



AGENDA

Council Meeting

9:30 AM - Thursday, October 19, 2023
Council Chambers

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A. CALL TO ORDER

B. ADOPTION OF AGENDA

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- D.1.2. Tax Penalty Waiver Request - Roll #33632103
[Tax Penalty Waiver Request - Roll #33632103](#)

D.2. ADMINISTRATION

D.3. MUNICIPAL DEVELOPMENT & INFRASTRUCTURE

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E. COUNTY COUNCIL AND COMMITTEE UPDATES

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2. 2024 Council Meeting Schedule
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F. NEW BUSINESS

G. CLOSED SESSION

H. ADJOURN



MINUTES

Council Meeting

9:00 AM - Thursday, October 5, 2023
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, October 5, 2023, at 9:00 a.m., in the Council Chambers, with the following members present:

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

A. CALL TO ORDER

Reeve Campbell called the meeting to order at 9:05 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

280-2023	Deputy Reeve Kuerbis	MOVED that the October 5, 2023 Lethbridge County Council Meeting Agenda be adopted as presented.	CARRIED
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C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

281-2023	Councillor VanderVeen	MOVED that the September 21, 2023 Lethbridge County Council Minutes be adopted as presented.	CARRIED
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D. DELEGATIONS

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

Ron Spillman was present and was recognized for his 43 years of service. Ron will be retiring effective October 13, 2023.

E. SUBDIVISION APPLICATIONS

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

282-2023 Councillor VanderVeen MOVED 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.

CARRIED

F. DEPARTMENT REPORTS

F. MUNICIPAL DEVELOPMENT & INFRASTRUCTURE

F.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

283-2023 Councillor Sayers MOVED that Bylaw 23-023 be read a first time.

CARRIED

F.2. CORPORATE SERVICES

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

284-2023 Councillor Van Essen MOVED that Bylaw 23-024 be read a first time.

CARRIED

285-2023 Councillor VanderVeen MOVED that Bylaw 23-024 be read a second time.

CARRIED

286-2023 Councillor Sayers MOVED that Council consider third reading of Bylaw 23-024.

CARRIED

287-2023 Deputy Reeve Kuerbis MOVED that Bylaw 23-024 be read a third time.

CARRIED

F.3. ADMINISTRATION

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

- 288-2023 Councillor Van Essen MOVED that Lethbridge County supports the Town of Coaldale's (managing partner) submission of a 2023/24 Alberta Community Partnership grant application in support of the Regional Water Concept Development Study project on the basis that the City of Lethbridge is involved.
- CARRIED

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

- 289-2023 Councillor Sayers MOVED that Lethbridge County supports the Village of Stirling's (managing partner) submission of a 2023/24 Alberta Community Partnership grant application in collaboration with FCSS in support of a region wide Community Needs Assessment.
- CARRIED

F.3.3. Nobleford Bulk Water Station Funding Request

- 290-2023 Councillor Van Essen MOVED that Lethbridge County provide 50% of up to \$15,000 for the Nobleford Bulk Water Station upgrades costs, on the condition that the Town of Nobleford match the bulk water rates of Lethbridge County and create a capital replacement plan for future maintenance. Funding will come from the Utility Reserve.
- CARRIED

F.4. PUBLIC OPERATIONS

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

- 291-2023 Councillor VanderVeen MOVED 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 to be funded from the Agriculture Service Board Reserve.
- CARRIED

G. CORRESPONDENCE

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

Council reviewed the invitation from the Coaldale & District Emergency Services to attend their annual awards ceremony being held on December 2, 2023.

G.2. Agricultural Service Board Position Statement

Council reviewed the Agricultural Service Board Position Statement on Agricultural Extension.

H. NEW BUSINESS

I. CLOSED SESSION

J. **ADJOURN**

292-2023	Councillor Zeinstra	MOVED that the Lethbridge County Council Meeting adjourn at 10:20 a.m.	CARRIED
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Reeve

CAO

AGENDA ITEM REPORT



Title: Tax Penalty Waiver Request - Roll #7050200
Meeting: Council Meeting - 19 Oct 2023
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 10 Oct 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An email was received regarding a tax penalty waiver request in the amount of \$365.66 for council's consideration.

RECOMMENDATION:

That County Council not waive tax penalties in the amount of \$365.66 as requested tax roll 7050200.

REASON(S) FOR RECOMMENDATION(S):

Administration has made the recommendation to not waive the tax penalty as penalties have been levied as per the Tax Penalty Bylaw #1273. A waiver of penalty could set some precedent for future requests of a similar nature.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Municipal Government Act provides council with an opportunity to cancellation, reduction, refund, or deferral of taxes as stated below;

Section 347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

BACKGROUND INFORMATION:

An email was received from Mr. Van Giessen with regards to penalties that were applied to tax roll #7050200. Mr. Van Giessen states in the email that they did not receive a copy of their property tax notice in the mail and were not aware that taxes were due by July 31st. Upon receipt of the tax

statement issued in August, which then included a penalty amount, Mr. Van Giessen contacted the County office immediately and made a payment for the tax levy amount.

Upon review of the County's records, a title change for the above noted tax roll was made in November 2022 and the address in the system matched the address provided by Mr. Van Giessen. Tax Notices were mailed on June 7, 2023, were advertised in the Sunny South News, County Connection, in the utility bill inserts and on the website and social media for several weeks following the mailing of the tax notices reminding people of the upcoming tax due date. Additionally, as per the MGA, a tax notice is deemed to have been received 7 days after it is sent and no mail for the Van Giessen's has been returned to the County as undelivered.

ALTERNATIVES / PROS / CONS:

Waive tax penalty in the amount of \$365.66 as requested:

PRO - Would satisfy the penalty waiver request.

CON - There is a tax penalty bylaw in place, and waiving the penalty would set a precedent for future requests.

Waive a portion of the tax penalty in the amount of \$365.66 as requested:

PRO - Would partially satisfy the penalty waiver request.

CON - There is a tax penalty bylaw in place, and waiving a portion of the penalty would set a precedent for future requests.

FINANCIAL IMPACT:

Loss of tax penalty levied in the amount of \$365.66

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

AGENDA ITEM REPORT



Title: Tax Penalty Waiver Request - Roll #33632103
Meeting: Council Meeting - 19 Oct 2023
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 11 Oct 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A tax penalty waiver request has been submitted for councils consideration in the amount of \$299.22.

RECOMMENDATION:

That County Council not waive tax penalties in the amount of \$299.22 as requested on tax roll 33632103.

REASON(S) FOR RECOMMENDATION(S):

Administration has made the recommendation to not waive the tax penalty as penalties have been levied as per the Tax Penalty Bylaw #1273. A waiver of penalty could set some precedent for future requests of a similar nature.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Municipal Government Act provides council with an opportunity to cancellation, reduction, refund, or deferral of taxes as stated below;

Section 347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

BACKGROUND INFORMATION:

An email was received from Ms. Lanser with a request to have property tax penalties waived on tax roll #33632103. The request received indicated that the property was purchase this year and they were not aware that they owed taxes until they were notified by their lawyer in September.

Upon review of the tax roll records by the Tax Clerk, it was reported that two tax certificates were issued in June, both of which stated that there was a tax levy outstanding in the amount of \$5,984.35 and that taxes were due by July 31, 2023. This information was relayed to Ms. Lanser, however she asked that the waiver request still be brought forward for councils consideration.

As Council is aware, Tax Notices were mailed on June 7, 2023, were advertised in the Sunny South News, County Connection, in the utility bill inserts and on the website and social media for several weeks following the mailing of the tax notices reminding people of the upcoming tax due date.

ALTERNATIVES / PROS / CONS:

Waive tax penalty in the amount of \$299.22 as requested:

PRO - Would satisfy the penalty waiver request.

CON - There is a tax penalty bylaw in place, and waiving the penalty would set a precedent for future requests.

Waive a portion of the tax penalty in the amount of \$299.22 as requested:

PRO - Would partially satisfy the penalty waiver request.

CON - There is a tax penalty bylaw in place, and waiving a portion of the penalty would set a precedent for future requests.

FINANCIAL IMPACT:

Loss of tax penalty levied in the amount of \$299.22.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - September 2023
Meeting: Council Meeting - 19 Oct 2023
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 11 Oct 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

To remain transparent to its citizens, Lethbridge County Council members report on their activities and events attended throughout the month.

RECOMMENDATION:

No motion required.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

In order to remain transparent to its citizens, Lethbridge County Council members provide a monthly report on their activities and events for the prior month.

ALTERNATIVES / PROS / CONS:

By not reporting activities and events attended by members of Council, citizens are unaware of the events occurring within the region and are unaware of the participation of Council with regards to community events.

FINANCIAL IMPACT:

None at this time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Lethbridge County Council Attendance - September 2023](#)

**Lethbridge County Council Attendance
September 2023**

Division 1

Councillor Lorne Hickey

September 6	Public Works Workshop
September 6	FCSS Meeting
September 7	Lethbridge County Council Meeting
September 8	Employee Recognition Night
September 13	Green Acres Finance Committee Meeting
September 14	Land Use Bylaw Review Workshop #2
September 15	Foothills Little Bow Municipal Association Meeting
September 20	Green Acres Board Meeting
September 21	Lethbridge County Council Meeting

Division 2

Reeve Tory Campbell

September 6	Public Works Workshop
September 6	Exhibition Park Board Meeting
September 7	Lethbridge County Council Meeting
September 8	Mayors and Reeves
September 8	Meeting/Tour with Southland Trailers
September 8	Employee Recognition Night
September 12	Exhibition Park Catalyst Meeting
September 14	Land Use Bylaw Review Workshop #2
September 15	Foothills Little Bow Municipal Association Meeting
September 18	Agrifood Corridor Update Meeting, Virtual
September 20	EDL Board Meeting
September 21	Lethbridge County Council Meeting
September 22	Shaughnessy Playground Ground Opening
September 25	Truth and Reconciliation Flag Raising
September 26-29	Alberta Municipalities Convention

Division 3

Councillor Mark Sayers

September 7	Lethbridge County Council Meeting
September 8	Employee Recognition Night
September 14	Land Use Bylaw Workshop
September 15	Foothills Little Bow Municipal Association Meeting
September 20	Coaldale Chamber of Commerce
September 21	Lethbridge County Council Meeting
September 21	SouthGrow Board Meeting
September 25	Water Commission Meeting
September 26	Emergency Advisory Committee Meeting

Division 4**Deputy Reeve John Kuerbis**

September 6	Public Works Workshop
September 7	Lethbridge County Council Meeting
September 8	Employee Recognition Night
September 11	Regional Waste Commission Meeting
September 11	Meeting with Community Futures Executive Director
September 13	Community Futures Monthly Board Meeting
September 14	Land Use Bylaw Review Workshop #2
September 21-22	Community Futures Alberta AGM
September 25	Regional Water Commission Meeting
September 26	Emergency Advisory Committee Meeting
September 26	75 th Anniversary Celebration of Peoples Republic of China
September 27-29	Alberta Municipalities Convention

Division 5**Councillor Eric Van Essen**

September 6	Public Works Workshop
September 7	Lethbridge County Council Meeting
September 8	Highway 3 Twinning Development Association Meeting
September 8	Employee Recognition Night
September 9	Iron Springs Parade
September 14	Land Use Bylaw Review Workshop #2
September 15	Foothills Little Bow Municipal Association Meeting
September 21	Lethbridge County Council Meeting
September 26	Emergency Advisory Committee Meeting

Division 6**Councillor Klaas VanderVeen**

September 6	Public Works Workshop
September 6	Link Pathway Meeting
September 7	Lethbridge County Council Meeting
September 8	Employee Recognition Night
September 9	Iron Springs Parade
September 11	Lethbridge Regional Waste Committee Meeting
September 14	Land Use Bylaw Review Workshop #2
September 15	Foothills Little Bow
September 21	Lethbridge County Council Meeting
September 22	SAEWA AGM in Vulcan

Division 7**Councillor Morris Zeinstra**

September 6	Public Works Workshop
September 7	Lethbridge County Council Meeting
September 8	Employee Recognition Night
September 9	Iron Springs Parade
September 14	Land Use Bylaw Review Workshop #2
September 15	Foothills Little Bow Municipal Association Meeting
September 21	Lethbridge County Council Meeting

AGENDA ITEM REPORT



Title: 2024 Council Meeting Schedule
Meeting: Council Meeting - 19 Oct 2023
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 11 Oct 2023

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration is recommending that the 2024 Council Meeting Schedule be approved with one Council Meeting each for the months of January, March, June, August and November.

RECOMMENDATION:

That County Council approves the 2024 Council Meeting Schedule with one Council Meeting each for the months of January, March, June, August and November and further that these dates be advertised as appropriate.

REASON(S) FOR RECOMMENDATION(S):

Scheduling one meeting per month for January, March, June, August and November will allow Council to attend conferences, legislative events and plan for summer vacations or other activities.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Procedural Bylaw sets out all the dates of Council meetings during the year with revisions to meeting dates brought forward to Council for approval as needed.

BACKGROUND INFORMATION:

Historically, there has only been one meeting in January as it is the beginning of the year. The 2024 Provincial ASB Conference will be held in Lethbridge January 22-24.

The 2024 Spring RMA Convention is being held March 18-20. These dates conflict with the 2nd Council meeting in March.

The 2024 FCM Conference is being held in Calgary June 6-9. These dates conflict with the 1st Council meeting in June.

Historically, there has only been one meeting in August.

The 2024 Fall RMA Convention is being held November 4-7. These date conflict with the 1st Council meeting in November.

Special Meetings of Council can be scheduled at any time should an issue arise.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

Pros:

- Will allow attendance by Council at County Council meetings as well as planned conferences and events.

Cons:

- County Council could choose not to set the meeting dates.

Alternative:

- County Council could change or choose alternative dates to hold the meetings.

FINANCIAL IMPACT:

No financial impact at this time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2024 Council Meeting Schedule](#)

2024

Lethbridge County Council Meeting Schedule

January						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	TH	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	TH	F	S
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5	6	8	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	TH	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	TH	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	TH	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Statutory Holiday
- Lethbridge County Council Meeting
- Rural Municipalities of Alberta (RMA) Convention (Spring: March 18-20) (Fall: November 4-7)
- Federation of Canadian Municipalities (FCM) Conference (June 6-9)
- Organizational Meeting
- Agricultural Service Board Meeting
- ASB Provincial Conference