



AGENDA

Council Meeting

9:00 AM - Thursday, May 18, 2023
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

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1. County Council Meeting Minutes
[Council Meeting - 04 May 2023 - Minutes](#)

D. SUBDIVISION APPLICATIONS

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1. Subdivision Application #2023-0-040 – 1000824 Alberta Ltd. - Lot 5, Block 1, Plan 1113171 within W1/2 10-9-21-W4M (Chinook Park)
[Subdivision Application #2023-0-040 – 1000824 Alberta Ltd. - Lot 5, Block 1, Plan 1113171 within W1/2 10-9-21-W4M \(Chinook Park\)](#)

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

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1. Bylaw 23-013 - Advertising Bylaw - Public Hearing
[Bylaw 23-013 - Advertising - Public Hearing](#)

F. DELEGATIONS

1. 11:00 a.m. - Ken van Rootselaar - Fire Response Invoice Appeal

G. DEPARTMENT REPORTS

G.1. FINANCE AND ADMINISTRATION

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- G.1.1. Bylaw 23-017 Tax Mill Rate Third Reading
[Bylaw 23-017 Tax Mill Rate Third Reading](#)

G.2. ADMINISTRATION

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- G.2.1. Policy 186 - Committee Members at Large Remuneration

G.3. INFRASTRUCTURE

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- G.3.1. **Letter of Support - Town of Coaldale Disaster Mitigation and Adaptation Fund Application (DMAF)**
[Letter of Support - Town of Coaldale Disaster Mitigation and Adaptation Fund Application \(DMAF\)](#)

G.4. PUBLIC OPERATIONS

G.5. COMMUNITY SERVICES

H. CORRESPONDENCE

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1. **Eventide Home BBQ & Open House Invitation**
[Eventide Home BBQ & Open House Invitation](#)

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2. **Town of Coaldale - Civic Square Grand Opening Invitation**
[Town of Coaldale - Civic Square Grand Opening Invitation](#)

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3. **Minister of Municipal Affairs**
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4. **Yellowhead County**
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5. **Town of Coaldale & Tourism Lethbridge - Promoting Tourism in Southern Alberta Networking Event**
[Town of Coaldale & Tourism Lethbridge - Promoting Tourism in Southern Alberta Networking Event](#)

I. COUNTY COUNCIL AND COMMITTEE UPDATES

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1. **Lethbridge County Council Attendance Update - April 2023**
[Lethbridge County Council Attendance Update - April 2023](#)

J. NEW BUSINESS

K. CLOSED SESSION

L. ADJOURN



MINUTES
Council Meeting
9:00 AM - Thursday, May 4, 2023
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, May 4, 2023, 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 Eric Van Essen
Councillor Klaas VanderVeen
Councillor Morris Zeinstra
Interim Chief Administrative Officer, Larry Randle
Director of Public Operations, Jeremy Wickson
Director of Infrastructure, Devon Thiele
Director of Finance & Administration, Jennifer Place
Interim Director of Community Services, Hilary Janzen
Executive Assistant, Candice Robison
Senior Planner, Steve Harty

A. CALL TO ORDER

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

B. ADOPTION OF AGENDA

The following items were added to the agenda:

J.1. - Economic Development Opportunity (*FOIP Section 16 - Disclosure harmful to business interests of a third party*)

J.2. - Personnel Matter (*FOIP Section 19 - Confidential Evaluations*)

138-2023	Councillor Sayers	MOVED that the May 4, 2023 Lethbridge County Council Meeting Agenda be adopted as amended.	CARRIED
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C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

139-2023	Deputy Reeve Kuerbis	MOVED that the April 20, 2023 Lethbridge County Council Minutes be adopted as presented.	CARRIED
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J. CLOSED SESSION

J.2. - Personnel Matter (*FOIP Section 19 - Confidential Evaluations*)

140-2023	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 9:05 a.m. for the discussion on the following:
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J.2. - Closed Session - Personnel Matter (FOIP Section 19 - Confidential Evaluations)

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

141-2023	Deputy Reeve Kuerbis	MOVED that the Lethbridge County Council Meeting move out of the closed session at 9:23 a.m.	CARRIED
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Reeve Campbell left the meeting at 9:24 a.m. and assigned the chair to Deputy Reeve Kuerbis.

D. **SUBDIVISION APPLICATIONS**

D.1. **Subdivision Application #2022-0-187 – Nieboer - NW1/4 33-10-23-W4M**

142-2023	Councillor Van Essen	MOVED that the Country Residential subdivision of NW1/4 33-10-23-W4M (Certificate of Title No. 091 044 920, 221 069 363), to reconfigure the layout (property boundary) and title size of an existing parcel through subdivision and consolidation, by realigning/relocating a rectangular 6.0-acre (2.43 ha) title boundary with the adjacent agricultural title, for county residential use; BE APPROVED subject to the following:
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- CONDITIONS:
- 1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
 - 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
 - 3. That the applicant submits a surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the 6.0-acre parcel being reconfigured. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels, are to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.

CARRIED

D.2. **Subdivision Application #2023-0-023 – Green Haven Tree Farm - Parcel X, Plan 7156HS & Lot 1, Block 1, Plan 0213343 within SW1/4 2-9-21-W4M**

143-2023	Councillor VanderVeen	MOVED that the Commercial and Country Residential subdivision of Parcel X, Plan 7156HS & Lot 1, Block 1, Plan 0213343 within SW1/4 2-9-21-W4M (Certificate of Title No. 091 285 093, 161 086 278), to reconfigure the property boundaries (property line adjustment) and size of two adjacent parcels resulting in a 1.30-acre (0.527 ha) country residential title being enlarged to 2.17-acres (0.88 ha), and then subdivide the adjacent resized commercial parcel by creating a new 6.37-acre title and a remnant 7.90-acre (3.20 ha) title for commercial use; BE APPROVED subject to the following:
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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 on the 0.87 land area difference for the yard (2.17 acres less 1.3 acres previously paid) and on the 7.90-acres at the market value of \$40,000 per acre with the actual acreage and amount to be paid (approx. \$35,080) to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that a Deferred Reserve caveat be registered on the new 6.37-acre title to reflect the 10% reserve requirement, with the actual acreage and amount be determined at the final stage, for Municipal Reserve purposes.

AND FURTHERMORE, upon payment of the Municipal Reserve, the existing deferred reserve caveat registered on the parent title in the 10% amount of 1.43 acres shall be discharged in its entirety.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided as approved. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels, is to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That the septic field associated with the greenhouse in the very southeast corner of the proposed new 6.37-acre parcel be decommissioned and relocated for the business, with confirmation provided to the satisfaction of the Subdivision Authority, prior to final endorsement.
5. That the septic field associated with the manufactured home dwelling be decommissioned, with confirmation provided to the satisfaction of the Subdivision Authority, prior to final endorsement.

CARRIED

D.3. **Subdivision Application #2023-0-025 – Variety Farms Inc.**
- Lot 1, Block 1, Plan 0010552 and SW1/4 26-11-23-W4M

144-2023	Councillor VanderVeen	MOVED that the Country Residential subdivision of Lot 1, Block 1, Plan 0010552 and SW1/4 26-11-23-W4M all within SW1/4 26-11-23-W4M (Certificate of Title No. 141 030 106 +3, 141 030 106 +4), to reconfigure an existing 4.45-acre (1.8 ha) title and reduce it in size to 3.0-acres (1.21 ha) for country residential use; BE APPROVED subject to the following:
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CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided and consolidated. The titles and portions of land to be subdivided and consolidated to

reconfigure the boundaries (property line) of the two adjacent parcels, is to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.

4. That the easement(s) as required by FortisAlberta shall be established prior to finalization.

CARRIED

Reeve Campbell returned to the meeting and resumed the chair at 9:48 a.m.

D.4. Subdivision Application #2023-0-037 – Vandebroek - NE1/4 30-10-22-W4M

145-2023 Councillor VanderVeen MOVED that the Rural Commercial subdivision of NE1/4 30-10-22-W4M (Certificate of Title No. 091 102 352 +4), to create a 4.24 acre (1.72 ha) commercial parcel from a cut-off/fragmented quarter-section title comprised of 98.88 acres (40.02 ha) for rural commercial 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 provides a final subdivision plan by a certified Alberta Land Surveyor to certify final parcel dimensions and to correspond to the approval for endorsement.
4. That the easement(s) as required by ATCO Gas shall be established prior to final endorsement.

CARRIED

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

Reeve Campbell reconvened the meeting at 10:05 a.m.

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

E.1. Bylaw 23-008 - Amendment to Bylaw 18-012 being the Chinook Industrial Park Area Structure Plan and Bylaw and Bylaw 23-009 - Land Use Bylaw Amendment from Lethbridge Urban Fringe To Rural General Industrial and Business Light Industrial - Public Hearing

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 23-008 and 23-009 at 10:05 a.m.

146-2023 Councillor VanderVeen MOVED that the Public Hearing for Bylaw 23-008 and Bylaw 23-009 commence at 10:06 a.m.

CARRIED

The Interim Director of Community Services reviewed Bylaw 23-008 and 23-009.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 23-008 and Bylaw 23-009.

Christina Lombardo, on behalf of the applicant, spoke in support of Bylaw 23-008 and Bylaw 23-009.

Michael Kelly, the developer, spoke in support of Bylaw 23-008 and Bylaw 23-009.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 23-008 and Bylaw 23-009.

No further comments were made.

147-2023	Councillor Hickey	MOVED that the Public Hearing for Bylaw 23-008 and Bylaw 23-009 adjourn at 10:20 a.m.	CARRIED
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Reeve Campbell reconvened the Council meeting at 10:20 a.m.

148-2023	Deputy Reeve Kuerbis	MOVED that Bylaw 23-008 be read a second time as amended.	CARRIED
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149-2023	Councillor VanderVeen	MOVED that Bylaw 23-009 be read a second time.	CARRIED
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150-2023	Councillor Van Essen	MOVED that Bylaw 23-008 be read a third time.	CARRIED
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151-2023	Councillor Hickey	MOVED that Bylaw 23-009 be read a third time.	CARRIED
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D. **SUBDIVISION APPLICATIONS**

D.5. **Subdivision Application #2023-0-038 – Neher/Hohlbein - Lot 8, Block 1, Plan 1712357 & Lot 11, Block 1, Plan 2111421 within N1/2 5-10-21-W4M**

152-2023	Deputy Reeve Kuerbis	MOVED that the Country Residential subdivision of Lot 8, Block 1, Plan 1712357 and Lot 11, Block 1, Plan 2111421 within N1/2 5-10-21-W4M (Certificate of Title No. 211 168 948 +2, 211 168 948 +3), to reconfigure the layout (property boundaries) and title acreage size amounts of two adjacent parcels through subdivision and consolidation, by adjusting titles 37.06 & 43.45 acres (14.99 & 17.58 ha) in size and creating reconfigured new titles 14.00 & 66.61 acres (5.67 & 26.95 ha) respectively in size, for county residential use; BE APPROVED subject to the following:
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- CONDITIONS:
- 1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
 - 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
 - 3. That the applicant submits a surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels, are to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.

4. That the existing access easements for property owners shall remain as registered on title(s) to enable landowners to continue to use the private road access.
5. The applicant must meet any requirements of Alberta Culture for Historical Resources and is responsible for submitting a Historic Resources (HR) Application to Alberta Culture via the Online Permitting and Clearance (OPaC) system as applicable. A copy in writing of any Historical Resources Act exemption or clearance must be provided to the Subdivision Authority prior to final endorsement.

CARRIED

F. DEPARTMENT REPORTS

F.2. MUNICIPAL SERVICES

F.2.1. Proclamation of National Public Works Week - May 21 - 27, 2023

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| 153-2023 | Councillor Van Essen | MOVED that Council proclaim May 21-27, 2023 as "National Public Works Week" in Lethbridge County. |
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CARRIED

F.1. COMMUNITY SERVICES

F.1.1. January-March 2023 Community Peace Officer Report.

The Community Peace Officer presented to Council the January-March 2023 Community Peace Officer Report.

F.3. CORPORATE SERVICES

F.3.1. Bylaw 23-017 Tax Mill Rate

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| 154-2023 | MOVED to lay Bylaw 23-017 Tax Mill Rate Bylaw on the table. |
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CARRIED

F.3.2. Quarterly Financial Report - January - March 2023

The Director of Finance and Administration presented to Council the quarterly financial report for January-March 2023.

F.1. INFRASTRUCTURE

F.2. ADMINISTRATION

G. CORRESPONDENCE

G.1. Lethbridge-Coaldale 4-H Beef Club - 100th Anniversary Gala Invitation

Council reviewed the Lethbridge-Coaldale 4-H Beef Club's 100th Anniversary Gala invitation.

Councillor Mark Sayers excused himself from voting and left the meeting as he sits on the 4-H Committee.

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| 155-2023 | Councillor Hickey | MOVED that Lethbridge County purchase a table of 8 for the Lethbridge-Coaldale 4-H Beef Club's 100th Anniversary Gala being held on Saturday, June 10, 2023. |
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CARRIED

G.2. Invitation to bid on the 2026 Alberta Winter and Summer Games

Council reviewed the invitation to bid on the 2026 Alberta Winter and Summer Games.

G.3. Farming for Tomorrow - Lethbridge Exhibition & Agri-Food Hub Trade Center Commemorative Publication

Council reviewed the Farming for Tomorrow's Lethbridge Exhibition & Agri-Food Hub Trade Center Commemorative Publication information.

Reeve Campbell recessed the meeting at 11:45 a.m.

Reeve Campbell reconvened the meeting at 11:53 a.m.

F. DEPARTMENT REPORTS

F.3. CORPORATE SERVICES

F.3.1. Bylaw 23-017 Tax Mill Rate

156-2023	Councillor Van Essen	MOVED to lift Bylaw 23-017 Tax Mill Rate Bylaw from the table.	CARRIED
157-2023	Deputy Reeve Kuerbis	MOVED that the 2023 Tax Mill Rate Bylaw 23-017 be read a first time as amended.	CARRIED
158-2023	Councillor Van Essen	MOVED that the 2023 Tax Mill Rate Bylaw 23-017 be read a second time.	CARRIED
159-2023	Deputy Reeve Kuerbis	MOVED that Council proceeds to consideration of third reading of Bylaw 23-017.	DEFEATED

J. CLOSED SESSION

J.1. - Economic Development Opportunity (FOIP Section 16 - Disclosure harmful to business interests of a third party)

160-2023	Deputy Reeve Kuerbis	MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 12:05 p.m. for the discussion on the following:
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J.1. - Closed Session - Economic Development Opportunity (FOIP Section 16 - Disclosure harmful to business interests of a third party)

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

161-2023	Councillor Hickey	MOVED that the Lethbridge County Council Meeting move out of the closed session at 12:29 p.m.	CARRIED
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H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

K. **ADJOURN**

162-2023	Councillor Zeinstra	MOVED that the Lethbridge County Council Meeting adjourn at 12:30 p.m.	CARRIED
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Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2023-0-040 – 1000824 Alberta Ltd.
- Lot 5, Block 1, Plan 1113171 within W1/2 10-9-21-W4M (Chinook Park)
Meeting: Council Meeting - 18 May 2023
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development
Larry Randle, Interim Chief Administrative Officer

Approved - 04 May 2023
Approved - 05 May 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to create nine industrial lots, ranging in size from 2.89-acres to 12.60-acres, two PULs, a registered roadway, and a residual 83.89-acre parcel, from a title of 147.18-acres, for both rural general industrial and business light industrial use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2023-0-040 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 ASP (as amended), and the municipal subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The industrial subdivision policies are within Land Use Bylaw (LUB) No. 1404 that allows subdivision for Rural General Industrial (RGI) and Business Light Industrial (BLI) use.
- The land is within the Chinook Industrial Park, established with a 2018 Area Structure Plan (ASP) Bylaw No. 18-012, and recently amended by Bylaw No. 23-008 (ASP amendment). The subdivision layout and servicing conform to the amended ASP.
- The Lethbridge County and the City of Lethbridge Intermunicipal Development Plan (IDP) applies. The IDP allows subdivision of these lands provided an ASP is adopted and the County's standards and criteria are met.
- The proposal aligns with the County's Industrial-Commercial Land Use Strategy which supports industrial subdivisions for planned business parks as well as the MDP.

BACKGROUND INFORMATION:

Located within the Chinook Industrial Park, situated east of 43 St. N. and the City of Lethbridge-County boundary, north of the Rave Industrial Park. The proposal is for the next phase (Phase 2) and first multi-density industrial lots to be subdivided.

ASP amendments were approved by Council (May 4, 2023) to enable this subdivision to proceed. The land is currently in agricultural use with no improvements on site. The proposed 5.39 acre lot adjacent to 43 St. will be for BLI use and all the remainder will be RGI. Access to all the lots will be from a new internal roadway that aligns with 14 Ave to the west in the city. Future road extensions are also provided to enable future access to the north as part of the overall street network. In accordance with the ASP, the lots are to be serviced by City treated water and a private septic system or holding/pump-out tank for sewage. No provision will be made in public roads for a municipal gravity system, nor any connection to municipal treatment facilities. The payment of any levies/fees for the applicable acreage share of the storm water ponds and any City of Lethbridge levies applicable, will be addressed through the Development Agreement. The Agreement will address all the improvements that are required at each phase of the development (e.g., improvements to roads and intersections). The land is relatively flat with natural drainage flowing towards the southeast area but there is an existing central break in topography where the natural drainage flows to the northeast. A 10 m drainage easement will be registered along the south and east perimeter of the subdivision plan.

Overall, the industrial proposal and lot sizes meets the criteria of the Land Use Bylaw No. 1404 for the RGI and BLI land use districts. The lots and layout also conform to the amended ASP. The application was circulated to the required external agencies with no concerns expressed (no requests for utility easements at time of agenda report). Alberta Transportation and the City of Lethbridge were both circulated (but have not yet responded).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision criteria or ASP policies are met.

Pros:

- there are no advantages to denying the subdivision as it meets the ASP criteria, the IDP policies, and the industrial 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 and the appropriate ASP and zoning are in place

FINANCIAL IMPACT:

Non direct to the County. However, the County will benefit from future industrial business taxes and a substantial MR payment on 63.29-acres of land.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[5A Lethbridge County 2023-0-040](#)

[Diagrams for Lethbridge County 2023-0-040](#)

RESOLUTION

2023-0-040

Lethbridge County

Industrial subdivision of Lot 5, Block 1, Plan 1113171 within W1/2 10-9-21-W4M

THAT the Industrial subdivision of Lot 5, Block 1, Plan 1113171 within W1/2 10-9-21-W4M (Certificate of Title No. 111 286 315 +1), to create nine industrial lots, ranging in size from 2.89-acres to 12.60-acres (1.17 to 5.10 ha), two PULs, a registered roadway, and a residual 83.89-acre (33.95 ha) parcel, from a title of 147.18-acres (59.56 ha), for both rural general industrial and business light industrial 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 63.29-acres at the market value of \$_____ per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that a Deferred Reserve caveat be registered on the remnant 83.89-acre title to reflect the 10% reserve requirement, with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may address the provision of roads, drainage, future servicing and the provision of any applicable servicing fees and off-site levy payments applicable.
3. That an easement agreement and surveyed drainage easement plan, as prepared by an Alberta Land Surveyor, shall be provided to be registered for a 10-metre strip of land dedicated for drainage along the entire south and east perimeter of the subdivision.
4. That a final subdivision plan of survey, as prepared by an Alberta Land Surveyor, shall be provided for final endorsement as approved.
5. If not addressed through the terms of the Development Agreement, the applicant is responsible for payment of the applicable servicing and off-site levy fees payments, applicable to their acreage share, including the City of Lethbridge fees.
6. That any easement(s) as required by utility companies, or the municipality shall be established.
7. That any requirements or conditions of Alberta Transportation be provided.

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 industrial subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposal and subdivision layout conforms to the Chinook Industrial Area Structure Plan (as amended by Bylaw No. 23-008). The proposed application and industrial lot sizes conform to the County's subdivision criteria for industrial use.

2023-0-040
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4. The land is located within the City of Lethbridge and County IDP boundary and the Subdivision Authority is satisfied that the proposal conforms to the IDP policies, and the conditions imposed will adequately address any matters pertaining to the City.

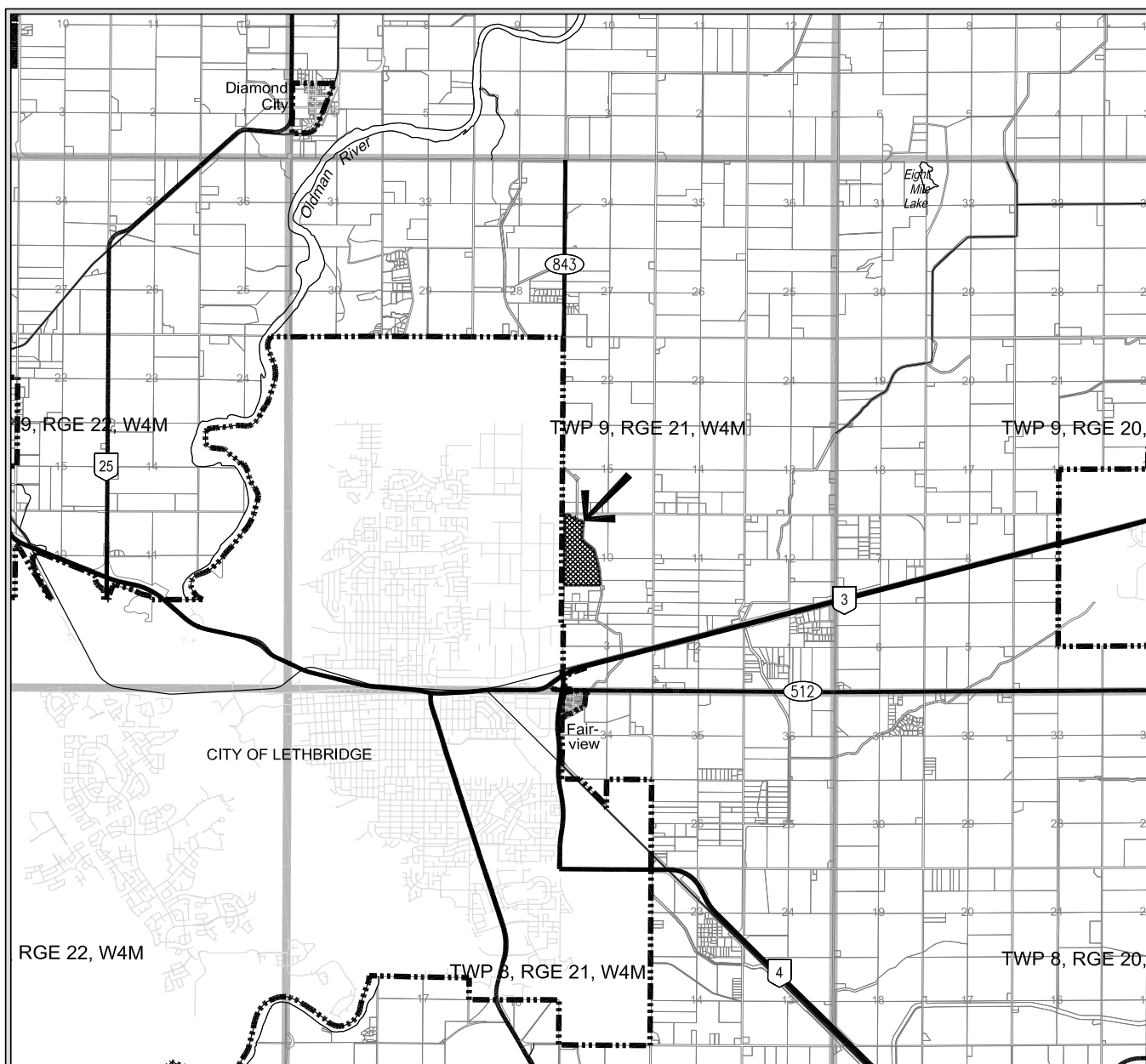
INFORMATIVE:

- (a) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (b) 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.)
- (c) Canada Post has no comment.
- (d) Thank you for your quick response and confirmation. At this time, Telus Communications Inc has no objection has no objection to the above circulation.

MOVER

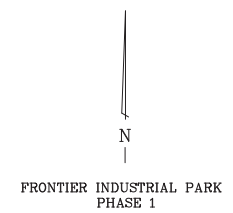
REEVE

DATE




SUBDIVISION LOCATION SKETCH
LOT 5, BLOCK 1, PLAN 1113171
WITHIN W 1/2 SEC 10, TWP 9, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: APRIL 12, 2023
FILE No: 2023-0-040





N.O.	REVISION	DATE	E



brown okamura & associates ltd.
Professional Services
3830 - 12 Avenue North, Lethbridge, Alberta

STANTEC CONSULTING LTD.

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
LOT 5, BLOCK 1, PLAN 111 3171
where:
S.W. 1/4 SEC. 10, TWP. 9, ROE. 21, W.4 M.
Lethbridge County

APPROVED	DRAWN BY:	DATE:
	CHECKED:	JOB #23-15925
	DESIGN:	SHEET
	TITLED:	DRAWINGS
	SCALE:	23-15925ctc
	1:2000 (Metric)	ISSUE

T.C. Penner, A.L.S.

AGENDA ITEM REPORT



Title: Bylaw 23-013 - Advertising Bylaw - Public Hearing
Meeting: Council Meeting - 18 May 2023
Department: Administration
Report Author: Mattie Watson

APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development
Larry Randle, Interim Chief Administrative Officer

Approved - 05 May 2023
Approved - 05 May 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A bylaw has been drafted to establish methods for advertising public notices in Lethbridge County. The proposed bylaw reflects current practice in the County's advertising and public notifications but there is not currently a bylaw or policy in place to formalize these activities.

RECOMMENDATION:

That Bylaw 23-013 - Advertising Bylaw be read a second time.
That Bylaw 23-013 - Advertising Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Formalizing the methods Lethbridge County uses to advertise certain notices is in line with several other municipalities across the province. Having a bylaw in place also provides transparency to citizens, businesses, and stakeholders and gives the County flexibility in advertising public notices if traditional methods are not available (ie. disruption to newspaper or mail service).

PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 23-013 received first reading on April 6, 2023.

BACKGROUND INFORMATION:

As per the Municipal Government Act (MGA), a municipality must use a local newspaper (for two consecutive weeks) or mail notices directly to affected landowners for certain matters ("proposed bylaws, resolutions, meetings, public hearings, and other things" - section 606(1)), unless Council passes a bylaw that allows for these to be advertised by alternative methods (ie. "electronic means").

Currently, Lethbridge County follows the MGA by advertising these matters in the Sunny South News and/or through mailing affected landowners (mainly for planning items), but also uses the County's

website, e-news, social media, app, newsletters, and notice boards in the Lethbridge administration office to ensure that the message is distributed to as many people as possible.

Many other municipalities in the province have established public notification/advertising bylaws in recent years. This could be attributed to the fact that there are increasingly more methods in which to reach the public, as well as changing preferences as to how they would like to receive information.

It is not anticipated that current advertising practices will change if the proposed bylaw is adopted, but it gives the County flexibility in advertising public notices, particularly in extenuating circumstances (ie. disruption in mail or newspaper service, etc.)

First reading of the bylaw was passed at the April 6, 2023 meeting. As per the MGA, section 606.1(4), a public hearing is required to be held. Notice of the public hearing has been advertised since May 2. Notices were placed in the Sunny South News (May 2 and 9), as well as on the County's website, social media, app, digital displays and notice board at the Lethbridge administration office, as well as an e-mail to those who have subscribed for public hearing notices through the County's website.

ALTERNATIVES / PROS / CONS:

Alternative: Council could not pass second reading of the proposed bylaw.

PRO: No clear benefit identified.

CON: If alternative methods for advertising cannot be used in place of newspaper ads and/or mailing notices, decisions on matters could be delayed in circumstances beyond the County's control (ie. disruption to mail or newspaper service). Also does not provide transparency or clarity to the public on advertising methods used by Lethbridge County.

FINANCIAL IMPACT:

None - Lethbridge County is currently utilizing the formats prescribed in this proposed bylaw to advertise notices to the public, therefore no financial impact is expected.

LEVEL OF PUBLIC PARTICIPATION:

☐ Inform ☒ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[Bylaw 23-013 - Advertising Bylaw Signed First Reading](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 23-013

Being a bylaw of Lethbridge County in the Province of Alberta to establish methods for advertising for public notices.

WHEREAS, pursuant to section 606(1) of the *Municipal Government Act*, a municipality is required to advertise a bylaw, resolution, meeting, public hearing, or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1; and,

WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings, and other things referred to in section 606; and

WHEREAS, pursuant to section 606.1(2) of the *Municipal Government Act*, Council is satisfied that the methods set out in this bylaw are likely to bring proposed bylaws, resolutions, meetings, public hearings, and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

PART 1 – TITLE

1. This bylaw may be referred to as the “Advertising Bylaw”.

PART 2 – PURPOSE

The purpose of this bylaw is to provide direction on methods for advertising proposed bylaws, resolutions, meetings, public hearings, and other things required to be advertised.

PART 3 - DEFINITIONS

1. “*Act*” means the *Municipal Government Act*
2. “*County*” means the municipality of Lethbridge County

PART 4 – APPLICATION

1. This bylaw applies to any notice identified in section 606 of the *Act*.
2. This bylaw does not apply to those items addressed in other sections of the *Act* that require alternative forms of advertising such as public auctions as identified in Section 421 of the *Act*.

PART 5 – METHODS OF ADVERTISING

1. Any notice of a bylaw, resolution, meeting, public hearing, or other thing required to be advertised pursuant to section 606 of the *Act* must be given in accordance with the timelines prescribed in subsections 606(3), (4), and (5), and contain the information prescribed in subsection 606(6).
2. The County may choose any of the following methods to advertise notices identified under section 606 of the *Municipal Government Act*:
 - a. Published at least once per week for two consecutive weeks in at least one publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held;
 - b. Electronically by posting the notice prominently on the Lethbridge County website at www.lethcounty.ca;
 - c. Electronically by posting to any of the Lethbridge County official social media pages;

- d. Electronically through the County’s opt-in electronic communications;
- e. Mailed or delivered to every residence in the area to which the proposed bylaw, resolution, or other thing relates, or in which the meeting or hearing is to be held;
- f. Posting the notice prominently at the County’s Lethbridge administration office;
- g. Any other method as deemed necessary or appropriate by administration.

PART 6 – SEVERABILITY

- 1. Should any provision of this bylaw be invalid, then such provisions shall be severed, and the remaining bylaw shall be maintained.

PART 7 – EFFECTIVE DATE

- 1. The Bylaw shall come into effect upon third and final reading hereof.

GIVEN first reading this 6th day of April 2023.



Reeve



Chief Administrative Officer

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

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

1 st Reading	April 6, 2023
2 nd Reading	
Public aring Reading	

AGENDA ITEM REPORT



Title: Bylaw 23-017 Tax Mill Rate Third Reading
Meeting: Council Meeting - 18 May 2023
Department: Finance and Administration
Report Author: Les Whitfield

APPROVAL(S):

Candice Robison, Executive Assistant
Larry Randle, Interim Chief Administrative Officer

Approved - 05 May 2023
Approved - 05 May 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration is bringing forward the Tax Mill Rate Bylaw #23-017 for third reading as amended at the May 4, 2023 County Council meeting.

The assessment roll has been prepared for the 2023 Tax Year as per the municipal budget approved on December 15, 2022 with the tax support requirement of \$16,675,460 to be collected in order to support the County's 2023 operations. Additional tax support for the Lethbridge Regional Waste Services Commission requisition and haul route capital funds are also included for a total of \$17,796,435.

As per the Municipal Government Act, a Tax Rate Bylaw is required to be passed annually as it enables the Property Assessment and Tax Notices to be issued and annual tax levies to be collected. The County's property tax due date is July 31st.

RECOMMENDATION:

That the 2023 Tax Mill Rate Bylaw 23-017 be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The 2023 budget for expenditures and required tax support has been approved and the bylaw complies with legislative requirements.

PREVIOUS COUNCIL DIRECTION / POLICY:

The 2023 Budget was approved per the attached resolution.

F.1.2. 2023 - 2025 Operating & 2023 -2027 Capital Budget

347-2022 Councillor VanderVeen MOVED that the 2023 Operating Budget expenses in the amount of \$30,204,555 as outlined in Attachment 1 be approved, and that the 2024 and 2025 Operating Budget expenses in the amounts of \$30,538,430 and \$30,804,015 respectively be approved in principle.

CARRIED

Pursuant to Section 353 of the Municipal Government Act (MGA) each Council must pass a property tax bylaw annually to impose a tax in respect of property in the municipality to raise revenue to be used toward payment of expenditures and transfers as set out within the budget of the municipality as well as for the requisitions imposed.

The following resolutions were passed at the May 4, 2023 Council meeting.

157-2023Deputy Reeve Kuerbis
MOVED that the 2023 Tax Mill Rate Bylaw 23-017 be read a first time as amended.
CARRIED

158-2023Councillor Van Essen
MOVED that the 2023 Tax Mill Rate Bylaw 23-017 be read a second time.
CARRIED

159-2023Deputy Reeve Kuerbis
MOVED that Council proceeds to consideration of third reading of Bylaw 23-017.
DEFEATED

Bylaw 23-017 has been updated and reflects the amendments that were passed as part of the first reading of the bylaw. Residential and Non-Residential/M&E rates have reduced slightly but remain at a 2:1 ratio with the Farmland Assessment which has increased as outlined below.

BACKGROUND INFORMATION:

The total property assessment on the attached spreadsheet for the 2023 tax year includes:

\$81,069,660 - increase in Residential Assessment from 2022 consisting of \$24,082,330 growth (new development) and \$56,987,330 is attributable to market value adjustments.

\$57,154,770 - overall increase in Non-Residential/Machinery and Equipment (M&E) Assessments. This increase is attributed \$16,790,800 in growth and \$40,363,970 inflation.

The assessment classes are defined under Section 297 of the MGA as follows:

- Class 1 - Residential;
- Class 2 - Non-Residential;
- Class 3 - Farmland;
- Class 4 - Machinery and Equipment (M&E)

The below information is based on a 2:1 tax rate Ratio between Non- Residential and Residential.

The municipal tax rate for Non-Residential and M&E classes must be the same.

The 2023 Farmland tax rate has increased by 6.72% compared to the 2022 tax rate resulting in a \$234,000 increase from 2022.

The 2023 Residential tax rate has decreased by 4.30% due to the increase in assessment and results in an additional \$116,025 in taxes over last year.

The 2023 Non-Residential/M&E tax rate has also decreased from 2022 by 4.08% due to assessment, resulting in a \$177,793 increase in taxes over last year.

ALTERNATIVES / PROS / CONS:

Council must pass a Tax Rate Bylaw annual in order to impose taxes per the MGA.

However, Council has the authority and option to change the tax rate amounts and ratios from what has been proposed within the bylaw presented, however they must ensure the appropriate amount of tax support is collected per the approved budget and that any rate changes comply with legislation.

FINANCIAL IMPACT:

Tax rates are calculated by dividing the Revenues required by the total assessment from the applicable property Assessment Class.

Below is a list of the required 2023 collection amounts:

Lethbridge County General	\$ 15,571,250	5.12% increase
Lethbridge County Haul Route Network	\$ 500,000	0% increase/decrease
Lethbridge Regional Waste Commission Levy	\$ 620,975	3.36% increase
Provincial Police Levy	\$ 704,210	50.11% increase
Green Acres Foundation	\$ 325,623	3.41% increase
Alberta Education Requisition	\$ 5,930,145	1.42% increase
Designated Industrial Property Requisition	\$ 18,570	1.43% decrease

2023 Proposed Total Tax Rates (Based on 2:1 Ration Non Res to Res):

ASSESSMENT CLASS	2023 TAX RATE	2022 TAX RATE
Class 3 - Farmland	29.2552	27.9873
Class 1 - Residential	7.3766	7.5906
Class 2 - Non-Residential	12.3792	12.8321
Class 4 - Machinery and Equip.	8.9029	9.1535

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 23-017 Tax Mill Rate-Amended May 4-23](#)

[Municipal Tax Rate as amended May 4-23](#)

[Requisition Tax Rates](#)

[Municipal Tax Rate History -2023 Amended](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 23-017
2023 TAX MILL RATE**

**A BYLAW OF LETHBRIDGE COUNTY TO AUTHORIZE THE 2021
TAX RATES OF ASSESSABLE PROPERTY WITHIN LETHBRIDGE COUNTY
PURSUANT TO THE MUNICIPAL GOVERNMENT ACT**

WHEREAS the Lethbridge County has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council meeting held on December 15, 2022; and

WHEREAS the estimated municipal expenditures and transfers from all sources for the Lethbridge County for 2023 total \$30,204,555 and \$17,796,435 is to be raised by general municipal taxation; and

NOW THEREFORE BE IT RESOLVED that the Council of Lethbridge County authorized the Chief Administration Officer to levy upon the assessed value of all assessable property shown on the assessment roll.

- a) Tax rate for municipal purposes:
- | | |
|--|---------|
| - Class 3 Farmland (Sec. 297 MGA) | 26.6270 |
| - Class 1 Residential (Sec. 297 MGA) | 4.7484 |
| - Class 2 & 4 Non-Residential/M&E (Sec. 297 MGA) | 8.7576 |
- b) Tax rate for the Green Acres Foundation 0.1453
- c) Tax rate for Designated Industrial Property 0.0746

THAT the following rates for School Requisition purposes to be calculated to generate \$5,526,827.71 for the 2023 Alberta School Foundation Fund (ASFF) and \$403,318.10 for the 2023 Holy Spirit Roman Catholic School District:

- | | |
|---|--------|
| a) ASFF Residential and Farmland | 2.4829 |
| b) ASFF Non-Residential | 3.4763 |
| c) Holy Spirit Residential and Farmland | 2.4829 |
| d) Holy Spirit Non-Residential | 3.4763 |

This Bylaw shall hereby rescind previous Bylaw No. 22-007.

GIVEN first reading this 4th day of May, 2023.

Reeve

Chief Administrative Officer

GIVEN second reading this 4th day of May, 2023.

Reeve

Chief Administrative Officer

GIVEN third reading this 18th day of May, 2023.

Reeve

Chief Administrative Officer

4-May			LETHBRIDGE COUNTY TAX RATES - 2023								
		ACTUAL	2023 REQUIRED	2023 TAX		2022	2022	2022 TAX			
		ASSESSMENT	REVENUE	(MILL)RATE		ASSESSMENT	REVENUE	RATE			
		MUNICIPAL									
		GENERAL MUNICIPAL PURPOSES									
		Farmland	158,492,200.00	3,600,000.00	22.7141	6.73%	158,158,230.00	3,366,000.00	21.2825		
		Residential	1,237,685,030.00	4,938,650.00	3.9902	-4.30%	1,156,615,370.00	4,822,625.00	4.1696		
		Non-Residential/M&E	879,144,905.00	7,032,600.00	7.9994	-4.08%	821,990,135.00	6,854,807.00	8.3393		
			2,275,322,135.00	15,571,250.00			2,136,763,735				
		Add Provincial Police Services	2,275,322,135.00	704,210	0.3095	40.94%	2,136,763,735	469,138	0.2196		
		Add Recreation	2,275,322,135.00	400,000	0.1758	7.33%	2,136,763,735	350,000	0.1638		
				16,675,460.00				15,862,570.00			
		Provincial Availability Adjustment	34,541,365.00				33,796,915.00				
		Total	2,309,863,500	16,675,460		5.12%	2,170,560,650	15,862,570			
		Add Haul Route Network	158,492,200.00	500,000	3.1547	-3.93%	158,158,230	519,383	3.2839		
		Add LRWMSC	2,275,322,135.00	620,975	0.2729	-2.95%	2,136,763,735	600,780	0.2812		
		Total Municipal		\$17,796,435.00				\$16,982,733.00			
				Farmland Rate	26.6270	5.53%		Farmland Rate	25.2310		
		MUNICIPAL RATES		Residential Rate	4.7484	-1.77%		Residential Rate	4.8341		
				Non-Res/M&E Rate	8.7576	-2.73%		Non-Res/M&E Rate	9.0038		
		REQUISITIONS		\$ 6,274,338.79				\$ 6,181,276.80			
		TOTAL 2023 TAX LEVY		\$23,977,711.80				\$23,164,009.80			
				Farmland Rate	29.2552	4.53%		Farmland Rate	27.9873		
				Residential Rate	7.3766	-2.82%		Residential Rate	7.5906		
				Non-Residential	12.3792	-3.53%		Non-Residential	12.8321		
				M & E Rate	8.9029	-2.74%		M & E Rate	9.1535		

4-May			LETHBRIDGE COUNTY TAX RATES - 2023						
		ACTUAL	2023 REQUIRED	2023 TAX		2022	2022	2022 TAX	
		ASSESSMENT	REVENUE	(MILL)RATE		ASSESSMENT	REVENUE	RATE	
	REQUISITIONS								
	Green Acres Foundation	2,240,780,770.00	325,623.19	0.1453	-2.93%	2,102,966,820	314,891.36	0.1497	
	Designated Industrial Property	248,924,820.00	18,569.79	0.0746	-2.61%	242,046,970	18,307.68	0.0766	
	SCHOOLS								
	ASFF RESIDENTIAL & FARMLAND	1,272,953,573.00	3,160,616.43	2.4829	-4.75%	1,197,186,412	3,120,442.66	2.6068	
	ASFF NON-RESIDENTIAL	680,669,470.00	2,366,211.28	3.4763	-5.50%	631,345,822	2,327,611.61	3.6785	
	NON-TAXABLE ELECTRIC LINEAR	16,601,370.00				15,904,880			
	MACHINERY & EQUIPMENT	120,077,100.00				114,953,090			
	PROVINCIAL GIPOT RES. & FARMLAND	5,271,980.00				5,039,160			
	PROVINCIAL GIPOT NON RESIDENTIAL	63,810,750.00				62,554,670			
		2,159,384,243.00	\$ 5,526,827.71			2,026,984,034			
	TOTAL ASFF EDUCATION REQUISITION	\$ 2,159,384,243.00	5,526,827.71			\$2,026,984,034.00	5,448,054.27		
	HOLY SPIRIT RES. & FARMLAND	120,587,667.00	\$299,407.12	2.4829	-4.75%	115,067,608	\$300,336.97	2.6068	
	HOLY SPIRIT NON-RESIDENTIAL	29,891,590.00	\$103,910.98	3.4763	-5.50%	28,509,008	\$99,686.52	3.6785	
		150,479,257.00							
	TOTAL HOLY SPIRIT REQUISITION	150,479,257.00	403,318.10			143,576,616.00	400,023.49		
			-						
	TOTAL	2,309,863,500.00	\$ 5,930,145.81		1.40%	2,081,760,410	\$5,848,077.76		
			\$ 5,930,145.81						
	TOTAL 2023 REQUISITIONS TAX LEVY		\$6,274,338.79				\$6,181,276.80		
			Farmland Rate	2.6282	-4.65%		Farmland Rate	2.7565	
			Residential Rate	2.6282	-4.65%		Residential Rate	2.7565	
			Non-Residential	3.6216	-5.40%		Non-Residential	3.8282	
			M & E Rate	0.1453	-2.94%		M & E Rate	0.1497	

**TAX RATE COMPARISON
MUNICIPAL ONLY**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
FARMLAND	17.0070	17.6415	20.4163	20.4495	24.8131	24.8348	24.8625	24.9373	25.0363	25.2310	26.6270
RESIDENTIAL	4.5483	4.5786	4.5824	4.6156	4.6290	4.7279	4.6903	4.8461	4.8989	4.8341	4.7484
NON-RESIDENTIAL	9.5700	9.2238	9.2275	9.0654	9.0788	9.2213	9.1147	9.3040	9.3435	9.0038	8.7576
M & E	9.5700	9.2238	9.2275	9.0654	9.0788	9.2213	9.1147	9.3040	9.3435	9.0038	8.7576

AGENDA ITEM REPORT



Title: Policy 186 - Committee Members at Large Remuneration
Meeting: Council Meeting - 18 May 2023
Department: Administration
Report Author: Jennifer Place

APPROVAL(S):

Candice Robison, Executive Assistant
Larry Randle, Interim Chief Administrative Officer

Approved - 04 May 2023
Approved - 05 May 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

At the April 20th meeting Council had a discussion with regards to the Ag Services Committee Members at Large and how and what remuneration is or should be provided to the members. Following that discussion, direction was provided for Administration to review a remuneration policy for the Committee Members at Large that follows the council remuneration format.

While reviewing the Council Remuneration Policy, Administration determined it may be best to develop a policy that is specific to Committee Members at Large for clarity and transparency purposes, rather than combine the two into one.

RECOMMENDATION:

That County Council approve Policy 186 - Committee Members at Large Remuneration.

REASON(S) FOR RECOMMENDATION(S):

Policy 186 provides both appointed committee members at large and administration with the guidelines, procedures and costs associated with Committee Member at Large remuneration, offering both fiscal responsibility and transparency to the public.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council provided verbal direction to the Chief Administrative Officer to have Administration review a policy for Committee Members at Large Remuneration.

BACKGROUND INFORMATION:

As stated within the policy, the procedures and amounts contained within the policy are meant to reflect and provide compensation for expenses incurred by the committee members in the

performance of their duties and to reflect a reasonable compensation for the time expended in the execution of their duties.

ALTERNATIVES / PROS / CONS:

Council could amend the policy as they see fit prior to approving it.

PRO - Any amendments would reflect Council's intent for the policy

CON - N/A

Council could decide to not approve the policy at this time

PRO - No impact to County

CON - No clarity or process will be in place for how to reimburse committee members at large who attend conferences or meetings on the County's behalf.

FINANCIAL IMPACT:

There is no immediate financial impact, all costs related to Committee Members at Large remuneration will be expensed from the appropriate department's operating budget.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[186 - Committee Members at Large Remuneration](#)



Lethbridge County Policy Handbook

EFFECTIVE:

SECTION: 100 NO. 186 Page 1 of 2

APPROVED BY: County Council

SUBJECT: Committee Members at Large Remuneration

REVISED DATE:

PURPOSE

To establish a guideline for Lethbridge County Committee Members at Large remuneration and provide for fiscal responsibility and public transparency for Lethbridge County.

GENERAL CONSIDERATIONS

The remuneration of Committee Members at Large shall be reviewed as required to reflect the expenses incurred by the Committee Members in the performance of their duties and to reflect a reasonable compensation for the time expended in the execution of their duties.

PROCEDURE

1. Committee Members at Large Remuneration:

- 1.1** Per Diem compensation for time spent in attendance at meetings as identified within the Committee Terms of Reference or as determined by the committee as a whole, shall be paid on a per meeting basis at the same per diem as County Council.

Per Diem rates in effect upon approval of this policy are set out below and may be adjusted annually by council during budget process:

- | | | |
|------|--|-------|
| i. | Up to 4 hours (half day): | \$153 |
| ii. | Over 4 hours and up to 8 hours (full day): | \$306 |
| iii. | Over 8 hours (1.5 days) | \$459 |
- (maximum amount claimable is 1.5 days)

- 1.2** Time calculated for per diem claims includes travel to and from the activity. Per diem expense claims should be submitted and approved within two months following the claim event and will be paid within the following Lethbridge County regular payroll and accounts payable schedule.



Lethbridge County Policy Handbook

EFFECTIVE:

SECTION: 100 NO. 186 Page 1 of 2

APPROVED BY: County Council

SUBJECT: Committee Members at Large Remuneration

REVISED DATE:

-
- 1.3** Remuneration per diems must be reviewed and approved by the Committee Chair to ensure compliance with this policy. Where remuneration or expenses requested are beyond those outlined in this policy or a conflict arises, the matter will be referred to Lethbridge County Council for resolution.

2. Mileage

- 2.1** Mileage per kilometer rate (no receipt required) – based on the Canada Revenue Agency (CRA) automobile allowance rate (for actual kilometers driven) for the current year. The rate for 2023 is \$0.68/km (for the first 5,000 km driven; \$0.62/km thereafter). The rate will be reviewed annually and updated to align with CRA's most current rate.

3. General

- 3.1** All claim amounts and additional costs incurred such as conference fees, hotel, parking, etc. must be entered on the claim form, Appendix A, along with accompanying receipts for reimbursement.
- 3.2** Income Tax and Canada Pension Plan contributions will be deducted from the per diem and mileage rates as per Canada Revenue Agency regulations regarding appointed official positions.
- 3.3** Expenses incurred by committee members while travelling on County business will be reimbursed in accordance with this Policy 186. *Please note that Lethbridge County does not reimburse for spousal expenses related to conferences or travel.*
- 3.4** The Committee Members at Large Remuneration Policy provides for fiscal responsibility and public transparency.

POLICY REVIEW

This policy will be reviewed on a regular basis by Lethbridge County Administration and brought forward to Lethbridge County Council for approval as required.



COMMITTEE MEMBER AT LARGE REMUNERATION CLAIM

(please refer to "Policy 186 - Committee Members at Large Remuneration" for guidelines, rules & definitions)

Claimant Name:	
Reason for Travel:	
Dates Attended:	
Location:	

DESCRIPTION				AMOUNT
Receipts NOT required for the following claims:				
Up to 4 hours (half day)		@	156.00	0.00
Over 4 hours & up to 8 hours (full day)		@	312.00	0.00
Over 8 hours (1.5 days)		@	468.00	0.00
Mileage - total km		@	0.68	0.00
TOTAL (Payroll)				0.00

Receipts required for the following claims:

Hotel (include GST): (room rates over \$250.00/night must be pre-approved)				
Parking (include GST):				
Taxi (include GST):				
Air Travel (include GST):				
Alternate lodging (<i>no receipt required</i>):		@	125.00	0.00
TOTAL (Accounts Payable)				0.00
GST included in the above (from receipts)				

Declaration: I hereby certify that the whole of this expenditure was incurred on Municipal business, that each item is true and complete and that I have complied with Policy 186.

* Payroll and Accounts Payable amounts will be paid separately.
Provide form to Executive Administrator for processing.

Claimant

Committee Chair

AGENDA ITEM REPORT



Title: Letter of Support - Town of Coaldale Disaster Mitigation and Adaptation Fund Application (DMAF)
Meeting: Council Meeting - 18 May 2023
Department: Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Jennifer Place, Director of Finance & Administration

Approved - 09 May 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Town of Coaldale, Lethbridge County, and the Saint Mary River Irrigation District have been working for years on the Malloy Drain implementation plan to address stormwater drainage issues in and around the Coaldale area. The Malloy Phase 1 and 2a projects have been completed, with the Phase 2b project identified as the next phase to complete. Since the approval of Phase 2b in the budget, there have been delays to the project beyond the County's control, and due to inflation, we now have a project funding deficit. Several meetings have occurred with all three parties, including MPE and the grant funding authorities, to find a solution to the funding deficit. It was determined that the initial grant funding scope be revised to reduce the funding required and apply for additional funds through the Disaster Mitigation and Adaptation Fund to complete the work removed from the initial scope.

RECOMMENDATION:

That Council approve a letter of support and authorize the Town of Coaldale's application under the Disaster Mitigation and Adaptation Fund for the South Coaldale Regional Stormwater Management Facility project on behalf of the Town of Coaldale, Lethbridge County and the Saint Mary River Irrigation District.

REASON(S) FOR RECOMMENDATION(S):

To enable the three parties to have access to additional grant funds to help offset price escalations.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Malloy Phase 2B project was approved through the 2021 capital budget which has been carried forward from previous years.

BACKGROUND INFORMATION:

The initial scope of the Malloy Phase 2B project included the re-deployment of the abandoned raw water reservoirs in the Town of Coaldale, the installation of stormwater pipeline, and the construction of a stormwater reservoir at the south end of Coaldale. This phase received approval for funding through the *Alberta Community Resilience Program* and the Investing in Canada Infrastructure Program in 2019. The revised scope for 2b includes the re-deployment of the raw water reservoirs and stormwater pipelines. The new scope under the DMAF funding is for the construction of a new stormwater pond at the south end of Coaldale, which is now referred to as the "South Coaldale Regional Stormwater Management Facility."

ALTERNATIVES / PROS / CONS:

N/A

FINANCIAL IMPACT:

None at this time, however, additional funding may be required if we are not successful in the DMAF application.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower



RECEIVED

APR 27 2023

Lethbridge County

LETHBRIDGE COUNTY COUNCIL

On behalf of the Board and Management of Eventide Home, we would like to invite you to join us for a BBQ lunch and open house to view and appreciate our home's completion. We have been progressing on our building project for the last years and are ready to transition our care home to operation.

11:00 – 11:15

Welcome message from John Arnoldussen Board Chairman, as well as a ribbon cutting ceremony in Village Square.

11:15 – 2:00

BBQ lunch by donation and self-guided tour.

Eventide Home of the

Netherlands Reformed Congregation
of Lethbridge

44-90022 Range Road 211
Lethbridge County, AB T1J5N9

Manager: Paul Vanden Broek
Office: (403) 320-0655
manager@eventidehome.ca

www.eventidehome.ca

Eventide Home Board



May 27: 11:00 am - 2:00 pm

44-90022 Range Road 211, Lethbridge County, AB, T1J5N9

May 1, 2023

Lethbridge County Council
100, 905 – 4th Avenue South
Lethbridge, AB
T1J 4E4

Re: Civic Square Grand Opening

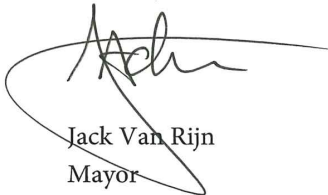
Dear Reeve & Councillors,

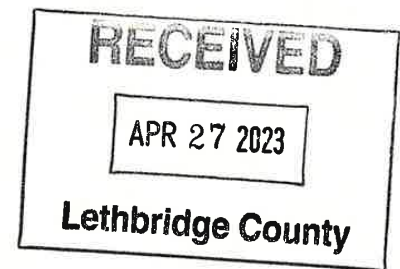
On behalf of Coaldale Town Council, I am pleased to invite you to the grand opening of Coaldale's recently completed Civic Square building, which is scheduled to take place on Saturday, June 17, 2023 from 1:00-4:00pm.

Civic Square is home to Coaldale's new Town Office and Council Chambers and will also serve as a central gathering place for the community for decades to come. As our regional friends and neighbours, we would therefore be honored to have your Council join ours, along with MLA Grant Hunter and MP Rachael Thomas, in celebrating its grand opening.

Please RSVP at your earliest convenience. We look forward to having you in attendance at what promises to be an historic event for the entire Town.

Sincerely,


Jack Van Rijn
Mayor



AR111311

April 20, 2023

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

Dear Reeve Campbell:

Thank you for taking the time during the Rural Municipalities of Alberta Spring 2023 Convention to meet and discuss the Local Government Fiscal Framework (LGFF), farm land assessment, and municipal decision-making and land-use planning decisions related to project approvals by the Alberta Energy Regulator.

I also acknowledge the receipt of your letter dated March 23, 2023, along with Serecon Inc.'s report on the Economic Impact of Agriculture in Lethbridge County. I have shared this report with my ministry for review. I appreciate the county's contribution to the agriculture sector, including the beef sector and major field crops, and its significant impact on Alberta's economy, as described in the report.

I have noted your request for funding to support a potable water line to support the McCain investment project, as well as your comment that the "intensity of use" of infrastructure should be considered for the LGFF.

As I mentioned during our meeting, the matter of provincial boards and local land-use decision-making is complex and will require further discussions. I have copied this letter to my colleagues, the Honourable Sonya Savage, Minister of Environment and Protected Areas; the Honourable Matt Jones, Minister of Affordability and Utilities; and the Honourable Pete Guthrie, Minister of Energy; so they are aware of your concerns.

Please do not hesitate to contact my office if you require any additional information regarding our discussion during the convention.

Sincerely,

Rebecca Schulz
Minister

cc: Honourable Pete Guthrie, Minister of Energy
Honourable Sonya Savage KC, Minister of Environment and Protected Areas
Honourable Matt Jones, Minister of Affordability and Utilities

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A



10 May 2023

Dear Alberta Municipalities:

Re: Alberta Provincial Election

It is time for all parties running in this upcoming election to band together, get a hold of elections Alberta and postpone this Provincial Election.

This election is nothing but a distraction at this point. When we, Albertans, need every government official to roll up their sleeves and fight for this province before we don't have a province to come back to.

At this time, we ask that you postpone this election and form a non-partisan collaborative government for the betterment of all Albertans.

The forecast is for high temperatures again in the near future, and we need to be ready.

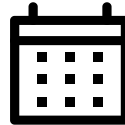
I'm calling on all Albertans, all mayors and reeves across Alberta to contact your MLAs to help me get this message out.

Regards,

Wade Williams
Mayor Yellowhead County

Cc: Premier of Alberta
RMA
AB Munis

PROMOTING TOURISM IN SOUTHERN ALBERTA



02 JUNE,
2023

8:30AM-12:00PM

CIVIC SQUARE, COALDALE



**ROGER
BROOKS**

TOURISM & DOWNTOWN
EXPERT

Tickets available at:

[www.https://www.eventbrite.ca/e/promoting-tourism-in-southern-alberta-tickets-632753902957](https://www.eventbrite.ca/e/promoting-tourism-in-southern-alberta-tickets-632753902957)



AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - April 2023
Meeting: Council Meeting - 18 May 2023
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Larry Randle, Interim Chief Administrative Officer

Approved - 05 May 2023

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 - April 2023](#)

**Lethbridge County Council Attendance
April 2023**

Division 1

Councillor Lorne Hickey

April 5	FCSS Meeting
April 5	FCSS All Councils Meeting
April 6	Lethbridge County Council Meeting
April 18	Audit Committee Meeting
April 18	CAO Candidate Interviews
April 19	CAO Candidate Interviews
April 20	Lethbridge County Council Meeting
April 25	McCain Open House
April 26	Green Acres Board Meeting
April 26	Council Meet & Greet hosted by Picture Butte
April 27	CAO Candidate Interviews

Division 2

Reeve Tory Campbell

April 5	FCSS All Councils Meeting
April 6	Lethbridge County Council Meeting
April 6	Chinook Arch Board Meeting
April 11	Lethbridge College Road to Ready
April 11	Meeting with MP Thomas
April 11	Fire Services Discussion
April 14	CAO Recruitment Meeting
April 17	Southern Regional Drainage Committee Meeting & Governance Meeting
April 18	CAO Candidate Interviews
April 19	CAO Candidate Interviews
April 20	Lethbridge County Council Meeting
April 24	Exhibition Park Ownership Engagement
April 25	McCain Open House
April 27	CAO Candidate Interviews

Division 3

Councillor Mark Sayers

April 6	Lethbridge County Council Meeting
April 11	Meeting with MP Thomas
April 18	CAO Candidate Interviews
April 19	CAO Candidate Interviews
April 20	Lethbridge County Council Meeting
April 25	Regional Water Commission Meeting
April 25	SouthGrow Meeting

April 26	Council Meet & Greet hosted by Picture Butte
April 27	CAO Candidate Interviews

Division 4

Deputy Reeve John Kuerbis

April 6	Lethbridge County Council Meeting
April 11	Regional Waste Commission Meeting
April 11	Meeting with MP Thomas
April 18	Audit Committee Meeting
April 18	CAO Candidate Interviews
April 19	CAO Candidate Interviews
April 20	Lethbridge County Council Meeting
April 25	Regional Water Commission Meeting
April 26	Council Meet & Greet hosted by Picture Butte
April 27	CAO Candidate Interviews
April 28	Lethbridge Recovery Center Press Conference

Division 5

Councillor Eric Van Essen

April 6	Lethbridge County Council Meeting
April 11	Highway 3 Twinning Development Association AGM
April 11	Meeting with MP Thomas
April 13	Picture Butte Chamber of Commerce
April 18	Audit Committee Meeting
April 18	CAO Candidate Interviews
April 19	CAO Candidate Interviews
April 20	Lethbridge County Council Meeting
April 26	Council Meet & Greet hosted by Picture Butte
April 27	CAO Candidate Interviews

Division 6

Councillor Klaas VanderVeen

April 6	Lethbridge County Council Meeting
April 11	Regional Waste Commission Meeting
April 11	Meeting with MP Thomas

Division 7

Councillor Morris Zeinstra

April 6	Lethbridge County Council Meeting
April 11	Meeting with MP Thomas

April 18	CAO Candidate Interviews
April 19	CAO Candidate Interviews
April 20	Lethbridge County Council Meeting
April 26	Council Meet & Greet hosted by Picture Butte
April 27	CAO Candidate Interviews