



Agenda

Council Meeting | Thursday, June 18, 2026 | 9:00 AM | Council Chambers

Page

	A. CALL TO ORDER
	B. ADOPTION OF AGENDA
	C. ADOPTION OF MINUTES
4 - 9	1. <u>County Council Meeting Minutes</u> Council Meeting - 21 May 2026 - Minutes
	D. DELEGATIONS
10 - 30	1. <u>9:15 a.m. - Robin Hephner, CEO - Chinook Arch Library System</u> Member Council Presentation 2026 compressed Plan of Service 2023-2026 2025 Impact Report
	E. SUBDIVISION APPLICATIONS
31 - 39	1. <u>Subdivision Application #2026-0-056 – Bahler - NW1/4 34-10-20-W4M</u> Subdivision Application #2026-0-056 – Bahler - NW1/4 34-10-20-W4M
40 - 49	2. <u>Subdivision Application #2026-0-057 – Zwartbol/Slingerland - Lot 1, Block 1, Plan 9312354 within NW1/4 24-9-22-W4</u> Subdivision Application #2026-0-057 – Zwartbol/Slingerland - Lot 1, Block 1, Plan 9312354 within NW1/4 24-9-22-W
	F. PUBLIC HEARINGS - 10:00 AM
50 - 74	1. <u>Bylaw 26-003 - Amendment to the Land Use Bylaw to Redesignate a portion of NW-4-9-20-W4M (90081 Range Road 204) from Urban Fringe (UF) to a Direct Control (DC) - Public Hearing</u> Bylaw 26-003 - Amendment to the Land Use Bylaw to Redesignate a portion of NW-4-9-20-W4M (90081 Range Road 204) from Urban Fringe (UF) to a Direct Control (DC) - Public Hearing
75 - 87	2. <u>Bylaw 26-009 - Amendment to the Land Use Bylaw to Redesignate Plan 309 DT Block 1 Lots 9-11 (120 Main Street, Turin) from Hamlet</u>

Direct Control (H DC) to Hamlet Residential (HR) - Public Hearing
Bylaw 26-009 - Amendment to the Land Use Bylaw to Redesignate Plan
309 DT Block 1 Lots 9-11 (120 Main Street, Turin) from Hamlet Direct
Control (H DC) to Hamlet Residential (HR) - Public Hearing

G. DEPARTMENT REPORTS

G.1. DEVELOPMENT & INFRASTRUCTURE

- 88 - 109 G.1.1. **Bylaw 26-010 – Amendment to the Land Use Bylaw to Redesignate a Portion of Plan 0815575, Block 1, Lot 2 (112026 Range Road 223) within SW-15-11-23-W4M from Rural Agriculture (RA) to Business Light Industrial (BLI)**
[Bylaw 26-010 – Amendment to the Land Use Bylaw to Redesignate a Portion of Plan 0815575, Block 1, Lot 2 \(112026 Range Road 223\) within SW-15-11-23-W4M from Rural Agriculture \(RA\) to Business Light Industrial \(BLI\)](#)

G.2. ADMINISTRATION

- 110 - 121 G.2.1. **Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw**
[Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw](#)
- 122 - 147 G.2.2. **Community Peace Officer Policy Updates**
[Community Peace Officer Policy Updates](#)

G.3. GROWTH & ENGAGEMENT

- 148 - 151 G.3.1. **SAMP Sponsorship Request**
[SAMP Sponsorship Request](#)
- 152 - 160 G.3.2. **Communications & Marketing Q1 + Q2 Report**
[Communications & Marketing Q1 + Q2 Report](#)

H. CORRESPONDENCE

- 161 1. **TIME Society**
[TIME Society](#)
- 162 - 163 2. **Letter from Shari Rogerson**
[Letter from Shari Rogerson](#)
- 164 3. **STARS**
[STARS](#)
- 165 - 166 4. **Alberta Municipal Affairs - PERC Extension**
[Alberta Municipal Affairs - PERC Extension](#)

167 - 169 5. **Canadian Federation of Independent Business**
[Canadian Federation of Independent Business](#)

170 6. **City of Lethbridge - Mayor's Community BBQ**
[City of Lethridge - Mayor's Community BBQ](#)

I. COUNTY COUNCIL AND COMMITTEE UPDATES

171 - 174 1. **Lethbridge County Council Attendance Update - May 2026**
[Lethbridge County Council Attendance Update - May 2026](#)

J. NEW BUSINESS

K. CLOSED SESSION

1. **Contracted Services (ATIA Section 30 - Disclosure harmful to economic & other interests of a public body)**

L. ADJOURN



Minutes

Council Meeting | Thursday, May 21, 2026 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, May 21, 2026, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Tory Campbell
- Deputy Reeve John Kuerbis
- Councillor Lorne Hickey
- Councillor Mark Sayers
- Councillor Kevin Slomp
- Councillor Eric Van Essen
- Councillor Tony Ankermann
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Operations Ryan Thomson
- Director, Growth & Engagement Trevor Lewington
- Manager, Finance and Administration Patrick Lyster
- Manager, Planning and Development Kaylyn Franklin
- Legislative Coordinator & Executive Assistant Candice Robison
- Coordinator, Payroll & HR Erin Lyster

A. CALL TO ORDER

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

Reeve Tory Campbell read the following land acknowledgement:

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

B. ADOPTION OF AGENDA

128-2026 Councillor MOVED that the May 21, 2026 Lethbridge County Council Meeting Agenda
 Van Essen be adopted as amended.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

129-2026 Deputy MOVED that the May 7, 2026 Lethbridge County Council Minutes be
 Reeve adopted as presented
 Kuerbis

CARRIED

E. DEPARTMENT REPORTS

E.1. OPERATIONS

E.1.1. 2026 Agricultural Service Board Level of Service

130-2026 Councillor MOVED that Council approve the 2026 Agriculture Service Board Level of
 Van Essen Service document as recommended by the Agricultural Service Board.

CARRIED

E.1.2. ASB Strychnine Vendor Authorization

131-2026 Councillor Van Essen MOVED that County Council authorize the ASB department to become a registered vendor for the sale and distribution of strychnine to eligible producers within Lethbridge County.

CARRIED

E.2. ADMINISTRATION

E.2.1. Green Acres Piyami Lodge Request

Council discussed Green Acres Piyami Lodge Request.

132-2026 Councillor Sayers MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 9:16 a.m. for the discussion on the following:

E.2.1 - Green Acres Piyami Lodge Request

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

133-2026 Councillor Slomp MOVED that the Lethbridge County Council Meeting move out of the closed session at 9:41 a.m.

CARRIED

Reeve Campbell reconvened the regular meeting at 9:41 a.m.

E.2.2. July 2 Council Meeting

134-2026 Deputy Reeve Kuerbis MOVED that County Council cancel the July 2nd County Council Meeting.

CARRIED

F. CORRESPONDENCE

F.1. Chinook Arch Library Board Report - April 2026

Council reviewed the Chinook Arch Library Board Report for April 2026.

F.1. Moon River Estates Playground Committee

Council reviewed correspondence from the Moon River Estates Playground Committee regarding their upcoming playground upgrade project.

135-2026 Deputy Reeve Kuerbis MOVED that Council direct Administration to send a letter to Moon River Estates Playground Committee signed by Reeve.

CARRIED

F.2. Picture Butte Ag Society

Council reviewed a sponsorship request from the Picture Butte Ag Society for their upcoming Farmers Day BBQ.

136-2026 Councillor Van Essen MOVED that County Council supports the Picture Butte Ag Society's Farmer's Day BBQ with a donation in the amount of \$500.00 from the Councillors donation reserve.

CARRIED

Reeve Campbell recessed the meeting at 9:50 a.m.

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

D. PUBLIC HEARINGS -10:00 A.M.

D.1. Bylaw 26-001 - Amendment to the Land Use Bylaw to Redesignate 105071 Range Road 220 (Plan 0110514 Block 1 Lot 1, portion of NW-31-10-21-W4) from Rural Agriculture (RA) to Direct Control (DC) - Public Hearing

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 26-001 at 10:00 a.m.

137-2026 Councillor Slomp MOVED that the Public Hearing for Bylaw 26-001 commence at 10:01 a.m. CARRIED

The Manager, Planning and Development reviewed Bylaw 26-001.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 26-001.

Roy Vandenbrink spoke in favour of Bylaw 26-001.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 26-001.

No further comments were made.

138-2026 Councillor Sayers MOVED that the Public Hearing for Bylaw 26-001 adjourn at 10:08 a.m. CARRIED

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

139-2026 Councillor Hickey MOVED that Bylaw 26-001, be read a second time. CARRIED

140-2026 Councillor Van Essen MOVED that Bylaw 26-001, be read a third time. CARRIED

G. COUNTY COUNCIL AND COMMITTEE UPDATES

G.1. Lethbridge County Council Attendance Update - April 2026

Council reviewed the highlights from the Lethbridge County Council Attendance Update for April 2026.

Division 1

Councillor Lorne Hickey

April 2 Lethbridge County Council Meeting
April 10 Green Acres Anniversary Lunch
April 13 Green Acres Executive Meeting & Finance Meeting
April 20-22 Green Acres Conference in St. John's, NFL
April 27-29 Strategic Planning
April 29 Green Acres Board Meeting

Division 2

Reeve Tory Campbell

April 2 Lethbridge County Council Meeting
April 10 Meeting w/MP Thomas
April 15 EDL Board Meeting, virtual
April 15 Audit Committee Meeting
April 15 Town of Picture Butte Post Office Centennial Celebration
April 16 Lethbridge County Council Meeting
April 23 SouthGrow Quarterly Board Meeting
April 27-29 Strategic Planning
April 30 Tim Hortons FCSS Smile Cookie Decorating

Division 3

Councillor Mark Sayers

April 1 FCSS Board Meeting
April 2 Lethbridge County Council Meeting
April 8 Link Pathway Committee Meeting
April 16 Lethbridge County Council Meeting
April 17 Local Producers Gala
April 27-29 Strategic Planning
April 30 Tim Hortons FCSS Smile Cookie Decorating

Division 4

Deputy Reeve John Kuerbis

April 2 Lethbridge County Council Meeting
April 7 Weekly meeting with Community Futures Executive Director
April 14 Weekly meeting with Community Futures Executive Director
April 14 Regional Waste Commission Meeting
April 15 Audit Committee Meeting
April 16 Lethbridge County Council Meeting
April 20 Corteva 100 Anniversary of Pioneer Brand Celebration
April 21 Regional Water Commission Meeting
April 22 Meeting with Prairies Can
April 22 Community Futures Monthly Board Meeting
April 27-29 Strategic Planning
April 28 Weekly meeting with Community Futures Executive Director
April 28 Diamond City Annual General Meeting
April 30 Emergency Advisory Committee

Division 5

Councillor Kevin Slomp

April 2 Lethbridge County Council Meeting
April 2 Chinook Arch Meeting
April 14 Regional Waste Commission Meeting
April 16 Lethbridge County Council Meeting
April 27-29 Strategic Planning

Division 6

Councillor Eric Van Essen

April 2 Lethbridge County Council Meeting
April 2 Town Hall with Deputy Ag Minister
April 15 Audit Committee
April 15 Town of Picture Butte Post Office Centennial Celebration
April 16 Lethbridge County Council Meeting
April 17 Local Producers Gala
April 27-29 Strategic Planning

Division 7

Councillor Tony Ankermann

April 2 Lethbridge County Council Meeting
April 15 Town of Picture Butte Post Office Centennial Celebration
April 16 Lethbridge County Council Meeting
April 21 Regional Water Commission Meeting
April 27-29 Strategic Planning
April 30 Tim Hortons FCSS Smile Cookie Decorating

I. CLOSED SESSION

1.1. - Land Disposition (ATIA Section 30 - Disclosure harmful to economic & other interests of a public body)

1.2. - Council Government Relations (ATIA Section 26 - Disclosure harmful to intergovernmental relations)

I.3. - Regional Water Study (ATIA Section 30 - Disclosure harmful to economic & other interests of a public body)

I.4. - CAO Report - C.Beck (ATIA Sections 19, 20, 28 & 29)

I.5. - Council Matters (ATIA Section 32 - Privileged Information)

141-2026 Councillor Hickey MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 10:20 a.m. for the discussion on the following:

- I.1. - Land Disposition - (ATIA Section 30 - Disclosure harmful to economic & other interests of a public body)
- I.2. - Council Government Relations (ATIA Section 26 - Disclosure harmful to intergovernmental relations)
- I.3. - Regional Water Study (ATIA Section 30 - Disclosure harmful to economic & other interests of a public body)
- I.4. - CAO Report - C. Beck (ATIA Section 19, 20, 28 and 29)
- I.5 - Council Matters (ATIA Section 32 - Privileged information)

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

142-2026 Deputy Reeve Kuerbis MOVED that the Lethbridge County Council Meeting move out of the closed session at 12:55 p.m. CARRIED

I.1. Land Disposition (ATIA Section 30 - Disclosure harmful to economic & other interests of a public body)

143-2026 Councillor Slomp MOVED that Council approve the sale of Plan 1810343 Block 1 Lot 5 to the highest offered purchase price of \$175,000. CARRIED

I.6. Advocacy & Networking Opportunities

144-2026 Deputy Reeve Kuerbis MOVED that Council authorize the attendance of Reeve Campbell at the Invest Alberta Stampede Partner Breakfast and the FortisAlberta Stampede Rodeo Event and other events that may arise on July 8, 2026 and that Deputy Reeve Kuerbis, Councillor Van Essen and Councillor Hickey attend the PNWER 2026 Annual Summit in Edmonton from July 19 to 23, 2026, with related travel and registration expenses to be funded from the Council travel budget. CARRIED

J. ADJOURN

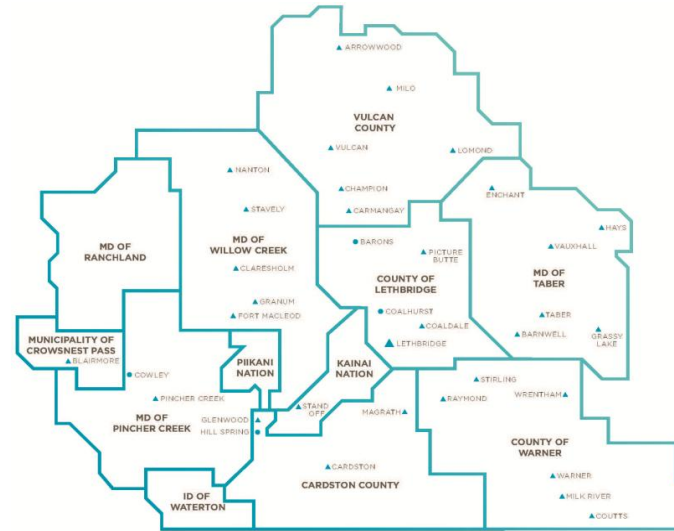
145-2026 Deputy Reeve Kuerbis MOVED that the Lethbridge County Council Meeting adjourn at 12:56 p.m. CARRIED

Reeve

CAO



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM



Chinook Arch Regional Library System

Presentation to Municipal Members

2026

Robin Hepher, CEO

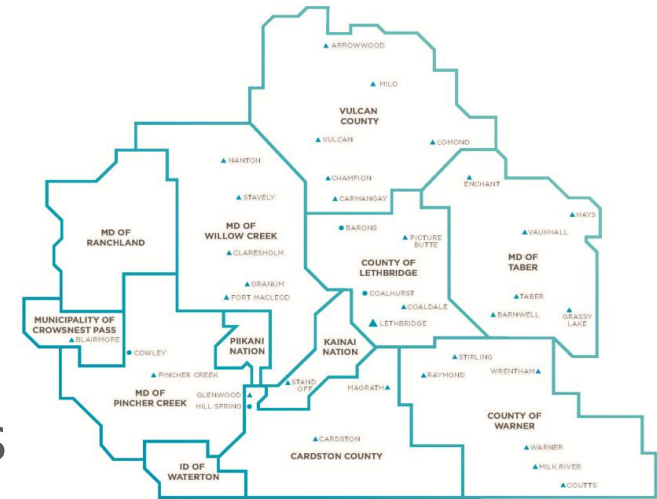
Your Public Library: A Vital Community Asset

- A Community hub
- A trusted institution in the community
- A low-cost resource in tough times
- A welcoming space for all members of the community
- An economic driver
- Some of the best public dollars you can spend



What Is Chinook Arch Regional Library System?

- Framework for inter-municipal collaboration on library services
- Formed by an agreement between member municipalities
- Raises level of library services in all communities
- Responsive, adaptable, member-governed





Governance

- Board is a one member, one vote model
- Members appointed by council
- Standing Committees:
 - Executive
 - Finance/Personnel
 - Planning/Facilities
 - Marketing/Communications

System Agreement and Plan of Service

- The System Agreement lays out our roles
- Plan of Service guides how we will fill those roles
- The System Agreement was revised and updated in 2021
- Planning and budget cycles coincide with municipal election cycle
- Current Plan of Service is 2023-2026



Chinook Arch Services

- Bibliographic Services
 - Centralized ordering, cataloguing, and processing of materials
 - Book allotment
- Information Technology Services
 - Network management and help desk
 - Internet service



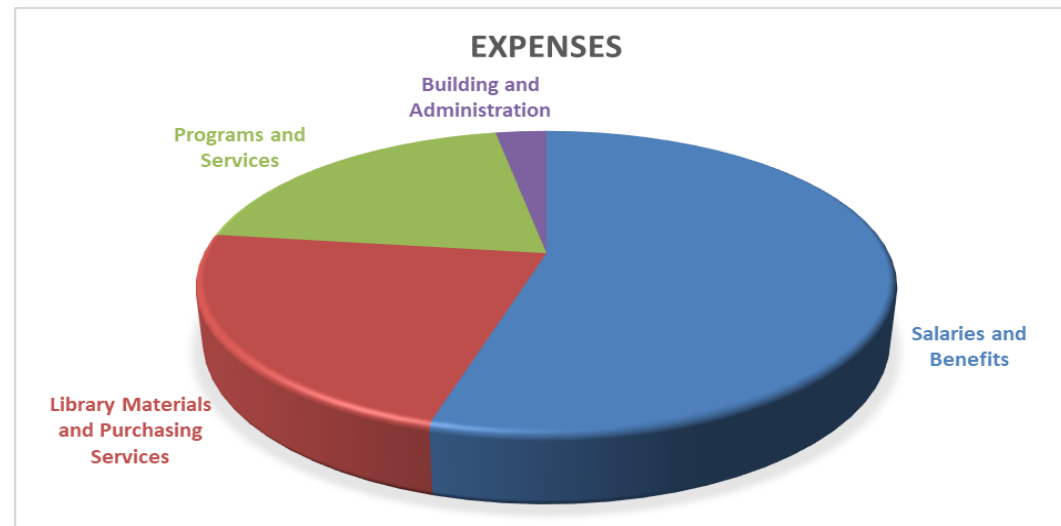
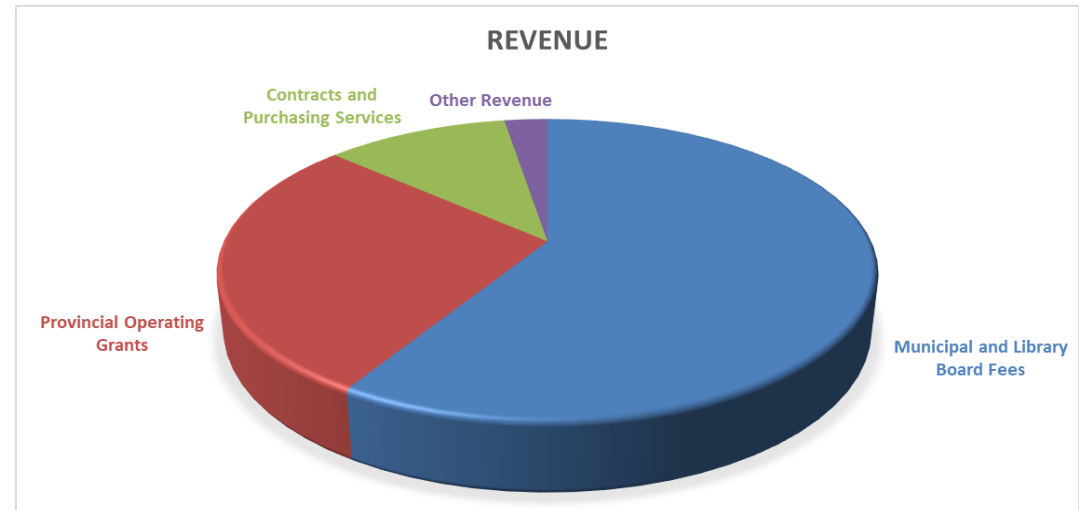
Chinook Arch Services

- Member Support
 - Library Operations Support
- Digital Services
 - Downloadable/streaming content
 - E-books and audiobooks
 - Online courses
- Delivery
- Programming



Funding and Budgets

- Four-year budget: 2023-2026
- Funding comes from members and the Government of Alberta
- Any increase in member levies must be approved by member councils
- In 2020, the Board reduced the member levy to 2018 levels (\$7.76 per capita)
- 2027 Levy Request: \$8.17 per capita



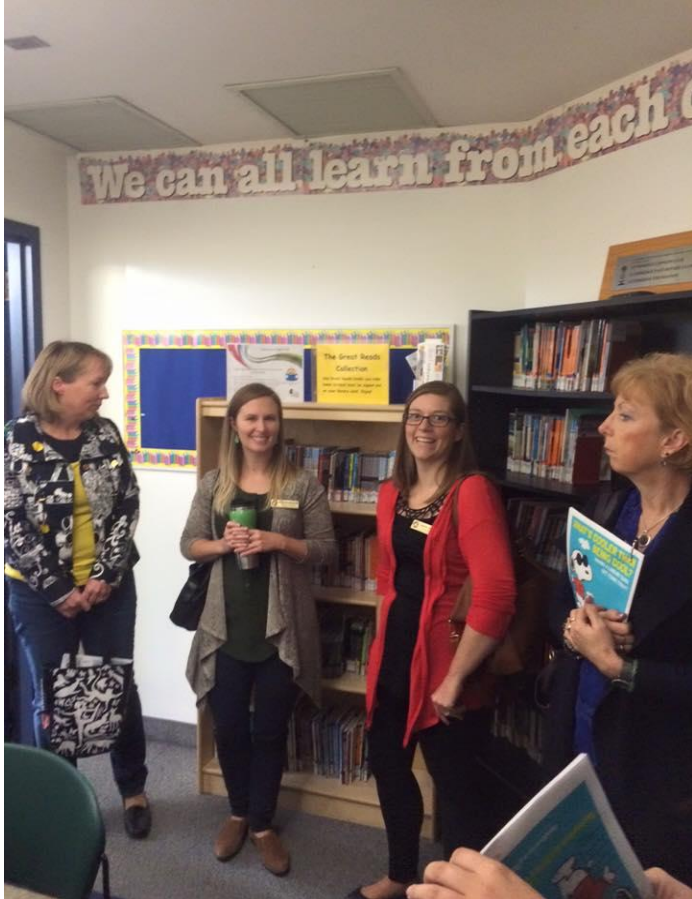


Highlights from 2025

- Regional programming collection was used 300 times
- Over 4,000 support sessions with libraries and patrons
- 591,000 items moved between libraries
- 40,000+ items added to the shared catalogue
- 15 % increase in Overdrive e-book and audiobook usage
- Region-wide Windows 11 upgrade

Looking Forward

- Current Plan of Service extended through 2027.
- One-year levy increase request for 2027
- New Plan of Service will be 2028-2031
- New 4-year budget 2028-2031



Questions/Comments

Robin Hepher, CEO

403-380-1505

rhepher@chinookarch.ca

Visit www.chinookarch.ca for:

- Board Polices
- Meeting Minutes
- Audited Financial Statements
- Library Services



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

PLAN OF SERVICE

2023 - 2026

PLAN OF SERVICE THEMES

1 Getting Butts Back in the Library

2 Programming/Programming Support

3 Community Outreach

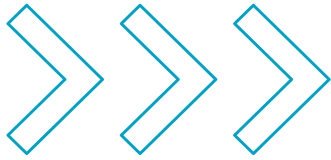
4 Technology Support

5 Language Learning/Serving Immigrant Communities



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

1



Getting Butts Back in the Library



Identified Need

In the wake of the COVID-19 pandemic, attendance at libraries is still recovering. Other challenges persist, including a lack of awareness about the services and programs available at the library.



Key Activities

- Explore the use of targeted marketing (email, social media) to encourage library use by members of the public
- Develop system-wide contests, games, etc. designed to draw people into the library
- Develop customized/curated information packets aimed at specific groups of users (eg. home schoolers) highlighting ways in which the library can make their lives easier
- Explore the creation of a “library of experts” that can deliver in-library programming
- Explore ways to centrally support in-library programming from a funding standpoint, eg. subsidizing mileage and fees of presenters
- Assist libraries with measuring library visits through the provision of the door counters



Output Measures

- Library use and attendance as measured by door counters
- Attendance at library programs and events
- Number of events held at libraries
- Turnover rates of specific genres in response to customized recommendations

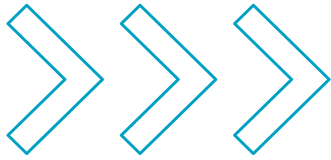


Impact

- The library is a community hub that provides relevant, high-quality programs and services to visitors
- The library is able to offer consistently high quality programming that meets the needs of its community
- Identified target groups are more likely to access library resources
- Patron reporting that their engagement with library collections, services, and programs is positively impacted by targeted communication



2



Programming/ Programming Support



Identified Need

Libraries would like to offer more programming, but face many challenges, including: limited resources, marketing and promotion, and more.



Key Activities

- Develop a collection of programming kits that are unique, relevant, fun, and easy for library staff to use
- Explore communication strategies that highlight the library as a potential partner for other organizations that are delivering services in the area
- Develop strategies for sharing/replicating successful programs across the region
- Explore hiring staff to coordinate and/or deliver programming at member libraries



Output Measures

- Number of programming kits created and used by member libraries
- Number of partnerships developed for program delivery
- Number of programs shared across the region
- Number of person hours invested in programming and programming support

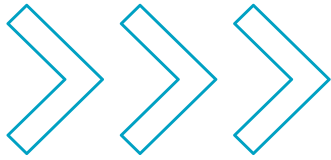


Impact

- Member libraries are a destination for engaging and educational programming for a wide range of demographics
- Libraries are seen as a preferred partner for other organizations in the community
- Attendance at library programs increases



3



Community Outreach



Identified Need

Many members of the community still aren't aware of all that the library has to offer, and some may never enter the library building. How can libraries get out into the community to meet people where they're at?



Key Activities

- Explore the development of "Pop-Up" library kits to allow libraries to offer services off-site
- Develop display units and outreach kits to assist libraries in promoting their services at fairs, markets, meetings, etc.
- Attend inter-agency meetings, etc. to gain awareness of what's happening in communities and to identify potential partners
- Explore directly supporting member libraries in offering community outreach



Output Measures

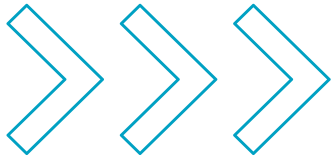
- Use of the "Pop-Up" library kits
- Number of books signed out/memberships created at Pop-Up library events
- Use of the tabletop displays
- Attendance at inter-agency meetings



Impact

- Community members are more aware of the library
- Library services are extended to people who otherwise might not have access





Technology Support



Identified Need

Keeping up with technological change is difficult when funds and resources are limited. Libraries face challenges in maintaining/replacing computers and other IT equipment, and in keeping up with trends in consumer electronics.



Key Activities

- Explore ways to assist libraries with technology replacement
- Explore system-wide implementation of a point of sale system
- Explore system-wide implementation of a “print from mobile device” system
- Explore print management software for in-library use
- Explore strategies for developing digital literacy for seniors and recent immigrants
- Expand Wi-Fi hot spot lending program



Output Measures

- Number of computers/devices updated annually
- Use of point of sale system
- Use of mobile printing system/print management software
- Number of digital literacy training sessions attended
- Number of Wi-Fi hot spots available/loaned

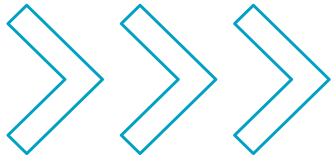


Impact

- The library offers reliable, fast access to printing and other technologies
- Library technology is current, sustainable, and secure
- Residents feel confident navigating their devices and software
- Residents enjoy more equitable access to the internet and enhanced participation in the digital economy



5



Language Learning/ Serving Immigrant Communities



Identified Need

Communities are seeing an increase in the number and variety of immigrant populations. Libraries have many services to offer members of immigrant groups, but face challenges in getting the word out and in providing services that are helpful and appropriate.



Key Activities



- Improve online access to resources for English language learners
- Explore the development of shared collections aimed developing literacy
- Explore the development of shared collections for language learning
- Develop lists of resources for recent immigrants
- Provide opportunities for professional development for library staff in the area of serving recent immigrants
- Develop partnerships with community organizations that are working with immigrant populations
- Identify funding sources from governmental and NGO agencies working in the immigrant settlement sector



Output Measures



- Circulation of literacy and language learning collections
- Usage of online language learning resources
- Attendance at professional development sessions
- Partnerships developed



Impact

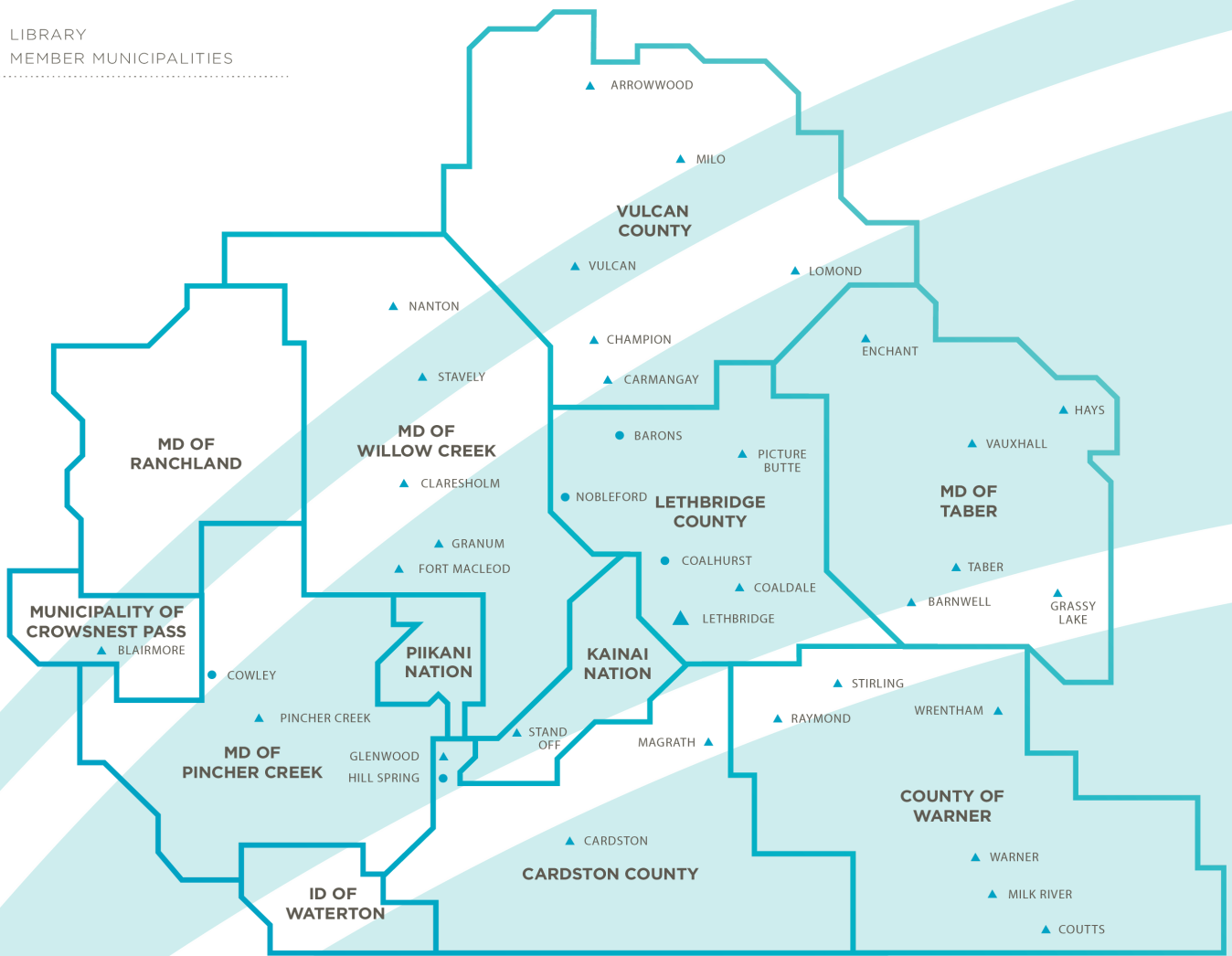


- The library is a partner with other community organizations supporting recent immigrants
- Recent immigrants use library resources to improve their lives
- Partner organizations and immigrants see the library as a key access point for resources and support



THRIVING LIBRARIES. THRIVING COMMUNITIES.

- ▲ LIBRARY
- MEMBER MUNICIPALITIES



Contact Us

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CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM



2025 IMPACT REPORT

Look for quotes from Chinook Arch member libraries in this report.

Chinook Arch Snapshot

- 35** member library locations
- 40** municipalities served
- 37,456** library cardholders
- 29** staff members




Highlights from the Year

<h3>Library Collections</h3> <p> The Regional Programming Collection circulated 300 times to 25 libraries</p> <p> "This brings fresh and exciting materials to our library, without the financial burden of having to purchase them for ourselves. It also gives good insight into what our patrons are looking for/responsive to."</p>	<h3>Technology Services</h3> <p>Windows 11 upgrade of all computers in the region, ensuring stability and security on the network.</p>
<p>Assisted 12 member libraries with collection development projects and plans.</p>	<h3>In-Library Programming</h3> <p>Over 320 people participated in a region-wide book fair themed contest that took place in October/November.</p> <p> A successful Summer Reading Program Delivered 45 programs</p> <p>Our coordinators: Visited 24 libraries</p> <p>Collected over 200 entries in the Summer Book BINGO Challenge</p>

Intermunicipal Collaboration

greatly increases the quantity and quality of library materials and services for those who call our region home.


“We appreciate knowing that help is just a phone call or email away. It’s nice to have all the collective experience at our fingertips.”



Sharing Resources

591,000 items moved between libraries

That’s 3% higher than last year!



40,432 items added to shared library catalogue

The system collectively provides access to over **1 Million** items. Compared to the median collection size of **17,703**.

“I can’t say enough good things about the cataloging department.”



Direct Library Support

3,942 support consultations (in-person and virtual)



315 direct patron interactions



“The Chinook Arch team is always quick to respond and find a solution when we are experiencing difficulties.”




Connection and Learning Opportunities

17 training events held




211 attendees

150 people connected at the 16th Annual Southern Alberta Library Conference




Online Services Management

169,627 online catalogue visits



15% increase of library material checkouts on OverDrive/Libby



58% increase in Kanopy views

Kanopy is a video-streaming platform with 30,000+ shows for all ages.

AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-056 – Bahler
- NW1/4 34-10-20-W4M
Meeting: Council Meeting - 18 Jun 2026
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development	Approved - 08 Jun 2026
Devon Thiele, Director, Development & Infrastructure	Approved - 08 Jun 2026
Cole Beck, Chief Administrative Officer	Approved - 09 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to subdivide an 8.32-acre first parcel out farmstead subdivision from a ¼-section title of 153.65-acres for country residential use. The proposal does meet the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2026-0-056 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision is the first subdivision from the ¼-section and meets the provincial Subdivision and Development Regulations and the municipal subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The isolated single-parcel subdivision policies are within Land Use Bylaw (LUB) No. 24-007 that allow the subdivision of a farmstead from an unsubdivided ¼-section on agricultural designated land.
- The proposed 8.32-acre parcel conforms to the LUB No. 24-007 maximum 10.0-acre parcel size criteria and no waivers are required.
- Subdivisions for residential use must meet an applicable minimum distance separation (MDS) to the closest Confined Feeding Operations (CFOs) in the vicinity, which this proposed application does.

BACKGROUND INFORMATION:

Located approximately 6-miles east of the Town of Picture Butte, immediately south of Highway 519 and less than 1/2-mile west of Highway 845. The proposal is to subdivide an established farm yard to create a separate yard title.

The yard is located adjacent to the very northwest corner of the 1/4-section and contains a main dwelling, garage, multiple sheds, shop, two additional older dwellings, dugout, and tree shelterbelt. For servicing, sewage is treated by individual on-site private septic systems and water is provided through an onsite well. The yard currently has two approach access points, one to the west municipal road allowance and a second in the NE corner to Highway 519. The proposed parcel configuration is angled on the east side to account for the irrigation pivot system on the agricultural land. There are no abandoned gas wells located in proximity. The provincial data identifies that the 1/4-section potentially contains a historical resource (HRV category 5a). Typically, a first a parcel out will be exempt from requiring Historical Resources Act approval.

There are several beef confined feeding operations (CFOs) located in proximity to the west. However, based on the available NRCB permit numbers, the dwellings meet and exceed the applicable minimum distance separation (MDS) to the two closest operations.

Overall, the subdivision is the first parcel out from the 1/4-section and meets the criteria of LUB No. 24-007. The resulting residual agricultural parcel size meets the minimum required. The application was circulated to the required external agencies and no easements or concerns were expressed regarding the application. ATEC has no concerns and authorized an approval. Historical Resources has not responded (at time of agenda preparation).

ALTERNATIVES / PROS / CONS:

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

Pros:

- There are non to the municipality as the County’s criteria have been met.

Cons:

- As the criteria have been met, a refusal would likely be appealed by the applicants to LPRT.

FINANCIAL IMPACT:

None, and the existing tax situation will remain as is.

LEVEL OF PUBLIC PARTICIPATION:

- Inform
 Consult
 Involve
 Collaborate
 Empower

ATTACHMENTS:

- [2026-0-056 Lethbridge County Approval](#)
- [Diagrams 2026-0-056](#)

RESOLUTION

2026-0-056

Lethbridge County **Country Residential** subdivision of NW1/4 34-10-20-W4M

THAT the Country Residential subdivision of NW1/4 34-10-20-W4M (Certificate of Title No. 231 187 375 +2), to subdivide an 8.32-acre (3.367 ha) first parcel out subdivision from a ¼-section title of 153.65-acres (62.18 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that corresponds to the approved parcel being subdivided.
4. Consideration of comments or any conditions of Alberta Culture regarding Historical Resources Act clearance or approval that may be required.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed first subdivision from the ¼-section is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. No objections have been received on the proposal and the Subdivision Authority is satisfied the dwellings meet and exceed the minimum distance separation (MDS) to the two closest Confined Feeding Operations (CFOs).

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for including TELUS in your circulation.

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

2026-0-056
Page 1 of 3

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

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

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

- (f) ATCO Transmission wishes to confirm we have no conflict as we have no high-pressure pipelines in the proposed area.

NOTE: ATCO Distribution [Gas] will reply under separate email.

Thank you for allowing ATCO to review your proposal and provide feedback.

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

“Thank you for the opportunity to comment on File No. 2026-0-056. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is to subdivide a parcel for country residential use. There is an existing dwelling, and existing water services are a well and existing sewer services are a subsurface treatment field.

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

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. The application indicates a well as the potable water source. AHS-EPH recommends that wells be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.
- The application indicated several Confined Feeding Operation (CFO) in proximity to the proposed subdivision. The Natural Resources Conservation Board should be consulted for any comments regarding the subdivision as they are the regulatory agency for CFOs.

AHS-EPH has no concerns at this time. We do not foresee any new public health problems being created as a result of the above noted subdivision provided that the applicant complies with all pertinent regulations, by-laws, and standards.

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

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 519, 845

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

The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.

The requirements of Section 19 of the Regulation are not met. The proposal is in accordance with Section 18(b) of the regulation, and the remnant lands will remain to be an agricultural tract with an alternate means of indirect access available by way of the local road system. Moreover, existing development on the mature farmstead would at this juncture make any meaningful paralleling service road alignment impractical and/or redundant. The existing direct access could remain on a temporary basis only. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

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

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

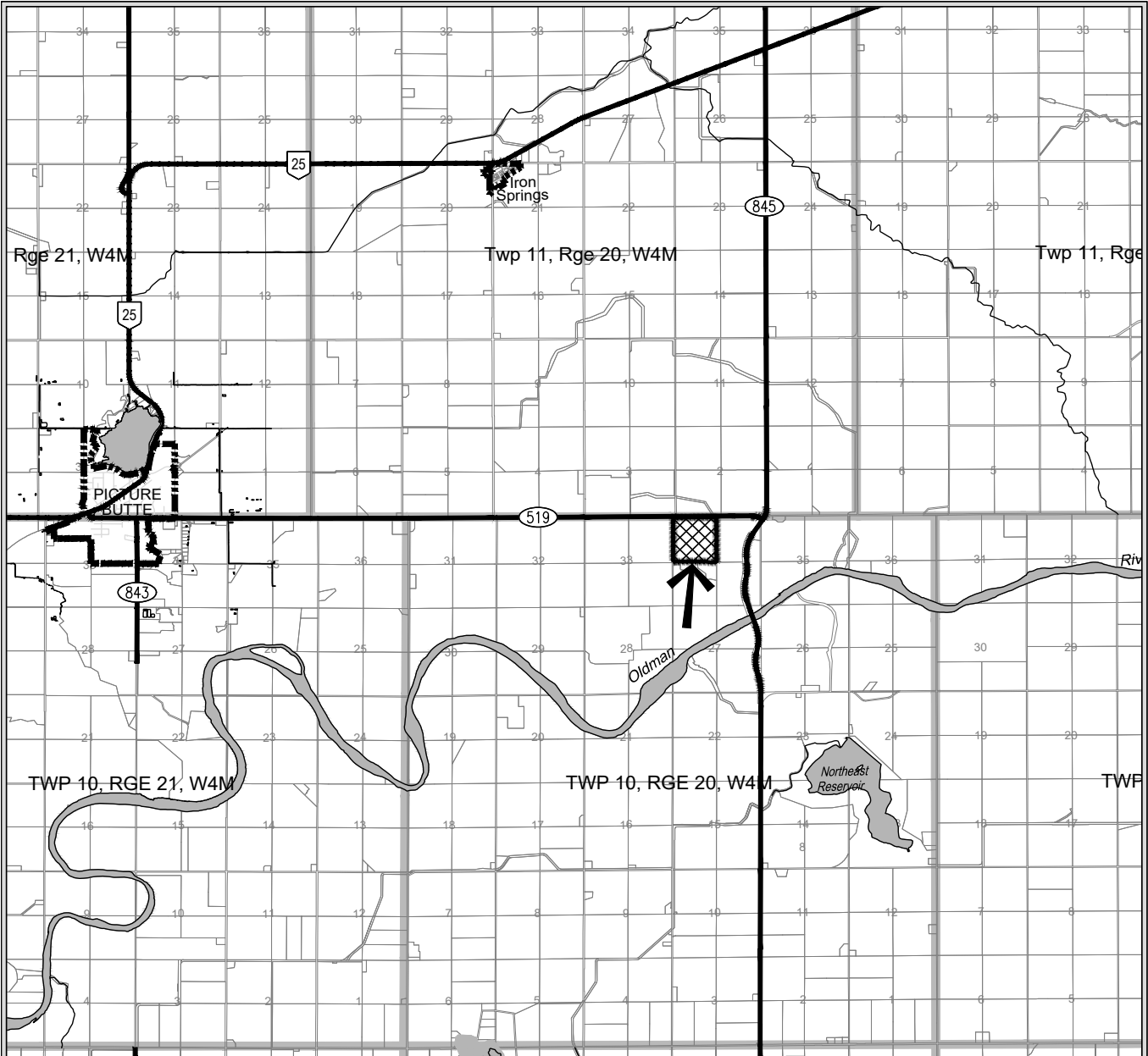
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

MOVER

CHAIRMAN

DATE

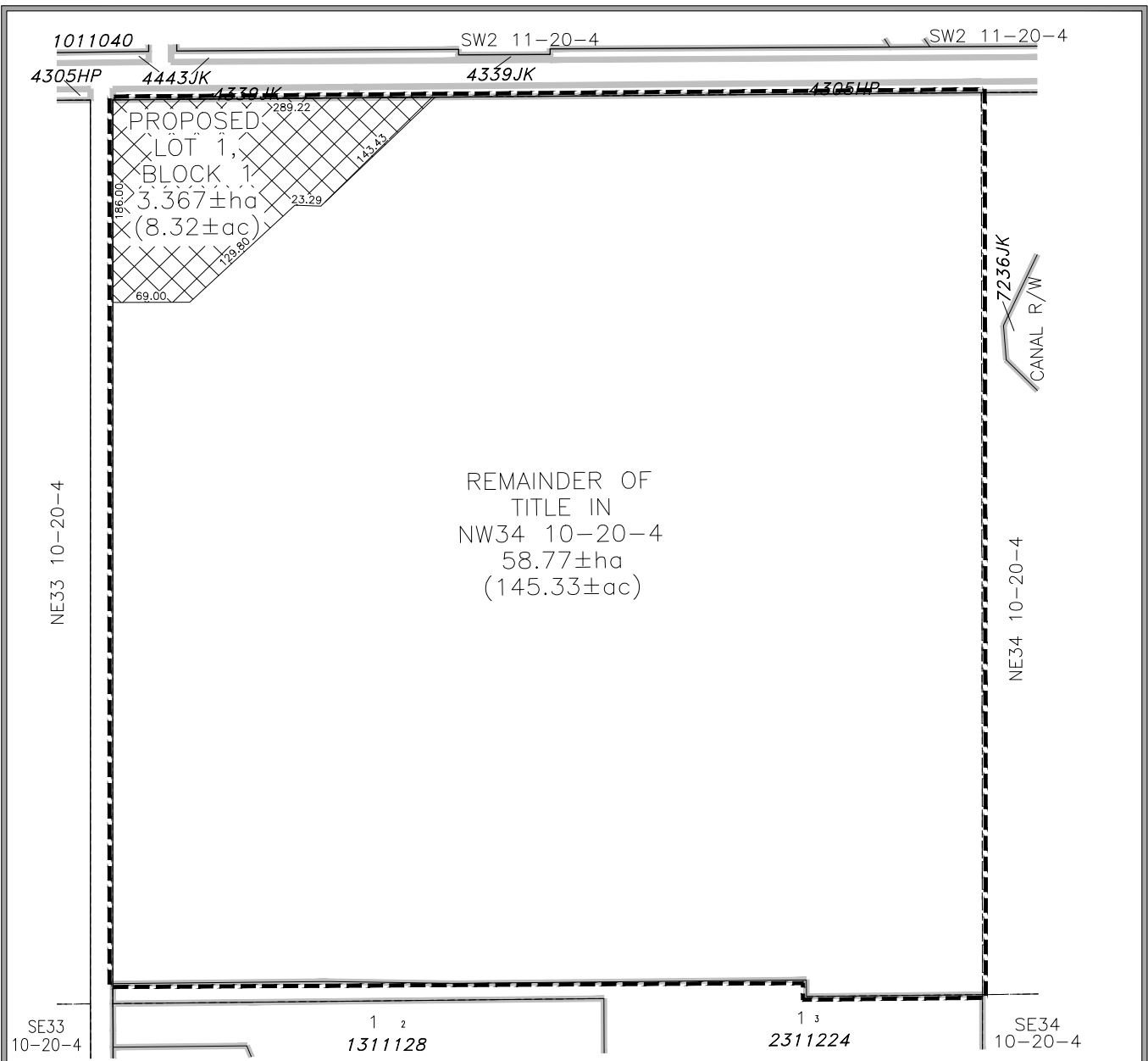


SUBDIVISION LOCATION SKETCH
 NW 1/4 SEC 34, TWP 10, RGE 20, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: APRIL 21, 2026
 FILE No: 2026-0-056

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 9105 16th AVENUE NORTH, LETHBRIDGE, AB T1H 5E8
 NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



April 21, 2026 N:\Subdivision\2026\2026-0-056.dwg



SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 26-17038T

NW 1/4 SEC 34, TWP 10, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: APRIL 21, 2026

FILE No: 2026-0-056





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 26-17038T

NW 1/4 SEC 34, TWP 10, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: APRIL 21, 2026

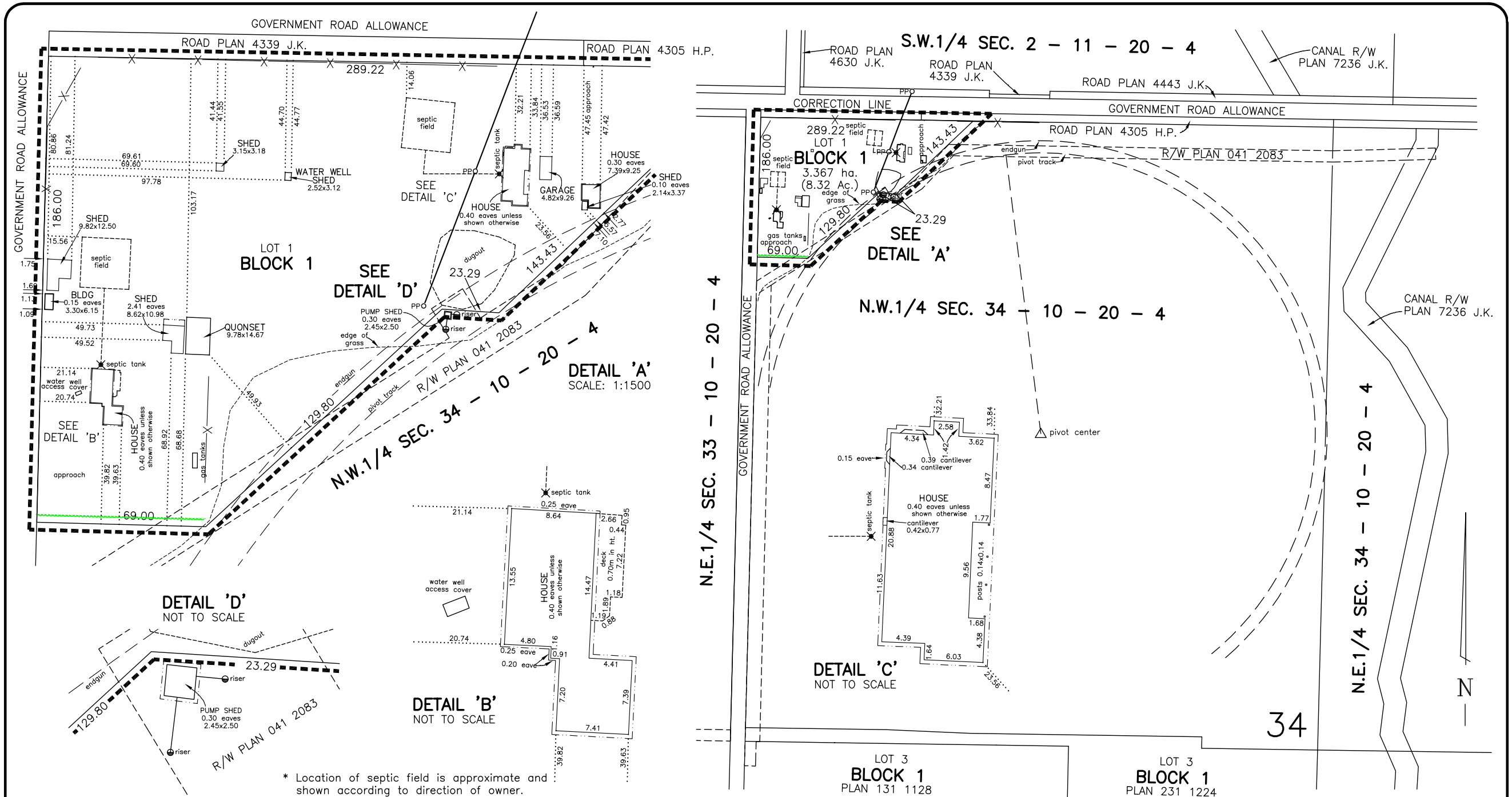
FILE No: 2026-0-056



April 21, 2026 N:\Subdivision\2026\2026-0-056.dwg



AERIAL PHOTO DATE: 2024




* Location of septic field is approximate and shown according to direction of owner.

NO.	REVISION	DATE	BY
	Improvements shown were surveyed on March 23rd, 2026		
	NOTE : Portion to be approved is outlined thus ----- and contains approximately 3.367 ha.		
	Distances are in metres and decimal parts thereof.		
	Overhead line is shown thus —OP—OP—		
	PP stands for utility pole.		
	Fence lines are shown thus —X—X—		
	Distances and areas are approximate and are subject to change upon final survey.		

BRIAN BAHLER

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
N.W.1/4 SEC. 34; TWP. 10; RGE. 20; W.4 M.
(105073 RGE RD 203)

LETHBRIDGE COUNTY



brown okamura & associates ltd.
Professional Surveyors
2830 - 12th Avenue North, Lethbridge, Alberta

APPROVED

DATE MARCH 31/26

DRAWN	CJB	DATE	MARCH 31/26
CHECKED	DJA	JOB	26-17038
SCALE	DRAWING		
D. J. Amantea, A.L.S.	1:5000	26-17038T	

AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-057 – Zwartbol/Slingerland
- Lot 1, Block 1, Plan 9312354 within NW1/4 24-9-22-W4

Meeting: Council Meeting - 18 Jun 2026

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development	Approved - 08 Jun 2026
Devon Thiele, Director, Development & Infrastructure	Approved - 08 Jun 2026
Cole Beck, Chief Administrative Officer	Approved - 09 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to subdivide a 10.47-acre title and create three lots varying in size from 3.04 to 4.37 acres for grouped country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2026-0-057 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations, the IDP, the Conceptual Design Scheme, and the municipal GCR subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council designated the land for Grouped Country Residential (GCR) in May 2026, with the intent of this application to be submitted.
- At the redesignation stage, a Conceptual Design Scheme plan with support information was submitted to the County to guide the subdivision, which this proposal conforms to.
- Land Use Bylaw No. 24-007 contains the GCR subdivision criteria, and the lots meet and exceed the bylaw's minimum 2.0-acre size.
- The land is located within the City of Lethbridge and County IDP plan boundary in Policy Area 2, Sub-Area 3. The proposal conforms to the IDP policies applicable to this area.

BACKGROUND INFORMATION:

Located 2½ miles east of the Town of Coalhurst, a 1¼-mile east of Highway 25 and ¼-mile west of the Oldman River and the City of Lethbridge boundary. The proposal is to create three lots from a parcel that was redesignated from Urban Fringe (UF) to Grouped Country Residential (GCR) to accommodate the proposal.

An asphalt batch plant operated for several years on the parcel. A Phase 1 Environmental Site Assessment (ESA) was undertaken which confirmed no hydrocarbons are present and residential use may be allowed with no further remediation. A geotechnical analysis was completed which did not identify any concerns for underground coal mining activity. The parcel is vacant non-agricultural land and the current natural drainage pattern of the site runs from west to east with minimal slope other than in the SE corner near the coulee. For servicing, water will be provided by the owners as a hauled water cistern system and sewage will be by onsite private subsurface treatment. A comprehensive soils analysis for installing multiple on-site septic systems has not yet been completed and will be required as a condition of approval. For access, all the future lots will physically connect to the north road allowance (Twn Rd 9-4). The road was required to be upgraded to municipal standards with a previous subdivision application in 2025.

There are no confined feeding operations or abandoned gas wells located in proximity. The provincial data identifies that the area potentially contains a historical resource of a HRV category 5a,p; however, the province stated in this instance Historical Resources Act approval is not necessary.

Overall, the proposal complies with the County bylaw criteria for a GCR subdivision. The proposal also conforms to the Conceptual Design Scheme plan and IDP. The application was circulated to the required external agencies. No concerns have been expressed and no easements are requested (at time of agenda preparation). The City of Lethbridge had no objections at the GCR redesignation stage.

ALTERNATIVES / PROS / CONS:

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

Pros:

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

Cons:

- a refusal would likely be appealed by the applicants to the LPRT as the County's subdivision criteria have been met.

FINANCIAL IMPACT:

Non direct, but the future tax situation may increase with additional residential development. A Municipal Reserve payment must also be provided to the County (approx. \$49,209).

LEVEL OF PUBLIC PARTICIPATION:

Inform
 Consult
 Involve
 Collaborate
 Empower

ATTACHMENTS:

[2026-0-057 Lethbridge County Approval Diagrams 2026-0-057](#)

RESOLUTION

2026-0-057

Lethbridge County **Country Residential** subdivision of Lot 1, Block 1, Plan 9312354 within NW1/4 24-9-22-W4M

THAT the Country Residential subdivision of Lot 1, Block 1, Plan 9312354 within NW1/4 24-9-22-W4M (Certificate of Title No. 261 020 553), to subdivide a 10.47-acre (4.24 ha) title and create three lots varying in size from 3.04 to 4.37 acres (1.23 to 1.77 ha) for grouped country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 10.47-acres at the market value of \$47,000 per acre with the actual acreage and amount (approx. \$49,209) to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that once paid, the existing Deferred Reserve caveat registered on the title (Registration No. 251261891) be discharged in its entirety concurrently with the final endorsement.

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. (It is noted that there is an existing Development Agreement registered on titled as Registration No. 251261812 that will need to be reviewed as part of this process.)
3. That a professional soils analysis and report be provided to the satisfaction of the Subdivision Authority to determine suitability and provide recommendations for private septic system installations, with a minimum of two test pits per each proposed lot be undertaken as part of the analysis.
4. That the applicant submits a final surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.
5. That any easement(s) as required by utility companies, or the municipality shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that with the conditions imposed the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The land is designated as GCR and the subdivision proposal is in accordance with the County's criteria including that each resulting subdivided lot will exceed the required minimum 2-acre lot size.
4. The Subdivision Authority has determined the subdivision conforms to the approved Conceptual Design Scheme plan and the policies of the IDP with the City of Lethbridge.

2026-0-057
Page 1 of 3

INFORMATIVE:

- (a) The payment of Municipal Reserve pursuant to Section 663 of the MGA is applicable on the 10.47-acre parcel as a cash-in-lieu of land payment. Once paid, a registered deferred reserve caveat on title (Registration No 251261891) may be discharged accordingly.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for including TELUS in your circulation.

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

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

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

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

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

“Thank you for the opportunity to comment on File No. 2026-0-057. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is to subdivide three parcels for grouped country residential use. Proposed water services are cisterns (hailed water), and proposed sewer services are subsurface treatment field.

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

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.
- The application noted a Phase 1 Environmental Site Assessment (ESA) was undertaken which confirmed no hydrocarbons are present and residential use may be allowed with no further remediation required. AHS-EPH recommends that if any further testing or monitoring was recommended in the Phase 1 ESA, that it be completed to the satisfaction of the appropriate regulatory agency.

AHS-EPH has no concerns at this time. We do not foresee any new public health problems being created as a result of the above noted subdivision provided that the applicant complies with all pertinent regulations, by-laws, and standards.

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

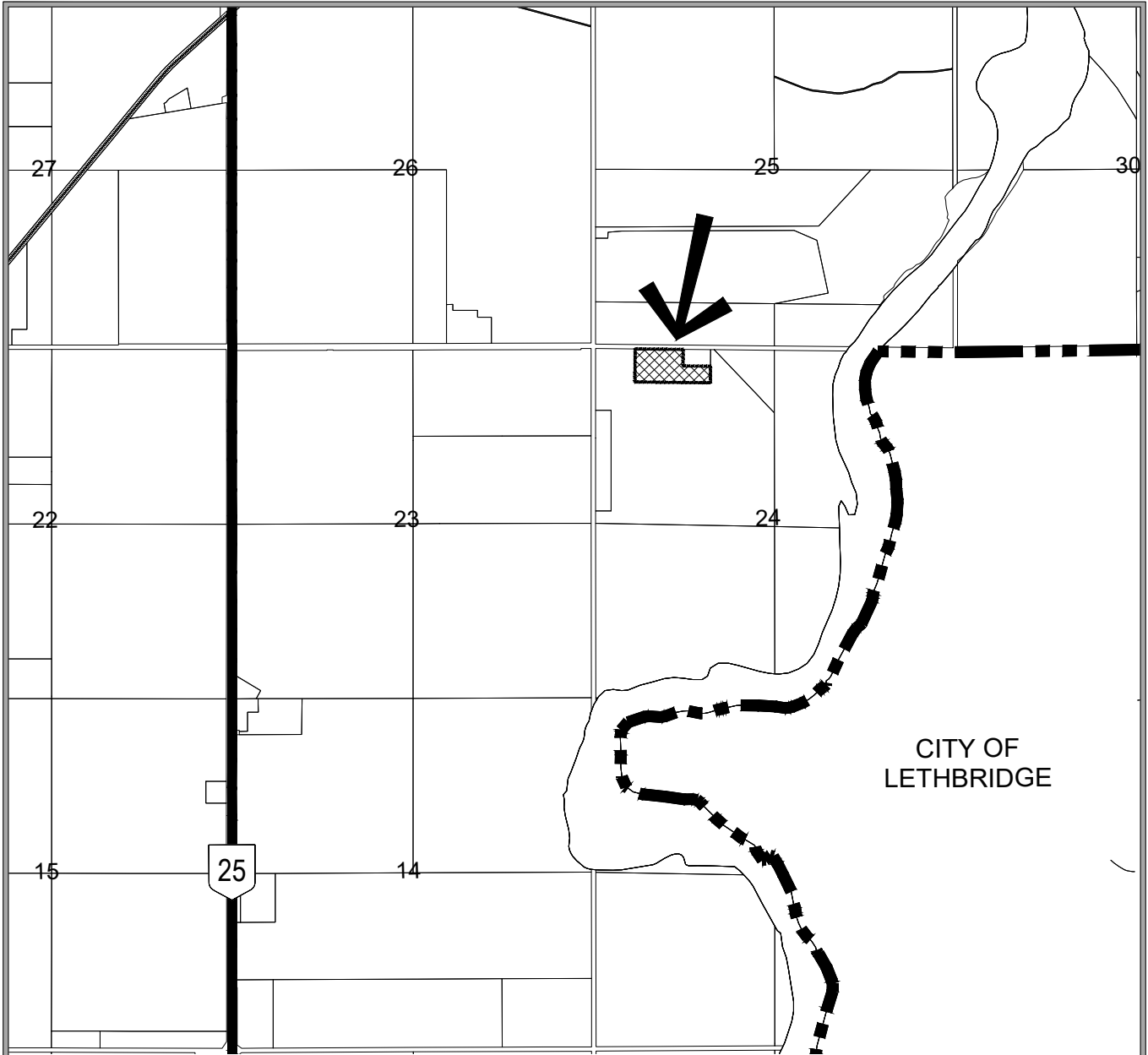
(g) Historical Resources – Barry Newton, Land Use Planner:

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

MOVER

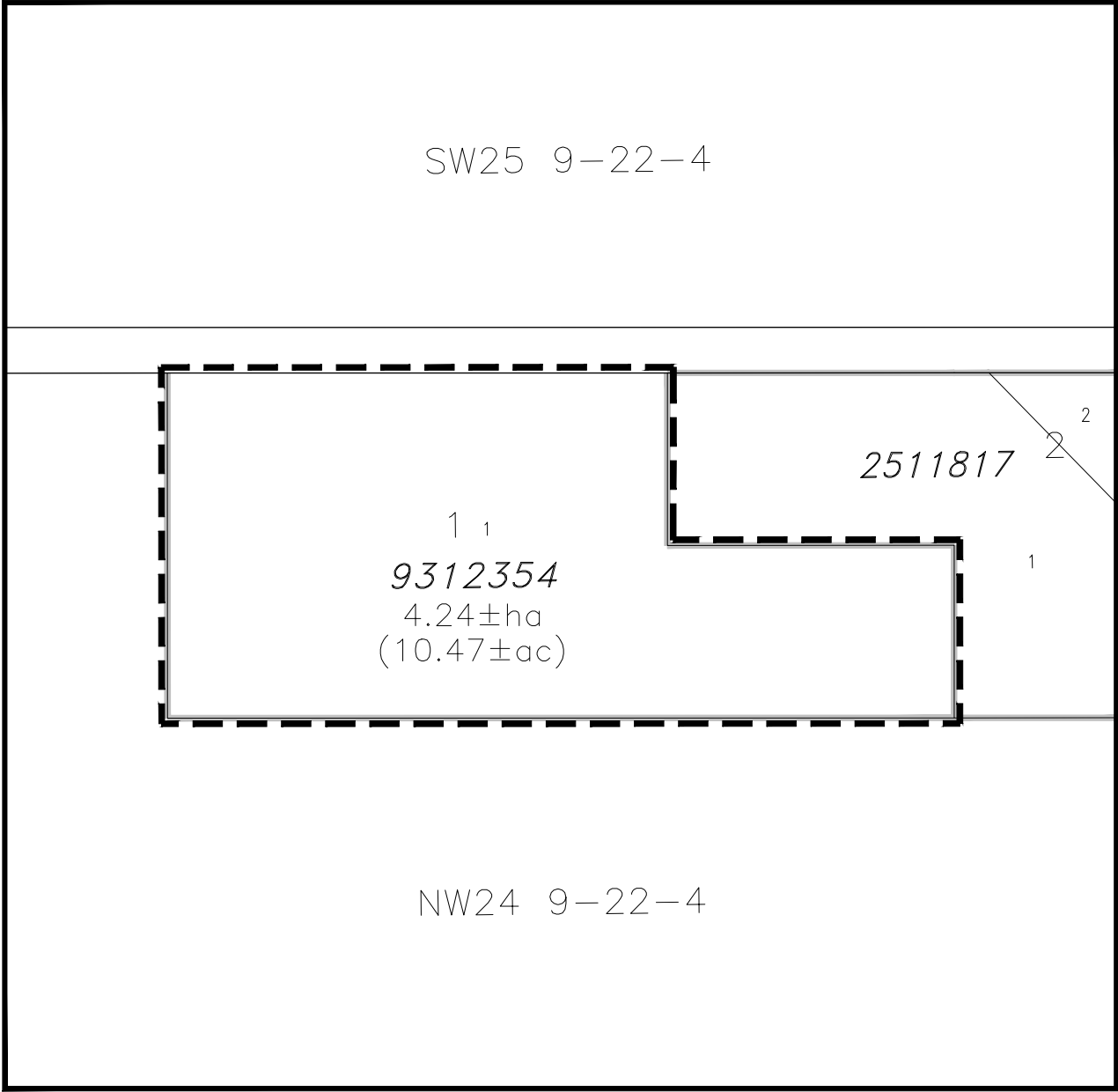
CHAIRMAN

DATE



SUBDIVISION LOCATION SKETCH
LOT 1, BLOCK 1, PLAN 9312354 WITHIN
NW 1/4 SEC 24, TWP 9, RGE 22, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 6, 2026
FILE: 2026-0-057

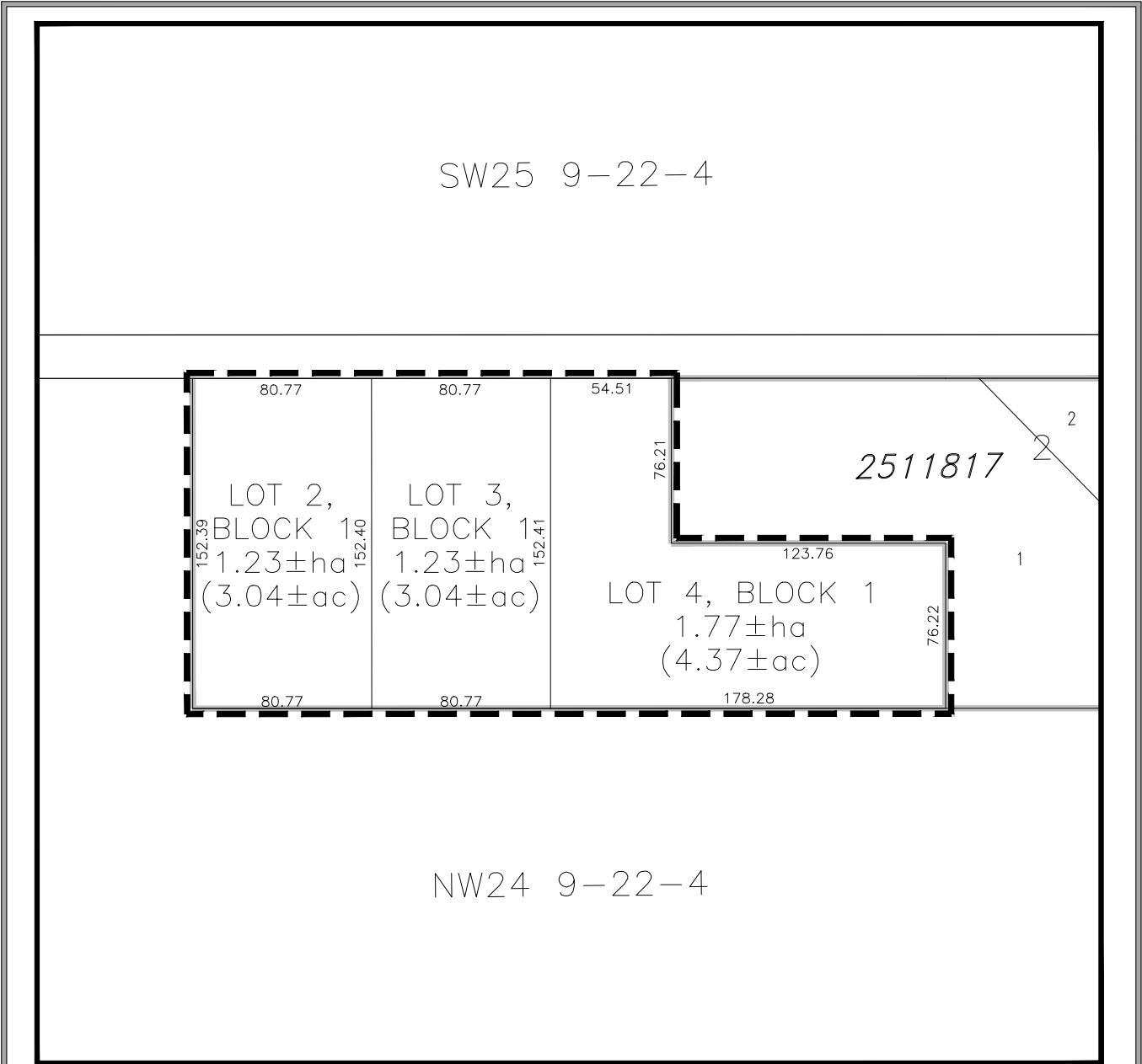




SUBDIVISION SKETCH - EXISTING
 LOT 1, BLOCK 1, PLAN 9312354 WITHIN
 NW 1/4 SEC 24, TWP 9, RGE 22, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: MAY 6, 2026
 FILE: 2026-0-057

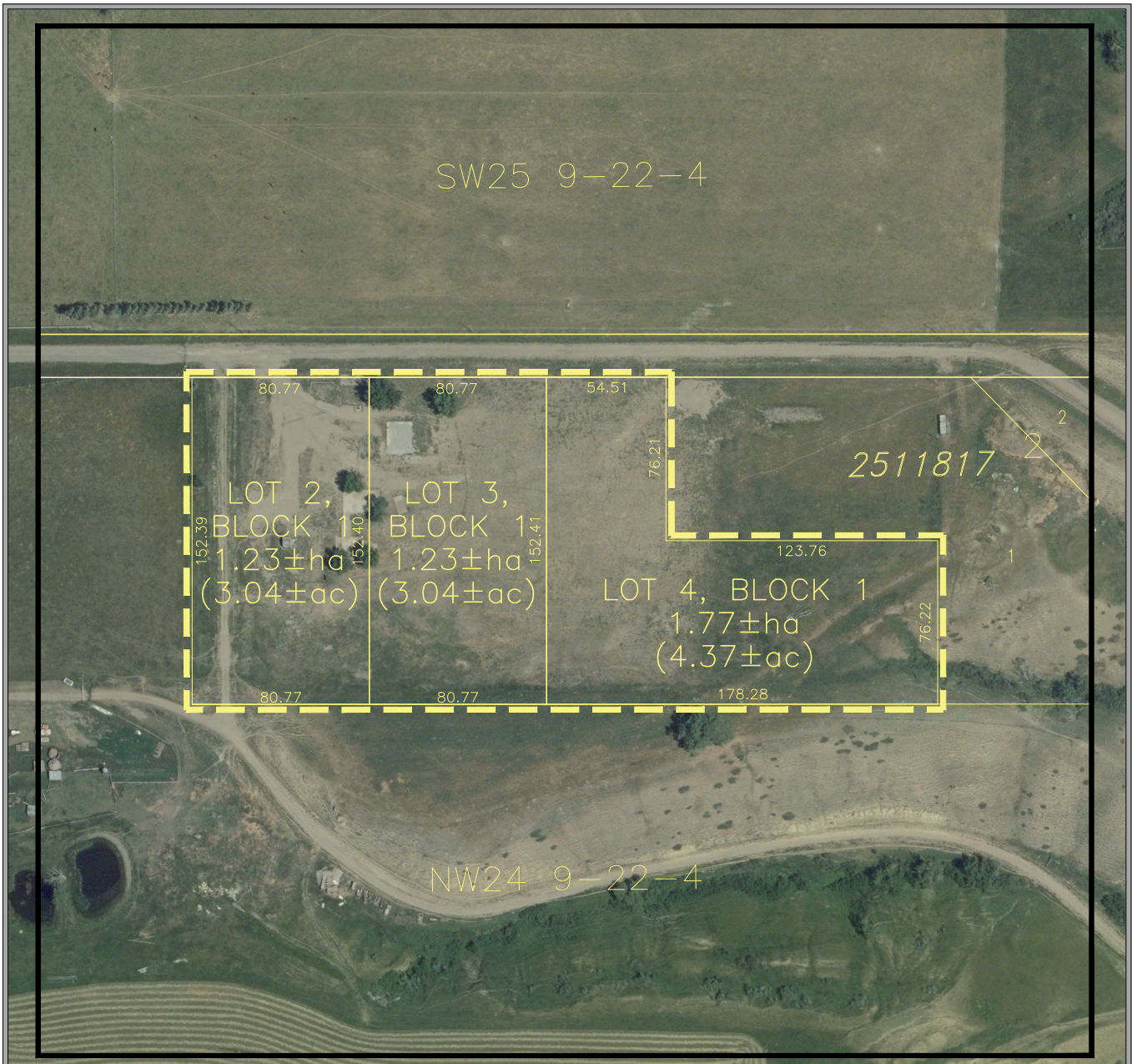


May 06, 2026 N:\Subdivision\2026\2026-0-057.dwg



SUBDIVISION SKETCH - PROPOSED
 LOT 1, BLOCK 1, PLAN 9312354 WITHIN
 NW 1/4 SEC 24, TWP 9, RGE 22, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: MAY 6, 2026
 FILE: 2026-0-057

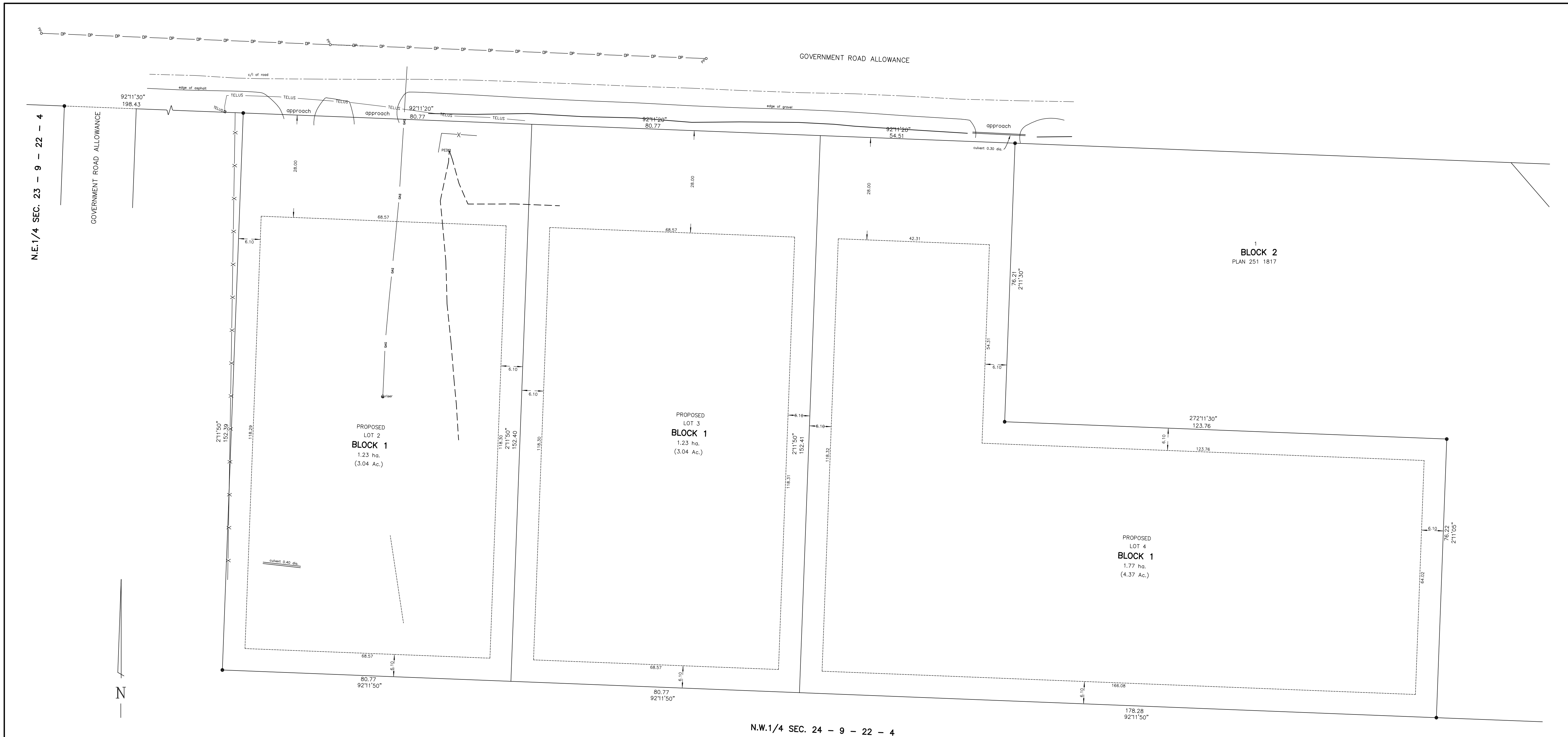




SUBDIVISION SKETCH - PROPOSED
 LOT 1, BLOCK 1, PLAN 9312354 WITHIN
 NW 1/4 SEC 24, TWP 9, RGE 22, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: MAY 6, 2026
 FILE: 2026-0-057



AERIAL PHOTO DATE: 2024



N.E. 1/4 SEC. 23 - 9 - 22 - 4

N.W. 1/4 SEC. 24 - 9 - 22 - 4

- LEGEND**
- Statutory Iron Post found shown thus
 - Fence line shown thus X X
 - Power pole shown thus PPO
 - Telus pedestal shown thus TELUS
 - Telus line shown thus TELUS
 - Gas line shown thus GAS
 - Overhead Power line shown thus DP DP DP
 - Center line shown thus
 - Located unknown cable shown thus
 - Setback line shown thus
 - Edge of gravel shown thus

DISCLAIMER:
 This Plan represents the best information available at the time of survey. Brown Okamura & Associates Ltd. and its employees take no responsibility for the location of any underground pipes, conduits, or facilities, whether shown on or omitted from this plan. An additional search for specific buried facilities using all resources must be performed just prior to construction.
 Utility Safety Partners 1-800-242-3447

Improvements shown were surveyed on October 24th, 2025
 Bearings are GRID and are derived from GNSS observations
 PROJECTION - UTM
 DATUM - NAD83 (original)
 REFERENCE MERIDIAN - 111°
 COMBINED SCALE FACTOR - 0.999663
 Setback lines are based on Group Country Residential (GCR) Zoning

Distances are in metres and decimal parts thereof.
 Elevations are Geodetic (Benchmark A.S.C.M. 151084, elev. 912.18)

NO.	REVISION	DATE	BY

boa
 brown okamura & associates ltd.
 Professional Surveyors
 2830 - 12th Avenue North, Lethbridge, Alberta T1H 5J9

INLINE BUILDERS LTD.
 SITE PLAN
 of
 LOT 1, BLOCK 1, PLAN 931 2354
 within
 N.W. 1/4 SEC. 24; TWP. 9; RGE. 22; W. 4 M.
 Lethbridge County

APPROVED	DRAWN MJ	DATE JAN 26/26
Z. J. Prosper, A.L.S.	CHECKED ZJP	JOB 25-16901
	SCALE	DRAWING
	1 : 500	25-16901S

AGENDA ITEM REPORT



Title: Bylaw 26-003 - Amendment to the Land Use Bylaw to Redesignate a portion of NW-4-9-20-W4M (90081 Range Road 204) from Urban Fringe (UF) to a Direct Control (DC) - Public Hearing

Meeting: Council Meeting - 18 Jun 2026

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development	Approved - 08 Jun 2026
Devon Thiele, Director, Development & Infrastructure	Approved - 08 Jun 2026
Cole Beck, Chief Administrative Officer	Approved - 09 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been received to redesignate a portion of NW-4-9-20-W4M (90081 Range Road 204) from UF to DC. The proposed redesignation is intended to accommodate an existing event centre, referred to as The Byre, which is currently operating within an agricultural building without permits.

The proposed redesignation aligns with Lethbridge County's Municipal Development Plan and is compatible with the surrounding land uses.

RECOMMENDATION:

That Bylaw 26-003, be read a second time.
That Bylaw 26-003, be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation is consistent with the Municipal Development Plan which supports mixed land uses which creates economic development opportunities.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Municipal Development Plan (MDP), Policy 4.13 permits landowners or developers to apply for land use redesignation in support of development proposals that may not align with existing land use districts.
- Municipal Development Plan (MDP), Policy 14.8 encourages a wide range of commercial land uses and economic development opportunities including a mix of land uses.

BACKGROUND INFORMATION:

The subject parcel (a portion of NW-4-9-20-W4M, municipally addressed as 90081 Range Road 204) is currently zoned Urban Fringe (UF). The proposed redesignation to Direct Control (DC) is intended to accommodate an existing Event Centre use. In addition, an existing short-term rental (Tourist Home) and an agricultural services business operate on the site. The landowner has obtained permits to bring these uses into compliance.

Internal departments and external agencies, including the Town of Coaldale and Alberta Transportation and Economic Corridors (ATEC), were circulated for comment. The Town of Coaldale indicated no concerns. ATEC requested a Traffic Impact Assessment (TIA) memorandum, which has been submitted and is currently under review.

The TIA memorandum identified that intersection upgrades at Highway 512 and Range Road 204 are warranted; however, these upgrades are not attributable to the proposed development. The assessment concluded the need for improvements is driven by existing background traffic volumes during peak periods, rather than traffic generated by the proposed development, which occurs primarily during off-peak periods such as Fridays and weekends. ATEC has accepted the TIA with the condition that an illumination light on the northwest quadrant of Highway 3 and Range Road 204 be installed. This will be addressed at the development permit stage.

ALTERNATIVES / PROS / CONS:

- 1. To refuse second reading of Bylaw 26-003.

Pros: None.

Cons: Delays the business from operating in the 2026 season.

FINANCIAL IMPACT:

There are no immediate financial implications. The County will benefit from tax revenue once the building is fully converted to a commercial event space.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

- [Bylaw 26-003 - Amendment to LUB Reading Page](#)
- [Bylaw 26-003 Schedule A Direct Control](#)
- [Bylaw 26-003 UF to DC Rezoning Map](#)
- [Bylaw 26-003 Concept Plan Reduced](#)
- [Leth Co - Bylaw No. 26-003 rezone to DC - Byre events centre - ORRSC comments](#)
- [Bylaw 26-003 Application Redacted2](#)
- [Bylaw 26-003 Land Title](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 26-003


Bylaw 26-003 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 26-003 is to redesignate a title legally described as a portion of NW-4-9-20-W4M containing 2.65 ha (6.55 Acres) more or less from Urban Fringe to a Direct Control as shown below;




Bylaw 26-003: Urban Fringe (UF) to Direct Control (DC)


**90077 RGE RD 204 (Portion of NW-4-9-20-4) Approx 6.55 Acres
Located in Lethbridge County, AB**

 Bylaw 26-003 Urban Fringe to Direct Control

N



LETHBRIDGE
COUNTY



AND WHEREAS the redesignation of the lands is for the purpose of allowing the establishment of an Event Centre and existing agricultural related uses on the property;

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

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

1. To redesignate a title legally described as a portion of NW-4-9-20-W4M containing 2.65 ha (6.55 Acres) more or less from Urban Fringe to a Direct Control as shown on the map.
2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 7th day of May 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

Schedule 'A'
DIRECT CONTROL BYLAW NO. 26-003

1. PURPOSE

To provide a means whereby Council may regulate and control the use and Development on a site-specific basis for the following Lot:

Descriptive within the northwest 6.55 acres of the NW-4-9-20-W4M as shown in Map 1.

For the specific purpose of allowing for an Event Centre and existing agricultural related uses on the property.

2. PERMITTED, DISCRETIONARY AND PROHIBITED USES

(1) Permitted Uses

Accessory Buildings, Structures and Uses to an Approved Permitted Use

Addition to Existing Buildings

Agricultural Buildings and Structures

Dwellings:

 Single Detached Site-built

 Single Detached Manufactured Home 1

 Single Detached Manufactured Home 2

 Single Detached Ready-to-move

 Single-detached Moved-in

Event Centre

Signs Type 1

(2) Discretionary Uses

Agricultural Services

Tourist Homes/Short Term Rentals

Any Permitted or Discretionary uses prescribed in the Urban Fringe District are considered Permitted or Discretionary respectively within this Direct Control, at the discretion of the Development Authority.

(3) Prohibited Uses

Any use which is not listed as either a Permitted or Discretionary Use, or is not ruled to be similar to a Permitted or Discretionary Use in accordance with Part 1 Section 31 of the Land Use Bylaw, is a prohibited Use.

3. DEFINITIONS

Event Centre means a building on the premises used for large public gatherings, with ancillary on-site accessory uses including outdoor ceremonies, on-site parking, and may include areas for temporary overnight accommodation. Large public gatherings may include but not limited to meetings, conventions, private social gatherings, weddings, exhibitions, workplace/business training, organized functions, and various special occasions.

Land Use Bylaw means the Lethbridge County Land Use Bylaw No. 24-007.

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

4. SITE SUITABILITY

- The Subdivision Authority or Development Authority shall take into consideration, all applicable sections of the Land Use Bylaw No. 24-007, when making a decision on an application for Subdivision or Development in this Direct Control District.
- The Subdivision Authority or Development Authority may place any or all of the following conditions, in addition to a Development Agreement, on Subdivision or Development Permit approval to ensure any concerns over the suitability of the land and Development are satisfied:
 - the provision of a professional geotechnical investigation/test and report to ensure the Site is suitable in terms of topography, stability, soil characteristics, flooding subsidence, erosion and sanitary sewerage servicing;
 - require the developer to provided suitable access, so the Site will be legally and physically accessible to a developed municipal road or if within 300 metres (984 feet) of a provincial highway will meet the requirements of Alberta Transportation and Economic Corridors;
 - stipulate the alteration of proposed Lot configurations, Building sizes or locations to ensure any Setback requirements of this Land Use Bylaw or the Subdivision and Development Regulation can be met;
 - any reasonable measures to ensure any other requirements of this Land Use Bylaw are complied with;
 - any measures to adequately ensure applicable provincial legislation such as the Safety Codes Act is complied with or not compromised; and
 - The Development Authority will provide direction as to which sections of the Bylaw are relevant and applicable to each particular Lot.

5. MINIMUM LOT SIZE

The minimum lot size shall be 6.55 acres.

6. MINIMUM YARD SETBACK REQUIREMENTS

- (1) **Side** - 6.1 metres (20 feet);
- (2) **Rear Yard** – 6.1 metres (20 feet);
- (3) **Front Yard (Range Road 204)** – 38.1 metres (125 feet).

7. ACCESSORY BUILDINGS AND STRUCTURES

- (1) An Accessory Building shall not be located in the required setback from a Public Roadway or on an Easement.
- (2) An Accessory Building shall be setback a minimum 3.0 metres (10 feet) from the principal dwelling and from all other structures on the same lot.
- (3) Where a structure is attached to the principal building on a site by a roof, an open or enclosed structure, a floor or foundation, it is to be considered a part of the principal building and is not an accessory building.

8. GENERAL STANDARDS OF DEVELOPMENT

- At the discretion of the Development Authority having regard for the Land Use Bylaw.
- Prior to development, a development permit is required for each prescribed permitted and discretionary use in this district.

9. SIGN REGULATIONS

- As per the Land Use Bylaw.

10. OTHER STANDARDS

- All storm water shall be retained on site to predevelopment levels. A Storm Water Management Plan by a certified professional engineer may be required with a development permit application.
- All finished lot grading shall be constructed and maintained to the satisfaction of the Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- Approaches and Driveway access shall be in accordance with the Lethbridge County Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- Any additional standards as required by the Development Authority.

11. OTHER REQUIREMENTS

- At the time of any Development Permit application a Site, Layout, and Grading Plan is required – that shows the property dimensions, building locations, parking areas,

outdoor storage areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.

- At the time of any Development Permit application, the provision of Professionally Prepared Reports / Study Plans may be required. This includes but is not limited to a professional geotechnical investigations/tests and report, storm water management plans, and septic evaluation reports.
- Servicing – the landowner shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic.
- At the time of the Development Permit application, the Development Authority may impose Landscaping or Screening requirements if, in their opinion, they would serve to improve the quality or compatibility with nearby uses, as per Part 4 of the Land Use Bylaw.
- Development Agreement- As a condition of a development permit, the applicant be required to enter into a development agreement with the Lethbridge County, in accordance with the Land Use Bylaw
- At the time of the Development Permit application, the Development Authority may impose additional restrictions to a new use, in consideration for the intensity of the existing uses on site.

12. SUBDIVISION

- Further subdivision shall be considered in accordance with the Part 8 Subdivision Criteria. Council, acting in the capacity of the Subdivision Authority, shall make decisions on any future Subdivision applications with respect to this bylaw.

13. DELEGATION OF AUTHORITY

- The Development Officer in accordance with the Land Use Bylaw and pursuant to Section 641 (3) of the Municipal Government Act may approve development permit applications for Permitted Uses and Discretionary Uses, provided that they conform to the standards of this bylaw.
- County Council shall be the Development Authority to decide on applications for any Waivers of development standards.

14. APPROVAL PROCEDURE

- Where the Development Officer as the Development Authority has been delegated the authority to decide upon Development Permit applications and has done so, then immediately upon issuance shall cause a notice of the decision to be issued to the applicant and persons likely to be affected accordance with Part 1.
- Before consideration of an application for a Development requiring a Waiver on the subject Lot, Council shall:

- Cause a notice to be issued by the designated officer to any person likely to be affected.
- Ensure that the notice contains the date and time that Council will hear the application for Waiver of Development standards.
- Hear any persons that claims to be affected by the decision on the application.
- Council may then approve the Development application with or without conditions or refuse the application with reasons.
- Where Council has decided on a Development Permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and persons likely to be affected accordance with Part 1.
- When applicable, the County should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial or federal government department.


15. APPEAL PROCEDURE

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



Bylaw 26-003: Urban Fringe (UF) to Direct Control (DC)

**90077 RGE RD 204 (Portion of NW-4-9-20-4) Approx 6.55 Acres
Located in Lethbridge County, AB**

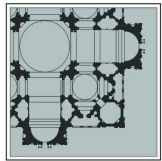
 Bylaw 26-003 Urban Fringe to Direct Control



**STOUTJESDYK
EVENT CENTRE**

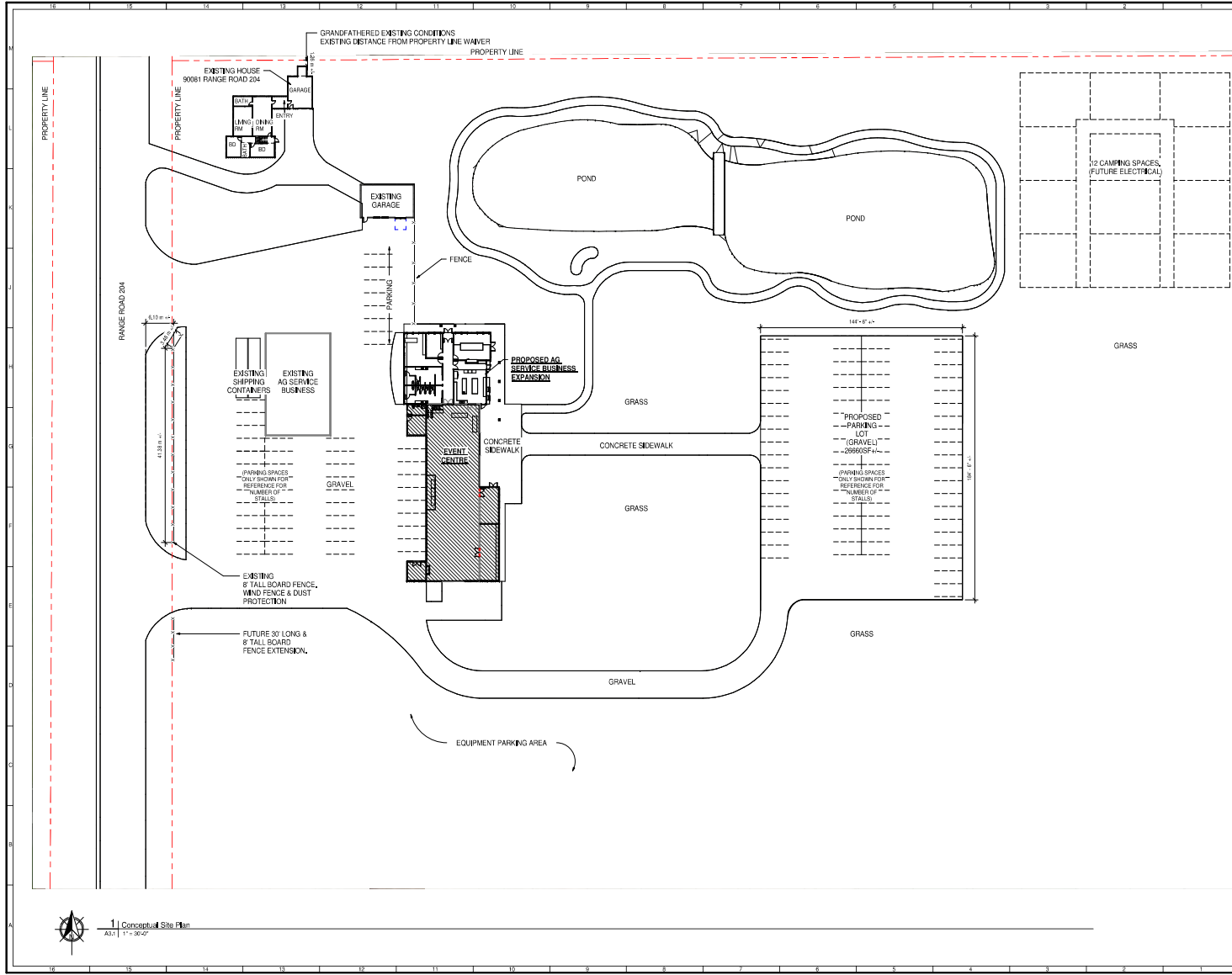
90077 RG RD 204

AF 22208 CSPEC



ALVIN REINHARD FRITZ
ARCHITECT
INC.

KEY PLAN													
LEGAL DESCRIPTION													
MUNICIPAL ADDRESS 90077 RG RD 204 LETHBRIDGE COUNTY													
CLIENT INFORMATION													
Description													
Revision Schedule													
CONSULTANT LOGS													
<table border="1"> <thead> <tr> <th>NO.</th> <th>BY</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>CAF</td> <td>ISSUED FOR PERMIT</td> <td>2025 10 17</td> </tr> <tr> <td>1</td> <td>TO/AF</td> <td>ISSUE FOR REVIEW</td> <td>2025 06 27</td> </tr> </tbody> </table>		NO.	BY	DESCRIPTION	DATE	2	CAF	ISSUED FOR PERMIT	2025 10 17	1	TO/AF	ISSUE FOR REVIEW	2025 06 27
NO.	BY	DESCRIPTION	DATE										
2	CAF	ISSUED FOR PERMIT	2025 10 17										
1	TO/AF	ISSUE FOR REVIEW	2025 06 27										
HOLLAND COACH HOUSE 410 50001 Range Road 212, Lethbridge County, Alberta T1J 3M8 alvritzarchitect.com ph: (403) 335-8100 fax: (403) 327-2373 general@alvritzarchitect.com													
ALVIN REINHARD FRITZ ARCHITECT INC.													
PROFESSIONAL SEAL													
ALVIN REINHARD FRITZ ARCHITECT INC. 2025-10-17 PERMIT NO. 416 ISSUED PURSUANT TO THE ARCHITECTS ACT OF ALBERTA													
This design is not valid in all provinces unless the architect is registered in the province in which it is used without the architect's written permission. Do not scale this drawing. All dimensions shall be as indicated. All work shall be in accordance with the Alberta Building Code and shall be reported to the architect immediately.													
DRAWING TITLE													
Cover Sheet													
DRAWN BY: _____ CHECKED BY: _____ TO: AF SCALE: 1/2" = 1'-0" PROJECT: 22208 CSPEC ISSUE FOR: ISSUED FOR PERMIT ISSUE DATE: 2025 10 17 REV. NO.: _____ SHEET NO.: A0.0													



1 Conceptual Site Plan
A37 1" = 30'-0"

KEY PLAN:
LEGAL DESCRIPTION:
MUNICIPAL ADDRESS:
90077 & 90078 RD RD 204,
LETHBRIDGE COUNTY

CLIENT INFORMATION:

Client: Elk Creek Dairy Farms AG Building
Address: 90077 & 90078 RD RD 204, Lethbridge County

REVISIONS:

NO.	BY	DESCRIPTION	DATE
1	TO AP	ISSUE FOR PERMIT	2025 02 24
2	CAR	ISSUE FOR PERMIT	2025 01 17
3	CAR	ISSUE FOR PERMIT 2	2025 01 22
4	CAR	ISSUE FOR PERMIT 3	2025 01 24
5	CAR	ISSUE FOR DEVELOPMENT PERMIT	2025 02 24
6	CAR	ISSUE FOR REZONING	2025 02 24

CONSULTANT LOGS:

NO. BY DESCRIPTION DATE

1 TO AP ISSUE FOR PERMIT 2025 02 24

2 CAR ISSUE FOR PERMIT 2025 01 17

3 CAR ISSUE FOR PERMIT 2 2025 01 22

4 CAR ISSUE FOR PERMIT 3 2025 01 24

5 CAR ISSUE FOR DEVELOPMENT PERMIT 2025 02 24

6 CAR ISSUE FOR REZONING 2025 02 24

PROFESSIONAL SEAL:
ALVIN REINHARD PRYZ
ARCHITECT
INC.

REGISTERED ARCHITECT

ELK CREEK DAIRY FARMS AG BUILDING
90077 & 90078 RD RD 204 LETHBRIDGE COUNTY

ISSUED PURSUANT TO THE ARCHITECTS ACT OF ALBERTA

CONCEPTUAL SITE PLAN

DRAWING TITLE: Conceptual Site Plan

DRAWN BY: TO EVD CHECKED BY: CAR AF

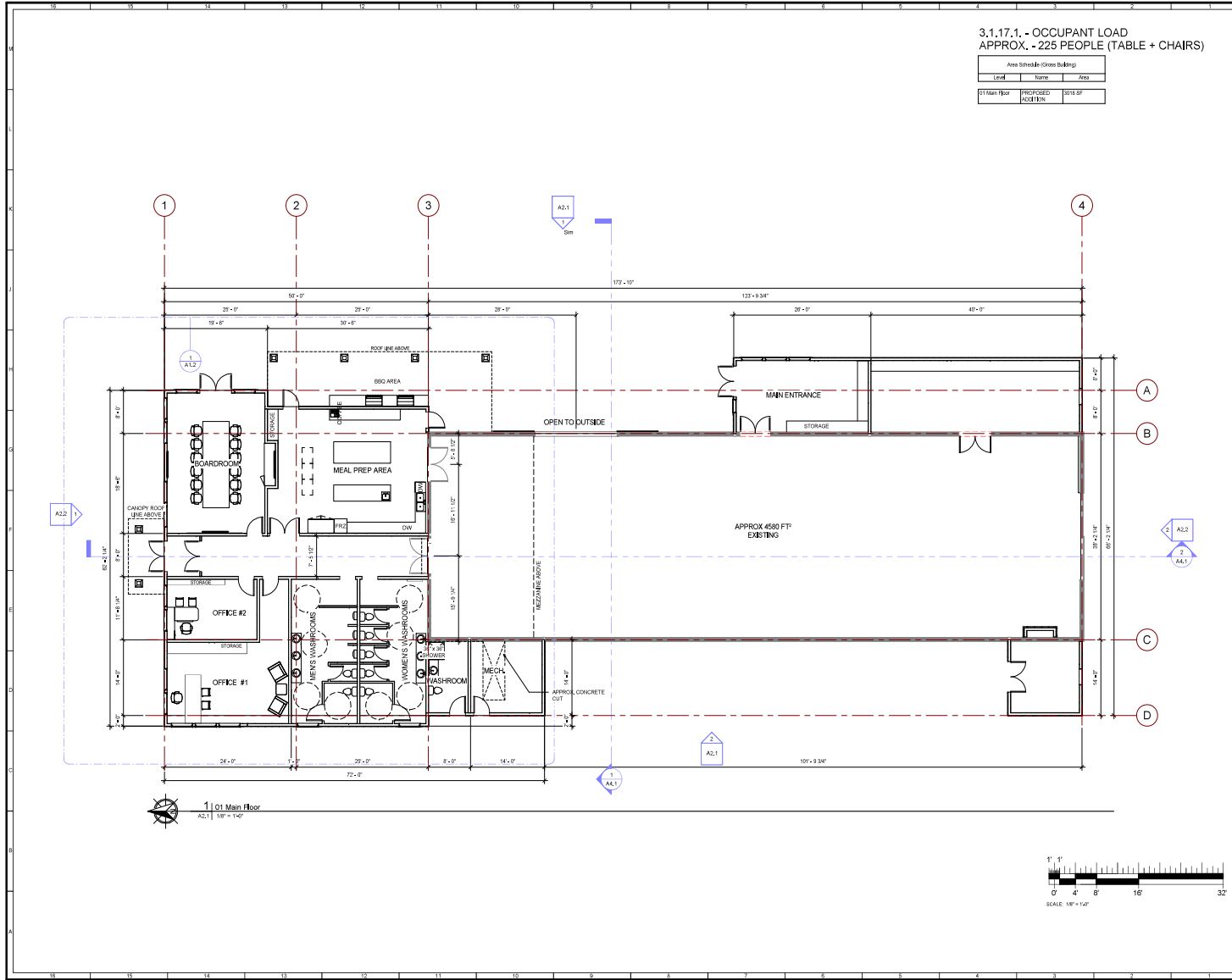
SCALE: 1" = 30'-0"

PROJECT: 22006 CSPIC

ISSUED FOR REZONING

ISSUE DATE: 2025 02 24

REV. NO. SHEET NO. **A1.0**



3.1.17.1. - OCCUPANT LOAD
APPROX. - 225 PEOPLE (TABLE + CHAIRS)

Area Schedule (Cross Building)		
Level	Name	Area
01 Main Floor	PROPOSED ADDITION	3018 SF

KEY PLAN:
LEGAL DESCRIPTION:
MUNICIPAL ADDRESS:
LETHBRIDGE COUNTY

CLIENT INFORMATION

Revision Schedule

CONSULTANT LOG:

NO.	BY	DESCRIPTION	DATE
2	CAF	ISSUED FOR PERMIT	2025 10 17
1	TO/AF	ISSUE FOR REVIEW	2025 06 27

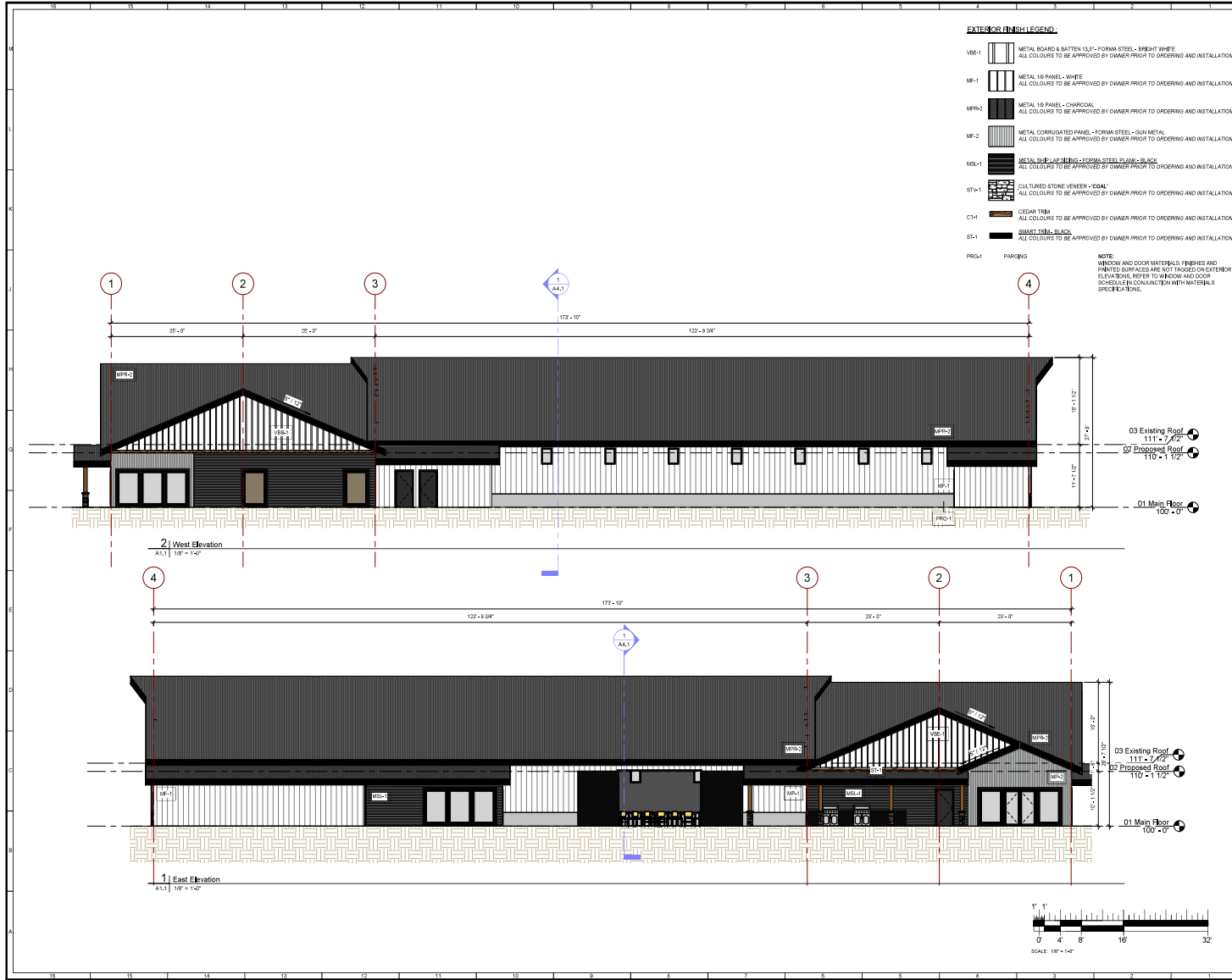
McL. BY: **ALVIN REINHARD PRITZ ARCHITECT INC.** DATE: 2025 10 17

Professional Seal: **ALVIN REINHARD PRITZ ARCHITECT INC.** ARCHITECT INC. REG. NO. 416

PROJECT: **STOUT/JESDYK EVENT CENTRE**
LOCATION: **9007 RG RD 204 LETHBRIDGE COUNTY**

DRAWING TITLE: **Main Floor Plan**

DRAWN BY: **AF** CHECKED BY: **AF**
SCALE: **1/8" = 1'-0"**
PROJECT: **2208 CSPIC**
ISSUE FOR: **ISSUED FOR PERMIT**
ISSUE DATE: **2025 10 17**
REV. NO.: **A1.1** SHEET NO.:



REVISIONS

No.	Description	Date
1	ISSUED FOR PERMIT	2025 10 17
2	ISSUE FOR REVIEW	2025 06 27

CLIENT INFORMATION

CONSULTANT LOG:

NO.	BY	DESCRIPTION	DATE
1	TO/AF	ISSUE FOR REVIEW	2025 06 27
2	CAR	ISSUED FOR PERMIT	2025 10 17

PROFESSIONAL SEAL

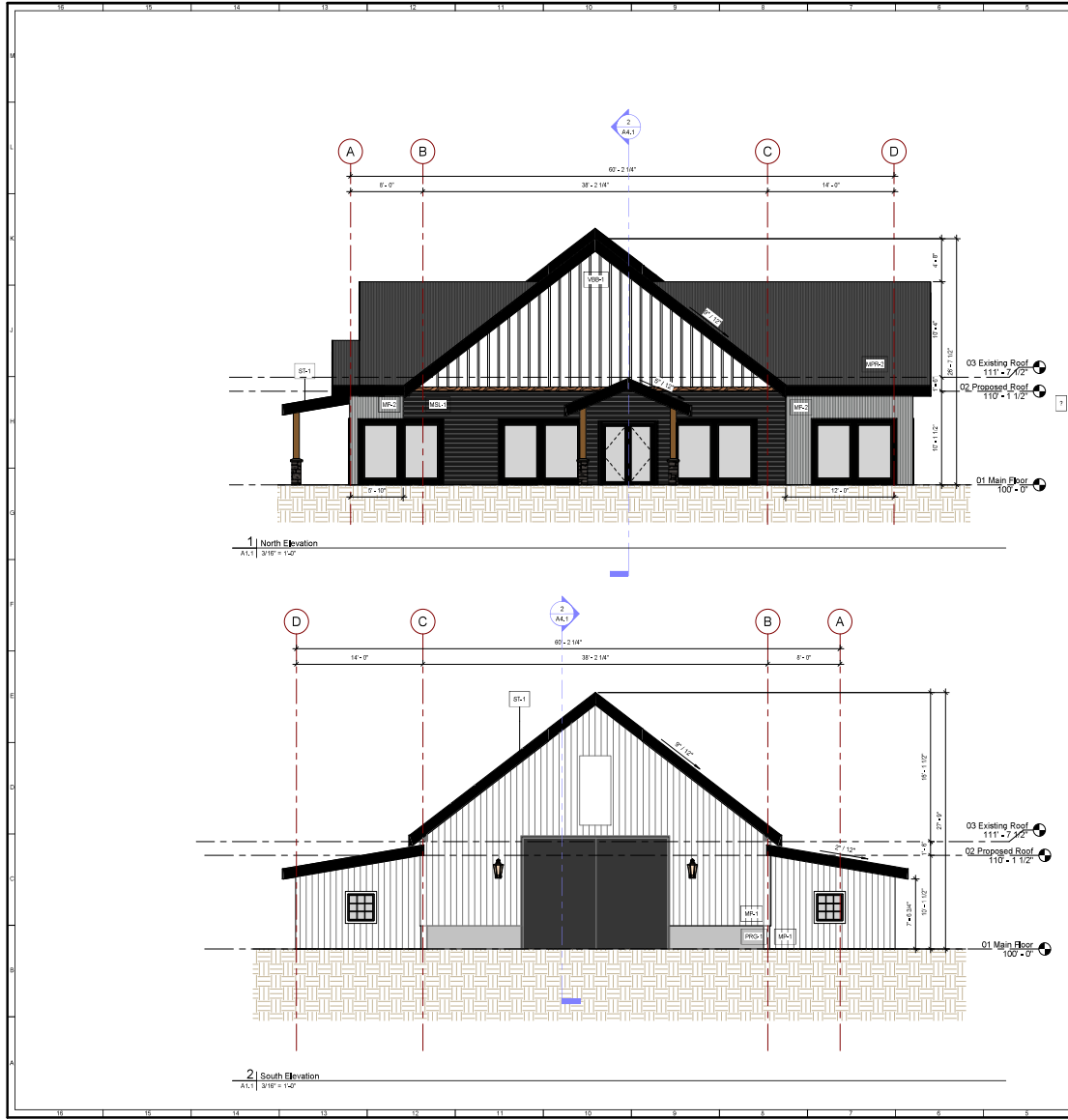
ALVIN REINHARD FRITZ ARCHITECT INC.
ALBERTA ARCHITECT

STOUT-JESDYK EVENT CENTRE
90077 RG RD 204 LETHBRIDGE COUNTY

DRAWING TITLE
Elevations

PROJECT
STOUT-JESDYK EVENT CENTRE
90077 RG RD 204 LETHBRIDGE COUNTY

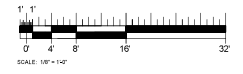
ISSUE DATE: 2025 10 17
REV. NO.: A2.1



EXTERIOR FINISH LEGEND

VB-1	METAL BOARD & BATTEN 1 1/2" - FORMA STEEL - BRNCH-WHITE ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
WF-1	METAL 1/2 BOARD - WHITE ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
WR-2	METAL 1/2 BOARD - CHARCOAL ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
WR-2	METAL CORRUGATED PANEL - FORMA STEEL - GUN METAL ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
WR-1	METAL SHIP LAP BEING - FORMA STEEL PLANK - BLACK ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
STW	CULTURED STONE VENEER - COAM ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
CL-1	CEILING TRIM ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
CL-1	SMART TRIM - BLACK ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
PRG-1	PAVING

NOTE:
WINDOW AND DOOR MATERIALS, FINISHES AND PAINTED SURFACES ARE NOT TAGGED ON EXTERIOR ELEVATIONS. REFER TO WINDOW AND DOOR SCHEDULE IN CONJUNCTION WITH MATERIALS SPECIFICATIONS.



KEY PLAN:
LEGAL DESCRIPTION:
MUNICIPAL ADDRESS:
90077 RG RD 204
LETHBRIDGE COUNTY

CLIENT INFORMATION:

REVISION SCHEDULE:

No.	Description	Date
2	CAR	ISSUED FOR PERMIT 2025 10 17
1	TO/AF	ISSUE FOR REVIEW 2025 06 27

CONSULTANT LOGS:

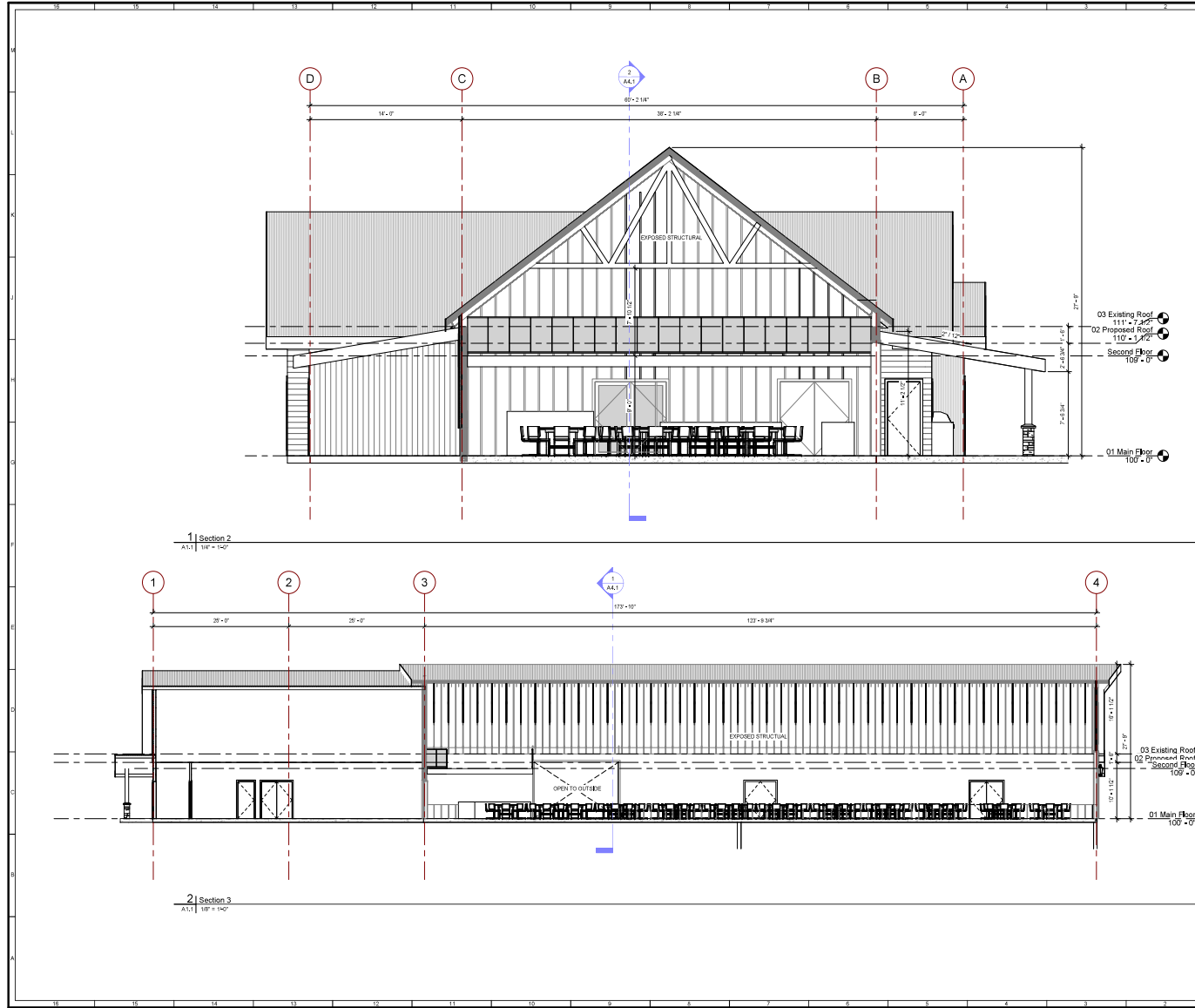
NO.	BY	DESCRIPTION	DATE
1	AF	ISSUED FOR REVIEW	2025 06 27

PROFESSIONAL SEAL:
ALVIN REINHARD FRITZ ARCHITECT INC.
ARCHITECT
ALBERTA

DRAWING TITLE:
Elevations

PROJECT:
STOUT/JESDYK EVENT CENTRE
90077 RG RD 204 LETHBRIDGE COUNTY

ISSUE DATE: 2025 10 17
REV. NO.: A2.2



KEY PLAN:
 LEGAL DESCRIPTION:
 MUNICIPAL ADDRESS:
 9007 RG RD 204
 LETHBRIDGE COUNTY

CLIENT INFORMATION:

Revision Schedule:

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025 10 17
2	ISSUE FOR REVIEW	2025 06 27

CONSULTANT LOG:

NO.	BY	DESCRIPTION	DATE
1	TO/AF	ISSUE FOR REVIEW	2025 06 27
2	CAR	ISSUE FOR PERMIT	2025 10 17

Professional Seal:
 ALVIN REINHARD FRITZ ARCHITECT INC.
 ARCHITECT
 ALBERTA

PROJECT:
 STOUT-JESDYK EVENT CENTRE
 LOCATION:
 9007 RG RD 204 LETHBRIDGE COUNTY

DRAWING TITLE:
 Building Sections

DRAWN BY: Author
 CHECKED BY: Checker

SCALE: As Indicated
 PROJECT: 2208 CSPEC
 ISSUE FOR: ISSUED FOR PERMIT
 ISSUE DATE: 2025 10 17
 REV. NO.: SHEET NO.: **A4.1**

Memo

To: Lethbridge County Reeve and Council

From: Steve Harty – ORRSC Senior Planner

Date: 2026-06-05

Re: Bylaw No. 26-003 – Redesignation from Urban Fringe (UF) to Direct Control (DC)
Portion of NW 4-09-20-W4 (The Byre Events Centre)

COMMENTS:

In respect of considering the suitability of the application, the following matters may be considered by the County, and ultimately Council, in making a decision on the redesignation (rezoning) proposal:

- The rezoning process to the Direct Control district for the commercial events centre operating within an agricultural building is the necessary step to legitimize the establishment of commercial development to operate on the property. It is recognized that in addition to the events centre, an existing agricultural services business and short-term rental (Tourist Home) operate on the property which the owner has obtained permits to bring these uses into compliance. Thus, the application of the Direct Control district is considered a good mechanism to manage the assorted mixed uses for the parcel.
- The various commercial ventures are operating within existing buildings and there are no special land conditions that require specific consideration (wetlands, environmental, etc.). There are no CFOs in the area that would negatively affect the proposed commercial events centre or other uses on the property. There are also no abandoned ages wells or historical resources identified that require consideration.
- The parent ¼-section is within the IDP boundary with the Town of Coaldale. There are no specific policies or land use considerations for this area in the IDP. However, it is situated just to the south of an area identified for County commercial and light industrial land use and therefore may be seen to be compatible. It is understood at the initial redesignation referral stage the Town of Coaldale had no concerns. The use should not negatively impact the town.
- The DC bylaw to manage the mixed-use commercial developments may be considered with respect to the Municipal Development Plan (MDP). The MDP allows for consideration of commercial uses that support the agricultural community and are deemed suitable with limited impacts, and Policy 14.8 in particular, supports mixed land uses which creates economic development opportunities.
- The DC bylaw designation is being applied to the developed yard area of approximately 6.55 acres and the bylaw outlines the uses, definitions, process, and requirements to help define the parameters for commercial mixed-use activity on the parcel and manage development.

- The land and developments have the required private utilities to service the uses since there are existing buildings onsite. However, the developer is responsible to meet any Safety Code requirements applicable to operating the business for public use (i.e. washrooms, potable water) to accommodate up to 200 or so people. These are conditions that are typically addressed through Safety Code permitting at the development permit stage.
- Overall, the main potential impact to the County and neighbors is likely increased traffic during events. The use should not significantly impact the adjacent east municipal road (Range Road 204) as it is a well used road and already experiences steady traffic. A Traffic Impact Assessment (TIA) memorandum was submitted at the request of ATEC which identified that intersection upgrades at Highway 512 and Range Road 204 are warranted. However, it is indicated these upgrades are not attributable to the proposed development itself but is driven by existing background traffic volumes during peak periods. It is recognized the traffic generated by the proposed development occurs primarily during off-peak periods such as Fridays and weekends.
- The County has approved other similar type commercial uses that operate in the County (i.e. Noreland Historic Estate, Country Side Barn) which as also designated to a Direct Control district. Therefore, this similar DC process is seen as being consistent with the County's practices to manage such a use.

In summary, there are no major concerns identified with the proposal and the Direct Control district is considered a good method to manage the mixed uses. It is perceived there will be low, if any, impacts from the uses being allowed as a result of the rezoning and the County will benefit from future commercial tax revenue. Dependent on what public comments or concerns may come forward and be presented at a public hearing, Council at its prerogative, may approve the application to redesignate the parcel to DC.



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT
 Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: <u>Jan 19, 2026</u>	Assigned Bylaw	No. <u>26-003</u>
Date Deemed Complete: <u>Mar 2, 2026</u>	Application & Processing Fee:	\$ <u>1500.00</u>
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

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

APPLICANT INFORMATION

Name of Applicant: Brian Stagesdyk
 Mailing Address: PO Box 329 Phone: 403 328-709
Coaldale AB Phone (alternate): _____
 Postal Code: T1M 1M4 Fax: _____

Is the applicant the owner of the property? Yes No
 IF "NO" please complete box below

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

PROPERTY INFORMATION

Municipal Address: 90077 Range Rd 20-4

Legal Description: Lot(s) _____ Block _____ Plan _____
 OR Quarter NW Section 4 Township 9 Range 20

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

Text Amendment

Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

Urban Fringe

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

Direct Control

SITE DESCRIPTION:

Describe the lot/parcel dimensions 125 x 330 meters and lot area/parcel acreage 7+- Acres

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

Site or Plot Plan Attached

Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

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

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

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

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



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

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

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

if deemed necessary.

SITE PLAN

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

DECLARATION OF APPLICANT/AGENT

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

APPLICANT

REGISTERED OWNER (if not the same as applicant)

Jan 19 2026

DATE

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

TERMS

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

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

Application to rezone

We are requesting to rezone from urban fringe to direct control for about 7+ - acres at NW 1/4 4-9-20-W4

We have turned an old dairy barn into a gathering place. It has turned out to be more popular than we expected and we would like to bring this into compliance with county bylaws.

We have used this barn for

- customer appreciation events
- employee bbq's
- neighborhood bbq's
- family reunion's
- birthday parties
- family weddings and occasional weddings of friends

Although hard to predict we think we could have 25 ish events through the year with about half being private for our business and family events.

The weddings may run to around midnight and other events will be mostly afternoon/evening.

There is a possibility for farmer/grower meetings during winter months and these would be day time meetings.

Most events will be less than 150 people with occasional events possibly around 200.

Right now these are assumptions because we have not pursued this too hard.

We are inclined towards high level experience at our barn.

Our nearest neighbor is 700 meters from the barn.

We have sufficient potable water to supply this facility.

Electricity and gas has all been updated.

Gas has been inspected by Park Enterprises.

The sewage is stored in tank and hauled out when necessary.

There are two large water ponds for fire protection.

Access from Range Road 204 is large and well maintained.

We believe this event barn will be benefit by bringing another unique multi use facility to the county and southern Alberta.



LAND TITLE CERTIFICATE

S	LINC	SHORT LEGAL	TITLE NUMBER
	0022 239 974	4;20;9;4;NW	101 095 380
	0022 239 982	4;20;9;4;NE	

LEGAL DESCRIPTION

FIRST

MERIDIAN 4 RANGE 20 TOWNSHIP 9
SECTION 4
THAT PORTION OF THE NORTH WEST QUARTER
WHICH LIES NORTH AND WEST OF THE CANAL
RIGHT OF WAY ON PLAN IRR56
CONTAINING 57.3 HECTARES (141.5 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

SECOND

MERIDIAN 4 RANGE 20 TOWNSHIP 9
SECTION 4
THAT PORTION OF THE NORTH EAST QUARTER
WHICH LIES NORTH AND WEST OF THE CANAL
RIGHT OF WAY ON PLAN IRR56
CONTAINING 16.7 HECTARES (41.3 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY / TOWN OF COALDALE

REFERENCE NUMBER: 071 586 429

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
101 095 380	06/04/2010	TRANSFER OF LAND	\$1,160,000	\$1,160,000

OWNERS

ELK CREEK DAIRY FARMS LTD.
OF BOX 329
COALDALE
ALBERTA T1M 1M4

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

101 095 380

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
4568T .	27/07/1908	RESTRICTIVE COVENANT SUBJECT TO THE RIGHTS AND RESERVATIONS CONTAINED IN TRANSFER
1485KX .		IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE ST. MARY RIVER IRRIGATION DISTRICT
1017LS .	08/01/1973	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. AFFECTED LAND: 4;20;9;4;NW "20 FT STRIP ON W 1/2"
741 058 331	14/06/1974	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. "DISC EXCEPT PTNS DESC IN INST 761078982"
861 020 639	05/02/1986	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. 320 - 17 AVENUE S.W. CALGARY ALBERTA T2S2Y1 "LSD 10, 11" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 001286782) (DATA UPDATED BY: CHANGE OF NAME 051015831)
991 249 462	30/08/1999	IRRIGATION DISTRICT RESOLUTION AFFECTED LAND: 4;20;9;4;NW PART OF AN IRRIGABLE UNIT
111 306 810	24/11/2011	UTILITY RIGHT OF WAY GRANTEE - ATCO GAS AND PIPELINES LTD.
121 177 987	18/07/2012	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - ST MARY RIVER IRRIGATION DISTRICT. P.O. BOX 278 LETHBRIDGE ALBERTA T1J3Y7 AFFECTED LAND: 4;20;9;4;NE
121 305 011	21/11/2012	UTILITY RIGHT OF WAY GRANTEE - COUNTY OF LETHBRIDGE RURAL WATER ASSOCIATION LIMITED. AFFECTED LAND: 4;20;9;4;NW AS TO PORTION OR PLAN:PORTION

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

101 095 380

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

131 129 926 05/06/2013 MORTGAGE
MORTGAGEE - CANADIAN IMPERIAL BANK OF COMMERCE.
701 - 4 AVENUE S., LETHBRIDGE
ALBERTA T1J4A5
ORIGINAL PRINCIPAL AMOUNT: \$7,500,000

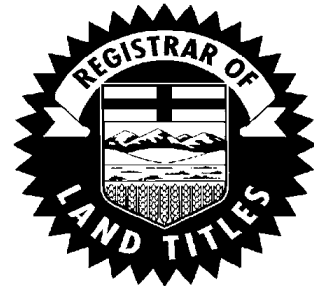
231 082 881 17/03/2023 CAVEAT
RE : UTILITY RIGHT OF WAY
CAVEATOR - ST MARY RIVER IRRIGATION DISTRICT.
525-40 ST SOUTH
LETHBRIDGE
ALBERTA T1J4M1
AFFECTED LAND: 4;20;9;4;NW

TOTAL INSTRUMENTS: 011

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 2 DAY OF MARCH,
2026 AT 10:06 A.M.

ORDER NUMBER: 56427262

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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

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

AGENDA ITEM REPORT



Title: Bylaw 26-009 - Amendment to the Land Use Bylaw to Redesignate Plan 309 DT Block 1 Lots 9-11 (120 Main Street, Turin) from Hamlet Direct Control (H DC) to Hamlet Residential (HR) - Public Hearing

Meeting: Council Meeting - 18 Jun 2026

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development	Approved - 08 Jun 2026
Devon Thiele, Director, Development & Infrastructure	Approved - 08 Jun 2026
Cole Beck, Chief Administrative Officer	Approved - 09 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been received to redesignate Plan 309 DT Block 1 Lots 9-11 (120 Main Street, Turin) from Hamlet Direct Control (H DC) to Hamlet Residential (HR). The applicant is seeking this redesignation to support the development proposal of a two storey fourplex, which is a discretionary use.

The proposed redesignation aligns with Lethbridge County's Land Use Bylaw and is compatible with the residential land uses along main street to the south.

RECOMMENDATION:

That Bylaw 26-009, be read a second time.
That Bylaw 26-009, be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation is consistent with the Municipal Development Plan and the Land Use Bylaw, which supports residential growth within hamlets where municipal services are available. The proposed development for a fourplex provides a land use transition from the existing residential to commercial land uses.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Municipal Development Plan (MDP), Policy 4.13 permits landowners or developers to apply for land use redesignation in support of development proposals that may not align with existing land use districts.

- Municipal Development Plan (MDP), Policy 9.1 - 9.2 encourage infill development within hamlets and efficient use of land by directing residential growth to developed hamlets where municipal services are available.

BACKGROUND INFORMATION:

The subject parcel (Plan 309 DT Block 1 Lots 9-11) is currently zoned H DC. The proposed redesignation to HR is intended to support a two storey fourplex development proposal.

The parcel has municipal services available and administration has confirmed the existing fire hydrant is an adequate distance for multiplex under the Fire Code. The applicant has expressed interest in developing the lot this year, as the development permit has already been submitted.

Internal departments and external agencies were circulated for comment. No objections were received. Surrounding landowners were notified and the County received one inquiry regarding the request for allowing flexible and adaptable mixed use spaces in the Hamlet if commercial demand increases.

ALTERNATIVES / PROS / CONS:

1. To table Bylaw 26-009 for further information or discussion

Pros: Allows council to request additional information prior to considering first reading.

Cons: Delays the process for the Public Hearing.

FINANCIAL IMPACT:

There are no immediate financial implications. If the lot is developed, the County will benefit from the residential tax revenue.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

- [Bylaw 26-009 - Amendment to LUB Reading Page](#)
- [Bylaw 26-009 Rezoning Map](#)
- [Bylaw 26-009 Concept](#)
- [Bylaw 26-009 Rezoning Application_Redacted](#)
- [Leth County - Bylaw No. 26-009 Turin - rezone HDC to HR - ORRSC comments](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 26-009

Bylaw 26-009 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 26-009 is to redesignate a title legally described as Plan 309DT Block 1 Lots 9-11 containing 0.21 Acres more or less from Hamlet Direct Control to Hamlet Residential as shown below;



Bylaw 26-009: Hamlet Direct Control to Hamlet Residential

**Plan 309DT; Block 1; Lot 9-11 (SE-4-12-19-4) Approximately 0.21 Acres
Located in Lethbridge County, AB**

■ Bylaw 26-009 Hamlet Direct Control to Hamlet Residential

N

LETHBRIDGE
COUNTY

AND WHEREAS the redesignation of the lands is for the purpose of redevelopment and the designation will allow for land uses as prescribed in the Hamlet Residential District;

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

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

1. To redesignate a title legally described as Plan 309DT Block 1 Lots 9-11 containing 0.21 Acres more or less from Hamlet Direct Control to Hamlet Residential as shown on the map.
2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 7th day of May 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer



Bylaw 26-009: Hamlet Direct Control to Hamlet Residential

**Plan 309DT; Block 1; Lot 9-11 (SE-4-12-19-4) Approximately 0.21 Acres
 Located in Lethbridge County, AB**

 Bylaw 26-009 Hamlet Direct Control to Hamlet Residential



Preliminary Drawing - Not for Construction



Street View



4-Plex, Main Street Turin
County of Lethbridge



Back Lane View



PAGE TITLE:
Cover Sheet

PROJECT:
A Van Essen - 4-Flex - Turin
- Preliminary Design -



DATE:
Apr 1, 2026

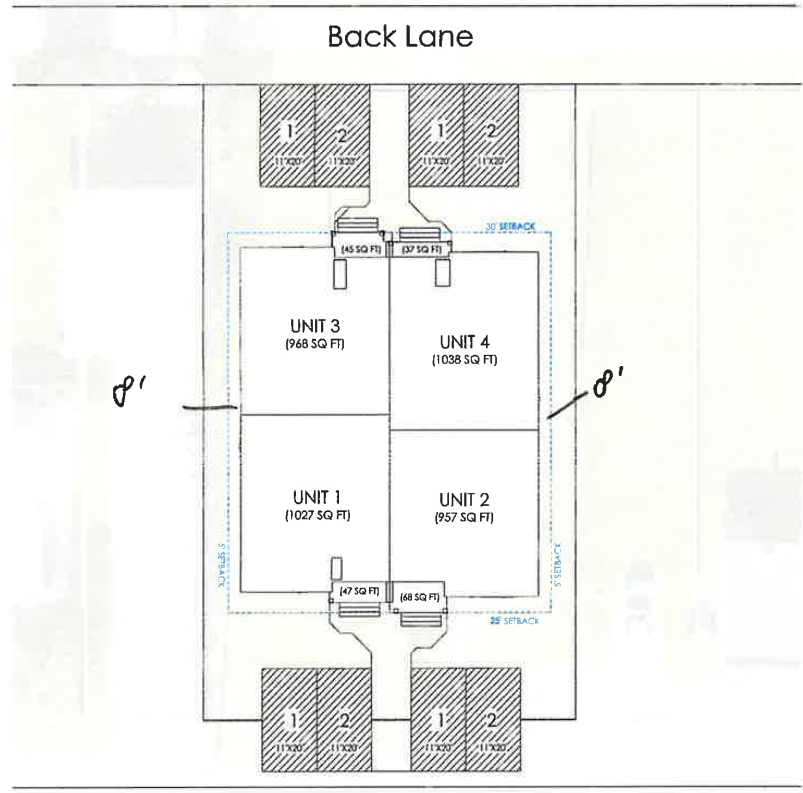
SCALE:
Not to Scale

SHEET:

A-1

Copyright Drawing - Obtain written permission from Qualicore Homes Ltd. prior to reproducing this drawing.

Preliminary Drawing - Not for Construction



① Plot Plan
1 cm = 250 cm

Site Information

Lot 9, 10 & 11
Block 1
Plan 309DT

Total Site Area:
9375 Sq Ft (871 M2)
Total Building Footprint:
4187 Sq Ft (389 M2)
Total Site Coverage:
44.6%



LAND TITLE
Land Layout

PROJECT:
A Van Essen - 4-Flex - Turin
- Preliminary Design -



DATE:
Apr 1, 2026

SCALE:
Not to Scale

SHEET:

A-2

Copyright Drawing - Obtain written permission from Qualicore Homes Ltd. prior to reproducing this drawing.



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT
 Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: <u>March 3 / 2026</u>	Assigned Bylaw	No. <u>26-009</u>
Date Deemed Complete: <u>March 9 / 2026</u>	Application & Processing Fee:	\$ <u>1500 -</u>
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Purchase Agreement</u>

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

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

APPLICANT INFORMATION

Name of Applicant: JLM Distributors - Andy. Van Essen.

Mailing Address: same as owner. Phone: [REDACTED]

Phone (alternate): _____

Fax: _____

Postal Code: _____

Is the applicant the owner of the property? Yes No
 IF "NO" please complete box below

Name of Owner: <u>JLM Distributors LTD.</u>	Phone: _____
Mailing Address: <u>Box 104</u>	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
<u>Picture Butte.</u>	
<u>AB.</u>	
Postal Code: <u>T0K 1V0</u>	

PROPERTY INFORMATION

Municipal Address: 120 Main Street, Turin.

Legal Description: Lot(s) 9-11 Block 1 Plan 309 DT

OR Quarter _____ Section _____ Township _____ Range _____



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment? Text Amendment Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning): Hamlet DC - Commercial

Proposed Land Use Designation (zoning) (if applicable): Hamlet - Residential

SITE DESCRIPTION:

Describe the lot/parcel dimensions _____ and lot area/parcel acreage 0.22ac
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1"= 100'; 10 acres or more at 1"=200')

Site or Plot Plan Attached Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

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

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

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

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



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

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

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

if deemed necessary.

SITE PLAN

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

DECLARATION OF APPLICANT/AGENT

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

[Redacted signature]

[Redacted signature]

APPLICANT

REGISTERED OWNER (if not the same as applicant)

Mar 3, 2026.

DATE

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TERMS

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

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

Descriptive.

- 2 storey low rise multi Family.
4 units.

Serviced by muni infra. - 1 water stub
existing.

Parking off back alley.

Memo

To: Lethbridge County Reeve and Council

From: Steve Harty – ORRSC Senior Planner

Date: June 5, 2026

Re: Bylaw No. 26-009 – Redesignation from ‘Hamlet Direct Control – HDC’ to ‘Hamlet Residential – HR’ (Plan 309DT, Block 1, Lots 9 – 11, Hamlet of Turin)

It is understood the redesignation is to allow for the future development proposal of a two storey fourplex on the property, located on the Main Street in Turin. In considering the proposal, the following may be taken into account by Council in making a decision.

COMMENTS:

- The parent title (parcel) is comprised of three 25 ft. wide lots (Lots 9 -11) with the lots having a unique zoning history. In 1978, Lots 9 & 10 were designated as Commercial while the southern 25 ft. that consisted of Lot 11 was designated as Residential. A planning report completed that year (1978) proposed that the County should change the other two lots (Lots 9 & 10) to residential also; however, in 1980, Land Use Bylaw No. 666 redesignated all three lots to Hamlet Commercial (HC). Subsequent to this, in 1985, Land Use Bylaw No. 806 redesignated all three lots (currently comprising the title as Lots 9 -11) to Hamlet Direct Control. This land use redesignation was done through the adoption of an entire new land use bylaw so there is no documentation what the specific intended purpose at the time was.
- As this vacant lot has been designated to DC for a long time (a blanket DC with no associated regulations) the initial purpose of applying the DC designation appears to be no longer relevant. It is understood that perhaps the County thought at one time that the parcel could be used for a business type development, but as such interest is low in this more distant hamlet within the County, developing the property for multi-unit housing is beneficial for the community. As the County is no longer using it as the Community Recycling Depot trailer site, opportunity for new development within the hamlet is desirable.
- In consideration of the provincial *South Saskatchewan Regional Plan (SSRP)* land use principles, the parcel being designated for residential use for a multi-unit dwelling may be considered as part of the County meeting the efficient use of land strategy principle.
- The proposal appears to conform to the *Hamlet of Turin Growth Study* and the *Municipal Development Plan (MDP)* that encourages infill development within hamlets and encourages increased density and the efficient use of land by directing residential growth to developed hamlets where municipal services are available (Policies 9.1 and 9.2).
- The proposed residential fourplex on the property has access to hamlet municipal services of sewer and water, with a fire hydrant also within 195 ft. (59m) of the property. The parcel

June 5, 2026

additionally has the benefit of having a rear lane on the west side for access to the rear of the property.

- The Hamlet Residential (HR) proposal should be considered in the context of suitability. There is residential land use along the Main Street to the south and southeast so the redesignation appears compatible and not out of character for the street.
- It is noted that the LUB No. 24-007 minimum lot size for a multi-unit for a four-plex is 80' x 100'. As the parcel is 75' x 125' in size (9,375 sq. ft.), if redesignated it will need to be noted at the development permit stage that a width variance will be needed. This should not be an issue as the parcel length exceeds the minimum required and the overall area is also exceeded, but a variance will be required. If the residential zoning (Hamlet Residential) is approved for the intended use, then there should be no issue with granting that subsequent variance.

Overall, it appears there should be no major concerns with the proposal and the redesignation to the Hamlet Residential (HR) district is considered suitable. Council will need to take into consideration any comments that may be provided for the public hearing; however, it is not foreseen there should be any major impacts with the redesignation if it were to be approved.

AGENDA ITEM REPORT



Title: Bylaw 26-010 – Amendment to the Land Use Bylaw to Redesignate a Portion of Plan 0815575, Block 1, Lot 2 (112026 Range Road 223) within SW-15-11-23-W4M from Rural Agriculture (RA) to Business Light Industrial (BLI)

Meeting: Council Meeting - 18 Jun 2026

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development	Approved - 08 Jun 2026
Devon Thiele, Director, Development & Infrastructure	Approved - 08 Jun 2026
Cole Beck, Chief Administrative Officer	Approved - 09 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been received to redesignate a portion of Plan 0815575, Block 1, Lot 2 (112026 Range Road 223), within SW-15-11-23-W4M, from Rural Agriculture (RA) to Business Light Industrial (BLI). The proposed redesignation area is approximately 43.13 acres, with the eastern boundary defined by an identified wetland.

The redesignation will facilitate the expansion of an existing truck transportation depot and bring the operation into compliance with the Land Use Bylaw. The application follows the recent Intermunicipal Development Plan (IDP) amendment with the Town of Nobleford (Bylaw 25-011), which contemplated future commercial/industrial use of the subject lands subject to the completion of a wetland assessment.

RECOMMENDATION:

That Bylaw 26-010, be read a first time.

REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation aligns with the MDP policy direction to support industrial/commercial expansion in areas identified through an Intermunicipal Development Plan, and to accommodate the growth of existing operations.

The applicant has satisfied the pre-rezoning condition established under Bylaw 25-011 (Nobleford IDP amendment) by completing a wetland assessment. A servicing report and geotechnical report have also been submitted in support of the application.

First reading will allow the County to proceed with the required public hearing and notification process.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Bylaw 25-011 – Lethbridge County / Town of Nobleford Intermunicipal Development Plan (IDP) amendment, jointly approved by both Councils, contemplating the redesignation of the subject lands to a commercial/industrial use subject to completion of a wetland assessment prior to rezoning.
- Municipal Development Plan (MDP), Policy 10.3 – the County shall provide for a wide range of industrial and commercial types of development through the Land Use Bylaw.
- MDP, Policy 10.12(c) and (d) – industrial and commercial development may be considered on lands where the area has been agreed to in an Intermunicipal Development Plan with an adjacent municipality, and where the land is to accommodate an expansion to an existing industrial/commercial area.
- MDP, Policy 10.13 – designated areas where industrial or commercial facilities are existing may be considered for expansion based on servicing, traffic, parcel size, drainage, and adjacent land use considerations.
- MDP, Policy 14.8 – the County will ensure the Land Use Bylaw provides for a wide range of commercial and industrial uses, encouraging economic development opportunities and a mix of land uses.

BACKGROUND INFORMATION:

The subject parcel is currently designated Rural Agriculture (RA) and contains an existing truck transportation depot that has operated in a non-compliant manner under the current district. In 2025, the landowner submitted a development permit application to construct a new building on the property. Through that review, Administration identified that both an amendment to the Town of Nobleford Intermunicipal Development Plan and a redesignation of the parcel were required prior to any further development.

Bylaw 25-011, jointly adopted by Lethbridge County Council and the Town of Nobleford Council, amended the IDP to contemplate commercial/industrial use of the subject lands and required the landowner to complete a wetland assessment prior to applying for rezoning.

The applicant has now submitted the following technical reports in support of this application:

- Wetland Assessment – identifies the wetland feature defining the eastern boundary of the proposed redesignation area.
- Servicing Report – addresses water, wastewater, and stormwater management for the proposed expansion.
- Geotechnical Report – confirms site suitability for the proposed industrial use.

The proposed redesignation area is approximately 43.13 acres, with the boundary configured to exclude the identified wetland. Redesignation to Business Light Industrial (BLI) will allow the existing business to be brought into compliance and accommodate the proposed building expansion.

ALTERNATIVES / PROS / CONS:

1. To table Bylaw 26-010 for further information or discussion.

Pros: Allows Council to request additional information prior to considering first reading.

Cons: Delays the public hearing process and the applicant's ability to bring the existing operation into compliance and proceed with the proposed expansion.

FINANCIAL IMPACT:

There are no immediate financial implications associated with the redesignation. If the expansion proceeds to development, the County will benefit from increased non-residential assessment and associated tax revenue.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 26-010 - Amendment to LUB Reading Page](#)

[26-010 Rezoning Map](#)

[26-010 Application Form Redacted](#)

[Bylaw 26-010 Wetland Assessment](#)

[Bylaw 26-010 CoT](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 26-010

Bylaw 26-010 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 26-010 is to redesignate a portion of a title legally described as Plan 081 5575, Block 1, Lot 2 (112026 Range Road 223) within SW-15-11-23-W4M containing approximately 17.45 hectares (43.13 acres) more or less, from Rural Agriculture to Business Light Industrial District as shown below;



AND WHEREAS the redesignation of the lands is for the purpose of development for land uses as prescribed in the Business Light Industrial District;

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

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

1. To redesignate a portion of a title legally described as Plan 081 5575, Block 1, Lot 2 (112026 Range Road 223) within SW-15-11-23-W4M containing approximately 17.45

hectares (43.13 acres) more or less, from Rural Agriculture (RA) to Business Light Industrial (BLI) as shown on the map

2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 18th day of June 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer



Bylaw 26-010: Rural Agriculture to Business Light Industrial

**Portion of Plan 0815575; Block 1; Lot 2 (Portion of SW-15-11-23-4)
Approximately 43.13 Acres Located in Lethbridge County, AB**

 Bylaw 26-010

N





FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

Text Amendment

Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

Rural Agriculture

Proposed Land Use Designation (zoning) (if applicable): Business Light Industrial

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** See map. and **lot area/parcel acreage** 43 acres
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

Site or Plot Plan Attached

Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

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

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

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

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



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT
Pursuant to Land Use Bylaw No. 24-007

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

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

if deemed necessary.

SITE PLAN

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

DECLARATION OF APPLICANT/AGENT

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

APPLICANT

REGISTERED OWNER (if not the same as applicant)

March 27, 2026

DATE

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

TERMS

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

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



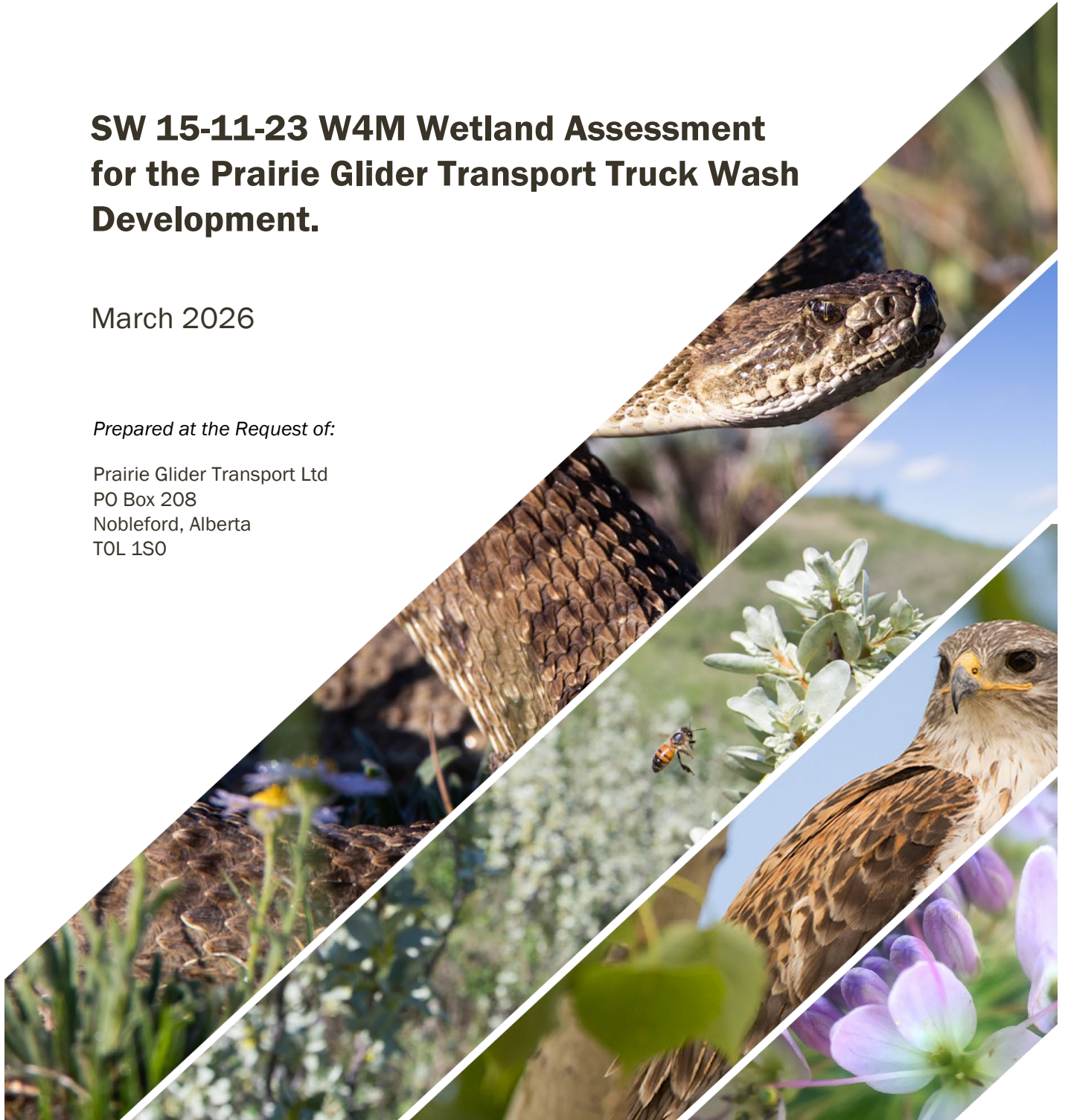
BEAR TRACKS
ENVIRONMENTAL SERVICES

SW 15-11-23 W4M Wetland Assessment for the Prairie Glider Transport Truck Wash Development.

March 2026

Prepared at the Request of:

Prairie Glider Transport Ltd
PO Box 208
Nobleford, Alberta
TOL 1S0



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1 Introduction

Bear Tracks Environmental Services (2015) Ltd. (BTES) was retained by Prairie Glider Transport Ltd. (PGT) to conduct a wetland assessment within SW 15-11-23 W4M for a proposed truck wash development which will include a waterline, dugout, stormwater management facility, wash bay, and gravel restoration (hereafter the Project). The Project is located approximately 2km northwest of Nobleford, Alberta within Lethbridge County.

The wetland assessment was requested by Lethbridge County as part of the land redesignation bylaw in order for PGT to be approved for rural isolated light industrial use (non-noxious) within a portion of Lot 2, Block 1, Plan 0815575 (SW 15-11-23 W4M). It should be noted that a previous wetland assessment was completed by BTES on July 3, 2025 (BTES 2025) for the initial proposed development area. A secondary wetland assessment was recommended by BTES due to changes in proposed infrastructure locations and proximity to Stud Horse Lake. BTES' scope of work included identifying sensitive areas and examining biophysical characteristics of the site, particularly regarding waterbodies within the area of interest. As such, BTES identified, characterized, and delineated wetlands that may be located within proximity of the proposed Project development area. It is understood that information collected during the assessment will be used in conjunction with a drainage assessment completed by a professional engineer. It is understood that in instances where avoidance of wetland habitats is not possible, information collected as part of the wetland assessment may be used in support of Government of Alberta regulatory applications that may be required for development at the site.

2 Methods

A desktop review and field reconnaissance were conducted as part of the wetland assessment to identify, classify, and delineate potential wetland areas and other waterbodies at the Project site. Delineation of wetlands was conducted in accordance with the *Alberta Wetland Identification and Delineation Directive* (Government of Alberta 2015).

Background information reviewed as part of this assessment included available topographic mapping, available soil mapping (Alberta Agriculture and Irrigation 2026) and the *Alberta Merged Wetland Inventory* (Government of Alberta 2017a) to assess conditions at the subject site with respect to soil characteristics and expected wetland conditions.

As part of the desktop review, historical satellite imagery was also reviewed to identify potential wetland habitats by defining areas with visible biophysical and land use indicators of wetlands (e.g., evidence of open water, changes in vegetation communities, bare soil areas, changes in patterns of cultivation, avoidance of the site for cultivation, etc.).

A field reconnaissance was conducted within the defined survey area and the proposed development footprint (Figure 1) to confirm the presence of wetland areas and waterbodies, verify the boundaries of wetland areas, and to classify identified wetlands and waterbodies (including Stud Horse Lake). Expected wetland boundaries (from the satellite imagery review) were verified at the site based on the presence of wetland attributes, including the presence of hydrophytic plants and topography. The boundary of identified wetlands was considered the interface between upland and wetland vegetation. The field delineated wetland boundaries were recorded using a hand-held Global Positioning System (GPS) unit.

Classification of wetlands at the subject site followed the *Alberta Wetland Classification System* (ESRD 2015) and included an evaluation of biophysical conditions at the site to determine the type of wetland that best represents on-site conditions. The classification included an evaluation of soil conditions, dominant wetland vegetation species/communities, and a determination of water permanency.

3 Results

Based on the field reconnaissance conducted January 20, 2026, no wetlands were identified within the proposed development footprint of the Project (Figure 1). Land cover within the proposed development footprint was assessed to be tame pasture, however, the plant species were unidentifiable due to grazing intensity and time of the year.

A wetland assessment of Stud Horse Lake was conducted as it occurs within close proximity to the proposed development. Stud Horse Lake was identified as a seasonal graminoid marsh (M-G-III), with hydrology indicators such as saline soils and wetland obligate vegetation (Table 1). Foxtail barley (*Hordeum jubatum*) was recorded as the dominant vegetation species within the wetland boundary, and soil samples were not obtained due to frozen ground conditions. A fence following the west boundary of the Stud Horse Lake was observed and delineated (Figure 1). Photographs of Stud Horse Lake captured during the field reconnaissance are provided in Appendix A.

Located to the north of Stud Horse Lake is a temporary graminoid marsh (M-G-II, WL 3) that was identified by BTES during the initial wetland assessment for the Project (BTES 2025). This wetland is separated from Stud Horse Lake by a berm, that is located between the two wetlands (Figure 1; Table 1).

Table 1 – Wetland Feature Confirmed During the Field Assessment

Feature ID	Classification ¹	Area (ha)
Stud Horse Lake	Seasonal Graminoid Marsh [M-G-III]	27
WL 3	Temporary Graminoid Marsh [M-G-II]	8

¹-Wetlands classified according to the *Alberta Wetland Classification System* (AWCS) (ESRD 2015)

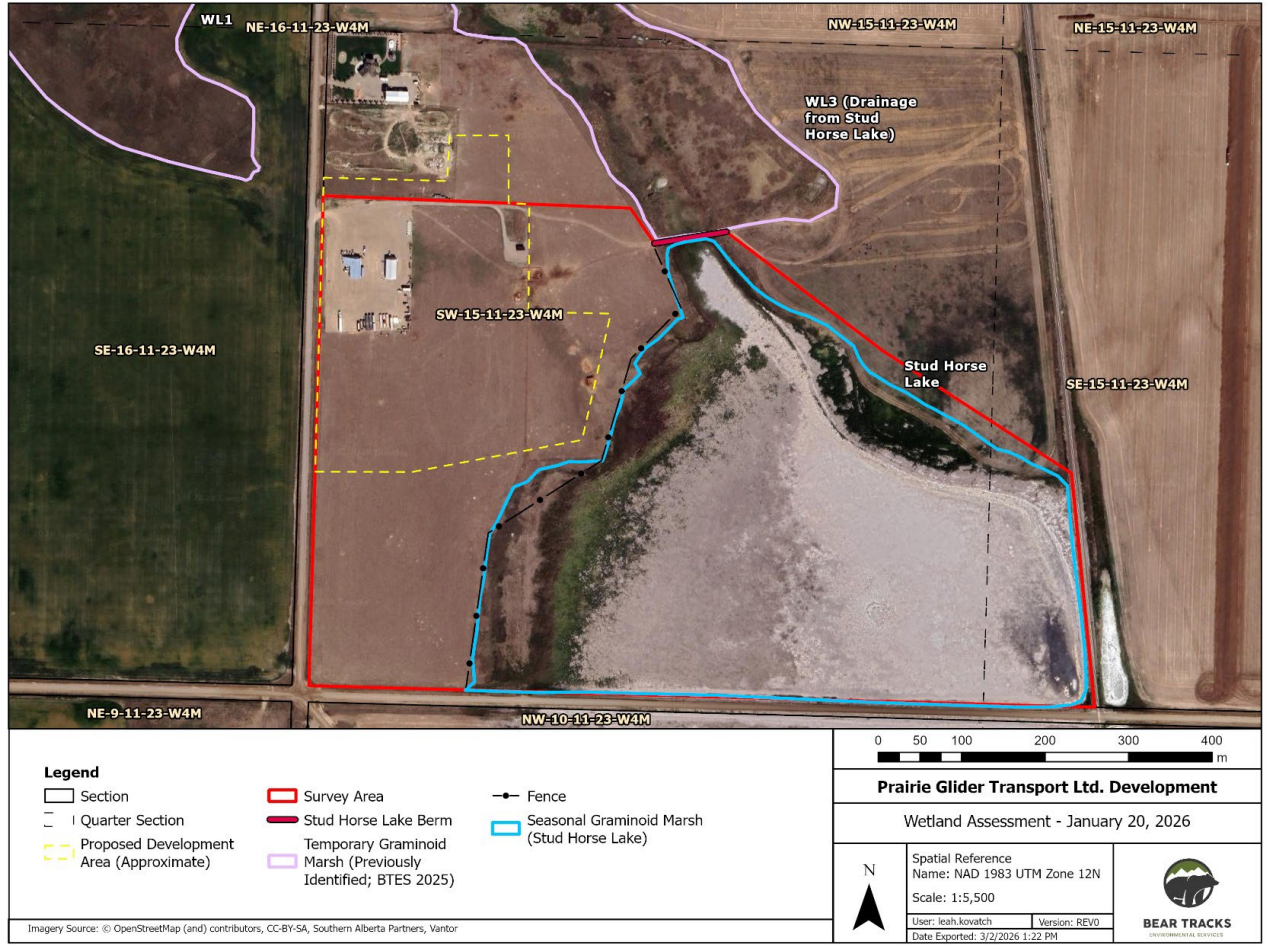


Figure 1: Confirmed Wetlands and Waterbodies in the Project Survey Area.

4 Discussion and Recommendations

Based on the results of the wetland assessment, no wetlands were identified within the Project footprint, and one M-G-III wetland (Stud Horse Lake) was identified within close proximity to the proposed development. Based on the current Project design, physical disturbance to wetlands are not anticipated during construction.

Where possible, wetland areas should be avoided in accordance with development best management practices as described in the Government of Alberta's - *Alberta Wetland Policy* (2013). To conserve wetland health, it is important to maintain appropriate development setbacks to avoid direct or indirect impacts. Best management practices include:

- The Government of Alberta – Stepping Back from the Water guideline recommends that for a Class III wetland, a 50 m strip of native riparian vegetation and coarse textured substrate (sands & gravels) be kept along the edge of a waterbody (2012), if feasible.
- Effective erosion and sediment control measures should be installed, regularly inspected, and repaired when needed to prevent sediment from entering Stud Horse Lake during construction.
- Bare and disturbed soil should be revegetated immediately following construction.

If proposed disturbance of wetlands and other waterbodies within the Project development footprint occurs, all potential disturbance of such features should be conducted in accordance with the Alberta *Water Act* (2000).

5 Signature

The undersigned has personally inspected the subject property and considered relevant factors and influences pertinent within the scope of the assessment. This assessment was conducted and prepared under the direction of the undersigned, who is qualified as an authenticating professional relative to the standards and requirements described in the *Professional Responsibilities in Completion and Assurance of Wetland Science, Design and Engineering Work in Alberta* (2017b).

The undersigned has no past, present, or contemplated interest in the assessed property.

I have reviewed the information as submitted and completed this report in conformity with the Code of Ethics and the Duties of Professional Biologists.

Respectfully Submitted:



Clint Gellrich, B.Sc., P.Biol.
Bear Tracks Environmental Services (2015) Ltd.

6 References

- Alberta Environment and Sustainable Resource Development (ESRD). 2015. Alberta Wetland Classification System. Water Policy Branch, Policy and Planning Division, Edmonton, AB. Available at: <http://aep.alberta.ca/water/programs-and-services/wetlands/documents/ClassificationSystem-Jun01-2015.pdf>
- Alberta Agriculture and Irrigation. 2026. Alberta Soil Information Viewer. Available at: <https://soil.agric.gov.ab.ca/agrasidviewer/>
- Bear Tracks Environmental Services (2015) Ltd. 2025. SW 15-1-23 W4M Wetland Assessment for the Prairie Glider Transport Waterline, Lagoon and Dugout.
- Government of Alberta. 2012. Stepping Back from the Water: A Beneficial Management Practices Guide for New Development Near Water Bodies in Alberta Settled Region. Available at: <https://open.alberta.ca/dataset/1c70eb43-a211-4e9c-82c3-9ffd07f64932/resource/6e524f7c-0c19-4253-a0f6-62a0e2166b04/download/2012-steppingbackfromwater-guide-2012.pdf>
- Government of Alberta. 2013. Alberta Wetland Policy. Available at: <http://aep.alberta.ca/water/programs-and-services/wetlands/documents/AlbertaWetlandPolicy-Sep2013.pdf>
- Government of Alberta. 2015. Alberta Wetland Identification and Delineation Directive. Water Policy Branch, Alberta Environment and Parks. Edmonton, Alberta.
- Government of Alberta. 2017a. Alberta Merged Wetland Inventory. Available at: <http://geodiscover.alberta.ca/Viewer/?Viewer=GDA>
- Government of Alberta. 2017b. Professional Responsibilities in Completion and Assurance of Wetland Science, Design and Engineering Work in Alberta. Professional Practice Standard. Available at: <http://aep.alberta.ca/water/programs-and-services/wetlands/documents/PracticeStandardWetland-May01-2017.pdf>
- Province of Alberta. 2000. *Water Act*. Published by Alberta Queen's Printer. <http://www.qp.alberta.ca/documents/Acts/w03.pdf>

APPENDIX A: SITE PHOTOS



Photograph 1: Photograph of Stud Horse Lake facing north (Jan 20, 2026).



Photograph 2: Photograph of Stud Horse Lake facing east (Jan 20, 2026).



Photograph 3: Photograph of Stud Horse Lake facing south (Jan 20, 2026).



Photograph 4: Photograph of Stud Horse Lake facing west (Jan 20, 2026).



LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0035 222 223 0815575;1;2 251 235 658

LEGAL DESCRIPTION

DESCRIPTIVE PLAN 0815575
 BLOCK 1
 LOT 2
 EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	ACRES	MORE OR LESS
SUBDIVISION	1211444	1.223	3.02	

 EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;23;11;15;S
 ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 211 049 344

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT	TYPE	VALUE	CONSIDERATION
251 235 658	17/09/2025	TRANSFER OF LAND		\$896,002	\$896,002

OWNERS

PRAIRIE GLIDER HOLDINGS LTD.
 OF PO BOX 208
 NOBLEFORD
 ALBERTA T0L 1S0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	NUMBER	DATE (D/M/Y)	PARTICULARS
781 084 819	31/05/1978	UTILITY RIGHT OF WAY GRANTEE - LITTLE BOW GAS CO-OP LTD. " AFFECTS PART OF THIS TITLE "	
091 303 495	08/10/2009	UTILITY RIGHT OF WAY	

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

251 235 658

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER
CO-OP LTD.

231 125 535 26/04/2023 MORTGAGE
MORTGAGEE - CANADIAN IMPERIAL BANK OF COMMERCE.
855 - 2 ST SW
CALGARY
ALBERTA T2P4J7
ORIGINAL PRINCIPAL AMOUNT: \$750,000

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 30 DAY OF MARCH,
2026 AT 11:08 A.M.

ORDER NUMBER: 56703262

CUSTOMER FILE NUMBER: 0458-001-00



END OF CERTIFICATE

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

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

AGENDA ITEM REPORT



Title: Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw
Meeting: Council Meeting - 18 Jun 2026
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 04 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Oldman River Regional Services Commission (ORRSC) has prepared an updated Regional Assessment Review Board (RARB) Bylaw following compliance deficiencies identified during the 2024/2025 Municipal Accountability Program (MAP) audits conducted by Alberta Municipal Affairs. The updated bylaw has been developed collaboratively with Municipal Affairs and is designed to ensure alignment with the Municipal Government Act (MGA) and the Matters Relating to Assessment Complaints Regulation (MRAC).

Council is being asked to adopt Bylaw 26-018, the ORRSC Regional Assessment Review Board Bylaw, which replaces the municipality's previous RARB bylaw. Adoption ensures continued compliance with provincial legislation and the municipality's continued participation in the regional assessment appeal framework administered by ORRSC.

RECOMMENDATION:

That Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw be read a first time.

That Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw be read a second time.

That Council consider third reading of Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw.

That Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Adoption of Bylaw 26-018 is recommended for the following reasons:

- The 2024/2025 MAP audits identified that the existing RARB Bylaw no longer meets current compliance requirements under the Municipal Government Act.

- Alberta Municipal Affairs reviewed the proposed bylaw and provided recommendations, which have been incorporated to strengthen legislative compliance and administrative clarity.
- Adoption ensures the municipality remains in good standing with provincial compliance requirements and continues to benefit from ORRSC's regional assessment appeal framework.
- The updated bylaw clarifies governance responsibilities, modernizes administrative procedures, and formally recognizes ORRSC as the coordinating and administrative authority for the RARB.
- Electronic submission of assessment complaints is now formally permitted, improving accessibility for complainants.
- All ORRSC member municipalities are being asked to adopt the same governing bylaw to ensure consistency across the regional framework.

PREVIOUS COUNCIL DIRECTION / POLICY:

The previous Regional Assessment Review Board Bylaw was approved by Council on December 6, 2021.

BACKGROUND INFORMATION:

The Regional Assessment Review Board (RARB) is a quasi-judicial body established under the Municipal Government Act (MGA) to hear assessment complaints within participating member municipalities of the Oldman River Regional Services Commission (ORRSC). ORRSC administers the RARB on behalf of its member municipalities under a regional services agreement.

During the 2024/2025 Municipal Accountability Program (MAP) audits conducted by Alberta Municipal Affairs, it was identified that the existing RARB Bylaw no longer met current compliance requirements under the MGA. In response, ORRSC Administration worked collaboratively with Municipal Affairs to review and modernize the bylaw to ensure alignment with both the MGA and the Matters Relating to Assessment Complaints Regulation (MRAC).

The resulting 2025 ORRSC Regional Assessment Review Board Bylaw introduces several significant enhancements as required by Municipal Affairs:

- Formal recognition of ORRSC as the coordinating and administrative authority for the RARB.
- Delegation of authority to both the Clerk and ORRSC CAO for appointments and operations of the Board.
- Electronic submission of assessment complaints clearly permitted.
- Expanded and modernized definitions to ensure consistency and compliance.
- Clearer governance structure for appointments, panels, and administrative support.

The following table summarizes the key differences between the previous bylaw and the updated 2025 bylaw:

Section	Previous Bylaw	Updated Bylaw
Purpose	Established the Regional Assessment Review Board (RARB).	Expanded to establish the Local Assessment Review Board and Composite Assessment Review Board; includes Chair/Clerk appointments and explicit ORRSC coordinating authority reference.
Title	"Regional Assessment Review Board Bylaw."	"ORRSC Regional Assessment Review Board Bylaw" to better identify scope and region.
Definitions	Contained fewer terms.	Adds and updates multiple new definitions

Delegation of Authority	Limited delegation to Clerk.	(e.g., Agreement, Alternate, Lay Member, Commission, Panel, RCARB/RLARB). Formal delegation to both Clerk and ORRSC CAO for appointments, remuneration, and administration per the MGA.
Appointments	Municipalities appointed members.	Each municipality may appoint one lay and one council member; ORRSC CAO finalizes appointments per MGA.
Board Composition	Minimum of 20 members.	Same, but clarifies that falling below 20 does not invalidate the Board.
Terms & Removal	Clerk could remove members for cause.	Expanded detail on term lengths, vacancies, removals, and reporting obligations.
Chair & Panels	Chair convened members; panel structure described.	Chair appointed jointly by Clerk; clearer panel composition and Councillor participation limits per MGA.
Clerk's Role	CAO of ORRSC designated as Clerk.	Clarified and expanded duties including appointing deputy clerks, issuing legal instructions, and administrative oversight.
Hearings & Appeals	Complaints accepted by mail or delivery.	Formally adds allowance for electronic submission (email).
Conflict & Pecuniary Interest	General provisions.	Expanded clarity on declaration, recording, and definitions per the MGA.
Rules of Order	Included adjournment procedures and site visit options.	Streamlined; aligns directly with MGA and MRAC.
Financial Responsibility	ORRSC covered administrative costs.	Same, but references formal cost recovery through the ORRSC Services Agreement.
Formatting & Legal References	Basic alignment with MGA.	Modernized format, updated numbering, and formal citations to MGA provisions.

Each member municipality is required to adopt the updated bylaw and assign their own bylaw number. Upon adoption, a digital copy of the executed bylaw is to be forwarded to ORRSC for their records.

ALTERNATIVES / PROS / CONS:

Alternatives:

Defer Adoption of Bylaw 26-018

Council could choose to defer adoption pending further review. However, this is not recommended as the municipality would remain in a non-compliant status under the MGA and could jeopardize continued participation in the ORRSC regional assessment framework. This alternative carries significant regulatory risk.

Reject Bylaw 26-018

Council could choose not to adopt the updated ORRSC RARB Bylaw.

FINANCIAL IMPACT:

There is no direct financial impact associated with the adoption of Bylaw 26-018.

LEVEL OF PUBLIC PARTICIPATION:

- Inform
 Consult
 Involve
 Collaborate
 Empower

ATTACHMENTS:

[Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw](#)

LETHBRIDGE COUNTY
BYLAW 26-018

BEING A BYLAW OF THE LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A REGIONAL ASSESSMENT REVIEW BOARD, THE APPOINTMENT OF THE CHAIR, AND THE APPOINTMENT OF THE CLERK FOR THE ASSESSMENT REVIEW BOARDS;

WHEREAS, section 454 of the *Municipal Government Act*, states that council must by bylaw establish a local assessment review board and a composite assessment review board; and

WHEREAS, section 455(1) of the *Municipal Government Act*, states that two or more councils may agree to jointly establish the local assessment review board or the composite review board, or both, to have jurisdiction in their municipalities; and

WHEREAS, section 455(2) of the *Municipal Government Act*, requires that Council must jointly designate one of the board members as chair; and,

WHEREAS, section 456(2) of the *Municipal Government Act*, requires that Council must jointly appoint a person to act as the Clerk of the Assessment Review Boards; and

WHEREAS, the Oldman River Regional Services Commission (Commission) and Municipalities within the region, jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by an assessed person or taxpayer of a Regional Member Municipality;

NOW THEREFORE, the Council of Lethbridge County, duly assembled, enacts as follows:

1. **TITLE**

- 1.1 The title of this Bylaw shall be the "ORRSC Regional Assessment Review Board Bylaw".

2. **DEFINITIONS**

- 2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *MGA*.
- 2.2 In this bylaw the following terms shall have the meanings shown:
- a. **Agreement** means the ORRSC Regional Assessment Review Board Services Agreement currently in force, as authorized by Council and executed in partnership with the Commission, and any successor agreements, whereby the Commission provides Assessment Review Board Services to the Member Municipality.
 - b. **Alternate** means a person who is available to perform the duties of a board member in the event the member is unable to fulfil Board duties.
 - c. **Board** means the ORRSC Regional Assessment Review Board.

- d. **Board Member** means an appointed elected official or lay member to the ORRSC Regional Assessment Review Board, who are appointed by a Member Municipality's Council.
- e. **Clerk** means the designated officer appointed as clerk to carry out the duties and functions of the assessment review board as required under section 456 of the *Municipal Government Act*.
- f. **Commission** means the Oldman River Regional Service Commission.
- g. **Composite Assessment Review Board (CARB)** means the composite assessment review board established in accordance with the *Municipal Government Act* hears complaints on assessment notices for property other than the property described in section 460.1 of the *Municipal Government Act*.
- h. **Lay Member** means an appointed person who is not an elected official nor do they represent a specific organization, who is appointed by a Member Municipality's Council to the ORRSC Regional Assessment Review Board.
- i. **Local Assessment Review Board (LARB)** means the Local Assessment Review Board established in accordance with the *Municipal Government Act* hears complaints on assessment notices for property other than the property described in section 460.1 of the *Municipal Government Act*.
- j. **Member** means a member of the ORRSC Regional Assessment Review Board.
- k. **Member Municipality** means the municipality who has signed the ORRSC Regional Assessment Review Board Services Agreement and passed the ORRSC Regional Assessment Review Board Bylaw.
- l. **MGA** means the *Municipal Government Act* of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act.
- m. **ORRSC Regional Assessment Review Board** means the board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the *Municipal Government Act*, and includes the Local Assessment Review Board (LARB), the Regional Local Assessment Review Board (RLARB), the Composite Assessment Review Board (CARB), and the Regional Composite Assessment Review Board (RCARB).
- n. **Panel** means the group of assigned Board Members actively sitting to hear and decide on an appeal hearing.
- o. **Panel Member** means an individual member to the ORRSC Regional Assessment Review Board, who are participating in an active appeal hearing.
- p. **Provincial Member** means a person appointed as a provincial member to a CARB by the Minister in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.

- q. **Regional Member Municipality** means those municipalities who enter into an agreement with the Commission to jointly establish the ORRSC Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.
- r. **Regulations** means the Matters Relating to Assessment Complaints Regulation.

3. ESTABLISHMENT OF BOARDS

- 3.1 That Council hereby establishes the following boards:
 - a. a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and,
 - b. a CARB that heads complaints referred to in section 460.1(2) of the *MGA*.
- 3.2 The Regional Municipal Members, which includes Lethbridge County hereby jointly establish the ORRSC Regional Assessment Review Board to exercise functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board.
- 3.3 Each Member Municipality is responsible for establishing filing fees and administering policies in respect to refunding filing fees in accordance with the *MGA* and the Regulations.
- 3.4 The Member Municipality will provide administrative support and resources to the Board, as required.

4. JURISDICTION OF THE BOARD

- 4.1 That the Boards shall have jurisdiction to exercise the functions of a local assessment review board and the functions of a composite assessment review board under the provision of the *MGA* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

5. DELEGATION OF AUTHORITY

- 5.1 In accordance with its authority under the *MGA*, Council hereby delegates the Clerk the authority to:
 - a. jointly prescribe remuneration and expenses payable to each Member of the Board and the Chair, in accordance with the agreement and/or board policies or procedures; and
 - b. jointly appoint a Board Member as the Chair of the LARB and CARB and prescribe the term of office; and,
 - c. jointly appoint lay members and elected officials to the ORRSC Regional Assessment Review Board, if required.
- 5.2 Council delegates the Chief Administrative Officer of the Commission to appoint the final list of Board Members received from the Member Municipalities to the Local

Assessment Review Board and the Composite Assessment Review Board on an as needed basis, in accordance with the requirements of the *MGA*.

6. APPOINTMENT OF BOARD MEMBERS

- 6.1 Each Member Municipality may elect to appoint one lay member and one member of Council to be a Board Member by resolution of Council.
- 6.2 The Chief Administrative Officer of the Commission will appoint the final list of Board Members received from the Member Municipalities to the Local Assessment Review Board and the Composite Assessment Review Board on an as needed basis, in accordance with the requirements of the *MGA*.
- 6.3 The Clerk may appoint lay members to fulfill the needs of the Board, as required.
- 6.4 The Board shall endeavour to consist of a minimum of twenty members.
- 6.5 Failure to meet the number of board members imposed by section 6.4 does not invalidate the board.

7. TERMS OF APPOINTMENT

- 7.1 Unless otherwise stated by the Member Municipality, all Members are appointed for three-year terms.
- 7.2 If a vacancy on the Board occurs the Member Municipality who made the appointment, or the Clerk, may appoint a new person to fill the vacancy.
- 7.3 A Member may be re-appointed to the Board at the expiration of their term.
- 7.4 A Member may resign from the Board at any time on written notice to the Clerk and to the Member Municipality to that effect.
- 7.5 The Member Municipality may remove their designated Member at any time, with written notice given to the Clerk.
- 7.6 The Clerk may remove a Member for cause or misconduct and will report their removal to the Member Municipality who made the appointment.
- 7.7 Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

8. CHAIR

- 8.1 In accordance with section 5 of this Bylaw, the Clerk shall:
 - a. jointly appoint a Member as the Chair of the LARB and CARB;
 - b. prescribe the term of office for the Chair; and
 - c. prescribe the remuneration and expenses payable to the Chair.

- 8.2 The Chair delegates the Clerk to select Board Members to convene a panel to hear assessment complaints as required in the *MGA* and section 8 of this Bylaw.

9. PANELS OF THE BOARD

- 9.1 The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require:
- a. a three persons panel when the Board is acting as a Local Assessment Review Board;
 - b. a two persons panel when the Board is acting as a Composite Assessment Review Board; or
 - c. a single member when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 9.2 When sitting as the CARB, the Presiding Officer shall be the appointed Provincial Member.
- 9.3 When sitting as the LARB the Presiding Officer shall be the determined by the panel.
- 9.4 Where a panel has only one Member, that Member is the Presiding Officer.
- 9.5 Unless an order from the Minister authorizes otherwise, the panel may not:
- a. consists of more than one councillor to a three persons panel; and,
 - b. a single member CARB or LARB panel cannot consist of a councillor.
- 9.6 When possible, a three person panel will include one Member who is appointed by the Member Municipality under whose jurisdiction the complaint arises, unless otherwise requested by the Municipality.

10. PRESIDING OFFICER

- 10.1 The Presiding Officer of a panel:
- a. will preside over and be responsible for the conduct of meetings;
 - b. may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
 - c. will vote on matters submitted to the panel unless otherwise disqualified.

11. CLERK OF THE ORRSC REGIONAL ASSESSMENT REVIEW BOARD

- 11.1 That Council jointly appoints the Chief Administrative Officer of the Oldman River Regional Services Commission as the Assessment Review Board Clerk of the ORRSC Regional Assessment Review Board.

11.2 The Clerk shall:

- a. assist the Board in fulfilling its mandate;
- b. prescribe the remuneration and expenses payable to each member of the ORRSC Regional Assessment Review Board in accordance with the agreement and/or Board policies or procedures;
- c. may appoint and delegate a Commission employee the duties and functions of the ORRSC Regional Assessment Review Board Clerk providing they have successfully completed the training as prescribed by the Minister;
- d. shall issue instructions to independent legal counsel for the Board or panel of the Board; and,
- e. may, at the request of the Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the panel of the Board; and,
- f. may assist in any other administrative role as required by the Board or the panel.

12. HEARINGS

12.1 Hearings will be held at such time and place as determined by the Clerk and/or Board policies or procedures.

12.2 The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Access to Information Act and the Protection of Privacy Act*.

13. QUORUM AND VOTING

13.1 The quorum for panels of the Board shall be as established by the *MGA*, namely:

- a. two Members of a panel acting as a LARB; and
- b. one Member and the Provincial Member of a panel acting as a CARB.

13.2 All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.

13.3 The majority vote of those Members present and voting constitutes the decision of the Board.

13.4 Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, a replacement member of the panel shall be appointed.

14. CONFLICT OF INTEREST

14.1 Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may remove himself

or herself from Board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:

- a. declares that he or she has a conflict of interest; and
- b. describes in general terms the nature of the conflict of interest.

14.2 The Clerk shall cause a record to be made in the Minutes of the members' absence and the reasons for it.

14.3 For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:

- a. he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
- b. substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer if that member were to participate in the consideration of that matter.

15. PECUNIARY INTEREST

15.1 The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board.

15.2 A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

16. COMMENCEMENT OF APPEALS

16.1 In accordance with the *MGA*, an assessed person or a taxpayer may commence an assessment complaint by:

- a. submitting the required documentation by electronic mail, or by mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints*' regulation and within the time specified in the *MGA*; and
- b. paying the applicable fee.

16.2 Upon receipt of an assessment complaint, the Member Municipality shall provide the Commission a completed Assessment Review Board Complaint form and supporting documentation in a timely manner.

17. RULES OF ORDER

17.1 The Board will conduct hearings and board meetings in accordance with:

- a. the provisions of the MGA and related regulations;
- b. principals of natural justice and procedural fairness; and

c. the Board's own policies and procedures.

18. ADJOURNMENTS AND POSTPONEMENTS

18.1 Adjournments and postponements must be granted in accordance with the *MGA* and the regulations.

19. RECORD OF HEARING

19.1 After the hearing of a complaint, the Clerk shall:

- a. under direction of the Presiding Officer, prepare the record of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the *MGA*; and
- b. arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the *MGA*.

19.2 The Clerk will maintain a record of the hearing in accordance with the *MGA* and the regulations.

20. REIMBURSEMENT OF COSTS

20.1 The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the ORRSC Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

21. RESCINDING OF BYLAW

21.1 Bylaw No. 21-019 is hereby repealed in its entirety.

22. EFFECTIVE DATE

22.1 This bylaw is effective when it received third reading and is signed by the Chief Elected Official and the Chief Administrative Officer, or designate, in accordance with the *MGA*.

Read a First Time this ____ day of _____, 2026.

Read a Second Time this ____ day of _____, 2026.

Read a Third and Final Time this ____ day of _____, 2026.

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Community Peace Officer Policy Updates
Meeting: Council Meeting - 18 Jun 2026
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 11 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration is presenting four new Community Peace Officer (CPO) policies, Policy 219 (CPO Agency Objective), Policy 220 (CPO Authorities and Employer Restrictions), Policy 221 (CPO Level 1 Incident Reporting), and Policy 222 (Peace Officer Program Reporting) for Council's approval. These policies have been developed to align Lethbridge County's Community Peace Officer program with current Alberta legislation, including the Peace Officer Act, the Peace Officer (Ministerial) Regulation, and recent amendments arising from the establishment of the Police Review Commission, effective December 1, 2025.

Concurrently, Administration recommends that Council formally rescind nine existing CPO policies that are superseded, consolidated, or no longer consistent with provincial legislative requirements.

The new policies establish a stronger, more cohesive and legislatively current policy framework for Lethbridge County's CPO Program, and collectively fulfill the authorized employer's obligations under the Peace Officer Act and the Public Security Peace Officer Program Policy and Procedures Manual (January 2026 — Version 4.0).

RECOMMENDATION:

That Council approve the following new Community Peace Officer policies:

- Policy 219 — CPO Agency Objective
- Policy 220 — CPO Authorities and Employer Restrictions
- Policy 221 — CPO Level 1 Incident Reporting
- Policy 222 — Peace Officer Program Reporting

That Council rescind the following existing CPO policies, effective upon approval of the new policy framework:

- Policy 207 — CPO OC Spray
- Policy 208 — CPO Baton
- Policy 209 — CPO Complaints
- Policy 210 — CPO Informal Resolutions
- Policy 211 — CPO Record Keeping & Exhibit Handling
- Policy 212 — CPO Employer Reporting Requirements
- Policy 214 — CPO Body Worn Cameras
- Policy 215 — Exhibit Handling & Disposal of Cannabis
- Policy 217 — CPO Communication System

REASON(S) FOR RECOMMENDATION(S):

The adoption of Policies 219–222 and the rescission of Policies 207–212, 214, 215, and 217 are recommended to ensure Lethbridge County’s CPO program reflects current provincial legislative requirements and maintains compliance with the County’s Authorization to Employ Peace Officers. Recent amendments to the Peace Officer Act, including the establishment of the Police Review Commission and the extension of ASIRT’s mandate to Community Peace Officers effective December 1, 2025, introduced mandatory notification and reporting obligations that the existing policy framework does not address. The four new policies fulfill the County’s obligations as Authorized Employer by establishing clear service objectives, documenting CPO enforcement authorities, and codifying incident and program reporting requirements in alignment with the Public Security Peace Officer Program Policy and Procedures Manual (Version 4.0, January 2026). The nine policies proposed for rescission are superseded by or consolidated within the new framework; retaining them alongside the new policies would create duplication and the risk of inconsistent application. Failure to maintain a current and compliant policy framework exposes the County to compliance risk and potential liability in serious incident matters.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council previously approved numerous CPO polices.

BACKGROUND INFORMATION:

CPOs are appointed by the Minister under Section 7(1) and Section 8 of the Peace Officer Act and are authorized to enforce specified provincial statutes within the geographic area of Lethbridge County, as set out on each officer’s individual Peace Officer Appointment. Lethbridge County holds an Authorization to Employ Peace Officers under Section 10 of the Peace Officer Act, which confers obligations on the municipality as the Authorized Employer.

The current CPO policy framework includes a series of numbered policies, several of which were developed under earlier versions of provincial program requirements. Nine of these policies — Policies 207, 208, 209, 210, 211, 212, 214, 215, and 217 — are no longer reflective of current provincial standards, have been consolidated within new policies, or have been superseded by provincial legislative or program changes.

Effective December 1, 2025, the Province of Alberta amended the Police Act to establish the Police Review Commission (PRC) and its CEO. Concurrently, ASIRT’s mandate was extended to include the investigation of serious incidents involving Community Peace Officers under the amended Section 19(1.1) of the Peace Officer Act. The Police Conduct and Oversight Regulation (AR 263/2025) was also enacted, establishing a classification system for Level 1, Level 2 and Level 3 Incidents. These changes introduced new mandatory notification obligations for Authorized Employers that require codification in Lethbridge County’s policy framework.

The Public Security Peace Officer Program Policy and Procedures Manual was updated to Version 4.0 in January 2026, reflecting these changes and setting out revised administrative and incident reporting requirements for Authorized Employers under Section 21.0.

The four new policies proposed for adoption are summarized as follows:

Policy 219 — CPO Agency Objective: Establishes the strategic objectives of Lethbridge County Enforcement Services, including operational excellence, professional competence and community engagement. Sets out the Peace Officer services delivery model, conduct standards, and requirements for regular review.

Policy 220 — CPO Authorities and Employer Restrictions: Documents the statutory enforcement authorities granted to CPOs through their individual Peace Officer Appointments and sets out Lethbridge County's position on employer-imposed restrictions. Confirms that CPOs shall not exceed the authorities granted by their Appointment and identifies the applicable list of provincial statutes for which the County holds authorization to employ.

Policy 221 — CPO Level 1 Incident Reporting: Provides mandatory procedural guidance for CPOs and supervisors on identifying and reporting Level 1 Incidents under Section 19(1.1) of the Peace Officer Act. Establishes the CEO-PRC as the primary external notification body, sets out roles and responsibilities for supervisors and peace officers, and addresses Intervention Option seizure, Subject/Witness Peace Officer status, after-hours availability, and legal support for involved officers.

Policy 222 — Peace Officer Program Reporting: Consolidates all reporting obligations to the Public Security Peace Officer Program, including administrative and incident reporting timelines as required by the Peace Officer Act, the Peace Officer (Ministerial) Regulation, and the Public Security Peace Officer Program Policy and Procedures Manual (Version 4.0, January 2026). Cross-references the Level 1 Incident Reporting Policy for Level 1 matters.

ALTERNATIVES / PROS / CONS:

Alternatives:

Maintain existing policies without change which would go against current legislation.

FINANCIAL IMPACT:

No financial impact.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

- [Policy 219 - CPO Agency Objective](#)
- [Policy 220 - CPO Authorities and Employer Restrictions](#)
- [Policy 221 - CPO Level 1 Incident Reporting](#)
- [Policy 222 - Peace Officer Program Reporting](#)

CPO Agency Objective

Section 200 No. 219 | Approved [June 18, 2026] | Last Revised [Month XX, 20XX]

1. Purpose

This policy establishes the strategic objectives of Lethbridge County Enforcement Services to support fair, consistent and effective enforcement services aligned with municipal purposes under the Municipal Government Act, legislative requirements under the Peace Officer Act, and community needs.

2. Definitions

"Lethbridge County" means the Municipal District of Lethbridge County, a municipality established under the Municipal Government Act, RSA 2000, c M-26.

"Authorized Employer" means a municipality, government department or other body that has been authorized by the Minister to employ Community Peace Officers pursuant to Section 10 of the Peace Officer Act, RSA 2006, c P-3.5. For the purposes of these documents, the Authorized Employer is Lethbridge County.

"Community Peace Officer" or "CPO" means a person appointed as a Peace Officer under Section 7(1) of the Peace Officer Act, RSA 2006, c P-3.5, whose appointment includes specified enforcement authorities as set out in their Peace Officer Appointment.

"Bylaw Enforcement Officer" or "BEO" means a person appointed by Lethbridge County under the Municipal Government Act, RSA 2000, c M-26, and the municipality's Bylaw Enforcement Officer Bylaw to enforce municipal bylaws within the geographic boundaries of the municipality.

"Enforcement Services" means the Lethbridge County Enforcement Services unit, comprising Community Peace Officers and Bylaw Enforcement Officers employed by the municipality.

"Peace Officer Act" or "POA" means the Peace Officer Act, RSA 2006, c P-3.5, as amended or replaced from time to time.

"Peace Officer (Ministerial) Regulation" or "POMR" means the Peace Officer (Ministerial) Regulation, AR 312/2006, as amended or replaced from time to time.

"Peace Officer Appointment" means the appointment issued to a Community Peace Officer by the Minister under Section 8 of the Peace Officer Act, specifying the provincial statutes the CPO is authorized to enforce, the geographic area of enforcement, and any conditions or restrictions on the appointment.

"Municipal Government Act" or "MGA" means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time.

"Canadian Charter of Rights and Freedoms" or "Charter" means the Canadian Charter of Rights and Freedoms, Part I of the Constitution Act, 1982, being Schedule B to the Canada Act 1982 (UK), 1982, c 11.

"Alberta Human Rights Act" means the Alberta Human Rights Act, RSA 2000, c A-25.5, as amended or replaced from time to time, which prohibits discrimination in the provision of services on the basis of protected grounds including race, colour, ancestry, place of origin, religious beliefs, gender, age, family status, marital status, source of income, disability, and sexual orientation.

3. Legislative Framework

Lethbridge County operates Enforcement Services pursuant to the following legislative authority:

1. Municipal Government Act, RSA 2000, c M-26, s.3 (municipal purposes including safety and services) and s.7(f) (authority to regulate conduct and actions in a municipality);
2. Peace Officer Act, RSA 2006, c P-3.5, s.10 (obligations of the authorized employer);
3. Peace Officer (Ministerial) Regulation, AR 312/2006, s.12 (employer obligation to set program delivery requirements).

4. Policy Statement

Lethbridge County Enforcement Services shall develop, implement and maintain strategic objectives that align with municipal priorities, legislative requirements and community expectations. Objectives must be measurable, achievable and reviewed regularly to ensure relevance and effectiveness. All enforcement activities shall be carried out in a manner consistent with the Canadian Charter of Rights and Freedoms and applicable provincial and federal legislation.

5. Objectives

Operational Excellence

1. To deliver consistent, legally compliant, professional and ethical enforcement services that improve and enhance public safety for residents, businesses and visitors, and protect property, municipal infrastructure and the environment;
2. To maintain clear, accessible policies and procedures that support the efficient, effective and professional delivery of enforcement services, in compliance with the Peace Officer Act and Peace Officer (Ministerial) Regulation.

Professional Competence, Performance and Accountability

3. Ensure all staff receive ongoing training and recertification in legislation, policy and enforcement services best practices, including mandatory requirements under the Peace Officer (Ministerial) Regulation;
4. Conduct regular reviews of objectives to ensure alignment with municipal and community-based priorities and legislative obligations.

Community Engagement

1. Strengthen public understanding of the role of Community Peace Officers through education, communication and collaboration, consistent with s.12 of the Peace Officer (Ministerial) Regulation;
2. Build positive relationships with residents, businesses and partner agencies, including other law enforcement authorities.

6. Peace Officer Services – Delivery Model

Peace Officer services are delivered through a proactive, community-focused model that prioritizes public safety, the protection of property and the safeguarding of municipal infrastructure and the environment, consistent with the municipality's obligations under the Municipal Government Act.

Public Safety

1. Enhanced through proactive patrols, risk-based decision making and a visible presence throughout the municipality;
2. Proactive and responsive traffic enforcement under the Traffic Safety Act, RSA 2000, c T-6 is a priority item supporting public safety for all users of roads and highways within the municipality.

Protection of Property

1. Responding to infractions that create hazards, damage assets or undermine community standards, pursuant to the applicable provincial statutes and municipal bylaws listed on each CPO's Peace Officer Appointment.

Safeguard Municipal Infrastructure and Environment

1. Provision of routine patrols to detect and investigate commercial vehicle activity that may damage local roads, including overweight and over-dimensional load movement within the municipality, under the Highways Development and Protection Act, RSA 2000, c H-8.5.



7. Peace Officer Conduct Standards

In delivering enforcement services, Peace Officers shall:

1. Promote public safety and exercise authority only as granted by their Peace Officer Appointment under the Peace Officer Act;
2. Respond promptly to provincial statute or bylaw infractions within their authority;
3. Wherever possible, utilize an education-first approach that supports voluntary compliance with the law;
4. Apply enforcement fairly, proportionately and without discrimination, consistent with the Alberta Human Rights Act, RSA 2000, c A-25.5, and the Canadian Charter of Rights and Freedoms;
5. Engage respectfully with the public;
6. Collaborate with law enforcement partner agencies whenever possible or practicable; and
7. Commit to continuous improvement of service delivery through completion of additional training, recertifications and reviews of operational practices.

8. Review

This document shall be reviewed annually, or as otherwise required, to ensure continued alignment with applicable Alberta legislation, the Public Security Peace Officer Program Policy and Procedures Manual, municipal priorities and operational requirements. Reviews shall be initiated by the Chief Administrative Officer or designate.

Any legislative amendment to the Peace Officer Act, Peace Officer (Ministerial) Regulation, Municipal Government Act or other applicable statute that affects the subject matter of this document shall trigger an immediate review.

9. Approval

Reeve

Chief Administrative Officer

Date

CPO Authorities and Employer Restrictions

Section 200 No. 220 | Approved [June 18, 2026] | Last Revised [Month XX, 20XX]

1. Purpose

This policy outlines the statutory authorities granted to Community Peace Officers employed by Lethbridge County and defines any employer-imposed restrictions that guide the lawful, ethical and professional delivery of enforcement services, consistent with the Peace Officer Act, RSA 2006, c P-3.5, and the Peace Officer (Ministerial) Regulation, AR 312/2006.

2. Definitions

"Lethbridge County" means the Municipal District of Lethbridge County, a municipality established under the Municipal Government Act, RSA 2000, c M-26.

"Authorized Employer" means a municipality, government department or other body that has been authorized by the Minister to employ Community Peace Officers pursuant to Section 10 of the Peace Officer Act, RSA 2006, c P-3.5. For the purposes of these documents, the Authorized Employer is Lethbridge County.

"Community Peace Officer" or "CPO" means a person appointed as a Peace Officer under Section 7(1) of the Peace Officer Act, RSA 2006, c P-3.5, whose appointment includes specified enforcement authorities as set out in their Peace Officer Appointment.

"Bylaw Enforcement Officer" or "BEO" means a person appointed by Lethbridge County under the Municipal Government Act, RSA 2000, c M-26, and the municipality's Bylaw Enforcement Officer Bylaw to enforce municipal bylaws within the geographic boundaries of the municipality.

"Enforcement Services" means the Lethbridge County Enforcement Services unit, comprising Community Peace Officers and Bylaw Enforcement Officers employed by the municipality.

"Peace Officer Act" or "POA" means the Peace Officer Act, RSA 2006, c P-3.5, as amended or replaced from time to time.

"Peace Officer (Ministerial) Regulation" or "POMR" means the Peace Officer (Ministerial) Regulation, AR 312/2006, as amended or replaced from time to time.

"Peace Officer Appointment" means the appointment issued to a Community Peace Officer by the Minister under Section 8 of the Peace Officer Act, specifying the provincial statutes the CPO is authorized to enforce, the geographic area of enforcement, and any conditions or restrictions on the appointment.

"Authorization to Employ" means the authorization granted to Lethbridge County by the Minister under Section 10 of the Peace Officer Act, permitting the municipality to employ Community Peace Officers and to apply for specified provincial statutes to be included on their Peace Officer Appointments.

"Municipal Government Act" or "MGA" means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time.

"Canadian Charter of Rights and Freedoms" or "Charter" means the Canadian Charter of Rights and Freedoms, Part I of the Constitution Act, 1982, being Schedule B to the Canada Act 1982 (UK), 1982, c 11.

"Criminal Code" means the Criminal Code of Canada, RSC 1985, c C-46, as amended or replaced from time to time.

3. Legislative Framework

The authority of Community Peace Officers derives from the following legislation and instruments:

1. Peace Officer Act, RSA 2006, c P-3.5:
 - a. s.7(1) – defines "peace officer" and the legal status of a Community Peace Officer;
 - b. s.8 – appointment process and issuance of Peace Officer Appointments by the Minister;
 - c. s.9 – conditions of appointment, including restrictions on authority;
 - d. s.10 – obligations of the authorized employer;
 - e. s.11 – oath of office requirement;
2. Municipal Government Act, RSA 2000, c M-26, s.7(f) – authority of a municipality to pass bylaws regulating and controlling activities and actions in the municipality;
3. Canadian Charter of Rights and Freedoms, in particular ss.7-14 (legal rights applicable to the exercise of enforcement authority) and s.15 (equality rights);
4. Criminal Code of Canada, RSC 1985, c C-46 – applicable provisions governing lawful authority, search, seizure, detention and arrest;
5. Lethbridge County's Authorization to Employ Peace Officers and each CPO's individual Peace Officer Appointment.

4. Policy Statement

Lethbridge County is committed to ensuring that Community Peace Officers exercise their legislated authorities reasonably, consistently and within the limits established by provincial legislation, provincial policy, municipal policy and procedures and employer directives. Community Peace Officers must perform their duties in a manner that upholds public trust, protects individual rights and reflects the municipality's standards for professionalism, accountability and ethical conduct.

5. Community Peace Officer Authorities

Community Peace Officers derive their enforcement authorities from their individual Peace Officer Appointment, as issued by Alberta Public Safety and Emergency Services – Public Security Peace Officer Program, pursuant to Section 8 of the Peace Officer Act.

Lethbridge County's Authorization to Employ Peace Officers permits the municipality to apply for the following provincial statutes, as amended or replaced from time to time, to be included on the Appointment of a Community Peace Officer employed by Lethbridge County:

1. Animal Protection Act, RSA 2000, c A-41.2
2. Dangerous Dogs Act, RSA 2000, c D-3.5
3. Environmental Protection and Enhancement Act, RSA 2000, c E-12
4. Forest and Prairie Protection Act, RSA 2000, c F-19.5
5. Fuel Tax Act, RSA 2000, c F-28.1
6. Gaming, Liquor and Cannabis Act, RSA 2020, c G-1.3
7. Highways Development and Protection Act, RSA 2000, c H-8.5
8. Line Fence Act, RSA 2000, c L-13
9. Provincial Offences Procedures Act, RSA 2000, c P-34
10. Stray Animals Act, RSA 2000, c S-20
11. Tobacco, Smoking and Vaping Reduction Act, SA 2020, c T-3.8
12. Traffic Safety Act, RSA 2000, c T-6
13. Trespass to Premises Act, RSA 2000, c T-7.5

Community Peace Officers May

1. Enforce the designated provincial statutes listed on their Peace Officer Appointment;
2. Conduct investigations, gather evidence, issue warnings, tickets, orders or other notices as permitted by the provincial statute being enforced;

3. Exercise powers of entry, inspection, search and seizure as expressly authorized by the provincial statute being enforced and consistent with the Canadian Charter of Rights and Freedoms;
4. Use approved tools, equipment and technologies required to provide professional enforcement services, subject to completion of any required training and recertification.

Community Peace Officers Shall

1. Comply with all legislative and policy requirements as set out by the Public Security Division Peace Officer Program;
2. Comply with all policies and standard operating procedures applicable to Community Peace Officers employed by Lethbridge County;
3. Provide enforcement services consistently with the Canadian Charter of Rights and Freedoms and the Criminal Code of Canada;
4. Act only within the geographic, legislative and other limits specified in their Peace Officer Appointment.

6. Restrictions on Community Peace Officer Authorities

Lethbridge County does not impose any restrictions on the authorities of Community Peace Officers beyond those established by provincial legislation, the Public Security Peace Officer Program and the terms of each CPO's Peace Officer Appointment. CPOs shall not exceed the authorities granted by their Appointment.

7. Bylaw Enforcement Officer Authorities

Authority to enforce municipal bylaws is granted to persons appointed as Bylaw Enforcement Officers through the municipality's Bylaw Enforcement Officer Bylaw, enacted under the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time. BEOs shall only enforce bylaws within their appointment authority and the geographic area of Lethbridge County.

Bylaw enforcement services shall be provided in a manner that:

1. Complies with all legislative requirements under the Municipal Government Act and the municipal bylaw being enforced;
2. Complies with all policies and standard operating procedures applicable to Bylaw Enforcement Officers employed by Lethbridge County; and
3. Is consistent with the Canadian Charter of Rights and Freedoms and the Criminal Code of Canada.

8. Review

This document shall be reviewed upon any of the following events, whichever occurs first:

1. Annually from the date of approval;
2. Upon any amendment to the Peace Officer Act, Peace Officer (Ministerial) Regulation, Municipal Government Act, Freedom of Information and Protection of Privacy Act or other applicable provincial or federal legislation affecting the subject matter of this document;
3. Upon any amendment to the Public Security Peace Officer Program Policy and Procedures Manual affecting the requirements of this document;
4. Upon a change to Lethbridge County's Authorization to Employ Peace Officers; or
5. As directed by the Chief Administrative Officer.

Reviews shall be conducted by the Director, Emergency Services, in consultation with the Chief Administrative Officer and legal counsel as required.

9. Approval

Reeve

Chief Administrative Officer

Date

CPO Level 1 Incident Reporting

Section 200 No. 221 | Approved [June 18, 2026] | Last Revised [Month XX, 20XX]

1. Purpose

This policy provides structured procedural guidance for Community Peace Officers and supervisory personnel on the appropriate protocols for identifying and reporting Level 1 Incidents as required under Section 19(1.1) of the Peace Officer Act, RSA 2006, c P-3.5. It establishes mandatory notification obligations to the CEO-PRC, alongside existing obligations to the Director of Law Enforcement, and clarifies the roles and responsibilities of Peace Officers and Supervisors involved in the reporting process.

2. Definitions

"Lethbridge County" means the Municipal District of Lethbridge County, a municipality established under the Municipal Government Act, RSA 2000, c M-26.

"Authorized Employer" means a municipality, government department or other body that has been authorized by the Minister to employ Community Peace Officers pursuant to Section 10 of the Peace Officer Act, RSA 2006, c P-3.5. For the purposes of these documents, the Authorized Employer is Lethbridge County.

"Community Peace Officer" or "CPO" means a person appointed as a Peace Officer under Section 7(1) of the Peace Officer Act, RSA 2006, c P-3.5, whose appointment includes specified enforcement authorities as set out in their Peace Officer Appointment.

"Bylaw Enforcement Officer" or "BEO" means a person appointed by Lethbridge County under the Municipal Government Act, RSA 2000, c M-26, and the municipality's Bylaw Enforcement Officer Bylaw to enforce municipal bylaws within the geographic boundaries of the municipality.

"Peace Officer Act" or "POA" means the Peace Officer Act, RSA 2006, c P-3.5, as amended or replaced from time to time.

"Peace Officer (Ministerial) Regulation" or "POMR" means the Peace Officer (Ministerial) Regulation, AR 312/2006, as amended or replaced from time to time.

"Police Act" means the Police Act, RSA 2000, c P-17, as amended or replaced from time to time.

"Police Conduct and Oversight Regulation" means the Police Conduct and Oversight Regulation, AR 263/2025, as amended or replaced from time to time.

"Police Review Commission" or "PRC" means the public body established under Section 43.1 of the Police Act, mandated to independently oversee complaints and investigations involving police officers and Peace Officers in Alberta. The Alberta Serious Incident Response Team (ASIRT) operates under the PRC.

"CEO-PRC" means the Chief Executive Officer of the Police Review Commission, the person appointed under the Police Act responsible for overseeing the PRC and ensuring transparency, accountability and adherence to legislation in the handling of complaints and investigations involving law enforcement officers.

"Alberta Serious Incident Response Team" or "ASIRT" means the independent investigative body established under Section 43.3 of the Police Act whose mandate includes the investigation of serious incidents - including death, serious injury and serious or sensitive matters - involving police officers and Community Peace Officers in Alberta.

"Affected Person" means an individual who has sustained serious injury or death, or who has been directly impacted by a serious or sensitive incident involving a Peace Officer.

"Subject Peace Officer" means the Community Peace Officer who is the subject of an incident referred to in Section 19(1.1)(a) of the Peace Officer Act or a complaint referred to in Section 19(1.1)(b) of the Peace Officer Act.

"Witness Peace Officer" means a Community Peace Officer or police officer who is a witness to, or has material information in relation to, an incident or complaint referred to in Section 19(1.1)(a) or (b) of the Peace Officer Act.

"Level 1 Incident" means an incident involving serious injury or the death of any person that may have resulted from the actions of a Peace Officer, or a serious or sensitive matter related to the actions of a Peace Officer, as described in Section 19(1.1) of the Peace Officer Act.

"Level 2 Incident" means an incident or occurrence where it is alleged that a police officer has committed an offence under an Act of Parliament of Canada or of the Legislature of Alberta, but the matter does not meet the criteria of a Level 1 Incident.

"Level 3 Incident" means a complaint alleging that a police officer has committed a contravention of discipline regulations relating to non-criminal conduct, which does not meet the criteria of a Level 1 or Level 2 Incident.

"Intervention Option(s)" means any weapon or less lethal device used by the Subject Peace Officer, including but not limited to: firearm, shotgun, Conducted Energy Weapon (CEW), baton, pepper ball device and/or OC Spray.

"Location" means the location where an incident pertaining to Section 19(1.1)(a) of the Peace Officer Act or the circumstances described in a complaint identified in Section 19(1.1)(b) of the Peace Officer Act occurred.

"Police Service of Jurisdiction" means the police service that has jurisdiction over the Location where the relevant incident or complaint occurred.

"Criminal Code" means the Criminal Code of Canada, RSC 1985, c C-46, as amended or replaced from time to time.

"Peace Officer Notes" includes reports, notes, accounts, statements, or other memorandums of information, whether in writing or electronic form, that a Peace Officer creates in the performance of their duties, and digital evidence including body worn camera and in-car camera footage.

3. Legislative Framework

Level 1 Incident reporting obligations are governed by the following legislation and instruments:

1. Peace Officer Act, RSA 2006, c P-3.5, s.19(1.1) – mandatory reporting of incidents resulting in serious injury or death, and serious or sensitive matters involving Peace Officers;
2. Peace Officer (Ministerial) Regulation, AR 312/2006, s.21.4 (investigation status of Peace Officers), s.21.5 (Peace Officer notes obligations), and s.21.6 (intervention option seizure);
3. Police Act, RSA 2000, c P-17, s.43.1 (establishment of the PRC) and s.43.3 (ASIRT mandate);
4. Police Conduct and Oversight Regulation, AR 263/2025 (classification and investigation of Level 1, 2 and 3 Incidents).

4. Background

The Alberta Serious Incident Response Team (ASIRT) began operations in 2008 as an independent agency mandated to investigate cases of death, serious injury and serious or sensitive allegations involving all police services in Alberta.

The Police Review Commission (PRC) was established on December 1, 2025 under amendments to the Police Act. ASIRT and the PRC now work together to provide independent, transparent oversight of law enforcement in Alberta. Effective December 1, 2025, ASIRT's mandate was extended to include the

investigation of death, serious injury and serious or sensitive allegations involving Community Peace Officers pursuant to Section 19(1.1) of the Peace Officer Act.

5. Primary External Notification Body

For the purposes of this policy and Section 19(1.1) of the Peace Officer Act, the CEO-PRC is the primary external notification body for all incidents resulting in serious injury or death, and all allegations of serious or sensitive matters involving Community Peace Officers employed by Lethbridge County.

6. Reporting Procedures

All Level 1 Incidents must be immediately reported to the CEO-PRC by the Authorized Employer, or as soon as practicable, as required by Section 19(1.1) of the Peace Officer Act. Authorized employers must contact the CEO-PRC at:

1. Toll-free: 1-866-238-3313
2. Edmonton direct: 780-441-6277

Once the incident has been reported to the CEO-PRC, the Authorized Employer shall also report the incident to the Director of Law Enforcement using Form PS3535 (<https://cfr.forms.gov.ab.ca/Form/PS3535>) submitted to the Peace Officer Program at poprogram@gov.ab.ca.

7. Level 1 Incident – Notification Guide

Attached to this policy as Appendix 'A' is the Peace Officer Act – Section 19(1.1) Notification Guide, as found in the Public Security Peace Officer Program Policy and Procedures Manual (January 2026 – Version 4.0), Appendix L-1. This Guide assists the Authorized Employer in identifying incidents requiring notification under Section 19(1.1) of the Peace Officer Act. If unsure whether an incident requires notification, the Authorized Employer or Supervisor shall contact the CEO-PRC for direction.

8. Roles and Responsibilities

Supervisors

1. Shall contact the CEO-PRC regarding all Level 1 Incidents immediately or as soon as practicable. Notification shall include: date and time of the incident; type of incident (serious injury, death, or serious or sensitive matter); Location; Peace Officer(s) involved; affected person's name (if

- known); affected person's injuries and prognosis (if known); summary of the incident; and contact person.
2. Shall contact the Police Service of Jurisdiction to request assistance in establishing and preserving the integrity of the Location. If unavailable, Peace Officers (excluding the Subject Peace Officer) shall secure the Location, restrict unauthorized access and maintain a log of all personnel entering or exiting.
 3. Shall segregate all Peace Officers involved in the incident from each other. Peace Officers shall not communicate with each other concerning the details of the incident until the investigation is complete or until directed otherwise by ASIRT or the Police Service of Jurisdiction.
 4. Shall notify the Director of Law Enforcement by submitting Form PS3535 to poprogram@gov.ab.ca.
 5. Shall accurately and objectively document preliminary incident details in a timely manner.
 6. Shall provide copies of Witness Peace Officer Notes to the person in charge of the investigation upon request, and no later than 24 hours after the request is made, in accordance with Section 21.5(2) of the Peace Officer (Ministerial) Regulation.
 7. Shall immediately report any allegations of serious or sensitive misconduct involving a Peace Officer to the CEO-PRC.

Peace Officers

1. Shall immediately (or as soon as practicable) report the incident or complaint to their direct Supervisor;
2. Shall not initiate evidence processing unless there is an imminent risk of evidence being compromised (e.g., inclement weather), and only upon explicit direction from ASIRT or the Police Service of Jurisdiction;
3. Shall refrain from engaging with the media or the Office of the Chief Medical Examiner; all communications and coordination shall be deferred to ASIRT or the Police Service of Jurisdiction;
4. Must immediately report any allegations of serious or sensitive misconduct – including self-disclosure – to their Supervisor.

9. Status of a Peace Officer – Section 21.4(2) POMR

Pursuant to Section 21.4(2) of the Peace Officer (Ministerial) Regulation, the person in charge of the investigation shall, before requesting Peace Officer Notes or directing an interview: determine, where possible, whether the Peace Officer is a Subject Peace Officer or a Witness Peace Officer; and advise both the Peace Officer and the Authorized Employer in writing of that determination.

If, after reviewing notes or conducting an interview, a Witness Peace Officer is reclassified as a Subject Peace Officer, the investigator shall: advise the Authorized Employer and Peace Officer in writing; return the original and all copies of the interview record to the Peace Officer; and return the original and all copies of the Peace Officer's Notes to the Authorized Employer.

10. Subject Peace Officers

1. Must promptly identify themselves to their immediate Supervisor;
2. Must not speak with anyone involved in the incident, including police officers and other Peace Officers at the Location, except with legal counsel;
3. Shall complete their Peace Officer Notes in full in accordance with Section 21.5(5) of the Peace Officer (Ministerial) Regulation;
4. Are not required to provide their Notes to an investigator; no other person may provide those Notes to the investigator without the Subject Peace Officer's express written permission, pursuant to Section 21.5(6) of the Peace Officer (Ministerial) Regulation.

11. Witness Peace Officers

1. Are to identify themselves to their immediate Supervisor;
2. Shall be segregated from all other Witness and Subject Peace Officers until Notes are complete and any interview with ASIRT or the Police Service of Jurisdiction has occurred;
3. Cannot discuss the incident with anyone except ASIRT or the Police Service of Jurisdiction;
4. Shall provide a detailed report at the first reasonable opportunity after the incident, unless there are exceptional circumstances;
5. Shall await permission from ASIRT or the Police Service of Jurisdiction before being released from duty by the Supervisor;
6. Must complete their Notes in full and provide those Notes within 24 hours of a request by the person in charge of the investigation, pursuant to Section 21.5(2) of the Peace Officer (Ministerial) Regulation.
7. Where the subject of a Level 1, 2 or 3 incident or complaint is a police officer and a Community Peace Officer was present at the location where the incident or complaint occurred, the Police Conduct and Oversight Regulation, AR 263/2025, may compel Peace Officers to provide a witness statement and/or attend a witness interview.

12. After Hours Availability

Lethbridge County shall maintain a Duty Supervisor on call after normal working hours, who shall assume the roles and responsibilities identified in this policy should a Level 1 Incident occur outside regular business hours. Level 1 Incidents occurring after hours shall be immediately reported to the CEO-PRC at 780-441-6277.

13. Intervention Option Seizure – Section 21.6 POMR

Pursuant to Section 21.6 of the Peace Officer (Ministerial) Regulation and under the direction of ASIRT or the Police Service of Jurisdiction, Supervisors shall seize only the Intervention Option(s) utilized by the Subject Peace Officer(s) during the incident.

If the Intervention Option is a firearm, the Supervisor shall ensure it is safely unloaded and rendered inoperative; the ejected round shall be placed in a clearly labelled transparent exhibit bag. The seizure Notes shall include: date and time of seizure; source of the item; make, model and serial number; and exhibit number. Seized Intervention Options shall be secured in a designated temporary exhibit locker until ASIRT or the Police Service of Jurisdiction assumes responsibility.

14. Support for Involved Peace Officers

Supervisors shall arrange appropriate support for all involved Peace Officers, including mental health services, Occupational Health and Safety supports, peer support and trauma response, as deemed necessary or requested.

Lethbridge County will approve and cover the costs of legal representation for any CPO involved in a use of force incident or Level 1 Incident arising from the lawful execution of their duties. The CPO may request a lawyer who is qualified and experienced in use of force issues in relation to law enforcement officers.

15. Appendix A – Section 19(1.1) Notification Guide

From: Public Security Peace Officer Program Policy and Procedures Manual, January 2026, Version 4.0, Appendix L-1: Serious and Sensitive Peace Officer Notification Guide.

[Attach current version of Appendix L-1 from the Public Security Peace Officer Program Policy and Procedures Manual]

16. Review

This document shall be reviewed upon any of the following events, whichever occurs first:

1. Annually from the date of approval;
2. Upon any amendment to the Peace Officer Act, Peace Officer (Ministerial) Regulation, Municipal Government Act, Freedom of Information and Protection of Privacy Act or other applicable provincial or federal legislation affecting the subject matter of this document;
3. Upon any amendment to the Public Security Peace Officer Program Policy and Procedures Manual affecting the requirements of this document;
4. Upon a change to Lethbridge County's Authorization to Employ Peace Officers; or
5. As directed by the Chief Administrative Officer.

Reviews shall be conducted by the Director, Emergency Services, in consultation with the Chief Administrative Officer and legal counsel as required.

17. Approval

Reeve

Chief Administrative Officer

Date

Peace Officer Program Reporting

Section 200 No. 222 | Approved [June 18, 2026] | Last Revised [Month XX, 20XX]

1. Purpose

This policy establishes Lethbridge County's compliance obligations for all reporting requirements to the Public Security Peace Officer Program as set out in Section 21.0 of the Public Security Peace Officer Program Policy and Procedures Manual, as amended from time to time. Compliance with these reporting requirements is a condition of Lethbridge County's Authorization to Employ Peace Officers and a legal obligation under the Peace Officer Act, RSA 2006, c P-3.5, and the Peace Officer (Ministerial) Regulation, AR 312/2006.

2. Definitions

"Lethbridge County" means the Municipal District of Lethbridge County, a municipality established under the Municipal Government Act, RSA 2000, c M-26.

"Authorized Employer" means a municipality, government department or other body that has been authorized by the Minister to employ Community Peace Officers pursuant to Section 10 of the Peace Officer Act, RSA 2006, c P-3.5. For the purposes of these documents, the Authorized Employer is Lethbridge County.

"Community Peace Officer" or "CPO" means a person appointed as a Peace Officer under Section 7(1) of the Peace Officer Act, RSA 2006, c P-3.5, whose appointment includes specified enforcement authorities as set out in their Peace Officer Appointment.

"Peace Officer Act" or "POA" means the Peace Officer Act, RSA 2006, c P-3.5, as amended or replaced from time to time.

"Peace Officer (Ministerial) Regulation" or "POMR" means the Peace Officer (Ministerial) Regulation, AR 312/2006, as amended or replaced from time to time.

"Level 1 Incident" means an incident involving serious injury or the death of any person that may have resulted from the actions of a Peace Officer, or a serious or sensitive matter related to the actions of a Peace Officer, as described in Section 19(1.1) of the Peace Officer Act.

"Level 2 Incident" means an incident or occurrence where it is alleged that a police officer has committed an offence under an Act of Parliament of Canada or of the Legislature of Alberta, but the matter does not meet the criteria of a Level 1 Incident.

"Level 3 Incident" means a complaint alleging that a police officer has committed a contravention of discipline regulations relating to non-criminal conduct, which does not meet the criteria of a Level 1 or Level 2 Incident.

"CEO-PRC" means the Chief Executive Officer of the Police Review Commission, the person appointed under the Police Act responsible for overseeing the PRC and ensuring transparency, accountability and adherence to legislation in the handling of complaints and investigations involving law enforcement officers.

"Criminal Code" means the Criminal Code of Canada, RSC 1985, c C-46, as amended or replaced from time to time.

"Public Complaint" means a complaint filed by a member of the public under Section 14 of the Peace Officer Act regarding the conduct of a Community Peace Officer employed by Lethbridge County.

"Employer-Initiated Investigation" means an investigation commenced by the Authorized Employer under Section 16 of the Peace Officer Act into the conduct of a Community Peace Officer, including investigations arising from alleged breaches of the Code of Conduct under Section 13 of the Peace Officer (Ministerial) Regulation.

3. Legislative Framework

Reporting obligations under this policy derive from the following legislation:

1. Peace Officer Act, RSA 2006, c P-3.5:
 - a. s.12 (authorized employer annual report obligation);
 - b. s.14 (public complaints – employer reporting obligations);
 - c. s.15 (investigation of complaints);
 - d. s.16 (employer-initiated investigations – reporting obligations);
 - e. s.19(1.1) (mandatory reporting of Level 1 Incidents);
2. Peace Officer (Ministerial) Regulation, AR 312/2006, s.12 (annual report), s.21.0-21.6 (incident and administrative reporting requirements);
3. Police Act, RSA 2000, c P-17 (as applicable to Level 1 Incidents involving ASIRT/PRC);
4. Criminal Code of Canada, RSC 1985, c C-46 (as applicable to criminal charges and convictions).



4. Level 1 Incident Reporting

All Level 1 Incident reporting shall follow the provisions set out in the Level 1 Incident Reporting Policy, as required by Section 19(1.1) of the Peace Officer Act and Section 21.4-21.6 of the Peace Officer (Ministerial) Regulation.

5. Reporting Submissions

All other reporting to the Peace Officer Program must be submitted as follows:

6. Public complaints, employer-initiated investigations and incidents: Utilize Form PS3535, available at <https://cfr.forms.gov.ab.ca/Form/PS3535>. Email completed form to: poprogram@gov.ab.ca
7. Requests for amendments, cancellations, annual reports, policy updates, MOUs and shared service agreements: Email all documentation to: peaceofficerinfo@gov.ab.ca

For all Administrative and Incident Reporting Requirements, refer to Section 21.0 of the Public Security Peace Officer Program Policy and Procedures Manual (January 2026), as amended from time to time, for full details on required content and documentation for each submission.

6. Administrative Reporting Requirements

Reportable Item	Submission Timeline
Employer suspension or termination of Peace Officer Appointment – with cause (s.16 POA)	24 Hours
Termination of Peace Officer Appointment resulting from changes in employment status (retirement, resignation, change of position)	10 Days
Changes or additions to mandatory policy requirements for employers (s.12 POMR)	Immediately
Changes to the primary and secondary contacts or contact information for the authorized employer	Immediately
Employer Annual Report – as required by Section 12 of the Peace Officer Act and Section 12 of the POMR	Annually in January



Leave of absence for medical or maternity leave exceeding 6 months duration	Immediately on notification
Return to active duty following suspension, administrative leave or hold	10 Days prior to return

7. Incident and Investigation Reporting Requirements

Reportable Item	Submission Timeline
Use of firearm or CEW: in response to a perceived threat; display for compliance; discharge not related to duties under Animal Protection Act, Dangerous Dogs Act, Stray Animals Act or Wildlife Act; not related to training; or any use that resulted in a training accident.	Immediately
Each use of a weapon against a person (baton, OC spray, or other weapons other than firearms): except as related to duties under the Animal Protection Act, Dangerous Dogs Act, Stray Animals Act or Wildlife Act; includes display for compliance.	24 Hours
Any allegation that a Peace Officer used excessive force (see s.21.0 Peace Officer Program Manual for detail).	Immediately
Any use of a weapon by another person: every incident in which a Peace Officer, while carrying out duties, was involved in an incident involving a weapon used by another person.	Immediately
Level 1 Incidents under s.19(1.1) POA: serious injury or death of any person that may have resulted from the actions of a Peace Officer; serious or sensitive incidents related to the actions of a Peace Officer. Does not include traffic control at a fatal or serious MVC. See Level 1 Incident Reporting Policy.	Immediately or as soon as practicable
Code of Conduct violations under s.13 POMR (generally trigger an employer-initiated investigation under s.16 POA).	At conclusion of employer-initiated investigation unless specifically addressed

	elsewhere per s.21.0 Peace Officer Manual
Peace Officer charged or convicted of an offence under: Criminal Code of Canada; Controlled Drugs and Substances Act; or any other enactment of Canada.	24 Hours
Peace Officer arrested or charged with an offence under a Provincial Statute of Alberta (see s.21.0 Peace Officer Manual for detail).	24 Hours
Allegations of criminal acts by a Peace Officer (see s.21.0 Peace Officer Manual for detail).	24 Hours
Disposition of charges by the Courts, including withdrawal of charges.	48 Hours
Public Complaint under Section 14 of the Peace Officer Act (see s.21.0 Peace Officer Manual for detail).	Within 30 days of receipt; every 45 days until file is concluded; and at conclusion of investigation
Employer-initiated investigation under Section 16 of the Peace Officer Act (see s.21.0 Peace Officer Manual for detail).	At conclusion of investigation unless specifically addressed elsewhere per s.21.0 Peace Officer Manual
Allegations of Peace Officer engaging in a pursuit (see s.21.0 Peace Officer Manual for detail).	24 Hours
Traffic Safety Act violations issued out of jurisdiction (see s.21.0 Peace Officer Manual for detail).	30 Days

8. Review

This document shall be reviewed upon any of the following events, whichever occurs first:

1. Annually from the date of approval;

2. Upon any amendment to the Peace Officer Act, Peace Officer (Ministerial) Regulation, Municipal Government Act, Freedom of Information and Protection of Privacy Act or other applicable provincial or federal legislation affecting the subject matter of this document;
3. Upon any amendment to the Public Security Peace Officer Program Policy and Procedures Manual affecting the requirements of this document;
4. Upon a change to Lethbridge County's Authorization to Employ Peace Officers; or
5. As directed by the Chief Administrative Officer.

Reviews shall be conducted by the Director, Emergency Services, in consultation with the Chief Administrative Officer and legal counsel as required.

9. Approval

Reeve

Chief Administrative Officer

Date

AGENDA ITEM REPORT







Title: SAMP Sponsorship Request
Meeting: Council Meeting - 18 Jun 2026
Department: Growth & Engagement
Report Author: Trevor Lewington

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 02 Jun 2026

STRATEGIC ALIGNMENT:

 Goverance	 Relationships	 Region	 Prosperity
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EXECUTIVE SUMMARY:

The Southern Alberta Medical Program (SAMP) welcomes its first class of medical students this summer. The Universities of Lethbridge and Calgary have invited municipalities and community partners to help welcome these students. Administration recommends a \$1,000 donation from Council's donation reserve to create welcome packages filled with products from local Lethbridge County businesses, paired with County promotional material. This approach supports physician attraction and retention in the region while directing public dollars back into the local economy.

RECOMMENDATION:

That Council approve a donation of \$1,000.00 from Council's donation reserve to support the creation of welcome packages for new students to the Southern Alberta Medical Program (SAMP) and further that the funds be used to purchase products from local businesses for inclusion in such packages with County promotional material.

REASON(S) FOR RECOMMENDATION(S):

Council has been consistently supportive of attracting and retaining physicians in the region and has publicly backed the Southern Alberta Medical Program. This donation puts that support into action at a modest cost.

Buying local products for the welcome packages is a better use of public funds than a straight cash sponsorship. The County controls exactly where the money goes, every dollar supports a local business, and County promotional material reaches a new group of professionals who may choose to live and practice in the region. A cash sponsorship offers none of that.

The timing also lets the County show up alongside regional partners on a healthcare priority that matters to residents.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has previously expressed support for physician attraction and retention in the region and for the Southern Alberta Medical Program. Council historically has authorized funds to support marketing and other efforts to support physician attraction.

BACKGROUND INFORMATION:

This summer, SAMP begins training its first class of medical students in southern Alberta. The program is a partnership between the Universities of Lethbridge and Calgary, aimed at strengthening local healthcare and developing physicians rooted in the community.

The universities have invited municipalities, community partners, and local businesses to help welcome the inaugural cohort. One of the contribution options is welcome package items: locally sourced goods such as honey, jerky, and artisan products that reflect the character of the community. Partners are recognized in event programs, communications, and on-site materials.

The City of Lethbridge has approved up to \$10,000 in one-time funding for a welcome and recognition initiative, including a welcome dinner and recognition of local physicians and educators. Lethbridge County's population is less than 10% of the City's, so a \$1,000 contribution is proportionate to the County's scale and keeps the funding modest.

The deadline to express interest with the program is June 15, 2026. However, Administration has made necessary arrangements to participate pending Council's decision should we choose to do so.

ALTERNATIVES / PROS / CONS:

Option 1 (Recommended): Approve \$1,000 for local-product welcome packages.

Pros: Supports physician retention, controls exactly how funds are spent, every dollar goes to local businesses, gives County promotional exposure to incoming physicians.

Cons: Requires staff time to coordinate purchasing and assembly.

Option 2: Approve a cash sponsorship of the same amount.

Pros: Simpler administratively.

Cons: No control over how funds are used, no guaranteed local economic benefit, weaker promotional return for the County.

Option 3: Decline to participate.

Pros: No cost.

Cons: County is absent from a regional healthcare priority it has publicly supported, and misses a low-cost chance to connect with incoming physicians.

FINANCIAL IMPACT:

\$1,000.00 from Council's donation reserve. The full amount will be spent on products from local Lethbridge County businesses for inclusion in the welcome packages. No ongoing or future financial commitment.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Invitation to Support SAMP](#)

Southern Alberta Medical Program



This summer, the first class of the Southern Alberta Medical Program (SAMP), will begin training in southern Alberta, marking an important step in strengthening local healthcare and developing physicians rooted in our communities. The Universities of Lethbridge and Calgary, and SAMP, are working to warmly welcome these students. We invite municipalities, community partners and local businesses to join us in supporting them as they begin their medical education journey.

To express interest or discuss how you can get involved, please contact: Janessa Brown at janessa.brown@uleth.ca before June 15, 2026.

1. Welcome Package Contributions

Help us create a warm and memorable first impression by contributing locally sourced items (e.g., honey, jerky, artisan goods, promotional items) that reflect the character and hospitality of your community.

2. Student Welcome Lunch – July 6 (University of Lethbridge)

Support or sponsor a lunch to formally welcome students to the program. This is an opportunity to connect directly with learners and showcase your organization's commitment to community health and education.

3. Intro to Professionalism Ceremony – August 17

Provide food, refreshments, or in-kind support for this important milestone event as students formally enter the medical profession.

4. Ongoing Student Support

We welcome creative ideas on how your organization can support students throughout the year. This could include mentorship, community engagement opportunities, discounts, housing support, or wellness initiatives.

We believe the collective effort of the universities, SAMP and community partners to welcome these students will be critical in ensuring a high retention rate of practicing graduates in southern Alberta. In addition to the direct relationship our communities will build with these students through the above and other engagement opportunities, we will highlight the support of partners in additional ways including:

- Recognition in event programs and materials
- On-site visibility (e.g., signage, banners, or display tables where appropriate)
- Opportunities to showcase your organization and connect with students
- Inclusion in communications highlighting community partners

We are happy to work with you to tailor your involvement in a way that aligns with your organization's goals.

This is an important opportunity for our community to come together, to support the next generation of physicians while strengthening ties between healthcare education and our communities. Your involvement will help create a welcoming, supportive environment for students and ultimately contribute to better health outcomes across southern Alberta.

Southern Alberta **Medical Program**



To express interest or discuss how you can get involved, please contact:
Janessa Brown at janessa.brown@uleth.ca

We look forward to partnering with you to make this inaugural year a success.

AGENDA ITEM REPORT



Title: Communications & Marketing Q1 + Q2 Report
Meeting: Council Meeting - 18 Jun 2026
Department: Growth & Engagement
Report Author: Mattie Watson

APPROVAL(S):

Trevor Lewington, Director, Growth & Engagement

Approved - 09 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Communications and Marketing Department is presenting a summary of activities and performance from January 1 to May 31, 2026, for Council's information.

The department continues to manage a comprehensive portfolio of activities across all County departments.

Digital channels continue to perform well above industry benchmarks, and the team is focused on exploring new channels, refining internal processes, and continuing strategic communications work through the remainder of the year.

RECOMMENDATION:

Council accept the report for information.

REASON(S) FOR RECOMMENDATION(S):

This report is for Council's awareness of YTD communications and marketing activity.

PREVIOUS COUNCIL DIRECTION / POLICY:

None.

BACKGROUND INFORMATION:

The Communications and Marketing Department is responsible for how Lethbridge County communicates with and is perceived by the public. How residents and businesses see and trust local government is shaped by the communications they receive.

The department manages all external communications, media relations, brand management, graphic design, and digital and traditional channels. This work supports every department across the

organization and requires a strong understanding of County operations, political awareness, and a people-centred approach.

With a team of two, the department balances over 100 planned projects annually, along with unplanned and often time-sensitive communications that arise throughout the year. The attached report provides a detailed look at the department's activities, performance, and priorities for the remainder of 2026.

ALTERNATIVES / PROS / CONS:

None.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:

Inform **Consult** **Involve** **Collaborate** **Empower**

ATTACHMENTS:

[CommunicationsMarketing_Q1Q2Report_2026](#)



Communications & Marketing Department

January 1 to May 31, 2026

Lethbridge County's Communications and Marketing Department manages how the organization connects with and is seen by the community. We play a central role in how Lethbridge County informs, engages, and builds trust with residents, businesses, staff, media, and regional partners.

This work requires a high level of creativity, political acuity, and a people-centred lens. Every piece of communication we produce is designed to resonate with the community, build public trust, and strengthen the County's reputation across the region and beyond.

Department overview: scope of work

Delivering accurate, engaging content means working closely with every department and becoming subject-matter experts across a wide range of topics.

The County's Communications and Marketing Strategist and Coordinator are responsible for:

Area	What this includes
Strategy and planning	Communications strategy, emerging issues, public engagement
Digital channels	Website, social media (Facebook, Instagram, LinkedIn, YouTube), County Insider, County Employee Hub, Council Hub
Traditional channels	Newspaper advertising, radio advertising, signage
Content and design	Writing services, graphic design, Rural Living magazine
Media and reputation	Media relations, brand management
Internal and organizational support	Recruitment and onboarding, event support, apparel and promotional products, Core Values



What drives our work

The work of the Communications and Marketing Department is guided by organizational priorities and our Core Values. Everything we produce is designed to support one or more of the following:

Organizational priority	How Communications & Marketing supports
Resident trust and transparency	Timely, accurate information about decisions, services, deadlines, and the reasons behind them
Attracting and retaining staff	Job promotion across digital channels, employer positioning, onboarding materials
Regional reputation	Consistent, professional presence that positions Lethbridge County as a well-run, forward-thinking municipality
Supporting growth and development	Public engagement, brand positioning for investment
Amplifying County initiatives	Coordinated, multi-channel campaigns that ensure programs and projects reach the audiences they need to
Building community connection	Storytelling that shows the people and work behind our services, creating a sense of shared identity



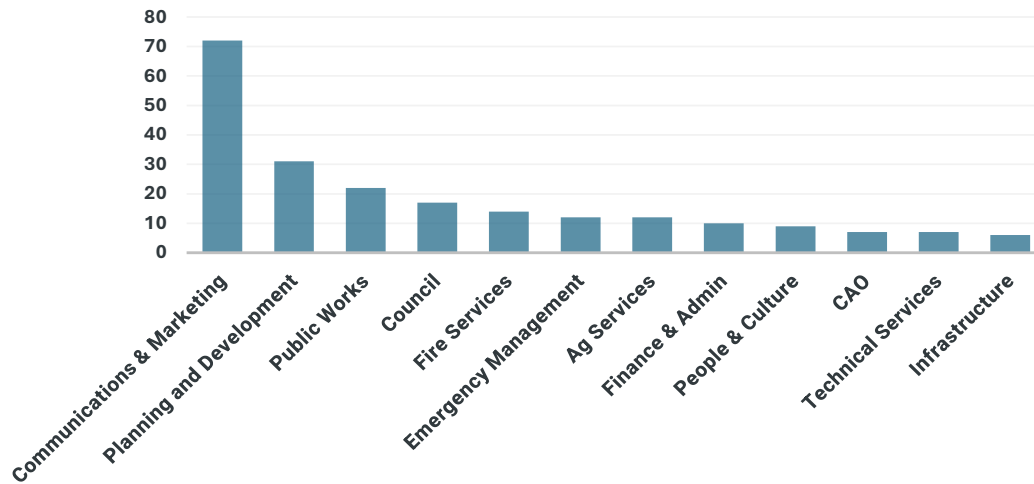
YTD snapshot

From January 1 to May 31, 2026, the Communications and Marketing Department completed:

- 227 activities across 12 departments
- 66% were planned
- 34% were unplanned

Department needs fluctuate throughout the year based on several factors (internal and external).

Activities by Department



**Communications and Marketing activities include strategy development, facilitations, "Deep Roots, Bright Future" video series, professional development, branding, apparel, Core Values, continuous improvement initiatives, research, and analytics.*

Traditional and print channels

Traditional communications can help reach residents who may not be online, or that reinforce messages in the physical environment. The following have been done in the first half of 2026:

- Approximately 20 original Sunny South News advertisements on various topics (some repeated across multiple editions)
- One radio campaign for seasonal job postings
- Roadside signage for dust suppression intake (spring and fall) and an Ag Extension event



- Monthly billing inserts reaching every utility customer directly (covers a variety of timely topics)
- One edition of the Rural Living magazine (in collaboration with Ag Extension)

Digital channels

Channel	Published	People reached	Audience growth
Facebook	96 posts	440,511	+319 followers (2,799 total)
Instagram	84 posts	477,912	+308 followers (1,590 total)
LinkedIn	43 posts	76,251 impressions	+200 followers (1,559 total)
YouTube	16 videos	11,438 views	+17 subscribers (411 total)
County website	Ongoing	21,601 users	
County Insider	~20 editions	1,162 subscribers	32.4% open rate

Social media reach represents unique people who saw our content. LinkedIn reports impressions rather than unique reach.

Our social media channels are performing very well, driving higher views and engagement numbers than we have seen in past years. Posts with equipment, County staff, and road work consistently see high views and engagement rates. We aim to focus on more of these types of content along with our regular posts to keep engagement rates high and our audiences interested in our channels.

Highlights

- Our [Gravel Retriever video](#) was the most successful piece of content in the county's digital history, reaching over 450,000 people combined on Facebook and Instagram
- Our Facebook engagement rate (0.86%) is nearly six times the industry average, and our Instagram engagement rate (1.35%) is nearly three times the average ([Socialinsider 2026 Social Media Benchmarks report](#))
- The County Insider newsletter maintained a 32.4% open rate, above the 28% government sector average



- YouTube content accumulated over 411 watch hours, with agriculture videos consistently outperforming other content
- Nearly two-thirds of the county website's 21,601 visitors arrived through search engines, meaning they were actively looking for county services

Media coverage

We have issued 34 news releases and PSAs this year, several in collaboration with other municipalities. These resulted in 78 media articles across multiple outlets. This does not include Sunny South News articles, as these stats are sourced from digital outlets. Newscast mentions that do not result in a separate published story are also not represented.

Considerations

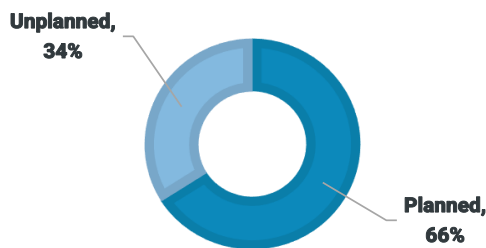
Reaching the right people through the right channels

Lethbridge County's audience spans a wide range of ages, geographic locations, needs, interests, and preferred communication channels. Determining where to direct our efforts requires ongoing evaluation of who we are trying to reach and how they prefer to receive information. There is no single channel that reaches everyone, which means most communications require a multi-channel approach.

Competing priorities

With 227 activities completed in five months -- 34% of which were unplanned -- the team must balance proactive, strategic work with urgent, time-sensitive communications. Fire bans, public works emergencies, road closures, severe weather, unanticipated issues, and service outages all require immediate attention, at times shifting the team's focus away from planned projects and initiatives.

Activity Breakdown





Resource demands of quality communications

There are over 100 planned, individual projects, initiatives, events, etc. in our communications schedule for 2026. Each item requires:

- Working with the relevant department to understand the subject
- Drafting and verifying content for accuracy
- Selecting the most appropriate channels
- Producing the materials (social posts, graphics, signage, ads, etc.)
- Following up to determine strategy adjustments, impact, etc.

We strive to create quality communications for each item and must prioritize based on time, capacity, and resource constraints.

Q3 + Q4 priorities

Exploring new communications channels

We actively evaluate our channels to ensure we are reaching our stakeholders effectively and aim to explore additional channels this year. Some options under consideration include a podcast, a monthly or quarterly magazine, radio ads, and in-person engagement opportunities. This evaluation is something we do regularly as people's communication preferences change, and any new channels must balance effectiveness with fiscal responsibility and team capacity.

Refining internal processes

We are focused on improving efficiency and impact through better workflows. This includes incorporating AI tools into our processes for reporting, analytics, and written content development to make the best use of our capacity.

Deep Roots, Bright Future video series

We will continue producing this series throughout 2026; filming 12 local businesses this year. This has been one of our strongest-performing content types across all digital channels.

New website

We will begin developing an RFP and requirements for a new county website, with the goal of launching in 2027. The new site will be designed to better serve the needs of both residents and departments.



Lethbridge Regional Waste Management Services Commission

We will continue working with the Commission on a rebranding initiative and website.

Ongoing communications

These priorities are all in addition to our planned communications around regularly scheduled programs, initiatives, and public education -- work that continues year-round across all channels.

Conclusion

The Communications and Marketing Department plays a central role in how Lethbridge County connects with the community. Every piece of our work is designed to keep residents informed, build trust, and strengthen the County's reputation.

We are pleased with the progress made in the first half of 2026, and as we move into the second half of the year, we are focused on exploring new channels to reach more people, refining our processes to work more efficiently, and continuing to tell the stories that connect our community to the work the County does every day.

From: Together Inspiring Memorable Events Society <timesocietycoaldale@gmail.com>

Sent: May 27, 2026 8:10 PM

Subject: Re: Stirling Wind Project: Community Benefit Fund Application - TIME Society

To Whom It May Concern,

On behalf of TIME Society, I would like to sincerely thank the Stirling Wind Project Community Benefit Fund for supporting our 2026 Father Daughter Ball in Coaldale.

We truly appreciate your contribution and the confidence it shows in the work we are doing to create positive, family-centered community events. Your support will directly help us provide a meaningful and accessible experience for local families while also creating opportunities for youth volunteers to be involved in the event.

We are grateful for your investment in our community and look forward to sharing the impact of the event with you following its completion.

Thank you again for your support and generosity.

Sincerely,

Greg Tillack

Chair

Together Inspiring Memorable Events (TIME) Society

TIME
Society

Ms. Shari D. Rogerson



Honorable Reeve Tory Campbell
County of Lethbridge
#100, 905 - 4th Avenue South
Lethbridge, Alberta; T1J 4E4

Thursday, May 28, 2026

Dear Mr. Campbell and Members of County Council,

I am writing to express concern regarding the increasing traffic demands along 43rd Street North and to encourage Lethbridge County to work collaboratively with the City of Lethbridge to prioritize roadway expansion and infrastructure improvements within this rapidly developing corridor.

As development continues to accelerate on both the county and city sides of 43rd Street North, this roadway has become an increasingly important transportation connection for residents, businesses, industrial activity, and agricultural and commercial transport moving between the County and the City of Lethbridge.

Traffic volumes in the area continue to grow due to:

- residential development,
- increased commuter traffic,
- industrial, agricultural, and commercial transportation,
- construction-related traffic,
- school bus and family transportation needs, and
- ongoing movement between municipal boundaries.

Given the continued pace of growth, I believe proactive infrastructure investment and regional transportation planning are essential to ensure safety, efficiency, and long-term sustainability for the area.

I respectfully encourage the County to explore collaborative planning and cost-sharing opportunities with the City of Lethbridge to expand and modernize 43rd Street North before current concerns become larger infrastructure challenges.

Potential improvements could include:

- widening the roadway to accommodate additional lanes,
- dedicated turning lanes,
- traffic circles or roundabouts to improve traffic flow,
- improved lighting and signage, and
- coordinated long-term transportation planning between the County and the City.

In addition to supporting growth, these improvements would enhance public safety by improving emergency response access, reducing congestion-related collision risks, and accommodating the increasing volume of heavy commercial and industrial vehicles using the corridor.

This roadway also plays an important role in supporting economic development within the County. Efficient transportation infrastructure is essential for industrial and agricultural operations, commercial activity, movement of goods, and continued investment in the region. Addressing these concerns proactively may also help reduce future infrastructure costs associated with congestion, road wear, and larger-scale reconstruction needs.

As taxpayers and businesses continue investing in this area, it is important that transportation infrastructure keeps pace with development and reflects the growing importance of this corridor to the region as a whole.

I will also be forwarding similar correspondence to the Mayor and City Council of Lethbridge, as I believe this issue would benefit greatly from cooperative planning and shared infrastructure discussions between both municipalities.

Thank you for your time and consideration. I appreciate the work the County Council continues to do to support responsible regional growth, and I hope this matter will receive thoughtful consideration in future infrastructure planning discussions.

Sincerely,



Shari Rogerson

cc. City of Lethbridge Mayor, Blaine Hyggen



May 4, 2026

Reeve & Council
Lethbridge County
100-905 4 Ave S
Lethbridge, AB T1J 4E4

Dear Reeve & Council,

Thank you for your generous donation to STARS. Your support truly helps save lives—lives like mine.

One summer evening, my husband Gary and I were riding our motorcycles through the mountains when I struck a rock and crashed. We were far out of cell range, and I was unresponsive. Gary used the SOS button on his GPS device, and when the STARS helicopter appeared overhead, he said it felt like hope had finally arrived. The crew moved with calm, expert precision and provided the critical care I needed to survive.

I had suffered a serious head injury, but thanks to STARS—and donors like you—I recovered fully. As a musician, I searched for a way to give back. What came out was "If I Could Fly," a song inspired by the experience and the people who rescued me. It's my way of honouring those who lift others up, including dedicated allies like you, whose support continues to help people like me every day.

Most people will never need STARS, but for those who do, your generosity means everything. Because of your \$20,240.00 donation, I'm here today—grateful, healing, and still creating.

With heartfelt thanks,

Jacquie Drew

Jacquie Drew
STARS Very Important Patient

 403-295-1811 1-855-516-4848	 1441 Aviation Park NE, Box 570 Calgary, AB T2E 8M7	 donations@stars.ca stars.ca
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Shock Trauma Air Rescue Service Foundation

1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7
stars.ca

Lethbridge County
100-905 4 Ave S
Lethbridge, AB T1J 4E4

Receipt Number: 68616
Date Issued: May 4, 2026
Gift Date\Type: 2026-05-04\Cash
Receipt Amount: \$20,240.00

Business Receipt

Gift Amount: \$20,240.00
Advantage Amount: \$0.00

Per: *Kinda a Defectz*

Please retain for your records. Charitable registration #81845 9521 RR0001 Canada Revenue Agency Canada.ca/charities-giving. STARS and the STARS logo are trademarks of the Shock Trauma Air Rescue Service. The Shock Trauma Air Rescue Service Foundation is a licensed user.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR122263

May 26, 2026

Dear Chief Elected Officials:

While most oil and gas companies pay their property taxes promptly, the Government of Alberta recognizes the ongoing challenges unpaid oil and gas property taxes pose for municipalities, particularly in rural areas.

In response, the Government of Alberta recently partnered with the Rural Municipalities of Alberta and municipal and industry stakeholders through the Property Tax Accountability Strategy (PTAS) Working Group to develop recommendations to address this issue. The final report was released on March 16, 2026, and is available at <https://open.alberta.ca/publications/property-tax-accountability-strategy-final-report>.

Alberta is taking the report's recommendations under consideration with the intent of responding with an actionable set of regulatory, administrative, and system-level improvements to promote oil and gas industry property tax compliance and municipal tax recovery.

As part of these considerations, I am pleased to announce the Provincial Education Requisition Credit (PERC) and the Designated Industrial Requisition Credit (DIRC) programs are approved for a three-year extension through 2028. This extension aligns with recommendation 12 of the PTAS report and will provide continued support to municipalities, while PTAS recommendations are examined.

Key details of the program extension include:

- continued eligibility of uncollectable education property taxes and designated industrial requisition amounts retroactive to the 2015 tax year, with credits to be considered up to and including the 2028 tax year; and
- an increase in the annual PERC program cap to \$7 million, reflecting the growing level of claims in recent years.

Our government is committed to a practical and balanced approach and will continue to work collaboratively with municipalities, industry, and partners to identify opportunities to streamline the PERC/DIRC programs, strengthen tax recovery tools, and improve program delivery.

.../2

- 2 -

Thank you for your continued collaboration and partnership as we work together to address the challenges created by uncollectable property taxes.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a 'W' and a horizontal line extending to the right.

Dan Williams, ECA
Minister

cc: Chief Administrative Officers



635-8th Avenue S.W., Suite 1470
Calgary, Alberta T2P 3M3

Letter sent by email.

June 9, 2026

Mr. Kevin Slomp
Councillor Division 5
Lethbridge County

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

Subject: Your Support for #SmallBusinessEveryDay

Dear Councillor Slomp,

On behalf of our members in Lethbridge County, The Canadian Federation of Independent Business (CFIB) is seeking your support to champion our local communities and entrepreneurial spirit by encouraging Albertans to shop local and support #SmallBusinessEveryDay this July.

We launched #SmallBusinessEveryDay in 2020 to rally Canadians together around local businesses when they needed it most. Six years later, small businesses are navigating a new wave of pressures. According to CFIB's May Business Barometer, 72% of small businesses cite fuel as a top input cost causing real difficulty — surpassing concerns about labour, taxes, and other operating expenses*. Every dollar spent locally helps offset these mounting pressures.

Small businesses keep showing up for their communities. In Alberta, 66 cents of every dollar spent at a local business stays in the community, compared to only 11 cents when spent at a multinational, and only 8 cents at an online giant.** That difference is felt in jobs, services, and the character of every neighbourhood.

How you can get involved

The most visible way to support the campaign is simple: visit your favourite local business and share the love on social media. Post photos from your constituency, tag CFIB, and use our campaign hashtags – we'll amplify every post.

Tags:

[@CFIB](#) on Facebook
[@CFIB_FCEI](#) on Instagram
[@CFIBNews](#) and [@cfibAB](#)
(X/Twitter)
[@CFIB](#) on LinkedIn

Hashtags:

(EN) [#SmallBusinessEveryDay](#)
(FR) [#JeChoisisPME](#)

Web links:

(EN) [SmallBusinessEveryDay.ca](#)
(FR) [JeChoisisPME.ca](#)

Our **Big Thank You Contest** runs **June 29th - July 13th**, inviting Canadians to nominate their favourite local small business by submitting a thank you message on [SmallBusinessEveryDay.ca](#). Winners receive cash prizes, for both the customer and the business. It's a great story to share with your constituents.

You can also help by mentioning [#SmallBusinessEveryDay](#) in council, writing a short article on the importance of shopping local for your community paper, or encouraging friends, family, and colleagues, to participate in supporting small businesses throughout the campaign.

In the spirit of championing local businesses, we appreciate any support you and your colleagues are willing to provide for [#SmallBusinessEveryDay](#).

[#SmallBusinessEveryDay](#) Big Thank You Contest is presented by CFIB in collaboration with valued partners including Interac Corp.

If you have any questions, please don't hesitate to contact us at 403-489-7595 or by email at kayode.southwood@cfib.ca.

Sincerely,



Keyli Loeppky
Senior Director, Alberta & Interprovincial Affairs



Kayode Southwood
Senior Policy Analyst, Alberta

About CFIB

The Canadian Federation of Independent Business (CFIB) is Canada's largest association of small and medium-sized businesses with 103,000 members (11,000 in Alberta) across every industry and region. CFIB is dedicated to increasing business owners' chances of success by driving policy change at all levels of government, providing expert advice and tools, and negotiating exclusive savings. Learn more at cfib.ca.

Social graphics:

CFIB
in business
for your business.

The **BIG**
Thank You
Contest

Enter the contest and nominate your favourite small business at
SmallBusinessEveryDay.ca Weekly draws
June 29 - July 13

CFIB
in business
for your business.

#SmallBusinessEveryDay

**Our loonies go further
when they stay
close to home.**

For more information about this important initiative visit smallbusinesseveryday.ca



OFFICE OF THE MAYOR

June 1, 2026

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

Email: tcampbell@lethcounty.ca

Dear Reeve Campbell:

In anticipation of your potential attendance or participation in the 2026 Whoop-Up Days Parade in Lethbridge this August, I am pleased to invite you to a post-parade gathering for elected officials at Lethbridge City Hall.

Following the parade, please join us for an informal reception on Tuesday, August 18 from 11:30 a.m. to 1:30 p.m. You are welcome to drop in at your convenience. The Mayor's Community Barbecue will be held outdoors in front of City Hall, along with access to a dedicated indoor VIP Hospitality Suite in the Saint-Laurent Room on the second floor of City Hall. In addition to the barbecue, a selection of light lunch options will be available inside.

This event offers a great opportunity to unwind after the parade, enjoy refreshments, and connect with members of City Council in a relaxed setting.

I ask that you kindly confirm your attendance by Friday, July 31 by emailing mayor@lethbridge.ca. If you have any questions or require additional information, please feel free to reach out to my office at the same email address.

Further event details will be shared by my office following receipt of your RSVP.

Sincerely,

Blaine Hyggen
Mayor

Cc: Lethbridge City Council
Lloyd Brierley, City Manager

Phone: 403-320-3823 • Fax: 403-320-7575 • Email: mayor@lethbridge.ca
City Hall, 910-4th Avenue South • Lethbridge, Alberta, Canada T1J 0P6
Website: www.lethbridge.ca

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - May 2026
Meeting: Council Meeting - 18 Jun 2026
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 04 Jun 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

No motion required.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Lethbridge County Council Attendance Update - May 2026](#)

**Lethbridge County Council Attendance
May 2026**

Division 1

Councillor Lorne Hickey

May 1	Green Acres Service Awards Recognition Night
May 7	Lethbridge County Council Meeting
May 7-9	Green Acres Board Retreat
May 20	Green Acres Executive & Finance Meeting
May 21	Lethbridge County Council Meeting
May 22	Chinook Equipment Grand Opening
May 27	Green Acres Board Meeting

Division 2

Reeve Tory Campbell

May 7	Lethbridge County Council Meeting
May 8	Friends of Chinook Arch Society Casino
May 13	Rural Road Infrastructure Committee Meeting, Virtual
May 13	Meeting with Administration, Development and Infrastructure
May 15	Meeting with MLA Neudorf
May 20	EDL Board Meeting
May 21	Lethbridge County Council Meeting
May 22	Chinook Equipment Grand Opening
May 23	Picture Butte High School Graduation Ceremony
May 28	Media, NRED Grant

Division 3

Councillor Mark Sayers

May 5	ASB Meeting
May 6	Whoop Up Days Media launch
May 6	FCSS Board Meeting
May 7	Lethbridge County Council Meeting
May 13	Link Pathway Meeting
May 14	Meeting with CAO
May 21	Lethbridge County Council Meeting
May 22	Chinook Equipment Grand Opening

Division 4**Deputy Reeve John Kuerbis**

May 5	Weekly meeting with Community Futures Executive Director
May 7	Lethbridge County Council Meeting
May 12	Weekly meeting with Community Futures Executive Director
May 13	Community Futures network of Alberta meeting, Virtual
May 19	Weekly meeting with Community Futures Executive Director
May 20	Regional Waste Commission Branding Workshop
May 21	Lethbridge County Council Meeting
May 27	Community Futures Monthly Board meeting

Division 5**Councillor Kevin Slomp**

May 20	Regional Waste Commission Branding Workshop
May 21	Lethbridge County Council Meeting
May 27	Chinook Arch Planning & Facilities Committee Meeting

Division 6**Councillor Eric Van Essen**

May 5	ASB Meeting
May 7	Lethbridge County Council Meeting
May 21	Lethbridge County Council Meeting
May 22	Chinook Equipment Grand Opening

Division 7**Councillor Tony Ankermann**

May 5	ASB Meeting
May 7	Lethbridge County Council Meeting
May 21	Lethbridge County Council Meeting
May 22	Chinook Equipment Grand Opening
