



AGENDA Council Meeting

9:30 AM - Thursday, February 3, 2022
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

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1. County Council Meeting Minutes
[Council Meeting - 13 Jan 2022 - Minutes](#)

D. SUBDIVISION APPLICATIONS

E. PUBLIC HEARINGS

F. DELEGATIONS

1. 9:30 a.m. - Stephen Mathyk - AEP
2. 11:00 a.m. - MLA Grant Hunter

G. DEPARTMENT REPORTS

G.1. INFRASTRUCTURE

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- G.1.1. Rescind Policy 350: Public Road Right-of-Way - Requests for Information & Regulatory Signs
[Rescind Policy 350: Public Road Right-of-Way - Requests for Information & Regulatory Signs](#)

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- G.1.2. SMRID Pipeline Installation Waiver Request
[SMRID Pipeline Installation Waiver Request](#)

G.2. MUNICIPAL SERVICES

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- G.2.1. 2022 Level of Service - Public Works Operations
[2022 Level of Service - Public Works Operations](#)

G.3. COMMUNITY SERVICES

- | | | |
|---------|--------|---|
| 61 - 63 | G.3.1. | <u>Fire Service Response Fees Waiver Request</u> <u>Fire Services Response Fees Waiver Request</u> |
| 64 - 71 | G.3.2. | <u>Rescinding of Emergency Preparedness Policy #802</u> <u>Rescinding of Emergency Preparedness Policy #802</u> |
| 72 - 75 | G.3.3. | <u>Town of Coaldale Letter of Support Request for ACP Application - Coaldale & District Master Fire Plan</u> <u>Town of Coaldale Letter of Support Request for ACP Application - Coaldale & District Master Fire Plan</u> |
| 76 - 80 | G.3.4. | <u>Planning and Development Department 2021 Annual Report</u> <u>Planning and Development Department 2021 Annual Report</u> |

G.4. CORPORATE SERVICES

G.5. ADMINISTRATION

H. CORRESPONDENCE

- | | | |
|---------|----|---|
| 81 - 83 | 1. | <u>Rural Municipalities of Alberta</u> <u>Rural Municipalities of Alberta</u> |
| 84 | 2. | <u>Alberta Municipal Affairs</u> <u>Alberta Municipal Affairs</u> |
| 85 - 87 | 3. | <u>Year of the Garden 2022</u> <u>Year of the Garden 2022</u> |
| 88 | 4. | <u>Alberta Municipal Affairs</u> <u>Alberta Municipal Affairs</u> |
| 89 - 90 | 5. | <u>Royal Canadian Mounted Police</u> <u>RCMP</u> |

I. NEW BUSINESS

J. COUNTY COUNCIL AND COMMITTEE UPDATES

K. CLOSED SESSION

L. ADJOURN



MINUTES

Council Meeting

9:30 AM - Thursday, January 13, 2022
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, January 13, 2022, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Tory Campbell
Councillor Lorne Hickey
Councillor Mark Sayers
Councillor John Kuerbis
Councillor Eric Van Essen
Deputy Reeve Klaas VanderVeen
Councillor Morris Zeinstra
Chief Administrative Officer, Ann Mitchell
Director of Community Services, Larry Randle
Director of Public Operations, Jeremy Wickson
Infrastructure Manager, Devon Thiele
Executive Assistant Candice Robison
Supervisor of Planning & Development Hilary Janzen
Senior Planner Steve Harty

A. CALL TO ORDER

Deputy Reeve Klaas VanderVeen called the meeting to order at 9:30 a.m.

B. ADOPTION OF AGENDA

431-2022 Councillor Sayers MOVED that Lethbridge County Council approve the January 13, 2022 Council Meeting agenda as presented.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

432-2022 Councillor Kuerbis MOVED that the December 16, 2021 Regular County Council Meeting Minutes be accepted as presented.

CARRIED

D. DELEGATIONS

D.1. 9:30 a.m. - Green Acres Foundation (Via Teams)

Dawna Coslovi and Jeff Carlson were present via Teams to provide information to Council regarding the Green Acres Foundation.

433-2022 Councillor Hickey MOVED that County Council accept the Green Acres Foundation presentation for information.

CARRIED

E. SUBDIVISION APPLICATIONS

E.1. Subdivision Application #2021-0-195 – Peterson/Watmough - NW1/4 14-9-22-W4M

434-2022 Councillor Sayers MOVED that the Agricultural & Country Residential subdivision of NW1/4 14-9-22-W4M (Certificate of Title No. 131 259 427 +1, 881 229

569), to reduce in size an existing parcel and reconfigure the layout (property boundaries) through subdivision and consolidation, by subdividing 20.00-acres (8.09 ha) from a title of 30.00-acres (12.14 ha) and consolidate it to the south adjacent agricultural title comprised of 126.23 acres (51.09 ha), resulting in a parcel reduced in size to 10.00-acres (4.05 ha) for county residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 10.00-acres at the market value of \$10,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat on the title (Registration No. 131 259 428), be discharged in its entirety.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided.
4. That the titles and 20.00-acre portion of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels, shall be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
5. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

E.2. **Subdivision Application #2021-0-197 – De Wilde**
- E1/2 16-10-23-W4M

| | | |
|----------|-----------------------|---|
| 435-2022 | Councillor Kuerbis | MOVED that the Country Residential subdivision of E1/2 16-10-23-W4M (Certificate of Title No. 201 104 321, 871 144 407), to subdivide a 3.78-acre (1.53 ha) first parcel out farmstead from a title of 158.97 acres (63.34 ha) for country residential use; BE APPROVED subject to the following: |
|----------|-----------------------|---|

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the 19.8-acre agricultural title (portion of NE 16-10-23-W4M) to the north (C of T 871 144 407) be consolidated with the adjacent south SE 16-10-23-W4M by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting title cannot be further subdivided without approval of the Subdivision Authority.
4. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.

5. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

F. PUBLIC HEARINGS

G. DEPARTMENT REPORTS

G.1. COMMUNITY SERVICES

G.1.1. Bylaw 22-001 - Municipal Development Plan - First Reading

436-2022 Councillor Sayers MOVED that Municipal Development Plan Bylaw 22-001 be read a first time.

CARRIED

G.1.2. Fire Services Response Fees Waiver Request

437-2022 Councillor Kuerbis MOVED that County Council not waive the Fire Service Fees in the amount of \$2,912.00 per Invoice #117436, as requested.

CARRIED

Deputy Reeve VanderVeen recessed the meeting at 10:38 a.m.

The meeting reconvened at 10:48 a.m.

G.1.3. External Committee Appointments

438-2022 Councillor Zeinstra MOVED that County Council continue with the current external committee appointments with a friendly amendment to the appointment for the Nobleford Intermunicipal Committee.

CARRIED

439-2022 Councillor Kuerbis MOVED that Councillor Eric Van Essen replace Deputy Reeve Klaas VanderVeen as the appointee for the Nobleford Intermunicipal Committee.

CARRIED

440-2022 Councillor Kuerbis MOVED that Councillor Mark Sayers be appointed as Council's representative on the SouthGrow Regional Initiative committee.

CARRIED

441-2022 Councillor Hickey MOVED that Councillor Eric Van Essen be appointed as Council's representative on the Highway 3 Twinning Development Association committee and that Councillor John Kuerbis be appointed as the alternate.

CARRIED

442-2022 Councillor Zeinstra MOVED that Councillor Lorne Hickey and Reeve Tory Campbell be appointed as Council's representatives on the Malloy Drain Steering Committee and that Councillor Mark Sayers be appointed as the alternate.

CARRIED

G.2. MUNICIPAL SERVICES

G.2.1. 2022 Capital Purchase - Fire Services Coordinator Truck

443-2022 Councillor Sayers MOVED that council approve a budget of \$50,000 for the purchase of a fleet half-ton truck unit for the Fire Services Coordinator and \$10,000 for additional outfitting with the funding coming through the equipment reserve.

CARRIED

G.3. INFRASTRUCTURE

G.4. CORPORATE SERVICES

G.4.1. Policy Review - Policy #145 - Municipal Reserve Policy

- 444-2022 Councillor Kuerbis MOVED that Council approve the revisions made to Policy #145 - Municipal Reserve Fund as presented.
- CARRIED

G.4.2. Provincial Education Requisition Credit (PERC) Application

- 445-2022 Councillor Sayers MOVED that the County write off the municipal portion of the outstanding taxes for the following oil and gas companies as listed below:
- Canadian Oil & Gas International Inc. - \$5,135.67
Verity Energy Ltd. - \$77,733.32
Tuscany Energy Ltd.- \$39,518.50
Sanling Energy - \$5,027.17
- CARRIED
- 446-2022 Councillor Kuerbis MOVED that the Administration make an application for the Provincial Education Requisition Credit (PERC) in the amount of \$12,023.68.
- CARRIED

G.5. ADMINISTRATION

G.5.1. Change to LAPP Vesting Period and Update to County Policy #159

- 447-2022 Councillor Kuerbis MOVED that County Council accept the recommended changes to County Policy 159 Local Authorities Pension Plan (LAPP) around vesting.
- CARRIED

G.5.2. Labour Relations Committee

- 448-2022 Councillor Sayers MOVED that County Council disband the Labour Relations Committee.
- CARRIED
- 449-2022 Councillor Kuerbis MOVED that Policy 130 - Labour Relations Committee be rescinded.
- CARRIED

Deputy Reeve VanderVeen recessed the meeting at 12:10 p.m.

The meeting reconvened at 12:46 p.m. with all members of Council present as previously stated.

H. NEW BUSINESS

I. CORRESPONDENCE

I.1. Twp 9-4 Concerns

- 450-2022 Councillor Sayers MOVED that a letter be sent to Barbi Thordarson regarding her concerns with Twp Road 9-4.
- CARRIED

I.2. CAMA (Canadian Association of Municipal Administrators)

- 451-2022 Councillor Kuerbis MOVED that the letter from CAMA be accepted for information.
- CARRIED

J. COUNTY COUNCIL AND COMMITTEE UPDATES

J.1. Lethbridge County Council Attendance Update - November & December 2021

- 452-2022 Councillor Kuerbis MOVED that Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - November & December 2021", identifying the activities and events attended by Lethbridge County Council for the months of November and December 2021 as information.
- CARRIED

K. **CLOSED SESSION**

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

453-2022 Councillor MOVED that the Lethbridge County Council Meeting move into Closed
Zeinstra Session, pursuant to Section 197 of the *Municipal Government Act*, at
1:09 p.m. for discussion on the following:

K.1. - Land Disposition (*FOIP Section 25 - Disclosure harmful to economic and other interests of a Public Body*)

Present during the Closed Session:
Lethbridge County Council
CAO
Senior Staff
Administrative Staff
CARRIED

454-2022 Councillor MOVED that Lethbridge County Council Meeting move out of the
Kuerbis closed session at 1:20 p.m.

CARRIED

L. **ADJOURN**

455-2022 Councillor MOVED that Lethbridge County Council Meeting adjourn at 1:21 p.m.
Zeinstra CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Rescind Policy 350: Public Road Right-of-Way - Requests for Information & Regulatory Signs
Meeting: Council Meeting - 03 Feb 2022
Department: Municipal Services
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 19 Jan 2022

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Policy 350: Public Road Right-of-Way - Requests for Information & Regulatory Signs is quite old and is no longer relevant to current operations. This Policy allows for the public to apply for either a regulatory or information sign.

Currently, Public Operations determines what regulatory signage is required for the safe operation of vehicles and equipment on county infrastructure, and installs signage in the proper location based on engineering standards. Requests for the installation of information signs within a road allowance are very infrequent, and business signage on private property is regulated through the Land Use Bylaw in which an application must be made to the county.

RECOMMENDATION:

Council rescind Policy 350 Public Road Right-of-Way - Requests for Information & Regulatory Signs.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 350 Public Road Right-of-Way - Requests for Information & Regulatory Signs

BACKGROUND INFORMATION:

This is being brought forward as part of administrations continual review of county policies. Policy 350 is almost 30 years old, and even though it was updated over 10 years ago, it is no longer required.

Operations determines, based on legal requirements and standards, what signage is installed and where it is installed. Even though Policy 350 is an application which can be denied, there may be a expectation from the Public that they can determine where signage should be placed.

ALTERNATIVES / PROS / CONS:

Alternative 1: Leave the current Policy in place

PRO: The public could apply for a sign if they feel it is needed

CON: Perception could be that the public can determine where signage should be placed

FINANCIAL IMPACT:

None

REASON(S) FOR RECOMMENDATION(S):

This Policy is redundant and no longer required.

ATTACHMENTS:

[Policy 350](#)



County of Lethbridge Policy Handbook

| | | | |
|----------------------|---------------------------|-----------------|---|
| EFFECTIVE: | September 11, 1993 | SECTION: | 300 NO. 350 |
| APPROVED BY: | County Council | SUBJECT: | Public Road Right-of-Way – Requests for Information & Regulatory Signs |
| REVISED DATE: | August 19, 2010 | | |

The purpose of the policy is to direct individuals and organizations that request traffic information/regulatory signs to be installed within municipal road right-of-way and provides an approval process that the applicant must follow.

1. The person or individuals requesting a sign(s) shall submit a written application (attached) to the County of Lethbridge. They must identify what type of sign requested and confirm the exact location site.
2. If the request is for a "regulatory sign", the Superintendent of Municipal Services shall inspect the site, get a favorable response from other departments including the RCMP and keep a record of all applications.
3. Should the applicant request the sign(s) to be placed on the public road allowance, it will remain the responsibility of the County of Lethbridge to ascertain if this is a proper and correct place for the placement of the sign(s), and the size and dimension of the signs.
4. All costs associated with the place of information signs will be billed to the applicant.
5. Once the applicant accepts the responsibility to pay the material and installation costs of information signs, the work will be carried out as soon as possible by County of Lethbridge personnel.
6. If the request for a sign(s) is to be placed on private property, the applicant will be given names of appropriate sign suppliers. The County of Lethbridge will not contribute toward funding any sign(s) placed on private property.

REQUEST FOR SIGN



Date: _____

To: County of Lethbridge
Attention: Superintendent of Municipal Services
#100, 905 – 4 Avenue South
Lethbridge, AB T1J 4E4

Applicant Name: _____

Mailing Address: _____

Service Address: NE SE NW SW _____ W4M
Section Township Range

Type of Sign Requested: _____

Amount of Signs Requested: _____

Range Road: _____ Township Road: _____

Give Exact Placement of Signs on Land: _____

Notes/Comments: _____

Placed on Public Road Allowance? ☐ Yes ☐ No

Placed on Private Property? ☐ Yes ☐ No

By signing this form, the applicant hereby accepts any costs associated with the placement of sign(s), and the capital cost of materials will be billed to the applicant making the request.

When the applicant accepts the responsibility to pay for the sign(s), the work will be carried out as soon as possible by County personnel and equipment. The applicant will be billed accordingly.

Applicant Signature

Superintendent of Municipal Services

| FOR OFFICE USE ONLY | | | | | |
|---------------------|--|---------------|--|---------------|--|
| Request No: | | Approved: | | Paid in Full: | |
| Date Installed: | | Installed by: | | Invoice: | |

AGENDA ITEM REPORT



Title: SMRID Pipeline Installation Waiver Request
Meeting: Council Meeting - 03 Feb 2022
Department: Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 26 Jan 2022

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Saint Mary River Irrigation District (SMRID) is requesting a setback waiver for the installation of an irrigation pipeline. Currently, Policy 353 states any pipelines parallel to the county road allowance shall be at least 15 meters from the road allowance.

The SMRID is requesting to install an irrigation pipeline within the existing county road allowance to allow for the delivery of irrigation water through a pipeline to a few users within and adjacent to the Pater Subdivision. The existing road is a dead end, and as such traffic on this road is minimal.

RECOMMENDATION:

Council approve the Saint Mary River Irrigation District pipeline installation waiver within the west ditch of the Range Road 21-0A road allowance as per the plans provided.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 353 does not allow for this request to be approved by Administration.

BACKGROUND INFORMATION:

The SMRID has been converting open ditch canal delivery systems to pipelines for some time, and this project is part of their conversion of the concrete canal along Highway 512 to pipeline.

The previous irrigation system discharged water from the Highway 512 canal into the County's east ditch on Rge Rd 21-0A which supplies water to a few parcels in that area. As part of this project, the SMRID would like to install a pipeline in the west ditch of Rge Rd 21-0A. Discussions between SMRID and adjacent landowners were not successful which is why the SMRID is proposing to install the pipeline in the County ditch.

There is minor scouring at the existing discharge point that the SMRID has agreed to remediate as part of this project.

ALTERNATIVES / PROS / CONS:

Alternative 1: Reject the application

PRO: The pipeline would not be located in the County road allowance, making it easier to complete work in that area, if required in the future.

CON: The SMRID may incur additional expense to place the pipeline on private lands, or may not get permission at all.

FINANCIAL IMPACT:

None

REASON(S) FOR RECOMMENDATION(S):

County Policy 353 states that if the county requires this pipeline to be relocated for maintenance or construction, the relocation will be at the cost of the applicant.

ATTACHMENTS:

[Policy353PipelineCanalandUtilityCrossings BDgGrB
LW20009 DWG-03 \(WKRG GL-01\)](#)



Lethbridge County Policy Handbook

EFFECTIVE: February 7, 1975

SECTION: 300 NO. 353 Pge 1 of 7

APPROVED BY: County Council
Crossings

SUBJECT: Pipeline, Canal and Utility

REVISED DATE: October 7, 2021

1. GENERAL CONDITIONS

- 1) The applicant of any proposed buried crossing within Lethbridge County's road allowance or other property shall submit a written application together with a detailed set of drawings to Lethbridge County for approval, prior to any works being undertaken. Drawings shall be prepared by a Professional Engineer for large system operators such as Water Co-ops, Utility Providers, and Irrigation Districts. An application form is included in Appendix "A".
- 2) The applicant shall accept responsibility for road closures, register all road closures at the Picture Butte office and include a plan for the erection of proper signs, barricades, etc.
- 3) The applicant shall assume the role of "Prime Contractor" for the entire duration of the project and shall accept all responsibilities for accidents, injuries, incidents, and property damage as a result of the applicant's activities.
- 4) The Infrastructure Manager or designate shall be authorized to approve or deny applications and outline specifications or requirements which are necessary, and may also authorize deviations from the County's requirements.
- 5) The applicant shall sign an agreement to comply with all conditions set forth in the approval.
- 6) All approvals shall contain the following basic conditions:
 - Seventy-two hours' notice must be given to the County prior to commencing any activity. Notice must be given to: crossings@lethcounty.ca
 - Owner must carry general liability insurance, with an Insurer licensed in Alberta, in an amount not less than \$2,000,000 inclusive per occurrence, (annual general aggregate, if any, not less than \$5,000,000) insuring against bodily injury, personal injury and property damages, including loss of use thereof. Proof of insurance must be provided with the application.
 - Owner must meet all conditions as set forth in the approval or be subject to the County restoring the site to original condition and charging the owner for all costs incurred.
- 7) All buried crossings on all road allowance, either developed or undeveloped, are required to be installed at a minimum depth of 2.5 metres from the top of the pipeline to the lowest ditch elevation. The Infrastructure Manager or designate may require and increased depth of cover depending on the location. Refer to Drawing: 323-05A
- 7a) The Infrastructure Manager or designate may authorize a reduction in the minimum depth of cover for the pipeline based on engineered plans.



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EFFECTIVE: February 7, 1975

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APPROVED BY: County Council
Crossings

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- 8) All buried crossing roadways shall be installed by horizontal boring or push-pipe unless otherwise authorized
- 9) All buried crossings shall be installed perpendicular (90 degrees) to the road allowance in all circumstances, unless otherwise authorized by the County. Applicant must identify the angle of the proposed pipeline alignment to the County's road allowance.
- 10) All buried crossings shall be clearly marked with warning signs on each side of the road allowance as shown Drawing 323-05A. The sign must be placed on the boundary of the road allowance.
- 11) Other than emergency maintenance work, construction shall take place during the County's working hours without express consent from the County
- 12) The applicant shall be responsible for notifying Alberta One Call prior to any ground disturbance
- 13) The applicant shall be responsible for maintenance of the crossing area for a two (2) year period from completion of the project. The applicant shall perform maintenance at the crossing location as required or as requested by the County. Should the applicant refuse to complete any maintenance required, the County will perform the maintenance and will invoice the applicant for all charges associated with the work required.
- 14) The applicant shall accept responsibility for any damages or repairs required to the applicant's pipeline/utility line at the crossing location. The applicant shall also accept responsibility for any repairs required to County infrastructure as a result of the applicant's activities including but not limited to maintenance, repairs, or pipeline failure resulting in damage to County infrastructure. Should the applicant refuse to complete any repairs required, the County will perform the repairs and will invoice the applicant for all charges associated with the work required.
- 15) For any application submitted, the County reserves the right to require the applicant to enter into a crossing agreement.
- 16) The applicant shall provide to the County the name and contact information of the prime and any sub-contractor on site conducting the work. All Contractors MUST be approved by the County prior to any work taking place.
- 17) Approvals and inspection fees shall be charged in accordance with the Lethbridge County Schedule of Fees By-Law. Upon completion of a post construction site inspection and compliance of all requirements is verified, a \$100.00 portion of the applicant fee will be reimbursed to the applicant.
- 18) The applicant agrees to alter or relocate the pipeline at the applicants sole expense should it be required at any time by the County for construction or maintenance other than as stated in Section 5 Point 8.



Lethbridge County Policy Handbook

EFFECTIVE: February 7, 1975

SECTION: 300 NO. 353 Pge 3 of 7

APPROVED BY: County Council
Crossings

SUBJECT: Pipeline, Canal and Utility

REVISED DATE: October 7, 2021

19) Upon request by the County the applicant agrees to verify any as-built elevations of the applicants pipeline at any location within the road allowance.

2. OPEN CUT INSTALLATIONS

Open Cut installation may be denied by the County, however should it be approved the applicant must comply with the following:

- 1) All backfill material for the roadway structure shall be uniform, suitable, and compacted to a minimum of 95% SPD (Standard Proctor Density) for all lifts from 1.0 metre below finished grade to the bottom pipeline elevation. Material from 1.0 metre below finished grade to 0.3 metres below finished grade shall be compacted to 98% SPD and the final lifts from 0.3 metres below finished grade to finished grade shall be compacted to 100% SPD. Compaction lifts shall not exceed 0.15m in depth from finished grade to 1.0m below finished grade. All other lifts shall not exceed 0.3 meters in depth.
- 2) The reuse of material is acceptable, however care must be taken to ensure the material is not contaminated.
- 3) Compaction testing shall be performed on all crossings by a certified soils testing laboratory and testing results must be provided to the County within 24 hours of testing. Compaction testing frequency shall be as follows:
 - a) Minimum one test from pipeline elevation grade to 1.0 metre below finished grade.
 - b) Minimum one test from 1.0 metre below finished grade to 0.3 metres below finished grade
 - c) Minimum two tests from 0.3 metres below finished grade to finished grade
 - d) The Infrastructure Manager or designate may request additional testing as required
- 4) The applicant shall backfill material other than within the roadway structure to 95% SPD.
- 5) The applicant is not permitted to reuse aggregate from the County roadway
- 6) The applicant shall uniformly place aggregate on the road top over the entire disturbed area with Alberta Transportation Designation 4 Class 20 aggregate. A spread rate of 0.5 cubic metres per lineal metre of roadway shall be used.
- 7) A sieve analysis shall be provided to the County for the aggregate to be placed on the County road at least 72 hours prior to placement.
- 8) Pit run shall not be used from finished grade to 0.5 meters below finished grade when backfilling the road crossing.



Lethbridge County Policy Handbook

EFFECTIVE: February 7, 1975

SECTION: 300 NO. 353 Pge 4 of 7

APPROVED BY: County Council
Crossings

SUBJECT: Pipeline, Canal and Utility

REVISED DATE: October 7, 2021

- 9) The applicant shall be responsible for maintaining the crossing location for a two (2) year period from the completion of the installation. Any settlement of the crossing within a two year period shall be repaired by the applicant within 72 hours of notification at the applicants sole cost to the satisfaction of the Infrastructure Manager or designate.
- 10) Should the roadway condition at the crossing location be deemed by the County as a potential cause of imminent danger then the County will take appropriate steps to mitigate the safety concerns and all repair costs will be invoiced to the applicant.
- 11) Ditch slopes and grades must meet the pre-construction cross section elevation and be uniform throughout. There shall be no impedance of water in the ditch as a result of the crossing.
- 12) The applicant shall be responsible for stripping the topsoil and stockpiling it separately from other materials. Topsoil shall be uniformly placed back on the backfilled surface and seeded with a grass seed mix as required by the Lethbridge County Agricultural Service Department.
- 13) All requirements within Section 2 apply to a typical gravelled county roadway. Any other type of roadway such as asphalt or calcium stabilized shall have different requirements that will be specified on a case by case basis.
- 14) A Traffic Accommodation Plan will be required for all open cut installations.

3. ENERGY PIPELINE CROSSING

- 1) All pipelines installed parallel to the County's road allowance shall maintain a minimum setback of 15 metres from the road allowance boundary
- 2) All pipeline construction shall conform to the regulations specified by the Energy Resource Conservation Board, Alberta Utilities Commission and the regulations of the Alberta Pipeline Act (1975), Gas Distribution Act (2013) or recent revision thereof.
- 3) Pipelines crossing road allowances must extend a distance of 15 metres on either side of the existing road allowance.
- 4) No horizontal or vertical deflections are permitted in the pipeline within 15 metres of the road allowance



Lethbridge County Policy Handbook

EFFECTIVE: February 7, 1975

SECTION: 300 NO. 353 Pge 5 of 7

APPROVED BY: County Council
Crossings

SUBJECT: Pipeline, Canal and Utility

REVISED DATE: October 7, 2021

4. POTABLE WATER PIPELINE CROSSING

- 1) All waterlines installed parallel to the County's road allowance shall maintain a minimum setback of 15 metres from the road allowance boundary
- 2) No horizontal or vertical deflections are permitted in the pipeline within 15 metres of the road allowance
- 3) There shall be no appurtenances installed within the road allowance including but limited to structure, chambers, valves, signs, etc. unless otherwise approved by the Infrastructure Manager or designate.

5. IRRIGATION OR RAW WATER PIPELINE CROSSING

- 1) All pipelines installed parallel to the County's road allowance shall maintain a minimum setback of 15 metres from the road allowance boundary
- 2) Applicant must provide a detailed cross section drawing of the crossing location showing key elevations of the entire roadway structure and ditches within the road allowance
- 3) There shall be no appurtenances installed within the road allowance including but limited to structure, chambers, valves, signs, etc. unless otherwise approved by the Infrastructure Manager or designate.
- 4) Applicant must indicate the size and type of material of the pipeline
- 5) No horizontal or vertical deflections are permitted in the pipeline within 15 metres of the road allowance
- 6) Applicant must identify any canal closures resulting from the installation of the irrigation pipeline
- 7) Applicant must identify any Bridge File crossings no longer required resulting from the installation of the irrigation pipeline
- 8) The County will provide the applicant 120 days notice to allow sufficient time to relocate or alter the applicant's pipeline. Should the expiration of the 120 day notice period occur after the seasonal shutdown, relocation or alteration to the applicant's pipeline shall be completed by the notice period expiration date. Upon the provision of suitable evidence an extension to the 120 day notice period may be granted if requested. Should the expiration of the notice period occur prior to the completion of the current year irrigation season, the applicant shall immediately upon completion of the current year irrigation season, commence the relocation or alteration to the applicant's pipeline and shall be completed as soon as practicable. In consideration of annual budget approval requirements and timing for detailed design, the County will reserve the right to require pipeline relocation requests made to the applicant prior to February 1st of each year be



Lethbridge County Policy Handbook

EFFECTIVE: February 7, 1975

SECTION: 300 NO. 353 Pge 6 of 7

APPROVED BY: County Council
Crossings

SUBJECT: Pipeline, Canal and Utility

REVISED DATE: October 7, 2021

completed prior to seasonal start-up of that year regardless of the 120 day notice period.

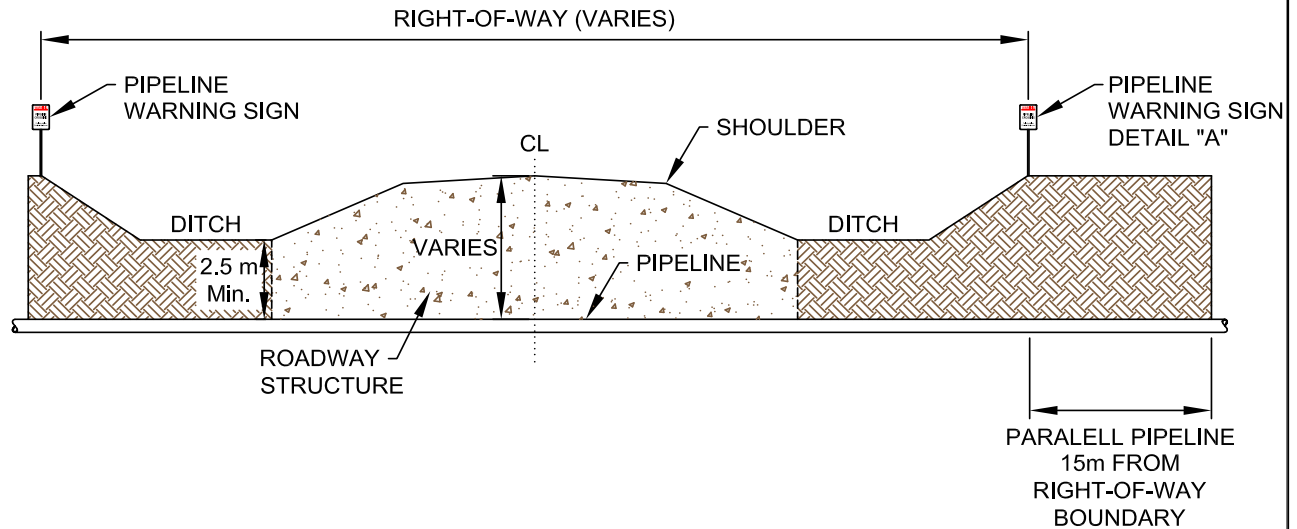
6. IRRIGATION OR RAW WATER CANALS CROSSING

- 1) All irrigation or raw water canals crossing Lethbridge County road allowances shall be designed by a Professional Engineer in the Province of Alberta to the satisfaction of the Infrastructure Manager or designate.
- 2) Any modifications to existing canals whether under an existing crossing agreement or not, shall require a new approval and a new crossing agreement shall be required.

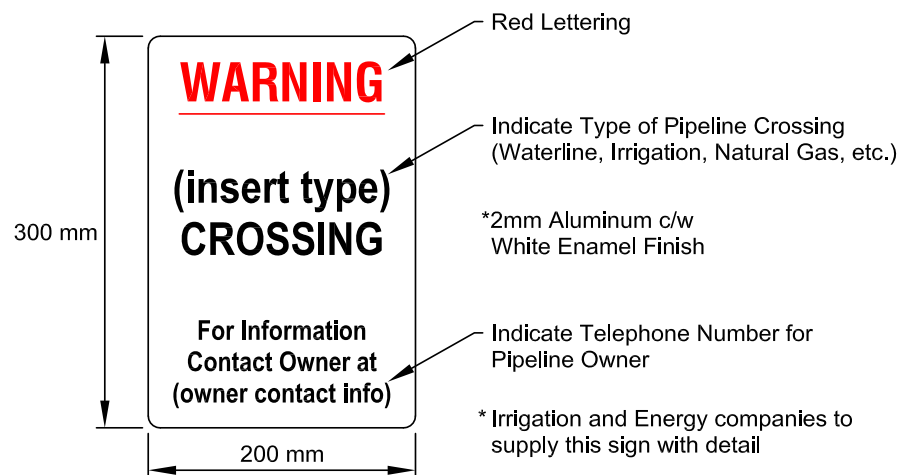
7. BURIED ELECTRICAL CROSSINGS

- 1) Unless an agreement exists between the County and the electrical service provider, the specifications contained within this Policy shall apply to all buried electrical crossings.
- 2) All applicable Local and Provincial approvals must be obtained prior to any work taking place
- 3) All buried electrical lines must conform to the regulations specified by the Electrical Inspector in conjunction with the regulations of the Electrical Protection Act.

SECTION VIEW



DETAIL A



Policy # 353
Pipeline, Canal and Utility Crossings
Road Allowance Crossing

Drawn by: D. Thiele

Scale: N.T.S.

Date: October 7, 2021

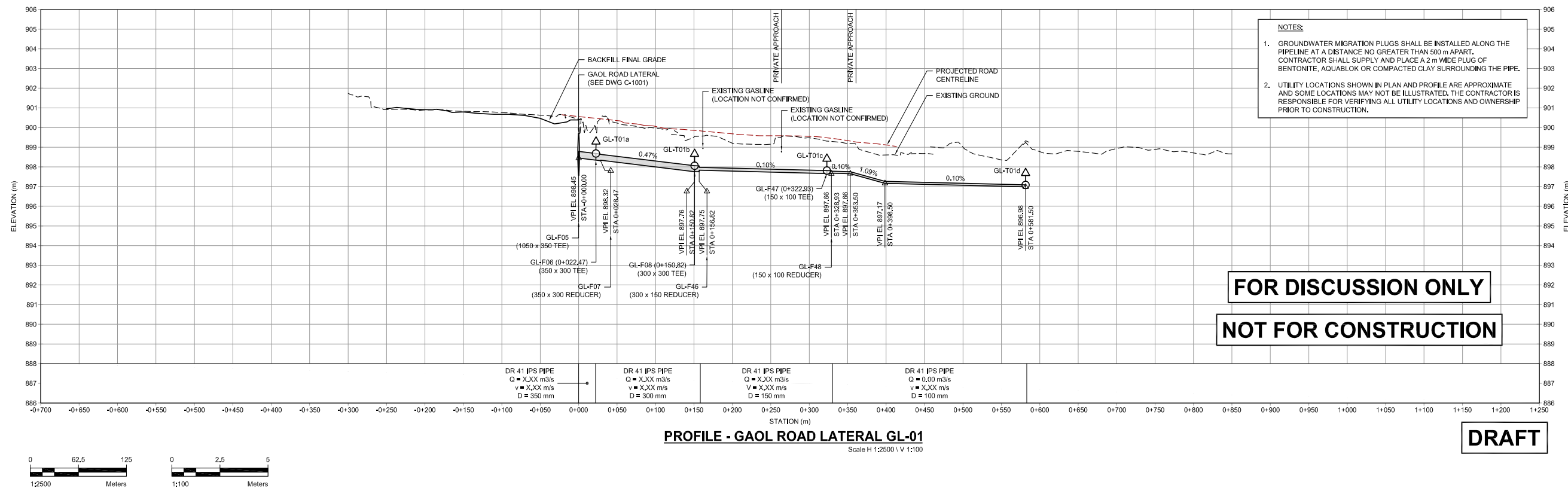
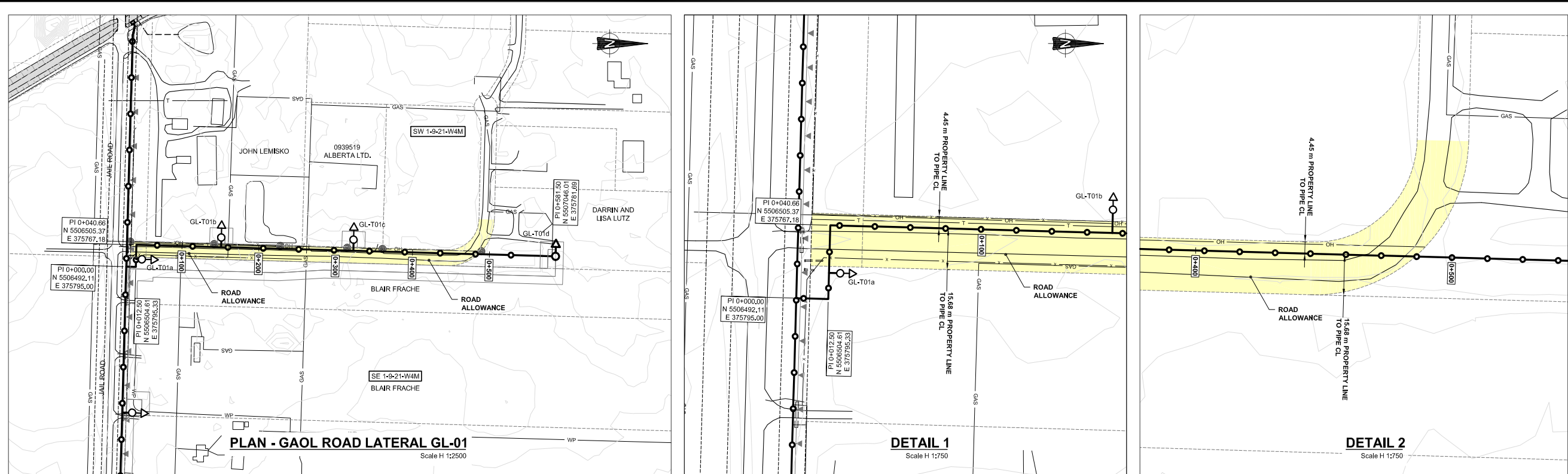
Dwg. No.: 323-05A



PIPELINE, CANAL AND UTILITY ROAD CROSSING APPLICATION FORM

Complete this form and return to crossings@lethcounty.ca
Incomplete submissions will not be processed.

| | | |
|---|--|---|
| 1. Applicant / Owner Information: | | |
| Name: St. Mary River Irrigation District (SMRID) | Address: 525 - 40 Street S. Lethbridge, AB T1J 4M1 | |
| Contact Name: Trevor Helwig, P. Eng. | Phone Number: Ph: 403.328.4331 ext. 116 (Direct) | |
| Email: thelwig@smrid.ab.ca | Signature:  | |
| *By signing this document, the applicant agrees to adhere to all specifications contained within Policy 353. | | |
| 2. Consultant / Land Agent Information (if applicable) | | |
| Company Name: Wood E&I | | |
| Address: 3102 - 12 Avenue North, Lethbridge, Alberta T1H 5V1 | | |
| Contact Name: Stacey Russell | Title: Land Agent | |
| Phone Number: 403-634-1616 | Email: Stacey.Russell@woodplc.com | |
| 3. Contractor Information | | |
| Company Name: LW Dennis Contracting LTD | | |
| Address: PO Box 27009, RPO Henderson Lake, Lethbridge AB T1K 6Z8 | | |
| Contact Name: Lloyd Dennis | Title: Owner | |
| Phone Number: 403-382-9505 | Email: lwdennis2@gmail.com | |
| WCB Number: 323313 | | |
| Note: All Contractors MUST be approved by the County prior to any work taking place | | |
| 4. Crossing Details | | |
| Type of Crossing | Type of Roadway/Property | Crossing Location |
| Oil & Gas <input type="checkbox"/> Potable Water <input type="checkbox"/> Raw Water <input checked="" type="checkbox"/> Canal <input type="checkbox"/> Electrical <input type="checkbox"/> Other (specify below) <input type="checkbox"/> | Undeveloped R/W <input type="checkbox"/> Gravel Road <input checked="" type="checkbox"/> Haul Road <input type="checkbox"/> Paved Road <input type="checkbox"/> Other (specify) <input type="checkbox"/> | Rge Rd or Twp Rd <u>Rge Rd 210A</u> Legal Description <u>SW01-009-21 W4M</u> |
| Road Closure Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Date of Construction <u>Jan 31, 2021</u> | Duration of Construction within R/W <u>5 days</u> Days |
| Pipe/Casing Diameter <u>300</u> mm | Pipe/Casing Material <u>PVC</u> | Method of Installation Open Cut <input checked="" type="checkbox"/> Directional Drill <input type="checkbox"/> Note: Open Cut not permitted on Paved Roads |
| 5. Application Checklist | | 6. Other Information |
| Completed Application <input checked="" type="checkbox"/> Engineered Drawing(s) <input checked="" type="checkbox"/> Proof of Insurance <input checked="" type="checkbox"/> WCB Certificate <input checked="" type="checkbox"/> Traffic Signage Plan <input checked="" type="checkbox"/> | | The Applicant shall assume the role of "Prime Contractor" for the entire duration of the project. Applicant must provide 72 hours notice prior to commencing any activity by contacting: crossings@lethcounty.ca , 403-328-5525 - Cole Bodnaruk. Fees for this application are outlined in the County's Schedule of Fees available at www.lethcounty.ca . |
| 7. Additional Details (Please provide any relevant information not noted above) | | |
| <p>The SMRID has historically delivered water utilizing a ditch along the east boundary of SW1-9-21-W4M to deliver water to irrigators in Section 1-9-21-W4M. Due to development, Rge Rd 210A was constructed to provide access to subdivisions and the ditch was combined with the road backslope. Currently the SMRID is attempting to upgrade irrigation works to reduce seepage and is willing to replace this ditch with a pipe.</p> <p>The SMRID has attempted to place the pipe on private property but has not been able to come to an agreement with landowners. Owners along this route have noted that this ditch is prone to flooding downstream parcels. Due to the water being adjacent to the road, a pipe will also reduce the potential for road saturation and degradation.</p> <p>Wood engineers have reviewed survey data and determined the existing delivery culverts are at bottom of the east ditch, indicating there is no excessive erosion of the ditch. A cursory overview of the topography indicates minimal drainage is collected by this ditch, however it may remain in place if desired, provided the culverts crossing the road are plugged.</p> | | |
| Lethbridge County Use Only | | |
| Name: _____ | Date: _____ | |
| Title: _____ | Signature: _____ | |
| Comments: _____ | | |



AGENDA ITEM REPORT



Title: 2022 Level of Service - Public Works Operations
Meeting: Council Meeting - 03 Feb 2022
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 19 Jan 2022

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Administration had previously developed over several years a Level of Service (LOS) Policy document that formalizes the majority of gravel road services and maintenance the Public Works department provides to County stakeholders. As the budget is approved annually and finite, the LOS policy provides clear direction as to the services provided.

The LOS policy is intended to provide a baseline of the core services, not an exhaustive list of Public Works daily/weekly/monthly/yearly operations. The LOS baseline provides a targeted LOS that council approves to be provided to the service area. Within the policy, the public can have a tangible view of the maintenance operations goals and targets for maintenance on an annual basis. This will be a key communication device in establishing future priorities for maintenance requirements and be in essence a living document as annual requirements will vary with demands, growth, weather conditions, etc.

Every year the policy will be brought forward with revisions for Council approval. This will include increases or decreases to established LOS.

The proposed LOS attached will be for the 2022 operational year.

RECOMMENDATION:

Council consideration for adopting the 2022 Level of Service Policy for Public Works maintenance.

This will be the basis for the budget estimated for 2022 operations.

Rescind policy 351 - Market Access Network - Haul Routes, this is repetitive as the Haul Route Network is represented in the 2022 Level of Service Policy for Public Works and budgeted accordingly for annual maintenance.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved the budget for 2022 operational services during budget deliberations in the fall of 2021. The 2022 Public Works LOS formalizes the services to be provided for spring/summer/fall of 2022.

LOS History

Council approved the Public Works Operational Level of Service in July 2021, after several workshops and strategic discussions.

The 2021 LOS represented the calendar year and the LOS was to be brought back to Council for approval during budget deliberations as this will set the operations directive for 2022.

Prior to this, the County had a LOS that was last updated in 2012. The current LOS policy document has replaced that format.

BACKGROUND INFORMATION:

Establishing a LOS for the County is not a small undertaking as the demands of the stakeholders need to be considered and balanced against fiscal responsibility. Administration has conducted several LOS workshops in regard to Public Works service targets and the options within the budget context. Administration has prepared best-case scenarios within the given annual budget to formulate what are reasonable targets.

By implementing measurable and realistic goals the service level targets can be relatively set. Once these targets are set this provides a baseline of service and defined levels that can be relayed to the public. As the public can then be aware of the LOS by way of specific details, the County can then further analyze demands and adjustments necessary through further public engagement.

ALTERNATIVES / PROS / CONS:

The LOS is a living document, Council can direct changes to the LOS to administration to be brought forward for council resolution at a future meeting of Council.

In future years the LOS could be brought forward in the fall for all departments for budgetary planning purposes and set the LOS for administration to build upon or change accordingly.

FINANCIAL IMPACT:

Budget considerations for 2022 and beyond are contained within the policy, as well as prior year budget commitments providing a baseline for the estimated budget. As the LOS forms the budget requirements to provide service through the Public Works department this will be reviewed annually.

As Council approves a set budget for service provision, it is then developed and detailed by the administration to indicate what services can be provided within that budget.

REASON(S) FOR RECOMMENDATION(S):

To ensure the stability and direction of services to the stakeholders of Lethbridge County it is important to stipulate a baseline LOS that will be formed from an approved budget. Due diligence of administration is working within the approved budget to deliver services based on Council priorities and field-level observations of maintenance needs.

LOS are living documents that require flexibility as weather conditions and road usage can often present challenges for maintenance. Hence why this will be brought forward every subsequent fall to provide direction for budgetary and LOS adjustments from Council.

ATTACHMENTS:

[2022 SUMMER Operational LOS](#)

[351 Market Access Network Haul Routes](#)

Public Works Operational Level of Service



**Created January 2020
Council Approval Revised February 2022**

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Appendices

1. Grading and Gravelling LOS Targets 2021
2. Construction Guidelines 2021
3. Grader Divisions
4. Consequence Table – Gravel Roads
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 - Lethbridge County Road Grading – Priority Classification
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 - Haul Route (HRN) – Priority Classification
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1. Purpose, Considerations, and Level of Service

Purpose

The purpose of this document is to advise Council of the current Level of Service residents and businesses are being provided and to communicate this Level of Service of Public Works annual operations to the residents and businesses throughout Lethbridge County. Municipal roadways are divided into four classifications based on the frequency of maintenance occurrences. These classifications are as follows:

- Classification 1 Roadways
 - High traffic volume (>100 AADT (annual average daily traffic))
 - Important to economic and social activity
 - Thorough connectivity
- Classification 2 Roadways
 - Medium traffic volume (25<100 AADT)
 - Thorough connectivity
- Classification 3 Roadways
 - Low traffic volume (25< AADT)
 - Connectivity
- Classification 4 Roadway
 - Unmaintained or undeveloped road allowance

This classification of roadways will accommodate the majority of traffic. The goal of Lethbridge County is to provide gravel road maintenance as effectively and efficiently as possible to maintain a safe and sustainable transportation network maintenance program for the community. Expectations of gravel roadways are variable throughout the regions of the County and to expect roadways with limited to no wash boarding and rutting should not be expected at all times. The goal of Lethbridge County is to maintain road surfaces at safe driving conditions as often as reasonably possible while working within the limitations of the current Level of Service, resources, budget constraints, economic activity, and weather conditions. With proper use of systematic processes, equipment, personnel, and adequate funding this goal can be obtained. Patience and flexibility is required to adapt to a large variety of circumstances and conditions within the municipality. Maintenance activities provided within the level of service is a guideline of average maintenance, conditions may exist at any time that effect the timing and delivery of services.

Lethbridge County maintains approximately 1782 kilometers (1107 miles, regular – 969 miles, base stabilized 138 miles) of gravel roadways which is separated into 7 grader divisions, with 8 district graders for equipment and 8 operators. Each division ranges in size from 147 to 312 kilometers (92 to 195 miles) due to traffic volumes and intensity.

In addition, Lethbridge County provides maintenance on all hard surface roadways throughout the municipality including hamlets.

Plan Considerations

Lethbridge County considers multiple factors while developing levels of service for gravel roadway grading and gravelling. These factors include, but are not limited to the following:

- Public Safety
- Budgetary amounts for activities
- Industrial Site Activity
- Intensive Livestock Activity
- Intensive Irrigation Crop Activity
- Stable Economic Activity
- Competent personnel
- Ability to maintain emergency services
- Environmental impacts
- Historic weather conditions and temperatures
- Protection of property
- Effective resource allocation
- School bus routes

Service Statement

The grading and gravelling control objectives of the County are to:

- Provide safe travelling conditions for motorists
- Provide cost effective gravel road maintenance services
- Reduce economic losses to the municipality and businesses
- Assist emergency services transportation
- Provide safe, passable roads

Lethbridge County has a commitment to provide effective and efficient gravel road maintenance to its citizens. However, it must be realized that circumstances may delay and/or prevent the completion of this plan 100% of the time. Some circumstances are;

- Unforeseen emergencies
- Services requested/required that are outside of the normal
- Parked or stalled vehicles that restrict operations
- Weather so severe as for crews cannot complete tasks
- Inadequate equipment
- Mechanical failures
- Illness
- Lack of competent personnel
- Lack of materials (gravel)

Scope of Responsibility

Lethbridge County is responsible for maintenance on municipal roads within the municipal boundary. Provincial highways within Lethbridge County boundary are maintained by Alberta Transportation controlled contractors. Lethbridge County does not grade or gravel roadways that are private roadways.



Level of Service (LOS)

It is the expectation of our citizens that we keep all municipal roads sufficiently passable throughout the year. To accomplish this expectation, Lethbridge County will provide, to a reasonable extent, grading and gravelling services consistent with general accepted standard practices. Each year is unique and comes with its own challenges. Challenges that will heavily influence when and what services are delivered include;

- Air and road temperatures
- Precipitation type
- Precipitation amount
- Traffic activity
- Deviation from the defined program
- Availability of supplies
- Availability of personnel
- Availability of equipment

Grading and Gravelling Activity

Grading and gravelling maintenance activities are directed to achieving and maintaining relatively safe traffic movement on Lethbridge County roadways. Therefore, efforts are categorized into 3 roadway classifications for maintenance and a 4th for undeveloped road allowance, this is based on historic data and operator feedback.

The maximum level of service is reached when all gravel roadways are on schedule and receiving maintenance activities as outlined in Appendices. The service activities and frequency of each gravel roadway classifications are outlined below:

| Classification | Grading Frequency (weeks) | Gravelling Frequency (years) |
|----------------|---------------------------|------------------------------|
| 1 | 2-3 | 1-3 |
| 2 | 3-8 | 3-6 |
| 3 | 8-18 | 6-10 |
| 4 | 0 | 0 |

As an enhanced service, targeted intersection areas that have historically required additional maintenance are stabilized using contract resources to apply MG30 to the roadway surface. This treatment significantly reduces the development of wash boarding in these acceleration and deceleration areas.

Gravel spread rates will vary depending on the existing road conditions, typical road gravelling will be 200-300 tonne per mile. Spot gravelling for specific areas will be as required.

Roadway vegetation control on gravel roads will be through the ASB LOS through submission and approval by the Supervisor of ASB and PW accordingly. Coordination will be established between grading activity and chemical application, primarily focused on low volume roadways.



Gravel Pits (County Owned and Operated)

Lethbridge County owned gravel pits and will be operated in accordance with AEP guidelines for gravel pits. Reporting on activities will be through survey or drone imagery.

Gravel pit maintenance, stripping and reclamation will be done by internal staff. Seeding of topsoil and subsoil piles will be completed by the ASB on an as needed basis.

External contractors will be hired for gravel processing within County aggregate pits.

Haul Route Access Network (HRN)

The Haul Route Network (HRN) is comprised of 138 miles (2020) of 4 inches of stabilized gravel of varying widths from 7-9 meters on County gravel roadways. The Haul Route Access Network will be evaluated on an annual basis to determine mileage to be rehabilitated and recrowned. The number of miles to be repaired will be determined by the shape of the crown, potholing, surface raveling and other surfacing considerations.

The HRN will be adjusted annually for required maintenance depending on the deterioration of the roadways through field evaluation. Attention in the spring will be in addressing the surface of the roadway to address roughness and rideability for the public. The HRN has been classified into 3 priority classes for annual maintenance activities based on traffic volumes:

- Priority 1 – 48 miles
- Priority 2 – 48 miles
- Priority 3 – 42 miles

HRN treatment with calcium stabilization products will be dependent on the cross sectional values of the roadway to be treated. As roads are naturally widened or pushed out (the ideal width being 8 to 8.5 meters wide) they become more difficult to maintain a proper crown, and hence existing gravel mat becomes cost prohibitive for stabilization.

Spring maintenance (April through to June) will involve a water-grade-pack (WGP) practice to bring roadways into a proper shape and address raveling and pothole areas.

Summer maintenance (June through to September) activities will involve calcium injection into the gravel mat through grading or milling activities. The calcium liters applied per square meter will be based on retention of calcium in gravel surface, typical will be estimated at 2 to 3 liters per square meter. As conditions allow additional WGP roadways will be targeted due to deterioration in addition to calcium treated roadways.

Fall maintenance (September through to October) activities will involve WGP treatments of high traffic HRN roadways prior to winter.

As weather allows areas of the HRN that require grading maintenance will be addressed on a case-by-case basis as conditions allow.



Year to year evaluations and data collection of life cycle maintenance requirements will further address the maintenance tactics applied to different sections and whether calcium injection into gravel mat is required.

Road Construction and Rehabilitation

Road construction, rehabilitation and shoulder maintenance will be conducted as required on roadways with consideration for high traffic corridor improvements that address width, geometrics and road material considerations.

Roadways when constructed or rehabilitated will meet a standard road cross section that meets or exceeds the County typical design for gravel roadways. (See attached Appendix 2 for cross section). Roadway design if required by a third-party engineer will be built to design specifications that consider traffic type and quantity on roadway, sightlines, drainage and other associated road construction considerations.

Backslope agreements will be established for projects that require material and sloping outside of the road allowance. Preferably backslope agreements will be entered into with adjacent landowners deferring the purchase of a road allowance widening.

Road allowance widening will be considered for construction projects that require additional width for future roadway development or as required depending on field requirements for material borrow sourcing. Road allowance purchasing typically involves a 5-meter widening on either side of roadway increasing width from a 20-meter road allowance to a 30 meter. Road allowance purchase from adjacent landowner will be based on current assessed value with consideration for land market conditions.

Fencing that is removed for backsloping or construction purposes will be re-established to property line if required at the sole cost of the County. Fencing that can be eliminated as part of project will be treated on a case by case.

Crop damages will be paid for disturbed land outside of road allowance as part of the backsloping required for the project. Crop price per acre will be established through a survey for area of damage, depending on extent this may be done pre and post construction if a discrepancy exists. In consultation with County ASB, establishing a market cost for an agreed upon crop damages payment to landowner will be assessed based on acres damaged. This will be paid the year of construction, if extenuating circumstances or road construction projects that bridge adjoining years will be treated on a case-by-case basis. If a cover crop is to be seeded as a transition this will be in conjunction with the County ASB and the landowner

Seeding of road allowances disturbed by construction will commence upon completion of projects by the County ASB (parameters within ASB LOS) in conjunction with the Public Works department. Areas seeded will be monitored for the re-establishment of vegetation. Topsoil preservation to allow future vegetation growth will be a focus on construction projects. Topsoil material will be stripped from construction sites prior to construction or rehabilitation and then replaced and established on slopes within road allowance and seeded accordingly.

Culverts

Culverts will be inspected for potential maintenance or replacement on a rotational basis as time allows. Within the County there are over 3,000 culverts combined of centerline (bisecting roadway), approaches (within borrow ditch) and bridge sized (1500mm diameter or larger). Culverts are necessary to accommodate overland drainage water from storm events or spring snow melting.

Culverts will be repaired on a case-by-case basis through prioritization from inspection program, with the priority being given to situations where there may be potential damage to private property, County roads and farmland.

Within the asset management plan these will be planned for replacement on a life cycle rotation or as needed basis. As the soil types and culvert usage varies across the County so will the life span of infrastructure. A typical life cycle for a culvert would be 50 years, higher risk locations that accommodate storm flows or high-level crossing may require different applications.

Culvert marking program has been implemented and the majority of culverts have been marked for visibility for operators and the travelling public. Damaged culverts will not be marked until the damage has been repaired and the culvert end protected.

Culvert types:

- Corrugated steel pipe (CSP)
- Plastic (HDPE) corrugated pipe
- Hardened steel liners

Approaches will be constructed in accordance with **Policy 310 – Approach Construction Guidelines**. Upon completion of residential approach, re-established through construction or replacement through annual program determinations the culvert will be added to the asset management program for life cycle tracking and evaluation.

Typical approach size – 500mm (20") diameter culvert

Typical centerline size – 600mm (24") diameter culvert

Larger culverts will be sized as per County, Irrigation districts and/or engineering evaluation to determine flow rates and applicable size and type.

Signage

Regulatory signs will be erected and placed in accordance with accepted provincial and federal guidelines throughout the County.

All municipal signage will be installed as per the following order:

1. As per County bylaw
2. As per provincial guideline
3. As per **Transportation Association of Canada – Manual of Uniform Traffic Control Devices**



Speed limits will follow design guidelines where applicable and be 80 km/hr unless otherwise posted for all gravel roads.

School and playground zones will follow provincial guidelines for installation.

Residential addressing signage will be replaced as needed upon approval of the Director of Public Operations or designate.

Site Triangle Evaluation

When applicable the County will mitigate or put traffic control devices in place for site triangle concerns that are identified through ongoing evaluations.

Hard Surface Maintenance and Repairs

Protective measures and services are applied to hard surfaces to mitigate current and future deterioration as part of the maintenance life cycle for these types of surfaces.

Pothole repairs will be done by contractor or internal staff using a combination of hot mix asphalt and/or cold mix products depending on the evaluation of staff.

Spray patching and crack sealing of all hard surfaces will be done on a rotational basis from visual assessments conducted in the spring to prioritize the deterioration and mitigate potential damages.

Chip seals or oil sealants of roadways will be used as required as a wearing surface to offset or delay future overlays.

Dust Control

Dust control by application of calcium chloride or similar products determined by operations will be provided as a subsidized program with residents making annual applications for a specific distance to be applied on the roadway fronting the applicant's property. Deadline for applications will be April 1 of application year and will be in accordance with **Policy 314 Dust Control**.

Dust control subsidy will be reviewed annually for cost evaluation and approval from council.

Road Sweeping

Road sweeping will be done in the spring for local roads and hamlets. This will be conducted on an annual basis, which will be the primary target or as required if conditions require additional clean up.

Local roads will have paved road shoulders and intersections cleaned from winter debris from sanding activities.

Hamlets and industrial parks will have a third-party contractor operating a street sweeper to clear debris from local streets. Lanes and alleys will not be swept.



Line Painting

Line painting will be in accordance with Alberta Transportation standards for paved road sections with standardized line marking.

Line painting will be completed on all County paved roadways every 2 years. If a roadway is scheduled for an overlay as part of capital infrastructure improvements the roadway will be painted in the given year that improvement is done.

Haul Road Agreements and Land Lock Permits

Haul road agreements will be entered into for landowners restricted by hard surfaces that are banned seasonally or annually. Banned roads limit the movement of implements and supplies.

Land lock permits will be issued to operations who require access for their commodities into and out of their locations.

Road Bans

Road bans for seasonal or inclement weather may be put in place to protect infrastructure as per **Policy 355 – Road Bans**.

Regional road bans within County boundaries will be issued through Transportation Routing and Vehicle Information System (TRAVIS), the provincial road ban site for commercial vehicles.

Due to the large agriculture base and spring seeding the gravel road network will remain ban free unless extenuating circumstances come into effect.

Personnel Responsibility

This document is used by Lethbridge County and has been developed to establish communication channels through which the gravel road maintenance Level of Service can be converted into an effective and understood set of actions. The actions taken by maintenance crews and operators are the result of the directives, policies and procedures established by Council, and administration and approved by the Director of Public Operations.

Operators

The maintenance crews and operators are vital to successful implementation of this existing Level of Service. Maintenance crews and operators are responsible for;

- Providing a timely, effective service for their designated district
- Maintaining equipment
- Documenting maintenance activities
- Maintaining a positive work environment

Supervisors

Supervisors are responsible for:

- Coordination of services to ensure timely, effective coverage as per the Level of Service
- Coordinate with fleet maintenance to ensure proper equipment maintenance is complete
- Collecting and totaling materials used (grader blades, gravel quantities hauled)
- Timely, courteous responses to complaints, requests, and inquiries
- Providing training opportunities for staff
- Maintaining a positive work environment

Management

Management is responsible for:

- Providing adequate resources for operations
- Creating training opportunities for supervisors and operators
- Maintaining material inventories
- Maintaining a positive work environment
- Timely, courteous responses to complaints, requests, and inquiries
- Promote and maintain public awareness and support for gravel road maintenance services

2. Equipment Preparation

All equipment utilized in gravel road maintenance operations are prepared and inspected for readiness and repairs prior and during operations by fleet maintenance.

Primary Gravel Road Maintenance Equipment

Public works uses the following equipment as required;

- 8 – Motor graders
- 1 – Additional Motor grader as required – designated for internal construction projects
- 3 – Highway Tractor with Pup Trailer
- 3 – Highway Tractor with Super B Trailer
- 1 – Water Truck
- 1 – Calcium Application Trucks
- Contract Services for Calcium Applications

Primary Base Stabilization Equipment

Public works uses the following equipment as required;

- 2 – Construction graders
- 1 – Mill Razor Grader mounted



- 1 – Calcium Application Trucks
- 2 – Water Truck
- 1 – Water Tanker
- 2 – Self-propelled pneumatic rollers

Primary Road Construction and Rehabilitation Equipment

Public works uses the following equipment as required;

- 2 – Construction graders
- 2 – Motor scrapers
- 1 – Dozer
- 2 – Tractor w/ pull type padfoot, disc or pneumatic roller
- 1 – Water Truck
- 1 – Tandem

Primary Culvert Maintenance Equipment

Public works uses the following equipment as required;

- 1 – Track excavator
- 1 – Back hoe
- 1 – Tandem
- 1 – Highway tractor and equipment trailer
- 1 – Trench compactor

Primary Hard Surface Road Maintenance Equipment

Public works uses the following equipment as required;

- 1 – Truck mounted spray patcher, crack sealer
- 1 – Trailer for transport of oil products
- 1 – Truck equipped with front mount sweeper

Primary Sign Maintenance

Public works uses the following equipment as required;

- 1 – Truck mounted auger, sign truck

3. Travel Restrictions and Road Closures

Spring road bans will restrict the quantity of gravel to be hauled and will slow the delivery of services accordingly.

During certain weather events it may become necessary to close roadways to traffic. This action will only be taken if extreme weather events deem an area of the County unfit for travel.

4. Service Level Costs

As service levels change, so do costs and associated risks. A consequence table and risk analysis can be found in Appendix 4.

Costs to deliver the current level of service include:

- Annual Operating budget Grading and Graveling
- Amortization of equipment and facilities
- Shop maintenance
- Gravel purchase, processing, and reclamation costs
- Administration cost
- Fuel
- Wear items
- Oil sealants and patch repair material
- MG30 Stabilization
- Line painting
- Program adjustments

Annual Estimates (2022)

The overall Public Works budget is **\$10,058,320 (2022)**.

Rural Grading

Annually, the municipality grades approximately 7217 miles of gravel roadway from March to end of November as outlined in Section 1 – Level of Service and Appendix 1. With program adjustments required for numerous reasons an additional 300 miles of grading could be expected with optimal conditions then totaling 7500 graded miles annually. Winter grading is variable and additional miles that will be graded annually are not included within the core LOS. All items considered in the cost to grade one mile of roadway one time on average is \$195 (based on 2021 averages). Total cost for service allotted to grading is **\$1,650,000 (2022)**.

Graveling

Annually, the municipality gravels on average 231 miles per year at a rate of 200-300 tonne per mile sourcing gravel from multiple gravel pits throughout the County. This total does not include any program adjustments required for spot graveling or spring frost boils, in addition to poor weather conditions that may increase program level demands. The gravel resources will be a combination of County owned and processed gravel or through contract purchasing through a third party provider. The average cost to gravel one mile of roadway one time is \$5,000 (based on 2020 averages). The cost per tonne of gravel delivered average is approximately \$17. Total cost for service allotted to graveling is **\$1,100,000 (2022)**.

Haul Route Network

Annually, the municipality maintains a haul route network of 138 miles. These roadways are treated annually in terms of stabilization, grading, graveling and packing maintenance. This total does not include any program adjustments required for spot graveling or spring frost boils. Total cost for service allotted to base stabilization is **\$1,200,000 (2021)**.

Rural Road Construction, Culverts and Drainage

Annually, the municipality builds or rehabilitates gravel roadways that have been identified as projects for internal construction staff. The average cost to build a mile of roadway one time is \$250-400,000. The average cost to rehabilitate a mile of roadway one time is \$35-50,000. Total cost for service allotted to gravelling is \$1,235,000 (2022). In addition, the municipality replaces and/or repairs 40-50 culverts due to age or condition. Total cost for service allotted to culvert replacements is \$400,000 (2022).

Signage

Annually, the municipality replaces and/or repairs 500-800 signs due to age or condition. Total cost for service allotted to sign replacements is \$225,000 (2022).

Hard Surface Repairs

Annually, the municipality repairs hard surfaces that are asphalt or oiled surfaces throughout the municipality. This will involve spray patching and hot or cold mix patch repairs by both internal and external sources. Total cost for service allotted to hard surface repairs is \$350,000 (2022).

5. Delay of Maintenance Operations

Maintenance of roadways is a very challenging task. The work can be rough on equipment and manpower. Delayed services may occur due to the following;

- Weather that is not suitable for maintenance operations
- Road bans
- Stuck vehicles on roadways
- Equipment breakdowns
- Manpower shortage due to sickness, injury, or lack of responsibility
- Manpower shortage due to working outside of "regular working hours and personnel require rest as per OHS regulations
- Operator breaks and vacation
- Obstruction across the road such as downed trees or power lines
- Other municipal emergencies
- Visibility

6. Conclusion

The core of service delivery is a balance between citizen expectations, ability to pay, risk and program delivery. As we as a County continue working toward a functional Asset Management system, the County may consider a citizen survey to further define the Level of Service required by the public. This will help to further analyze the public expectation of services, our ability to pay for the services, and an acceptable level of risk the municipality is willing to accept.

With direction from Council and annual budget allotments the level of service provides a baseline for expected services to the public infrastructure.



APPENDIX 1: Grading and Gravelling LOS Targets 2022

TABLE 1: Grading LOS Targets 2022

PRIMARY GRADING SEASON - March to End of November (approx. 36 weeks)

| Units of Measure | miles | Grading Frequency weeks | Average Frequency weeks | Grading Frequency Per Year | TOTAL Mileage Grading Year | TOTAL Mileage Grading Year |
|--|-------|----------------------------|----------------------------|-------------------------------|-------------------------------|-------------------------------|
| Local Road - Priority 1 (>100 AADT) | 150 | 2-3 | 3 | 12 | 1800 | 25% |
| Local Road - Priority 2 (25<100 AADT) | 740 | 3-8 | 5 | 7 | 5180 | 72% |
| Local Road - Priority 3 (25 < AADT) | 79 | 8-18 | 12 | 3 | 237 | 3% |
| | 969 | TOTALS | | | 7217 | 100% |

TABLE 2: Gravelling LOS Targets 2022

| Units of Measure | miles | Gravelling Frequency years | Average Frequency years | Gravelling years |
|--|-------|-------------------------------|----------------------------|---------------------|
| Local Road - Priority 1 (>100 AADT) | 150 | 1-3 | 2 | 75 |
| Local Road - Priority 2 (25<100 AADT) | 740 | 3-6 | 5 | 148 |
| Local Road - Priority 3 (25 < AADT) | 79 | 6-10 | 10 | 8 |
| | 969 | TOTALS | | 231 |

TABLE 3: HRN Base Stabilization LOS Targets 2022

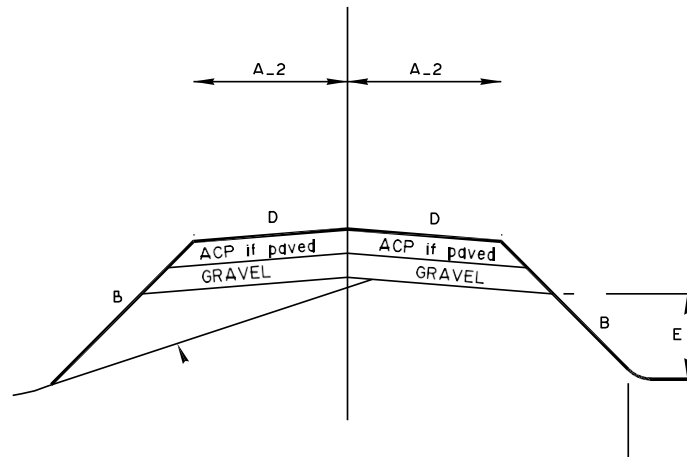
| Units of Measure | miles | Stabilization Frequency years | WGP Frequency years | Cost mile | TOTAL Cost for Service Program |
|---|-------|----------------------------------|------------------------|--------------|-----------------------------------|
| Haul Routes Priority 1 (>100 AADT) | 48 | 1 | 0 | 16000 | 768000 |
| Haul Routes Priority 2 (<100 AADT) | 48 | 0 | 3 | 1300 | 187200 |
| Haul Routes Priority 3 (<100 AADT) | 42 | 0 | 1 | 1300 | 54600 |
| Haul Routes Variable P1,2, or 3 +15% | 138 | TBD | TBD | TBD | 190200 |
| | 138 | TOTALS | | | 1200000 |

APPENDIX 2: Construction Guidelines 2022

TABLE 4: General Construction Guidelines – Gravel Roads

| | Design Width | Design Speed | Grading Frequency | Gravelling Frequency | Rehab - Base Stabilization | Rehab Road ReConstruction |
|---|--------------|--------------|-------------------|----------------------|----------------------------|---------------------------|
| Units of Measure | meters | km/h | weeks | years | years | years |
| Paved Road (Greater than 400 AADT) | 9 | 110/80 | N/A | N/A | N/A | N/A |
| Haul Route Network Gravel Base Stabilization | 8-8.5 | N/A | N/A | N/A | 1-3 | As required |
| Local Road - Priority 1 (>100 AADT) | 8-8.5 | N/A | 1-3 | 1-3 | N/A | As required |
| Local Road - Priority 2 (25<100 AADT) | 7-8 | N/A | 3-8 | 3-6 | N/A | As required |
| Local Road - Priority 3 (25 < AADT) | 7 < | N/A | 8-18 | 6-10 | N/A | As required |
| Undeveloped Road Allowance | N/A | N/A | N/A | N/A | N/A | N/A |

Typical Cross Section of Roadway



APPENDIX 3: Grader Divisions

TABLE 5: Grader Division Summary (2022)

2022 Grader Division

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | R 6&7 | |
|--------------|------------|------------|------------|------------|------------|-----------|------------|------------------|------------|
| P1 | 13 | 6 | 22 | 36 | 14 | 15 | 37 | 7 | 150 |
| P2 | 104 | 114 | 79 | 84 | 142 | 72 | 80 | 65 | 740 |
| P3 | 2 | 2 | 0 | 6 | 41 | 10 | 4 | 14 | 79 |
| TOTAL | 119 | 122 | 101 | 126 | 197 | 97 | 121 | 86 | 969 |

APPENDIX 4: Consequence Table

| Consequence Table - GRAVEL ROADS | | | | | | |
|---|---|---|--|--|---------------|---|
| Category | 1 | 2 | 3 | 4 | Weight | Notes |
| Operational Impacts | Requires semi annual monitoring or repair | Requires monthly monitoring or repair | Requires weekly monitoring or repair | Unable to maintain or operate OR repair requires greater than one week | 0.6 | Reactive operational effort above what is routine |
| Environment | Short term irritant (i.e. Dust) | Prolonged irritant (i.e. Dust) OR Aesthetic impact | Release of harmful substances to environment (i.e. Hydraulic fluid, diesel fuel, etc.) | Release of harmful substances to environment that result in a fine | 0.8 | AEP, Irrigation Districts Dust control Noise |
| Safety | Near miss | Minor injuries that do not require medical consultation | Injuries require medical consultation | Many people with major injuries OR fatality | 1 | Consider all road users - pedestrians, bikes, vehicular. Roads, lights, signs, etc. |
| Travel Time | Travel time is increased for a period of < 48 hours | Travel time is increased for a period of 48 hours - one month | Travel time is increased for period of one month - four months | Travel time is increased for period of > four months | 0.6 | |
| Accessibility | Short term access interruption <10 mins (no alternate route) OR less than 10 households | Short term access interruption 10 min - 1 hour | access interruption 1 - 24 hours | Service interruption to emergency services OR >24 hours | 0.8 | Access to residences, goods, services, emergency services, other civic services. High weight. Assumption - no |

| | | | | | | |
|-----------------------------------|---|---|--|---|-----|--|
| | | | | | | alternate route (if there is an alternate route, this is captured under Travel Time) |
| Service Delivery - Comfort | Minor decrease in ride comfort and confidence | Moderate decrease in ride comfort and confidence. Obstructions visible but alteration in path and speed are not required. | Decreased speed required. Occasional alteration of path. | Frequently alter driving path. Vehicle damage. Major decrease in ride comfort and noise level | 0.8 | |
| Staffing | Sick, unable to work for 1 day | Sick, unable to work for 2-5 days | Sick, unable to work for 5-30 days | Sick > 30 days or deceased | 0.4 | |
| Reputation | One off localized negative publicity | Short term regionalized negative publicity | Prolonged regionalized negative publicity | Prolonged major reputation damage, prolonged reports in national news | 0.4 | |
| Financial | <\$5k | >\$5k-\$100k | \$100k-\$1M | >\$1M | 0.8 | Reactive costs |

| Likelihood Table | | | | |
|------------------|--|--|--|---|
| Likelihood | 1 | 2 | 3 | 4 |
| | Improbable | Possible | Likely | Almost Certain |
| | Could happen, but probably never will except under exceptional circumstances | The event might occur at some time as there is a history of this event occurring | There is strong possibility of this event occurring as there is a frequent history of occurrence | Very likely. Expected to occur in most circumstances. |

Ranking Matrix

| Consequence | | | | |
|-------------|---|---|----|----|
| | 1 | 2 | 3 | 4 |
| 1 | 1 | 2 | 3 | 4 |
| 2 | 2 | 4 | 6 | 8 |
| 3 | 3 | 6 | 9 | 12 |
| 4 | 4 | 8 | 12 | 16 |

APPENDIX 5: Risk Register

| Risk Register | | | | |
|---------------|---------------------|----------------------------------|----------------------------------|-------------------------|
| Number | Undesirable Event | Why? | Why? | Why? |
| 1 | Gravel Road Failure | Designed as a rural gravel road. | Heavy, frequent traffic at times | Poor weather conditions |

| Consequence Weighted Consequence Score | Likelihood Score | Risk Score |
|--|------------------|------------|
| 17.20 | 3 | 51.60 |
| | | 10.00 |
| | | 20.00 |
| | | 30.00 |
| | | 40.00 |
| | | 50.00 |
| | | 60.00 |
| | | 70.00 |

| Risk Treatment | | |
|--|--|---|
| Current Mitigating Actions | Possible Mitigating Actions | General Notes |
| Regular grading and gravelling of roadway. | Increase quality of Infrastructure (surface/structure) | Road re-build and Shoulder pull to improve geometry |

APPENDIX 6: Roadway Classification Maps

- Lethbridge County Road Grading – Priority Classification
- Grader Districts 1–7 – Priority Classification
- Haul Route (HRN) – Priority Classification
- Spray Patching – Hard Surface Locations



Lethbridge County Policy Handbook

EFFECTIVE: May 18, 2017 **SECTION:** 300 NO. 351 Page 1 of 1

APPROVED BY: County Council **SUBJECT:** Market Access Network – Haul Routes

REVISED DATE:

PURPOSE

Maintaining quality of gravel roads within the County over the past several decades has become increasingly difficult to manage and keep up to the changes in the farming and intensive agriculture industries, specifically with respect to the hauling and usage of the roadways for their operations. Providing an appropriate level of service that meets the needs of all road users while preserving efficiency and current budget levels is of utmost importance to the County as a whole.

RATIONALE

In 2013 the County began investigating options for providing a level of service on gravel roads and develop a business plan to achieve the goal of creating a Market Access Network (MAN) that meets the needs of all road users. Following extensive review and testing it was determined to be most beneficial to select “Modified Aggregate Base Stabilization with Calcium Chloride” for upgrading a series of roadways within the MAN. The selection of each individual segment would be based on several criteria:

1. Traffic Volumes
2. Proximity to load origin (Intensive Agricultural Operations)
3. Current maintenance efforts (Grading and Gravelling)
4. Ability to direct loads to a numbered highway
5. Reducing overall haul distances

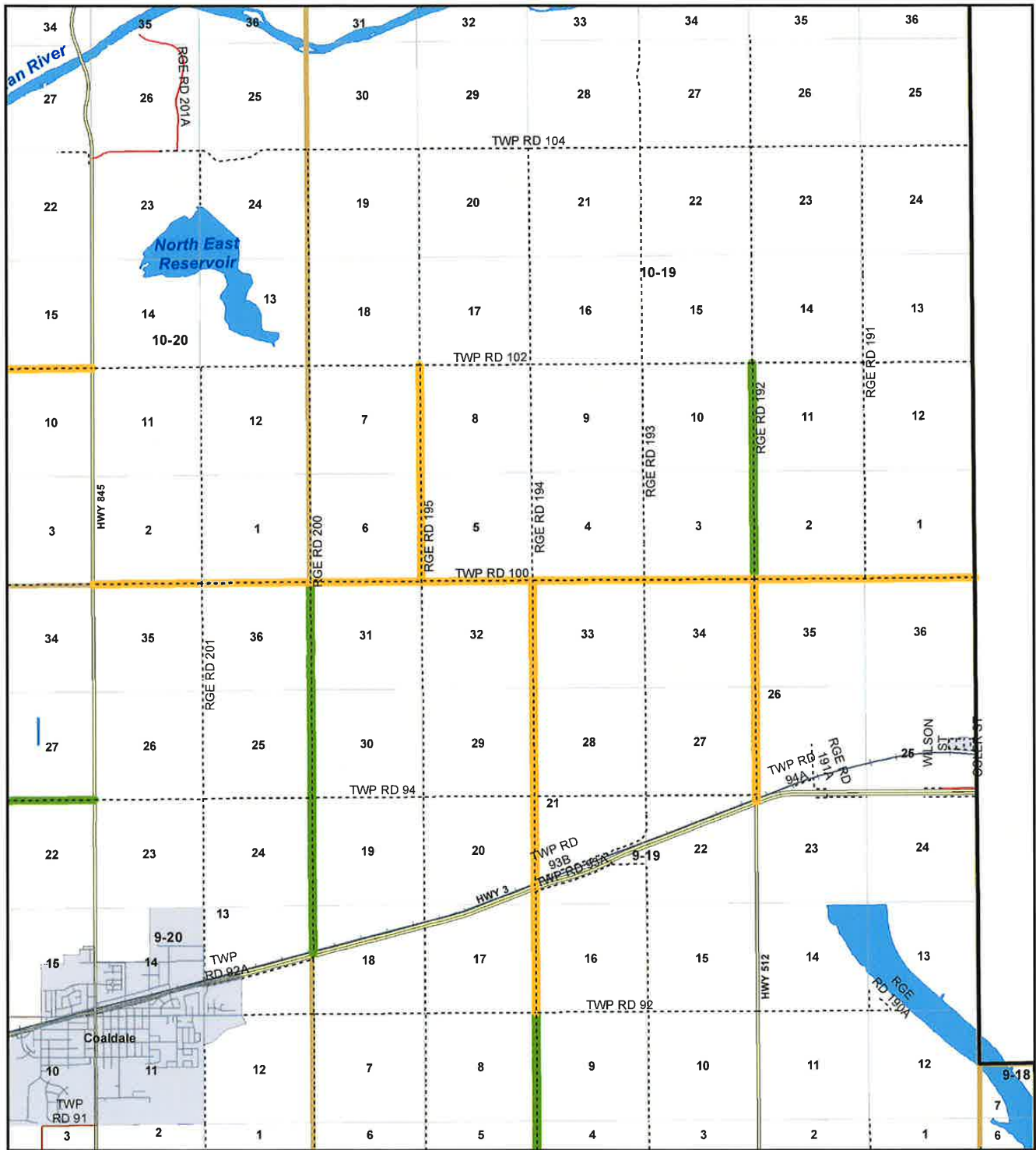
The inventory of roadways selected for upgrading is considered to be the “Market Access Network – Haul Routes” and consist of approximately 138 miles (in 2017) of gravel roads that as soon as they receive the modified aggregate and are stabilized with calcium chloride will be upgraded to Haul Road Status. The entire MAN will continue to be reviewed and evaluated by staff and roads may be added from time to time to the MAN - Haul Routes as approved by Council.

The road segments selected are as indicated by list in “Schedule A” and mapped as shown in “Schedule B”. These schedules may be updated from time to time without revision to the overall policy.

All MAN – Haul Routes shall be signed, indicating the upgraded level of service to Haul Road Status.

| Haul Route Locations | | | |
|----------------------|----------------------------|----------------------------------|----------------|
| Roadway | From | To | Length (miles) |
| Twp Rd 10-2 | Highway 845 | Rge Rd 21-0 | 4 |
| Rge Rd 21-2 | Twp Rd 9-4 | Twp Rd 10-2 | 4 |
| Twp Rd 10-0 | Rge Rd 21-0 | Rge Rd 21-3A | 3.5 |
| Twp Rd 9-5 | Rge Rd 21-4 | Rge Rd 21-4A | 0.8 |
| Rge Rd 19-2 | Highway 3 | Twp Rd 10-0 | 2.1 |
| Rge Rd 19-4 | Twp Rd 9-2 | Twp Rd 10-0 | 4 |
| Twp Rd 10-0 | Rge Rd 19-0 | Highway 845 | 8 |
| Rge Rd 19-5 | Twp Rd 10-0 | Twp Rd 10-2 | 2 |
| Rge Rd 21-0 | Twp Rd 8-2 | Highway 512 | 4.1 |
| Twp Rd 8-2 | Rge Rd 21-0 | SMRID Canal Crossing | 0.4 |
| Twp Rd 8-4 | Rge Rd 20-4 | Highway 845 | 2 |
| Rge Rd 19-2 | 1 mile south of Twp Rd 7-4 | Twp Rd 8-2 | 5 |
| Twp Rd 8-2 | Highway 845 | Rge Rd 18-4 | 10.1 |
| Rge Rd 18-4 | Twp Rd 8-2 | Twp Rd 8-4 | 2 |
| Twp Rd 8-4 | Rge Rd 18-4 | Rge Rd 18-2A | 1.7 |
| Rge Rd 18-2A | Twp Rd 8-4 | 125m south of Stafford Lake Blvd | 1.2 |
| Rge Rd 20-0 | Twp Rd 8-0 | Twp Rd 8-2 | 2 |
| Twp Rd 10-4 | Highway 25 | Rge Rd 22-5 | 5 |
| Rge Rd 22-4 | Twp Rd 10-4 | Highway 519 | 2 |
| Rge Rd 22-5 | Twp Rd 10-2 | Twp Rd 10-4 | 2 |
| Twp Rd 10-2 | Rge Rd 22-5 | Rge Rd 23-4 | 5 |
| Rge Rd 23-1 | Rge Rd 23-0 | Twp Rd 10-2 | 1.9 |
| Rge Rd 22-1 | Highway 25 | Twp Rd 10-2 | 2.1 |
| Twp Rd 10-2 | Rge Rd 24-0 | Rge Rd 24-2 | 2 |
| Rge Rd 24-3 | Highway 519 | Twp Rd 11-3 | 3 |
| Rge Rd 22-4 | Highway 519 | Twp Rd 11-4 | 4 |
| Rge Rd 22-2 | Highway 519 | Highway 520 | 8 |
| Rge Rd 21-4 | Highway 25 | 0.2 miles south of Twp Rd 10-4 | 2.2 |
| Rge Rd 21-3 | Highway 25 | Twp Rd 12-0 | 6 |
| Twp Rd 11-2 | Rge Rd 21-3 | Rge Rd 19-0 | 15.5 |
| Rge Rd 19-5 | Highway 25 | 1.7 miles north of Twp Rd 12-2 | 3.7 |
| Rge Rd 20-3 | Highway 519 | Twp Rd 12-0 | 6 |
| Twp Rd 12-0 | Rge Rd 22-2 | Highway 845 | 13 |
| TOTAL | | | 138.3 |

| As of April 2017 the following roads identified are for future consideration | | | |
|--|-------------|---------------|----------------|
| Roadway | From | To | Length (miles) |
| Rge Rd 19-4 | Highway 512 | Twp Rd 9-2 | 2 |
| Rge Rd 19-2 | Twp Rd 10-0 | Twp Rd 10-2 | 2 |
| Rge Rd 20-0 | Highway 3 | Twp Rd 10-0 | 3.5 |
| Twp Rd 10-2 | Highway 25 | Rge Rd 21-5 | 1 |
| Rge Rd 21-5 | Twp Rd 10-2 | Twp Rd 10-1 | 1 |
| Twp Rd 10-1 | Rge Rd 21-5 | Rge Rd 21-5A | 0.5 |
| Rge Rd 21-5A | Twp Rd 10-1 | McKechney Ave | 0.1 |
| Twp Rd 13-0 | Highway 845 | Highway 25 | 6 |
| Twp Rd 8-4 | Highway 845 | Rge Rd 18-4 | 10 |
| Twp Rd 9-4 | Highway 845 | Rge Rd 21-0 | 4 |
| TOTAL | | | 30.1 |



Haul Route Policy - Map 2 of 10

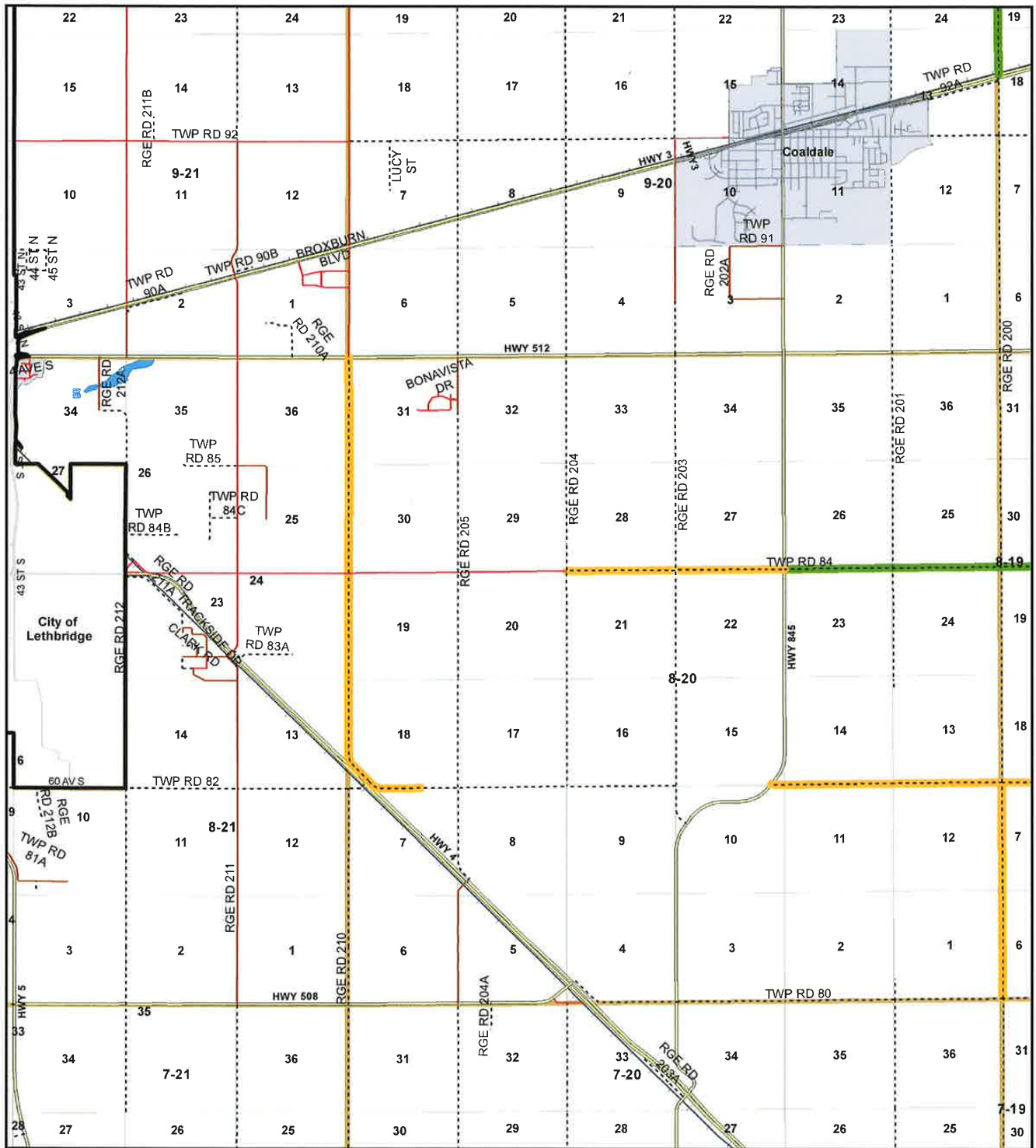
Legend

- Gravel-Base Stabilized
- Paved
- Gravel
- Cold Mix
- Haul Route
- Future Considerations
- City of Lethbridge Roads
- Provincial Highways
- Railway
- Township Boundary
- Section Boundary
- Urban Boundaries
- Waterbody

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LETHBRIDGE
COUNTY



Haul Route Policy - Map 3 of 10

Legend

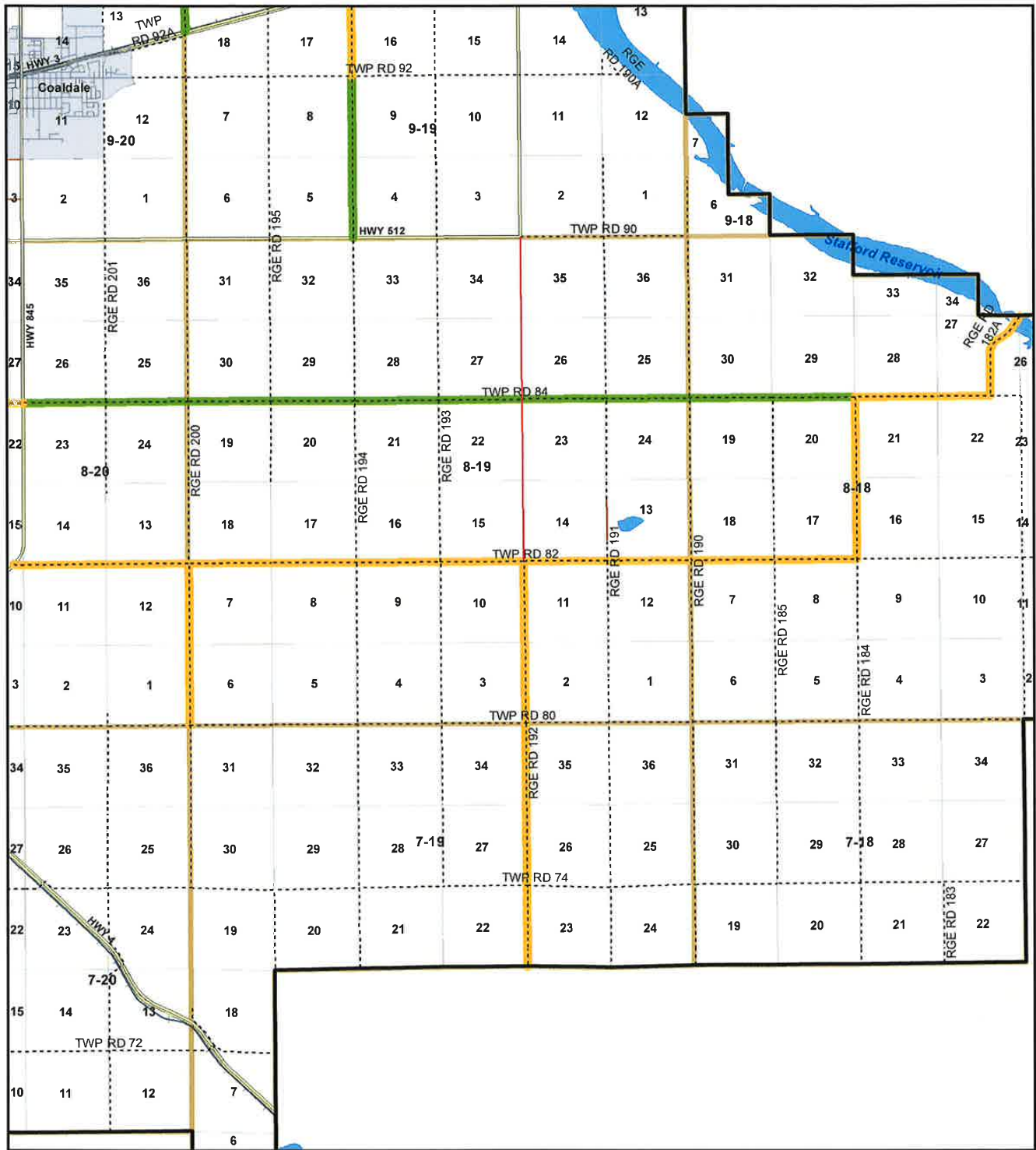
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- Paved
- Gravel
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- Haul Route
- Future Considerations
- City of Lethbridge Roads
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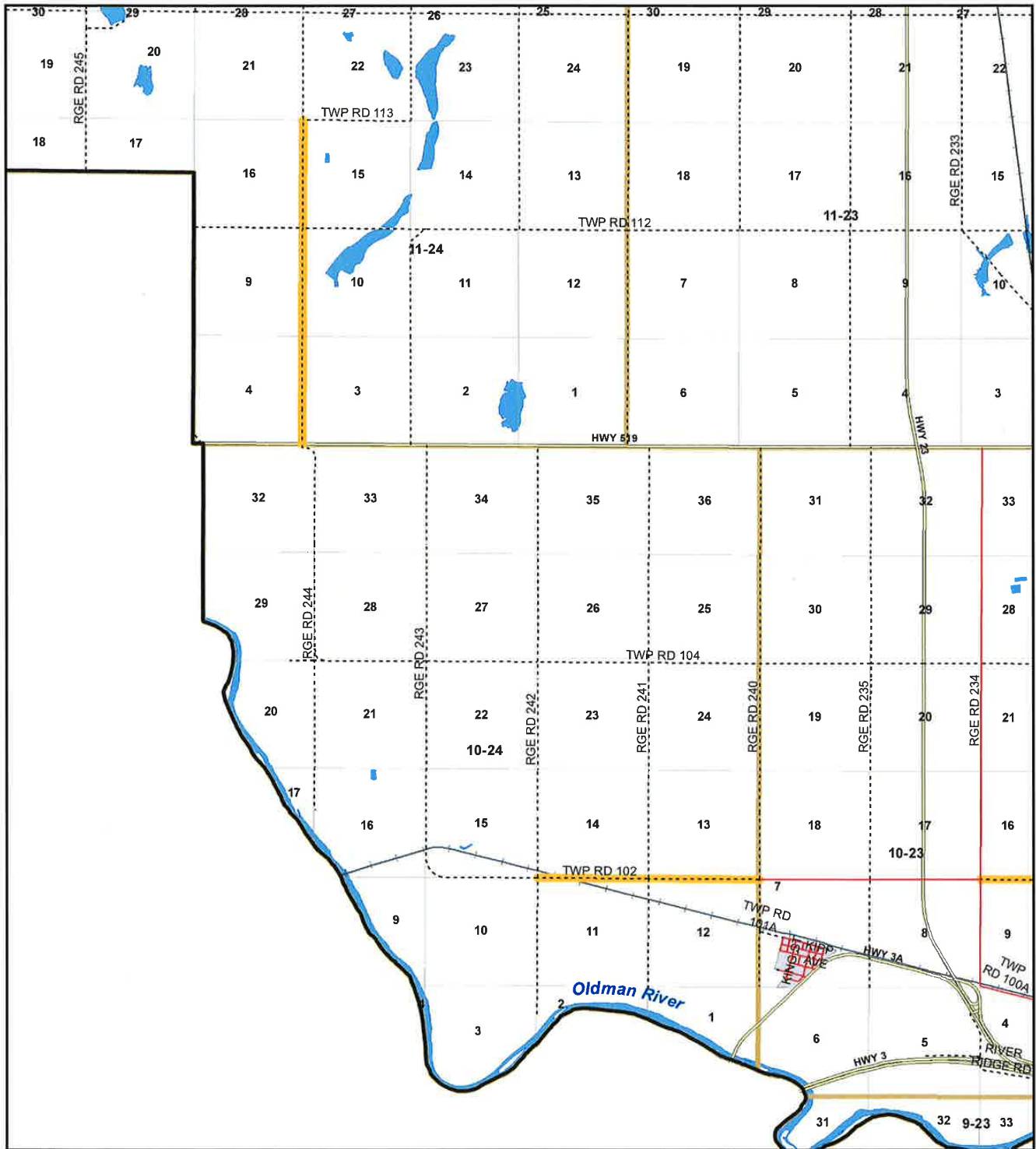
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0 0.5 1 2 3 4 Kilometers

0 0.5 1 2 Miles

LETHBRIDGE COUNTY

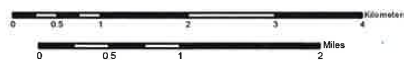




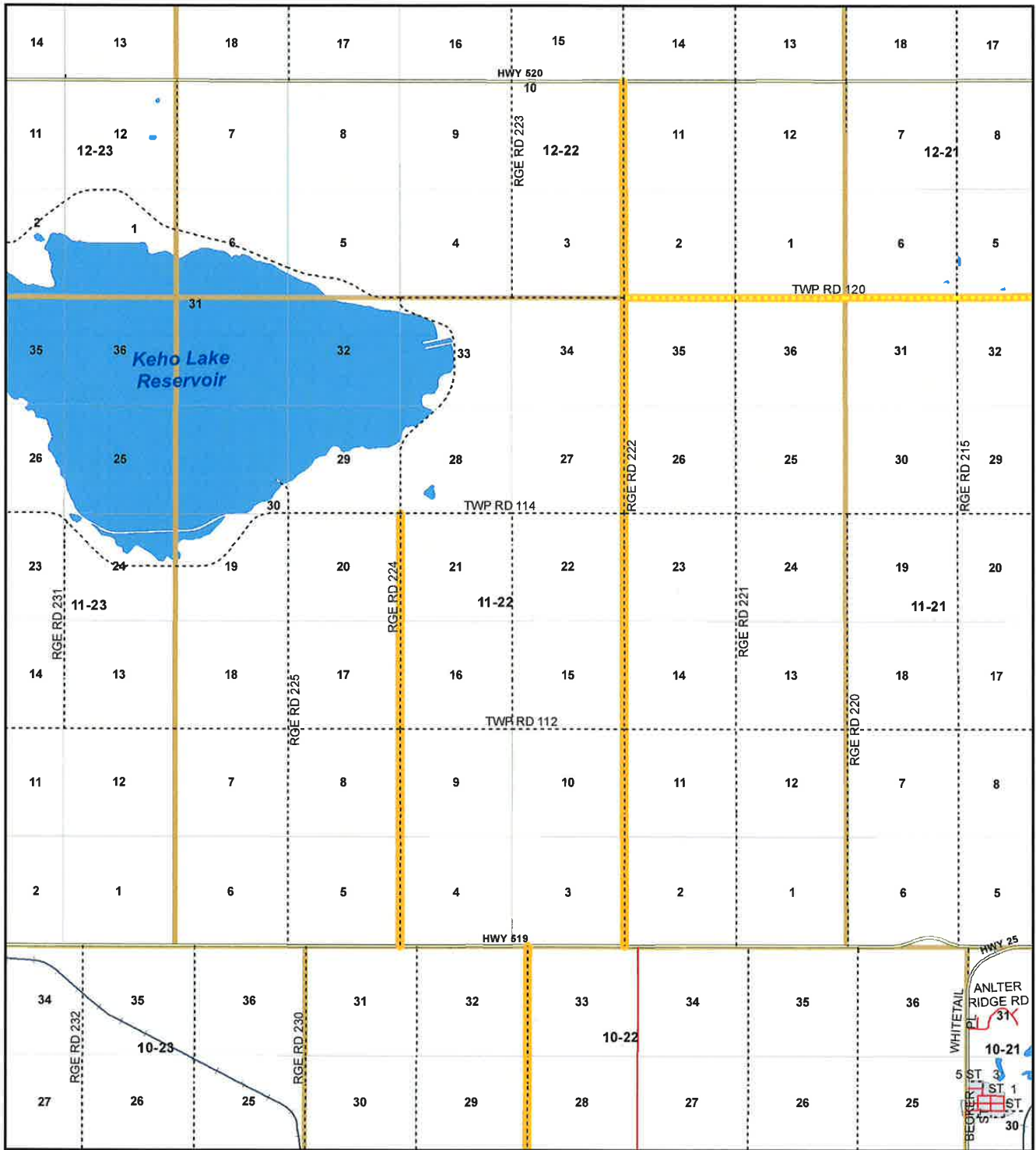
Haul Route Policy - Map 6 of 10

Legend

- Gravel-Base Stabilized
- Paved
- Gravel
- Cold Mix
- Haul Route
- Future Considerations
- City of Lethbridge Roads
- Provincial Highways
- Township Boundary
- Section Boundary
- Urban Boundaries
- Waterbody



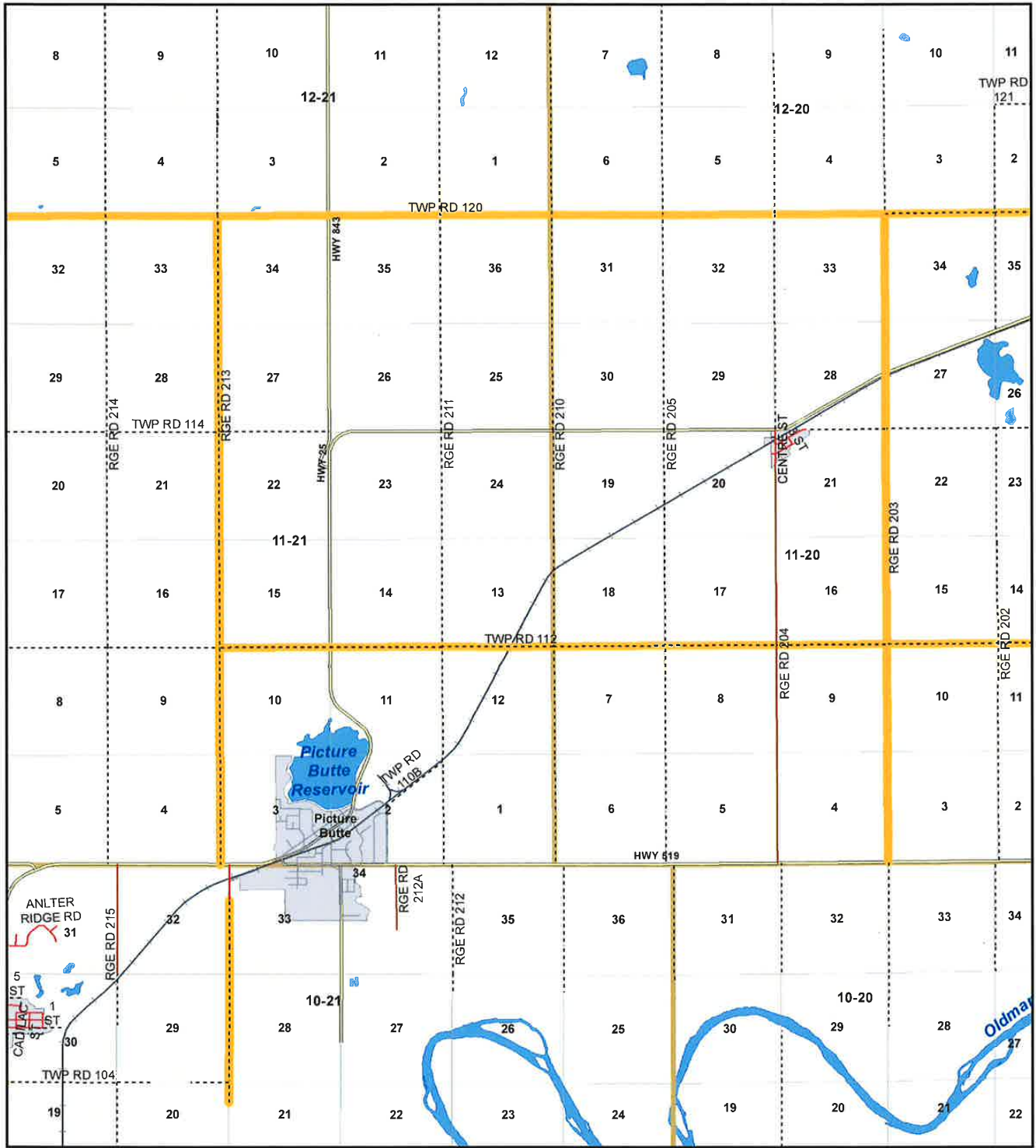
LETHBRIDGE
COUNTY



Haul Route Policy - Map 7 of 10

Legend

| | | |
|------------------------|--------------------------|-------------------|
| Gravel-Base Stabilized | Haul Route | Township Boundary |
| Paved | Future Considerations | Section Boundary |
| Gravel | City of Lethbridge Roads | Urban Boundaries |
| Cold Mix | Provincial Highways | Waterbody |
| | Railway | |

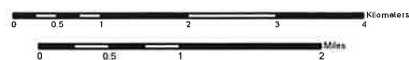


Haul Route Policy - Map 8 of 10

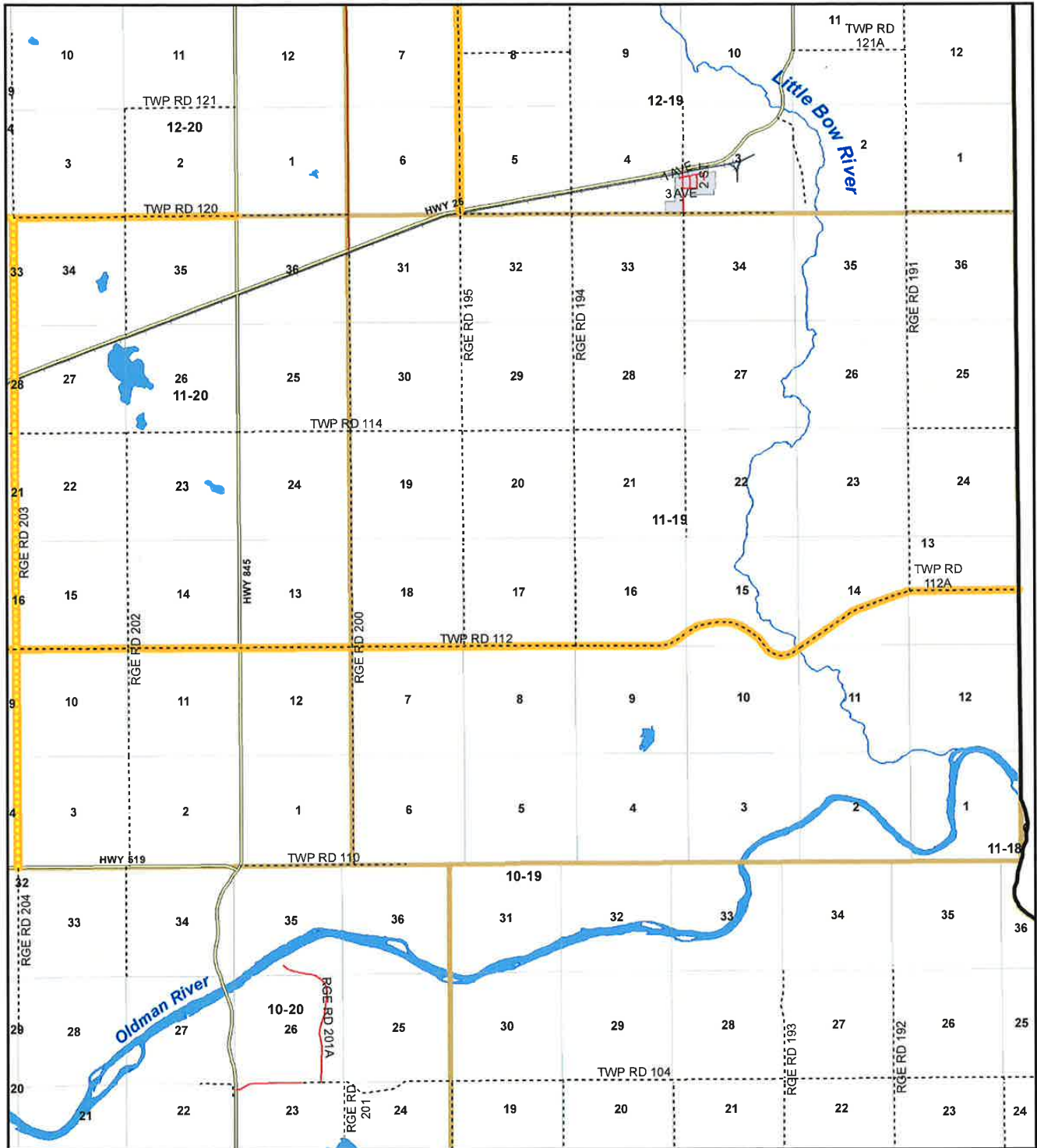
Legend

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LETHBRIDGE
COUNTY

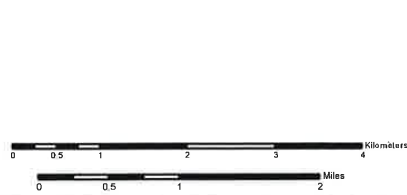


Haul Route Policy - Map 9 of 10

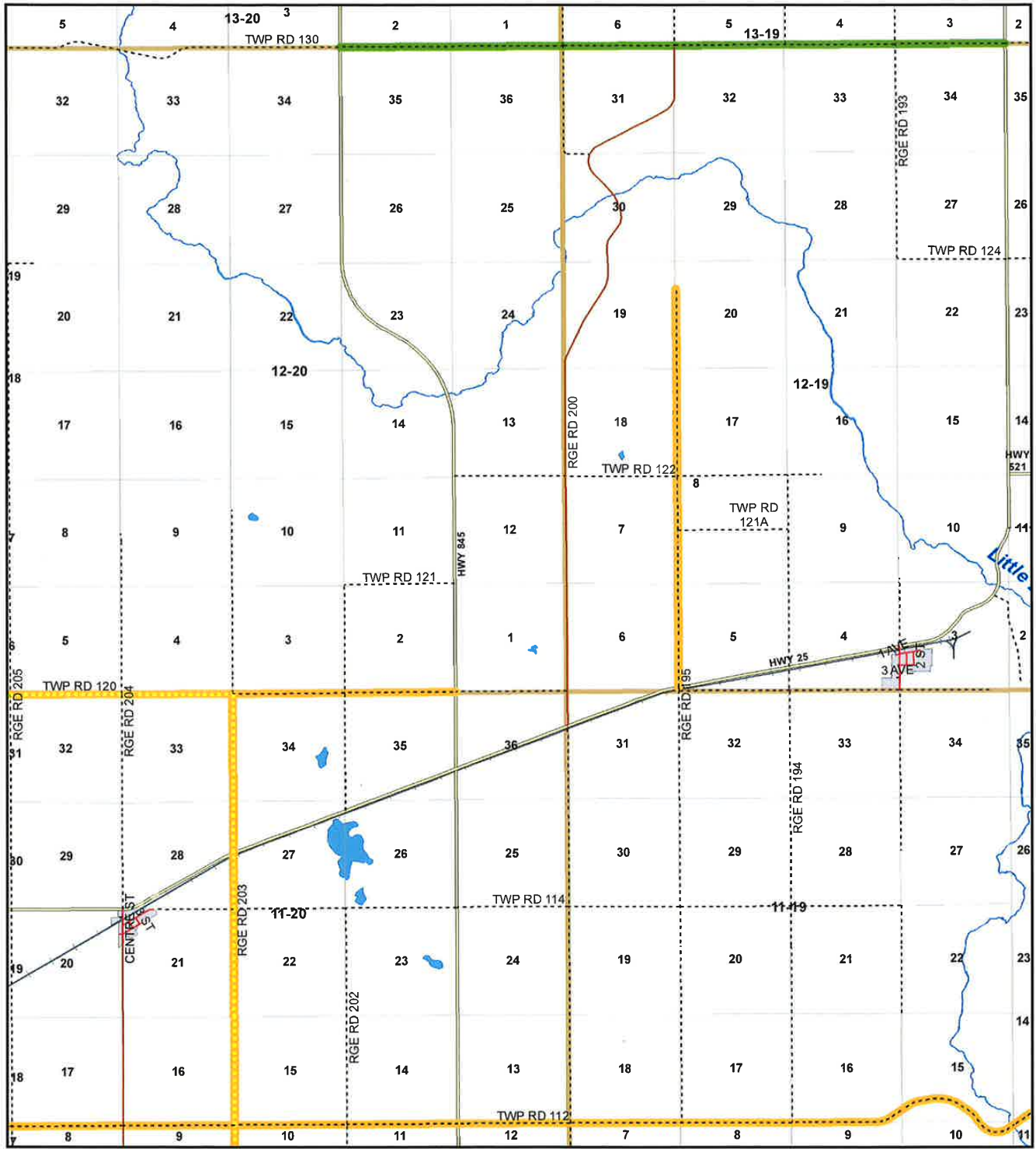
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LETHBRIDGE COUNTY



Haul Route Policy - Map 10 of 10

Legend

- Gravel-Base Stabilized
- Paved
- Gravel
- Cold Mix
- Haul Route
- Future Considerations
- City of Lethbridge Roads
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- Urban Boundaries
- Waterbody



LETHBRIDGE
COUNTY

AGENDA ITEM REPORT



Title: Fire Service Response Fees Waiver Request
Meeting: Council Meeting - 03 Feb 2022
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

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

Approved - 17 Jan 2022

Approved - 17 Jan 2022

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Coalhurst Fire Department responded to an outside fire in the county on September 1, 2021. The property owner was invoiced partial response costs as per the county's Schedule of Fees Bylaw. The owner is requesting that Council waives the fire service response charges in the amount of \$487.50.

RECOMMENDATION:

I move that the request to waive the Fire Service Fees in the amount of \$487.50 as per invoice 117437, be denied.

PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 20-2022 Schedule of fees

C. Emergency Services

c) Cause and/or origin of the incident will determine whether the individual or the registered property will be invoiced fees for the emergency response.

BACKGROUND INFORMATION:

The Coalhurst Fire department responded to a call from a passer-by who saw large quantities of smoke coming from the property. On arrival it was determined that the owner was burning from multiple burn barrels without proper mesh on top of the barrels as per acceptable "burning barrel" definitions and regulations. There was also a large pile of debris in front of the barrels burning on the ground that would require a permit for an open fire, as per the bylaw. Lethbridge County Fire Services required the owner to put out the fire which he did with a garden hose.

ALTERNATIVES / PROS / CONS:

Waive Fire Services Fees

PRO- Would satisfy request

CON- Could set a precedent for other fire service invoices. The county has agreements with urban fire departments and is responsible to pay each of them as per the agreements.

FINANCIAL IMPACT:

If waived, the County would not recoup the small portion of the cost from the land owner.
The actual costs to Lethbridge County were \$1083.75 plus Fire Services Manager time
The invoice amount to the land owner is \$487.50.

REASON(S) FOR RECOMMENDATION(S):

Administration has made the following recommendations as the property owner was invoiced for the response because he was not following the "Approved Burn Barrel" rules in the bylaw and failed to acquire a permit for the "outdoor fire" as defined in the Fire Permit Bylaw 1424.

ATTACHMENTS:

[LethbridgeCountyAppeal_MillePonjavicEstate](#)

Danny Ponjavic on behalf of the Mille Ponjavic (deceased) Estate
P.O. Box 894
Lethbridge AB T1J 3Z8
Ph: 403-330-1046
Email: danny.ponjavic@hotmail.ca

January 15, 2022

To: The Lethbridge County Council
#100, 905 - 4th Avenue S
Lethbridge, AB T1J 4E4

Re: Appeal to Fire Department file # F21066287 Charge

My name is Danny Ponjavic, and I am writing this letter on behalf of the estate of Millie Ponjavic to appeal the Lethbridge County's charge of \$487.50 (Invoice # 117437) for a fire incident call on September 1, 2021 that occurred on the Ponjavic property. The Fire Emergency Services Coordinator, Brian Fraser had communicated that his decision on the invoice stands, and I would like to appeal this decision for several reasons.

On August 25, 2021, I had called the Fire Emergency Services office at Lethbridge County looking for guidance of whether to or how I could burn the leaf foliage in front of the burning barrels on my mother's estate. When no one received my call, I left a voicemail asking for a call back in how I should proceed. I waited one week to get any kind of response and no response was given; thus, I assumed that there would be no issue. I was actively supervising the fire and was to my best knowledge taking all the proper precautions. I was surprised when the fire was anonymously reported and when the County Official as well as the Coalhurst Fire Department came to the property. When they came to the property, I told the County Official (name unknown) that I had left a message regarding this fire; he had indicated that he was unaware of this. To reiterate, I do not believe that the estate of Millie Ponjavic should have to pay this fine when I made explicit efforts to receive guidance of how to proceed with the burn and received none. Furthermore, I was in attendance during the fire and taking all necessary precautions to ensure safety to the best of my knowledge. Lastly, I did not make the call to report the fire. I ask that you take all this into consideration when making judgment on this invoice appeal.

Sincerely,

Danny Ponjavic on behalf of the Mille Ponjavic Estate

AGENDA ITEM REPORT



Title: Rescinding of Emergency Preparedness Policy #802
Meeting: Council Meeting - 03 Feb 2022
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 17 Jan 2022

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

County Administration's review of all County policies continues. Administration believes that Emergency Preparedness Policy #802 (see attached) is no longer required and should be rescinded.

RECOMMENDATION:

I move that Emergency Preparedness Policy #802 be rescinded.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy #802 was first adopted in 1995 and amended in 2018.

BACKGROUND INFORMATION:

Emergency Preparedness Policy #802 was first adopted 27 years ago. Since that time, provincial legislation has changed significantly and all municipalities are now provincially mandated to have responsibility for emergency management in their communities as well as approve emergency plans and programs. Policy #802 is very brief and no longer serves any purpose due to the Emergency Management Act (see attached).

Furthermore, Disaster Services Program Directive HR-022 from 2017 (see attached) requires all staff to be trained in emergency management, something that Policy #802 formerly covered and is therefore no longer needed.

ALTERNATIVES / PROS / CONS:

Emergency Preparedness Policy #802

1. Rescind Emergency Preparedness Policy #802

Pros: Eliminates an old policy, the contents of which are now covered in provincial legislation and a Staff Directive.

Cons: No legitimate reasons for retaining this policy have been identified.

2. Retain Emergency Preparedness Policy #802

Pros: No valid reasons for retaining this policy have been identified.

Cons: Retaining the policy may not pose significant risk to the county but it is unnecessary due to the fact that its contents are thoroughly addressed elsewhere. Leaving the policy on the books is a duplication and perpetuates unnecessary clutter.

FINANCIAL IMPACT:

No positive or negative financial implications exist regardless of whether the policy is rescinded or retained.

REASON(S) FOR RECOMMENDATION(S):

The policy which was originally approved in 1995 is now redundant and simply no longer required.

ATTACHMENTS:

[802 Emergency Preparedness](#)

[Emergency Management Act excerpt](#)

[HR022 DSP Directive](#)



Lethbridge County Policy Handbook

EFFECTIVE: Nov. 8 1995 **SECTION:** 800 NO. 802 Pge 1 of 1
APPROVED BY: County Council **SUBJECT:** Emergency Preparedness
REVISED DATE: April 19, 2018

Policy Statement

The County will maintain a comprehensive program of emergency preparedness to safeguard losses of human and material resources by supporting a Disaster Services Program.

Purpose

The purpose of this policy is to build and maintain capacity in the organization's ability to plan for, mitigate, respond to and recover from disasters and significant interruptions to normal daily life.

Responsibilities

Senior Management will support, encourage and direct all staff to be active and diligent participants in the Disaster Services Program and provide support by training, exercising and responding to emergencies.

All staff are responsible for participating in and contributing to the Disaster Services Program by meeting minimal qualifications for training as identified for all positions.

Chief Administrative Officer

Date



Province of Alberta

EMERGENCY MANAGEMENT ACT

Municipal emergency organization

11 A local authority

- (a) shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 19(5.1) or 22(3.1);
- (b) shall approve emergency plans and programs, subject to the regulations;
- (c) may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

RSA 2000 cD-13 s11;2007 c12 s9;2010 c5 s4;2018 c14 s7;
2020 c2 s2



Disaster Services Program Directive

Directive HR-022
Effective: January 1, 2017

Purpose

The Lethbridge County Disaster Services Program (DSP) is an active function of the organization involving all staffing levels. Its intent is to build and maintain capacity in the organization's ability to plan for, mitigate, respond to and recover from disasters and significant interruptions to local social norms. **The DSP encompasses eight elements.** It is acknowledged that no one individual or single organization can sustain the DSP alone and cooperation, collaboration and coordination amongst all, both internal and external entities and at all levels, is essential for the program's success.

Elements of the DSP:

1. Organizational Commitment
2. DSP Administration
3. Communication
4. Training
5. Exercise
6. Municipal Emergency Plan
7. Regional Coordination
8. Disaster Response

Element Leaders:

County Council
CAO and Directors (Emergency Management Team)

Emergency Services Coordinator/DEM
Human Resources Coordinator

Directors and Supervisors
Human Resources Coordinator

Emergency Services Coordinator/DEM
Human Resources Coordinator

Emergency Services Coordinator/DEM
CAO and Directors (Emergency Management Team)

Emergency Services Coordinator/DEM

Emergency Services Coordinator/DEM

Emergency Services Coordinator/DEM
CAO and Directors (Emergency Management Team)

1. Organizational Commitment CAO and Directors (Emergency Management Team)

The top executives of the municipality will support, encourage and direct all staff to be active and diligent participants in the DSP as Leaders as noted above and as DSP supporters in terms of training, exercising and responding.

2. DSP Administration Emergency Services Coordinator/DEM
Human Resources Coordinator

The Emergency Services Coordinator will be responsible for the administration of the DSP with oversight of the eight elements. In a support role, the Human Resources Coordinator will assist with the tracking of staff training, staff exercises and management of a database of recommended qualifications.

3. Communication Directors and Supervisors
Human Resources Coordinator

Directors and Supervisors will disseminate information regarding the DSP including the expectations of their staff to participate in training activities and exercises when scheduled, required qualifications and staff responsibilities to respond in the event of an activation of the Municipal Emergency Plan. The Human Resources Coordinator will provide regular updates to the Emergency Management Team on the status of completed staff training and exercise activities. New hires will be informed of their role in the DSP.

4. Training Emergency Services Coordinator/DEM
Human Resources Coordinator

It is the responsibility of the Emergency Services Coordinator/DEM to organize in-house training activities for all staff. On-line or distant learning opportunities will be researched jointly by the Emergency Services Coordinator/DEM and the Human Resources Coordinator. Staff will be notified of qualification requirements and training activities by their Supervisors as per #3, Communications Element. Minimal qualification requirements for all staff are listed in Schedule 'A'. Supervisors will ensure their staff are participating in training activities as required.

5. Exercise Emergency Services Coordinator/DEM
CAO and Directors (Emergency Management Team)

It is the responsibility of the Emergency Services Coordinator/DEM to organize exercise activities for all staff. Exercise opportunities outside of the organization will be researched jointly by the Emergency Services Coordinator/DEM and the Human Resources Coordinator. Staff will be notified of exercise opportunities by their Supervisors as per #3, Communications Element. An annual exercise schedule will be drafted by the Emergency Services Coordinator/DEM by the end of the previous year and will be distributed to the Directors for consideration and redistribution to staff. Supervisors will ensure that their staff are participating in exercise activities as required.

6. Municipal Emergency Plan

Emergency Services Coordinator/DEM

The Municipal Emergency Plan will act a guide and reference document for the Emergency Management Team as per the Alberta Emergency Management Act and the Lethbridge County Emergency Management Bylaw. The Emergency Management Team will be familiar with the MEP and will participate in its development through regular reviews and exercises as per Schedule 'A'.

7. Regional Coordination

Emergency Services Coordinator/DEM

The Emergency Services Coordinator/DEM will include external emergency management organizations and individuals in all aspects of the Lethbridge County Disaster Services Program as is appropriate.

8. Disaster Response

Emergency Services Coordinator/DEM
CAO and Directors (Emergency Management Team)

Disaster response encompasses many sub-elements to the DSP. Preparation, Mitigation and Recovery are program elements addressed in the DSP in an ongoing and generally less urgent manner. Whereas Response typically requires an immediate call to action by the organization in order to save lives, property, the environment and local economy and to lessen the negative impact of certain incidents. Saving lives, property, the environment and local economy and reducing the negative impact of certain incidents is the primary objective of the DSP.




Chief Administrative Officer

December 14, 2016
Date

Schedule 'A'
Minimal Qualifications

The following is a list of minimal qualifications required by those staff members who may be directed to assist with the activation of the Municipal Emergency Plan and/or fill positions during an activation of the County Emergency Coordination Centre. Copies of certificates confirming completed training will be required and kept on file with Human Resources. Equivalencies will be considered and approved by the Emergency Services Coordinator.

EMERGENCY MANAGEMENT TEAM:
Emergency Management Bylaw #1425, Sec 1, (h), p. 1

Emergency Services Coordinator/DEM
Chief Administrative Officer/Deputy DEM
Director of Community Services/Deputy DEM
Director of Corporate Services/Deputy DEM
Director of Municipal Services/Deputy DEM

- Basic Emergency Management Course
- ECC Course
- ICS 300
- Alberta Emergency Alert Certification
- Elected Officials Course

Recommended additional ICS Command and General Staff Position Specific Training as personnel and availability dictate:

- ECC Director
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Admin. Section Chief
- Information Officer
- Legal/Risk Officer
- Liaison Officer

ECC SUPPORT STAFF:

Lethbridge Office Administrative Staff
Picture Butte Office Administrative Staff

- Basic Emergency Management Course
- ECC Course
- ICS 200

Recommended additional ICS Command and General Staff Position Specific Training as personnel and availability dictate:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Admin. Section Chief Information Officer
- Legal/Risk Officer
- Liaison Officer

COUNTY OPERATIONAL STAFF:

- ICS 100 is recommended as a minimal qualification.

AGENDA ITEM REPORT



Title: Town of Coaldale Letter of Support Request for ACP Application - Coaldale & District Master Fire Plan
Meeting: Council Meeting - 03 Feb 2022
Department: Administration
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 26 Jan 2022

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Town of Coaldale has requested that Lethbridge County provide a letter of support for the Town's Alberta Community Partnership (ACP) application for grant funding for the development of a Coaldale and District Master Fire Plan.

RECOMMENDATION:

MOVED that Lethbridge County provide a letter of support to the Town of Coaldale for their Alberta Community Partnership Grant Application for the development of the Coaldale and District Master Fire Plan project.

PREVIOUS COUNCIL DIRECTION / POLICY:

Historically Council has partnered with and supported various neighboring municipalities on projects and grant funding applications.

BACKGROUND INFORMATION:

The Town of Coaldale has requested a letter of support as applications for ACP funding made through the Intermunicipal Collaboration stream require that each Council passes a motion supporting the project that is the subject of the funding request. The Town of Coaldale has already approved the development of a Master Fire Plan in their budget and are not requesting any funding from the County.

As Coaldale continues to experience strong and consistent growth, the Town is compelled to consider how they will continue to offer emergency and fire services to the community. Specifically, to maintain adequate response times within Coaldale, and in particular to the newly annexed areas, they must investigate whether physical expansion to a second hall or the expansion of human resources/paid

fire fighters, will best suit the Town's needs. The Town of Coaldale believes the development and preparation of a Master Fire Plan would be advantageous to the Town and the County, in that it would help to inform the decisions elected officials will make to ensure they are spending the best dollars for the best service possible.

ALTERNATIVES / PROS / CONS:

Alternatives:

To not provide a letter of support to the Town of Coaldale for their ACP grant application for the Coaldale & District Master Fire Plan.

Pros:

It maintains a strong working relationship with the Town of Coaldale.

FINANCIAL IMPACT:

There are no financial implications to the County related to providing a letter of support to the Town of Coaldale.

REASON(S) FOR RECOMMENDATION(S):

As per the Strategic Plan, one of the Strategic Pillars is "Strong Working Relationships" which states the following:

Lethbridge County is recognized as a trusted and effective partner across the region in the delivery of effective programs and services. The County has strong working relationships with the provincial and federal governments, neighbouring municipalities, First Nations, the irrigation districts, the water co-ops, regional service providers, and research and training institutions.

ATTACHMENTS:

[Town of Coaldale Letter of Support Request for ACP Application](#)

January 11, 2022

Lethbridge County
#100, 905 – 4th Avenue S.
Lethbridge, AB
T1J 4E4

Email: amitchell@lethcounty.ca

Re: Alberta Community Partnership (ACP) Funding

Attention: Ann Mitchell, Chief Administrative Officer

Dear Ann:

Please accept this letter as a formal request for Lethbridge County to endorse the Town's pursuit of ACP funding for the development of a Coaldale and District Master Fire Plan. As you are aware, applications for ACP funding made through the Intermunicipal Collaboration (IC) stream require that each Council passes a motion supporting the project that is the subject of the funding request. With the passing of the 2022 operating budget, Town of Coaldale Council has already approved the development of a Master Fire Plan, including funding. We are not requesting any funding from the County and instead are hopeful that we can cover the cost of the Plan with grant funding instead.

As Coaldale continues to experience strong and consistent residential and non-residential growth, we are compelled to consider how we will continue to offer excellent emergency services, and particularly, fire services, to our community. Specifically, to maintain adequate response times within Coaldale, and in particular to the newly annexed areas, we must investigate whether physical expansion (a second hall) or the expansion of human resources (paid fire fighters), will best suit the Town's needs. There are likely several other options available to us that have not been identified yet. We also recognize that the CDES is charged with protecting our entire service area and not just Coaldale, and we want to know that whatever expansion of service may look like, that it adds as much value for every dollar spent to our entire service area, and not just the town. Therefore, we believe the development and preparation of a Master Fire Plan would be advantageous to the Town and the County, in that it would help to inform the decisions our elected officials will make to ensure we are spending the best dollars for the best service possible. Through the preparation of an RFP for the Plan, it will be made clear that data collection, analysis and outcomes will need to focus on Coaldale and Lethbridge County, to ensure the Plan benefits both communities within the CDES service area.

The expansion of the Coaldale and District Emergency Services (CDES) fire hall was a necessary step to ensuring continued emergency services excellence, as was the acquisition of a ladder truck. As you are aware, the expansion of the fire hall and purchase of the ladder truck help to serve not only Coaldale, but the surrounding areas in the County as well. The Town appreciates the County's continued commitment

to CDES and recognizes substantial financial support from the County is a critical part of what allows us to provide superior services to Coaldale and the surrounding area.

While the grant application is due by January 5, 2022, Municipal Affairs Regional Grant Programs office has indicated the Town and County can provide letters confirming each Council is in support of the application and the project after the grant application deadline. As such, I am requesting that Lethbridge County Council consider passing a motion supporting the project as soon as possible in the New Year.

If you would like to discuss the merits of the project or the grant application before deciding whether to present the request to your Council, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in dark ink, appearing to read 'K. Hastings', with a stylized flourish at the end.

Kalen Hastings, CAO

AGENDA ITEM REPORT



Title: Planning and Development Department 2021 Annual Report
Meeting: Council Meeting - 03 Feb 2022
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 18 Jan 2022
Approved - 19 Jan 2022

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

This is the 2021 Annual Report for the Planning and Development Department.

RECOMMENDATION:

That County Council accept this report for information.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Planning and Development Department takes direction from the bylaws approved by County Council including:

- Lethbridge County Land Use Bylaw 1404
- Lethbridge County Municipal Development Plan 1331

BACKGROUND INFORMATION:

Lethbridge County's Planning and Development Department takes direction from the Bylaws and guiding documents that have been approved by County Council including the Lethbridge County Municipal Development Plan, Intermunicipal Development Plans, Lethbridge County Land Use Bylaw, and Area Structure Plans.

The Planning and Development Department manages the issuance of development permits, amendments and updates to the Land Use Bylaw, planning projects, Intermunicipal relations and referrals, Road Closures and Licenses, land sales and leases, and the enforcement of the Land Use Bylaw and other planning related regulations.

In 2021 along with day to day duties, the following projects were undertaken:

- Hamlet Growth Studies - Fairview, Diamond City, and Shaughnessy have all been completed and approved by County Council.
- Completed the review and update of the Lethbridge County Municipal Development Plan.
- Completed the rezoning and subdivision of the former Monarch Water Tower site. 4 lots have been listed for sale.
- Review of Policies within the Planning and Development Department.
- Bylaw 21-013 - Text Amendment to the Lethbridge County Land Use Bylaw. To update and clarify standards and regulations in the County's Land Use Bylaw. Approved by County Council.
- Completed the Planning and Development County Council Workshop.
- Completed the review and issuance of existing Road Allowance Licenses.

Development Authority

In 2021, 271 development permit applications were received. This is a significant increase from 2020 which had 181 development permit applications. The construction value for 2021 was \$132 million, which is also a significant increase compared to 2020 at \$57.5 million.

As of December 31, 2021, 256 development permits were issued, 4 permits were refused, 1 was withdrawn and 10 were still in circulation. Of the permits that were issued, 78 were residential, 57 accessory buildings/structures (i.e., shops, sheds, garages, solar), 45 commercial/industrial, 47 agricultural, 4 signage, 11 home occupation, 8 public/institutional, 3 miscellaneous, and 3 demolition permits.

The Development Authority also issued 61 letters of compliance in 2021, this was up from 51 that were issued in 2020.

Safety Codes Permits

A total of 1065 safety codes permits (building, electrical, plumbing, gas, and private sewage) were submitted to Park Enterprises from January 1 to December 31, 2021. In 2020 a total of 740 permits were submitted between January 1 and December 31.

The revenue received from the contract agreement with Park Enterprises in 2021 was \$137,568.35. This is up from the revenue received in 2020 which was \$74,453.95.

Subdivision Applications

The Subdivision Authority made decisions on 34 subdivision applications. One application was refused and 33 were approved by County Council.

Subdivision and Development Appeal Board

There were 6 Subdivision and Development Appeal applications received in 2021. There were 4 development permit appeals and 2 subdivision appeals:

- Development Permit 2021- 092 - Hydrovac facility in Stewart Siding refused by the Development Authority - decision overturned by the Land and Property Rights Tribunal.
- Development Permit 2021-099 - Electronic Sign refused by Development Authority - decision up held by the local Subdivision and Development Appeal Board.
- Development Permit 2021-194 - Setback waiver for accessory buildings refused by the Development Authority - decision up held by the local Subdivision and Development Appeal Board.
- Development Permit 2021-222 - Setback waiver for solar array refused by the Development Authority - decision overturned by the local Subdivision and Development Appeal Board.

- Subdivision 2021-0- 142 - parcel reconfiguration - applicant appealed a condition of the subdivision approval - decision upheld by the local Subdivision and Development Appeal Board.
- Subdivision 2021-0-166 - additional subdivision out of a quarter section refused by the Subdivision Authority - decision is pending

Re-designations:

In 2021 7 re-designations were considered and by County Council:

- Bylaw 21-002 - Hamlet Public Institutional to Hamlet Residential - to allow for the subdivision of lots on the former Lethbridge County water tower site - approved.
- Bylaw 21-008 - Rural Agriculture to Grouped Country Residential - to allow for the further subdivision of a parcel - approved.
- Bylaw 21-009 - Rural Agriculture to Rural General Industrial - to allow for the subdivision of a parcel for industrial use - approved.
- Bylaw 21-011 - Rural Urban Fringe to Grouped Country Residential - to allow for the subdivision of a title for Country Residential use. The application was sent back to reconfigure the proposed lots to accommodate a natural drain, decision is pending.
- Bylaw 21-015 - Rural Agriculture to Rural General Industrial - to allow for a industrial use on the property and future subdivision of the parcel - approved.
- Bylaw 21-016 - Lethbridge Urban Fringe to Rural General Industrial - to bring into compliance an existing industrial use- approved.
- Bylaw 21-018 - Amend and existing Direct Control district to allow for an additional use on the parcel - approved.

Area Structure Plans

- Bylaw 21-010 - Ramias Subdivision Area Structure Plan - application was sent back to reconfigure the proposed lots to accommodate a natural drain, decision is pending.

Road Closures

- Bylaw 20-007 - Road Closure in the Lucy-Howe Subdivision. Approved by County Council.
- Bylaw 20-018 - Turin road closure and reconfiguration. Approved by County Council.
- Finalized the Diamond City Lane Closure.

Land Sales and Leases

- Completed the Sale of a residential parcel in Turin.
- Completed the Sale of one industrial parcel in Turin (1 of 4 up for sale).
- Advertised the sale of 4 residential parcels in Monarch.
- Completed a grazing lease agreement for NE 17-10-24-W4.

Intermunicipal Relations

- 38 Intermunicipal Referrals were received and reviewed, up from 18 reviewed in 2020.
- The Lethbridge County/Town of Coalhurst Intermunicipal Development Plan amendment which includes the North of Coalhurst/Kipp Industrial Area Structure Plan was approved by both municipalities on February 25, 2021.
- Initiated with the Town of Coaldale on the review and update of the Town of Coaldale/Lethbridge County Intermunicipal Development Plan.

ALTERNATIVES / PROS / CONS:

Not Applicable

FINANCIAL IMPACT:

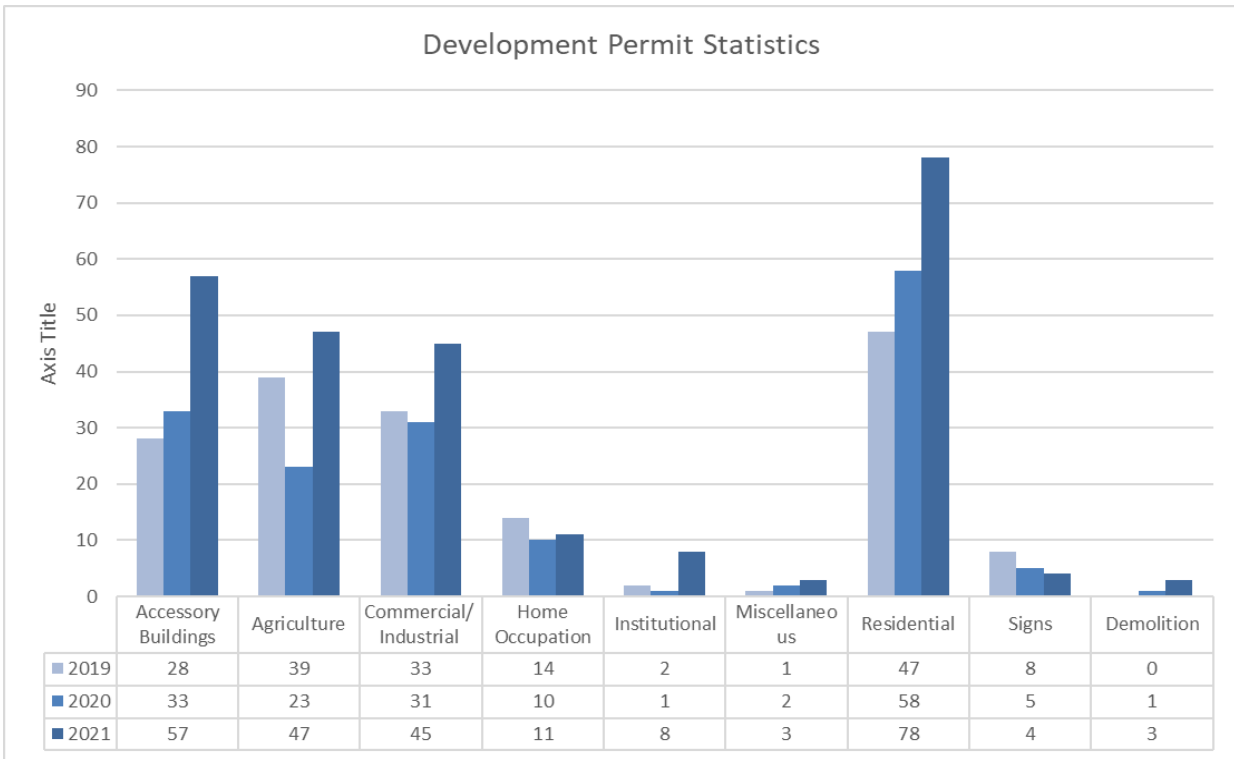
Revenue from the Park Enterprises contract for 2021 is \$137,568.35.

REASON(S) FOR RECOMMENDATION(S):

This report is strictly to inform County Council on the activities of the Planning and Development Department - no decision or action is required.

ATTACHMENTS:

[2019-2021 Stats](#)





Rural Municipalities of Alberta
2510 Sparrow Drive
Nisku, Alberta T9E 8N5

January 4, 2022

RMA CAOs

RE: Call to Action – Expanding reach & impact of RMA’s Internet Speed Testing project

Dear CAO,

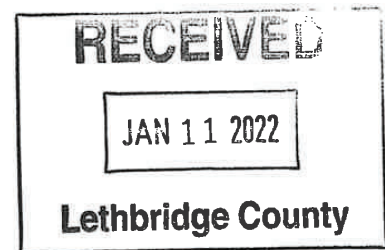
I am writing with a “Call to Action” to share resources with and ask your municipality to help RMA get more rural data for our internet speed testing project. As you are well aware, access to highspeed internet is a necessity for economic development, attracting and retaining families in rural areas, and facilitating quality of life. We know that internet speeds in rural Alberta are lagging behind our urban neighbours. However, there is a gap in information available to decision makers related to just how poor internet speeds are in many rural areas.

To address this gap, RMA has partnered with the Canadian Internet Registration Authority (CIRA) to conduct a multi-year rural internet speed testing project. This project allows rural residents to directly participate in our advocacy by arming us with the information about rural internet speeds to tell the story of connectivity in rural Alberta.

To help us increase our testing numbers, which ultimately increases the strength of our data, I am providing you with some information to share with residents. I ask that you please use this to start conversations about our project and share the opportunity to participate with your residents. Enclosed in this package is:

- A poster that can be displayed in a public space. Feel free to make copies, or contact RMA and we will send you a digital file that can be used to print extras.
- Several post cards and brochures explaining the program. Feel free to share these with residents.

Digital versions of each resource will also be shared by email with you and your mayor/reeve to encourage your staff and council to spread the word on the project as well through social media and other channels. If you would be interested in information on how to further promote the project through your municipality’s social media channels, we are happy to assist.



RESOURCEFUL. RESPONSIVE. RESILIENT.

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAAlberta.com



Lastly, and most importantly, we ask that you promote this internet testing project to your citizens via your regular municipal communications done via your local newspapers or municipal newsletter. We will be forwarding by email as well files that your communications staff can easily use for advertisements in these communications.

In closing, I thank you for your assistance in sharing information about our internet speed testing project with your residents. If you have any specific questions about the project, please contact Warren Noga, Policy Advisor (warren@rmalberta.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald Rhodes".

Gerald Rhodes
Executive Director
gerald@RMAAlberta.com
780.955.4076

RESOURCEFUL. RESPONSIVE. RESILIENT.

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAAlberta.com



Your connection is too slow.

Let's get rural Alberta online with highspeed!

High-speed internet is a necessity, but much of the data that is available show speeds at much higher levels than most rural residents actually have access to.

The Rural Municipalities of Alberta (RMA) is collecting data to tell the government and other decision-makers what internet service is actually like for rural Albertans.

ERR_INTERNET_SLOW

Try :

Completing the internet performance test (IPT) to help RMA collect data on rural internet speeds!

[RMAAlberta.com/speed-test](https://rmaalberta.com/speed-test)

Complete the test!



December 23, 2021

Reeve Tory Campbell
Lethbridge County
100, 905 - 4 Avenue South
Lethbridge AB T1J 4E4

Dear Reeve Campbell:

Thank you for taking the time during the Rural Municipalities of Alberta Fall 2021 Convention to meet with me to discuss your concerns about policing costs, a provincial police service, long-term sustainable funding for municipalities, and concerns regarding compliance of rural water co-ops.

I appreciated the opportunity to hear your municipality's concerns and build on our relationship during the meeting. I have shared your concerns with my colleagues – the Honourable Nate Horner, Minister of Agriculture and Rural Economic Development, and the Honourable Kaycee Madu, Minister of Justice and Solicitor General.

Please do not hesitate to contact my office if you require any additional information regarding our discussion during the convention. I look forward to working with you and your council to build strong and resilient communities in our great province.

Sincerely,

Ric McIver
Minister

cc: Honourable Nate Horner, Minister of Agriculture and Rural Economic Development
Honourable Kaycee Madu, Minister of Justice and Solicitor General
Ann Mitchell, Chief Administrative Officer, Lethbridge County



Invitation to Municipalities

What is The Year of the Garden 2022?

The **Year of the Garden 2022** is the **Centennial Celebration of Canada's horticulture sector** marked with the 100th Anniversary of the Canadian Nursery Landscape Association. From January 1 to December 31, 2022, we will commemorate and celebrate Canada's rich garden heritage, celebrate today's vibrant garden culture, and create legacies for a sustainable future.

Planning is underway for a year of exciting activities, celebrations, special events and promotions that will take place in communities, schools, businesses, public gardens, and backyard gardens in all parts of Canada.

Join the Celebration and Proclaim 2022 as the Year of the Garden in Your Municipality

Join **Canada's Garden-Family** – thousands of plant growers, product manufacturers, retailers, landscape service providers, public gardens and garden experience providers, garden clubs and societies, and affiliated businesses – which will be sharing their knowledge and offering events to help Canadians **Live the Garden Life**.

The **Year of the Garden 2022** is a unique opportunity for your municipality to highlight and have a positive impact on priorities, such as:

- Post COVID Recovery
- Quality of Life
- Healthy Citizens
- Environmental Climate Action
- Economic Growth
- Enhance Cultural Vibrancy
- Reconciliation and Inclusivity
- Garden Tourism Destination positioning

The **Year of the Garden 2022 campaign** will reach and inspire the public to learn about the connections gardens and gardening have with many important community quality of life benefits including:

Environmental Benefits

- Integration of more plants into city life: tree canopy, community gardens, public parks, green roofs, green infrastructure
- More plants and more gardens produce more oxygen, sequester more carbon, mitigate heat island effect in urban areas
- Engaging Canadians in the Federal government's commitment to plant 2 billion trees, and commitment to fight Climate Change
- Contribute to attaining sustainable development goals

Economic Benefits

- Gardens and gardening generate economic activity for the garden family sector of your municipality
- Impact of public garden visitation, a demonstrated major tourism draw
- Generate economic development, attracting residents, businesses, and visitors in communities across the country
- Enhancing quality of life favours economic stability for your municipality and its residents

Health and Wellness Benefits

- The relation between improved health and gardening is well documented
- Active living for all ages
- Contribute to healthier citizens and reduced health costs
- Engage your with Canada's healthy eating strategy

Cultural Benefits

- Better understanding of the role gardens and gardening play in the development of communities and our country
- contribute to the reconciliation with the First Nations who live in harmony with nature and plants
- Contribute to Canada's inclusivity agenda since "in the garden there are no differences", just plants, and people of all ages and cultures who love them and care for them
- support the integration of a garden culture in schools and community gardens

Our Invitation to All Municipalities:

Communities in Bloom and the Canadian Garden Council **invite municipalities to proclaim 2022 the Year of the Garden** for their citizens to **acknowledge all the benefits that Gardens and Gardening provide.**

By joining Canada's celebration of the **Year of the Garden 2022** you will demonstrate leadership and inspire and engage your citizens using evidence-based information and actions to contribute to the sustainability of your municipality.

Our Proposal:

- **Proclamation of 2022 as the Year of the Garden** in your municipality (see attached Proclamation Template)
- **Commitment** to be a **Garden Friendly City**
- **Recognize National Garden Day** in your municipality, Saturday before Fathers Day

Should you have any question, please do not hesitate to contact us. Should you move forward with a proclamation, please send us copy of your proclamation.

Contact: gardenfamily@gardencouncil.ca

<https://www.communitiesinbloom.ca/>

<https://gardenscanada.ca/year-of-the-garden/>





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR107279

January 13, 2022

Reeve Tory Campbell
Lethbridge County
100, 905 - 4 Avenue South
Lethbridge, AB T1J 4E4

Dear Reeve Campbell:

The Government of Alberta is committed to supporting fiscally responsible, collaborative, and accountable local governments. By supporting the capacity-building priorities of our municipalities, we can help strengthen communities, improve the quality of life for residents, and foster an environment for business and industry to thrive. Through the Municipal Internship component of the 2021/22 Alberta Community Partnership (ACP) program, we will continue to support the development of future local government leaders.

I am pleased to inform you Lethbridge County has been approved to host an intern in the 2022 Municipal Internship Program for Finance Officers. Your municipality will receive a grant of \$60,000 under the Municipal Internship component of the ACP program for this purpose.

The conditional grant agreement will be sent to your Chief Administrative Officer at a later date to obtain the appropriate signatures. Ministry staff will also be in touch with your administration in the near future to share information about the responsibilities of host municipalities and to develop a community profile that will be used in the recruitment of candidates for your intern position.

I congratulate Lethbridge County and look forward to working together to develop leaders, build capacity in municipalities across Alberta, and contribute to the economic recovery of the province.

Sincerely,

Ric McIver
Minister

cc: Grant Hunter, MLA, Taber-Warner
Joseph Schow, MLA Cardston-Siksika
Ann Mitchell, Chief Administrative Officer, Lethbridge County

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

January 6, 2022

Reeve Tory Campbell
Lethbridge County
#100, 905 - 4th Avenue South
Lethbridge, AB T1J 4E4

Dear Reeve Campbell:

RE: Rural Municipalities of Alberta (RMA) Conference - Fall 2021

My thanks to you and your council members for meeting with me and my senior leadership team during the Fall RMA Conference. These meetings contribute greatly to ensuring the police services provided by the Alberta Royal Canadian Mounted Police (RCMP) to you, and the citizens you represent, are aligned with the concerns and needs of your community members.

Thank you for your support of the Alberta RCMP and our provision of provincial policing. Looking forward, we are focussed on exploring ways to provide innovative and efficient services that are aligned closely with communities to address needs and concerns in ways that support the citizens who live there.

Your engagement and the feedback you provided during our meeting is invaluable to our provision of policing services that meet the needs of the Albertans you represent. Meetings like these, along with the direct interactions you have with detachment leadership, guide us in responding to the priorities of citizens, build upon our strong community partnerships and support us in delivering the high level of policing services that Albertans have come to expect from the Alberta RCMP.

I would also like to thank you for the homegrown gifts from Lethbridge County. It was a very kind gesture.

Should any questions or concerns arise before our next meeting, please do not hesitate to contact me at 780-412-5444 or curtis.zablocki@rcmp-grc.gc.ca; or our RMA Liaison Officer, Inspector Ed Moreland at 780-412-5259 or edward.moreland@rcmp-grc.gc.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "C. M. (Curtis) Zablocki".

C. M. (Curtis) Zablocki, M.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 - 109 Street
Edmonton, AB T5G 2T4

Canada

Telephone: 780-412-5444
Fax: 780-412-5445

Cc: Marlin DeGrand, Assistant Deputy Minister, Public Security Division, Alberta Justice and Solicitor General
Assistant Commissioner John Ferguson, Officer in Charge Criminal Operations, Alberta Royal Canadian Mounted Police
Chief Superintendent Trevor Daroux, District Officer, Southern Alberta District, Alberta Royal Canadian Mounted Police
Nina Sahasrabuddhe, Executive Director, Strategy, Business and Innovation, Alberta Royal Canadian Mounted Police
Inspector Ed Moreland, Client Services Officer, Operations Strategy Branch, Alberta Royal Canadian Mounted Police