



# AGENDA

## Council Meeting

9:00 AM - Thursday, October 5, 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 - 21 Sep 2023 - Minutes](#)

### D. DELEGATIONS

1. **9:15 a.m. - Ron Spillman Service Recognition**

### E. SUBDIVISION APPLICATIONS

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1. **Subdivision Application #2023-0-111 – Fleischhauer**  
**- Lots 12 & 13, Block 7, Plan 8321EE within NW1/4 30-10-21-W4M**  
**(Hamlet of Shaughnessy)**  
[Subdivision Application #2023-0-111 – Fleischhauer - Lots 12 & 13,](#)  
[Block 7, Plan 8321EE within NW1/4 30-10-21-W4M \(Hamlet of](#)  
[Shaughnessy\)](#)

### F. DEPARTMENT REPORTS

#### F.1. MUNICIPAL DEVELOPMENT & INFRASTRUCTURE

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- F.1.1. **Bylaw 23-023 - Re-designate Plan 2310510 Block 1 Lot**  
**3 in the SE 4-11-23-W4 from Rural Commercial to**  
**Business Light Industrial- First Reading**  
[Bylaw 23-023 Land Use Bylaw Amendment - Rural](#)  
[Commercial to Business Light Industrial - First Reading](#)

#### F.2. CORPORATE SERVICES

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- F.2.1. **Commercial & Industrial Municipal Tax Incentive**  
**Bylaw 23-024**

[Commercial & Industrial Municipal Tax Incentive By-Law 23-024](#)

**F.3. ADMINISTRATION**

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- F.3.1. **Village of Stirling ACP Grant Application - Intermunicipal Collaboration BEW FCSS Proposal - Letter of Support**

[Village of Stirling ACP Grant Application - Intermunicipal Collaboration BEW FCSS Proposal - Letter of Support](#)

- F.3.2. **Town of Coaldale ACP Grant Application - Letter of Support**

- F.3.3. **Nobleford Bulk Water Station Funding Request**

**F.4. PUBLIC OPERATIONS**

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- F.4.1. **2024 Provincial Agricultural Service Board Conference Sponsorship Opportunity**

[2024 Provincial Agricultural Service Board Conference Sponsorship Opportunity](#)

**G. CORRESPONDENCE**

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1. **Coaldale & District Emergency Services 2023 Annual Awards Ceremony Invitation**

[Coaldale & District Emergency Services 2023 Annual Awards Ceremony Invitation](#)

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2. **Agricultural Service Board Position Statement**

[Agricultural Service Board Position Statement](#)

**H. NEW BUSINESS**

**I. CLOSED SESSION**

**J. ADJOURN**



# MINUTES

## Council Meeting

9:00 AM - Thursday, September 21, 2023  
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, September 21, 2023, at 9:00 AM, in the Council Chambers, with the following members present:

**PRESENT:** Reeve Tory Campbell  
Councillor Mark Sayers  
Councillor Eric Van Essen  
Councillor Klaas VanderVeen  
Councillor Morris Zeinstra  
Chief Administrative Officer Cole Beck  
Director of Public Operations, Jeremy Wickson  
Director of Municipal Development & Infrastructure Devon Thiele  
Director of Corporate Services Jennifer Place  
Executive Assistant Candice Robison  
Supervisor of Planning & Development Hilary Janzen  
Senior Planner Steve Harty  
Municipal Intern - Finance Jeremy Vander Meulen

Deputy Reeve Kuerbis and Councillor Hickey were excused.

### A. CALL TO ORDER

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

Reeve Campbell read the following land acknowledgement:

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

### B. ADOPTION OF AGENDA

267-2023 Councillor Van Essen MOVED that the September 21, 2023 Lethbridge County Council Meeting Agenda be adopted as presented.

CARRIED

### C. ADOPTION OF MINUTES

#### C.1. County Council Meeting Minutes

268-2023 Councillor VanderVeen MOVED that the September 7, 2023 Lethbridge County Council Minutes be adopted as presented.

CARRIED

### D. SUBDIVISION APPLICATIONS

#### D.1. Subdivision Application #2023-0-003 – Cote - Lot 4, Block 20, Plan 9412761, ptn. of closed road and SW1/4 6-10-2-W4M

269-2023 Councillor Sayers MOVED that the Country Residential subdivision of Lot 4, Block 20, Plan 9412761, portion of closed road and a portion of SW1/4 6-10-2-W4M (Certificate of Title No. 161 193 773, 951 004 347), to subdivide and reconfigure two existing parcels and a former roadway through subdivision and consolidation, by adjusting titles 2.97, & 30.72 acres (1.20, 12.43 ha) and portion of former road 1.22-acres (0.49 ha)

respectively in size, and create two new titles at 19.40 & 15.75 acres (7.85 & 6.37 ha), for county residential use; BE APPROVED subject to the following:

RESERVE:

The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the area of 32.18-acres at the market value of \$12,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes. AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat on the C of T 951 004 347 (Registration No. 931 002 223), be adjusted and partially discharged accordingly.

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 may address servicing matters or the provision of a geotechnical evaluation now or at a development stage if deemed necessary. (A 1995 Development Agreement registered on title (Reg# 951011157 should be reviewed and discharged if no longer required.)
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 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 applicant is responsible for submitting a Historic Resources Act Approval (HR) Application to Alberta Culture. The applicant must meet any requirements of the Director of Alberta for Historical Resources and must provide to the Subdivision Authority a copy in writing of any required Historical Resources Act clearance prior to final endorsement.

CARRIED

E. DEPARTMENT REPORTS

E.1. MUNICIPAL DEVELOPMENT & INFRASTRUCTURE

E.1.1. Bylaw 22-011 - Road Closure, Sale and Consolidation Road Plan 8419HB- Second and Third Reading

270-2023      Councillor      MOVED that Bylaw 22-011 be read a second time.  
Van Essen

CARRIED

271-2023      Councillor      MOVED that Bylaw 22-011 be read a third time.  
VanderVeen

CARRIED

E.2. CORPORATE SERVICES

E.2.1. Tax Penalty Waiver Request - Roll #53020000

272-2023      Councillor      MOVED that County Council not waive tax penalties in the amount of  
Van Essen      \$302.67 as requested tax roll 53020000.

CARRIED

**E.2.2. Stirling Wind Project - Community Funding**

273-2023      Councillor VanderVeen      MOVED that County Council direct administration to sign the Community Benefits Agreement with Stirling Renewable Energy and that Administration bring back a plan for the community funding projects, effective for 2024.

CARRIED

**E.2.3. Fire Services 2023 Department Update**

The Manger of Fire Services presented to Council the 2023 Fire Services Department update.

**E.3. ADMINISTRATION**

**E.4. PUBLIC OPERATIONS**

**F. CORRESPONDENCE**

**G. COUNTY COUNCIL AND COMMITTEE UPDATES**

**G.1.** Council reviewed the highlights from the Lethbridge County Council Attendance Update for August 2023.

**Division 1**

**Councillor Lorne Hickey**

August 3      Lethbridge County Council Meeting  
August 10      Agri-Food Hub & Trade Centre Grand Opening  
August 22      Whoop-Up Days Pancake Breakfast and Parade  
August 24      Brighter Together Food Journey Reception

**Division 2**

**Reeve Tory Campbell**

August 2      Exhibition Park Board Meeting  
August 3      Lethbridge County Council Meeting  
August 3      Chinook Arch Library Board Meeting  
August 8      Exhibition Park Meeting, Virtual  
August 10      Agri-Food Hub & Trade Centre Grand Opening  
August 12      Coaldale Summer Fest Candy Parade  
August 16      Casino, Friends of Chinook Arch Library Society  
August 21      Water and Wastewater Briefing, CAO and Staff  
August 22      Whoop-Up Days Pancake Breakfast and Parade  
August 22      Meeting with Premier Danielle Smith, Water and Wastewater  
August 24      Brighter Together Food Journey Tour and Reception  
August 25      Whoop-Up Days Rodeo Hosting  
August 26      Casino, Exhibition Park  
August 29      Reeves Roundtable, Renewable Energy- CANREA, Stirling, AB

**Division 3**

**Councillor Mark Sayers**

August 3      Lethbridge County Council Meeting  
August 12      Coaldale Summer Fest Candy Parade  
August 22      Whoop-Up Days Pancake Breakfast and Parade  
August 24      Brighter Together Food Journey Reception

**Division 4**

**Deputy Reeve John Kuerbis**

August 3      Lethbridge County Council Meeting (Via Teams)  
August 12      Nobleford Parade  
August 21      Meeting with Community Futures Executive Director

## Division 5

August 3	Lethbridge County Council Meeting
August 10	Southern Regional Stormwater Drainage Committee Meeting
August 12	Nobleford Parade
August 19	Picture Butte Parade
August 22	Whoop-Up Days Pancake Breakfast and Parade
August 26	Coalhurst Parade

August 1	Economic Development Consultation with Kevin McPhillips
August 2	Link Pathway Meeting
August 3	Lethbridge County Council Meeting
August 10	Agri-Food Hub & Trade Centre Grand Opening
August 11	SAEWA AGM Nomination Committee Meeting
August 16	Picture Butte & District Harvest
August 19	Picture Butte Parade
August 25	SAEWA Board Meeting

August 3	Lethbridge County Council Meeting
August 9	CAO – Division 7 Councillor Meeting
August 10	Agri-Food Hub & Trade Centre Grand Opening
August 19	Picture Butte Parade

## H. CLOSED SESSION

**H.2 - Public Utility Discussion (FOIP Section 16 - Disclosure harmful to business interests of a third party)**

H.2. - Public Utility Discussion (FOIP Section 16 - Disclosure harmful to business interests of a third party)

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275-2023      Councillor      MOVED that the Lethbridge County Council Meeting move out of the  
Zeinstra      closed session at 11:14 a.m.  
  
CARRIED

Councillor Hickey left the meeting at 11:13 a.m.

Reeve Campbell reconvened the regular meeting at 11:14 a.m.

- H.1.      **ACP Grant (FOIP Section 21 - Disclosure harmful to intergovernmental relations)**
- 276-2023      Councillor      MOVED that Lethbridge County supports the City of Lethbridge’s  
Van Essen      (managing partner) submission of a 2023/24 Alberta Community  
Partnership grant application in support of the Regional Water  
Concept Development Study project. There is no matching  
contribution required.  
  
CARRIED
- 277-2023      Councillor      MOVED that Lethbridge County supports the Town of Taber’s  
Sayers      (managing partner) submission of a 2023/24 Alberta Community  
Partnership grant application in support of the Regional Wastewater  
Concept Development Study project. There is no matching  
contribution required.  
  
CARRIED
- 278-2023      Councillor      MOVED that Lethbridge County, as managing partner, submit an  
VanderVeen      application for a 2023/24 ACP grant in support of a Regional Waste  
Study. Letters to be sent to other municipal partners for participation.  
  
CARRIED

I.      **NEW BUSINESS**

J.      **ADJOURN**

279-2023      Councillor      MOVED that the Lethbridge County Council Meeting adjourn at 11:16  
Van Essen      a.m.  
  
CARRIED

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2023-0-111 – Fleischhauer  
- Lots 12 & 13, Block 7, Plan 8321EE within NW1/4 30-10-21-W4M  
(Hamlet of Shaughnessy)  
**Meeting:** Council Meeting - 05 Oct 2023  
**Department:** ORRSC  
**Report Author:** Steve Harty

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 21 Sep 2023
Devon Thiele, Director of Municipal Development & Infrastructure	Approved - 26 Sep 2023
Cole Beck, Chief Administrative Officer	Approved - 27 Sep 2023

## STRATEGIC ALIGNMENT:

			
<b>Governance</b>	<b>Relationships</b>	<b>Region</b>	<b>Prosperity</b>

## EXECUTIVE SUMMARY:

The application is to subdivide and split an existing title 0.32-acres in size, and create two equal-lots, approximately 0.16-acres or 50 x 135 ft. each respectively in size, for hamlet residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2023-0-111 be approved subject to the conditions as outlined in the draft resolution.

## REASON(S) FOR RECOMMENDATION(S):

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

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Hamlet residential lot sizes are within LUB No. 1404 which specify a minimum width and length of 50' x 100', and overall area of 5,000 sq. ft., which this proposal meets.
- Lethbridge County installed municipal water and sewage infrastructure in Shaughnessy and this subdivision is possible with the ability to connect to the municipal services in the hamlet.
- This application supports the County's hamlet growth initiatives and strategies to encourage in-fill development and enable hamlet residential growth.
- The parcel is situated just on the outer edge of the 300 m buffer setback to the hamlet sewage lagoons, so no variance is required.



**BACKGROUND INFORMATION:**

The lot is located within the Hamlet of Shaughnessy on the southside of 4 St. The proposal is to split the existing parcel (comprised of two lots registered on the 8321EE plan) in half along the original plan lot line and create separate lot titles for residential use.

The proposed west lot contains an existing older dwelling and rear yard shed while the east lot is vacant. It is the intent that the creation of the separate east lot title will enable a new dwelling to be constructed. The cost of providing and connecting to the water and sewer stub-ins for the vacant new east lot will be at the expense of the developer. In the future, the older dwelling on the west lot will be replaced with a newer dwelling on its own title. Access is currently provided from the north internal hamlet road network (4 St.). There is a developed rear lane situated on the southside accessible to both lots. The existing dwelling's overhanging eaves encroach over the west property line and the rear fence and accessory shed also slightly encroach into the south rear lane (both at 0.08 m and 0.21 m for the eave overhang). The applicant will need to address the encroachment issues to the requirements of the municipality.

The proposal meets the subdivision criteria and requirements of the Land Use Bylaw Hamlet Residential land use district. The application was circulated to the required external agencies with no concerns expressed and no utility easements are requested. Albert Transportation has authorized that the County may grant an approval and Historical Resources has stated that formal Historical Resources Act approval is not required.

**ALTERNATIVES / PROS / CONS:**

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

Pros:

- there are no advantages to denying the subdivision as it meets the subdivision criteria of the County

Cons:

- this would contradict the County's hamlet growth initiatives in promoting and encouraging new residential growth opportunities, especially where servicing is available

**FINANCIAL IMPACT:**

None direct to County, but the future tax situation will change with an increase in additional hamlet residential taxes paid to the municipality for a new dwelling.

**LEVEL OF PUBLIC PARTICIPATION:****Inform****Consult****Involve****Collaborate****Empower****ATTACHMENTS:**

[5A Lethbridge County 2023-0-111](#)

[Diagrams for Lethbridge County 2023-0-111](#)

## RESOLUTION

2023-0-111

**Lethbridge County**

**Residential** subdivision of Lots 12 & 13, Block 7, Plan 8321EE within NW1/4 30-10-21-W4M

THAT the Residential subdivision of Lots 12 & 13, Block 7, Plan 8321EE within NW1/4 30-10-21-W4M (Certificate of Title No. 011 254 778), to subdivide and split an existing title 0.32-acres (0.12 ha) in size, and create two equal-lots, approximately 0.16-acres (0.06 ha) or 50 x 135 ft. each respectively in size, for hamlet residential use; BE APPROVED subject to the following:

### CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may outline the terms and obligations for connecting to the hamlet water and sewer infrastructure.
3. That the applicant provides separation of title documents acceptable to Land Titles or a final subdivision plan as prepared by an Alberta Land Surveyor to create the separate titles for the two lots, for final endorsement and registration.
4. That the encroachment of the fence and shed into the rear municipal lane be addressed to the satisfaction of the Subdivision Authority, which may involve either the relocation or encroachment agreements be entered into if agreeable to Lethbridge County.

### 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 residential 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 this proposal meets the subdivision criteria of the County's Land Use Bylaw and conforms to (and exceeds) the bylaw's required 50' x 100' minimum lot size.
4. The Hamlet of Shaughnessy has a municipal water and sewer system enabling both lots to be serviced by the hamlet infrastructure.

### INFORMATIVE:

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

2023-0-111  
Page 1 of 3

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

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

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

- (f) In reference to the above request, please be advised of ATCO Gas' response and notify the landowner of the following:

☒ ATCO Gas has no objection

☒ ATCO Gas has no need for a Utility Right of Way currently

ATCO Gas would also like to make the MD/County and Landowner/Developer aware of the following:

- If conducting any ground disturbance on the subject property, the landowner/developer must ensure the location of all utilities by contacting Utility Safety Partners at 1-800-242-3447 or <https://utilitysafety.ca/>
- For any ground disturbance within 30m of an existing gas line please contact [Crossings@atcogas.com](mailto:Crossings@atcogas.com) to obtain permission (submit locate slip as back up)
- ATCO Gas requires a minimum of 6 months' notice to design and construct a new gas line, or alter an existing gas line. New Service installations, pipeline alterations, and Main extensions will be performed at the landowner/developers expense.
- If the landowner requires a single gas service please visit <https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html>

Any further questions please email [southlandadmin@atco.com](mailto:southlandadmin@atco.com).

- (g) LNIID has no objection.

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

"This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 25

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

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

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

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

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

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

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

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

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MOVER

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REEVE

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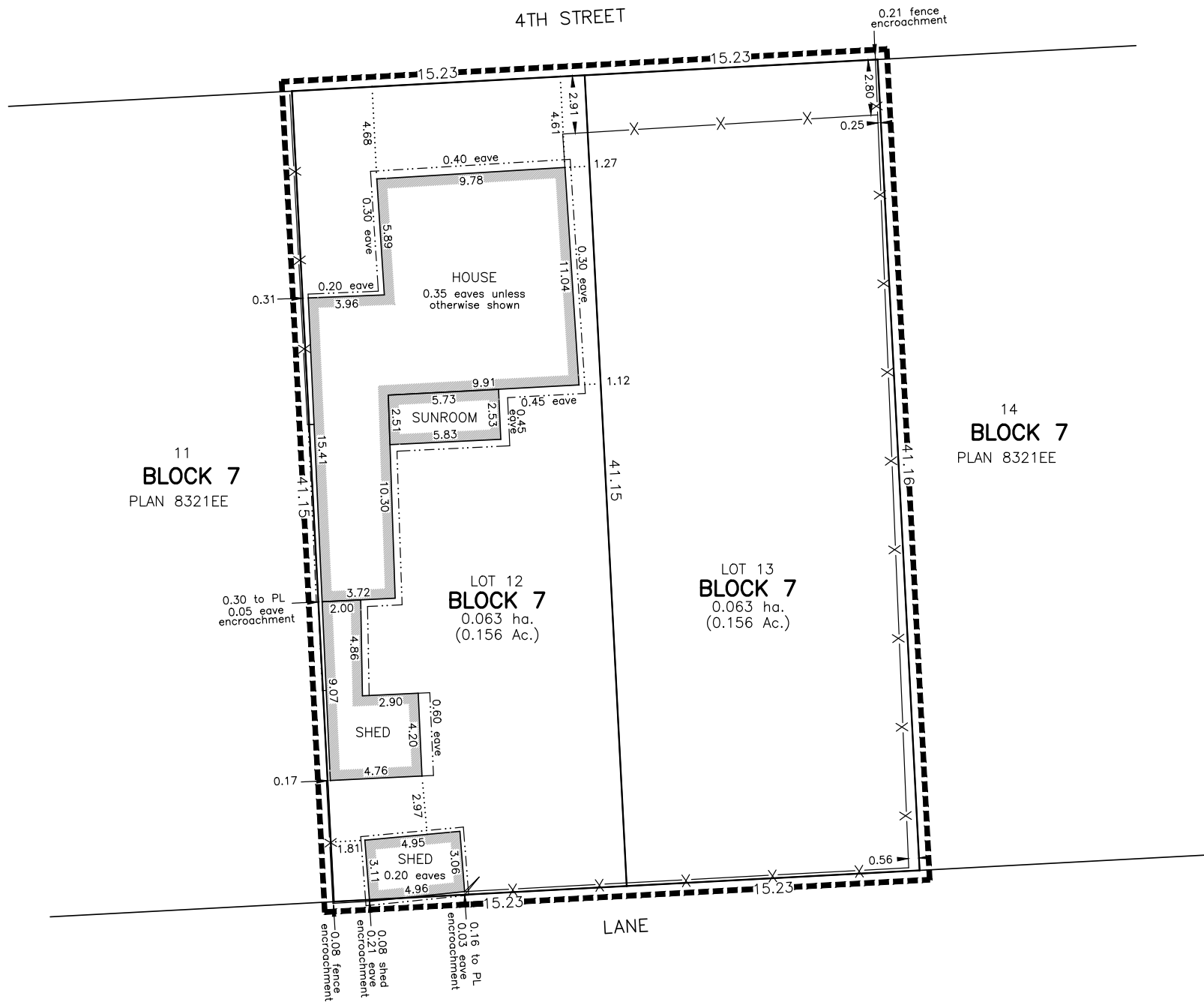
DATE







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NO.	REVISION	DATE	BY
NOTE : Portion to be approved is outlined thus <b>-----</b> and contains approximately 0.126 ha. Distances are in metres and decimal parts thereof. Distances and areas are approximate and are subject to change upon final survey.			

ROBERT FLEISCHHAUER

TENTATIVE PLAN SHOWING SUBDIVISION  
all of  
LOT 12 & 13 of BLOCK 7, PLAN 8321EE  
all within  
N.W. 1/4 SEC. 30, TWP. 10, RGE. 21, W.4 M.  
Shaughnessy (Lethbridge County)

<b>boa</b> brown okamura & associates ltd. Professional Surveyors 2830 - 12 Avenue North, Lethbridge, Alberta		
APPROVED  Z.J. Prosper, A.L.S.	DRAWN BB	DATE AUG 03/22
	CHECKED ZJP	JOB 23-16090
	SCALE 1:250	DRAWING 23-16090T



# AGENDA ITEM REPORT



**Title:** Bylaw 23-023 - Re-designate Plan 2310510 Block 1 Lot 3 in the SE 4-11-23-W4 from Rural Commercial to Business Light Industrial- First Reading  
**Meeting:** Council Meeting - 05 Oct 2023  
**Department:** Municipal Development & Infrastructure  
**Report Author:** Hilary Janzen

## APPROVAL(S):

Devon Thiele, Director of Municipal Development & Infrastructure      Approved - 21 Sep 2023  
Cole Beck, Chief Administrative Officer      Approved - 22 Sep 2023

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

An application has been made to re-designate Plan 0210172 Block 2 Lot 1 in the SE 4-11-23-W4 from Rural Commercial to Business Light Industrial

## RECOMMENDATION:

That Bylaw 23-023 be read a first time.

## REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 23-023 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use designation.

## BACKGROUND INFORMATION:

An application has been made to re-designate a portion of Plan 2310510 Block 1 Lot 3 in the SE 4-11-23-W4 from Rural Commercial to Business Light Industrial. The intent of this application is to allow for the development of the parcel for light industrial purposes .

The application has been circulated to all County Departments and external agencies for review and their comments as well as any planning/strategic planning considerations will be presented at the public hearing. It is anticipated that the public hearing will be held in November 2023.

**ALTERNATIVES / PROS / CONS:**

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

**FINANCIAL IMPACT:**

If the bylaw was approved, future development would be taxed at the County's tax rate.

**LEVEL OF PUBLIC PARTICIPATION:**

☐ Inform    ☒ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

**ATTACHMENTS:**

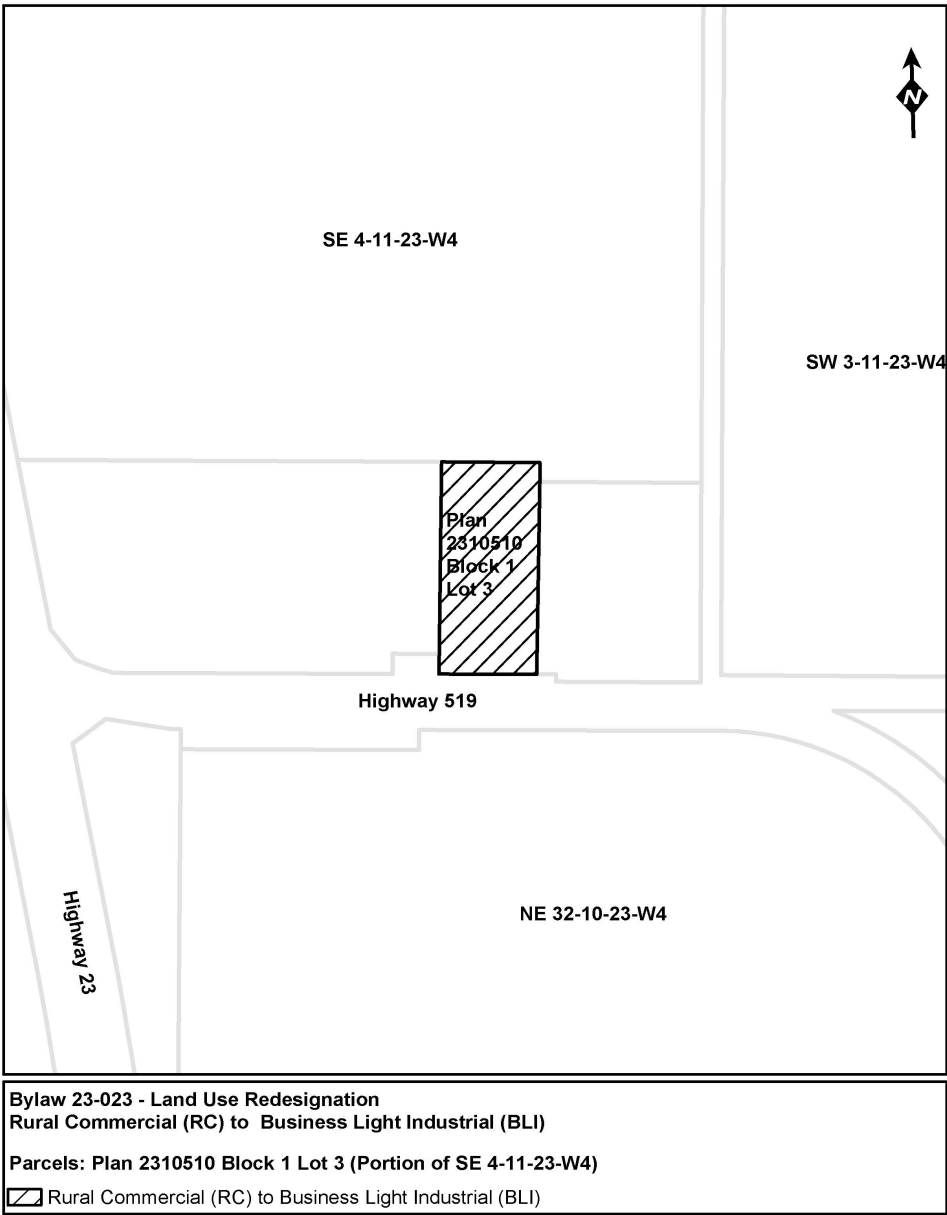
[Bylaw 23-023- JA Bremer Holdings Ltd- Amendment to LUB](#)  
[Bylaw 23-023 Applition - RC to BLI](#)  
[Bylaw 23-023 map](#)

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 23-023**

Bylaw 23-023 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 23-023 is to re-designate Plan 2310510 Block 1 Lot 3 from Rural Commercial (RC) to Business Light Industrial (BLI) as shown below;



AND WHEREAS the re-designation of the lands will allow for future development of the parcel for light industrial purposes;

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

NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the

Province of Alberta duly assembled does hereby enact the following, with the bylaw only coming into effect upon three successful reading thereof;

GIVEN first reading this 5<sup>th</sup> day of October 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 <sup>st</sup> Reading	October 5, 2023
2 <sup>nd</sup> Reading	
Public Hearing	
3 <sup>rd</sup> Reading	



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

Form C

OFFICE USE		
Date of Application: <u>August 23, 2023</u>	Assigned Bylaw	No. <u>23-023</u>
Date Deemed Complete: <u>August 24, 2023</u>	Application & Processing Fee:	\$ <u>1500.00</u>
Redesignation <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. (Refer to sections 53(1))

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

**APPLICANT INFORMATION**

Name of Applicant: J+A Bremer Holdings Ltd  
Mailing Address: # PO Box 446 Phone: 403-315-0853  
Nobleford AB TOL ISO Phone (alternate): \_\_\_\_\_  
Postal Code: TOL ISO Fax: \_\_\_\_\_

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

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

**PROPERTY INFORMATION**

Municipal Address: \_\_\_\_\_  
Legal Description: Lot(s) 3 Block 1 Plan 2310510  
OR Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

## AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation  
(zoning):

Rural Commercial

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

~~Rural General Industrial~~ Business Light Industrial

### SITE DESCRIPTION:

Describe the **lot/parcel dimensions** 328' x 656' and **lot area/parcel acreage** 4.94 acres  
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

### OTHER INFORMATION:

Section 52 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please **attach a descriptive narrative** detailing:

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

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

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

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

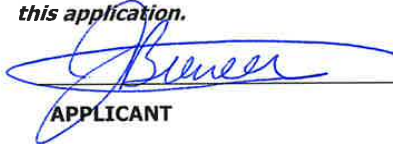
- geotechnical report; and/or
  - soils analysis; and/or
  - evaluation of surface drainage or a detailed storm water management plan;
  - and any other information described in section 52(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;
- if deemed necessary.

## SITE PLAN

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

## DECLARATION OF APPLICANT/AGENT

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

  
\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**REGISTERED OWNER**  
(if not the same as applicant)

DATE: Aug 15, 2023

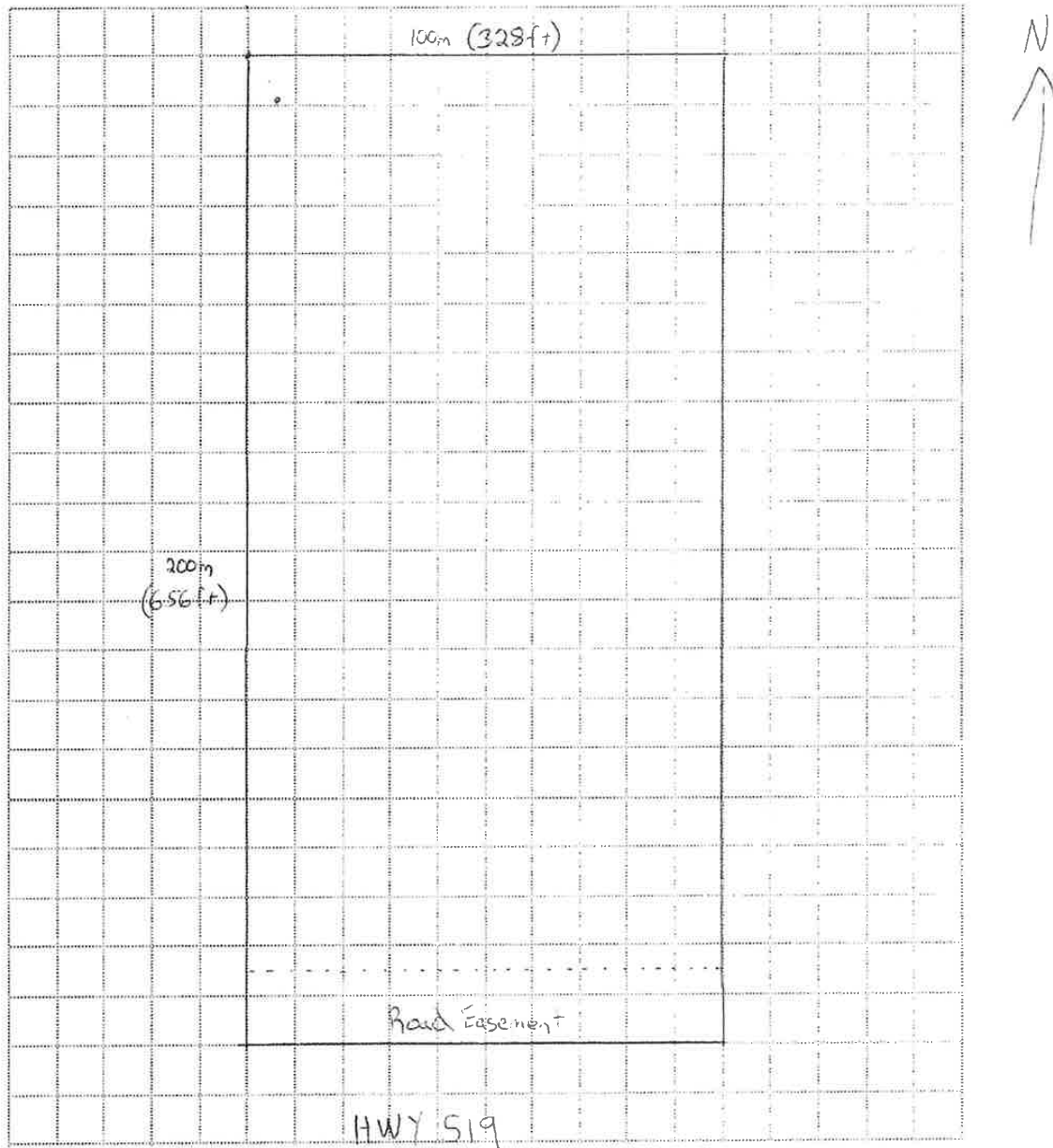
*IMPORTANT: This information may also be shared with appropriate government/ other agencies and may also be kept on file by the agencies. This information may also be used by and for any or all municipal programs and services. Information provided in this application may be considered at a public meeting. The application and related file content will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact Lethbridge County.*

## TERMS

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

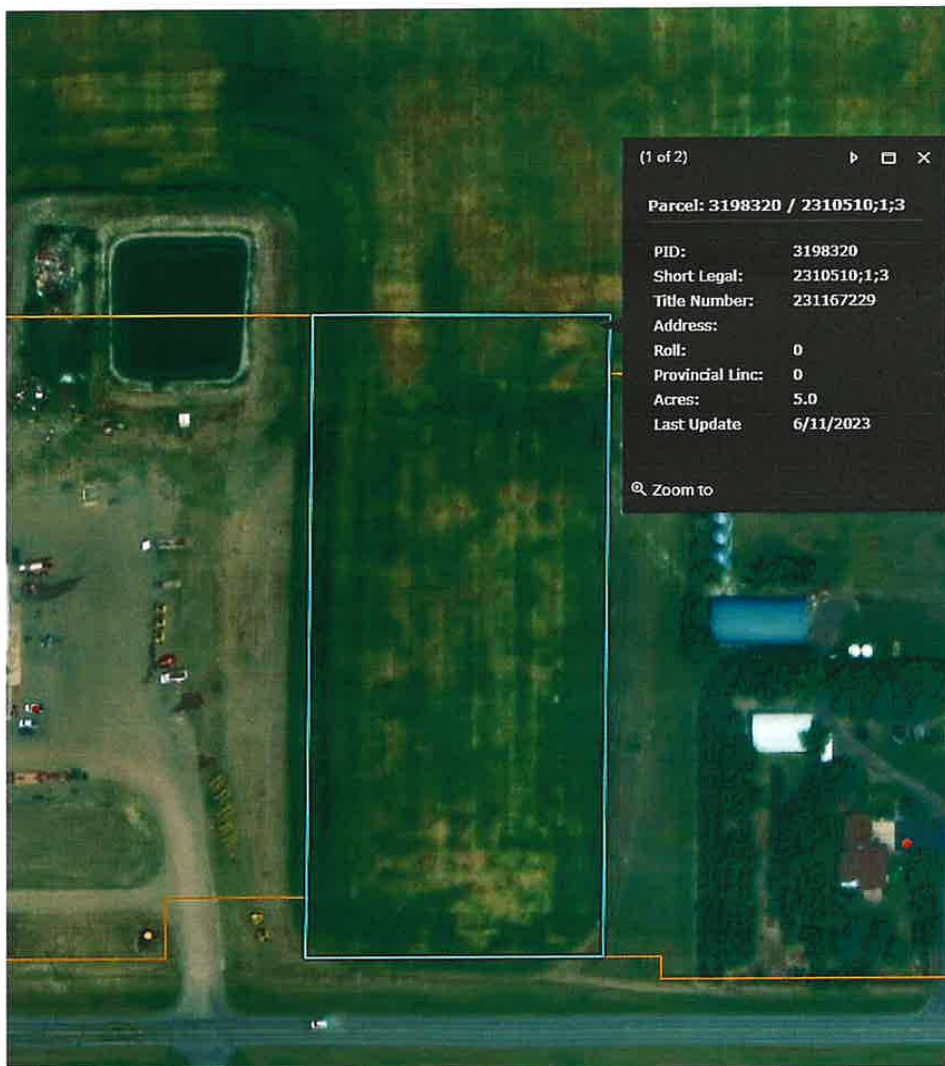
Note: Information provided or generated in this application may be considered at a public meeting.

**Site Plan**  
(or attach separate site plan)



(Please draw to scale and indicate north arrow)





J & A Holdings Ltd.  
PO Box 446  
Nobleford, AB T0L 1S0  
[office@praiirstoneconcrete.ca](mailto:office@praiirstoneconcrete.ca)  
403-315-0853

August 22, 2023

#100, 905 - 4th Avenue South  
Lethbridge, Alberta T1J 4E4

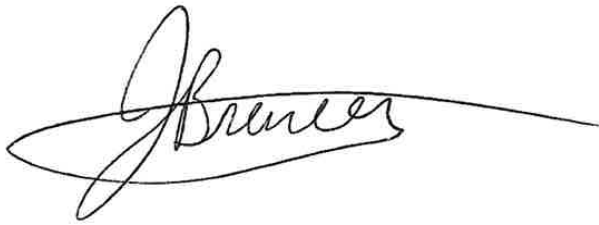
Subject: Application for Redesignation under Section 52 of the Land Use Bylaw

I am writing to submit an application for redesignation under Section 52 of the Land Use Bylaw for the property located at Plan 2310510, Block 1, Lot 3. The purpose of this letter is to provide the necessary information and details as per the requirements outlined in the bylaw.

1. Existing and Proposed Future Land Use: The existing land use of the property is Rural Commercial, and we propose to change it to Business Light Industrial. The proposed development includes Warehousing/Indoor Storage for our concrete trucks and equipment over winter.
2. Consistency with Applicable Statutory Plans: The proposed redesignation aligns with the objectives and policies of the County-Nobleford IDP and existing ASP for this subdivision.
3. Compatibility with Surrounding Uses and Zoning: The proposed development is consistent with the neighboring land uses and zoning requirements, ensuring harmonious integration with the 2 businesses neighboring our property.
4. Development Suitability and Potential of the Site: The site's topography is naturally sloped to the north and is ideal for our proposed development, any minor stormwater that may occur will naturally flow away from the neighboring properties.
5. Availability of Facilities and Services: We have confirmed the availability of essential facilities and services such as water (rights to the pond directly NW in neighboring property), gas (line runs directly North of property), electricity (line runs directly south of property). The proposed development will not strain the existing infrastructure while maintaining adequate service levels to the surrounding properties. A sewer tank will be installed to manage any sewage.
6. Access and Egress and Impact on Public Roads: Our proposed usage will have very minor traffic, as we plan to store equipment over the winter and will not be accessing the equipment on a daily basis. It is important to note that the existing Rural Commercial zoning would potentially result in more traffic than our proposed usage.

In conclusion, the proposed redesignation adheres to the regulations stipulated in Section 52 of the Land Use Bylaw. We have addressed the criteria outlined in your request and provided a comprehensive understanding of the project's details and its alignment with statutory plans and surrounding conditions. Thank you for your time and consideration of our application. We look forward to the opportunity to discuss this further and provide any additional information that may be required.

Sincerely,  
Jason Bremer  
Principal  
J & A Holdings Ltd.

A handwritten signature in black ink, appearing to read 'J. Bremer', with a long horizontal flourish extending to the right.

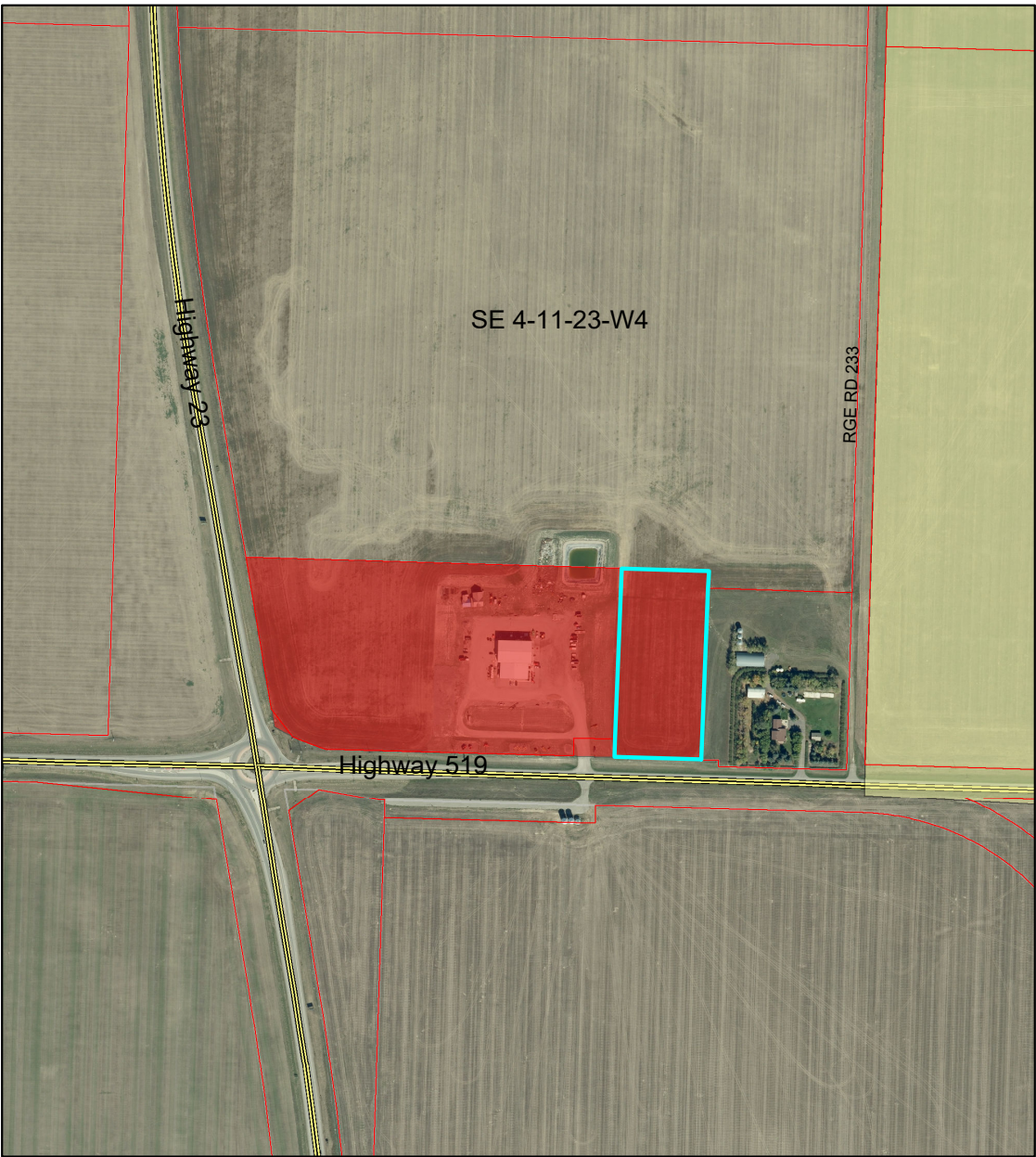
LETHBRIDGE COUNTY  
#100, 905 - 4 AVENUE SOUTH  
LETHBRIDGE, ALBERTA  
T1J 4E4  
TELEPHONE: (403) 328-5525  
FAX: (403) 328-5602  
**O F F I C I A L   R E C E I P T**  
-----

PRAIRIE STONE CONCRETE

GST Reg. #: R106989023  
Receipt #: 0348288  
Date: 2023/08/23




Account #	Description	Opening Bal	Payment	Amount Due
1.3.599.10.5.00	REZONING APPLIC ATION		1,500.00	
			-----	
		** Payment Total:	1,500.00	
VISA-PHONE	Visa			1,500.00

# Bylaw 23-023 Land Use Re-designation Rural Commercial to Business Light Industrial



## Legend

### LAND USE DESCRIPTION

-  RURAL AGRICULTURE - RA
-  RURAL URBAN FRINGE - RUF
-  RURAL COMMERCIAL - RC

 Subject Parcel - Plan 2310510 Block 1 Lot 3



# AGENDA ITEM REPORT



**Title:** Commercial & Industrial Municipal Tax Incentive Bylaw 23-024  
**Meeting:** Council Meeting - 05 Oct 2023  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 22 Sep 2023

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

On December 1, 2022, Council passed the Commercial & Industrial Municipal Tax Incentive Bylaw #22-008. The purpose of the bylaw is to attract new development and encourage expansion of existing businesses through providing an exemption in municipal taxes. Since that time some inquiries regarding the bylaw have been made and administration has determined that some clarity is required, specifically under section 3 with regards to the criteria for the tax incentive bylaw.

## RECOMMENDATION:

That Bylaw 23-024 be read a first time.

That Bylaw 23-024 be read a second time.

That Council consider third reading of Bylaw 23-024.

That Bylaw 23-024 be read a third time.

## REASON(S) FOR RECOMMENDATION(S):

To ensure the Bylaw is update and passed as per the proposed amendments.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 22-008 was passed by Council on December 1, 2022.

## BACKGROUND INFORMATION:

In an effort to implement the tax incentive program in a clear and effective manner for both parties, the County in conjunction with legal has implemented the following amendments to be included in Bylaw 23-024:



Section 2b - a definition was added for "Affiliated Party".

Section 3.1 a & b - two new clauses referring to the assessed person/affiliated party foregoing making an application for the tax incentive if they are or will be receiving another municipally benefit such as infrastructure were added.

Section 5.3 - an additional clause regarding the CAO's consideration of applications if other agreements with the applicant already exist was added.

**ALTERNATIVES / PROS / CONS:**

Not approve the amended tax incentive Bylaw.

**PRO:** The bylaw would remain the same as when it was passed on December 1, 2022.

**CON:** The bylaw criteria may not read as clear as it should and could leave some room for interpretation.

**FINANCIAL IMPACT:**

Amending the bylaw will not have a financial impact to the County.

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Bylaw 22-008 - Commerical Industrial Municipal Tax Incentive Bylaw - SIGNED](#)

[Bylaw 23-024 - Commerical Industrial Municipal Tax Incentive Bylaw](#)

**LETHBRIDGE COUNTY**

**BYLAW No. 22-008**

**BEING A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF PROVIDING A MUNICIPAL PROPERTY TAX EXEMPTION FOR NON-RESIDENTIAL DEVELOPMENT OR EXPANSIONS.**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000 and amendments thereto, permits municipalities to offer multi-year tax exemptions, partial exemptions, or deferrals, in accordance with section 364.2 of the *Municipal Government Act*, for non-residential properties in order to attract investment, development and substantial redevelopment and expansion of existing non-residential development and machinery and equipment;

**AND WHEREAS** Lethbridge County seeks to provide an incentive to grow its property tax base and provide increased employment opportunities for County residents by attracting investment. The intent of this Bylaw is to provide a municipal tax incentive to attract large commercial and industrial investors and promote expansion by existing investors through providing an exemption to a portion of municipal property taxes attributable to the differential between the pre-construction assessment and the post-construction assessment for eligible property;

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

**1. THE PURPOSE OF THIS BYLAW IS TO:**

- (a) Encourage the development or revitalization of Non-residential properties and Machinery and Equipment in Lethbridge County for the general benefit of the municipality;
- (b) establish tax exemptions for Eligible Property in accordance with section 364.2 of the *Municipal Government Act* when there is a New Development or a Renovated Development that meets the criteria and requirements set out in this Bylaw;
- (c) provide a process for an application for a tax exemption under this Bylaw; and
- (d) provide a process for review by Council of the refusal or cancellation of a tax exemption under this Bylaw.

The Bylaw is cited as the "Commercial & Industrial Municipal Tax Incentive Bylaw"

**2. DEFINITIONS**

When used in this Bylaw:

- (a) "Act" means the *Municipal Government Act*, RSA 2000, M-26, as amended or repealed and replaced from time to time;
- (b) "Appeal Fee" means the fee established by this Bylaw to be paid at the time an appeal application is submitted pursuant to this Bylaw;
- (c) "Application Fee" means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;
- (d) "Arrear taxes" shall mean taxes remaining unpaid after December 31 of the year in which they are levied;
- (e) "Assessed Person" means an assessed person as defined under section 284(1) of the Act, or an authorized agent for the Assessed Person;
- (f) "Assessment" means a value of property as defined under section 284(1) of the Act;
- (g) "Assessor" has the meaning given to it in section 284(1) of the Act;



- (h) "Base Assessment Year" shall mean the assessment year immediately prior to the assessment year that has an increase in Improvement Assessment as a result of New Development or Renovated Development and in which the increase is used within the net calculation of Improvement Assessment of the subject property to qualify for an Exemption under this Bylaw. The Base Assessment Year shall not be prior to the 2021 assessment year;
- (i) "Chief Administration Officer" (CAO) shall mean the Chief Administrative Officer of the County, or delegate;
- (j) "Complete Application" means an application submitted pursuant to this Bylaw that includes the Application Fee, the application form, any information and documents set out on the application form and any additional application requirements for the tax incentives under this Bylaw;
- (k) "County" shall mean the municipal corporation of Lethbridge County;
- (l) "Council" means all of the councillors of the County, including the chief elected official for the County;
- (m) "Current taxes" shall mean property taxes levied for the current tax year;
- (n) "Decision" means the decision to grant an Exemption, to reject an Exemption application, or to cancel an Exemption;
- (o) "Eligible Property" shall mean property within Assessment Class 2 - Non-residential and Assessment Class 4 - Machinery and Equipment as defined in the Act that meet the criteria set out in section 3 of this Bylaw. This Bylaw shall specifically exclude Linear Property from Eligible Property;
- (p) "Exemption" means the portion of municipal property taxes for Eligible Property that has been determined to be exempt and subject to a refund, in accordance with this Bylaw, and which are computed separately under this Bylaw;
- (q) "Improvement(s)" has the meaning given to it in section 284(1) of the Act;
- (r) "Improvement Assessment" means the change in an Assessment attributable solely to an Improvement or Improvements on a property;
- (s) "Linear Property" has the meaning given to it in section 284(1) of the Act;
- (t) "Non-residential" means the type of property falling within the assessment class specified in section 297(1)(b) of the Act. This Bylaw shall specifically exclude the land assessment and Linear property as defined in the Act;
- (u) "Machinery and Equipment" (M&E) has the meaning given to it in section 297(1)(d) of the Act and associated regulation(s) i.e. (Matters Relating to Assessment and Taxation Regulation, as amended from time to time);
- (v) "New Development" shall mean new Improvements on an Eligible Property that increases the Improvement Assessment of that property;
- (w) "Renovated Development" shall mean renovations or physical additions to existing Improvements on an Eligible Property that increases the Improvement Assessment of that property;
- (x) "Tax Incentive Agreement" means a written agreement between the County and the Assessed Person setting out the terms and conditions applicable to Eligible Property for Exemption of municipal property tax and subject to refund and shall be the result of the calculation reference in section 6 of this Bylaw; and

- (y) "Working day" shall mean days the County's central Administration Building is open to serve the public.

### **3. CRITERIA FOR TAX INCENTIVE AGREEMENT**

3.1. New Developments and Renovated Developments may be eligible for an Exemption and Tax Incentive Agreement provided that:

- (a) The property subject to the New Development or Renovated Development must not have any Arrear taxes or have amounts owing with regards to property tax, utilities, or other fees owing to the County and all Current taxes must be paid in full;
- (b) the property subject to the New Development or Renovated Development must not have development compliance issues, be in violation of a development agreement, or be in violation of the *Safety Codes Act* at any time during the taxation years for which the Exemption applies to the New Development or Renovated Development;
- (c) all applicable provincial or federal approvals and permits are in place with respect to the property subject to the New Development or Renovated Development;
- (d) the registered property owner or the Assessed Person, excluding any authorized agent therefore, of the property subject to the New Development or Renovated Development is not involved in some form of litigation (including an Assessment Review Board Complaint) with the County; and
- (e) the current Improvement Assessment for the New Development or Renovated Development on the subject property must have increased by at least \$500,000 compared to the Base Assessment Year. The change in valuation for the Assessment of land is excluded from this calculation.

3.2. Linear Property is not eligible for an Exemption or Tax Incentive Agreement under this Bylaw.

### **4. APPLICATION FOR TAX INCENTIVE AGREEMENT**

- 4.1. The Assessed Person of the property subject to the application must submit a Complete Application to the County, and the County has the discretion to reject applications that are incomplete, or ineligible.
- 4.2. As part of a Complete Application, the Assessed Person must agree to enter into a Tax Incentive Agreement with the County, on the form prescribed by the County, if their application is approved for an Exemption.
- 4.3. Assessed Persons must submit a non-refundable application fee of \$1,000 (Canadian dollars) concurrent with the Complete Application.
- 4.4. The deadline for submitting a Complete Application for an Exemption to be granted in the same tax year is June 30 of the given year. Any Complete Application received after June 30 of the given year will be considered for an Exemption for the following tax year.
- 4.5. Notwithstanding the Complete Application requirements, the County may require any additional information that, in the discretion of the County, is necessary to complete the application.
- 4.6. Assessed Persons whose application is returned as incomplete or ineligible may resubmit an application without payment of an additional Application Fee.
- 4.7. The County will advise an Assessed Person in writing if their application is accepted for consideration, refused, or rejected. Applications accepted for consideration will become the property of the County and may not be returned.

## **5. CONSIDERATION OF APPLICATIONS**

- 5.1. The CAO shall receive and consider Complete Applications within the provisions of this Bylaw and may consult with, obtain information from, and verify information with other employees or agents of the County, other governments, government agencies, or persons.
- 5.2. The CAO may, at any time, require an Assessed Person to provide any documents the County deems necessary to verify any information contained in a Complete Application or to confirm ongoing compliance with the eligibility criteria of the Exemption.
- 5.3. The CAO will consider each Complete Application and shall either:
  - (a) grant the Exemption and enter into a Tax Incentive Agreement with the Assessed Person; or
  - (b) reject the application and advise the Assessed Person with written reasons as to why the application was rejected. The written reasons shall also provide the date by which an appeal to Council must be submitted.
- 5.4. The County shall enter into a Tax Incentive Agreement with the Assessed Person if an Exemption is granted under section 5.3(a) of this Bylaw.
- 5.5. The Exemption shall not be refunded until the Tax Incentive Agreement is fully executed.

## **6. CALCULATION OF THE EXEMPTION**

- 6.1 Subject to section 6.2 of this Bylaw, the amount of the Exemption will be calculated as follows:
  - (a) The municipal taxes subject to Exemption shall be in accordance with the following:
    - Year 1 equals 75% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land and linear property.
    - Year 2 equals 50% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land and linear property.
    - Year 3 equals 25% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land and linear property.
  - (b) Should the County determine that the installation of municipal infrastructure is required to support the New or Renovated Development, a reduction of the exemption shall apply that equals the total costs associated with the installation of municipal infrastructure as determined by the County CAO. Should the cost associated with the installation of municipal infrastructure exceed the exemption amount, the exemption shall not apply and the Assessed Person shall be responsible to pay for the differential between what the exemption amount would be and the costs associated with the installation of municipal infrastructure.
  - (c) only the municipal portion of property taxes is eligible for exemption.
- 6.2. No Exemption will be granted respecting any Provincial requisitions.

## **7. PAYMENT OF THE EXEMPTION**

- 7.1. The Exemption as calculated in accordance with section 6 of this Bylaw shall be paid to the Assessed Person as a refund of a portion of the Current Taxes on the Eligible Property, subject to the Current Taxes for the taxation year first being paid in full.

7.2. Subject to the terms of the Tax Incentive Agreement:

- (a) The amount of the Exemption shall be paid to the Assessed Person each year for a period of no more than four (4) taxation years provided that in each of those years the Current Taxes are paid in full;
- (b) payment shall be made to the Assessed Person within thirty (30) Working days from the date Current Taxes are paid in full; and
- (c) If the Current Taxes are not paid in full by December 31 of any year, then the Exemption shall not be paid to the Assessed Person for that year nor shall the Assessed Person be eligible to receive the Exemption for any subsequent years.

## **8. DURATION OF THE EXEMPTION PROGRAM**

8.1. The Exemption program as authorized by this Bylaw will be available for Eligible Property commencing with the 2023 assessment year and shall operate in accordance with the terms of this Bylaw until such time as this Bylaw is amended or repealed.

## **9. TAX INCENTIVE AGREEMENT**

9.1. A Tax Incentive Agreement will be required for all granted Exemptions. The Tax Incentive Agreement will include the following:

- (a) the taxation years to which the Exemption applies, which will not include any taxation year earlier than the taxation year in which the Exemption is granted;
- (b) conditions, the breach of which will result in cancellation of the Tax Incentive Agreement and the Exemption, and the taxation year or years to which the conditions apply;
- (c) the date which the Exemption will begin;
- (d) the amount of the Exemption, to be calculated and allocated in accordance with section 6 of this Bylaw; and
- (e) any other information or conditions provided by the County.

## **10. CANCELLATION OF EXEMPTION**

10.1. If at any time after an Exemption is granted, the County determines that:

- (a) the Assessed Person, their application, or the property subject to the application did not meet or ceased to meet any of the criteria in which formed the basis of granting the Exemption; or
- (b) there was a breach of any condition of the Tax Incentive Agreement;

the CAO may cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

10.2. The County may, at any time, require an Assessed Person to provide any documents the County deems necessary to verify compliance with the conditions of the Tax Incentive Agreement.

10.3. A written Decision to cancel an Exemption must be provided to the Applicant and must include reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date by which an application for an appeal to Council must be made.

## **11. APPEAL TO COUNCIL**

11.1. An Assessed Person may appeal to Council in the following situations:

- (a) an application for Exemption is refused or rejected;
- (b) an Exemption is cancelled for one or more taxation years;
- (c) a Tax Incentive Agreement is cancelled; or
- (d) the content of the Tax Incentive Agreement is inconsistent with this Bylaw or the Act.

11.2. A request for appeal must be submitted in writing to the CAO within 30 days of:

- (a) written notice being sent to the Assessed Person that an application has been refused or rejected;
- (b) written notice being sent to the Assessed Person that an Exemption is cancelled for one or more taxation years;
- (c) a Tax Incentive Agreement being cancelled; or
- (d) the execution of a Tax Incentive Agreement as the case may be.

11.3. An Assessed Person must submit a non-refundable appeal fee of \$500 (Canadian dollars) concurrent with the appeal.

11.4. Council will consider an appeal at:

- (a) a regularly scheduled meeting of Council; or
- (b) a special meeting of Council.

11.5. Remedies available to Council upon conclusion of an appeal are:

- (a) Council may uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption or Tax Incentive Agreement; or
- (b) Council can revise or direct the CAO to revise a Tax Incentive Agreement.

11.6. In accordance with section 460(7) of the Act, complaints about a Decision may not be made to the assessment review board.

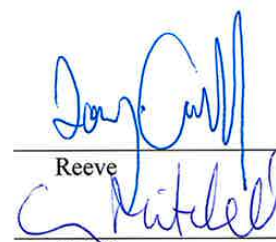
## **12. SEVERABILITY**

12.1. Should any provision of the Bylaw be declared to be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

## **13. EFFECTIVE DATE**

13.1. The adoption of this Bylaw to establish the Property Tax Incentive Exemption program for Eligible Non-residential property and M&E is effective upon the date of the passing of the third and final reading of this Bylaw.

GIVEN first reading this 21<sup>st</sup> day of April, 2022.

  
\_\_\_\_\_  
Reeve  
Chief Administrative Officer

GIVEN second reading this 1<sup>st</sup> day of December, 2022.

  
\_\_\_\_\_  
Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this 1<sup>st</sup> day of December, 2022.

  
\_\_\_\_\_  
Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer

**LETHBRIDGE COUNTY**

**BYLAW No. 23-024**

**BEING A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA FOR THE  
PURPOSE OF PROVIDING A MUNICIPAL PROPERTY TAX EXEMPTION FOR NON-  
RESIDENTIAL DEVELOPMENT OR EXPANSIONS.**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000 and amendments thereto, permits municipalities to offer multi-year tax exemptions, partial exemptions, or deferrals, in accordance with section 364.2 of the *Municipal Government Act*, for non-residential properties in order to attract investment, development and substantial redevelopment and expansion of existing non-residential development and machinery and equipment;

**AND WHEREAS** Lethbridge County seeks to provide an incentive to grow its property tax base and provide increased employment opportunities for County residents by attracting investment. The intent of this Bylaw is to provide a municipal tax incentive to attract large commercial and industrial investors and promote expansion by existing investors through providing an exemption to a portion of municipal property taxes attributable to the differential between the pre-construction assessment and the post-construction assessment for eligible property;

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

**1. THE PURPOSE OF THIS BYLAW IS TO:**

- (a) Encourage the development or revitalization of Non-residential properties and Machinery and Equipment in Lethbridge County for the general benefit of the municipality;
- (b) establish tax exemptions for Eligible Property in accordance with section 364.2 of the *Municipal Government Act* when there is a New Development or a Renovated Development that meets the criteria and requirements set out in this Bylaw;
- (c) provide a process for an application for a tax exemption under this Bylaw; and
- (d) provide a process for review by Council of the refusal or cancellation of a tax exemption under this Bylaw.

The Bylaw is cited as the "Commercial & Industrial Municipal Tax Incentive Bylaw"

**2. DEFINITIONS**

When used in this Bylaw:

- (a) "Act" means the *Municipal Government Act*, RSA 2000, M-26, as amended or repealed and replaced from time to time;
- (b) "Affiliated Party" means a party that directly or indirectly, through one or more persons, corporations, or partnerships, controls, is controlled by, or is under common control with an Assessed Person;
- (c) "Appeal Fee" means the fee established by this Bylaw to be paid at the time an appeal application is submitted pursuant to this Bylaw;
- (d) "Application Fee" means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;
- (e) "Arrear taxes" shall mean taxes remaining unpaid after December 31 of the year in which they are levied;
- (f) "Assessed Person" means an assessed person as defined under section 284(1) of the Act, or an authorized agent for the Assessed Person;
- (g) "Assessment" means a value of property as defined under section 284(1) of the Act;



- (h) "Assessor" has the meaning given to it in section 284(1) of the Act;
- (i) "Base Assessment Year" shall mean the assessment year immediately prior to the assessment year that has an increase in Improvement Assessment as a result of New Development or Renovated Development and in which the increase is used within the net calculation of Improvement Assessment of the subject property to qualify for an Exemption under this Bylaw. The Base Assessment Year shall not be prior to the 2021 assessment year;
- (j) "Chief Administration Officer" (CAO) shall mean the Chief Administrative Officer of the County, or delegate;
- (k) "Complete Application" means an application submitted pursuant to this Bylaw that includes the Application Fee, the application form, any information and documents set out on the application form and any additional application requirements for the tax incentives under this Bylaw;
- (l) "County" shall mean the municipal corporation of Lethbridge County;
- (l) "Council" means all of the councilors of the County, including the chief elected official for the County;
- (m) "Current taxes" shall mean property taxes levied for the current tax year;
- (n) "Decision" means the decision to grant an Exemption, to reject an Exemption application, or to cancel an Exemption;
- (o) "Eligible Property" shall mean property within Assessment Class 2 - Non-residential and Assessment Class 4 - Machinery and Equipment as defined in the Act that meet the criteria set out in section 3 of this Bylaw. This Bylaw shall specifically exclude Linear Property from Eligible Property;
- (p) "Exemption" means the portion of municipal property taxes for Eligible Property that has been determined to be exempt and subject to a refund, in accordance with this Bylaw, and which are computed separately under this Bylaw;
- (q) "Improvement(s)" has the meaning given to it in section 284(1) of the Act;
- (r) "Improvement Assessment" means the change in an Assessment attributable solely to an Improvement or Improvements on a property;
- (s) "Linear Property" has the meaning given to it in section 284(1) of the Act;
- (t) "Non-residential" means the type of property falling within the assessment class specified in section 297(1)(b) of the Act. This Bylaw shall specifically exclude the land assessment and Linear property as defined in the Act;
- (u) "Machinery and Equipment" (M&E) has the meaning given to it in section 297(1)(d) of the Act and associated regulation(s) i.e. (Matters Relating to Assessment and Taxation Regulation, as amended from time to time);
- (v) "New Development" shall mean new Improvements on an Eligible Property that increases the Improvement Assessment of that property;
- (w) "Renovated Development" shall mean renovations or physical additions to existing Improvements on an Eligible Property that increases the Improvement Assessment of that property;
- (x) "Tax Incentive Agreement" means a written agreement between the County and the Assessed Person setting out the terms and conditions applicable to Eligible Property for Exemption of municipal property tax and subject to refund and shall be the result of the calculation reference in section 6 of this Bylaw; and
- (y) "Working day" shall mean days the County's central Administration Building is open to serve



the public.

### **3. CRITERIA FOR TAX INCENTIVE AGREEMENT**

3.1. New Developments and Renovated Developments may be eligible for an Exemption and Tax Incentive Agreement provided that:

- (a) The Assessed Person, or some other Affiliated Party, in relation to the Eligible Property on which the New Development or Renovated Development is located, does not have an agreement with the County wherein the Assessed Person or Affiliated Party agreed to forego seeking an Exemption and Tax Incentive Agreement under this Bylaw;
- (b) The Assessed Person or some other Affiliated Party, in relation to the Eligible Property on which the New Development or Renovated Development is located, has not already received, or will be receiving, a municipal incentive related to the New Development or Renovated Development which in the opinion of the CAO disqualifies the Assessed Person from eligibility to enter an Exemption and Tax Incentive Agreement;
- (c) The property subject to the New Development or Renovated Development must not have any Arrear taxes or have amounts owing with regards to property tax, utilities, or other fees owing to the County and all Current taxes must be paid in full;
- (d) the property subject to the New Development or Renovated Development must not have development compliance issues, be in violation of a development agreement, or be in violation of the *Safety Codes Act* at any time during the taxation years for which the Exemption applies to the New Development or Renovated Development;
- (e) all applicable provincial or federal approvals and permits are in place with respect to the property subject to the New Development or Renovated Development;
- (f) the registered property owner or the Assessed Person, excluding any authorized agent therefore, of the property subject to the New Development or Renovated Development is not involved in some form of litigation (including an Assessment Review Board Complaint) with the County; and
- (g) the current Improvement Assessment for the New Development or Renovated Development on the subject property must have increased by at least \$500,000 compared to the Base Assessment Year. The change in valuation for the Assessment of land is excluded from this calculation.

3.2. Linear Property is not eligible for an Exemption or Tax Incentive Agreement under this Bylaw.

### **4. APPLICATION FOR TAX INCENTIVE AGREEMENT**

- 4.1. The Assessed Person of the property subject to the application must submit a Complete Application to the County, and the County has the discretion to reject applications that are incomplete, or ineligible.
- 4.2. As part of a Complete Application, the Assessed Person must agree to enter into a Tax Incentive Agreement with the County, on the form prescribed by the County, if their application is approved for an Exemption.
- 4.3. Assessed Persons must submit a non-refundable application fee of \$1,000 (Canadian dollars) concurrent with the Complete Application.
- 4.4. The deadline for submitting a Complete Application for an Exemption to be granted in the same tax year is June 30 of the given year. Any Complete Application received after June 30 of the given year will be considered for an Exemption for the following tax year.
- 4.5. Notwithstanding the Complete Application requirements, the County may require any

additional information that, in the discretion of the County, is necessary to complete the application.

- 4.6. Assessed Persons whose application is returned as incomplete or ineligible may resubmit an application without payment of an additional Application Fee.
- 4.7. The County will advise an Assessed Person in writing if their application is accepted for consideration, refused, or rejected. Applications accepted for consideration will become the property of the County and may not be returned.

## **5. CONSIDERATION OF APPLICATIONS**

- 5.1. The CAO shall receive and consider Complete Applications within the provisions of this Bylaw and may consult with, obtain information from, and verify information with other employees or agents of the County, other governments, government agencies, or persons.
- 5.2. The CAO may, at any time, require an Assessed Person to provide any documents the County deems necessary to verify any information contained in a Complete Application or to confirm ongoing compliance with the eligibility criteria of the Exemption.
- 5.3. The CAO may take into consideration other agreements including those which have the Assessed Person or Affiliated Party and the County as parties, or other municipal incentives which may apply to the Assessed Person or Affiliated Party.
- 5.4. The CAO will consider each Complete Application and shall either:
  - (a) grant the Exemption and enter into a Tax Incentive Agreement with the Assessed Person; or
  - (b) reject the application and advise the Assessed Person with written reasons as to why the application was rejected. The written reasons shall also provide the date by which an appeal to Council must be submitted.
- 5.5. The County shall enter into a Tax Incentive Agreement with the Assessed Person if an Exemption is granted under section 5.3(a) of this Bylaw.
- 5.6. The Exemption shall not be refunded until the Tax Incentive Agreement is fully executed.

## **6. CALCULATION OF THE EXEMPTION**

- 6.1 Subject to section 6.2 of this Bylaw, the amount of the Exemption will be calculated as follows:
  - (a) The municipal taxes subject to Exemption shall be in accordance with the following:
    - Year 1 equals 75% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land and linear property.
    - Year 2 equals 50% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land and linear property.
    - Year 3 equals 25% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land and linear property.
  - (b) Should the County determine that the installation of municipal infrastructure is required to support the New or Renovated Development, a reduction of the exemption shall apply that equals the total costs associated with the installation of municipal infrastructure as determined by the County CAO. Should the cost associated with the installation of municipal infrastructure exceed the exemption amount, the exemption shall not apply and the Assessed Person shall be responsible to pay for the differential between what the exemption amount would be and the costs associated with the installation of municipal infrastructure.

(c) only the municipal portion of property taxes is eligible for exemption.

6.2. No Exemption will be granted respecting any Provincial requisitions.

## **7. PAYMENT OF THE EXEMPTION**

7.1. The Exemption as calculated in accordance with section 6 of this Bylaw shall be paid to the Assessed Person as a refund of a portion of the Current Taxes on the Eligible Property, subject to the Current Taxes for the taxation year first being paid in full.

7.2. Subject to the terms of the Tax Incentive Agreement:

- (a) The amount of the Exemption shall be paid to the Assessed Person each year for a period of no more than four (4) taxation years provided that in each of those years the Current Taxes are paid in full;
- (b) payment shall be made to the Assessed Person within thirty (30) Working days from the date Current Taxes are paid in full; and
- (c) If the Current Taxes are not paid in full by December 31 of any year, then the Exemption shall not be paid to the Assessed Person for that year nor shall the Assessed Person be eligible to receive the Exemption for any subsequent years.

## **8. DURATION OF THE EXEMPTION PROGRAM**

8.1. The Exemption program as authorized by this Bylaw will be available for Eligible Property commencing with the 2023 assessment year and shall operate in accordance with the terms of this Bylaw until such time as this Bylaw is amended or repealed.

## **9. TAX INCENTIVE AGREEMENT**

9.1. A Tax Incentive Agreement will be required for all granted Exemptions. The Tax Incentive Agreement will include the following:

- (a) the taxation years to which the Exemption applies, which will not include any taxation year earlier than the taxation year in which the Exemption is granted;
- (b) conditions, the breach of which will result in cancellation of the Tax Incentive Agreement and the Exemption, and the taxation year or years to which the conditions apply;
- (c) the date which the Exemption will begin;
- (d) the amount of the Exemption, to be calculated and allocated in accordance with section 6 of this Bylaw; and
- (e) any other information or conditions provided by the County.

## **10. CANCELLATION OF EXEMPTION**

10.1. If at any time after an Exemption is granted, the County determines that:

- (a) the Assessed Person, their application, or the property subject to the application did not meet or ceased to meet any of the criteria in which formed the basis of granting the Exemption; or
- (b) there was a breach of any condition of the Tax Incentive Agreement;

the CAO may cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

10.2. The County may, at any time, require an Assessed Person to provide any documents the County deems necessary to verify compliance with the conditions of the Tax Incentive Agreement.

- 10.3. A written Decision to cancel an Exemption must be provided to the Applicant and must include reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date by which an application for an appeal to Council must be made.

**11. APPEAL TO COUNCIL**

- 11.1. An Assessed Person may appeal to Council in the following situations:
- (a) an application for Exemption is refused or rejected;
  - (b) an Exemption is cancelled for one or more taxation years;
  - (c) a Tax Incentive Agreement is cancelled; or
  - (d) the content of the Tax Incentive Agreement is inconsistent with this Bylaw or the Act.
- 11.2. A request for appeal must be submitted in writing to the CAO within 30 days of:
- (a) written notice being sent to the Assessed Person that an application has been refused or rejected;
  - (b) written notice being sent to the Assessed Person that an Exemption is cancelled for one or more taxation years;
  - (c) a Tax Incentive Agreement being cancelled; or
  - (d) the execution of a Tax Incentive Agreement as the case may be.
- 11.3. An Assessed Person must submit a non-refundable appeal fee of \$500 (Canadian dollars) concurrent with the appeal.
- 11.4. Council will consider an appeal at:
- (a) a regularly scheduled meeting of Council; or
  - (b) a special meeting of Council.
- 11.5. Remedies available to Council upon conclusion of an appeal are:
- (a) Council may uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption or Tax Incentive Agreement; or
  - (b) Council can revise or direct the CAO to revise a Tax Incentive Agreement.
- 11.6. In accordance with section 460(7) of the Act, complaints about a Decision may not be made to the assessment review board.

**12. SEVERABILITY**

- 12.1. Should any provision of the Bylaw be declared to be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

**13. EFFECTIVE DATE**

- 13.1. The adoption of this Bylaw to establish the Property Tax Incentive Exemption program for Eligible Non-residential property and M&E is effective upon the date of the passing of the third and final reading of this Bylaw.

THIS Bylaw shall hereby rescind previous Bylaw 22-008.

GIVEN first reading this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

September 7<sup>th</sup>, 2023

Lethbridge County  
905 4 Ave. S., Suite 100  
Lethbridge, AB T1J 4E4  
ATTN: Cole Beck  
Email: [cbeck@lethcounty.ca](mailto:cbeck@lethcounty.ca)

**RE: Alberta Community Partnership - [Intermunicipal Collaboration] – Village of Stirling Application (BEW FCSS Proposal)**

To determine how best to serve residents' needs and reduce social stigma surrounding support services within the BEW region, the Village of Stirling has proposed to submit an Alberta Community Partnership Intermunicipal Collaboration Application to conduct a community needs assessment. The project will focus on the root causes of social challenges related to the province's priorities and determine strategies to proactively address these challenges.

On September 6<sup>th</sup>, 2023 the Barons-Eureka-Warner FCSS Board endorsed this proposal with the following motion.

*M. Plumtree moved the Board support the Village of Stirling's Alberta Community Partnership Intermunicipal Collaboration BEW FCSS Proposal to conduct a region wide community needs assessment based on FCSS provincial prevention priorities.*  
**Carried Unanimously**

**Request**

We are asking each of the BEW FCSS participating municipal councils to show support for this proposal with the following motion.

Moved by \_\_\_\_\_ to approve participating with the Village of Stirling in applying for an Alberta Community Partnership Intermunicipal Collaboration Funding grant, to fund the Barons-Eureka-Warner FCSS community needs assessment project.

**Please email confirmation of this motion on municipal letterhead to Scott Donselaar, CAO, Village of Stirling at [cao@stirling.ca](mailto:cao@stirling.ca). Deadline for the application is October 2<sup>nd</sup>, 2023.**

If you have any questions or concerns, please contact Scott at 403-756-3379 or myself at 403-715-2260.

Sincerely,



Zakk Morrison, MSc  
Executive Director

cc: Scott Donselaar, CAO, Village of Stirling  
incl. Alberta Community Partnership BEW FCSS Proposal Summary

## **Alberta Community Partnership Program Proposal**

### **Project Purpose**

The purpose of this project is to empower the 16 municipalities in the Barons-Eureka-Warner (BEW) Family & Community Support Services (FCSS) region to make informed decisions individually and collectively about how they invest in community assets and services as a prevention strategy against social challenges. Similar to the Developmental Assets Framework that identifies 40 positive supports and strengths that young people need to succeed, this project endeavours to determine which community assets can support greatest community wellbeing.

### **Project Summary**

The primary activity for this project is a Community Needs Assessment of the BEW FCSS region.

- The BEW FCSS community needs assessment will be based on the Government of Alberta's provincial prevention priorities: Homelessness and housing insecurity; Mental health and addictions; Employment; Family and sexual violence across the lifespan; Aging well in community.
- The project will focus on the root causes of social challenges related to the province's priorities, and whether communities in the region have the services they need to proactively address these challenges.
- The assessment will take a collaborative approach to engaging multiple levels of stakeholders in assessing community asset strengths and gaps against community needs and resources.

### **Key activities**

Primary data collection:

- A multi-modal survey of residents of the 16 municipalities comprising the BEW FCSS service region.
- Focus groups with municipalities and service providers.
- Interviews with key stakeholders within the BEW FCSS service region, as well as subject matter experts from outside the region.

### **Themes**

Themes for the projects are based on the province's service requirement for BEW FCSS:

- What are the social issues impacting the wellbeing of the municipalities of the BEW FCSS region?
- How do social issues impact specific communities and demographic groups within the BEW FCSS region?
- What services currently exist to address the needs related to these social issues?
- How can existing services be reoriented to improve effectiveness and efficiency?
- Are there any gaps in existing services that need to be addressed?
- Who should be responsible for what services, and how should they be funded?
- How can the services be monitored and evaluated to measure progress towards goals and ensure effectiveness?

### **Expected Concrete Results**

1. Shared understanding amongst the 16 municipalities of BEW FCSS of how community assets can support community wellbeing.
2. Productive conversations about areas of responsibility for community assets and services.
3. Informed decisions to drive service plans and budgets for municipalities and BEW FCSS.
4. Collective focus on prevention of social issues through enhancing community wellbeing.

# AGENDA ITEM REPORT



**Title:** 2024 Provincial Agricultural Service Board Conference Sponsorship Opportunity  
**Meeting:** Council Meeting - 05 Oct 2023  
**Department:** Public Operations  
**Report Author:** Jeremy Wickson

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 28 Sep 2023

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

The Provincial ASB Conference will be held in Lethbridge at the Agri-Food Hub from January 22-25, 2024. This presents a sponsorship opportunity for Lethbridge County to showcase our municipality.

## RECOMMENDATION:

That Lethbridge County hosts a hospitality event for attendees in the amount of \$25,000 as sponsorship for the 2024 Provincial Agricultural Service Board Conference.

## REASON(S) FOR RECOMMENDATION(S):

To promote Lethbridge County and the new Agri-Food Hub & Trade Centre.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County has not sponsored this event in the past.

## BACKGROUND INFORMATION:

Annually, the Association of Alberta Agricultural Fieldmen (AAAF) hosts the Provincial Agricultural Service Board (ASB) Conference, a three-day event for approximately 400-500 people including ASB members, Councilors and municipal administration representing the sixty-nine Alberta Municipal Districts and Counties.

During this event, ASB members gather to bring forward issues and vote on Provincial or Federal resolutions affecting the Alberta agriculture industry. The South Region AAAF is hosting the 2024 ASB Provincial Conference at the newly built Agri-food Hub and Trade Centre in Lethbridge and is looking for sponsors to offset registration costs.



With the conference in January 2024, the AAAF are solidifying all of their sponsors for the conference.

Lethbridge last hosted the conference in the 1990's.

#### **ALTERNATIVES / PROS / CONS:**

With Lethbridge County, this presents an opportunity to take a lead role in sponsorship, showcasing our region and the agriculture industry that drives our economy.

##### **Option #1**

- Opening night of the conference, hosting a hospitality event for attendees. In addition, this could be extended to include local municipal partners, regional stakeholders and municipal staff. Estimated cost of \$25,000 for the event to be hosted in the Lakeview Room, with an attendance of 400-500 people.

##### **Option #2:**

- Banquet and platinum sponsorship of \$15,000 as per brochure attached.

#### **FINANCIAL IMPACT:**

The sponsorship amount will be added to the ASB budget for 2024 in the amount of the option selected.

#### **LEVEL OF PUBLIC PARTICIPATION:**

☒ **Inform**      ☐ **Consult**      ☐ **Involve**      ☐ **Collaborate**      ☐ **Empower**

#### **ATTACHMENTS:**

[2024 ASB Conference Sponsor Package Fillable](#)



THE ASSOCIATION OF  
ALBERTA AGRICULTURAL FIELDMEN

# 2024 Provincial Agricultural Service Board Conference

Sponsorship and Tradeshow Package

Agri-food Hub and Trade Centre, Lethbridge  
January 22-25, 2024



## THE ASSOCIATION OF ALBERTA AGRICULTURAL FIELDMEN

### *Greetings from the Association of Alberta Agricultural Fieldmen!*

Every year the Association of Alberta Agricultural Fieldmen (AAAF) hosts the Provincial Agricultural Service Board (ASB) Conference, a three-day event for approximately 400-500 people including ASB members, Councilors and municipal administration representing the sixty-nine Alberta Municipal Districts and Counties. During this event, ASB members gather to bring forward issues and vote on Provincial or Federal resolutions affecting the Alberta agriculture industry. The South Region AAAF is hosting 2024 ASB Provincial Conference.

The South Region AAAF consists of the following Municipalities:

- MD of Acadia
- Cardston County
- MD of Crowsnest Pass
- Cypress County
- MD of Foothills
- County of Forty Mile
- Lethbridge County
- County of Newell
- MD of Pincher Creek
- MD of Ranchland
- Special Area 2
- Special Area 3
- Special Area 4
- MD of Taber
- Vulcan County
- County of Warner
- Wheatland County
- MD of Willow Creek

On behalf of the AAAF we would like to tell you about the opportunity to set up a booth or become a sponsor at our upcoming tradeshow.

The 2024 ASB Provincial Conference will be hosted at the newly built **Agri-food Hub & Trade Centre, Lethbridge**. The theme of our conference is “*Planning for the Future by Choosing our Path*”. The trade show will also be held within the Agri-food Hub & Trade Centre, Lethbridge.

**Trade show viewing January 22-25, 2024.**

We will be able to accommodate 45 booths and numerous other sponsor opportunities.

To inquire about the Trade Show/Sponsorship opportunities and non-profit rates, please contact Cathy Preston, AAAF Promotions Committee at [cpreston@warnercounty.ca](mailto:cpreston@warnercounty.ca) or 403-642-2255.

**We look forward to seeing you there and thank you for your support!**



## THE ASSOCIATION OF ALBERTA AGRICULTURAL FIELDMEN

### Sponsorship Opportunities

Sponsors may specify contributions toward a particular portion of the event or to the overall event. We invite additional innovative ideas or plans on how you or your company would like to sponsor this event. **Past sponsorship opportunities of specific event portions have included:**

- Breakfast Sponsor                      \$3,500 +
- Coffee Break Sponsor                  \$2,000 +
- Lunch Sponsor                            \$5,000 +
- Banquet Sponsor                        \$10,000 +
- Whole Day Sponsor                    \$7,000 +

### Benefit Details

Your sponsor contributions will be totaled, and you will receive the corresponding sponsorship level and subsequent perks. See chart below:

Level	Contribution Value	Inclusions
Friend of AAAF	\$100-\$499	<ul style="list-style-type: none"> <li>Name listed in sponsor PowerPoint</li> </ul>
Bronze	\$500-\$999	<ul style="list-style-type: none"> <li>Name listed in agenda package</li> <li>Small logo in sponsor PowerPoint</li> <li>Name listed on other event advertising</li> </ul>
Silver	\$1000- \$2499	<ul style="list-style-type: none"> <li>Sliver recognition in agenda package</li> <li>Medium logo in sponsor PowerPoint</li> <li>Logo on other event advertising</li> <li>Booth</li> </ul>
Gold	\$2500-\$4999	<ul style="list-style-type: none"> <li>Gold recognition in agenda package</li> <li>Large logo in sponsor PowerPoint</li> <li>Logo on other event advertising</li> <li>Booth</li> <li>Opportunity to include materials in registration packages</li> </ul>
Platinum	>\$5,000	<ul style="list-style-type: none"> <li>Platinum recognition in agenda package</li> <li>Custom "Thank You" banner at high traffic location</li> <li>Large logo in sponsor PowerPoint with optimum rotation</li> <li>Logo on other event advertising</li> <li>Booth</li> <li>Opportunity to include materials in registration packages</li> <li>Major sponsor with podium recognition</li> </ul>



## THE ASSOCIATION OF ALBERTA AGRICULTURAL FIELDMEN

### 2024 Provincial Agricultural Service Board Conference Jan 22-25 Tradeshow Location – Agri-food Hub & Trade Centre, Lethbridge AB

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Large Equip. Space: Y      N

Require access to an electrical outlet: Y      N      Regular Booth Space: Y      N

#### Tradeshow Schedule\*

Date	Time	Activity
Monday, January 22	8:00 am – 4:00 pm	Tradeshow setup
Tuesday, January 23	10:00 am – 5:00 pm	Regular exhibit hours
Wednesday, January 24	10:00 am – 3:30 pm *3:30 pm – 5:30 pm	Regular exhibit hours *Tradeshow take down
Thursday, January 25	8:00 am – 4:00 pm	Tradeshow take down

\*Subject to change based on program agenda

Contribution		
Primary Sponsorship Amount (minimum \$1000)		Booth fees include (two) daily: breakfast, lunch, and coffee breaks with delegates (Jan 23 & 24)
or \$500 (for not-for-profits for tradeshow participation)		
<b>Total</b>		

Cheques can be made payable to **South Region Provincial ASB Conference**

Cheques can be mailed to:  
Will Schaap  
C/O County of Newell  
PO Box 130  
Brooks, AB  
T1R 1B2

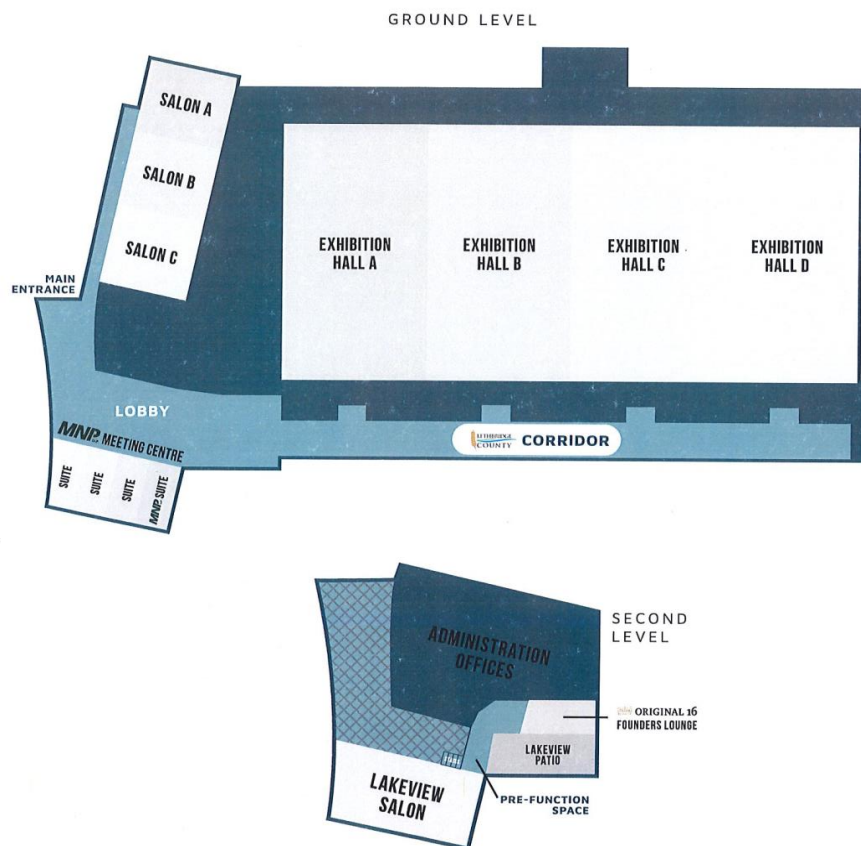
**Thank you for your support of 2024 ASB Provincial Conference!**



## THE ASSOCIATION OF ALBERTA AGRICULTURAL FIELDMEN

# Floor Plan

AGRI-FOOD HUB AND TRADE CENTRE





## THE ASSOCIATION OF ALBERTA AGRICULTURAL FIELDMEN

[Coming soon: booth layout map]





*Coaldale & District Emergency Services Cordially  
Invite you and your significant other to our*

# *2023 Annual Awards Ceremony*

*Saturday, December 2, 2023*

*Coaldale Civic Square Centre*

*1801 20<sup>th</sup> Avenue (parking lot on South Side)*

*Silent Auction: 6:00 pm*

*Dinner: 6:45 pm*


*Awards Ceremony: 8:00 pm*

*Entertainment: 9:00 pm*

*D.J.-PM featuring Boeuf Cotton*

*RSVP by November 15, 2023*

*Julie @ 403-345-1336 / [publicsafety@coaldale.ca](mailto:publicsafety@coaldale.ca)*





# Agricultural Service Board

## Position Statement

### Agriculture Extension

ASBs are one of many agriculture extension agents and have a unique and integral role in agricultural extension. ASBs exist in every rural municipality where agriculture production takes place, and are mandated by legislation to promote, enhance and protect viable sustainable agriculture with the view to improve the economic viability of the agriculture producer. They do this by advising their local municipal government and the provincial government on agriculture issues and concerns and promoting the development of policies and programs that support the farmers in their regions.

ASBs are responsible for implementing and enforcing legislative requirements under [4 agriculture related Acts](#) and to assist with the control of animal disease under the Animal Health Act. They are assurance partners with the province to provide monitoring, detection and enforcement services that work to minimize the risk of disease and pest outbreaks keeping markets open and accessible to agriculture producers. ([About ASBs](#), <https://agriculturalserviceboards.com/about-asbs/>)

Agriculture extension topics that encourage sustainable agriculture practices, that encourage compliance with the legislation, promote economic viability and enhance community/family wellbeing are important to ASBs. ASBs are empowered by their local councils to respond to both agriculture and non agriculture rate payers and so have a broad understanding of how agriculture practices impact those outside the industry.

### What is the ASB's position on the importance of having a municipal perspective in agriculture extension?

ASBs have a unique and important perspective on agriculture extension, and it is important that they have input into the development and governance of agriculture extension programs and services. ASBs:

- are positioned to address regional/local issues
- have a unique mandate and therefore have unique role to play in extension, Their extension differs from that done by ARA's, post secondary institutions or private industry
- are mandated to serve both farming and non farming communities, so offer a wide perspective and insight on issues impacting agriculture.
- serve all farmers as assurance partners working to keep market access.

## What financial considerations do ASB's have with respect to agriculture extension delivery?

The majority of ASBs feel that they require more base operating funding to provide quality stable extension services to meet the needs of their farmers.

- Many ASBs feel that the current ASB grant does not fund enough manpower for market assurance activities and preventative agriculture extension.
- The financial needs of each municipality vary.
- Agriculture extension agents are not evenly distributed throughout the province, so it can be expensive for ASBs to partner to provide their farmers access to relevant extension resources.
- ASB grants and grants provided to partnering agriculture extension agents are not keeping up with the increasing cost of extension delivery.

## What do the ASBs believe is needed to continue to support agriculture extension?

ASBs believe the formation of an organized coordinated system that provides access to current agriculture extension resources and the specialists to adapt them to local situations is needed.

To do that:

1. A coordinating body that identifies needs in the industry and works with the relevant agriculture extension agents to meet those needs in the most efficient way possible.
  - a. ASBs need to be part of the steering and governance
  - b. ASBs are in a position to provide advice on the current issues and needs for agriculture extension because of their legislated advisory role.
  - c. A coordinating body would help to reduce competition between extension service providers and improve efficiency for the greatest value to farmers and the public.
2. Access to current unbiased information and agriculture specialists that can work with ASBs to customize innovations and agronomics to local conditions, addressing regional concerns.
  - a. ASBs staff tend to be generalists and are best suited to delivering extension messages and ideas that were well developed by the experts and known to be relevant and useful to farmer audiences.
  - b. Agriculture specialists are needed to adapt innovations, extension resources and programs to address regional concerns and fit the mandate of the ASBs.
  - c. ASBs are positioned to deliver extension across the entire province, when adequately funded
3. All extension agents need access to stable consistent reliable funding that is responsive to the cost of delivery that consists of:
  - a. Operational funding that is not traditionally covered in projects.
  - b. Opportunities for capital funding.

What current agriculture issues are impacting rural Alberta that are important to the ASBs but are not currently addressed in the CEM model?

- **Security** - Extension efforts that inform and provide practical solutions for increasing security on farm for bio control, protection from activism, and rural crime as well as increasing the understanding of laws in place to protect citizens. More needs to be done to ensure people know the laws, are being proactive to prevent crime. Coordinated
- **Mental Health/ Wellbeing** - Extension products to inform rural service providers, municipal officials, and those involved in the agriculture industry about the current state of farm wellbeing, and how to access supports is an ongoing need.
- **Economic development** - Extension products that keep farmers, agriculture associations, and municipalities up to date with the latest programs and opportunities that are designed to encourage rural economic development. The average age of farmers is 56, and only 19% of farmers are under the age of 35. This means a lot of assets and equity will need to change hands, and having access to schools, sports, health care and other amenities is an important part of encouraging families to farm.
- **Emergency planning** - Systems need to be in place to accommodate livestock in evacuation or disease outbreaks. Extension that educates farmers, first responders, and municipal emergency response teams about the processes, responsibilities, and regulations governing animal welfare and traceability are needed.
- **Conflicting land use** - Selling agricultural land to other development is financially attractive, particularly to older farmers looking to retire, but has a negative impact on the amount of farmland available to farm.
- **Soil Conservation** - Extension resources and activities that give farmers and municipalities the tools and knowledge needed are not readily available.