

**FOOTHILLS COUNTY  
COUNCIL AGENDA**




Wednesday, January 25, 2023, 9:00 a.m.  
Foothills County Administration Office  
309 Macleod Trail South – High River

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	Pages
<b>A. GENERAL MATTERS</b>	
A.1 Call Meeting to Order	
A.2 Approval of the Agenda	
<b>B. PUBLIC WORKS / ENGINEERING / PARKS &amp; RECREATION</b>	
B.1 GPS Software System Upgrade	3
Presented by: Mike Gallant	
<b>C. PUBLIC HEARINGS &amp; MEETINGS</b>	
C.1 10:00 a.m. - Willows - SE 30-17-01 W5M - Redesignation (A to CR)	15
Presented by: Martine Callum	
C.2 1:30 p.m. - Rimrock Renewables LP - NW & SW 05-19-29 W4M and NE & SE 06-19-29 W4M - Rimrock, Tidewater & Korova Planned Biodigester Facility	
Presented by: Rimrock Renewables LP / Tidewater Renewables Ltd.	
<b>D. MISCELLANEOUS PLANNING ITEMS</b>	
<b>E. SUBDIVISION APPROVING AUTHORITY ITEMS</b>	
E.1 Owusu, Mezei & Wilson - NW/SW 32-19-29 W4M - Time Extension Request	29
<b>F. MISCELLANEOUS MUNICIPAL ITEMS</b>	
<b>G. CONFIDENTIAL CLOSED SESSION</b>	
G.1 Advice from Officials - FOIP s 24	
<b>H. MOTIONS ARISING FROM CONFIDENTIAL CLOSED SESSION</b>	
<b>I. OTHER MATTERS</b>	
I.1 Lunch	
I.2 Accounts – January 25, 2023	
Councillors Castell, Alger, and Oel	
I.3 Minutes – January 18, 2023	
I.4 Committee Reports	
I.5 Next Meeting – February 1, 2023	

## I.6 Adjourn

<b>PUBLIC WORKS DEPARTMENT</b>	
	<b>TOPIC: GPS Software System Upgrade</b>
<b>REPORT PREPARED BY:</b> Louise Armstrong <b>REPORT PRESENTED BY:</b> Mike Gallant	

### PURPOSE OF REQUEST

To obtain approval from Council to upgrade current GPS CAMS software system to Titan GPS, powered by Certified Tracking Solutions.

### BACKGROUND

Administration has been utilizing CAMS GPS Software System since 2004 to provide equipment location, equipment events and road/parcel information. Currently the County has one hundred and nineteen (119) units reporting on the system. One hundred and four (104) units have CAMS CalAmp hardware the remaining fifteen (15) have transitioned to newer Titan TT6000 hardware, due to older hardware coming to end of life status.

For the last ten (10) years there has been limited development of the reporting system, and Administration is currently running Version 2. The CAMS solution has been through several acquisitions, most recently with Certified Tracking Solutions Inc. Certified Tracking has recently developed a solution which incorporates the municipal features of CAMS with the original TITAN GPS product.

Currently the County is invoiced for Eighteen (18) Annual User Licenses' and Annual data charges of \$120.00 for each hardware device.

The proposed upgrade would move to a Cloud based system, with unlimited access users, numerous updated features, and Field Documents options with a monthly subscription fee.

### REQUEST OF COUNCIL

Proposed Motion: Council authorize administration to proceed with upgrade to Titan GPS Public Work Advanced, Vehicle Advance and FieldDocs-Inspection Subscription Plans.

### APPENDICES

### TITAN GPS QUOTATION

## About Us

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## Our Vision

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At Certified Tracking Solutions, our vision is to help companies make the world a better place *one data point at a time.*



**Edmonton, AB**  
Headquarters



## Our Company

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**Scottsdale, AZ**  
US Office



**5,000+**  
Customers



**2**  
Office Locations



**120+**  
Trusted by Government  
and Municipalities



**>80**  
Employees



**2004**  
In business since 2004



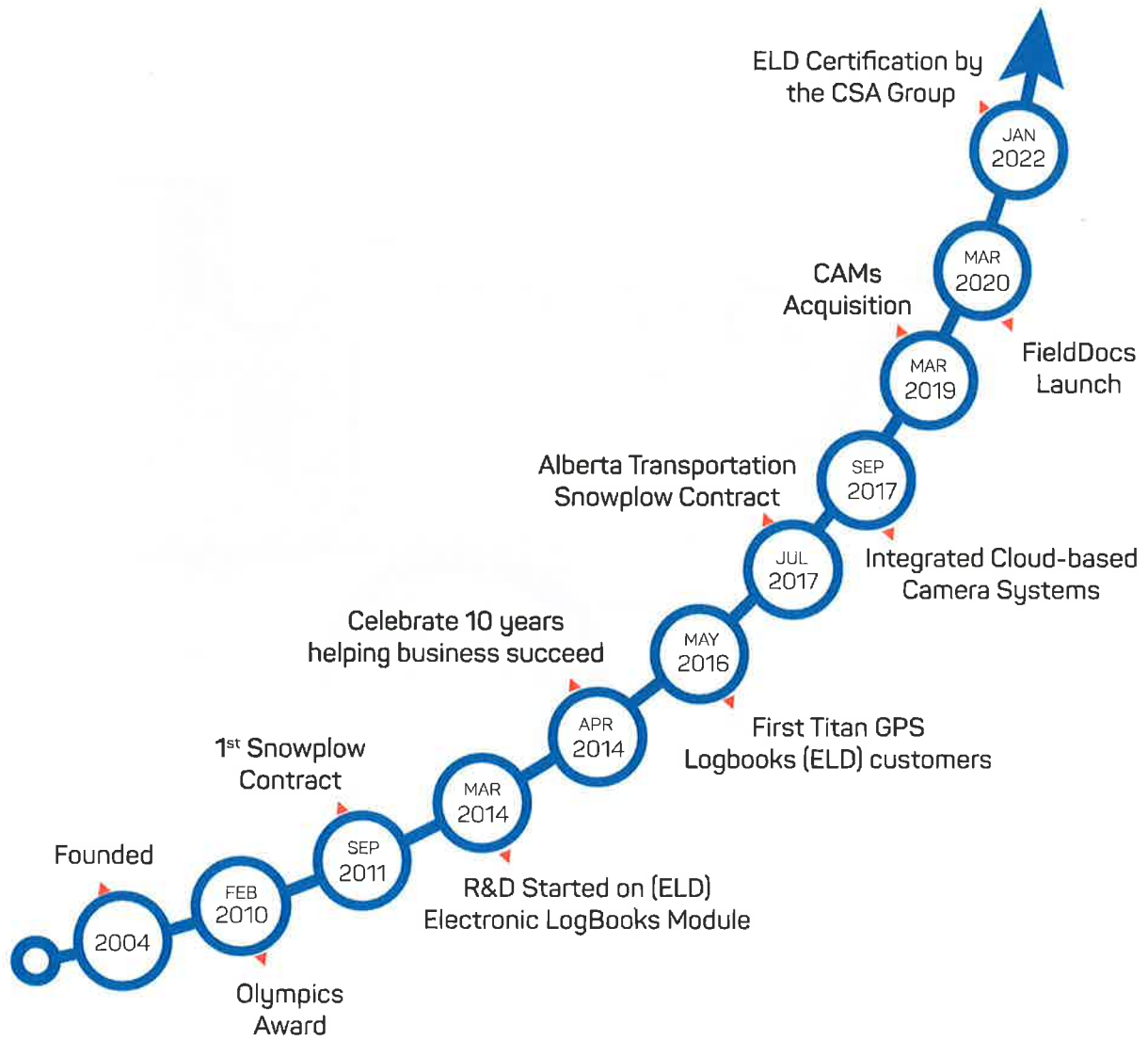
**Certified ELD**  
ELD Certified by the  
CSA Group

Google  ROGERS Bell  iridium  General Motors

# Our History

Titan GPS, powered by Certified Tracking Solutions, is an innovator and leader in GPS telematics, fleet tracking and management, and workflow optimization.

The company has been trusted by thousands of fleet operators across North America since 2004. Headquartered in Edmonton, Alberta, with its US HQ in Phoenix, AZ, the company is rapidly growing as it continues to lead with best-in-class customer support.



# Our Customers

## A Broad Cross-Section of Industries Served

The Titan GPS brand is trusted by thousands of fleet operators across North America to efficiently manage fleets of all sizes across a broad range of industries. Titan GPS offers an end to end fleet management platform that includes GPS telematics, compliant ELD systems, in-field applications, and fleet camera systems purpose built to optimize field operations for maximum productivity.



Construction



Transportation



Field Service



Landscaping



Oil & Gas



Government



Delivery



Public Works

### “ DRIVERS SLOWED DOWN ”

“We were able to identify areas where drivers were slowing down and taking longer to complete jobs. This helped us optimize our routes and improve efficiency.”

Karl Finkbeiner  
Fleet Manager



### “ PROVED INVALUABLE ”

“The system has been invaluable in helping us manage our fleet more efficiently and reduce costs. It's a great tool for our business.”

John Wood  
Fleet Manager



### “ A GOOD PARTNERSHIP ”

“The partnership with Titan GPS has been a great one. They have provided us with the tools and support we need to manage our fleet effectively.”

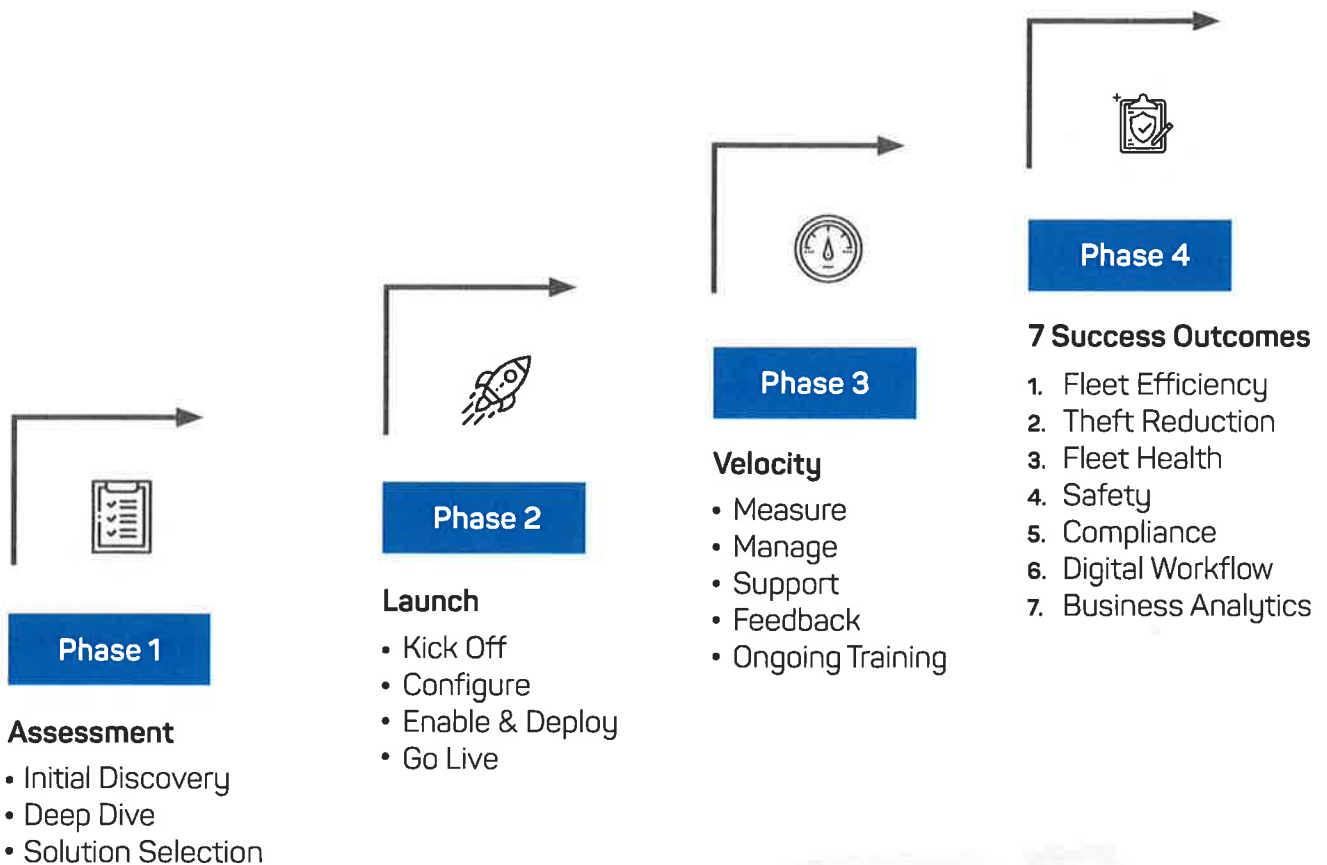
Chris Evans  
Fleet Manager





# Our Success Process

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Order Form for Foothills County

Quote Type: Existing Customer

Date: December 23, 2022

Valid Until: January 27, 2023

Please select: New Units: Direct



#### Primary GPS Contact

Name: Louise Armstrong  
Email: louise.armstrong@foothillscountyab.ca  
Phone: 403-652-2390

#### Sales Rep

Name: Matthew Mac Eachen  
Email: matt.m@ctstracking.com  
Phone: 780-263-0286

Billing Frequency: Monthly

Currency: CAD

Qty: 119

ELD: NO

Description: CAMS to TitanGPS Upgrade

1. Hardware	Qty	Unit Price	Discount	Net Price	Hardware Total
TT6000 - GPS Device	104	\$ 499.99		\$ 499.99	\$ 51,998.96
Relocation Cables	119	\$ 39.99		\$ 39.99	\$ 4,758.81
	0			\$ 0.00	\$ 0.00
	0			\$ 0.00	\$ 0.00
	0			\$ 0.00	\$ 0.00
2. Configuration	Qty	Unit Price	Discount	Net Price	Setup Total
Activation	104	\$ 25.00		\$ 25.00	\$ 2,600.00
Configuration	119	\$ 20.00		\$ 20.00	\$ 2,380.00
	0			\$ 0.00	\$ 0.00

Total (Hardware + Setup) \$ 61,737.77

#### Select a Contract term:

Discount

One Time Total

Select

0 Year \$ 61,737.77

☐

5 Year -\$ 51,998.96 \$ 9,738.81

☒

Year \$ 61,737.77

☐

One time / Upfront Fees for selected term (Total - Term Discount) : \$ 9,738.81

Does not include fees for shipping, tax, setup and VIN lookup. Mobile, order / installation addresses, first month's bill or any initial subscription deposits.

3. Subscription Plan Options	Qty	Monthly Price	Discount	%	Net Price	Monthly Total	Select
Public Work Advanced- 5 Year Term	51	\$ 44.95	-\$ 3.00	7%	\$ 41.95	\$ 2,139.45	<input checked="" type="checkbox"/>
	0			0%	\$ 0.00	\$ 0.00	<input type="checkbox"/>
	0			0%	\$ 0.00	\$ 0.00	<input type="checkbox"/>

4. Subscription Plan Add-Ons	Qty	Monthly Price	Discount	%	Net Price	Monthly Total	Select
Vehicle Advanced - 5 Year Term	68	\$ 31.95	-\$ 3.00	9%	\$ 28.95	\$ 1,968.60	<input checked="" type="checkbox"/>
FieldDocs-Inspections Min 50 users - 5 Year Term	50	\$ 6.95	-\$ 1.00	14%	\$ 5.95	\$ 297.50	<input checked="" type="checkbox"/>
	0			0%	\$ 0.00	\$ 0.00	<input type="checkbox"/>

Subscription Fees for selected plans (Monthly Price - Discount) : \$ 4,405.55

Re-Calculate

Price does not include any tax or applicable overages. All Subscriptions billing starts at the time of shipment.

titangps.com

powered by CERTIFIED TRACKING SOLUTIONS

PROUDLY CANADIAN OWNED AND OPERATED

1 of 4

REV060122

NOT APPLICABLE

Previously Provided &amp; Acknowledged!

## Billing Address

Address 309 MacLeod Trail Box 5605

City High River

Province AB

Postal Code T1V 1M7

Country Canada

Shipping Address ☒ Same as Billing Address

Same as Billing Address

## Payment

Previously Provided &amp; Acknowledged!

## Authorization

By signing below, I confirm I have authority to bind the Customer listed in the above sections to this Agreement. I also confirm I have accessed and reviewed the Terms and Conditions listed below and also at: [www.ctstracking.com/terms](http://www.ctstracking.com/terms), and I accept them

Customer Signature 

CTS Manager Signature

Name Louise Armstrong

Name

Date

Date

Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the world wide web), by electronic mail in portable document format (.pdf) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

Installation Details Installation not included.

Notes

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

COMMENTS: \_\_\_\_\_

HS DEAL # \_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_

TERR. &amp; SALES NO. \_\_\_\_\_

ORDER TICKET # \_\_\_\_\_

ENTERED \_\_\_\_\_

DATE \_\_\_\_\_

Clear Form

Re-Calculate

Lock

Unlock

# The Certified Tracking Solutions Handshake

Here's how we want to work with you. You can expect many things from us, and in turn, we only expect 6 from you.

We Will	You Will
<ul style="list-style-type: none"> <li>• Work with you and your team to create success and empower you to drive operational change from the first day of our solution being deployed.</li> <li>• Listen to you. We will be accessible and respond to you within 24 hours during the work week.</li> <li>• Help you stay competitive in your industry on how assets are being connected and managed.</li> <li>• Be on time for all meetings with prepared agendas so your time with us is never wasted.</li> <li>• Be obsessed with serving you, your team, and your business to succeed with our solution.</li> <li>• Pleasantly surprise you with our customer focus and passion to drive ROI based outcomes in regards to your assets in the field.</li> <li>• Always be in it to win it. We will work intensely on the 20% of activities that will deliver 80% of the results and push-back on low-value initiatives.</li> <li>• Empower you with the knowledge and resources your company needs to ensure your fleet is operating at max efficiency.</li> <li>• Apologize if we ever let you down. We will tirelessly strive to do things right the first time - but take extreme ownership if something goes wrong.</li> <li>• Treat you with class and care in every interaction and work to bring out your best. We will hold you accountable. Because, if we don't, we let you down</li> <li>• Absolutely <b>Delight</b> you.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay your invoices on time, in full, and in accordance with our agreement.</li> <li>• Treat us as a trusted partner that works closely and collaboratively with you and your team to reach your fleet outcome goals.</li> <li>• Ensure to call us if you're self-installing the GPS modems as part of the final testing / Quality Control process</li> <li>• Be quick to share wins, ROI's, challenges , and ask for help. Even new feature suggestions.</li> <li>• Give us feedback through the surveys we send to ensure that you are delighted with our GPS solution and success team. And if we ever let you down, you'll let us know by writing us so we can co-investigate and address any opportunities.</li> <li>• If we ask (we don't ask everyone), we would like you to try and refer at least three people or organizations of your calibre with fleet pains and challenges like your own. This means we can spend less time looking for new clients, and more time helping you win.</li> </ul>





Thank You

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## Terms and Conditions for Certified Tracking Solutions, Inc.

**Terms and Conditions** | Customer Terms Mandated by Wireless Provider, Titan GPS Software as a Service Terms and Conditions, Terms of Use and Privacy Policy are accessed at: <https://ctstracking.com/terms>

**Hardware Delivery** | Customer is responsible for shipping charges based on the shipping method selected and will be billed accordingly. Orders that are held for pick-up or installation at a CTS facility will be held for a maximum of 30 days after which the order will be shipped to the customer at the customer's expense.

**Taxes** | Customer is responsible to pay any and all taxes that Certified Tracking Solutions may be required to collect or pay for providing the Customer with hardware and services.

**Initial Subscription Billing** | Upon acceptance of this quote and at the time of hardware activation the subscription billing will commence. The Initial Subscription Billing will include a prorated amount of the balance of the current month and a full month of service for next month unless otherwise agreed to.

**Ownership** | Payment for the equipment shall be made in full according to the Agreement reached by both Certified Tracking Solutions Inc (CTS) and the Customer. CTS shall not be obligated to deliver or release to the Customer any equipment for which the Customer has not paid in full according to the agreed upon Terms. With subsidize hardware, payment shall be made in full installments as stipulated in this Agreement and the Terms and Conditions. The equipment shall not pass to the Customer until every installment has been made in full. In the event the Customer ceases to carry on business or effects a sale of the assets of the business, the full amount of installments then unpaid shall become immediately due and owing.

**Cancellation Policy** | Any GPS devices deactivated prior to the anniversary date of the Contract Term will incur early cancellation fees. This Agreement shall be binding upon the parties hereto their respective heirs, executors, successors and assigns. This Agreement may be assigned by CTS without the consent, express or implied of the Customer. The Customer may not assign this Agreement without the consent of CTS first being obtained, any assignment without the Consent of CTS shall entitle CTS to forthwith terminate this Agreement.

**Term Length Definition** | The Term Length is defined as total months for each year whereby the Customer has paid the full subscription and add-on rates. Any credits will extend the term length obligations by that amount. If applicable, 3rd party installation fee offset credits will be issued in the form of a credit on the Customer's monthly airline invoice.

**Exclusions** | GPS devices cannot be put into offseason mode for the duration of the contract without prior approval. The term contract will be extended by the total time in offseason. Downgrading plans is not allowed on any device currently on a term contract.

**Hardware & Warranty** | The Customer acknowledges that CTS invoiced GPS devices and installation carry a limited warranty against all defects in materials and workmanship for a period of 1 year from the date of purchase. GPS devices which have been sold at a subsidized rate, via a Term contract, carry a limited lifetime warranty. Customers can re-contract on a replacement GPS device for a Term equal to the original Term length and receive a new GPS device. Alternatively, Customers can opt to purchase a replacement GPS device with a new 1-year warranty at a reduced rate. This replacement device would assume the existing Term contract length of the device it replaces. Requests can be made to transfer a term contract from one GPS device to one other GPS device. When transferring term contracts between GPS devices, the total number of months added to the receiving unit's term will be determined based the monthly billing value remaining on the unit being transferred. To illustrate: # of months added to receiving unit = [monthly charge of the legacy device x the months remaining on the term contract of the legacy device] / monthly charge for the receiving device.

**CTS Installation** | Installation of the hardware can be completed by CTS for an additional fee. Installation prices can vary due to vehicle type, installation type and/or the existing condition of the vehicle wiring. Base installation time is approximately 1.5 hours however the final installation price is calculated by the actual work performed at the time of the installation and any installation requiring longer than the estimated base time will be charged accordingly. Any installation not performed at one of the CTS locations is deemed a mobile install and can result in additional charges for the appointment including a mobile fee, mileage, flights, lodging and meals for the installer will also be charged. Please note there is a 10% shop material fee applied to the installation gross total amount. Shop material fees are not included in any long term contact installation subsidies.

**Third-Party Installation** | The Customer acknowledges that equipment supplied by or on behalf of CTS may be installed by a Third Party at the request of the Customer. In that event, the Customer acknowledges that it shall have no claim of any kind against CTS in respect of the install, howsoever arising, and the Customer does hereby release, discharge and remise CTS of and from any claim for loss or damage howsoever arising out of the installation by a Third Party of equipment supplied by CTS whether the cost of the installation is initially paid by CTS or otherwise.

**Logbooks 1.0** | Each driver will require their own login. The Titan GPS logbooks administrator can create as many driver accounts as required. Each vehicle added to the account will be charged at the agreed upon monthly rate. Each vehicle reactivation after 90 days is subject to a reactivation fee.

**FieldDocs / ELD 2.0** | The Titan GPS FieldDocs plans are priced per user and billed monthly. The monthly charge is the result of the user fee multiplied by the greater of (i) the minimum number of users per the agreement, or (ii) actual number of users active on the account any point during the billing period. Each user will require their own login; logins cannot be shared between multiple users. Set-up fees may be applicable. CTS reserves the right to charge a premium for accounts that have any nominal user setups and/or a high volume of assets added to their account. An active user can be put into a deactivated state to stop the billing if the subscription on a month to month term, the user will remain in this state for 6 months. During this time the user data will be fully accessible for reporting only. After 6 months, the deactivated user will be automatically deleted from the account. If the Users subscriptions are part of a one year term agreement or longer, they will auto-renew for a 1 year term after the anniversary date of the original term. There is a nominal fee of \$20CAD [\$15USD] anytime a user is reactivated from a deactivated or deleted state. There is a **\$9.95 one-time Setup Fee** for every user that is added to the system.

CTS reserves the right to change bundles, features within the modules, user fees and overall FieldDocs business model. Globally, anyone requesting access to the FieldDocs administration dashboard is considered a user. For Hazard Assessment, Incident Reporting, Toolbox meeting and Digital forms, a user account will have to be created for each supervisor, administrator and employee creating and submitting the forms; ad hoc access to approve forms is not considered a user. Any user accessing documents from the Document Manager from their mobile device or dashboard is considered a user for monthly billing purposes. In order for an employee to clock in or out using Digital Time Cards, they will need to be issued a user PIN code or a user login from their supervisor and will complete the clock in/out process by using their mobile device. CTS will retain the user data for a minimum of 12 months, after that time such data may be archived and not readily accessible. Upon special request, and for a fee (starting at \$250CAD / \$187.50USD), user data may be recovered from archives. CTS reserves the right to permanently delete historical data of any user, regardless of billing state, if the data was created more than 24 months previous.

**Users History** | The history of each user is retained and is accessible for 6 months after being deactivated. If the user profile is not reactivated, the history will be permanent deleted, there is a reactivation fee of \$20 per Use.

**Cross Border Roaming** | Fleet Tracking Plans included unlimited cellular data within your country, cross border roaming between the USA and Canada is available for a nominal monthly fee.

Tablet data and the custom Municipal data plans does not apply to the unlimited cellular data rates.

### Camera Cellular Data Packages:

Plans Include: Up to 3 GB per device  
Excessive Overage\*: \$20 / GB Per Device

\*Certified reserves the right to charge any overages on the camera if data usage exceeds 3GB.


### Wireless Connection Overages

- Cellular US Roaming Rate (Canadian customers only)
  - Option 1: \$14.95 / .50 MB
  - Option 2: \$1.50 / Device / Month Subscription
- Tablet Cellular Internet Data
  - Rogers SIMS:
    - MB Plans: \$1 / MB
    - GB Plans: \$12 / GB
  - Bell SIMS:
    - MB Plans: \$1 / MB
    - GB Plans: \$20 / GB
  - Iridium:
    - \$2.80 / KB per Modem
  - Globalstar
    - \$0.125 / Message on Plans: SPSTD to SP100
    - \$0.40 / Message on Plans over SP100

Certified Tracking Solutions, Inc.  
4320 Savaryn Dr SW  
Edmonton AB T6X1Z9  
Canada

GST Number: 760828087RT0001  
Fax Number: (780) 391-3801  
Sales@ctstracking.com

**PUBLIC HEARINGS AND MEETINGS  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
REDESIGNATION  
January 25, 2023  
To be heard at: 10:00 AM**

<b>APPLICATION INFORMATION</b>		<b>File No. 22R056</b>
	<b>LEGAL DESCRIPTION:</b> SE 30-17-01 W5M	
	<b>LANDOWNER(S):</b> Ethan and Ashley Willows	
	<b>AGENT:</b> Kristi Beunder – Township Planning + Design Inc.	
	<b>AREA OF SUBJECT LANDS:</b> 159.97 Acres	
	<b>CURRENT LAND USE:</b> Agricultural District	
	<b>PROPOSED LAND USE:</b> Country Residential District	
<b>PROPOSAL:</b> Redesignation of a portion of SE 30-17-01 W5M from Agricultural District to Country Residential District in order to allow the future subdivision of one 8.50 +/- acre Country Residential District lot as the first parcel out of the quarter section, leaving a 151.47 +/- acre Agricultural District balance parcel.		
<b>DIVISION NO:</b> 2	<b>REEVE:</b> Delilah Miller	<b>FILE MANAGER:</b> Martine Callum

**EXECUTIVE SUMMARY:**

**Summary of Proposal**

To provide one 8.50 +/- acre Country Residential District lot, leaving a 151.47 +/- acre Agricultural District balance parcel. The proposed parcel would be the first parcel out of the quarter section. Please note additional information was provided by the landowner's agent and can be found under Appendix B of this report.

**Location**

The subject parcel is located:

- adjacent to and on the west side of 80<sup>th</sup> Street West;
- 1.6 kilometres north of 674<sup>th</sup> Avenue West; and
- approximately 900 metres southeast of Highway 540 West.

**Access**

Access is existing on 80<sup>th</sup> Street West and is intended to be widened to a common approach for the proposed and balance parcel.

**Policy Evaluation**

Reviewed within the terms of the:

- Municipal Development Plan 2010 (MDP2010);
- Growth Management Strategy; and
- Land Use Bylaw 60/2014.

## **Referral Considerations**

Referred to required internal departments and external agencies.

## **PURPOSE OF APPLICATION:**

Bylaw XX/2023 – Application to further amend the Land Use Bylaw by authorizing the redesignation of an 8.50 +/- acre portion of the 159.97 acre subject parcel from Agricultural District to Country Residential District to allow for the future subdivision of one 8.50 +/- acre Country Residential District parcel, leaving a 151.47 +/- acre Agricultural District balance parcel on SE 30-17-01 W5M.

## **HISTORY:**

Within one half mile there are two Country Residential District parcels.

### **NW 30-17-1 W5M:**

This 1.23 acre Country Residential Parcel (highlighted in purple) was created from a natural subdivision due to upgrades made to Highway 540.

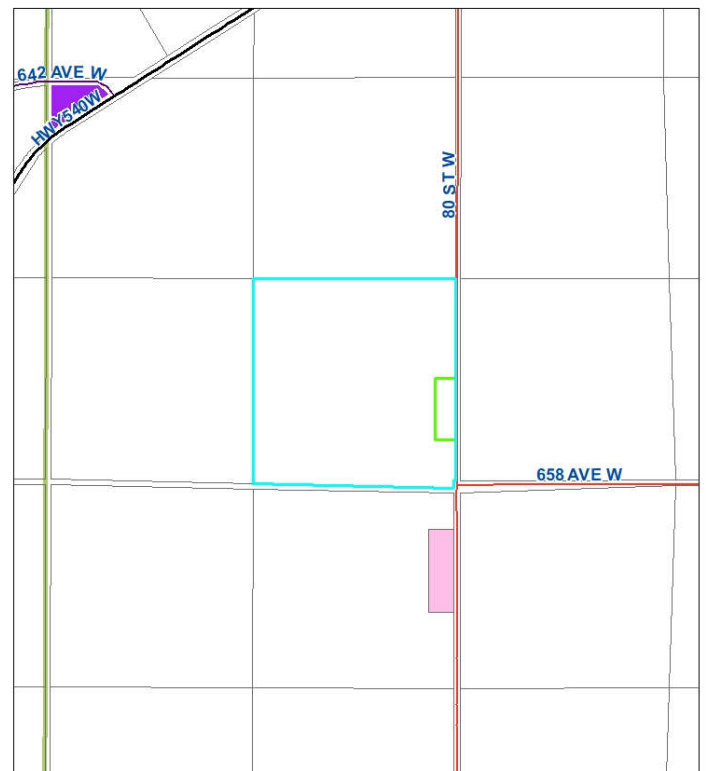
### **NE 19-17-1 W5M:**

**1990** – A subdivision application was approved allowing the creation of one 8.25 acre Country Residential District parcel (highlighted in pink), as the first parcel out of the quarter section.

### **SE 30-17-1 W5M:**

**June 30<sup>th</sup> 2005** – Council granted first reading to Bylaw 108/2005 to authorize the redesignation of a portion of SE 30-17-1 W5 from Agricultural District to Country Residential District in order to allow for the future subdivision of one 5 acre Country Residential District parcel (outlined in green). Then on October 20<sup>th</sup>, 2005, Council passed the following resolution to not grant any further readings to the Bylaw under the following motion;

*“Council moved that no further readings be given to Bylaw 108/2005 as Council is aware that the land is now legally owned by a different party and therefore the reasons and the purpose of the application as submitted by the landowner at the time of the public hearing of June 30<sup>th</sup>, 2005 are no longer valid.”*





## **SITE CONSIDERATIONS:**

### **Surrounding Area:**

Land use designation in the area is predominantly Agricultural District, with a few Country Residential District Properties to the south and northwest of the subject parcel. Appendix A – Land Use Map, illustrates the current Land Uses for the subject area.

### **Physiography**

The subject parcel has native grass and rolling terrain with the low lying area found in the southeast portion of the quarter section.

### **Access**

The subject parcel has one existing approach off 80<sup>th</sup> Street West, which is proposed to be widened to a common approach standard in order to provide access to both the proposed and balance parcels.

The landowner's agent provided the following comments regarding this existing approach:

*"We have utilized the existing approach location on 80<sup>th</sup> Street East and intend to widen it to a common approach in order to avoid proliferation of approaches on this road"*

Appendix A – Site Plan illustrates the approach location.

### **Existing Development**

A water well, stock watering facilities and paddocks are found on the proposed parcel. No other existing development appears in either the proposed or balance parcel.

## **POLICY EVALUATION:**

### **Municipal Development Plan**

The application meets the intent of Policy 5 of the Agricultural section of the MDP2010, which supports the subdivision of one parcel out of an un-subdivided quarter section, so long as the criteria are met that aim to minimize impact on the Agricultural balance. Further, the application generally does not meet the intent of Policy 2 of the Agricultural section of the MDP2010, which supports maintaining the integrity of the agricultural land base and discourages the fragmentation of agricultural lands.

### **Land Use Bylaw 60/2014**

The application meets the density requirements and lot size restrictions as set out in Section 13.1.6.2 of the Country Residential District within the County's Land Use Bylaw.

### **Growth Management Strategy**

The subject parcel is located within the South Central District. Moderate growth is expected in the South Central District. Majority of the growth is to take place on the east side of the district and to the towns of Okotoks and High River, with careful consideration to avoid land use conflicts particularly with respect to long established agricultural operations.

CIRCULATION REFERRALS	
REFEREE	COMMENTS
EXTERNAL	
Alberta Transportation and Economic Corridors	<p>Alberta Transportation provided the following comments:</p> <ul style="list-style-type: none"> <li>• The subsequent 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 540.</li> <li>• The requirements of Section 18 would be met, therefore no variance is required for the subsequent subdivision. While no variance is required, the department expects the municipality would 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.</li> <li>• The requirements of Section 19 are met, therefore no variance is required.</li> <li>• If there are any changes to the proposed subsequent subdivision submitted with this land use referral, a separate referral pursuant to Section 7(6)(d) of the Matters Related to Subdivision and Development Regulation is required and the comments in respect of Sections 18 and 19 of the Regulation contained in this decision are no longer valid.</li> </ul>
INTERNAL	
Public Works	<p>Public Works provided the following comments:</p> <ul style="list-style-type: none"> <li>• 5 metres for future road widening be taken by way of caveat along the entire east boundary (80<sup>th</sup> St W) of the subject parcel.</li> <li>• Common approach acceptable. Location meets 180m sight distance. To be built to meet current common approach standards with a bevelled culvert.</li> </ul> <p>Public Works provided the following recommendations regarding infrastructure:</p> <ul style="list-style-type: none"> <li>• No topographical areas of concern. The 8.5 +/- acre lot is large enough and is surrounded by permeable area, no concerns with drainage change or negative impacts to the surrounding properties.</li> </ul> <p>Public Works provided the following recommendations for the proposed 8.5 +/- acre parcel, <b>as conditions of Subdivision</b>:</p> <ul style="list-style-type: none"> <li>• Septic Disposal Evaluation (PSTS)</li> <li>• Building Envelopes</li> </ul>
GIS/Mapping	No Concerns

CIRCULATION REFERRALS	
PUBLIC	
Western Wheel	Advertised in the January 11 <sup>th</sup> and January 18 <sup>th</sup> , 2023 editions
Landowners (Half Mile)	No correspondence received prior to the submission of this staff report.

## SUMMARY:

Bylaw XX/2023 – Application to further amend the Land Use Bylaw by authorizing the redesignation of an 8.50 +/- acre portion of the 159.97 acre subject parcel from Agricultural District to Country Residential District to allow for the future subdivision of one 8.50 +/- acre Country Residential District parcel, leaving a 151.47 +/- acre Agricultural District balance parcel on SE 30-17-01 W5M.

## OPTIONS FOR COUNCIL CONSIDERATION:

### **OPTION #1 – FIRST READING APPROVAL**

Council may choose to grant 1<sup>st</sup> reading to Bylaw XX/2023 to authorize the redesignation of an 8.50 +/- acre portion of SE 30-17-01 W5M from Agricultural District to Country Residential Sub-district “A” lot, in order to allow for the future subdivision of one 8.50 +/- acre Country Residential Sub-district “A” first parcel out, with a 151.47 +/- acre Agricultural District balance parcel for the following reasons:

*In their consideration of the criteria noted within the Agricultural Policy 5 of the MDP2010, Council is of the opinion that allowing the first parcel out of the subject lands would not be detrimental to the agricultural nature of the area. Further the application falls within the density provisions and lot size restrictions of the County’s Land Use Bylaw.*

*Staff suggests the new 8.50 +/- acre lot be designated as Country Residential Sub-District “A” to ensure that the recommendations and restrictions as outlined in the septic disposal evaluation and building envelope (all provided as conditions of subdivision) are complied with to the satisfaction of the Public Works department. A completion certificate by a Professional Engineer verifying that all aspects of the noted reports have been met may be required, and a \$5,000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit will be required.*

### **Recommended Conditions for Option #1:**

1. Proof of adequate water supply to be provided for the 8.50+/- acre parcel, in accordance with the Municipal Water Policy, to the satisfaction of the County;
2. Landowners to fully execute and comply with all requirements as outlined within the Municipal Development Agreement for the purpose of payment of the Community Sustainability Fee and any other necessary municipal and on-site improvements as required by Council and the Public Works Department;
3. Septic Disposal Evaluation to be provided for the 8.50 +/- acre parcel, to the satisfaction of the Public Works department, **as a condition of subdivision;**

4. Site plan to be provided which identifies building envelopes for the 8.50 +/- acre parcel, which meets the requirements as outlined in Policy 9 under the Residential section of the MDP2010 to the satisfaction of the Public Works department, **as a condition of subdivision**;
5. Final redesignation application fees to be submitted;
6. Submission of an executed subdivision application and the necessary fees.

#### **OPTION #2 - REFUSAL**

Council may choose to refuse the application for the redesignation of an 8.50 +/- acre portion of SE 30-17-1 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 8.50 +/- acre Country Residential District parcel with a 151.47 +/- acre Agricultural District balance parcel for the following reasons:

*In consideration of the criteria noted in the Agriculture section of the MDP2010, Council did not find sufficient merit in the proposal to consider removing the subject lands from the Agricultural District.*

**APPENDICES:**

**APPENDIX A: MAP SET:**

LOCATION MAP

HALF MILE MAP – LAND USE

HALF MILE MAP – PARCEL SIZES

SITE PLAN

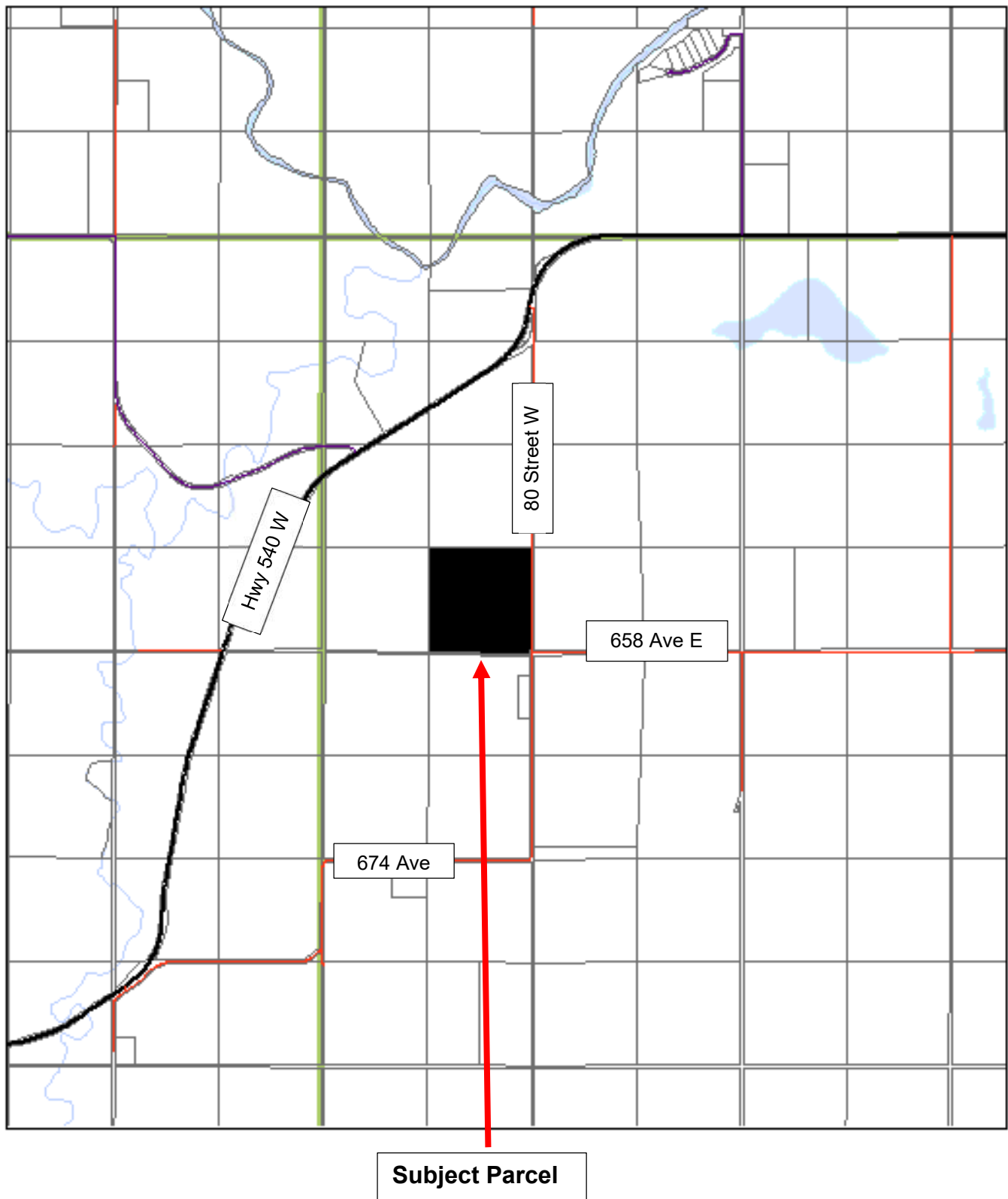
**APPENDIX B:**

AGENT'S LETTER ACCOMPANYING APPLICATION

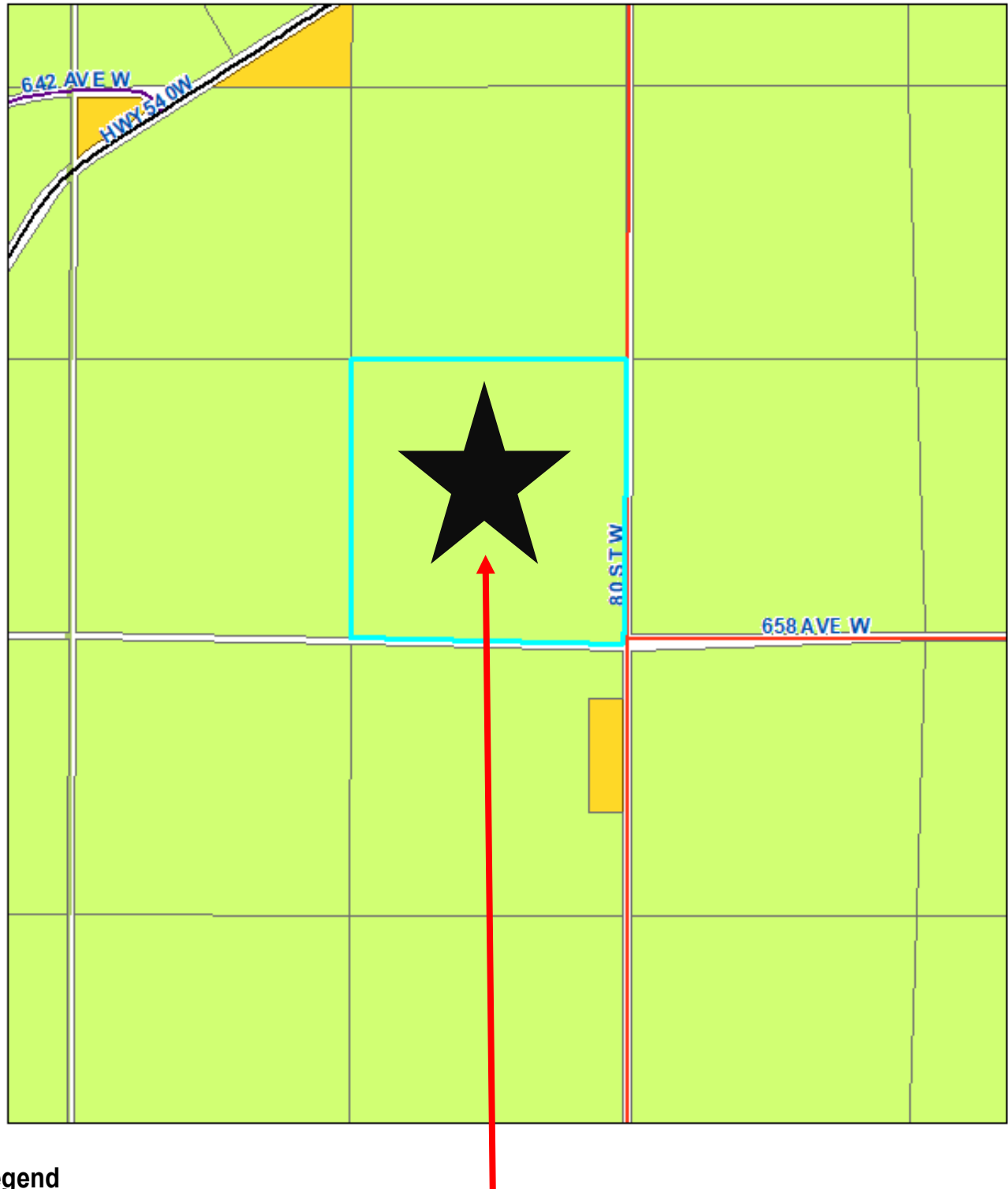
**APPENDIX C:**

PROPOSED BYLAW

## APPENDIX A: LOCATION MAP



## APPENDIX A: LAND USE

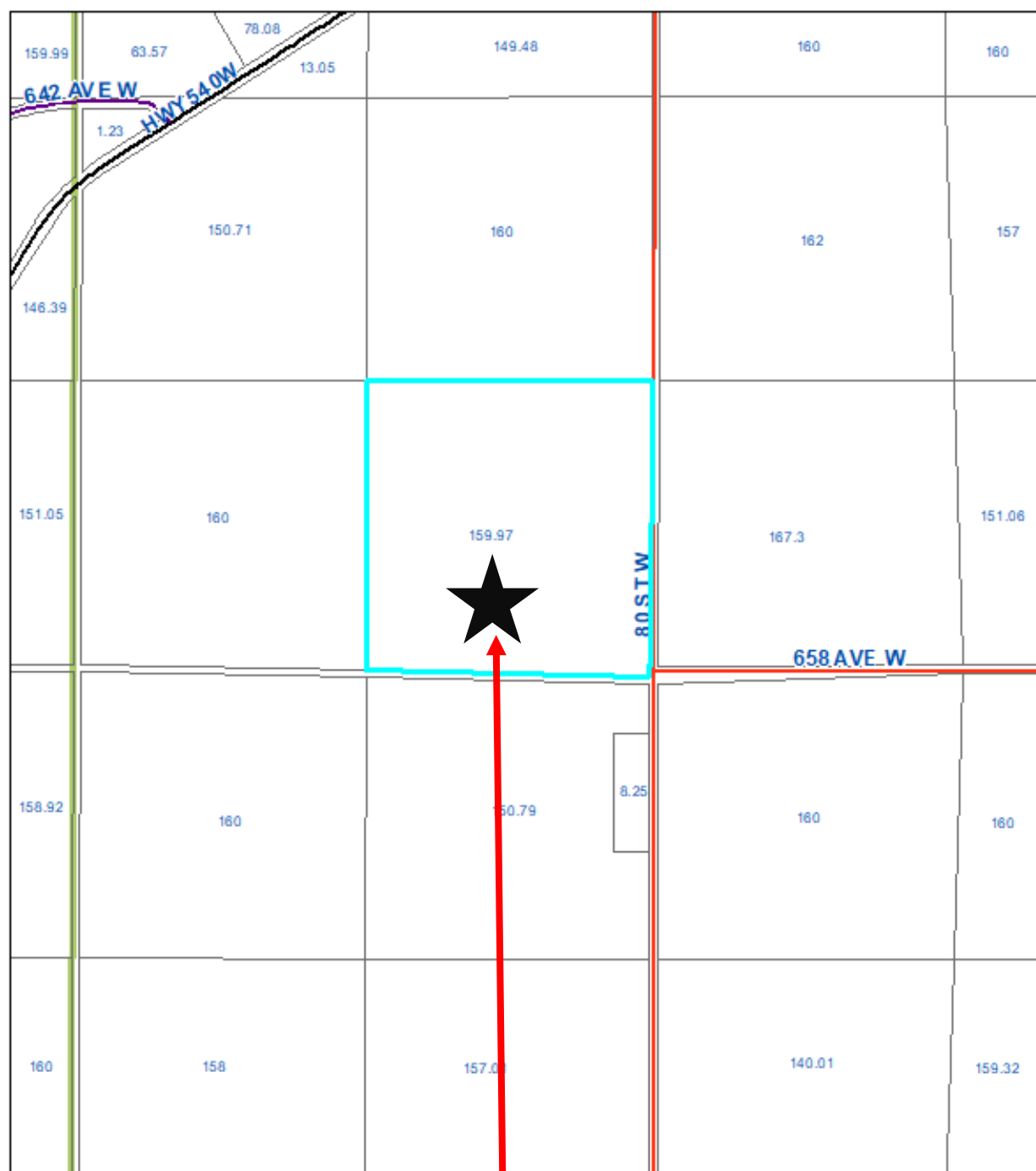


### Legend

- A- Agricultural
- CR- Country Residential

**Subject Parcel**

## APPENDIX A: LOT SIZES (IN ACRES)



Subject Parcel



## APPENDIX A: SITE PLAN



## APPENDIX B: AGENT'S LETTER ACCOMPANYING APPLICATION

321-259 Midpark Way SE | Phone: 403.880.8921  
Calgary, AB T2X 1M2 | TWPplanning.com



Foothills County  
Box 5605  
High River, AB  
T1V 1M7

10/21/22

ATTN: Samantha Payne, Planning Coordinator

RE: Application for Redesignation from Agriculture to Country Residential Land Use  
District to allow for the creation of one (1) new parcel (±8.50 acres) within SE 30-17-1  
WSM (±160 acres) of Foothills County.  
Landowners: Ethan and Ashley Willows

Dear Mrs. Payne,

Please find enclosed the following in support of the above-mentioned Land Use Application:

- The formal application for land use redesignation to allow for the creation of one (1) CR- Country Residential parcel (±8.50 acre);
- The Letter of Authorization allowing Township Planning + Design Inc. to Act as agent for the landowner(s) (please note pending registration on title to transfer to Willows);
- A Credit Card Authorization for the processing of the applicable land use redesignation fee of \$950.00 (\$100 filing fee + \$850/lot);
- A copy of the Abandoned Well Map and Statement;
- A copy of the current Certificate of Title; and
- A copy of the site plan with and without air photo.

To assist Planning and Development with the evaluation of this application we offer the following additional information;

**Approach** – We have utilized the existing approach location on 80<sup>th</sup> Street East and intend to widen it to a common approach in order to avoid proliferation of approaches on this road.

**Structures**- There is a groundwater well, stock watering facilities and paddocks in this area but no structures of significance on this site.

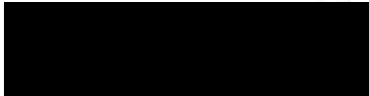
**Rationale**- This parcel has been designed to avoid native grass on this quarter and include areas that have been subject to previous disturbance. We have left a gap on the south end between this proposed parcel south boundary and the south quarter line. This is due to the area in between being low lying and subject potentially to wet conditions. In addition, an area resident lives close to that south quarter line and we wished to provide some separation to that existing residence. There is an offset intersection at this location, 658<sup>th</sup> Avenue does not follow the road allowance and is north of it, as a result we do not want to encumber this corner with a parcel should the County need to resolve this offset intersection at any point on the future.

Ethan and Ashley have recently purchased this quarter section from the Poffenroth's and wish to establish their dream here, run cattle on this land and work to retain and restore as much native grass as possible. The First Parcel Out will assist the Willow's family in establishing and continuing their agricultural operation on this site. The parcel size was specifically chosen to include the paddocks, stock, watering well, and the disturbed areas. The size was considered to be reasonable for a first parcel out in an agricultural area where larger parcels are preferred in order to allow for the keeping of livestock.

We can certainly take direction from Council on the size, however, we are of the opinion that size is right for this area and its context on this quarter. The site has a good building envelope and, we believe, will meet the expectations of the County with regard to site suitability.

Should you have any questions or require more information, please do not hesitate to contact the undersigned.

Sincerely,  
Township Planning + Design Inc.



Kristi Beunder, B.A., M.E.Des.  
RPP MCIP  
Senior Planner / Principal  
Urban + Regional Planning

Cc: *Ethan and Ashley Willows - Landowners*

## APPENDIX C: PROPOSED BYLAW

### BYLAW XX/2023

#### BEING A BYLAW OF FOOTHILLS COUNTY TO AUTHORIZE AN AMENDMENT TO THE LAND USE BYLAW NO. 60/2014 AS AMENDED.

WHEREAS pursuant to the provisions of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, and amendments thereto, the Council of Foothills County in the Province of Alberta, has adopted Land Use Bylaw No. 60/2014 and amendments thereto;

**AND WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing redesignation of a 8.5 +/- acre portion of the 159.97 acre Agricultural District SE 30-17-01 W5M to Country Residential District, in order to allow for a future subdivision of one 8.5 +/- acre Country Residential District parcel with an approximate 151.47 +/- acre Agricultural District balance parcel.

#### NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Land Use Map No. 1701 is amended by *redesignating a 8.5 +/- acre portion from SE 30-17-01 W5M as Country Residential District.*
2. This Bylaw shall have effect on the date of its third reading and upon being signed.

FIRST READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO


THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of  
Alberta this       day of       , 2023.

**SUBDIVISION APPROVING AUTHORITY ITEM  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
TIME EXTENSION REQUEST  
January 25, 2023**

<b>REQUEST FROM APPLICANT FOR TIME EXTENSION</b>		
<b>APPLICATION INFORMATION</b>	<b>FILE NO. F1929-32NW</b>	
	<b>LEGAL DESCRIPTIONS:</b> 1. NW 32-19-29-W4M, Plan 0810809, Block 1, Lot 20 2. SW 32-19-29-W4M, Plan 0812818, Block 1, Lot 22	
	<b>LANDOWNERS:</b> 1. Thomas Owusu 2. Bruce Mezei and Jacqueline Wilson	
	<b>AREA OF SUBJECT LANDS:</b> 1. 19.48 acres 2. 73.07 acres	
	<b>CURRENT LAND USES:</b> 1. Country Residential Sub-District "A" 2. Agricultural District	
	<b>PROPOSED LAND USES:</b> 1. Country Residential Sub-District "A" 2. Agricultural District	
<b>PROPOSAL:</b> Time extension for completion of the subdivision (boundary adjustment) which proposed the following adjustments:  2.0 acres to be subtracted from the west boundary of Plan 0810809, Block 1, Lot 20, PTN: NW 32-19-29-W4M, to be added to the north boundary of Plan 0812818, Block 1, Lot 22, PTN: SW 32-19-29-W4M.		
<b>DIVISION NO: 2</b>	<b>REEVE:</b> Delilah Miller	<b>FILE MANAGER:</b> Theresa Chipchase

### PURPOSE OF REQUEST

Request to the Subdivision Approving Authority for consideration of a second one-year time extension to the approved boundary adjustment between Plan 0810809, Block 1, Lot 20, PTN: NW 32-19-29-W4M and Plan 0812818, Block 1, Lot 22, PTN: SW 32-19-29-W4M. The subdivision expired with the first time extension on October 28<sup>th</sup>, 2022. The second extension if granted would allow the applicant until October 28<sup>th</sup>, 2023, to complete their subdivision conditions.

### BACKGROUND

**October 28<sup>th</sup>, 2020** – Subdivision was conditionally approved by the Subdivision Approving Authority under the following motion:

*"Council moved that the boundary adjustment whereby 2.0 +/- acres from Plan 0810809, Block 1, Lot 20, PTN: NW 32-19-29-W4M is consolidated into Plan 0812818, Block 1, Lot 22, PTN: SW 32-19-29-W4M, creating a 20 meter panhandle for additional access to Plan 0812818, Block 1,*



*Lot 22, PTN: SW 32-19-29-W4M and resulting in one 17.48 +/- acre parcel (Plan 0810809, Block 1, Lot 20, PTN: NW 32-19-29-W4M, and one 75.07 +/- acre parcel (Plan 0812818, Block 1, Lot 22, PTN: SW# 32-19-29-W4M) has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulation and therefore it is recommended that the application be approved...”*

**December 8<sup>th</sup>, 2021** – The landowners requested a time extension in order to complete their Plan of Survey, Real Property Report and approach requirements for submission to the County. The applicant provided the time extension fee and a letter of request to Council. The time extension request was approved under the following resolution:

*“Council has no objection to a time extension as requested for the boundary adjustment approval granted on October 28<sup>th</sup>, 2020, for Plan 0810809, Block 1, Lot 20, PTN: NW 32-19-29-W4M and Plan 0812818, Block 1, Lot 22, PTN: SW 32-19-29-W4M, providing the applicant until October 28, 2022 to complete their outstanding conditions.”*

**NOTE:** To date, the applicant has completed all conditions of the subdivision, with the recent provision of a deposit for the completion of his approach.

**NOTE:** The applicant has provided the fee required for the second time extension request along with a letter of request. The time extension letter has been attached as Appendix B.

#### **REQUEST OF THE SUBDIVISION APPROVING AUTHORITY**

The Subdivision Approving Authority is respectfully requested to consider a second one-year time extension for the subdivision (boundary adjustment) originally approved on October 28<sup>th</sup>, 2020, between Plan 0810809, Block 1, Lot 20, PTN: NW 32-19-29-W4M and Plan 0812818, Block 1, Lot 22, PTN: SW 32-19-29-W4M. which expired October 28<sup>th</sup>, 2022 (first time extension). Approval of this request would provide the applicant until October 28<sup>th</sup>, 2023, to complete their outstanding conditions.

#### **APPENDICES**

##### **APPENDIX A - MAP SET:**

LOCATION MAP

LAND USE AND LOT SIZES MAP

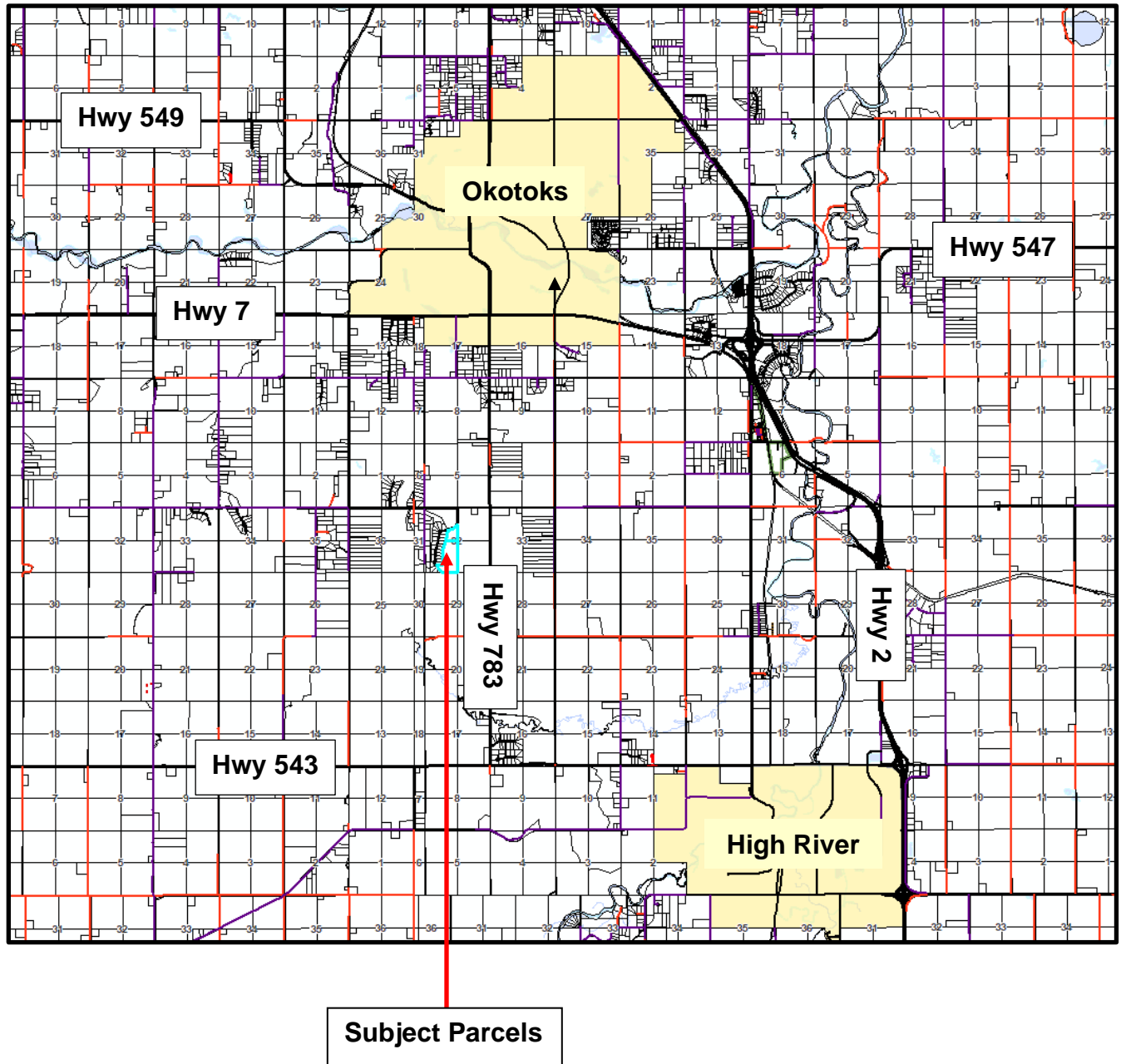
SITE PLAN

ORTHO PHOTO

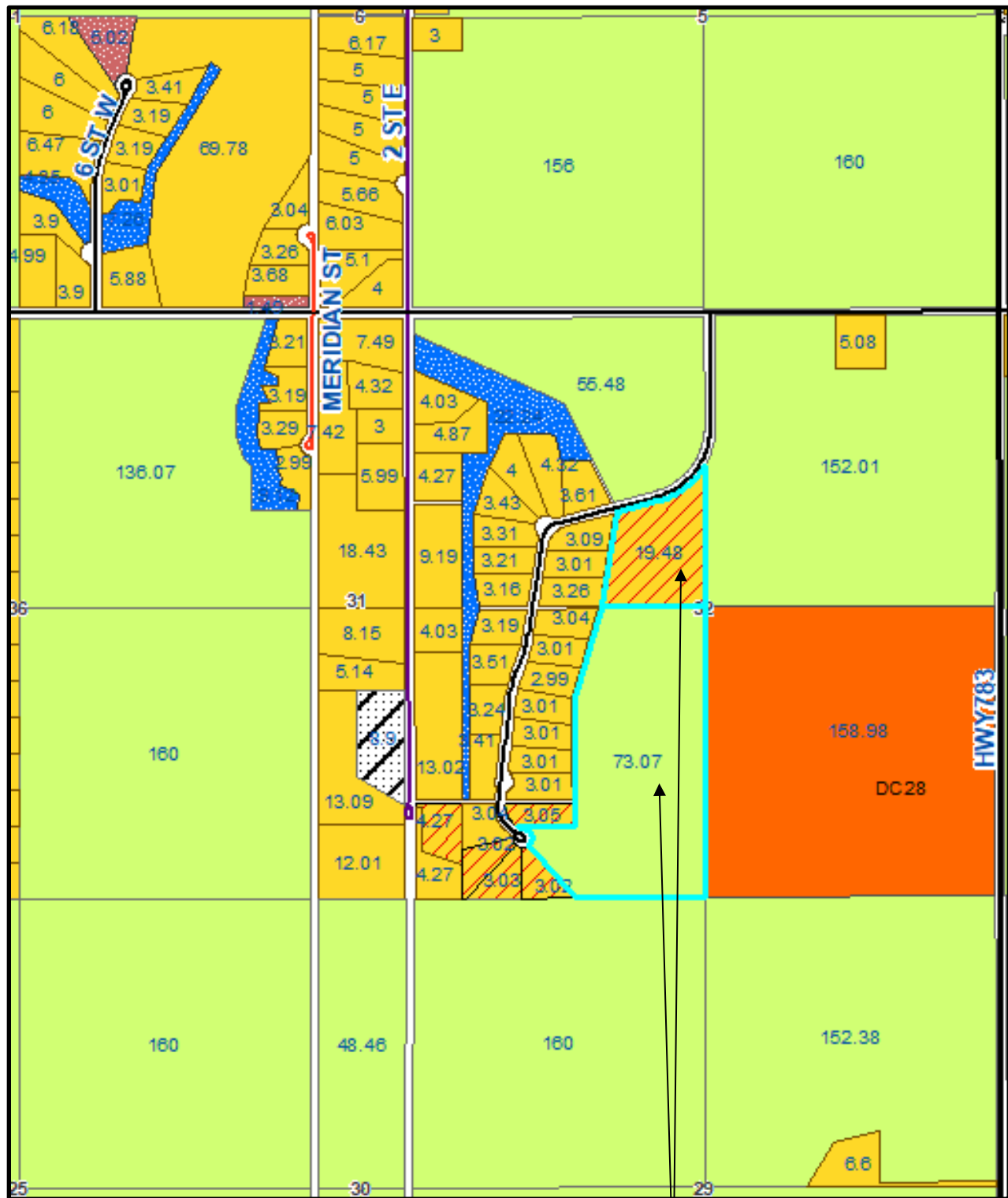
##### **APPENDIX B:**

LETTER OF REQUEST FROM APPLICANT















## APPENDIX A: LOCATION MAP



## APPENDIX A: LAND USE AND LOT SIZES



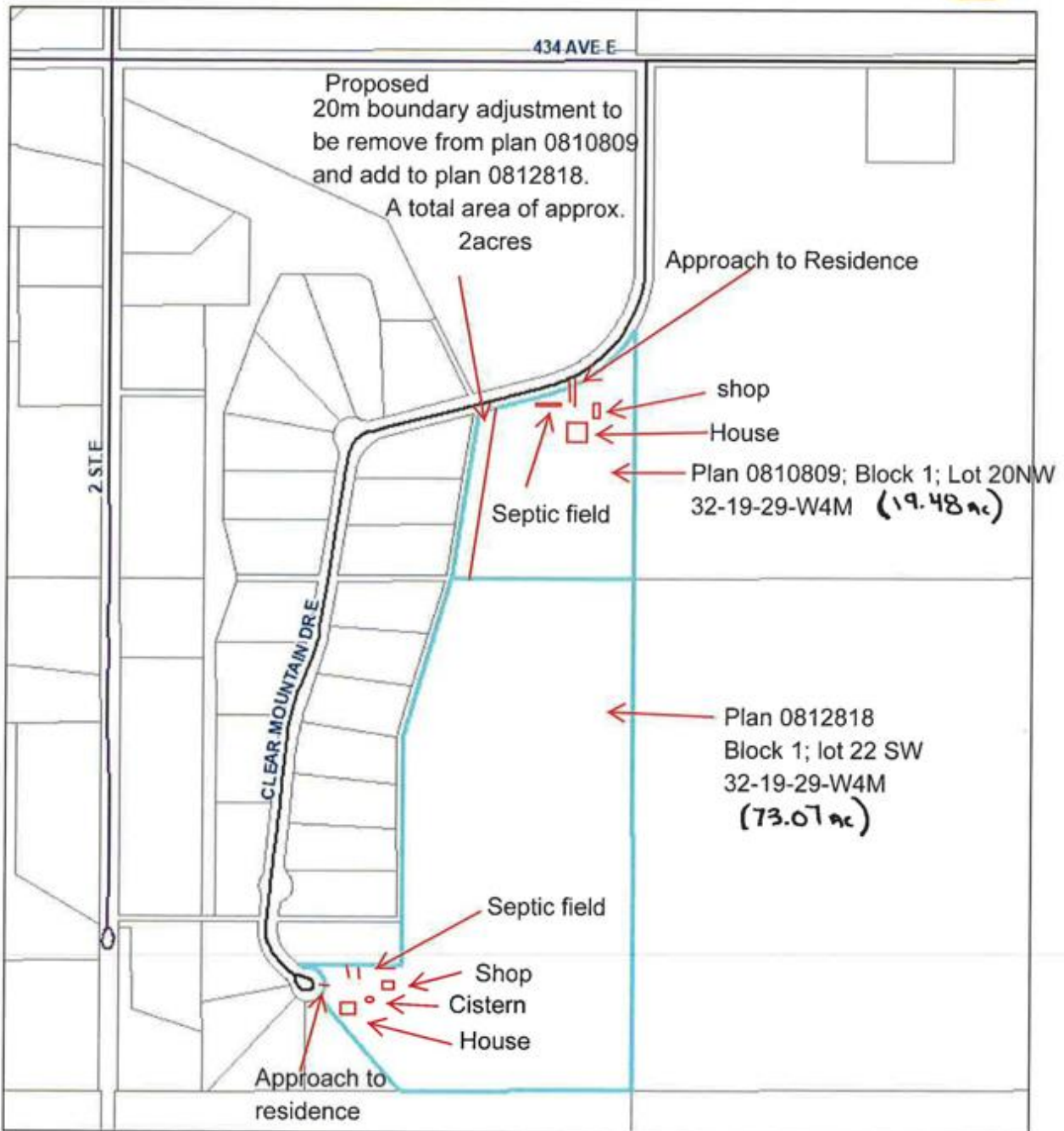
### Legend

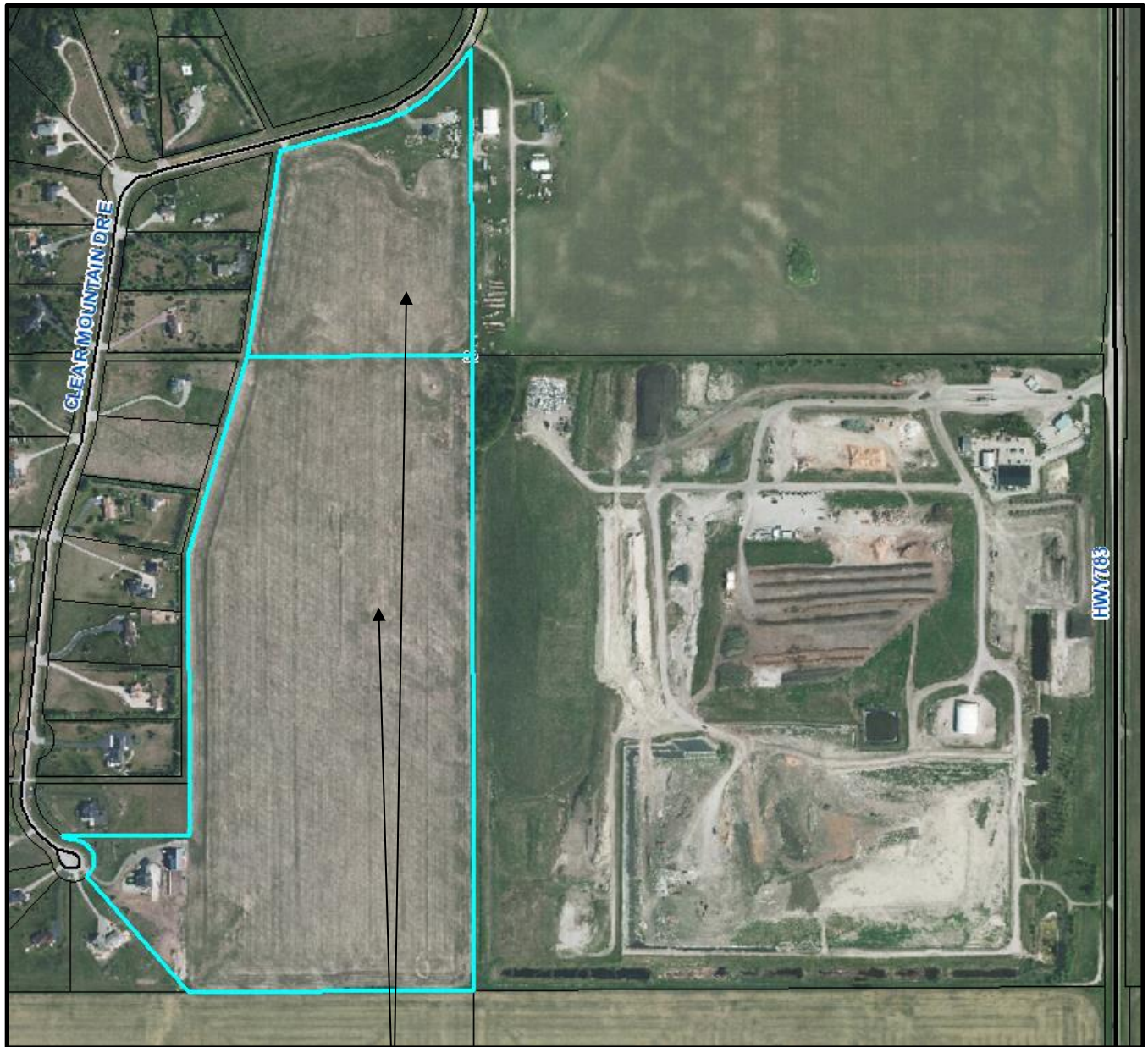
- |  |  |
|--|--|
|  Hard Surface (Chip/oil)        |  DC - Direct Control              |
|  Gravel                         |  INR- Natural Resource Extraction |
|  Pavement                       |  EP- Environmental Protection     |
|  A- Agricultural                |  PUL- Public Utility              |
|  AA- Agricultural Sub A         |  ER- Environmental Reserve        |
|  AB- Agriculture Business       |  MR- Municipal Reserve            |
|  CR- Country Residential        |  |
|  CRA- Country Residential Sub A |  |

## Subject Parcels



# Owusu/Mezei/Wilson Boundary Adjustment





Subject Parcels

## APPENDIX B: LETTER OF REQUEST FROM APPLICANT



Attn: Theresa Chipchase

MD of Foothills

January 16, 2023

Dear Madam,

I am writing your office to request second extension on my boundary adjustment application – 20210531, to allow for approach inspection and MD final approval.

All other conditions set out in the initial application have been completed.

Attached is payment authorization covering the extension application and deposit in-lieu of pavement on residence approach.

Warm regards,

Thomas Owusu

