEET NUMBER		FIG. 4							



- NOTES:
1. THE SIDE SLOPES OF THE APPROACH SHALL BE A MINIMUM OF 6:1 ON APPROACHES TO ALL M.D. ROADS.
 2. THE MINIMUM ALLOWABLE CULVERT DIAMETER IS 600 mm, UNLESS SPECIFIC WRITTEN APPROVAL FROM THE DIRECTOR OF OPERATIONAL SERVICES, OR DESIGNATE.
 3. THE CULVERT SHALL BE ALIGNED WITH THE BACK OF THE DITCH BOTTOM. THE CULVERT IS TO BE COUNTERSUNK 15% OF THE PIPE DIAMETER BELOW THE DITCH BOTTOM.
 4. THE CULVERT SHALL BE OF SUCH LENGTH AS TO PROVIDE A NEAT, FINISHED APPEARANCE, WITHOUT EXCESS EXPOSED PIPE.
 5. STRAIGHT END CULVERTS ARE NOT ACCEPTABLE. ALL CULVERTS SHALL HAVE A 3:1 SLOPE END UNLESS SPECIFIC WRITTEN APPROVAL IS OBTAINED FROM THE DIRECTOR OF OPERATIONAL SERVICES, OR DESIGNATE.
 6. ROCK RIP-RAP SHALL BE HAND LAID AT BOTH ENDS OF THE CULVERT IN ACCORDANCE WITH THE ACCOMPANYING DRAWING.
 7. THE MUNICIPAL DISTRICT USES THE EXPECTED TRAFFIC TYPE AND VOLUME TO DETERMINE THE MINIMUM WIDTH OF THE DRIVING SURFACE OF THE APPROACH.
 8. 300 mm DEPTH OF COVER OVER C.S.P. IS PREFERRED.
 9. APPROACH SURFACE TO BE AS DESIGNATED BY THE M.D.
 10. RIP-RAP SHALL BE PLACED WITH THEIR BEDS AT RIGHT ANGLES TO THE SLOPE, THE LARGER STONES BEING USED IN THE BOTTOM COURSES AND THE SMALLER STONES AT TOP.
 11. RIP-RAP SHALL BE LAID IN CLOSE CONTACT SO AS TO BREAK JOINTS AND IN SUCH A MANNER THAT THE WEIGHT OF THE STONE IS CARRIED BY THE EARTH AND NOT BY THE ADJACENT STONES.
- APPRONS TO BE CONSTRUCTED AT INLET AND OUTLET ENDS
OF CULVERT WHEN SPECIFIED
-
- The diagram illustrates the cross-section of a culvert where it meets a road shoulder. At the top, a horizontal line is labeled "SHOULDER OF ROAD". Below this, a vertical double-headed arrow indicates a height labeled "VARIABLE DEPENDING ON SLOPE". To the left, a diagonal line points to the ground surface, labeled "DITCH GRADE". The culvert itself is represented as a circle partially buried under a mound of rocks. A horizontal dimension line below the culvert indicates a width of "30". On the far right, the word "ELEVATION" is written vertically. The entire assembly is shown within a rectangular frame.

NOTES

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APPENDIX B

LAND TITLES



CERTIFIED COPY OF
Certificate of Title

S

LINC SHORT LEGAL
0033 880 097 0912279;1;2

TITLE NUMBER: 091 110 964
SUBDIVISION PLAN
DATE: 28/04/2009

AT THE TIME OF THIS CERTIFICATION

RONALD ERNEST RAMIAS (DRYWALLER)

AND
AARTJE JOHANNE RAMIAS
BOTH OF:
COALHURST
ALBERTA
AS JOINT TENANTS

ARE THE OWNERS OF AN ESTATE IN FEE SIMPLE
OF AND IN

PLAN 0912279
BLOCK 1
LOT 2
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
1259DU .		AGREEMENT NORTH AMERICAN COLLIERIES LTD. "RE: MINING RIGHTS"
2834EH .	26/11/1930	CAVEAT CAVEATOR - PRAIRIE COAL LANDS LTD..
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
851 081 819	22/05/1985	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. "DISCHARGED EXCEPT FOR PLAN 8610962 BY #861187937 13/11/86"
881 009 454	20/01/1988	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
911 245 275	29/10/1991	EASEMENT (OVER THE NE 1/4-21-9-22-4 FOR THE BENEFIT OF LOT 1 BLOCK 1 PLAN 9112146)

(CONTINUED)

CERTIFIED COPY OF
Certificate of Title

PAGE 2

SHORT LEGAL 0912279;1;3
NAME RONALD ERNEST RAMIAS ET AL
NUMBER 091 110 964 +1

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
061 136 753	06/04/2006	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. 334-13TH STREET NORTH, LETHBRIDGE ALBERTA T1H2R8 AGENT - PATRICK G SPANOS
081 182 879	21/05/2008	MORTGAGE MORTGAGEE - ROYAL BANK OF CANADA. 180 WELLINGTON STREET WEST TORONTO ONTARIO M5J1J1 ORIGINAL PRINCIPAL AMOUNT: \$360,000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE
REPRESENTED HEREIN THIS 28 DAY OF APRIL ,2009



SUPPLEMENTARY INFORMATION

MUNICIPALITY: COUNTY OF LETHBRIDGE
REFERENCE NUMBER:
921 111 143
AREA:
6.33 HECTARES (15.64 ACRES) MORE OR LESS
ATS REFERENCE:
4;22;9;21;NE
TOTAL INSTRUMENTS: 008



CERTIFIED COPY OF
Certificate of Title

S

LINC SHORT LEGAL
0033 880 105 0912279;1;3

TITLE NUMBER: 091 110 964 +1
SUBDIVISION PLAN
DATE: 28/04/2009

AT THE TIME OF THIS CERTIFICATION

RONALD ERNEST RAMIAS (DRYWALLER)

AND
AARTJE JOHANNE RAMIAS
BOTH OF:
COALHURST
ALBERTA
AS JOINT TENANTS

ARE THE OWNERS OF AN ESTATE IN FEE SIMPLE
OF AND IN

PLAN 0912279
BLOCK 1
LOT 3
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
1259DU .		AGREEMENT NORTH AMERICAN COLLIERIES LTD. "RE: MINING RIGHTS"
2834EH .	26/11/1930	CAVEAT CAVEATOR - PRAIRIE COAL LANDS LTD..
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
851 081 819	22/05/1985	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. "DISCHARGED EXCEPT FOR PLAN 8610962 BY #861187937 13/11/86"
881 009 454	20/01/1988	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
911 245 275	29/10/1991	EASEMENT (OVER THE NE 1/4-21-9-22-4 FOR THE BENEFIT OF LOT 1 BLOCK 1 PLAN 9112146)

(CONTINUED)

CERTIFIED COPY OF
Certificate of Title

PAGE 2

SHORT LEGAL 0912279;1;2
NAME RONALD ERNEST RAMIAS ET AL
NUMBER 091 110 964

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
061 136 753	06/04/2006	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. 334-13TH STREET NORTH, LETHBRIDGE ALBERTA T1H2R8 AGENT - PATRICK G SPANOS
081 182 879	21/05/2008	MORTGAGE MORTGAGEE - ROYAL BANK OF CANADA. 180 WELLINGTON STREET WEST TORONTO ONTARIO M5J1J1 ORIGINAL PRINCIPAL AMOUNT: \$360,000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE
REPRESENTED HEREIN THIS 28 DAY OF APRIL ,2009



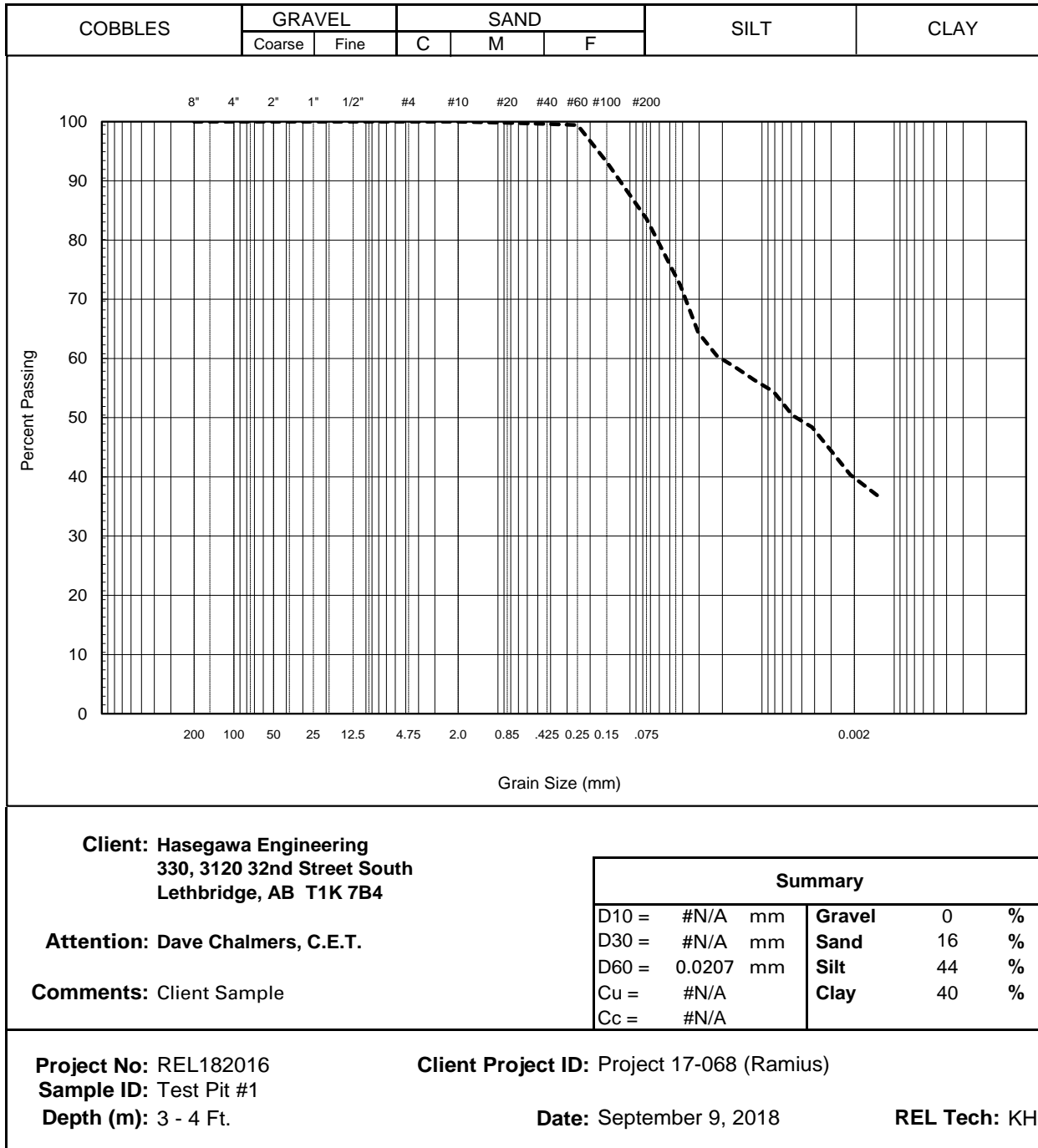
SUPPLEMENTARY INFORMATION

MUNICIPALITY: COUNTY OF LETHBRIDGE
REFERENCE NUMBER:
921 111 143
AREA:
4.04 HECTARES (9.98 ACRES) MORE OR LESS
ATS REFERENCE:
4;22;9;21;NE
TOTAL INSTRUMENTS: 008

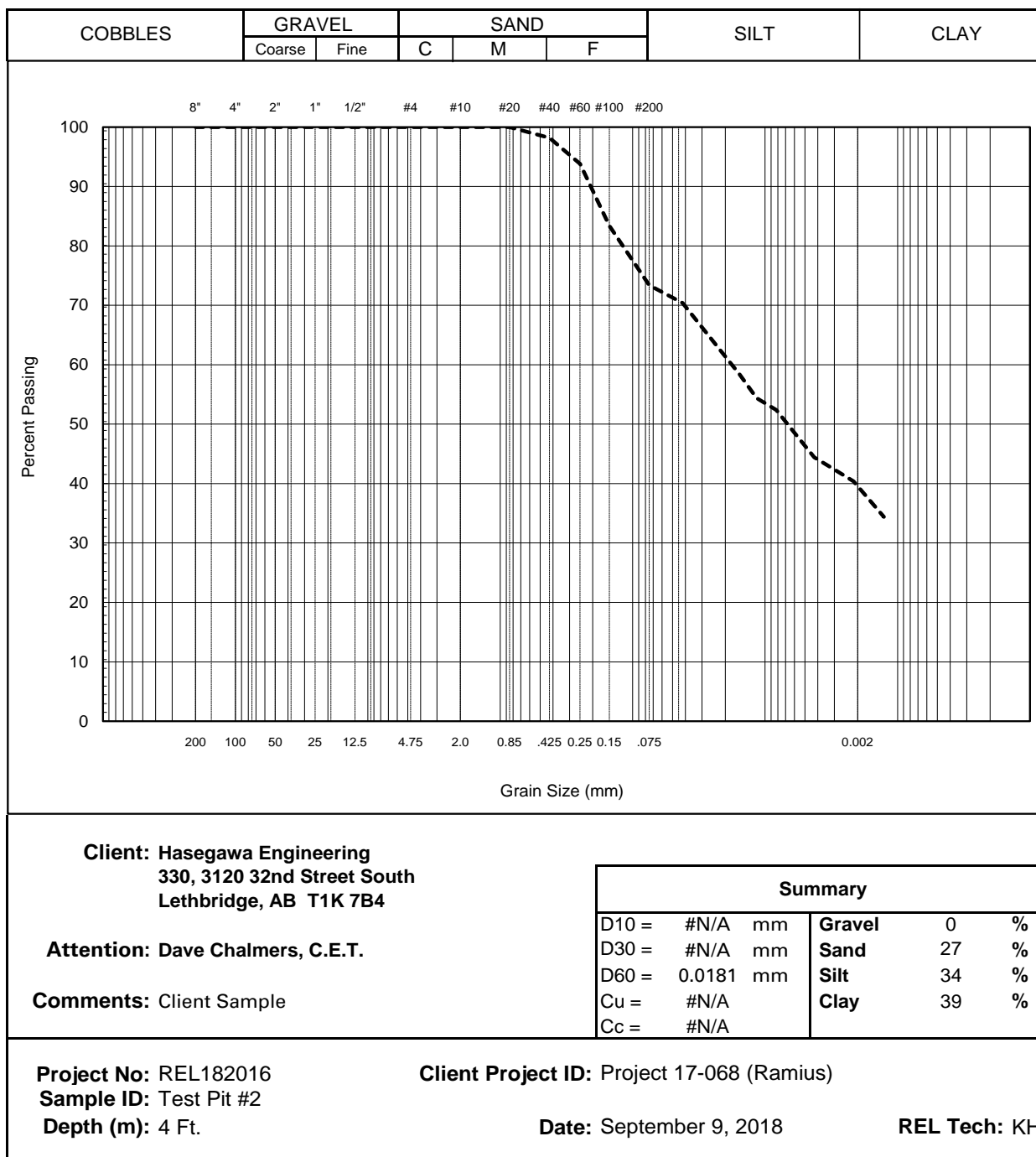
APPENDIX C

SOIL ANALYSIS RESULTS

HYDROMETER TEST



HYDROMETER TEST



Hydrometer No. 2 (17-068, Ramius)

SOIL DRILLING REPORT

Project Name:		Ramias		Project #:		17-068	
Hole Description:		Test Pit 1		Bore Hole #:			
Drilling Procedure:		Excavated Pit		Hole Size:		96" deep	
SPT Procedure:		NA		SPT Size:		OD= ID=	
Sampling Procedure:		NA		Sampler Size:		OD= ID=	
Logged By:		D. Chalmers		Date:		Aug 29, 2018	

Depth (FT)	WT	USGS	Soil Sample Description	Moisture Content, w	Plasticity Index, PI	Dry Unit Weight, γ (pcf)	Friction Angle, ϕ	Penetro-meter (psf)	SPT Count, N	Compressive Strength, Cu (psf)
0-12"			Top Soil							
12-18"			B Horizon – dry, rootlets							
18-55"			Tan Sandy silty clay, Dry, Firm, Med. sub-angular blocky. Rootlets.							
55-62"			Drk brn, Silty sandy clay, Dry, Firm to very firm, Fine sub-angular blocky - Not continuous to endwalls of pit							
62-96"			Tan, Sandy silty clay, Moist, Firm to very firm, Med sub-angular blocky No sign of water table							

SOIL DRILLING REPORT

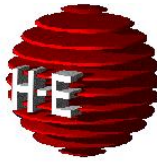
Project Name:		Ramias		Project #:		17-068	
Hole Description:		Test Pit 2		Bore Hole #:			
Drilling Procedure:		Excavated Pit		Hole Size:		96" deep	
SPT Procedure:		NA		SPT Size:		OD= ID=	
Sampling Procedure:		NA		Sampler Size:		OD= ID=	
Logged By:		D. Chalmers		Date:		Aug 29, 2018	

Depth (FT)	WT	USGS	Soil Sample Description	Moisture Content, w	Plasticity Index, PI	Dry Unit Weight, γ (pcf)	Friction Angle, ϕ	Penetro-meter (psf)	SPT Count, N	Compressive Strength, Cu (psf)
0-12"			Top Soil							
12-20"			B Horizon – dry, rootlets							
20-32"			Tan Clay w/ sand/gravel, some cobbles, Dry, Hard, Med columnar Rootlets to 40"							
32-66"			Tan clay w/ sand, Dry, Hard, Massive							
66-72"			Tan clay w/ silty sand, Dry, Hard, Massive							
72-108"			Tan, Sandy clay, Moist, Friable, Massive							
108-120"			Tan, Silty Sandy Clay, Moist, Friable, Massive No sign of water table							

APPENDIX D

SITE DRAINAGE ANALYSIS

SITE DRAINAGE ANALYSIS
Ron Ramias Proposed Subdivision
Located in NE 21-9-22-W4 in Lethbridge County



PREPARED FOR:
Ron Ramias
Box 605
Coalhurst, AB
T0L 0V0

PREPARED BY:
Hasegawa Engineering
A Division of 993997 Alberta Ltd.
330, 3120 – 32nd Street South
Lethbridge, Alberta T1K 7B4

TABLE OF CONTENTS

1.0	Introduction	2
2.0	Site Conditions	2
3.0	Runoff Design Criteria	3
3.1	Predevelopment	3
3.2	Post Development	3
4.0	Surface Runoff Results	4
5.0	Conclusion	4

APPENDICES

APPENDIX A-FIGURES

APPENDIX B-SWMM SUMMARIES

Note added April 27, 2021

This report was completed for a land use higher density and included the use of the land adjacent to the flood area. Since that time, the owner has modified their development to reduce density and remove development adjacent to the flood plain. The drainage bypass canal is unchanged. The developed lots within the development are unaffected by this change. As such, the analysis in this report still protects the landowners and environment from impact and is still valid.

1.0 Introduction

On behalf of Ron Ramias, Hasegawa Engineering (HE) has completed this hydrological analysis of the subject site. The hydrological analysis includes the following major aspects:

1. On site layout, topography and conditions
2. Offsite topography
3. Precipitation and runoff analysis
4. Retention storage size calculations

The site is within NE 21-9-22-W4 north of Coalhurst, AB between the railroad tracks and TWP Road 9-4 just west of RGE Road 22-3 as shown in Sheet 1.1 (Appendix A). The site currently has three lots – the proposed subdivision leaves Lot 1 unchanged, subdivides Lot 2 east of the existing house into three more residential lots (Lots 4, 5 and 6) fronting the County road, splits off a portion of Lot 3 to be combined with the existing house and leaves the residual portion of Lot 3 unchanged. The net effect in terms of land use at the present time is to create three new 2 to 3.2 acre residential lots. Land use for the remainder of Lot 3 is unknown at this time.

2.0 Site Conditions

Currently, the site consists mostly of pastureland sloping to the south, with a low spot in the south central portion. There is a home and farm buildings in Lot 1. The land to be subdivided into residential lots also has several hay sheds/out buildings. The surrounding land offsite generally slopes toward the property. There are culverts draining from the north under TWP Road 9-4 – this offsite flow then travels south along a natural swale between proposed residential Lots 5 and 6. There is also a culvert draining from the south under the railroad. The extent of offsite runoff makes modeling water levels in the low area difficult; however, the probable high water level at elevation 923.0 is shown on Sheet 1.1 based on surrounding topography, and the maximum possible high water level shown on the same drawing is elevation 923.60 based on the water overtopping RGE Rd 22-3 near the railroad crossing. This elevation is short of the proposed Lots 4, 5 and 6 but may impact future plans for the residual section of Lot 3.

3.0 Runoff Design Criteria

3.1 Predevelopment

As the only change in land use is to the proposed residential lots, predevelopment modeling was done on only the area of those lots to determine the effect of residential development. Existing farm outbuildings on proposed Lot 4 were modeled as 100% impervious surface; the remaining two proposed lots were modeled as native pasture using general drainage patterns, average slopes and assuming 100% pervious soil to obtain predevelopment flows. In addition, some modeling of the culvert under TWP Road 9-4 was done. As offsite flow is uncertain, the maximum culvert flow was used to size a swale capable of passing offsite flow through the development separate from Lot 5 and 6 runoff. Modeling used SWMM, a storm runoff software program developed by the United States Environmental Protection Agency and widely accepted for runoff analysis. The storm event used in the model is a 100 year/24 hour Modified Chicago method synthetic storm using rainfall intensity data obtained from the Atmospheric Environment Service of Environment Canada for the City of Lethbridge and accepted by the City of Lethbridge for modeling runoff. This rainfall data modeled in a Modified Chicago storm produces a peak intensity of 255mm/hour and 109mm of total rainfall (see Figure 2 in Appendix A). Infiltration was modeled using Green-Ampt methodology and typical City of Lethbridge values were assigned (suction head 253 mm, conductivity 3.5 mm/hr, initial deficit 0.15) along with 10mm depression storage assumed for pervious surfaces and 0.5mm depression storage for the impervious surfaces in Lot 4.

3.2 Post Development

The post development drainage model consists of the same predevelopment catchments updated to reflect residential development. Each lot was modeled as if developed with 625 m² of residential area (including sidewalk, garage, parking and deck), a 150 m² outbuilding and 550 m² total graveled driveways. Catchments use the same slopes and general flow paths as the predevelopment model but include a swale or berm to intercept flow across lot lines. Between Lots 4 and 5 this is a “V” swale 0.25m deep with 4h:1v side slopes. The lot line between Lots 5 and 6 is modeled differently – this lot line runs in a natural drainage swale. In order to pass the offsite runoff through the development, a 0.25m deep swale 1m wide at the bottom is modeled with a 0.25m high berm on either side running down this lot line as shown in Sheet 1.2. The swale ends at the back of the lot but the berms wrap around and continue across the back of all lots as described below. The offsite runoff passes in the swale while the side berms intercept lot runoff on either side and route it to temporary storage at the bottom of the respective lot. Offsite runoff comes from a culvert under TWP Road 9-4 and immediately passes through a second culvert in an existing berm before running down the natural swale – the model shows the swale beginning at the outlet of this second culvert. If the berm and culvert are removed during development, the swale would need to be extended to the outlet of the culvert under TWP Road 9-4. Swale and berm cross sections are detailed on Sheet 1.3. All residential area footprints were modeled as 100% impervious surface and all graveled area was modeled as 70% impervious. Depression storage for pervious surface remained at 10mm, depression storage for impervious surfaces was raised to 1 mm reflecting the new graveled surfaces. The post development drainage model is shown in Figure 1 (Appendix A).

The berms along the back proposed lot lines act as temporary storage to attenuate lot runoff. As runoff from all sources into the natural low spot cannot be accurately modeled, the goal is to attenuate peak flow rates from the proposed residential lots to predevelopment levels and

eliminate any net effect on existing drainage patterns. All berms are an inverted “V” 0.25m high (with 4h:1v side slopes). There are 8 drainage pipes in the berm walls – 2 pipes at the back of Lot 6 and 6 pipes at the back of Lots 5 and 6 spaced out across the lower ground. These drains are 200mm pipe placed at the bottom of the berm and running through the berm wall – outflow is restricted by these pipes to below predevelopment levels but erosion protection will be required at the outflow points. Pipe ends are mitered to prevent damage during yard maintenance. Note that water backing up at the berm makes the back 10-15 m portion of Lots 5 and 6 a temporary storage zone for runoff. Also, the inter-lot swale between Lots 4 and 5 can be graded out to zero depth over this storage zone to allow the swale to drain completely.

4.0 Surface Runoff Results

The predevelopment model using the design 100-year storm calculates peak predevelopment flows of 1.121 m³/sec – this has been used as an allowable release for post development modeling.

Post development modeling results are graphed in Figures 2 and 3 of Appendix A and summarized in Table 1 below. Peak system-wide post development runoff from the lots toward the back berm increases to 1.28 m³/sec as shown in Figure 2 - this is attenuated through the berm with peak outflow reduced to significantly below predevelopment levels and calculated as 0.96 m³/sec as shown in Figure 3. The berm fills to a depth of 0.21m and drain down is essentially over 1.5-2 hours (Figure 3). However, storm water release is a point flow, and erosion protection for the outflow will be necessary and should be extended to the point that the outflow is reduced to sheet flow or reaches established channels.

Table 1 – Predevelopment vs. Post Development System-wide Runoff Summaries & Retention Capacity

Catchment	Predevelopment Retention Inflow Vol/ Rate	Post- development Retention Inflow Vol/Rate	Post- development Outflow	Back Lot Berm Maximum Depth
Combined Areas	1270 m ³ 1.12 m ³ /sec	1475 m ³ 1.28 m ³ /sec	1473 m ³ 0.96 m ³ /sec	0.21 m

System-wide flows account for timing of individual flows and are not necessarily the sum of individual flows.

Detailed results of runoff models for SWMM analysis are attached in Appendix B.

5.0 Conclusion

Computer modeling was used to estimate a predevelopment runoff and establish an allowable release of 1.12 m³/sec. Post development modeling was then used to determine that lot level swales and berms can be used to flow offsite runoff through the proposed development separate from the lot runoff, and attenuate post development peak lot runoff to below predevelopment levels using back lot berms. Outflow is into established natural drainage swales but it should be noted that although some attenuation is provided in all storm events, there will be release from any significant rainfall and the outflow path will need erosion protection. Offsite flow from existing culverts needs to be directed into the proposed swale between Lots 5 and 6 to prevent flooding the lot retention area at the back berm.

APPENDICES

APPENDIX A-FIGURES
(Figures 1.1-1.3 Revised April 27, 2021)

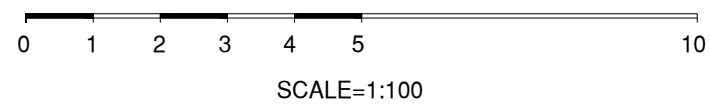
[illegible]

Figure 1 - Post Development Model

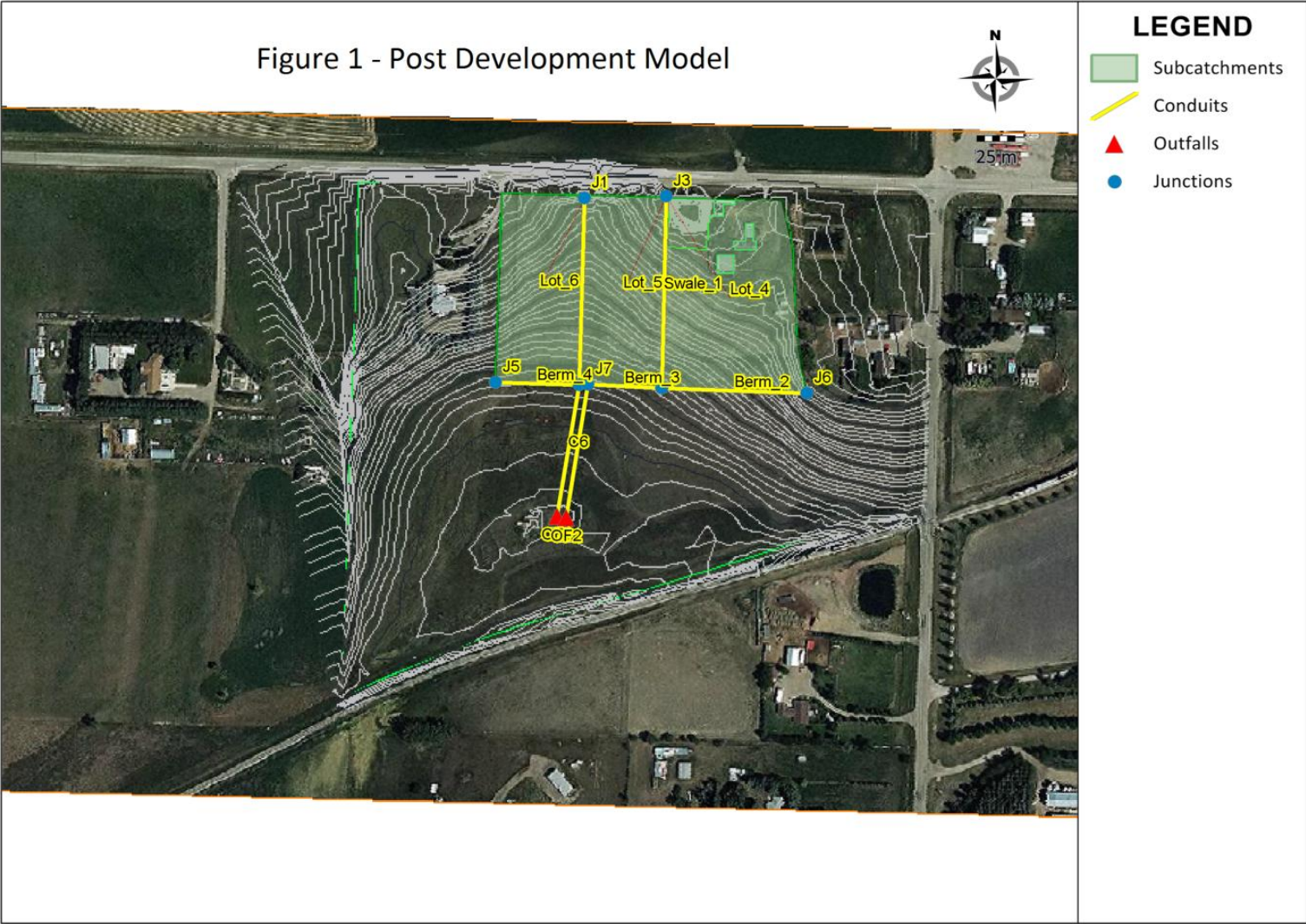


Figure 2 - 100 Year Rainfall and Post Development Runoff

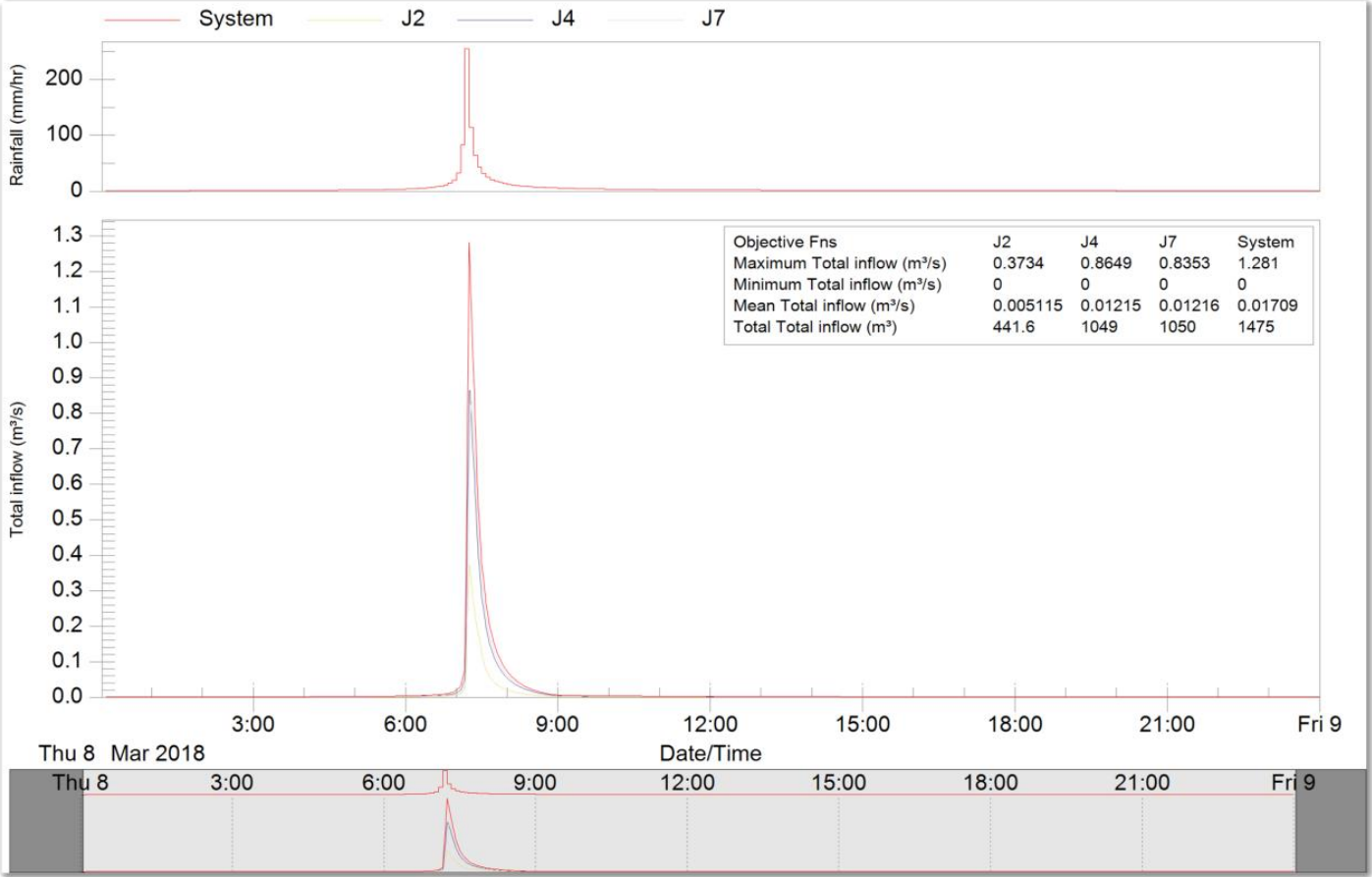
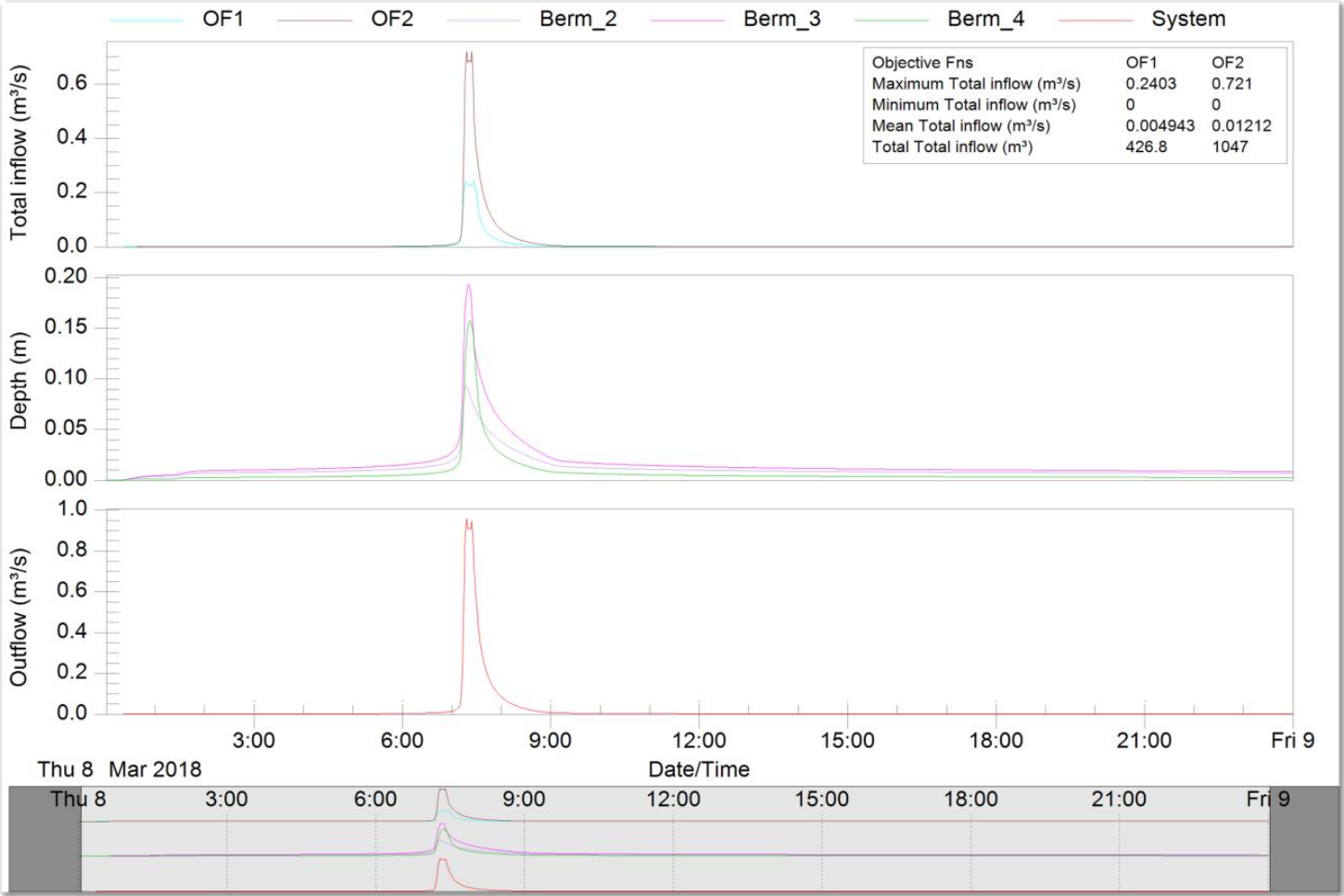


Figure 3 - Post-Development Flow by Outfall and System-wide, Berm Depth



APPENDIX B-SWMM SUMMARIES

EPA STORM WATER MANAGEMENT MODEL - VERSION 5.0 (Build 5.0.021)

17-068 Ramius Subdivision Status report
Allowable Release = 1.121 cu.m/sec

NOTE: The summary statistics displayed in this report are
based on results found at every computational time step,
not just on results from each reporting time step.

Analysis Options

Flow Units CMS
Process Models:
 Rainfall/Runoff YES
 Snowmelt NO
 Groundwater NO
 Flow Routing YES
 Ponding Allowed NO
 Water Quality NO
Infiltration Method GREEN_AMPT
Flow Routing Method DYNWAVE
Starting Date MAR-08-2018 00:00:00
Ending Date MAR-09-2018 00:00:00
Antecedent Dry Days 0.0
Report Time Step 00:01:00
Wet Time Step 00:05:00
Dry Time Step 00:05:00
Routing Time Step 5.00 sec

*****	Volume	Depth
Runoff Quantity Continuity	hectare-m	mm
*****	-----	-----
Total Precipitation	0.322	109.858
Evaporation Loss	0.000	0.000
Infiltration Loss	0.179	61.220
Surface Runoff	0.148	50.381
Final Surface Storage	0.000	0.101
Continuity Error (%)	-1.679	

```

*****
Flow Routing Continuity
*****
                        Volume      Volume
                        hectare-m    10^6 ltr
                        -----
Dry Weather Inflow ..... 0.000      0.000
Wet Weather Inflow ..... 0.148      1.475
Groundwater Inflow ..... 0.000      0.000
RDII Inflow ..... 0.000      0.000
External Inflow ..... 0.000      0.000
External Outflow ..... 0.147      1.474
Internal Outflow ..... 0.000      0.000
Storage Losses ..... 0.000      0.000
Initial Stored Volume .... 0.000      0.000
Final Stored Volume ..... 0.000      0.001
Continuity Error (%) ..... 0.009

```

```

*****
Time-Step Critical Elements
*****
Link C6 (18.42%)

```

```

*****
Highest Flow Instability Indexes
*****
All links are stable.

```

```

*****
Routing Time Step Summary
*****
Minimum Time Step      : 0.50 sec
Average Time Step      : 4.23 sec
Maximum Time Step      : 5.00 sec
Percent in Steady State : 0.00
Average Iterations per Step : 2.00

```

```

*****
Subcatchment Runoff Summary
*****

```

	Total Precip mm	Total Runon mm	Total Evap mm	Total Infil mm	Total Runoff mm	Total Runoff 10^6 ltr	Peak Runoff CMS	Runoff Coeff
Subcatchment								

Lot_6	109.86	0.00	0.00	59.58	52.10	0.43	0.39	0.474
Lot_5	109.86	0.00	0.00	59.59	52.06	0.43	0.38	0.474
Lot_4	109.86	0.00	0.00	63.30	48.22	0.62	0.51	0.439

Node Depth Summary

Node	Type	Average Depth Meters	Maximum Depth Meters	Maximum HGL Meters	Time of Max Occurrence days hr:min
J1	JUNCTION	0.03	0.16	929.46	0 07:15
J2	JUNCTION	0.03	0.21	923.81	0 07:21
J3	JUNCTION	0.04	0.24	929.54	0 07:15
J4	JUNCTION	0.04	0.19	924.59	0 07:16
J5	JUNCTION	0.01	0.11	923.81	0 07:22
J6	JUNCTION	0.00	0.00	928.40	0 00:00
J7	JUNCTION	0.02	0.21	923.81	0 07:21
OF1	OUTFALL	0.03	0.20	923.45	0 07:15
OF2	OUTFALL	0.02	0.20	923.45	0 07:16

Node Inflow Summary

Node	Type	Maximum Lateral Inflow CMS	Maximum Total Inflow CMS	Time of Max Occurrence days hr:min	Lateral Inflow Volume 10^6 ltr	Total Inflow Volume 10^6 ltr
J1	JUNCTION	0.386	0.386	0 07:15	0.427	0.427
J2	JUNCTION	0.000	0.382	0 07:15	0.000	0.441
J3	JUNCTION	0.895	0.895	0 07:15	1.048	1.048
J4	JUNCTION	0.000	0.895	0 07:15	0.000	1.049
J5	JUNCTION	0.000	0.063	0 07:17	0.000	0.016
J6	JUNCTION	0.000	0.000	0 00:00	0.000	0.000
J7	JUNCTION	0.000	0.842	0 07:17	0.000	1.050
OF1	OUTFALL	0.000	0.246	0 07:19	0.000	0.427
OF2	OUTFALL	0.000	0.735	0 07:19	0.000	1.047

Node Surcharge Summary

No nodes were surcharged.

Node Flooding Summary

No nodes were flooded.

Outfall Loading Summary

Outfall Node	Flow Freq. Pcnt.	Avg. Flow CMS	Max. Flow CMS	Total Volume 10^6 ltr
OF1	98.40	0.022	0.246	0.427
OF2	97.63	0.053	0.735	1.047
System	98.01	0.075	0.964	1.474

Link Flow Summary

Link	Type	Maximum Flow CMS	Time of Max Occurrence days hr:min	Maximum Veloc m/sec	Max/ Full Flow	Max/ Full Depth
Berm_1	CHANNEL	0.382	0 07:15	3.70	0.31	0.69
Swale_1	CHANNEL	0.895	0 07:15	5.16	0.77	0.84
Berm_2	CHANNEL	0.000	0 00:00	0.00	0.00	0.38
Berm_3	CHANNEL	0.842	0 07:17	0.93	0.45	0.77
Berm_4	CHANNEL	0.063	0 07:17	0.14	0.08	0.63
C6	CONDUIT	0.246	0 07:19	4.10	1.09	1.00
C7	CONDUIT	0.735	0 07:19	4.10	1.08	1.00

Flow Classification Summary

Conduit	Adjusted /Actual Length	--- Dry	Fraction Up Dry	of Down Dry	Time Sub Crit	in Sup Crit	Flow Up Crit	Class Down Crit	--- Froude Number	Avg. Flow Change
Berm_1	1.00	0.00	0.00	0.00	0.01	0.99	0.00	0.00	4.29	0.0000
Swale_1	1.00	0.00	0.00	0.00	0.00	0.99	0.00	0.00	3.06	0.0001
Berm_2	1.00	0.01	0.99	0.00	0.00	0.00	0.00	0.00	0.00	0.0000
Berm_3	1.00	0.01	0.00	0.00	0.05	0.94	0.00	0.00	1.05	0.0000
Berm_4	1.00	0.01	0.26	0.00	0.74	0.00	0.00	0.00	0.01	0.0000
C6	1.00	0.01	0.00	0.00	0.02	0.97	0.00	0.00	3.35	0.0003
C7	1.00	0.02	0.00	0.00	0.01	0.97	0.00	0.00	3.32	0.0007

Conduit Surcharge Summary

Conduit	----- Both Ends	Hours Full Upstream	----- Dnstream	Hours Above Full Normal Flow	Hours Capacity Limited
C6	0.01	0.01	0.01	0.35	0.01
C7	0.01	0.01	0.01	0.58	0.01

Analysis begun on: Mon May 07 13:33:04 2018
Analysis ended on: Mon May 07 13:33:06 2018
Total elapsed time: 00:00:02

[TITLE]
17-068 Ramius Subdivision Details report
Allowable Release = 1.121 cu.m/sec

[OPTIONS]
FLOW_UNITS CMS
INFILTRATION GREEN_AMPT
FLOW_ROUTING DYNWAVE
START_DATE 3/8/2018
START_TIME 00:00
REPORT_START_DATE 3/8/2018
REPORT_START_TIME 00:00
END_DATE 3/9/2018
END_TIME 00:00
SWEEP_START 1/1
SWEEP_END 12/31
DRY_DAYS 0
REPORT_STEP 00:01:00
WET_STEP 00:05:00
DRY_STEP 00:05:00
ROUTING_STEP 5
ALLOW_PONDING NO
INERTIAL_DAMPING PARTIAL
VARIABLE_STEP 0.75
LENGTHENING_STEP 0
MIN_SURFAREA 0
NORMAL_FLOW_LIMITED BOTH
SKIP_STEADY_STATE NO
FORCE_MAIN_EQUATION H-W
LINK_OFFSETS DEPTH
MIN_SLOPE 0

[EVAPORATION]
;;Type Parameters
;;-----
CONSTANT 0.0
DRY_ONLY NO

[RAINGAGES]
;; Rain Time Snow Data
;;Name Type Intrvl Catch Source
;;-----
100yr24hr INTENSITY 0:05 1.0 TIMESERIES 100yr24hr
ZeroRain INTENSITY 0:05 1.0 TIMESERIES ZeroRain24hr

[SUBCATCHMENTS]

;;Name	Raingage	Outlet	Total Area	Pcnt. Imperv	Width	Pcnt. Slope	Curb Length	Snow Pack
Lot_6	100yr24hr	J1	0.82	14.1	51.899	3.9	0	
Lot_5	100yr24hr	J3	0.8199	14.1	50.925	3.85	0	
Lot_4	100yr24hr	J3	1.2889	9	75.818	2.82	0	

[SUBAREAS]

;;Subcatchment	N-Imperv	N-Perv	S-Imperv	S-Perv	PctZero	RouteTo	PctRouted
Lot_6	0.01	0.025	1	10	25	OUTLET	
Lot_5	0.01	0.025	1	10	25	OUTLET	
Lot_4	0.01	0.025	1	10	25	OUTLET	

[INFILTRATION]

;;Subcatchment	Suction	HydCon	IMDmax
Lot_6	253	3.5	0.15
Lot_5	253	3.5	0.15
Lot_4	253	3.5	0.15

[JUNCTIONS]

;;Name	Invert Elev.	Max. Depth	Init. Depth	Surcharge Depth	Ponded Area
J1	929.3	0.5	0	0	0
J2	923.6	0.25	0	0	0
J3	929.3	0.5	0	0	0
J4	924.4	0.25	0	0	0
J5	923.7	0.25	0	0	0
J6	928.4	0.25	0	0	0
J7	923.6	0.25	0	0	0

[OUTFALLS]

;;Name	Invert Elev.	Outfall Type	Stage/Table Time Series	Tide Gate
OF1	923.25	FREE		NO
OF2	923.25	FREE		NO

[CONDUITS]

;;Name	Inlet Node	Outlet Node	Length	Manning N	Inlet Offset	Outlet Offset	Init. Flow	Max. Flow
Berm_1	J1	J2	137	0.01	0	0	0	0

Swale_1	J3	J4	137	0.01	0	0	0	0
Berm_2	J6	J4	101	0.01	0	0	0	0
Berm_3	J4	J7	80	0.01	0	0	0	0
Berm_4	J2	J5	57	0.01	0	0	0	0
C6	J2	OF1	5	0.01	0	0	0	0
C7	J7	OF2	5	0.01	0	0	0	0

[XSECTIONS]

;;Link	Shape	Geom1	Geom2	Geom3	Geom4	Barrels
Berm_1	IRREGULAR	.25m_swale	0	0	0	1
Swale_1	IRREGULAR	.25m_swale	0	0	0	1
Berm_2	IRREGULAR	.25m_berm	0	0	0	1
Berm_3	IRREGULAR	.25m_berm	0	0	0	1
Berm_4	IRREGULAR	.25m_berm	0	0	0	1
C6	CIRCULAR	0.2	0	0	0	2
C7	CIRCULAR	0.2	0	0	0	6

[TRANSECTS]

NC 0.025	0.025	0.025						
X1 .25m_berm	3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GR 0.25	0	0	13	0.25	15			
NC 0.01	0.01	0.01						
X1 .25m_swale	3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GR 0.25	0	0	1	0.25	2			

[LOSSES]

;;Link	Inlet	Outlet	Average	Flap Gate
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[TIMESERIES]

;;Name	Date	Time	Value
100yr24hr		0:00	0
100yr24hr		0:05	0.763
100yr24hr		0:10	0.771
100yr24hr		0:15	0.779
100yr24hr		0:20	0.787
100yr24hr		0:25	0.796
100yr24hr		0:30	0.804
100yr24hr		0:35	0.813
100yr24hr		0:40	0.822
100yr24hr		0:45	0.831
100yr24hr		0:50	0.841

100yr24hr	0:55	0.851
100yr24hr	1:00	0.861
100yr24hr	1:05	0.871
100yr24hr	1:10	0.881
100yr24hr	1:15	0.892
100yr24hr	1:20	0.903
100yr24hr	1:25	0.914
100yr24hr	1:30	0.926
100yr24hr	1:35	0.938
100yr24hr	1:40	0.95
100yr24hr	1:45	0.963
100yr24hr	1:50	0.976
100yr24hr	1:55	0.99
100yr24hr	2:00	1.004
100yr24hr	2:05	1.018
100yr24hr	2:10	1.033
100yr24hr	2:15	1.048
100yr24hr	2:20	1.064
100yr24hr	2:25	1.08
100yr24hr	2:30	1.097
100yr24hr	2:35	1.114
100yr24hr	2:40	1.132
100yr24hr	2:45	1.151
100yr24hr	2:50	1.17
100yr24hr	2:55	1.191
100yr24hr	3:00	1.211
100yr24hr	3:05	1.233
100yr24hr	3:10	1.256
100yr24hr	3:15	1.279
100yr24hr	3:20	1.304
100yr24hr	3:25	1.329
100yr24hr	3:30	1.356
100yr24hr	3:35	1.384
100yr24hr	3:40	1.413
100yr24hr	3:45	1.443
100yr24hr	3:50	1.475
100yr24hr	3:55	1.509
100yr24hr	4:00	1.544
100yr24hr	4:05	1.581
100yr24hr	4:10	1.62
100yr24hr	4:15	1.661
100yr24hr	4:20	1.705
100yr24hr	4:25	1.751
100yr24hr	4:30	1.8
100yr24hr	4:35	1.853
100yr24hr	4:40	1.908

100yr24hr	4:45	1.967
100yr24hr	4:50	2.031
100yr24hr	4:55	2.099
100yr24hr	5:00	2.172
100yr24hr	5:05	2.251
100yr24hr	5:10	2.337
100yr24hr	5:15	2.43
100yr24hr	5:20	2.532
100yr24hr	5:25	2.643
100yr24hr	5:30	2.765
100yr24hr	5:35	2.9
100yr24hr	5:40	3.051
100yr24hr	5:45	3.219
100yr24hr	5:50	3.409
100yr24hr	5:55	3.625
100yr24hr	6:00	3.873
100yr24hr	6:05	4.159
100yr24hr	6:10	4.496
100yr24hr	6:15	4.897
100yr24hr	6:20	5.383
100yr24hr	6:25	5.985
100yr24hr	6:30	6.748
100yr24hr	6:35	7.75
100yr24hr	6:40	9.123
100yr24hr	6:45	11.117
100yr24hr	6:50	14.266
100yr24hr	6:55	19.931
100yr24hr	7:00	32.779
100yr24hr	7:05	83.515
100yr24hr	7:10	255.206
100yr24hr	7:15	114.934
100yr24hr	7:20	63.946
100yr24hr	7:25	43.017
100yr24hr	7:30	31.998
100yr24hr	7:35	25.321
100yr24hr	7:40	20.889
100yr24hr	7:45	17.754
100yr24hr	7:50	15.429
100yr24hr	7:55	13.641
100yr24hr	8:00	12.226
100yr24hr	8:05	11.08
100yr24hr	8:10	10.134
100yr24hr	8:15	9.34
100yr24hr	8:20	8.665
100yr24hr	8:25	8.083
100yr24hr	8:30	7.577

100yr24hr	8:35	7.133
100yr24hr	8:40	6.74
100yr24hr	8:45	6.39
100yr24hr	8:50	6.077
100yr24hr	8:55	5.794
100yr24hr	9:00	5.538
100yr24hr	9:05	5.304
100yr24hr	9:10	5.091
100yr24hr	9:15	4.895
100yr24hr	9:20	4.714
100yr24hr	9:25	4.547
100yr24hr	9:30	4.392
100yr24hr	9:35	4.248
100yr24hr	9:40	4.114
100yr24hr	9:45	3.989
100yr24hr	9:50	3.871
100yr24hr	9:55	3.761
100yr24hr	10:00	3.657
100yr24hr	10:05	3.559
100yr24hr	10:10	3.467
100yr24hr	10:15	3.38
100yr24hr	10:20	3.297
100yr24hr	10:25	3.219
100yr24hr	10:30	3.144
100yr24hr	10:35	3.073
100yr24hr	10:40	3.006
100yr24hr	10:45	2.941
100yr24hr	10:50	2.88
100yr24hr	10:55	2.821
100yr24hr	11:00	2.765
100yr24hr	11:05	2.711
100yr24hr	11:10	2.659
100yr24hr	11:15	2.61
100yr24hr	11:20	2.562
100yr24hr	11:25	2.516
100yr24hr	11:30	2.472
100yr24hr	11:35	2.43
100yr24hr	11:40	2.389
100yr24hr	11:45	2.35
100yr24hr	11:50	2.312
100yr24hr	11:55	2.275
100yr24hr	12:00	2.24
100yr24hr	12:05	2.205
100yr24hr	12:10	2.172
100yr24hr	12:15	2.14
100yr24hr	12:20	2.109

100yr24hr	12:25	2.079
100yr24hr	12:30	2.05
100yr24hr	12:35	2.021
100yr24hr	12:40	1.994
100yr24hr	12:45	1.967
100yr24hr	12:50	1.941
100yr24hr	12:55	1.916
100yr24hr	13:00	1.892
100yr24hr	13:05	1.868
100yr24hr	13:10	1.845
100yr24hr	13:15	1.822
100yr24hr	13:20	1.8
100yr24hr	13:25	1.779
100yr24hr	13:30	1.758
100yr24hr	13:35	1.738
100yr24hr	13:40	1.718
100yr24hr	13:45	1.699
100yr24hr	13:50	1.68
100yr24hr	13:55	1.661
100yr24hr	14:00	1.643
100yr24hr	14:05	1.626
100yr24hr	14:10	1.609
100yr24hr	14:15	1.592
100yr24hr	14:20	1.576
100yr24hr	14:25	1.56
100yr24hr	14:30	1.544
100yr24hr	14:35	1.529
100yr24hr	14:40	1.514
100yr24hr	14:45	1.499
100yr24hr	14:50	1.485
100yr24hr	14:55	1.47
100yr24hr	15:00	1.457
100yr24hr	15:05	1.443
100yr24hr	15:10	1.43
100yr24hr	15:15	1.417
100yr24hr	15:20	1.404
100yr24hr	15:25	1.392
100yr24hr	15:30	1.38
100yr24hr	15:35	1.368
100yr24hr	15:40	1.356
100yr24hr	15:45	1.344
100yr24hr	15:50	1.333
100yr24hr	15:55	1.322
100yr24hr	16:00	1.311
100yr24hr	16:05	1.3
100yr24hr	16:10	1.289

100yr24hr	16:15	1.279
100yr24hr	16:20	1.269
100yr24hr	16:25	1.259
100yr24hr	16:30	1.249
100yr24hr	16:35	1.239
100yr24hr	16:40	1.23
100yr24hr	16:45	1.221
100yr24hr	16:50	1.211
100yr24hr	16:55	1.202
100yr24hr	17:00	1.193
100yr24hr	17:05	1.185
100yr24hr	17:10	1.176
100yr24hr	17:15	1.168
100yr24hr	17:20	1.159
100yr24hr	17:25	1.151
100yr24hr	17:30	1.143
100yr24hr	17:35	1.135
100yr24hr	17:40	1.127
100yr24hr	17:45	1.119
100yr24hr	17:50	1.112
100yr24hr	17:55	1.104
100yr24hr	18:00	1.097
100yr24hr	18:05	1.089
100yr24hr	18:10	1.082
100yr24hr	18:15	1.075
100yr24hr	18:20	1.068
100yr24hr	18:25	1.061
100yr24hr	18:30	1.055
100yr24hr	18:35	1.048
100yr24hr	18:40	1.041
100yr24hr	18:45	1.035
100yr24hr	18:50	1.028
100yr24hr	18:55	1.022
100yr24hr	19:00	1.015
100yr24hr	19:05	1.01
100yr24hr	19:10	1.004
100yr24hr	19:15	0.998
100yr24hr	19:20	0.992
100yr24hr	19:25	0.986
100yr24hr	19:30	0.98
100yr24hr	19:35	0.974
100yr24hr	19:40	0.969
100yr24hr	19:45	0.963
100yr24hr	19:50	0.958
100yr24hr	19:55	0.952
100yr24hr	20:00	0.947

100yr24hr	20:05	0.942
100yr24hr	20:10	0.936
100yr24hr	20:15	0.931
100yr24hr	20:20	0.926
100yr24hr	20:25	0.921
100yr24hr	20:30	0.916
100yr24hr	20:35	0.911
100yr24hr	20:40	0.908
100yr24hr	20:45	0.901
100yr24hr	20:50	0.897
100yr24hr	20:55	0.892
100yr24hr	21:00	0.887
100yr24hr	21:05	0.883
100yr24hr	21:10	0.878
100yr24hr	21:15	0.874
100yr24hr	21:20	0.869
100yr24hr	21:25	0.865
100yr24hr	21:30	0.861
100yr24hr	21:35	0.856
100yr24hr	21:40	0.852
100yr24hr	21:45	0.848
100yr24hr	21:50	0.844
100yr24hr	21:55	0.84
100yr24hr	22:00	0.835
100yr24hr	22:05	0.831
100yr24hr	22:10	0.827
100yr24hr	22:15	0.823
100yr24hr	22:20	0.82
100yr24hr	22:25	0.816
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**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 21-010

**A BYLAW OF LETHBRIDGE COUNTY BEING A BYLAW PURSUANT TO
SECTION 633(1) OF THE MUNICIPAL GOVERNMENT ACT, REVISED
STATUTES OF ALBERTA 2000, CHAPTER M.26**

WHEREAS the landowner wishes to develop lands within Plan 0912279, Block 1, Lots 2 and 3 in the NE 21-9-22-W4;

AND WHEREAS the County's Municipal Development Plan and the Lethbridge County and Town of Coalhurst Intermunicipal Development Plan requires that developers prepare an Area Structure Plan to ensure sound development occurs within Lethbridge County;

AND WHEREAS the total area considered by the Area Structure Plan is 13.43 hectares;

AND WHEREAS the landowner/developer have prepared the "Ramias Subdivision Area Structure Plan" which contains engineering, survey, and geotechnical information to support the above conditions.

NOW THEREFORE BE IT RESOLVED, under the Authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following:

- 1. The "Ramias Subdivision Area Structure Plan" Bylaw No. 21-010, attached as "Appendix A".

GIVEN first reading this 3rd day of June, 2021.

Reeve

CAO

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

Reeve

CAO

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

Reeve

CAO

1 st Reading	June 3, 2021
2 nd Reading	
Public Hearing	
3 rd Reading	



LETHBRIDGE COUNTY
APPLICATION FOR A
LAND USE BYLAW AMENDMENT
Pursuant to Bylaw No. 1404

Form C

OFFICE USE		
Date of Application: <u>March 25, 2021</u>	Assigned Bylaw	No. <u>Bylaw 21-011</u>
Date Deemed Complete: <u>March 29, 2021</u>	Application & Processing Fee:	\$ <u>1500.00</u>
Redesignation <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input checked="" 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 sections 53(1))

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: David Amantea, ALS, CLS, P.Eng
Mailing Address: 2830 - 12th Avenue North
Lethbridge, Alberta
Postal Code: T1H 5J9
Phone: (403) 329-4688 x129
Phone (alternate): _____
Fax: (403) 320-9144

Is the applicant the owner of the property?

☐ Yes



☒ No

IF "NO" please complete box below

Name of Owner:	<u>Ronald Ramias & Aartje Ramias</u>	Phone:	<u>(403) 381-4604</u>
Mailing Address:	<u>Box 605</u> <u>Coalhurst, Ab</u>	Applicant's interest in the property:	
Postal Code:	<u>T0L 0V0</u>	<input type="checkbox"/> Agent	
		<input checked="" type="checkbox"/> Contractor	
		<input type="checkbox"/> Tenant	
		<input checked="" type="checkbox"/> Other	<u>ALBERTA LAND SURVEYOR</u>

PROPERTY INFORMATION

Municipal Address: _____
Legal Description: Lot(s) 2+3 Block 1 Plan 0912279
OR Quarter NE Section 21 Township 9 Range 22

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):

RUF

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

GCR

SITE DESCRIPTION:

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

☐ Site or Plot Plan Attached

☒ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

Section 52 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.

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 section 52(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)

DATE: March 23/2021

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. 1404 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.



Land Use Redesignation

Bylaw 21-011: Rural Urban Fringe (RUF) to Grouped Country Residential (GCR)

Parcel: All of 0912279;1;2 and 0912279;1;3 on the NE 21-9-22-W4

Located in Lethbridge County, AB



Rural Urban Fringe (RUF) to Grouped Country Residential (GCR)

Page 72 of 74



Lethbridge County 2021
This map was prepared for the purpose of providing information only.
It is not intended to be used for any other purpose and should not be relied upon for any other purpose.
The County does not warrant the accuracy or completeness of the information provided on this map.
The County is not responsible for any errors or omissions on this map.

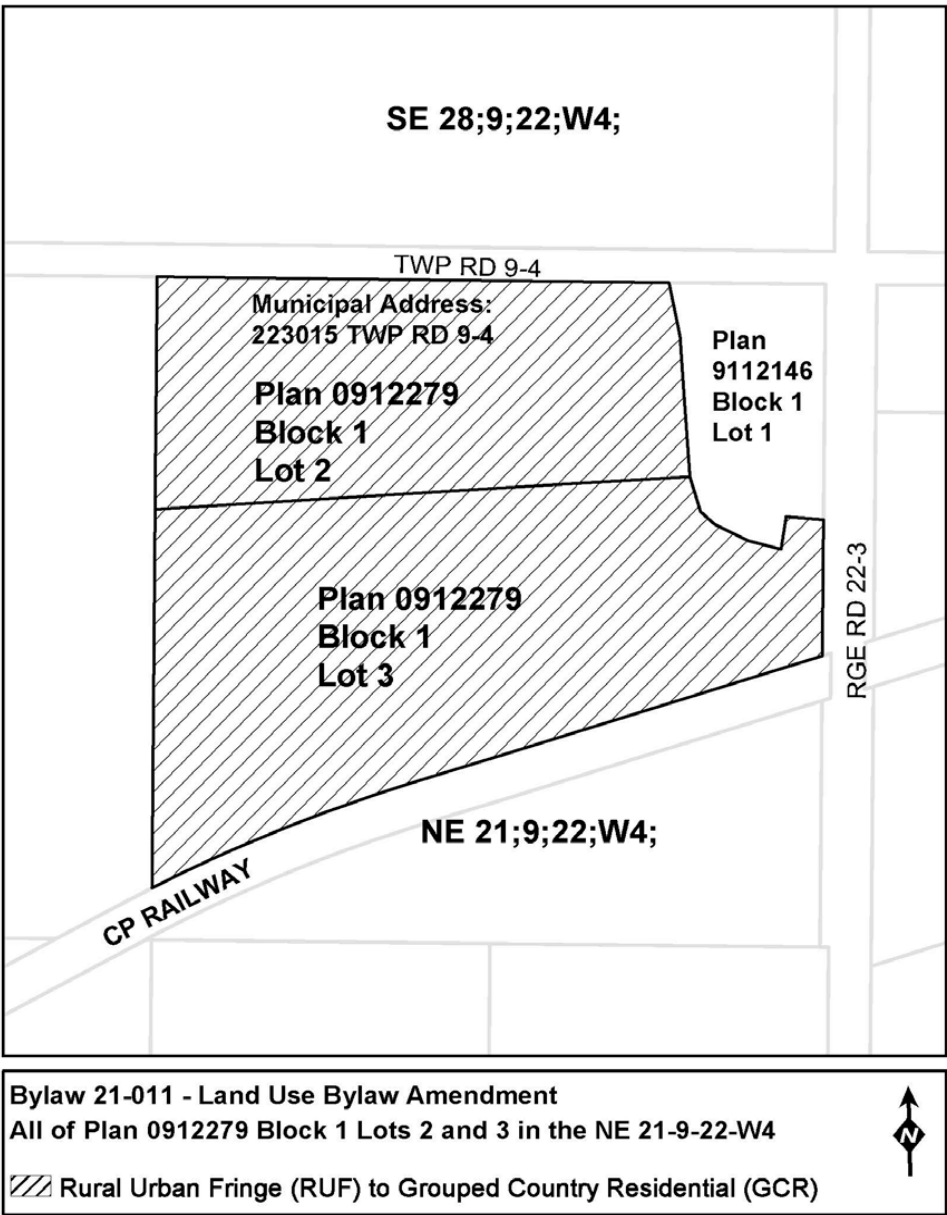


**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 21-011

Bylaw 21-011 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 21-011 is to re-designate Plan 0912279 Block 1 Lots 2 and 3 in the NE 21-9-22-W4 from Rural Urban Fringe (RUF) to Grouped Country Residential (GCR) as shown below;



AND WHEREAS the re-designation of the lands will allow for future residential subdivision and development of the parcels;

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

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

GIVEN first reading this 3rd day of June 2021.

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

1 st Reading	June 3, 2021
2 nd Reading	
Public Hearing	
3 rd Reading	

AGENDA ITEM REPORT



Title: Mountain Meadows Slough Remediation
Meeting: Council Meeting - 03 Jun 2021
Department: Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

In 2020 Administration noticed significant movement in an existing slough in the Mountain Meadows subdivision. Although this slough has existed for quite some time, it has significantly increased in size and now extends into private property. Administration contacted Tetra Tech in 2020 to complete an assessment of the slough and prepare design drawings so Public Operations could complete the remedial work. Through the design process it became evident that the work required was much more extensive than originally anticipated and Public Operations does not have the capacity to complete this work as it is somewhat specialized. The remedial work generally includes the removal and disposal of the saturated waste material, installation of French drains, and importing new engineered material. This work will impact two property owners as sloping will be required in their backyards. The current property lines and setback lines do not align, so the slough hasn't reached the setback line yet but is within private property.

RECOMMENDATION:

That County Council approves the Mountain Meadows Slough Project with a budget of \$395,000 funded from MSI.

PREVIOUS COUNCIL DIRECTION / POLICY:

In past Grouped Country Residential subdivisions setback lines and property lines did not align, typically setback lines extended into private property but no construction was allowed to take place within the setback boundary. This has now created some issues for the County, and moving forward administration will ensure setback boundaries do not extend within back yards. This change in practice should alleviate any concerns of this type of sloughing taking place in future subdivisions.

BACKGROUND INFORMATION:

The existing slough has existed since at least 2005 (based on available satellite imagery) and for a while stayed relatively static. In the past year it has extended significantly and has impacted the adjacent road and as well the abutting property owners.

ALTERNATIVES / PROS / CONS:

Alternative 1: Do not complete any remedial work and continue to monitor the slough

PRO: No immediate cost to the County

CON: Additional cost may be incurred in the future if the slough gets worse

FINANCIAL IMPACT:

The total estimated project value is approximately \$395,000. This does include a 25% construction contingency so actual costs may come in lower.

REASON(S) FOR RECOMMENDATION(S):

The work required should prevent any further sloughing in the area and therefor minimize the risk of re-occurrence. As there are multiple home owners involved the sloughing should be remediated to ensure their homes and property are protected.

ATTACHMENTS:

[drawing](#)

[Mountain Meadows Construction Cost Estimate - Class IV +25%](#)









Mountain Meadows Slope Stabilization - Class IV Construction Estimate

Project Details: Slope regrading and drainage blanket.

Designed by: Katherine Stasiuk, P.Eng.

Checked by: Ivan Aguilar, P.Eng.

ENGINEERING ESTIMATE

Bid Item	Item Description	Unit	Tetra Tech Estimate	TOTAL	
				Quantities	Estimated Cost
1	Mobilization	L.S.	10%	1	\$ 23,786.10
2	Site Occupancy - 12 days	day	\$ 2,000.00	12	\$ 24,000.00
3	Incidental Construction Works - Temporary Facilities / Quality Control Plans and Inspections/ Survey / Construction Fencing / ECO Plans	L.S.	\$ 12,500.00	1	\$ 12,500.00
4	Erosion & Sediment Control - Plan, Installation, Monitoring, Maintenance, and Repair	L.S.	\$ 5,000.00	1	\$ 5,000.00
5	Traffic Accommodation (on site detour)	L.S.	\$ 2,500.00	1	\$ 2,500.00
6	Common Excavation - Structural	L.S.		1	\$ 72,336.00
	-Remove and dispose (existing slough material - waste)	m ³	\$ 13.20	1,575	
	-Excavate to 920m (Approximate elevation of high plastic material) and haul to stockpile (to dry) or haul to disposal	m ³	\$ 13.20	3,850	
	-Excavate drainage fingers - haul to stockpile (to dry) or haul to disposal	m ³	\$ 13.20	55	
7	Backfill - Granular	L.S.		1	\$ 29,320.75
	- 25 mm wash rock (Supply and Install)	m ³	\$ 91.73	275	
	- Geotextile - (Supply and Install)	m ²	\$ 3.15	1,300	
8	Backfill - Non - Granular (with option)	L.S.		1	\$ 91,707.00
	- Slope Material (haul from borrow or stockpile and place)	m ³	\$ 19.85	4,620	
9	Reclamation				\$ 9,497.25
	Supply and Placement of Topsoil - 15cm thickness	m ²	\$ 2.10	2,835	
	Supply and Placement of Seeding/Tackifier/Fertilizer	m ²	\$ 1.25	2,835	
10	Restore Private Property	L.S.	\$ 15,000.00	1	\$ 15,000.00
			\$ -		\$ -
Tetra Tech estimate based on pricing for similar projects and Alberta Transportation's Unit Price Averages Report for Projects Tendered between August 1, 2020 and April 30, 2021.			Sub-Total Contract	\$	285,647.10
			Modified Contract Price	\$	261,647.10
This estimate is based on 12 days of site occupancy			Variation (+25%)	\$	65,411.78
			Total Contract Budget	\$	327,058.88
Topsoil source must be approved by Lethbridge County. Seed to be provided by Lethbridge County.			Engineering Services	\$	55,100.00
			Third Party	\$	12,000.00
			Total Estimated Project Cost	\$	394,158.88

AGENDA ITEM REPORT



Title: Finance and Administration Policy Review
Meeting: Council Meeting - 03 Jun 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 27 May 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Administration has been reviewing existing policies for relevancy. The following policies are repetitive or have been enhanced with newer policy documents.

RECOMMENDATION:

That Council rescind Policy #126 - Accumulated Surpluses and Reserves as it has been replaced by Policy #169 - County Reserves.

That Council approve the revisions to Policy #120 - Cancel Interest Rate Penalties as presented.

That Council rescind Policy #124 - Assessment for School Purposes.

That Council approve the revisions to Policy #131 - Auditing Services as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

The majority of these policies have not been updated in ten plus years and some originate from the 1980's. Since that time, new or updated policies have been brought to council and included portions of these policies that further enhanced or replaced the existing ones.

BACKGROUND INFORMATION:

Administration is recommending that **Policy #126 - Accumulated Surplus and Reserves** be rescinded, as this policy is actually a resolution from 1989 and as such should not be included as a policy. A more extensive and detailed Reserve Policy #169 was adopted by Council in 2017. Should Council decide they would to include this resolution within Reserve Policy #169, Administration can bring that policy back with the amendment.

Similar to Policy #126, **Policy #120- Cancel Interest Rate Penalties** is a resolution that was passed in 1982 and should have a more detailed policy that aligns with the Municipal Government Act and current practice. Administration has revised Policy #120 to include more detail around penalty cancellation by account type.

Administration is also recommending rescinding **Policy #124 - Assessment for School Purposes** as the process of assessing the School Requisition for Public or Separate Schools purposes is legislated through the Municipal Taxation Act and School Act and is not determined at the Municipal level. The Taxation Department has Standard Operating Procedures in place to ensure that property owners can complete a form and make a declaration which will designate the assessment for separate school purposes if that is their preference.

Policy #131 -Auditing Services Policy, as stated within the current policy, "This policy will commence effectively in 1992, and will be reviewed when necessary; however, in no instance will a five year period elapse without such a review taking place", therefore Administration is bringing Policy #131 forward for review. Administration has made a few revisions to the policy so it aligns with current policy structure and has also added a few more guidelines.

ALTERNATIVES / PROS / CONS:

Policy revision and review is an ongoing process as previous policies become amalgamated into other existing policies and for duplicate policies they can contradict each other.

Policy review has involved an overall review of the County policies and if they need to be updated, strengthened or be in conjunction with a bylaw.

FINANCIAL IMPACT:

All recommended policies that are to be rescinded have no immediate financial implications.

REASON(S) FOR RECOMMENDATION(S):

The policy review process is an ongoing process of assessing each existing policy and how it is representing current operations and meeting legislation.

ATTACHMENTS:

[126 Accumulated Surpluses and Reserves](#)

[169 County Reserves](#)

[120 Cancel Interest Rate Penalties](#)

[120 Cancel Interest Rate Penalties Revised 2021](#)

[124 Assessment for School Purposes](#)

[131 Auditing Services Policy](#)

[131 Auditing Services Policy Revised 2021](#)



Lethbridge County Policy Handbook

EFFECTIVE: May 18, 1989

SECTION: 100 NO. 126

APPROVED BY: County Council
Res. #239/89

SUBJECT: Accumulated Surpluses
and Reserves

REVISED DATE:

MOVED by County Council that it be a policy of Lethbridge County to retain in reserve, an amount equal to one year's municipal taxes.



Lethbridge County Policy Handbook

EFFECTIVE: September 21, 2017 **SECTION:** 100 NO. 169 No. Pg 1 of 10
APPROVED BY: County Council **SUBJECT:** County Reserves
REVISED DATE: August 1, 2019

PURPOSE:

The purpose of the Reserve Policy is to develop a standard practice that will enhance Lethbridge County's financial strength, flexibility and cash flow management as well as to help sustain infrastructure needs at an adequate level to ensure delivery of services and support of the County's Strategic Long Range Plan.

The policy will establish consistent standards and guidelines for the management of existing reserves and the establishment of new reserves.

A Reserve Policy is required to establish, maintain and manage reserve funds that:

- maintain and improve Lethbridge County's working capital requirements;
- provide for future operating and capital requirements;
- address the overall current and future initiatives of Lethbridge County; and
- provide for offsetting unanticipated fluctuations in operating and capital activities.

DEFINITIONS:

Operating Reserves - Operating reserves are those reserves that are generally established to fund one-time expenditures of an operating nature or to provide stabilization to the budget as required.

Capital Reserves - Capital reserves are those reserves that are generally established to fund expenditures of a capital nature, support grant funding and provide funding for capital deficits or for a specified purpose.

Committed Reserves - Committed reserves are reserves that have been established for a very specific project/purpose or long term receivable/lending purpose, such as a local improvement (offsite levy) as determined by bylaw. These reserves are not to be considered for additional funding purposes.

Carryover Projects - Carryover projects are projects approved in the current year's operating and/or capital budgets but have not been expended due to various circumstances.

Minimum Balances - The minimum balance is determined by the need and use of the reserve to maintain adequate funds are available. This balance may be subject to change depending upon future requirements.



Lethbridge County Policy Handbook

EFFECTIVE: September 21, 2017 **SECTION:** 100 NO. 169 No. Pg 2 of 10
APPROVED BY: County Council **SUBJECT:** County Reserves
REVISED DATE: August 1, 2019

Reserve Limits – The maximum balance or reserve limits are determined by the need and use of the reserve as well as the required replacement values of the County's infrastructure where applicable. This balance may be subject to change depending upon future requirements.

RESERVE LIMITS:

1. Maximum balances will be established on individual reserves at Council's discretion.
2. Reserve limits will be reviewed by the Controller and Senior Management for Council approval as required.
3. Department Supervisors may make a request to Senior Management to have their reserve limits changed should they have a valid reason for doing so.
4. The total reserve balance, excluding committed reserves, should be higher than or equal to one years' worth of tax support for the County.

PROCEDURES:

1. All reserve transactions, re-designations, revisions and new reserve requests must be ratified by Council. These approvals will be comprehensively reviewed by the external auditor at the close of the fiscal year.
2. All reserves must be fully described and must include a purpose, application, and approval. Unless otherwise stated, all funds are considered committed for the specific purpose as outlined by the reserve.
3. All reserve accounts must be represented in the County's financial statements.
4. All reserves will be reviewed by Senior Administration to determine if the reserves are still required. When the original intent of the reserve has been met or changed, any remaining amounts in the reserve shall, through an appropriate review and approval process by Administration, be either returned to surplus or re-designated, with final approval of Council.



Lethbridge County Policy Handbook

EFFECTIVE: September 21, 2017 **SECTION:** 100 NO. 169 No. Pg 3 of 10
APPROVED BY: County Council **SUBJECT:** County Reserves
REVISED DATE: August 1, 2019

5. Reserves can be funded from either internal or external sources:

Examples of internal sources of funds:

- approved budget contributions
 - designated annual transfers
 - equipment sales revenues
- carryover of current year's budget funds which were approved for a specific purpose but were not expended during the year; and
- annual surplus contributions;

Examples of external sources of funds:

- government grants;
- land sales/revenues; and
- donations.

6. Departments may submit reserve requests to fund existing or new reserves:
- through the annual budget process; or
 - from unexpended current year's operating or capital budgets to fund carryover projects.
 - Reserves created for carryover projects and approved by Council may be drawn by the Departments after the actual expenditure has been incurred with no further approval required, provided the expenditure occurs in the fiscal year following the year in which the project was originally budgeted; or
 - through unbudgeted revenues; or
 - from annual budget surpluses to fund new or ongoing initiatives.
7. Interest will be paid to those reserves as designated within the Reserve Listing, unless otherwise recommended by the Chief Administrative Officer and approved by Council. Interest may also be paid to those reserves where the future cost (future expenditure of funds) to undertake an initiative or project might be subject to inflation. Interest will be based on the reserve balance at each year end and calculated based on the annual average interest rate as received through the County's investments.

The interest that has been earned on the investments throughout the year will be used to fund the reserve interest and will be transferred to the appropriate reserved as part of the annual year end process. Interest amounts applied to reserves may need be adjusted to ensure that the annual interest transferred

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EFFECTIVE: September 21, 2017 **SECTION:** 100 NO. 169 No. Pg 4 of 10
APPROVED BY: County Council **SUBJECT:** County Reserves
REVISED DATE: August 1, 2019

does not exceed the amount of interest earned within that year. If a reserve has met its Reserve Limit, interest may not be applied.

8. All expenditures from reserves must have prior approval. Approval will be obtained:
 - from annual operating or capital budget approval; or
 - from approved carryover projects; or
 - by Council resolution.
10. Approval to re-designate reserve funds or approval for inter-reserve transfers must be obtained prior to the transaction occurring from:
 - The Chief Administrative Officer for re-designations/inter-reserve transfers up to \$50,000;
 - Council for re-designations/inter-reserve transfers of more than \$50,000.
11. Expenditures from reserves must not exceed the reserves minimum balance unless it can be demonstrated to Council through financial cash flow projections that future sources of revenues will provide adequate funding to return the reserve to a positive balance. The plan to replenish the reserve must be included in the upcoming budget.

RESPONSIBILITIES:

12. All reserves shall be administered by Controller and/or Director of Corporate Services under the direction of the Chief Administrative Officer and in accordance with current municipal policies and generally accepted accounting principles.
13. Reserve transactions will not be processed until actual expenditures are incurred. Departments must notify the Finance Department when reserve funding for these expenditures is required with Council approval.
14. The Finance Department is responsible for developing accounting procedures for reserve transactions and to provide guidance to Departments in complying with the intent of the policy. The Finance Department is the resource available for consultation on any points requiring clarification.
15. If a reserve meets its Maximum balance, all additional budgeted transfers will be transferred to the Tax Equalization reserve, until that reserve falls back under its maximum amount.



Lethbridge County Policy Handbook

RESERVE LISTING:

CAPITAL RESERVES

<u>RESERVE</u>	<u>RESERVE PURPOSE</u>	<u>FUNDING SOURCES</u>	<u>INTEREST EARNED</u>	<u>MINIMUM BALANCE</u>	<u>MAXIMUM BALANCE</u>
Administration Building	Capital maintenance, purchases and future projects related to the Administration Building	* Annual budget transfer * Surplus transfers as approved by Council	Yes	\$250,000	\$8,000,000
Airport Infrastructure	Capital maintenance & purchases related to the Airport Terminal Building and Infrastructure	* Surplus transfers as approved by Council * Funds transferred at Year End for a specific project	Yes	\$100,000	\$30,000,000
ASB Future Projects	Capital Equipment or Project Specific Purchases	* Surplus transfers as approved by Council	Yes	\$50,000	\$150,000
Commercial/Industrial Land	To promote future commercial/industrial economic development within the County	* Transfer as approved by Council * Land Sale Revenues	Yes	\$1,000,000	\$10,000,000
Emergency Services - EARS Coaldale	To assist with funding of Emergency equipment as per Agreement	* Annual budgeted transfer as per the agreement	Yes	\$0	\$1,000,000
Emergency Services - EARS Coalhurst	To assist with funding of Emergency equipment as per Agreement	* Annual budgeted transfer as per the agreement	Yes	\$0	\$1,000,000
Emergency Services - EARS Nobleford	To assist with funding of Emergency equipment as per Agreement	* Annual budgeted transfer as per the agreement	Yes	\$0	\$1,000,000
Emergency Services -	To assist with funding of Emergency equipment as per Agreement	* Annual budgeted transfer as per the agreement	Yes	\$0	\$1,000,000

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EARS Picture Butte	Emergency equipment as per Agreement	<i>agreement</i>			
Fleet Equipment Replacement	Capital Equipment Replacements related to Fleet	<i>* Annual budget transfer * Equipment Sale Revenues * Surplus transfers as approved by Council</i>	Yes	\$1,500,000	\$15,000,000
Gravel Pit Reclamation	Reclamation of Gravel Pits	<i>* Transfer as approved by Council</i>	Yes	\$50,000	\$200,000
IT Capital	Capital Maintenance or Replacement of IT Equipment	<i>*Annual budget transfer *Equipment Sale Revenues *Surplus transfers as approved by Council</i>	Yes	\$100,000	\$500,000
PW Capital Projects	Capital Projects/Purchases and Equipment Purchases	<i>*Annual budget transfer *Surplus transfers as approved by Council</i>	Yes	\$1,000,000	\$5,000,000
Utility Capital	Capital Projects, Replacements and Equipment Purchases	<i>*Annual budget transfer *Surplus transfers as approved by Council</i>	Yes	\$1,000,000	\$36,000,000



Lethbridge County Policy Handbook

OPERATING RESERVES

<u>RESERVE</u>	<u>RESERVE PURPOSE</u>	<u>FUNDING SOURCES</u>	<u>INTEREST EARNED</u>	<u>MINIMUM BALANCE</u>	<u>MAXIMUM BALANCE</u>
Council Discretionary	To assist with funding of Council approved requests or annually budget projects/purchases	* <i>Surplus transfers as approved by Council</i>	No	\$25,000	\$100,000
Donation Reserve	To funds requests from the public as they are brought forward to Council	* <i>Surplus transfers as approved by Council</i>	No	\$0	\$15,000
Drainage	Capital Projects related to drainage/storm sewer	* <i>Annual budget transfer</i> * <i>Surplus transfers as approved by Council</i>	No	\$200,000	\$1,000,000
Emergency Services – Disaster Recovery Contingency	To assist with funding of costs associated with Emergencies/Disaster Recovery	* <i>Annual budgeted transfer</i>	No	\$100,00	\$1,000,000
Emergency Services Projects	To fund Emergency Services projects, initiatives, CPO equipment and emergency equipment repairs	* <i>Annual budgeted transfer</i> * <i>Surplus transfers as approved by Council</i>	No	\$50,000	\$100,000
IT Projects	To funds annual IT Equipment and supplies as per the budget	* <i>Annual budgeted transfer</i>	No	\$50,000	\$200,000
Recreation	To assist with Recreation related expenses	* <i>Surplus transfers as approved by Council</i>	No	\$25,000	\$100,000
Safety Program	To fund Safety Related Initiatives, programs &/or	* <i>Transfer of WCB surplus funds</i>	No	\$25,000	\$75,000



Lethbridge County Policy Handbook

	events	<i>approved by Council</i>			
Snow Removal	To offset any budget overruns due to a heavy snowfall year	<i>* Annual budgeted transfer</i>	No	\$200,000	\$1,000,000
Tax Equalization Reserve	To offset operating costs or projects as required through the budget process or as per Council Approval	<i>* Surplus transfers as approved by Council</i>	No	\$500,000	UNLIMITED



Lethbridge County Policy Handbook

COMMITTED RESERVES

<u>RESERVE</u>	<u>RESERVE PURPOSE</u>	<u>FUNDING SOURCES</u>	<u>INTEREST EARNED</u>	<u>MINIMUM BALANCE</u>	<u>MAXIMUM BALANCE</u>
*Diamond City Prepaid Frontage	This reserve is set up to record the Diamond City Local Improvement payments received annually	<i>*No funding is required this reserve will eventually become null and void</i>	No	Current Balance of outstanding Local Improvement	\$0
Landfill Road (Kedon)	Future improvements to Landfill Road	<i>* Annual budget transfer as per agreement</i>	No	\$27,000	\$2,000,000
Market Access Network – Base Stabilization	To fund the Calcium Base Stabilization Program specific to the Market Access Network	<i>*Carry forward funds from Base Stabilization Program * Transfers as approved by Council</i>	No	\$0	\$1,500,000
Market Access Network – Bridges	To fund Bridge Replacements or Repairs specific to the Market Access Network	<i>*Carry forward funds from Base Stabilization Program * Transfers as approved by Council</i>	No	\$0	\$1,500,000
Market Access Network – Hard Top Surfaces	To fund Hard Top Road Surface Rehabilitations or Repairs specific to the Market Access Network	<i>*Annual Budgeted Transfer *Carry forward funds from Base Stabilization Program * Transfers as approved by Council</i>	No	\$500,000	\$2,500,000
	This reserve is set up to record the	<i>* No funding is required</i>	No	Current Balance of	\$0

Lethbridge County Policy Handbook

*Monarch LIT	Monarch Local Improvement payments received annually	<i>this reserve will eventually become null and void</i>		outstanding Local Improvement	
Mountain Meadows LIT	This reserve is set up to record the Mountain Meadows Local Improvement payments received annually	<i> No funding is required this reserve will eventually become null and void</i>	No	Current Balance of outstanding Local Improvement	\$0
Tax Supported Committed Projects	For carry forward projects that have been committed to and funded through the budget but were not started or completed within that budget year	<i>*Annual transfer of budgeted funds as approved by Council</i>	No	\$0	\$1,000,000
Turin LIT	This reserve is set up to record the Turin Local Improvement payments received annually	<i> No funding is required this reserve will eventually become null and void</i>	No	Current Balance of outstanding Local Improvement	\$0
43 rd Street Intersection Improvements	This reserve is set up to collect and record 43 rd Street Infrastructure Improvements payments received as per the Schedule of Fees Section A. 23.	<i>Funding is based upon the Schedule of Fees and to be paid at the time of subdivision as part of the Subdivision Agreement</i>	No	\$0	UNLIMITED (the final balance will be based upon timing of payments received & inflation)

**The above noted reserves are labelled as "Committed Reserves" as per the definitions and have very specific purposes. The Local Improvement related reserves were set up as a requirement of the County Auditors. However, they have been identified in the policy and are represented in the Annual Financial Statements.*



Lethbridge County Policy Handbook

EFFECTIVE: July 22, 1982

SECTION: 100 NO. 120

APPROVED BY: County Council

SUBJECT: Cancel Interest Rate
Penalties

REVISED DATE:

MOVED that Council approve the policy of authorizing the management to cancel interest rate penalties of \$100.00 or less at their discretion.



Lethbridge County Policy Handbook

EFFECTIVE: July 22, 1982

SECTION: 100 NO. 120

APPROVED BY: County Council

SUBJECT: Cancel Interest Rate Penalties

REVISED DATE: June 3, 2021

PURPOSE:

The purpose of the policy is to provide administration with the guidelines and authority to cancel or waive penalties on accounts. All reasonable and legislated attempts will be made to collect on accounts, including sending accounts to a collection agency.

TERMS & CONDITIONS:

1. A Council resolution is required to waive penalties on Property or Business Taxes as they are levied per the Tax Penalty Bylaw, unless the following applies:
 - a. The penalty was levied in error.
 - b. Proof of payment on or before the tax due date can be provided to the County.
2. A Council resolution is required to waive penalties on Utility accounts as they are levied per the Utility Rate Bylaw unless the following applies:
 - a. The penalty was levied in error.
 - b. Proof of payment on or before the invoice due date can be provided to the County.
3. Management has the authority to waive or cancel penalties on Accounts Receivable based on the following conditions:
 - a. The penalty was applied in error.
 - b. A payment arrangement agreement on an outstanding balance is being negotiated, in which some penalties may be waived if payment agreement is met.
 - c. Or the account has gone to collections and an adjustment is required based on collections payment received.
4. All other account waiver requests will be presented to Council for consideration.



Lethbridge County Policy Handbook

EFFECTIVE: September 17, 1987 **SECTION:** 100 NO. 124
APPROVED BY: County Council **SUBJECT:** Assessment for
School Purposes
REVISED DATE: September 1995

BACKGROUND

There is a Roman Catholic Separate School District located within the municipal boundaries of Lethbridge County. Registered landowners who have property within a Separate School district and are of the Roman Catholic faith may declare the assessment of that property for the Separate School District.

POLICY

In accordance with the Municipal Taxation Act and the School Act, the religion of the owner of the property liable to assessment determines whether the property is assessable for public or separate school purposes.

GUIDELINES

1. A declaration in the prescribed form shall be maintained on file for each property which is located within a separate school boundary.
2. When property ownership changes, the assessment of the property shall be designated for public school purposes unless the property is within a separate school boundary, in which case a declaration is requested. When a declaration in the prescribed form which correctly designates the assessment for either public or separate school purposes is received, it shall be recorded in compliance with this declaration.
3. All property where a declaration has not been made shall be deemed to be assessable and taxable for public school purposes except where such property is located within a separate school boundary.
4. The existing recorded school support for those properties not subject to ownership changes will remain unaltered.



Lethbridge County Policy Handbook

EFFECTIVE: March 19, 1992

SECTION: 100 NO. 131

APPROVED BY: County Council

SUBJECT: Auditing Services
Policy

REVISED DATE:

County Council authorizes Administration to solicit proposals from various Chartered Accounting firms in the City of Lethbridge.

Proposals will include a listing of services to be provided along with projected costs and/or fees; as required to meet the needs of Lethbridge County.

Council accordingly authorizes Administration to release all information deemed necessary for such firms to adequately prepare the auditing proposals.

These proposals will be summarized and presented to a regular meeting of County Council along with Administration's recommendations. Council will then make a decision as to which firm will be selected.

This policy will commence effectively in 1992, and will be reviewed when necessary; however, in no instance will a five year period elapse without such a review taking place.



Lethbridge County Policy Handbook

EFFECTIVE: March 19, 1992

SECTION: 100 NO. 131

APPROVED BY: County Council

SUBJECT: Auditing Services
Policy

REVISED DATE: June 3, 2021

Purpose:

To provide direction and guidance to administration regarding the process for tendering and accepting Auditing Services for Lethbridge County.

Objective:

In order to maintain the impartiality with which Lethbridge County staff and/or councilors procure auditing services in a fair and transparent way this Policy has been developed.

Guidelines:

1. County Council authorizes Administration to develop a Request for Proposal (RFP) to solicit proposals from various Chartered Accounting firms within the City of Lethbridge.
2. Proposals will include a listing of services to be provided along with projected costs and/or fees; as required to meet the needs of Lethbridge County.
3. Council accordingly authorizes Administration to release all information deemed necessary for such firms to adequately prepare the auditing proposals.
4. Proposals will be presented for review, scoring and discussion with the Audit Committee. Administration will summarize the committee's recommendations for Council consideration.
5. All summarized proposals will be presented at a regular meeting of County Council with recommendations. Council will then make a decision by resolution as to which firm will be selected and for length of contract term.
6. This policy will be reviewed when necessary; however, in no instance will a five year period elapse without such a review taking place.