



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, May 27th, 2024 at 6:30 pm

1.0 CALL TO ORDER

2.0 ADOPTION OF THE AGENDA

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting Minutes – 13th May, 2024

4.0 PUBLIC HEARING

5.0 DELEGATION

5.1 Green Acres Foundation – Dawna Coslovi & Jeff Carlson

5.2 Stars Foundation – Jackie Seely (7:00 p.m.)

6.0 REQUESTS FOR DECISION

6.1 Bylaw No. 950-24 Amending Bylaw for Bylaw No. 872-18 Utility Bylaw

6.2 PB Minor Hockey Ice request

6.3 Council Summer meeting schedule

6.4 Seniors Dinner

6.5 Animal control bylaw – High School

6.6 2024 1st Quarter Operating and Capital Variance report

6.7

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

9.1.1 Director of Emergency Services report

10.0 CORRESPONDENCE

- 10.1 Chinook Arch Library Board – 2023 Impact Report and Audited Financial Statements
- 10.2 Environment and Protected Areas – Water restrictions requests
- 10.3 Municipal Affairs – Local Government Fiscal Framework Funding
- 10.4 Municipal Affairs – Bill 20 Amendments

11.0 INFORMATIONAL ITEMS

- 11.1 Nobleford Heritage Day Invitation

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 16(1) – Doctor Recruitment
- 12.2

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, May 13th, 2024 AT 6:30 PM

PRESENT: Mayor C. Moore Deputy Mayor C. Papworth Councillor T. Feist
Councillor H. de Kok Councillor C. Neels

ALSO PRESENT: Chief Administrative Officer – K. Davis
Director of Corporate Services – M. Overbeeke
Administrative Assistant – C. Johnson

1.0 CALL TO ORDER

Mayor Moore called the Regular Council Meeting to order at 6:30 p.m.

2.0 ADOPTION OF THE AGENDA

167 2405 13 MOVED by Councillor Feist that the agenda be approved as amended:
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – April 22nd, 2024

168 2405 13 MOVED by Councillor de Kok that the Regular Council Meeting minutes of
April 22nd, 2024 be approved as presented.
CARRIED

4.0 PUBLIC HEARING

Keith spoke to the proposed Land Use Bylaw Amendment Bylaw No. 947-24 – Land Use Redesignation – Residential R1 to Residential Multi-Unit R5 – 546 Rogers Avenue. The first reading was completed on April 8th, 2024 then advertised for a few weeks in the Sunny South for feedback from the public. There was no written feedback in favour or opposed received.

4.1 Submissions

4.1.1 In Person Submissions

4.1.1.1 Ask for Those in Favour

Justin Schooten, the landowner, spoke to the proposed bylaw. He reiterated the need for more multi-unit housing.

4.1.1.2 Ask for Those Opposed

There was no one present to speak in opposition to the proposed bylaw.

4.1.2 Written Submissions

4.1.2.1 Ask for Those in Favour

There were no written submissions in favour of the proposed bylaw.

4.1.2.2 Ask for Those Opposed

There were no written submissions opposed to the proposed bylaw.

4.2 Adjourn Public Hearing

Mayor Moore adjourned the public hearing at 6:33 p.m.

5.0 DELEGATION

5.1 County of Lethbridge Community Learning Council – Melanie Patenaude

Melanie, Executive Director of the County of Lethbridge Community Learning Council, joined Council to discuss all that the Community Learning Council offers. This year will be their 50th year of operating. They offer English courses in the Spring and Fall that run for 8-10 weeks each session. The English classes are mostly funded through grant funding. They offer childcare when they can and mileage to patrons to keep the classes more localized. They also offer tutoring and supports for resumes, driver's exams and anything that has to do with literacy. There is a definite need in the community. In Picture Butte, the English classes have gone over very well. They have also partnered with local employers to provide English classes to their employees.

5.2 Mark Lowe – PBHS Principal - Animals

Mark Lowe, Principal of Picture Butte High School, attended Council to share how the public consultation has been going with the large animal portion of their FarmEd program. Students from the program went around to the properties in direct radius of the high school with pamphlets to raise awareness and gauge their willingness for a large animal program being implemented at the school. 31 households were on board with the program. Of those that answered the doors, they found no one opposed to the program. Council requested that the information be left at the door for those that were not contacted previously. The next step in the process would be for Council to direct Administration to draft some amendments to the Animal Control Bylaw for Council's consideration.

6.0 REQUESTS FOR DECISION

6.1 Bylaw No. 947-24 Land Use Bylaw Amendment – Land Use Redesignation – Residential R1 to Residential Multi Unit R5 – 546 Rogers Avenue – 2nd and 3rd Reading

169 2405 13 MOVED by Councillor de Kok to approve the second reading of Bylaw No. 947-24 Land Use Bylaw Amendment – Land Use Redesignation.
CARRIED

170 2405 13 MOVED by Deputy Mayor Papworth to approve third and final reading of Bylaw No. 947-24 Land Use Bylaw Amendment – Land Use Redesignation.
CARRIED

6.2 Rental Fee Waiver Request

171 2405 13 MOVED by Deputy Mayor Papworth to waive the rental fee for the arena booking on June 6-8, 2024 for the Turin 4H Club.
CARRIED

172 2405 13 MOVED by Councillor Feist to allow the Turin 4H Club to park trailers on the lot next to the Community Centre and to allow overnight camping in those trailers for the duration of their Show and Sale event.
CARRIED

6.3 Water Restrictions Plan and Bylaw

173 2405 13 MOVED by Councillor Feist to approve the first reading of Bylaw No. 950-24 – Amending Bylaw for Bylaw No. 872-18 Utility Bylaw.
CARRIED

6.4 Summer 2024 Municipal Leaders Caucus

174 2405 13 MOVED by Councillor de Kok to approve two representatives from the Town to attend the 2024 Municipal Leaders Caucus in Stirling on the 26th of June.
CARRIED

6.5 Economic Development Committee Member Requests

- 175 2405 13 MOVED by Deputy Mayor Papworth to appoint Bronwyn Kelly to the Economic Development Committee as the Chamber of Commerce representative and to appoint Joe Watson and Yves Leclair as members of the Economic Development Committee.
- CARRIED

6.6 Economic Development Committee Introductory Document

- 176 2405 13 MOVED by Councillor Feist to approve the Economic Development Committee introductory document as presented.
- CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

- April 23 Attended a Lethbridge Regional Waste Management and Services Commission meeting
April 24 Attended a Community Futures meeting
April 29 Attended meeting with Joseph Schow, MLA and Open House

May 3 Attended a Mayors and Reeves meeting
May 6 Attended a Doctor Retention and Attraction meeting
May 8 Attended an AB Munis Webinar on Bill-20

- 177 2405 13 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.
- CARRIED

8.0 COUNCIL'S REPORT

8.1 Council's Report

Councillor Feist advised Council of her recent activities:

- April 29 Attended a meeting with Joseph Schow, MLA and Open House

Councillor de Kok advised Council of his recent activities:

- April 25 Attended a SouthGrow meeting
April 26 Attended a Southern Alberta Energy from Waste Association meeting
April 29 Attended a meeting with Joseph Schow, MLA and Open House
May 1 Attended a Chamber of Commerce Executive meeting
May 8 Attended an AB Munis Webinar on Bill-20

Councillor Neels advised Council of her recent activities:

- April 23 Attended a Lethbridge Regional Waste Management and Services Commission meeting
April 29 Attended a meeting with Joseph Schow, MLA and Open House
May 8 Attended an AB Munis Webinar on Bill-20

Deputy Mayor Papworth advised Council of her recent activities:

- April 29 Attended Oldman River Regional Services Commission Assessment Review training
April 11 Attended a Picture Butte & District Chamber of Commerce meeting
April 11 Attended an Award Ceremony in Edmonton with Green Acres
April 15 Attended a Committee of the Whole meeting
April 16 Attended a North County Health Foundation meeting
April 17 Attended a Green Acres Executive Board meeting

178 2405 13 MOVED by Councillor de Kok that the Council Reports be accepted as presented.
CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

179 2405 13 MOVED by Councillor Neels to accept the CAO Report as presented.
CARRIED

180 2405 13 MOVED by Councillor de Kok to direct Administration to look into diverting residential sump pumps out of sanitary lines in Town.
CARRIED

10.0 CORRESPONDENCE

10.1 Alberta Municipalities – Bill 20

181 2405 13 MOVED by Mayor Moore that the Town of Picture Butte send a letter to the Premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Affairs Statutes Amendment Act, due to the extensive concerns raised by municipal leaders across Alberta, including Town of Picture Butte Council, and that the Government of Alberta engage municipal governments through a collaborative and trust-based consultation process to update the Local Authorities Election Act and Municipal Government Act to assist municipal governments to effectively govern in the interests of their residents and deliver on the future needs of each community in Alberta.
CARRIED

10.2 Lethbridge Northern Irrigation District

182 2405 13 MOVED by Councillor de Kok to receive and file Lethbridge Northern Irrigation District correspondence.
CARRIED

10.3 Town of Taber – Alberta Rural Immigration Program Awards

183 2405 13 MOVED by Councillor Neels to receive and file Town of Taber – Alberta Rural Immigration Program Awards correspondence.
CARRIED

10.4 Town of Magrath – Parade Invitation

184 2405 13 MOVED by Councillor de Kok to receive and file Town of Magrath - Parade Invitation.
CARRIED

11.0 INFORMATIONAL ITEMS

11.1 North County Health Foundation – Meeting Minutes – February 7, 2024

11.2 MP Hunter – Report to Mayors and Reeves

11.3 Dr. Tammy Nemeth – Report to Mayors and Reeves

11.4 Fortis Alberta – Bill 19 Utilities Affordability Statutes Amendment Act

11.5 Chinook Arch regional Library System – Board Report – April, 2024

11.6 Health Professional Attraction and Retention Committee – Minutes – 5th March, 2024

11.7 Health Professional Attraction and Retention Committee – Minutes – 5th March, 2024

185 2405 13 MOVED by Councillor Neels to receive and file Informational Items 11.1 – 11.7.
CARRIED

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 16(1) – Doctor Recruitment

186 2405 13 MOVED by Councillor Neels to close the meeting to the public in accordance with Division 2 Section 16(1) of the Freedom of Information and Protection of Privacy Act to discuss Doctor Recruitment at 8:32 p.m.
CARRIED

187 2405 13 MOVED by Deputy Mayor Papworth to open the meeting to the public at 9:18 p.m.
CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for May 27th, 2024 beginning at 6:30 p.m.

188 2405 13 MOVED by Councillor Neels that the Regular Council Meeting adjourn at 9:18 p.m.
CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer

CRITICAL CARE, ANYWHERE



Your best hope, in a worst-case scenario.



STARS ALBERTA REVENUE FISCAL 2023

AB Government contribution
\$15.0 million

2023 =
50% of
Operational
costs

2024
Pending

NET fundraising revenue
\$27.8 million

2024 NET lottery proceeds: \$10.7 million
35% of total fundraising

- **STARS LOTTERY**
- **Provides for one base in Alberta!**

Fundraising revenue:
\$18.0 million
65% of total fundraising

* **Includes \$2M+ Annual Municipal Support**

FUELED BY GENEROSITY. Achieving success together.

ESSENTIAL SERVICE FOR ALL

- **New! 9 rural municipalities**
- **New! 9 urban municipalities**
- **Requests Pending**
- Over 90% Alberta Municipal partnerships
- Range = \$2 up to \$90 per capita
- 75% Regional Leaders/fixed rate/alleviate fluctuation
- **Partnership ensures health & safety for residents**

(9) MUNICIPAL LEADERS

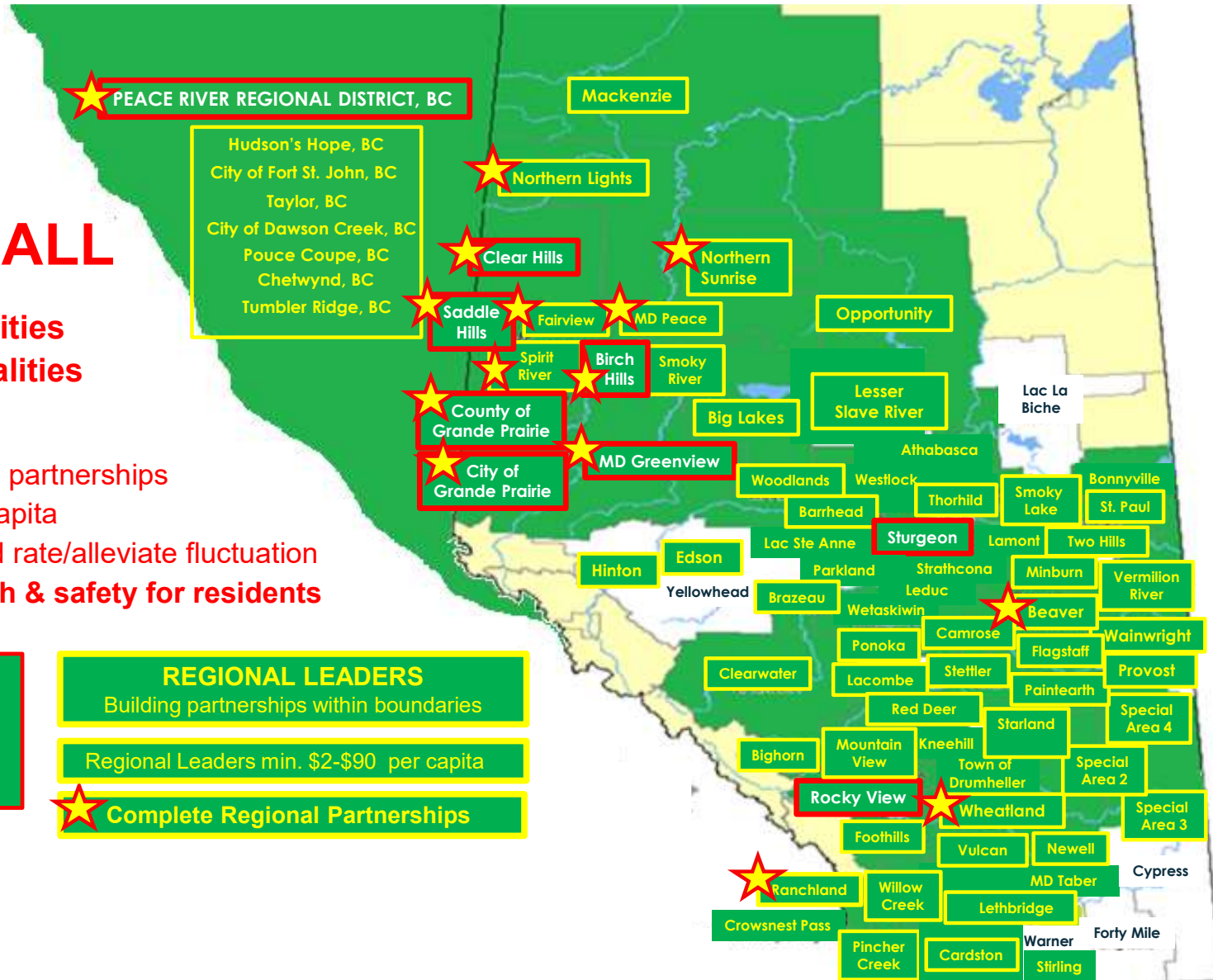
- Standing Motion / Fixed rate
- Included in Protective Services
- **Welcome Birch Hills County**

*GREEN = AB/BC municipalities
 *WHITE = currently non-supporter

REGIONAL LEADERS
 Building partnerships within boundaries

Regional Leaders min. \$2-\$90 per capita

★ **Complete Regional Partnerships**



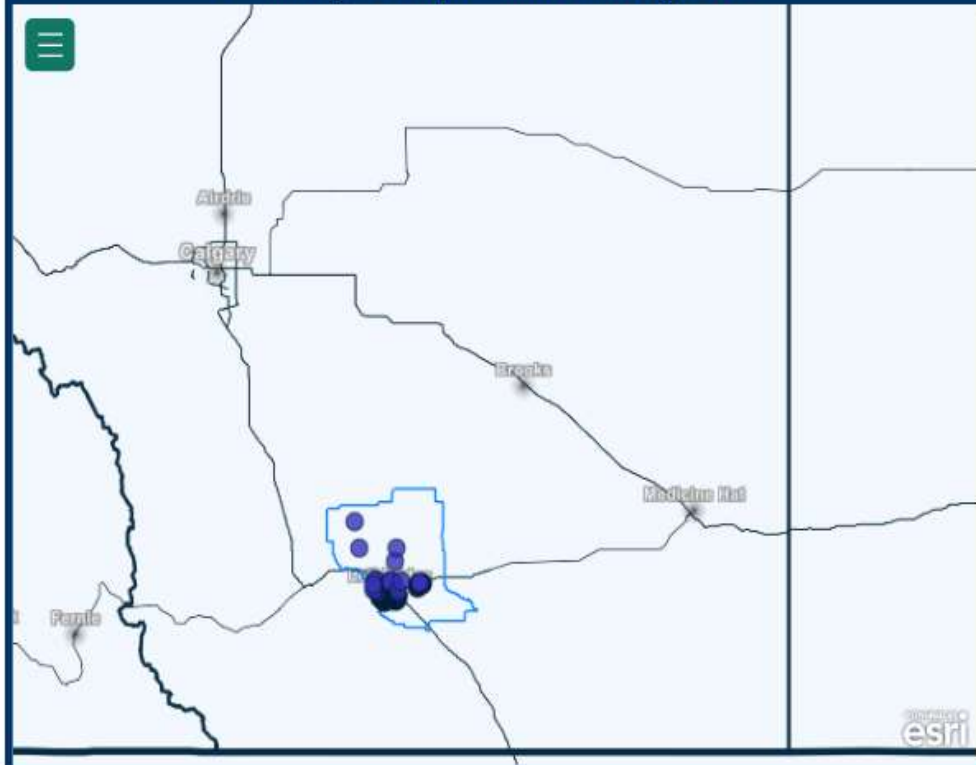
Town of Picture Butte / Lethbridge County Boundaries @ May 15, 2024	2019	2020	2021	2022	2023	2024	TOTAL
Near Barons (scene call)	1						1
Near Coaldale (scene calls)			1		1		2
Near Coalhurst (scene call)					1		1
Lethbridge Hospital (critical inter-facility transfers)	58	67	67	75	77	26	370
Near Lethbridge (scene calls)		2	3	2			7
Near Nobleford (scene call)				1			1
Near Picture Butte (scene calls)			2	2			4
TOTAL Average 1+ missions per week / 72 missions per year	59	69	73	80	79	26	386



* Lethbridge Hospital – Top 3 hospitals served in Alberta

Within Lethbridge County Boundaries - Patients Flown by STARS (2010-Present)

Lethbridge County Residents Flown by STARS

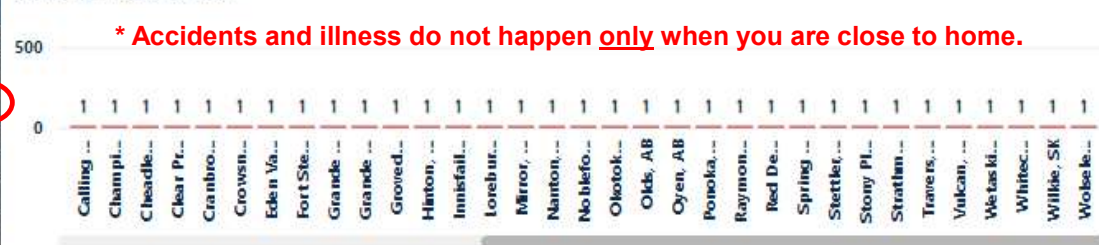


Locations where Lethbridge County Residents Travelled and Needed STARS



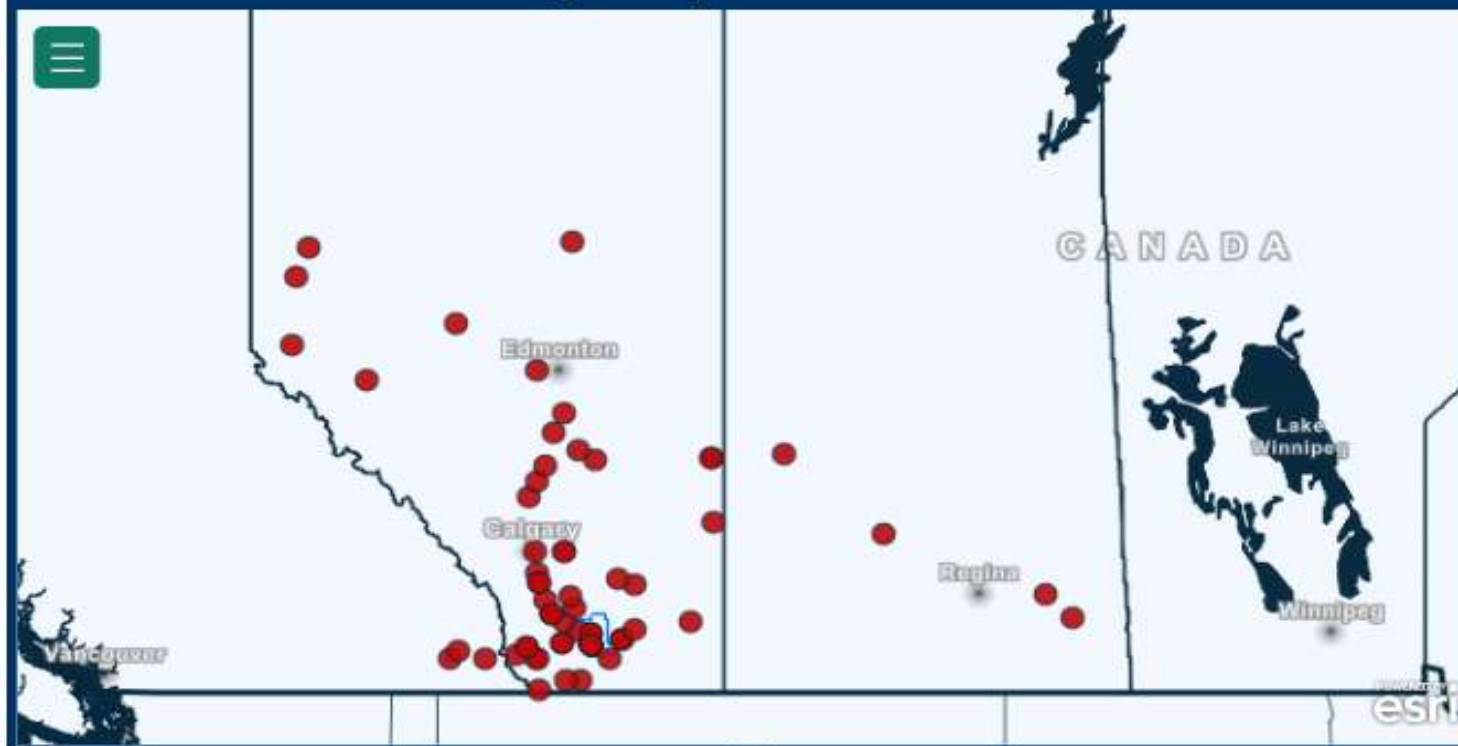
Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Lethbridge	36	45	36	36	36	189	456
Coaldale	5	4	6	4	6	25	57
Picture Butte	0	4	2	3	0	9	16
Coalhurst	4	0	2	1	1	8	13
Nobleford	0	0	2	0	1	3	11
Barons	0	0	0	0	0	0	1
Total	45	53	48	44	44	234	554

Count by Pickup Location



Within Lethbridge County Boundaries - Patients Flown by STARS (2010-Present)

Locations where Lethbridge County Residents Travelled and Needed STARS



554 Total residents flown since 2010

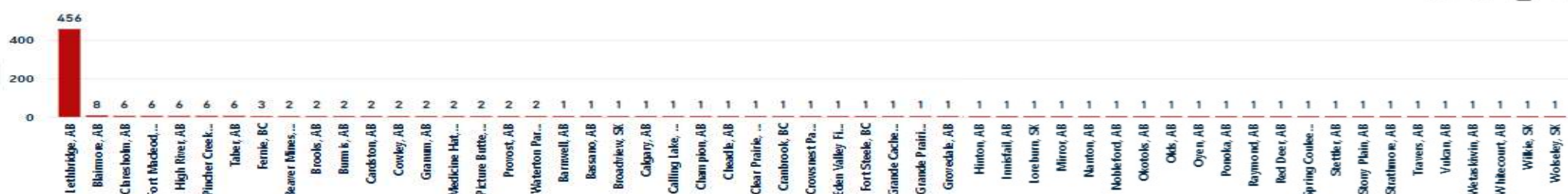
Residents served by 5 STARS bases

459 Picked up in Lethbridge County

95 Residents flown from 52 other municipal locations –

Across 3 Provinces (BC, AB, SK)

Count by Pickup Location



More Than Rapid Transport

EMERGENCY LINK CENTRE (ELC)

- Integrated with all dispatch centres and resources
- Precise mapping coordinates
- Dispatches HALO and HERO response
- 36,000 emergency requests/year

STARS Transport Physicians

- Medical and procedural guidance
- Every critical call / All modes of transport
- Ground ambulance, rotary wing, fixed wing
- Schedule logistical arrangements with receiving Drs. and Hospitals



Innovative Leader

Night Vision Goggles (NVG)

- 1st Civilian Org. in Canada (2002)
- 50% of calls occur at night

Universal Blood Onboard

- 1st HEMS in North America (2013)
- Increased to 4 Units
- The difference between life and death.

New! A Canadian First! Massive Hemorrhage Protocol

- Reverse anticoagulation
- Promote blood clotting in severe trauma patients



Critical Care Experts

- Up to 200 hours per year
- Mandatory simulation-lab
- Clinical Educators at each base
- Replicate complex/distinct cases

In-Field Training

- Ready for the unthinkable
- Inclement weather
- Patient vulnerability
- High-consequence situations

Chain of Survival Partners

- Landing Zone Training (available online)
- STARS.ca (critical care anywhere tab)



International Air Medical Transport Conference (AMTC)

- Rigorous competition
- Triage multiple patients
- Inconceivable critical situations
- Graded: decision-making
- Timing and patient outcomes

STARS - TOP 3 - 21 Years!





TOWN OF PICTURE BUTTE

LEADERSHIP – DEDICATION - SUPPORT

MUNICIPAL PARTNER

***THANK YOU
FOR YOUR SUPPORT!***

A life is saved every day. Partnership makes it possible.



Request for Decision

Our Vision: *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*

Our Mission: *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency.*

Date: 23rd May, 2024
To: Mayor, Council
From: CAO

Re: Water Restriction Preparations

UPDATE:

To date Council has:

1. Passed first reading of Bylaw No. 950-24 Amending bylaw for 872-18 Utility Bylaw.
 - a. This includes a Water Rationing Action Plan and penalties for non compliance to water restrictions consistent with the City of Lethbridge's plan and penalties.
2. Given Administration direction to not reduce the raw water service fees for 2024.
3. Directed Administration to release the Water Rationing Action plan and proposed penalties to the public.
 - a. This occurred on the 22nd of May.

Recommendation:

1. To conduct 2nd and 3rd reading of Bylaw No. 950-24 Amending bylaw for 872-18 Utility Bylaw;
2. To make a motion stating that refunds will not be given if water restrictions are implemented for the raw water users in Town.

Attachments:

1. Proposed Bylaw No. 950-24 Amending bylaw for Bylaw No. 872-18 Utility bylaw
2. Proposed Amended Bylaw No. 872-18.
3. Town of Picture Butte Water Rationing Action Plan
4. City of Lethbridge Water Rationing Action Plan
5. City of Lethbridge's proposed penalties for non-compliance to water prohibitions and restrictions
6. Letter from Minister of Environment and Protected Areas re: Water reductions

Submitted by: Keith Davis, CAO

INFORMATION PRESENTED TO COUNCIL ON THE 21ST OF MAY, 2024

UPDATE:

Since the Council meeting on the 13th of May, 2024 the City of Lethbridge has conducted first reading of their utility bylaw, implementing the penalties for non-compliance to the Water Rationing Action Plan. I also have not released anything to the public regarding the Town's passing of the same because I am expecting that we will receive questions from our raw water users regarding if there will be any cost decreases due to limitations of the service. We have not discussed this nor have direction from Council on how to answer this expected question.

Raw Water Users:

As presented in the Town's Water Rationing Action Plan, Administration is proposing to limit raw water user's water use to Mondays, the same restrictions applied to the rest of the residents in Town. Raw water users pay for their raw water annually and it is a charge that is added to their monthly utility bills. Currently, residential users pay \$125 annually and non-residential users pay \$330 annually. To date residential users have paid \$42 for the year and non-residential users have paid \$110 for the year.

Administration needs direction on how we will administer the costs of the raw water users when there are restrictions in place. When water restrictions are in place, they will still be able to use the system, however it will be limited to what they usually experience.

OPTIONS:

- 1. To continue to charge the annual rate, monthly, regardless of how much they can use the system.*
- 2. To reduce the annual rate for 2024.*

ANALYSIS ON THE OPTIONS

The simplest and least complicated approach would be that the raw water users have to pay the annual amount regardless of how much they can or cannot use the system.

- The disadvantage to this is the raw water users may not seem they are getting value for what they pay for.*

Reducing the annual rate will become very complicated very fast. For example:

- What rationale and standard would be established in order to make reductions in the fee justifiable. If you can only water one day a week then you have to pay x dollars; If you can only water one day a week and only for one hour compared to two hours, they you pay y dollars. If the restrictions come in during June instead of May or July instead of June then how much do you pay.*
- I think working out a fair process is near impossible and would thus result in political decisions that may be arbitrary based upon Council, time of the year, and resident feedback. In the future it may be difficult to justify and back up decisions of the past and may result in future headaches for administration and Council.*

Recommendation:

- 1. To continue to charge the annual rate for raw water use to raw water users regardless of how often they can use the system.*

Rationale:

- 1. Regardless of the utility service, provided by the Town, residents have to pay the same cost as everyone else regardless of how much they use the service.*
- 2. It will be too difficult and complicated to create a policy or procedure that covers every possible scenario and thus a price reduction according to every possible scenario to ensure a justifiable and repeatable policy or procedure.*
- 3. Political decisions based upon the year will be problematic in precedent setting for future years.*

Alternate Option:

- 1. To reduce the annual rate for raw water use in 2024 due to the expected water restrictions.*

Next Steps:

- We will release information to the public outlining the Water Rationing Action Plan and the penalties associated with non-compliance to the restrictions.*
- We will prepare a Request for Decision for the next Council meeting regarding the service rate for residential and non-residential raw water users.*
- Council can consider 2nd and 3rd reading of the amending bylaw at the next Council meeting on the 27th of May.*

Town proposed operating process for watering our parks and green spaces.

1. Harry Watson Memorial Park (Raw water)

- a. Monday mornings*
- b. Less water to the reservoir bank. Will focus on ball diamonds and dog park.*
- c. Dorothy Dalgleish will water Monday evenings.*
- d. The system does not have the capacity to water both at the same time.*

2. Lions Park (Raw water)

- a. Tuesdays*
 - i. We will water Lions Park on Tuesday's for the stipulated time and duration according to the water restrictions.*
 - ii. This will be done on Tuesday's in order to ensure 3rd Street residents, Piyami and Autumn Estates can water during the stipulated time and duration on Mondays.*
 - iii. We are concerned that the system would not have capacity to provide enough pressure if all raw water users were watering at the same times on the same day.*

3. All other green spaces (Treated water)

- a. Mondays according to the stipulated time and duration of the water restrictions.*

INFORMATION PRESENTED TO COUNCIL ON THE 13th of MAY, 2024

Background:

With a lack of rainfall over the past couple of years the Province has informed municipalities that Alberta is currently experiencing drought conditions. They have requested municipalities and irrigation districts to reduce their water consumption by at least 10% (See attached letter from the Minister of Environment and Protected Areas, Rebecca Schulz).

In response to this the City of Lethbridge has produced a Water Conservation Plan & Strategy that includes a plan entitled “Water Rationing Action Plan”. They are also considering an amendment to their utility bylaw to implement penalties for non-compliance to restrictions outlined in the Water Rationing Action Plan. This bylaw amendment is being considered at the City of Lethbridge’s regular Council meeting on the 14th of May.

As the Town of Picture Butte has their water treated by the City of Lethbridge, we are required to implement the same measures and restrictions that the City does. Attached to this memorandum is a Town of Picture Butte Water Rationing Action Plan that is consistent with the City’s plan but adopted to the Town of Picture Butte. Also attached is an amending bylaw to amend our utility bylaw that implements penalties for non-compliance to the Water Rationing Action Plan. These penalties are consistent with what is being proposed by the City’s administration. The proposed amended Utility Bylaw is also attached. Additions are in red with deletions struck out.

This is being presented so that Council can consider what the City of Lethbridge is considering and be prepared to implement a Town of Picture Butte Water Rationing Action Plan and amending bylaw that will amend the Town’s utility bylaw to implement penalties for non-compliance to restrictions outlined in the Water Rationing Action Plan. The intent is, if the City of Lethbridge changes or passes their plan and amending bylaw then the Town will pass or change their plan and amending bylaw to be consistent with the City’s.

Highlights of the City’s and the Town’s Water Rationing Action Plan include:

- *Scaling watering restrictions triggered by the levels of the Oldman River reservoir outlined in four different stages;*
- *What restrictions apply to users of the Town’s treated water and raw water systems in each stage;*
- *What the Town of Picture Butte will do in each stage; and*
- *Water conservations strategies that residents can implement in order to save water.*

The amendments to the Utility bylaw include:

- *Language that clarifies when water restrictions will occur;*
- *Adds the Town of Picture Butte Water Rationing Action Plan which defines what restrictions will occur; and*
- *Adds penalties to non-compliance of the restrictions outlined in the Water Rationing Action Plan.*

Recommendations

1. *To wait and see if the City of Lethbridge adopts the Water Rationing Action Plan and amends their Utility bylaw that implements penalties for non-compliance to the Water Rationing Action plan’s restrictions.*
2. *To direct Administration to present to Council a Town of Picture Butte Water Rationing Action Plan, consistent with the City of Lethbridge’s Water Rationing Action Plan and an amending bylaw that amends the Town’s Utility bylaw that is consistent with the City’s amended bylaw and penalties.*

Attachments:

- 1. City of Lethbridge Water Conservation Plan & Strategy*
- 2. City of Lethbridge's proposed penalties for non-compliance to water prohibitions and restrictions*
- 3. Town of Picture Butte Water Rationing Action Plan*
- 4. Proposed Bylaw No. 950-24 Amending bylaw for Bylaw No. 872-18 Utility bylaw*
- 5. Proposed Amended Bylaw No. 872-18.*

Submitted by: Keith Davis, CAO

TOWN OF PICTURE BUTTE
BYLAW NO. 950-24

BEING A BYLAW OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, TO AMEND EXISTING BYLAWS

WHEREAS pursuant to the Municipal Government Act R.S.A. 2000, Chapter M26, a Municipal Council has authority to establish and amend bylaws;

NOW THEREFORE, the Council of the Town of Picture Butte, in the Province of Alberta, duly assembled, hereby enacts:

1. CITATION:

- 1.1. This bylaw may be cited as the “Amending Bylaw for Bylaw No. 872-18 Utility Bylaw”.

2. AMENDMENTS:

- 2.1. Bylaw No. 872-18 shall be amended as follows:
- 2.1.1. Delete Section 2.4.2 wording:
“... the Service Fees, Rates and Charges Bylaw”
 - 2.1.2. Replace deleted words in Section 2.4.2 with:
“Schedule A”
 - 2.1.3. Delete Section 2.5.1 wording:
“... the Service Fees, Rates and Charges Bylaw”
 - 2.1.4. Replace deleted words in Section 2.5.1 with:
“Schedule A”
 - 2.1.5. Delete Section 3.5.1. wording.
 - 2.1.6. Replace Section 3.5.1. wording as:
“When water restrictions are required, as outlined in Schedule D: Water Rationing Action Plan, the Town may restrict the use of water from the Town supply system. When these restrictions are in effect, all users shall adhere to the restrictions outlined in Schedule D: Water Rationing Action Plan. Notification of such emergency shall be provided by any means available.”
 - 2.1.7. Delete Section 3.5.2 wording:
“... the Service Fees, Rates and Charges Bylaw”
 - 2.1.8. Replace deleted words in Section 3.5.2 with:
“Schedule A”
 - 2.1.9. Add Schedule A: Specified Penalties
 - 2.1.10. Add Schedule D: Water Rationing Action Plan

3. COMING INTO EFFECT:

- 3.1. This Bylaw shall come into force and effect on the final day of passing thereof.

Read a first time in Council assembled this 13th day of May, 2024

Read a second time in Council assembled this th day of , 2024

Read a third time in Council assembled this th day of , 2024

Mayor

SEAL

Chief Administrative Officer

Bylaw No. 872-18 - Amendments

Bylaw No.	Amendment Description	Passed
879-19	To change Schedule A: Water Rates: Bulk water truck fill and Waste Management Rates: Garbage Collection	28 Jan 2019
897-20	To change Schedule A: Water Rates: Bulk water truck fill, meter and meter horn costs and Waste Management Rates: Garbage Collection	25 May 2020
915-21	To delete Schedule A and references to it. To change references to Schedule A to "Service Fees, Rates and Charges Bylaw".	26 April 2021
950-24	Reconstituting Schedule A: Specified Penalties and adding Schedule D Water Rationing Action Plan	

TOWN OF PICTURE BUTTE
BYLAW NO. 872-18

BEING A BYLAW OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, RESPECTING WATER WORKS, SEWERAGE AND WASTE MANAGEMENT AND PROVIDING FOR THE SETTING AND COLLECTION OF UTILITY RATES AND CHARGES.

WHEREAS Section 7 of the Municipal Government Act R.S.A. 2000, c. M-26 provides that Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people; the protection of people and property; services provided for by or on behalf of the municipality; public utilities; and the enforcement of bylaws;

NOW THEREFORE, the Council of the Town of Picture Butte, in the Province of Alberta, duly assembled, HEREBY ENACTS AS FOLLOWS:

This Bylaw is hereby cited as the Town of Picture Butte “UTILITY BYLAW”.

1. DEFINITIONS:

- 1.1. “Ashes” means the residue of any substance used as fuel;
- 1.2. “Biochemical Oxygen Demand” (abbreviated BOD) means the quantity of oxygen expressed in milligrams per liter.
- 1.3. “Chief Administrative Officer or CAO” means the Town’s Chief Administrative Officer for the Town of Picture Butte as appointed by Town Council and includes any Persons authorized by him/her or the Town Council to act for or carry out the duties of the CAO Town Manager to the extent that authorization is given.
- 1.4. “Chemical Oxygen Demand (abbreviated COD) means the quantity of oxygen expressed in milligrams per litre utilized in the chemical oxidation of matter contained in Sewage as set forth in “Standard Methods for the Examination of Water and Wastewater”.
- 1.5. “Commercial Customer” means a Customer that has a Commercial Premises.
- 1.6. “Commercial Premises” means the site, including any building erected thereon of any café, restaurant, hotel, store, warehouse, wholesale or retail business place, office building, factory, industry, or any other site or building except one that is used or intended to be used for residential or Institutional purposes;
- 1.7. “Council” means the Council for the Town of Picture Butte;
- 1.8. “Curb Stop” means a control valve for the water supply of a building, usually placed near the sidewalk or curb, used to shut off the water supply to a building;
- 1.9. “Customer” means any Person, corporation or organization who has entered into a contract with the Town for Utility Provision at a particular Premises, or who is the Owner or occupant of any Premises connected to or provided with a Utility.
- 1.10. “Director” means the Director of Operations and/or the Director of Corporate Services of the Town of Picture Butte or his/her duly authorized agent or representative.
- 1.11. “Discharge Limit (s)” means the maximum concentration of specified Sewage components permitted for discharge to the Sewer System by Commercial, Industrial and Institutional Customers without payment of Surcharges. The discharge limits are outlined in Schedule B:
- 1.12. “Domestic Customer” means the Owner of a residence containing one or two dwelling units that are connected to any Utility and where the total water consumption is measured by one water meter.
- 1.13. “Garbage” means and includes the refuse of animal matter, vegetable matter or any other matter which has been used or is intended for use as food, Ashes, bottles, metals, cans or tins, crockery, glass, metal scraps, cloth, paper, wrappings, sweepings and all other similar items that

- accumulate in the household or result from commercial or industrial operations. It does not include human or animal excrement, stable refuse and toxic or hazardous materials;
- 1.14. “Garbage Bin” means a container provided by the Town for purposes of Garbage collection;
 - 1.15. “Garbage Collector” means the Person or Persons authorized by the Town of Picture Butte to collect, remove and dispose of Garbage;
 - 1.16. “Grass Container” means a receptacle constructed of non-corrosive durable metal or plastic, or recyclable paper bag, which:
 - 1.16.1. Is equipped with two (2) handles to facilitate handling (except for recyclable paper bags),
 - 1.16.2. Has a capacity of not more than 76 liters (20 gallons), a height of not more than 0.8 meters (30 inches) and a diameter of not more than 0.6 meters (24 inches), and
 - 1.16.3. weighs, when filled, not more than 23 kilograms (50 pounds);
 - 1.17. “Grease” means a material contained in the Sewage which may be extracted according to the laboratory procedure set forth in “Standard Methods for the Examination of Water and Wastewater”, expressed in milligrams per litre.
 - 1.18. “Health Inspector” means a health inspector for Alberta Health Services or a health inspector appointed by the Town;
 - 1.19. “Industrial Customer” means any Person who is identified in the “Service Fees, Rates and Charges Bylaw” or who, for a period of ninety (90) days exceeds the Discharge Limits as explained in this bylaw
 - 1.20. “Institutional Customer” means such places as senior citizen housing, nursing homes, hospitals, and schools. Places such as day care centres, places of worship, museums, libraries, service and fraternal organisation’s buildings and governmental buildings are excluded from this definition.
 - 1.21. “Mobile Home” means a dwelling suitable for long-term or permanent occupancy, and designed to be transported on its own wheels or by other means; and which, upon arriving at a residential site is, apart from incidental operations such as placement on foundation supports and connection to utilities, ready for occupancy;
 - 1.22. “Mobile Home Park” means a parcel of land maintained and operated by an Owner or a manager providing spaces for the long term parking and occupancy of Mobile Homes and spaces for ancillary facilities including recreation area;
 - 1.23. “Multi-Unit Dwelling” means a dwelling place comprised of more than one self contained dwelling unit, and without restricting the generality of the foregoing, includes apartment buildings, duplex houses, and single family homes with ancillary suites containing cooking, living, dining, sleeping and toilet facilities, whether or not such ancillary suites have a private out-side entrance;
 - 1.24. “Owner” means the registered owner of the serviced property as registered with the Alberta Land Titles Registry, or, as the context may require, the owner of a Mobile Home unit;
 - 1.25. “Peace Officer” means a member of the Royal Canadian Mounted Police or a special constable or Bylaw Enforcement Officer of the Town of Picture Butte;
 - 1.26. “Person” means any individual, firm, company, association, society, corporation or group.
 - 1.27. “Premises” means any land, building or part of a building supplied with Utilities by the Town.
 - 1.28. “pH” means the logarithm to the base 10, of the reciprocal of the hydrogen ion concentration in moles per litre in solution. pH shall be determined by one of the procedures outlined in Standard Methods for the Examination of Water and Wastewater.
 - 1.29. “Sewage” means any waste discharged or permitted to flow from residences, business buildings, institutions and industrial establishments into the Sewer System.
 - 1.30. “Sewer Service Line” means that Sewer line from the building to the Street Main;

- 1.31. "Sewer System" means the system of sanitary Sewers in the Town, the sanitary Sewage lift stations, and the Sewage treatment plant or plants.
- 1.32. "Standard Methods for the Examination of Water and Wastewater" shall mean those methods as described in the latest edition of "Standard Methods for the Examination of Water and Wastewater", as published by the American Public Health Association, Inc.
- 1.33. "Street Main" means any water and/or Sewer main trunk line laid for the service of more than one Person;
- 1.34. "Surcharge" means the extra charge levied on Commercial, Industrial, and Institutional Customers for discharging sewage of a strength higher than permitted.
- 1.35. "Total Suspended Solids" (abbreviated TSS) means solid matter that can be removed by filtration through a standard filter as set forth in "Standard Methods for the Examination of Water and Wastewater".
- 1.36. "Town" means the corporation of the Town of Picture Butte as established under the Municipal Government Act or, if the context requires, the geographical area within the boundaries of the Town of Picture Butte;
- 1.37. "Utility" means a system or works used to provide one or more of the following for public consumption, benefit, convenience or use:
 - 1.37.1. Water
 - 1.37.2. sewage disposal treatment
 - 1.37.3. waste management
 - 1.37.4. storm water management;
- 1.38. "Water Service Line" means that water line from the building to the Curb Stop;
- 1.39. "Yard Waste" means the cuttings from any one of the various narrow-leaved green plants growing densely in a lawn, leaves and clippings from shrubs or trees
- 1.40. "mg/L" means milligrams per litre.
- 1.41. "\$/kg" means dollars per kilogram.

2. GENERAL UTILITY PROVISIONS

- 2.1. Supply of Utilities
 - 2.1.1. No Person other than the Town shall provide the same or similar type of Utility as is outlined in this Bylaw in any part of the Town except where special permission is given by the Town.
 - 2.1.2. The Town shall supply Utility Service to the Owner of a property regardless of the fact that it may be rented or leased.
 - 2.1.3. The Owner of the property shall be responsible for the construction, maintenance and repair of the Water Service Line. The Owner of the property shall be responsible for the maintenance of the Sewer Service Line and for the construction and/or replacement of any section of the Sewer Service Line from the building to the property line.
 - 2.1.4. All developed properties within Town must use Town supplied Utilities. Utility Services are provided together as a service. Customers are not eligible to opt out of individual Utility services.
- 2.2. Application for Service Connection
 - 2.2.1. All Customers shall comply with the Customer Account Terms and Conditions as set out in Schedule "C".
 - 2.2.2. Utility service shall be supplied to the Owner. No Utility service will be supplied to any renter, lessee or other Persons not considered the Owner of the property.

- 2.2.3. Any Owner who desires commencement of a Utility service from the Town shall apply in writing to the Town on the form supplied by the Town for that purpose.
- 2.2.4. An Owner may request that their water service be physically shut off at the Curb Stop. The property Owner should submit to the Town office a completed Utility Application form with payment as set out in the Service Fees, Rates and Charges Bylaw.
- 2.2.5. All Owners must notify the Town office of any change to their contact information including mailing address or phone number within 14 days of the change.

2.3. Rates and Billings

- 2.3.1. Rates for all Utility services will be established by Council as outlined in the Service Fees, Rates and Charges Bylaw.
- 2.3.2. A Utility bill showing the current service charges for water, sewer and Garbage as stated in the Service Fees, Rates and Charges Bylaw, sent to the Owner of the property each month. Payment for the amount due for the Utility bill shall be payable on the billing date. Payment will be accepted at the Town Office or at such other place as may be designated from time to time by Council. Failure to receive a billing shall in no way affect the liability of the Customer to pay the Account.
- 2.3.3. In the event that any part of such Utility bill remains unpaid after the last day of the month in which the billing is sent, there shall be added thereto a penalty in the amount specified in the Service Fees, Rates and Charges Bylaw on the unpaid balance. This penalty is part of the arrears and subject to collection in the same manner as all other rates and charges.
- 2.3.4. Any Person intending to vacate any Premises that have been supplied with water from the waterworks or who desires to discontinue the use shall give written notice of the same to the Town. Otherwise, the rates shall be charged until such notice is received by the Town. No rebate shall be made for any fractional part of a month in which any such notice is given.
- 2.3.5. An Owner may request an administrative disconnect if a property is being sold, or will be vacant for a period greater than two (2) months. The property Owner should submit to the Town Office a completed Utility Application form with payment as set out in the Service Fees, Rates and Charges Bylaw. An administrative disconnect includes performing a final reading of the water meter, issuing a final Utility bill and closing off of the account; it does not include a physical Curb Stop shut off.
- 2.3.6. If, in the course of regular readings of water meters, a property is found to be using water after an administrative disconnect is complete, the Town shall issue a Utility bill for that month and said billing shall be subject to the same terms as a regular Utility bill.

2.4. Failure to Comply

- 2.4.1. Where a Customer is alleged to have breached any of the provisions of this Bylaw, the Town may serve upon such Customer a written notice specifying the breach and requiring that the breach be rectified within fourteen (14) days.

- 2.4.2. Should the problem not be rectified within the time limit specified, a penalty, the amount of which is set out in ~~the Service Fees, Rates and Charges Bylaw~~ **Schedule A**, shall be added to the next and any subsequent Utility billing until the problem is rectified.
 - 2.4.3. This penalty shall be considered as part of the Utility charge and subject to the collection procedure as specified in Section 2.3 of this Bylaw.
 - 2.4.4. The Owner of any Mobile Home Park or Multi-Unit Dwelling shall be held responsible for ensuring that his/her renters comply with the provisions of this Bylaw and will be issued with the notice set out in Section 2.4.1. Failure to correct the problem will result in the penalty being added to the Utility billing sent to the Owner. All action will be subject to Section 2.4 except that each infraction from a different Person within the Mobile Home Park or Multi-Unit Dwelling will be counted as a separate incident.
 - 2.4.5. Any written notice issued under the provisions of Section 2.4.1. of this Bylaw shall be deemed to be sufficiently served if served personally upon the Owner or if mailed by regular mail to the address of the Owner.
- 2.5. Violations
- 2.5.1. Any Person who contravenes any provision of this Bylaw or any order made thereunder is guilty of an offence and is liable upon summary conviction to a fine as outlined in ~~the Service Fees, Rates and Charges Bylaw~~ **Schedule A** and in default of payment of the fine to imprisonment for a period not exceeding SIX (6) MONTHS.
 - 2.5.2. Where a Peace Officer believes that any Person has committed a breach of any provision of this Bylaw, they may cause a Violation Ticket to be served upon such Person pursuant to Part 2 of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34.
 - 2.5.3. The Town also retains the right to discontinue Utility service to anyone who continues to violate the regulations of this Bylaw.
- 2.6. Utility Charges Added to Taxes
- 2.6.1. Any Utility charges in arrears for services supplied by the Town or any other charges for Utility services supplied by the Town to any land or Premises may be added to the taxes assessed against the real property to which the Utility has been supplied, and may be collected in any of the ways provided for in the collection of taxes, including the sale of the said property.
 - 2.6.2. In addition to the methods outlined herein for the recovery of outstanding charges, the Town reserves the right to discontinue service to any property where any charge for service or work remains outstanding for a period of more than thirty (30) days.
- 2.7. Dispute
- 2.7.1. In case of any dispute as to the proper charges to which any Person is subject by reason of the provisions herein contained, the matter shall first be referred to the CAO, and where the dispute is not settled to the satisfaction of the complainant, such complainant may refer the matter to Town Council. Final appeal

may then be made in the manner provided in The Public Utilities Board Act of the Province of Alberta.

3. POTABLE WATER

3.1. General Provisions

- 3.1.1. The Owner of the property shall be responsible for all water registered by the water meter as having been drawn from the water system.
- 3.1.2. No Person being a Customer shall vend, sell or dispose of water, or give away, or permit the same to be taken or carried away, or use, or supply it to the use or benefit of others or to any other use and benefit, or shall wrongfully or negligently waste any water.
- 3.1.3. No Person shall operate, interfere with, damage or make inaccessible any Curb Stop due to the construction of walks, driveways, or any other means.
- 3.1.4. The Town reserves the right to enter any land or building for the purpose of constructing, maintaining or repairing any water meter or Water Service Line or Sewer Service Line after giving reasonable notice. Costs associated with these construction, maintenance or repair services are an amount owing to the Town by the Owner of the land.

3.2. Connection to the Water System

- 3.2.1. No Person without first having obtained permission to do so, shall make connection with any of the service lines or Street Mains. Permission to make connection to a Street Main shall only be granted as part of a development agreement. The applicant for the said permission shall be totally liable for any damage caused while making such connections and also shall provide adequate safety provisions during said construction.
 1. No permission shall be granted to any Person except licensed plumbers or authorized employees of the Town or contractor authorized by the Town.
 2. The Owner of the property shall be responsible for all costs related to service connections to the Street Mains.
- 3.2.2. If repairs or construction changes are required due to inaccessibility or damage of a Curb Stop, the Owners of the property serviced by said Curb Stop shall, in addition to the penalties of this Bylaw, be required to assume all costs involved.

3.3. Supply of Water

- 3.3.1. The Town may shut off the water supplied to the land or Premises of any Customer for any purpose that, in the opinion of the Town, it may be appropriate to do so.
- 3.3.2. It is hereby declared that no Person shall have any claim for compensation or damages as the result of the Town shutting off the water without notice or from the failure of the water supply from any cause what so ever.
- 3.3.3. The Town reserves the right to refuse service to any user in the event of misuse of the truck fill facility. Misuse may include, but is not limited to, use of unsafe water tanks such as those used for pesticide or fertilizer, abuse of Town equipment or property in any way and attempted fraudulent usage. The Town

has a zero tolerance approach to these types of behaviors and any such activity will result in usage privileges being revoked.

3.4. Water Meters

- 3.4.1. Each individual dwelling unit shall have a separate water meter, except such dwelling units within a Multi-Unit Dwelling within one parcel of land where all dwelling units have the same Owner, or a Mobile Home Park.
- 3.4.2. Should a meter, while on the Premises of the Customer, be destroyed or damaged, the cost of repairing or replacing the meter shall be paid for by the Owner of the land.
- 3.4.3. Costs for the installing the meter shall be paid by the Owner of the land at the time of installation. Rates charged by the Town for the installation of water meters shall be the fee as set in the Service Fees, Rates and Charges Bylaw.
- 3.4.4. Reading of the water meters shall be made by the Town on such days and at such times as the Town may require. The meter reader shall have the right to enter any Premises that may be required for the purpose of performing his/her meter reading duties.
- 3.4.5. Regular readings of the water meters shall be performed by Town staff starting no earlier than the 5 business days prior to month end.

3.5. Water Restrictions

- 3.5.1. ~~When an emergency~~ **When water restrictions are required**, as ~~determined by the Chief Administrative Officer outlined in~~ **Schedule D: Water Rationing Action Plan**, ~~in the water supply occurs,~~ the Town may restrict the use of water from the Town supply system. When these restrictions are in effect, ~~no Person shall water any lawn, garden, street, yard, or ground or use a hose or similar device to wash vehicles or the exteriors of houses or other buildings during such times.~~ **all users shall adhere to the restrictions outlined in Schedule D: Water Rationing Action Plan.** Notification of such emergency shall be provided by any means available.
- 3.5.2. Failure to comply with Section 3.5.1. will result in a penalty as defined in ~~the Service Fees, Rates and Charges Bylaw~~ **Schedule A.**
- 3.5.3. The Town, in specifying restrictions on the use of water for the purpose set out in Section 3.5. may vary the hours and days of use for differing portions of the Town and may attach such other conditions as deemed necessary.

3.6. Water Wastage

- 3.6.1. No Person shall waste any water supplied by the Town in any way, whether by improper or leaky service pipes, fixtures or taps, or by permitting water to run to prevent taps or pipes from freezing, or by improper or excessive use of water.
- 3.6.2. No Owner or Occupant of a parcel shall allow Potable Water to run off the parcel such that there is:
 - 1. a stream of water running into a street or swale for a distance of 30 meters or more from the edge of the parcel;
 - 2. a stream of water running into a street or swale and directly into a catch basin; or

3. a stream or spray of water running into or falling onto a street or sidewalk.

- 3.6.3. Notwithstanding the prohibitions in Section 3.6, the Chief Administrative Officer may authorize the discharge of Potable Water onto a street or sidewalk for the purposes of:
 1. health and safety;
 2. the installation and maintenance of infrastructure, including the flushing of water mains, hydrant leads and water service connections;
 3. preventing the freezing of water mains, hydrant leads and water service connections;
 4. conducting water flow tests;
 5. installation and testing of permanently installed irrigation systems;
 6. training programs for fire fighters employed by the Town of Picture Butte; or
 7. other purposes as deemed necessary by the Chief Administrative Officer from time to time.

4. SEWERAGE

4.1. GENERAL PROVISIONS

4.1.1. CONNECTING TO SANITARY SEWER

1. The Owner of every house, building or property used for human occupancy, employment, recreation or other purpose, situated within the Town and abutting on any highway, or right-of-way in which there is now or hereafter located a sanitary Sewer of the Town, is hereby required at his expense to install suitable Sewage waste disposal facilities therein and to connect such facilities directly with the proper sanitary Sewer System of the Town in accordance with the provisions of the Plumbing and Drainage Act within sixty days after the date of notice from the Health Office or Plumbing Inspector to do so.
2. Except as permitted by this Bylaw or the Town plumbing requirements or the regulations of the Provincial Board of Health, no Person shall construct or maintain any privy, septic tank, cesspool, or other facility intended or used for the disposal of Sewage in the Town.
3. All new development is required to discharge foundation drain water into a sump. Sumps shall discharge to the stormwater system, in a manner as identified in the City of Lethbridge Engineering Standards and Design Guidelines.
4. No sump pump shall be directly connected to any part of a plumbing system that connects to a sanitary service connection.
5. Only recreational vehicles shall be permitted to dump into the Town's sanitation dump located at the Regional Park.

4.1.2. PROHIBITION OF DISCHARGE

1. Except as hereinafter provided, no Person shall release or discharge or cause or permit the discharge or deposit of matter of a kind listed below into any of the Town's Sewer:
 - a. Matter of any type or at any temperature or in any quantity which may be or may become a health or safety hazard to a Sewage works employee, or which may be or may become harmful to a Sewage works, or which may interfere with the proper

operation of a Sewage works, or which may impair or interfere with any Sewage treatment process, or which is or may result in a hazard to any Person, animal, property or vegetation and without limiting the generality of the foregoing, any of the following;

- b. Solid or viscous substances in quantities or of such size as to be capable of causing an obstruction to the flow in the Sewer System or other interference with the proper operation of the Sewage collection system and treatment facilities, including but not limited to paunch manure or intestinal contents from horses, cattle, sheep or swine, hog bristles, pig hooves or toenails, animal intestines, guts, tissues or stomach casings, whole blood, bones, hides or parts thereof, animal fat or flesh in particles larger than will pass through a quarter inch screen, manure of any kind, poultry entrails, heads, feet or feathers, eggshells, fleshing and hair resulting from tanning operations, any Ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, and un-ground Garbage.
- c. Sewage that may be noxious or may cause an offensive odour to emanate from the Sewer System, and without limiting the generality of the foregoing, Sewage containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, carbon monoxide, amines or ammonia in such quantities that may cause an offensive odour.
- d. Water that has originated from a source separate from the water distribution system of the Town except as permitted in writing by the Town.
- e. Sewage containing flammable or explosive materials, such as gasoline, naphtha, or hexane of a quantity that could cause or contribute to an explosion or support combustion in the Sewer System.
- f. Sewage containing dyes or colouring materials which pass through the Sewer System and discolours the wastewater treatment plant effluent.
- g. Sewage or water at a temperature greater than 75 degrees Celsius.
- h. Sewage having a pH of lower than 5.5 or higher than 10.0, or having any other corrosive property capable of causing damage or hazard to the structures, equipment and personnel of the Town.
- i. Sewage in which the COD exceeds 10,000 mg/L.
- j. Sewage containing more than 10,000 mg/L of TSS.
- k. Sewage containing more than 50 mg/L of total Kjeldahl nitrogen expressed as TKN-N.
- l. Sewage containing more than 10 mg/L of total phosphorus expressed as P.
- m. Sewage containing more than 300 mg/L of solvent extractable material (TOG: total oil and Grease).
- n. Sewage containing more than 25 mg/L of solvent extractable non-polar material (TPH: total petroleum hydrocarbons).
- o. Sewage containing any of the following in excess of the indicated concentrations:

1500 mg/L
Chlorides expressed as Cl

Sulphates expressed as SO₄

50 mg/L

Aluminum expressed as Al

Iron expressed as Fe

10 mg/L

Fluoride expressed as F

5 mg/L

Antimony expressed as Sb

Bismuth expressed as Bi

Cobalt expressed as Co

Lead expressed as Pb

Manganese expressed as Mn

Molybdenum expressed as Mo

Silver expressed as Ag

Tin expressed as Sn

Titanium expressed as Ti

Vanadium expressed as V

3mg/L

Chromium expressed as Cr

Copper expressed as Cu

Cyanide expressed as CN

Nickel expressed as Ni

Sulphides expressed as S

Zinc expressed as Zn

1 mg/L

Arsenic expressed as As

Beryllium expressed as Be

BTEX - total of benzene, toluene, ethylbenzene and xylenes

Cadmium expressed as Cd

Phenol Compounds

Selenium expressed as Se

0.05 mg/L

Mercury expressed as Hg

2. The following wastes in any amount:
 - a. Biological hazardous waste
 - b. Hazardous waste chemicals
 - c. Pesticides (including herbicides and insecticides)
 - d. Polychlorinated biphenyls (PCBs)
 - e. Radioactive materials and wastes
3. In determining whether the limit with respect to any matter prescribed in Section 4.1.2. is contravened, the volume of any water that has been added for the purpose of enabling the limit to be met shall be disregarded for the purposes of calculating whether the limit has been met so that compliance with the limit cannot be obtained by dilution.
4. Section 4.1.2. does not apply to prevent the discharge of human waste.

4.1.3. INTERCEPTORS

1. Grease, oil and sand interceptors shall be provided on private property for all garages, gasoline service stations and vehicle and equipment washing establishments. Interceptors will be required for other types of business when in the opinion of the Town they are necessary for the proper handling of liquid waste containing Grease in excessive amounts, or any flammable wastes, sand, other harmful ingredients, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Director Town and shall be so located as to be readily and easily accessible for cleaning and inspection. Where installed, all Grease, oil and sand interceptors shall be maintained by the occupant Owner at his/her expense in continuously efficient operation at all times.

4.1.4. BLOCKAGE

1. In case any blockage, either wholly or in part, of said Sewer system is caused by reason of failure, omission or neglect to comply strictly with the foregoing provisions, the Owner concerned therein shall, in addition to any penalty for infraction of the provisions hereof, be liable to the Town for all costs of clearing such blockage and for any other amount for which the Town may be held legally liable because of such blockage.

4.1.5. INSPECTIONS

1. The Town shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing, in accordance with the provisions of this bylaw. If such inspection discloses any failure, omission or neglect to clean out sumps, or discloses any defect in the location, construction, design or maintenance of the Sewer Service Line, the Person making such inspection shall in writing notify the said Owner to rectify the cause of complaint.
2. No Person except duly authorized employees of the Town, shall turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town Sewer.

4.1.6. LIABLE FOR DAMAGES

1. The Town is not liable for damages:
 - a. caused by the breaking, plugging or stoppage of any sanitary Sewer main or storm sewer main;
 - b. caused by the interference with the supply of any water service or Sewer necessary in connection with the repair or proper maintenance of Sewers;
 - c. generally for any accident due to the operation of the sewerage disposal system of the Town; unless such accident is shown to be directly due to the negligence of the Town or its employees.

4.2. DOMESTIC CUSTOMERS

- 4.2.1. A Domestic Customer that owns or occupies a property connected with the Town Sewer System shall pay to the Town:

1. The fixed “sewage service charge” as specified in the Service Fees, Rates and Charges Bylaw for each Town water meter on the property.

- 4.3. COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL CUSTOMERS
- 4.3.1. A Commercial, Industrial and Institutional Customers that own or occupy a property connected with the Town Sewer System shall pay to the Town:
1. The fixed “sewage service charge” as specified in the Service Fees, Rates and Charges Bylaw for each Town water meter on the property, and
 2. A Surcharge as calculated in Section 4.3.5. when Sewage exceeds the Discharge Limits.
 3. The sampling costs as specified in the Service Fees, Rates and Charges Bylaw when Sewage exceeds the Discharge Limits.
 - a. Sampling Costs shall continue until the Commercial, Industrial or Institutional Customer’s Sewage is not in violation of the Discharge Limits for a period of three consecutive months.
- 4.3.2. A Surcharge is levied when the concentration of one or more of the characteristic components in the discharged sewage is higher than the maximum concentration permitted for those components. The maximum permitted concentration for each sewage component is set out in Schedule “B”.
- 4.3.3. In determining sewage characteristics for Surcharge purposes, samples shall be of at least one hour’s accumulation when received in the automatic proportional samplers, or of a composite of four separate grab samples collected within a one hour period when no functional proportional sample exist.
- 4.3.4. Where a Sewage sample characteristic of either BOD, TSS or Grease be in excess of the Discharge Limits as set forth in Schedule “B” and the samples were collected according to Section 4.3.9., the Commercial, Industrial or Institutional Customer discharging such Sewage shall be in violation of the Discharge Limits.
1. When a Commercial, Industrial or Institutional Customer is in violation of the Discharge Limits the Town shall collect one sample per week from the Commercial, Industrial or Institutional Premise. This practice will continue until the Commercial, Industrial or Institutional Customer is not in violation of the Discharge Limits for a period of three consecutive months.
- 4.3.5. The Surcharged shall be calculated by:
1. Calculating a monthly average for BOD, TSS or Grease levels, based upon the results of the grab samples as outlined in Section 4.3.9.
 2. Subtracting the allowable limit from monthly averaged BOD, TSS or Grease level.
 3. Multiplying the difference of Section 4.3.5.2. by the waste water flow.
 - a. Waste water flow is the volume of Sewage effluent discharged from the property into the Town Sewer System. When waste water flow is not recorded by a functional sewage meter, the flow to the Sewer System shall be equal to ninety-five percent water consumption as recorded on the Customer’s water meters less the volume recorded on approved exemption meters.
 4. Multiplying the result of 4.3.5.3. by the Surcharge.

This calculation can be expressed as [Average monthly reading (mg/L) minus allowable limit (mg/L)] times [wastewater flow (m³)] times [surcharge rate (\$/kg)]

5. No credit will be given for any BOD, TSS or Grease levels that are not in violation of the Discharge Limits.
 6. Only one of the Sewage sample characteristics of B.O.D. TSS, or Grease needs to be in excess of the Discharge Limits to constitute a Discharge Limits violation.
- 4.3.6. The Director may authorize adjustments to the billed sewage characteristics where the casual incident is accidental in nature and results in sewage characteristic values greater than twice (2x) the median value for the billing period. Said adjustment shall be limited to a maximum of twice (2x) the median value.
- 4.3.7. All new Industrial, Institutional or Commercial 2 Premises shall provide and erect a suitable enclosure to facilitate sewage sampling and flow measurement. The enclosure shall be of a type and in a location to the satisfaction of the Town. The Industrial, Institutional and Commercial 2 Customers shall discharge all sewage from waste from their property through such meter and sewage sampler.
- 4.3.8. Characteristics of Sewage Effluent
1. The Town shall from time to time determine the characteristics of the sewage effluent being discharged into Sewer System from each property of a Commercial, Industrial or Institutional Customer in the Town.
 2. The Town, in determining the characteristics of the Sewage effluent being discharged, may:
 - a. cause sampling and analysis of the Sewage effluent to be taken; and
 - b. consider the type of industry or business being conducted or operated by the Person; and
 - c. consider such other information as the Town may deem necessary.
 3. The Town shall maintain a record of investigations made in respect to each Commercial, Industrial or Institutional Customer.
- 4.3.9. Testing of Effluent
1. The Town may direct any Commercial, Industrial or Institutional Customer connected or about to connect to the Town's Sewer System that the characteristics of such Customer's Sewage effluent being discharged into the system be tested.
 2. The testing of the characteristics of the Sewage shall be done by sampling and an analysis of the Sewage effluent composed of a minimum of three (3) days of composite sampling during a period of three calendar months (quarterly). When more than three samples are taken and analyzed the maximum resulting characteristics of the three highest daily results shall determine the Customer's Sewage characteristics.
 3. Samples are to be collected from a Sewage sampler or, in its absence, samples shall be composited on a twenty-four (24) hour or more basis and the weighed fraction of each

test shall be averaged throughout the three day test period.

4. All costs of tests, sampling and analysis as outlined in Section 4.3.9. shall be borne by the Town.

4.3.10. Connections to Sewage System

1. Each Commercial, Industrial or Institutional Customer desiring to become connected to the Town's Sewer System shall, prior to being joined to the Sewer System, supply to the Town information on the quality and quantity of its proposed plant's Sewage effluent.
2. the information to the Town shall include:
 - a. Sewage volume;
 - b. Biochemical oxygen demand;
 - c. suspended solids;
 - d. "pH" factor of alkalinity or acidity;
 - e. temperature;
 - f. concentration of wastes and type; and
 - g. Chemical oxygen demand; and
 - h. such other information as the Director Town deems pertinent.
3. Prior to approving a building application, Town is of the opinion that any proposed new development of a potential Commercial, Industrial or Institutional Customer may discharge Sewage effluent of a volume or quality which would cause the existing Sewer systems and plant to exceed its capacity, it may refuse permission for such a proposed plant to be connected with the existing Sewer System.
4. The Town may, by its officers, employees and agents, enter upon any property and Premises served or to be served with the Town's Sewer System and into which Sewage effluent may be discharged for the purpose of obtaining samples of such Sewage effluent.
5. If the Director is of the opinion that it is necessary, he may order a Commercial, Industrial or Institutional Customer to install a suitable control manhole to permit the observation, sampling and measurement of the Sewage effluent discharged by the Customer into the Town Sewer System.
6. The construction of any manhole pursuant to Section 4.3.10.5. shall be accessible, safely located, and constructed in accordance with plans approved by the Town.
7. The cost of constructing and maintaining a manhole pursuant to Section 4.3.10.5. shall be borne by the Commercial, Industrial or Institutional Customer who shall maintain the same in a safe and accessible manner.

4.3.11. Prohibition or Control of Discharge

1. The Town may prohibit or control the discharge of any wastes or Sewage effluent or types before the same is discharged by any Commercial, Industrial or Institutional Customer into the Town's Sewer System by:
 - a. Requiring the Customer to provide preliminary treatment of such Sewage effluent, wastes, or other

deleterious matter, substance or thing, whether liquid or solid.

- b. Requiring the Owner of any property to construct and properly maintain such works as the Town may deem necessary for the proper treatment of any Sewage effluent, wastes or other deleterious matter, substance or thing, whether liquid or solid, before the same is discharged into any stream, water course, or the Town's Sewer System.
- c. Preventing the discharge of any Sewage effluent, wastes or other deleterious matter, substance or thing, whether liquid or solid into any stream, watercourse, or the Town's Sewer System where works ordered to be constructed have not been constructed or maintained to the satisfaction of the Town.

2. Without limiting the generality of Section 4.3.11, the Town may order any Commercial, Industrial or Institutional Customer to construct, to properly maintain and operate at all times such works for the preliminary treatment of Sewage wastes, as may be required to prevent any of the matters, things or substances referred in Section 4.1.2 from being released or discharged into the Sewer system of the Town from such Premise.

3. No commercial sewer, drain, or septic tank cleaning business shall be given permission to discharge into the Town's Sewer System unless providing service to the Town and prior approval has been given.

5. WASTE MANAGEMENT

5.1. General Provisions

5.1.1. No Person shall collect, dispose of or remove Refuse Garbage except in accordance with the provisions of this Bylaw.

5.1.2. No Person other than a Customer, or the Refuse Garbage Collector shall open any Garbage Bin or Grass Container and in any way disturb the contents thereof or handle, interfere with or disturb any Garbage put out for collection or removal.

5.1.3. No Person shall deposit any, dead animal, manure, excrement, Garbage, liquid waste or other filth upon or into any street, service lane, alley, highway, ditch, well, lake, pond, river, stream or water course or onto any land except with the written consent of the Health Inspector and in accordance with the Environmental Protection and Enhancement Act, R.S.A. 2000, c. E-12 and Regulations.

5.1.4. The Garbage Collector, will not remove any Garbage that is in a container other than what is defined in this Bylaw.

5.1.5. No Person shall directly or otherwise dispose of or permit any Person to dispose of any hazardous, explosive, volatile, noxious or dangerous device, substance or thing, including hot Ashes or burning matter or any unwrapped wet Garbage in any Garbage Bin, or Grass Container.

5.2. COLLECTION AND DISPOSAL

5.2.1. The Town will provide one (1) initial Garbage Bin to each Domestic Customer. Additional bins as replacements for

damaged, lost or stolen bins are the responsibility of the property Owner and must be purchased through the Town Office for the cost stated in the Service Fees, Rates and Charges Bylaw.

1. The Town will provide up to five (5) Garbage Bins to each Utility account that has their Garbage classified as “Institutional”. Additional bins as replacements for damaged, lost or stolen bins are the responsibility of the property Owner and must be purchased through the Town Office for the cost stated in the Service Fees, Rates and Charges Bylaw.
- 5.2.2. All Customers shall maintain their Garbage Bin and Grass Containers. If the Garbage Bin becomes damaged or the Refuse Garbage Collector is unable to pick the Garbage Bin up due to damage the Owner will be responsible to replace the damaged Garbage Bin as outlined in the Service Fees, Rates and Charges Bylaw.
- 5.2.3. Garbage Bins shall be put out on the street directly in front of Customers or Owner’s property on the scheduled day for their pick up as determined by the Town. If directed by the Town, Garbage Bins shall be put in the alley for pick up.
- 5.2.4. Where any Premises is serviced by a lane, Garbage Bins shall not obstruct traffic in the lane.
- 5.2.5. No Person shall leave a Garbage Bin on the street or alley for over 48 hours.
- 5.2.6. All Customers shall put all of their Garbage into plastic bags and place them in the Garbage Bin. The Garbage Bin will not be picked up if Garbage is not placed in plastic bags.
- 5.2.7. All Customers shall ensure that all Garbage shall fit within the Garbage Bin so that the Garbage Bin’s lid is closed. Only Garbage within the Garbage Bin with the lid closed will be disposed of by the Garbage Collector.
- 5.2.8. All Customers shall keep the land in the rear of their Premises to the center line of the lane in a clean and tidy condition and free from Garbage or Yard Waste.
- 5.2.9. Clippings from shrubs and trees shall not be put out for collection unless the same are compactly and securely tied in bundles not exceeding four (4) feet in length.
- 5.2.10. Grass cuttings and garden waste, including weeds shall be placed in a Grass Container and placed for collection in the back alley.
- 5.2.11. Collections of Garbage shall be made by the Garbage Collector on such days and at such times as the Town may appoint. The Garbage Collector shall have the right to enter at all appointed times such portions of all Premises within the Town as may be required for the purpose of performing his collection, removal and disposal duties.
- 5.2.12. The Town shall at any time and from time to time, enter into a contract or contracts with any Person, firm or corporation for the collection, removal and disposal of the whole or any part of the Garbage accumulated within the Town, or may provide for

the collection, removal and disposal of Garbage by the use of equipment and employees of the Town.

5.2.13. The Garbage Collector shall not be responsible for the collection and removal of any of the following types of Garbage except under a separate agreement between the Town and the Customer and upon payment of such charges as may be set out in such agreement:

1. Garbage resulting from the construction, repair, decorating, clearing or grading of a building or premises,
2. scrap metal including car bodies, chassis, machinery or parts or garage refuse,
3. household chattel, material or equipment which has an overall length of more than four (4) feet or an overall weight of more than twenty-three (23) kilograms (fifty (50) pounds),
4. other refuse including such items as tires, auto parts and wooden boxes.

5.2.14. The Town may, by written notice, direct any Customer to promptly provide additional Garbage Bins where the Town considers either that the number of Garbage Bins or their condition is inadequate or insufficient in practice to meet the spirit and intent of this Bylaw.

5.3. RECYCLING

5.3.1. The Town promotes the use of the recycling depot for those products that can be recycled. To aid in the efficiency of the recycling process products should be sorted, flattened and clean.

5.3.2. Recyclable goods are those goods deemed by the Lethbridge Regional Waste Management Service Commission as recyclable.

6. RESCINDING BYLAWS

6.1. This Bylaw hereby rescinds Bylaw No. 860-17.

This Bylaw comes into force and effect upon the final reading thereof.

MOVED by Councillor de Kok to approve the FIRST reading of Bylaw No. 872-18 this the 23rd day of July, 2018.

CARRIED

MOVED by Councillor Papworth to approve the SECOND reading of Bylaw No. 872-18 this the 27th day of August, 2018.

CARRIED

MOVED by Councillor Feist to approve the THIRD and FINAL reading of Bylaw No. 872-18 this the 27th day of August, 2018.

CARRIED

Mayor

SEAL

Chief Administrative Officer

SCHEDULE “A”

Specified Penalties

Section	Violation	Penalty
3.5.2	Stage 1 Water Rationing Order	
	Residential:	\$100
	Industrial, Commercial, Institutional:	\$500
	Stage 2 Water Rationing Order	
	Residential:	\$200
	Industrial, Commercial, Institutional:	\$700
	Stage 3 Water Rationing Order	
	Residential:	\$300
	Industrial, Commercial, Institutional:	\$1,000
	Stage 4 Water Rationing Order	
	Residential:	\$400
	Industrial, Commercial, Institutional:	\$1,500
	Non-compliance with any and all water use prohibitions and restrictions associated with the declaration of a Water Emergency Rationing Order	
	Residential:	\$500
Industrial, Commercial, Institutional:	\$2,000	
Failure to Comply to any other requirement of the bylaw, where a penalty is not already specified:		
First Offence	\$250	
Second Offence	\$500	
Third Offence	\$1,000	

SCHEDULE “B”

DISCHARGE LIMITS

For existing Commercial, Institutional and Industrial Customers only:

1 year from bylaw implementation:

BOD:	800 mg/L
TSS:	1,000 mg/L
Grease:	300 mg/L

Second year from bylaw implementation

BOD:	500 mg/L
TSS:	750 mg/L
Grease:	300 mg/L

Third year from bylaw implementation

BOD:	300 mg/L
TSS:	500 mg/L
Grease:	300 mg/L

For new Commercial, Institutional and Industrial Customers

BOD:	300 mg/L
TSS:	500 mg/L
Grease:	300 mg/L

SCHEDULE “C”

CUSTOMER ACCOUNT TERMS AND CONDITIONS

The applicant hereby requests the Town of Picture Butte to: affect the utility service (water, sewer, garbage). The stated premises are occupied as a residence/business. The applicant is the owner of the property.

The applicant agrees to be responsible for any damage which occurs to the premises or associated equipment due to the connection or disconnection of the utility services as requested in this application, unless such damage is due to negligence on the part of the Town.

The applicant agrees to be governed by the Bylaws of the Town and all statutes and regulations of the Province of Alberta regarding the use of utility services and agrees to pay in accordance with the prevailing Utility Rate Bylaws within the stated time.

The Town will take every reasonable precaution to insure continuity of service to its customers, but assumes no responsibility for any damage, inconvenience or annoyance caused by service interruptions at any time or of any duration.

The applicant understands that the Town will supply the utilities only if they are used in a safe and proper manner and that it is a condition precedent to the supply of these utilities that the application will permit any authorized person to enter the premises described above at any reasonable time to ensure the safe and proper use of any of the utilities by the applicant. Should the authorized person be refused permission to enter and inspect the premises, the Town will immediately discontinue the supply of utilities.

The applicant agrees that if the premises are not owner occupied, that the applicant will advise the occupant of the terms and conditions of this application for utility service.

SCHEDULE “D”

TOWN OF PICTURE BUTTE



WATER RATIONING ACTION PLAN

Overview

Responding to Water Rationing

This Water Rationing Action plan is applicable to all users that are supplied water through the City of Lethbridge or Lethbridge Northern Irrigation District distribution systems. This includes Town of Picture Butte residents, industrial/commercial/ institutional customers, raw water users, regional customers (County of Lethbridge residents), and the Town of Picture Butte.

How to Prepare

Establish an emergency plan for water rationing in your home or business.

Some things to consider: Where can I reduce water use in an emergency? How will I reduce?

Prepare an Emergency Kit that includes provisions for water rationing.

Check out the City of Lethbridge website or Government of Alberta website for more details.

Understand when water rationing may be required.

Know the difference between water rationing and water conservation.

Engage in water education and awareness.

Don't be afraid to ask questions!

How to Respond

Implement your emergency plan and reduce water usage. Understand and follow any restrictions and prohibitions in this Water Rationing Plan.

How to Recover

Find out what happened during water rationing.

Refer to the City of Lethbridge website and social media feeds to find out why rationing was required and how your efforts helped.

Discover ways you can be more prepared for future water rationing.

Review your emergency plan with your family or employees and make any changes necessary. Keep your plan up to date and review it regularly.

Consider your water usage throughout the year.

Refer to the City of Lethbridge's Water Conservation Plan and the Water Conservation Strategy for ideas to increase water efficiency in your home and/or business.

Water Rationing Stages

Stage 1: Community Aware

Demand Reduction Target: 5%

TRIGGER: When the water level in the Oldman Reservoir drops below the 25th percentile (where only 25 per cent of historical data is lower) for more than one week, or at the discretion of the City of Lethbridge

Stage 2: Community Pressure

Demand Reduction Target: 10%

TRIGGER: When the water level in the Oldman Reservoir drops below the 20th percentile (where only 20 per cent of historical data is lower) for more than one week, or at the discretion of the City of Lethbridge.

Stage 3: Community Threat

Demand Reduction Target: 15%

TRIGGER: When the water level in the Oldman Reservoir drops below the 15th percentile (where only 15 per cent of historical data is lower) for more than one week, or at the discretion of the City of Lethbridge.

Stage 4: Community Crisis

Demand Reduction Target: 20%

TRIGGER: When the water level in the Oldman Reservoir drops below the 10th percentile (where only 10 per cent of historical data is lower) for more than one week, or at the discretion of the City of Lethbridge.

Emergency: Immediate Concern

Demand Reduction Target: Maximum effort

TRIGGER: Activation of Lethbridge's Emergency Coordination Centre (ECC) in accordance with the City of Lethbridge Municipal Emergency Management Plan, or at the discretion of the Engineer OR the Activation of the Town of Picture Butte Emergency Operations Centre (EOC) in accordance with the Town of Picture Butte's Municipal Emergency Management Plan.

STAGE 1: Community Aware

TRIGGER: When the water level in the Oldman Reservoir drops below the 25th percentile (where only 25 per cent of historical data is lower) for more than one week, or at the discretion of the City of Lethbridge

Outdoor Water Rationing Actions:

Prohibitions:

- Irrigating gardens and lawns other than on Monday and as detailed below:
 - Watering allowed only up to 2 HOURS before 10 a.m. or after 6 p.m.
- Watering that results in runoff, including to ditches, swales, storm drains, and gutters.
 - Including: Lawns, trees, shrubs, gardens and bedding plants, washing or hosing down sidewalks, driveways and streets.
- Washing vehicles at locations other than commercial car washes.
 - Washing vehicles in driveways, fundraising car washes
- Washing down outdoor surfaces.
 - Exterior buildings, sidewalks, driveways, walkways, outdoor furniture, patios and decks
- Filling of private in-ground or portable pools/spas/hot tubs larger than 3,000 litres.

The Town of Picture Butte will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- **Take part in all Stage 1 rationing, as well as the following:**
 - Turn off water to Town owned fountains.
 - The scheduled filling of outdoor pools will not be changed.
 - Prohibit hydrant flushing except for water quality purposes
 - Provide public updates if and when the situation changes.

Water Conservation Strategies

- Run dishwashers with FULL loads only.
- Limit washing machine to FULL loads of laundry.
- Limit water for lawns and ornamental container plants in favour of high value assets like trees, shrubs, and food producing gardens.

STAGE 2: Community Pressure

TRIGGER: When the water level in the Oldman Reservoir drops below the 20th percentile (where only 20 per cent of historical data is lower) for more than one week, or at the discretion of the City of Lethbridge.

Outdoor Water Rationing Actions:

Prohibitions:

- All Stage 1 actions plus:
- Irrigating gardens and lawns other than on Monday and as detailed below:
 - Watering allowed only up to 1 HOUR before 10 a.m. or after 6 p.m.
 - For sod, trees and shrubs that were laid or planted within 10 days of the restrictions coming into force or during the restriction period:
 - 2 HOURS per day is allowed for the first 10 days
 - Regular restrictions apply after the first 10 days
 - For laws seeded within 10 days of the restrictions coming into force or during the restriction period:
 - 2 HOURS per day is allowed for the first 20 days
 - Regular restrictions apply after the first 20 days

The Town of Picture Butte will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- **Take part in all Stage 1 and 2 rationing, as well as the following:**
 - Evaluate the need to reduce water use for arenas; adjust the schedule or close the outdoor pool.
 - Reduce the amount of times equipment and vehicles get washed at commercial car washes
- Provide public updates if and when the situation changes.

Water Conservation Strategies

- Run dishwashers with FULL loads only.
- Limit washing machine to FULL loads of laundry.
- Limit baths to half normal water, and limit showers to 5 minutes.
- Flush toilet only when needed. If its yellow let it mellow if its brown flush it down.

STAGE 3: Community Threat

TRIGGER: When the water level in the Oldman Reservoir drops below the 15th percentile (where only 15 per cent of historical data is lower) for more than one week, or at the discretion of the City of Lethbridge.

Outdoor Water Rationing Actions:

Prohibitions

- All Stage 1 and 2 actions plus:
- Filling outdoor pools, ponds, and hot tubs.
- Use of outdoor irrigation sprinklers.
 - Outdoor watering only allowed using Handheld Containers only on Monday
 - For sod, trees and shrubs that were laid or planted within 5 days of the restrictions coming into force or during the restriction period:
 - 1 HOUR per day is allowed for the first 10 days
 - Regular restrictions apply after the first 10 days
 - For laws seeded within 5 days of the restrictions coming into force or during the restriction period:
 - 1 HOUR per day is allowed for the first 20 days
 - Regular restrictions apply after the first 20 days

The Town of Picture Butte will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- Take part in all Stage 1, 2, and 3 rationing, as well as the following:
 - Evaluate the need to reduce water use for arenas; adjust the schedule or close the outdoor pool.
 - Not wash any Town owned vehicles or equipment, unless it is absolutely necessary for safety or functionality purposes.
- Engage in regular communications with critical infrastructure and key stakeholders.
- Provide public updates if and when the situation changes.

Water Conservation Strategies

- Reduce the use of dishwasher and clothes washer.
- Flush toilet only when needed. If its yellow let it mellow if its brown flush it down.
- Shower instead of bathe; limit showers to a maximum of 5 minutes
- Washing vehicles at commercial car washing facilities that use treated water is discouraged.

STAGE 4: Community Crisis

TRIGGER: When the water level in the Oldman Reservoir drops below the 10th percentile (where only 10 per cent of historical data is lower) for more than one week, or at the discretion of the City of Lethbridge.

Outdoor Water Rationing Actions:

Prohibitions

- All Stage 1, 2 and 3 actions plus:
- No outdoor watering, including with handheld containers.
- Washing vehicles at commercial car washing facilities that use treated water.

Town of Picture Butte will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- Take part in all Stage 1, 2, 3 and 4 rationing, as well as the following:
 - Evaluate the need to reduce water use for arenas; adjust the schedule or close the outdoor pool.
 - Suspend use of water for construction purposes including grading, compaction, dust control etc.
- Provide public updates if and when the situation changes.

Water Conservation Strategies

- Restrict hand washing of dishes if and when possible.
- Limit dishwasher and clothes washer use to full loads.
- Flush toilet only when needed. If its yellow let it mellow if its brown flush it down.
- Reduce shower times to 3 to 5 minutes.

EMERGENCY: Immediate Concern

TRIGGER: Activation of Lethbridge's Emergency Coordination Centre (ECC) in accordance with the City of Lethbridge Municipal Emergency Management Plan, or at the discretion of the Engineer OR the Activation of the Town of Picture Butte Emergency Operations Centre (EOC) in accordance with the Town of Picture Butte's Municipal Emergency Management Plan.

Emergency water rationing may be required due to one or more of the following reasons or situations:

- Mechanical issues/failures
- Water quality concerns
- Infrastructure threats
- Environmental pressures

Prohibitions

- All stage 1, 2, 3, and 4 prohibitions

Town of Picture Butte will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- Inform the community of the situation and need for emergency water rationing.
- Strive for a 40%+ reduction in water usage until the situation and resolution are understood, at which time the reduction level target will be reevaluated and communicated to the public.
- Inform the public of the estimated timeline for emergency water rationing as information becomes available.

Water Conservation Strategies

- Take all actions possible to reduce water use.
- Do not run the tap unnecessarily.
- Reuse water where possible.
- Shower instead of bathe, keep showers to 3 to 5 minutes.
- Only use the dishwasher and clothes washer when necessary and only with full loads.
- Flush toilet only when needed. If its yellow let it mellow if its brown flush it down.

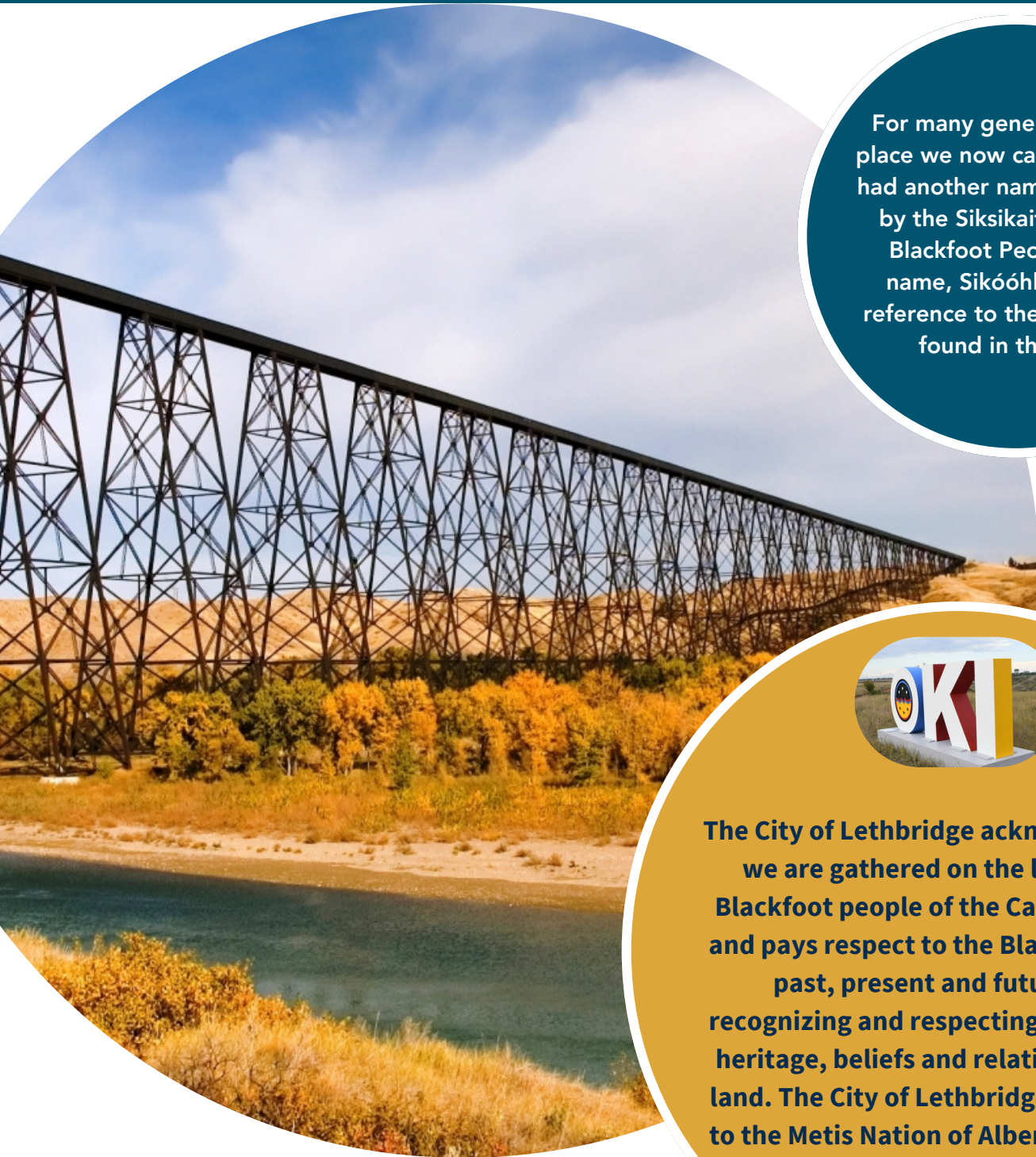
Water Rationing Stages Summary Chart

Watering Activity	Stage 1	Stage 2	Stage 3	Stage 4
	Demand Reduction Target: 5%	Demand Reduction Target: 10%	Demand Reduction Target: 15%	Demand Reduction Target: 20%+
Runoff down sidewalks, driveways and streets	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Washing down outdoor surfaces	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Water for decorative features or fountains	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Irrigation sprinkling for Residential and Commercial lawns	MONDAYS ONLY		Not Allowed	Not Allowed
	Up to 2 hours Before 10 a.m. and after 6 p.m.	Up to 1 hour Before 10 a.m. and after 6 p.m.		
Hand watering for flower beds, gardens, trees, and shrubs	Allowed	Allowed	Hand Watering Only Monday only	Not Allowed
Newly planted grass trees and shrubs Note: if Stage 2 is reached, it is recommended that NO NEW planting occur	Allowed	Refer to Water Rationing Action Plan	Refer to Water Rationing Action Plan	Not Allowed
Water for pools, ponds and hot tubs	Allowed	Allowed	Not Allowed	Not Allowed
Water for construction purposes	Allowed	Allowed	Allowed	Not Allowed
Washing vehicles at car washes	Allowed	Allowed	Discouraged	Not Allowed
Water Emergency: Demand Reduction Target: Maximum Effort Emergencies may be due to mechanical issues/failures, water quality concerns, infrastructure failures or environmental pressures. Emergency water rationing will require IMMEDIATE reduction in water use. Keep informed on areas affected and actions that are needed.				




WATER
CONSERVATION
PLAN &
STRATEGY
2024

TERRITORY ACKNOWLEDGEMENT



For many generations, the place we now call Lethbridge had another name given to it by the Siksikaitstapi, the Blackfoot Peoples. This name, Sikóóhkotok, is a reference to the black rocks found in the area.



The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.

Sikóóhkotok

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INTRODUCTION

Ongoing changes in climate and weather patterns have led to concerns of water scarcity and drought in southern Alberta. The City of Lethbridge is proactively working to address these concerns with the development of this Water Conservation Plan (WCP) and updating the Water Rationing Action Plan (WRAP).

Water conservation — using water efficiently and avoiding waste — is essential to ensure there is adequate water today and into the future. Water is a finite resource. The supply on earth today has not changed and it's up to everyone to use water wisely.

The goal of this WCP is to instigate long-term behavioural changes in water usage. It also includes an overview of the current water availability situation, opportunities for voluntary water conservation initiatives and regulatory changes to influence water usage behaviour. The plan will be applicable to all water users supplied by the City of Lethbridge.

Sustaining our water resources includes understanding and effectively managing issues such as water conservation, water quality protection, watershed well-being, and storm and surface water management. When managed sustainably, our watershed, river, and municipal water system will support the health of citizens, maintain aquatic and terrestrial environments, enable a variety of beneficial ecological services, provide community recreation options and support a robust local economy.

Conserving water saves energy and money, helps protect and preserve the environment, and helps meet future needs. The cost of inaction is significant. Not improving water efficiency in the City of Lethbridge and surrounding area has the potential to cost taxpayers up to \$25 million per year by 2050 and up to \$100 million per year by 2080.

An Official Business Motion was brought forward and approved on January 23, 2024 recognizing the need for Lethbridge to action water conservation.



Southern Alberta's semi-arid climate means drought is common and there is a limited amount of water available. Demand for water is high so it must be managed carefully to ensure there is enough for all users, including cities and towns, irrigators and industry, and enough to keep the river environment healthy.

BACKGROUND

Setting:

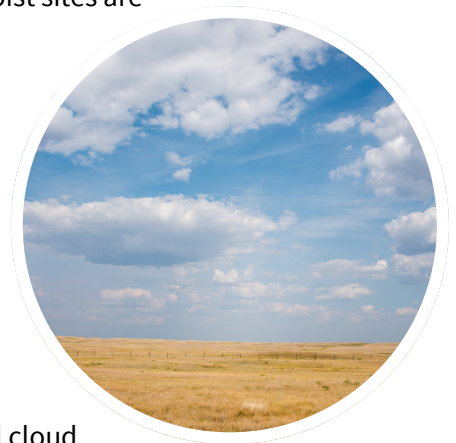
Situated in south-central Alberta, Lethbridge is home to unique landscapes, abundant and diverse wildlife and vegetation, and thriving communities. Lethbridge is located in the Mixedgrass Subregion of the Grasslands Natural Region. The Grasslands Natural Region makes up approximately 14 per cent of the province (95,565 km²), while the Mixedgrass Subregion occupies approximately 21 per cent (20,072 km²) of the Grassland Natural Region.

The Mixedgrass Natural Subregion is a broad, north-south band of fertile, intensively cultivated prairie in south-central Alberta. The area is dominated by loamy Dark Brown Chernozemic soils. On the drier, sandy sites, northern wheat grass, sand grass, and June grass are dominant. The more moist sites are characterized by the addition of blue grama grass to the community. Shrub communities, including buckbrush, silver sagebrush, silverberry and prickly rose, occur in depressions, ravines, coulees and northerly aspects. Adjacent to rivers, tall shrub and forest communities of willows, thorny buffaloberry and narrow-leaf cottonwood or balsam poplar develop (NRC 2006).

The climate of the Grassland region is continental, with long cold winters, short summers and generally low precipitation. Occasional chinook winds provide some relief from the cold winter temperatures, particularly in the southwest part of the region. Summer temperatures become increasingly warmer and precipitation diminishes from west to east within the region. The long summer days and minimal cloud cover maximizes solar radiation. June is typically the highest precipitation month in the Grassland region. The Mixed Grassland eco-region is the southernmost and driest of Canada's prairie ecoregions and has the second lowest median summer precipitation (176 mm) of any region of Alberta. Warm temperatures, coupled with the low precipitation and generally high winds, produce a high potential evapotranspiration deficit.

Lethbridge is located within the Oldman River Basin, a sub-basin to the South Saskatchewan River Basin (SSRB). The largest tributaries to the South Saskatchewan River include the Oldman River (which runs through Lethbridge), Bow River, and the Red Deer River.

The majority of the Oldman River Basin (approximately 23,000 square kilometers) is in southern Alberta, with a small portion (approximately 2,100 square kilometers) that extends into Montana. With the main headwaters of the Oldman River originating in the Rocky Mountains, the Basin extends east and encompasses areas of the Foothills, Plains, and Prairie Grasslands. The major tributaries of the Oldman River include the Livingstone River, Crowsnest and Castle Rivers, St. Mary and Waterton Rivers, as well as Willow and Pincher Creeks.



BACKGROUND

Background:

Water management in the SSRB in Alberta has a history dating back to the late-1800s. The climate and physical attributes of the basin, and various landmark events and circumstances have shaped decision-making of water management in the basin.

Riparian rights were considered to be a major deterrent to large-scale irrigation on the Canadian prairies, since only riparian landowners could divert water, and only in quantities that were generally insufficient for irrigation. At the time, federal government officials felt that large-scale irrigation was the key to rapid settlement of the west. Therefore, the riparian rights deterrent was removed with the passage of the Northwest Irrigation Act.

Prior to 1894, under the Doctrine of Riparian Rights, only the owner of land adjacent to a stream or water body had the right to divert water.

Once the Northwest Irrigation Act was passed by the Dominion Parliament in 1894, the areas of western Canada now known as Alberta and Saskatchewan had in place the statutory tool needed to control the distribution and use of water in a manner that would minimize conflicts and encourage development. In 1930, responsibility for managing natural resources was transferred from the federal government to Alberta, and the early legislation gave way to Alberta's Water Resources Act in 1931. In 1999, the Water Resources Act was replaced by the Water Act, which provides greater flexibility for managing water and introduces new approaches for managing water-short basins. However, all legislation since 1894 had the same four basic principles:

- Suppression of riparian rights and declaring Crown ownership of water;
- Government control of the allocation and use of water;
- An allocation process designed to promote development; and,
- A first in time, first in right priority system designed to protect existing development.

Closure of the Waterton, Belly and St. Mary tributaries of the Oldman River to further water allocations (i.e. new water licenses) in 2002, and subsequent closure of the entire Oldman, Bow and South Saskatchewan Sub-basins in 2006, ranks high among a number of significant historical events affecting water management in the SSRB. In August 2007, the Alberta Government filed a Regulation under the Water Act reserving all unallocated water in the Bow, Oldman, and South Saskatchewan Sub-basins. With that reservation, further water licenses in these three Sub-basins were limited to outstanding applicants, First Nations, water conservation objectives (in-stream needs) and for storage development, for the protection of the aquatic environment or to improve water supply availability to existing license holders and registrants.

BACKGROUND

Provincial Water Allocations:

Figure 1 shows a broad breakdown of the water allocations across Alberta from 2010. Although licensees with senior priorities have the first right to water (first in time, first in right), the Water Act has an assignment provision for sharing available supplies between senior and junior users who have access to the same water. The Water Act requires that a formal written agreement be developed between the two licensees. The agreement may be cancelled by the Director if there are adverse effects on the source stream or aquifer, the aquatic environment or other water users with a higher priority than the party with the lowest priority in the agreement.

Agreements to assign water were used in response to severe water shortages in the southern tributaries of the Oldman River (Waterton, Belly and St. Mary Rivers) in 2001. Based on water supply forecasts and the volumes of water in reservoirs, it was determined that under the priority provisions of the Water Act, there would be only enough natural flow and stored water to meet the needs of users with licenses having priorities of 1950 or earlier.

This meant that about 336 licensees with priorities junior to 1950 (i.e. licenses issued after 1950) would be faced with the prospect of having their diversions suspended. Seven Irrigation Districts with senior priorities jointly offered to use the assignment provisions of the Water Act to share available supplies with junior users provided there was a willingness to ration. Most of the water users in the southern tributaries decided to participate in the water-sharing agreement, which affected about 650 licenses. The agreement called for irrigators to apply not more than 10 inches to their irrigated lands, and non-irrigators to restrict usage to about 60 per cent of their requirements.

Water Allocations in Alberta (2010)

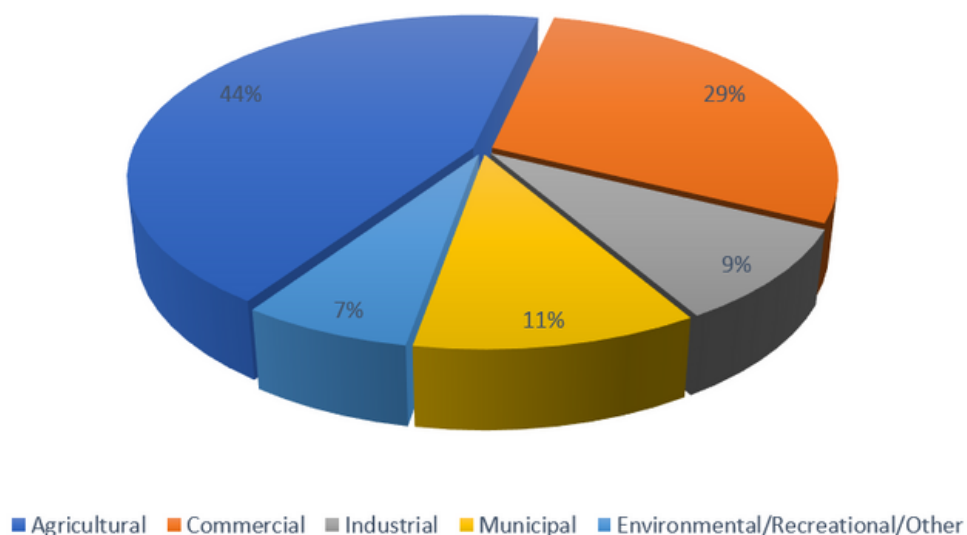


FIGURE 1: 2010 water allocations across Alberta, grouped into sectors.

BACKGROUND

Water Act Emergency Provisions:

The Water Act has provisions for the government to declare an emergency, suspend diversions for all or any part of selected licenses, and designate the purposes for which available water can be used. Affected licensees may be eligible for compensation for losses incurred. These provisions have very rarely, if ever, been used in Alberta. Common practice in water-short situations has been to suspend diversions in order of junior to senior priority until the water supply and use is in balance. In past times of water scarcity, the government has also brokered agreements between license holders to share the available water.

Current Water Usage:

A safe and secure water supply is needed for many reasons. Water sustains life. It's required for drinking, cooking, and cleaning. It is needed to grow and prepare food to be eaten. It provides economic benefits from agricultural activities including growing crops, raising livestock, food processing, and manufacturing. Water is also a part of many recreational opportunities and activities, and is used for relief from extreme heat. Water is also a necessary and important part of the health care system, used in hospitals and clinics every day. Emergency management and planning such as fire suppression, also requires a safe and secure water source to be effective.

In 2023, the City of Lethbridge treated over 24 billion litres of water, which was distributed to residences, businesses, industry, institutions, and regional customers. As seen in Figure 2, water usage starts to increase in May, peaks in July, and averages back out by the end of September. During the peak of summer, water usage doubles from an average of 1.5 billion litres per month to over 3 billion litres per month. The majority of this summer increase can be attributed to watering lawns.

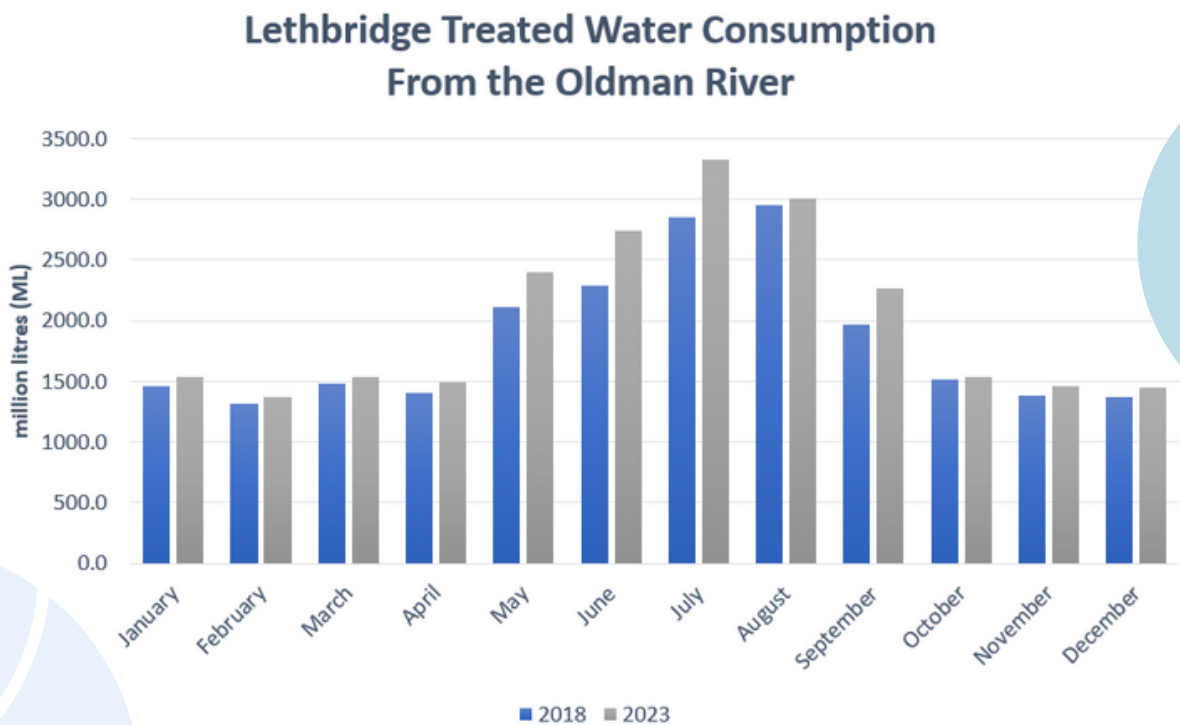


FIGURE 2: Volume of water treated over the year for 2018 and 2023.

BACKGROUND

The first of the following three figures shows the total annual water used per person per day (FIGURE 3) in Lethbridge. Figures 4 and 5 break the total annual water usage into residential (FIGURE 4) and industrial/commercial/institutional (FIGURE 5) consumption.

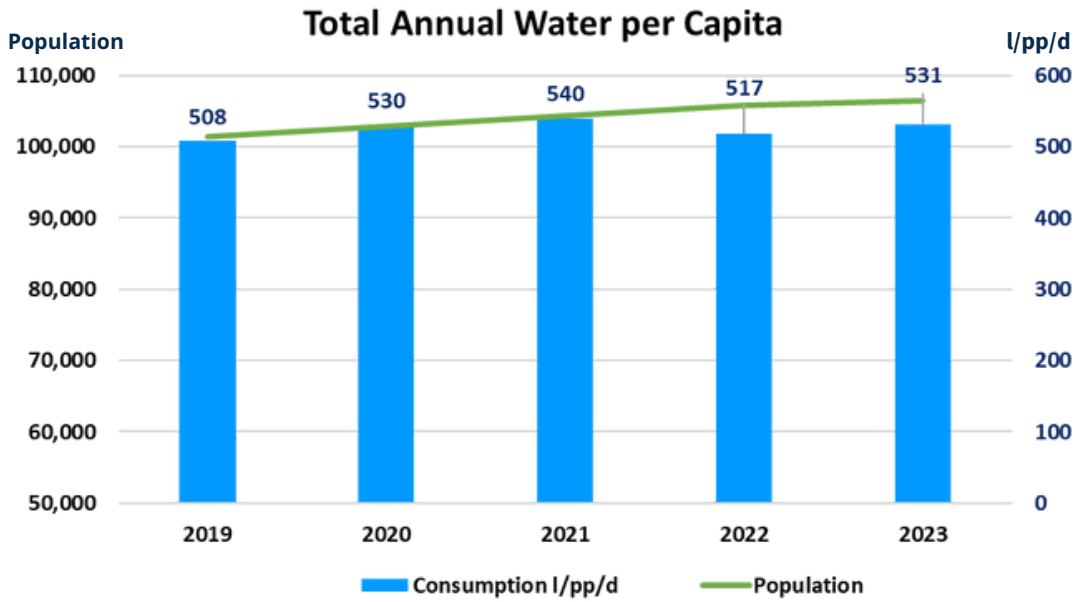


FIGURE 3: Total annual water used per person per day in the City of Lethbridge (includes residential, industrial, commercial, and institutional use).

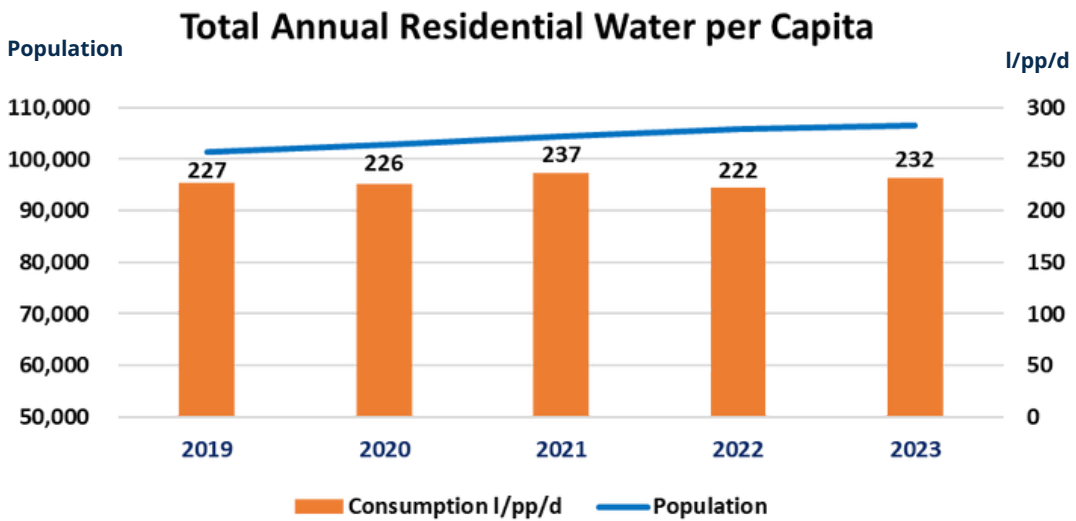


FIGURE 4: Total annual residential water used per person per day in the City of Lethbridge.

BACKGROUND

The Industrial, Commercial and Institution (ICI) per capita water consumption includes all the businesses in Lethbridge. This includes the heavy industrial sites that are in the industrial parks, retail, health care, the City of Lethbridge-owned facilities and more.

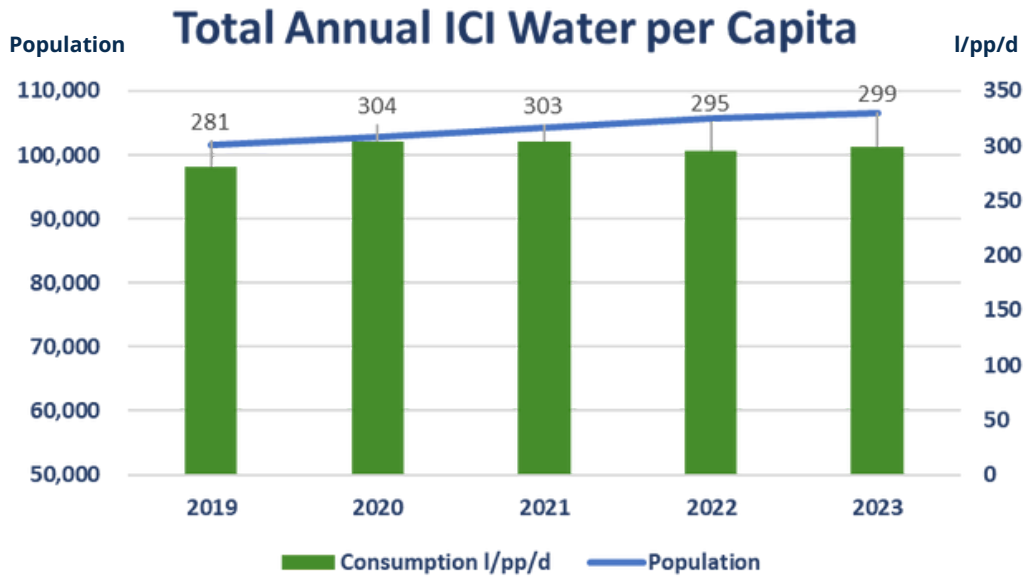
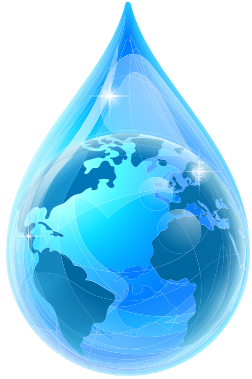


FIGURE 5: Total annual industrial, commercial, and institutional (ICI) water used per person per day in the City of Lethbridge.



GOALS & OBJECTIVES



“Water quality and quantity are critical issues for a city located in an arid environment. In the South Saskatchewan Region, water is a crucial factor for the future sustainability of population and economy. As the region continues to evolve, matching water demand with water supply will continue to be a key issue.

Climate change will alter the water cycle in the region, leading to greater uncertainty as to the timing and extent of precipitation events. With increased water insecurity, greater planning is needed to anticipate likely impacts and to put the needed infrastructure (both green and hard) and resources in place.”

Lethbridge Municipal Development Plan

Goals and Objectives:

A safe, healthy, and abundant water supply is critical to our community. Using this resource wisely and responsibly is necessary to protect watersheds, ecosystems, and human health. Smart water stewardship also helps reduce costs and ensure the long-term sustainability of our water supply.

The objectives of this Water Conservation Plan and Strategy include the following:

- Provide information and awareness of the water supply that Lethbridge and the surrounding area rely on.
- Inform on the water consumed in Lethbridge.
- Ensure treated potable water is provided to all users of the City of Lethbridge water system.
- Ensure sufficient supply of water for fire suppression.
- Encourage long-term habits that lead to a reduction in the amount of water used in homes, businesses, and institutions.
- Continued efficiency in the water distribution system.
- Ensure sufficient water to support our critical green infrastructure and natural assets.

Canada's fresh water is found in the form of rivers, lakes, groundwater, ice, and snow. Considering that on an average annual basis, Canadian rivers discharge almost 7 per cent of the world's renewable water supply, Canada can appear to have an endless supply of water. Measurements such as this can be deceiving.

Some areas in the interior of British Columbia, the southern Prairies of Alberta and Saskatchewan, and the high Arctic experience arid or semi-arid climates (less than 35 centimeters of annual precipitation). While on average, Alberta uses fewer litres of water per person per day (l/pp/d) than the majority of Canada (FIGURE 6), our water resources are scarcer.

GOALS & OBJECTIVES



Looking across Canada and comparing provinces to the national average of 401 l/pp/d, Alberta ranks the third-lowest for consumption with a combined total of 330 l/pp/d; however, Lethbridge’s combined consumption is far above average at 540 l/pp/d. The Alberta average residential ranks fifth and the commercial ranks third.

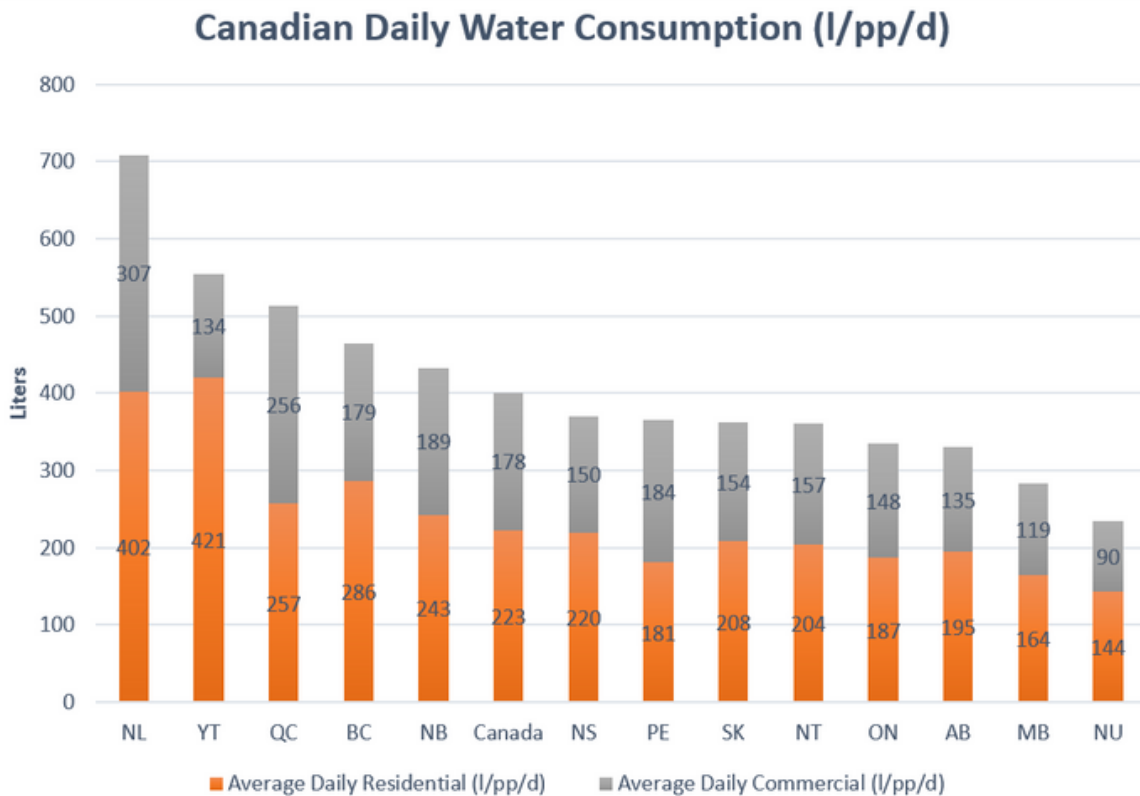


FIGURE 6: Comparison of daily water consumption across Canada in 2021, showing average residential and commercial use in liters per person per day (l/pp/d).

GOALS & OBJECTIVES

What does Water Conservation mean?

Through water conservation efforts and programs, the City of Lethbridge is looking to encourage a long-term change in water usage behaviour. The Alberta Water Council defined water conservation as:

- Any beneficial reduction in water use, loss or waste.
- Water management practices that improve the use of water resources to benefit people or the environment.



Water conservation can best be achieved and maintained through the voluntary efforts made by individuals and organizations. Education and awareness are important to provide information on the need for water conservation, and keep it top of mind, but also to inform of best practices that can help meet individual or societal goals.

What does Water Rationing mean?

In dry regions or regions that face water shortages due to recurring droughts, water rationing ensures that critically limited water supplies are distributed in a way that sufficient water is delivered to preserve public health and safety. Rationing allows local or even regional and national administrations to cope with the water crises by reducing consumption.

Water rationing can be used in several ways:

- Limit certain uses of water (e.g. irrigation of lawns, filling swimming pools, or hosing down pavement areas).
- Limit water availability in terms of volume and/or time when it can be used.
- Temporarily suspend water supply or reduce the pressure below that required for adequate supply under normal conditions that affects all water users.

Whenever low-cost, temporary rationing measures are not complemented by behavioural change towards more conscious water use, water demand and use are expected to rise again. Water usage returns to its previous levels once rationing measures are removed. It is therefore extremely important that long-term water conservation efforts are realized.



GOALS & OBJECTIVES

It is important to be aware of the resources we use, what we use them for, and to ensure that we are using them responsibly. Water is no different. Water is life. Water not only sustains human life but that of animals, plants and the earth itself. Because we use water in so many areas of our lives it is important that we use it responsibly.

While Lethbridge is situated in one of the driest regions of the province, per capita, Lethbridge is one of the higher users in Alberta (FIGURE 7).

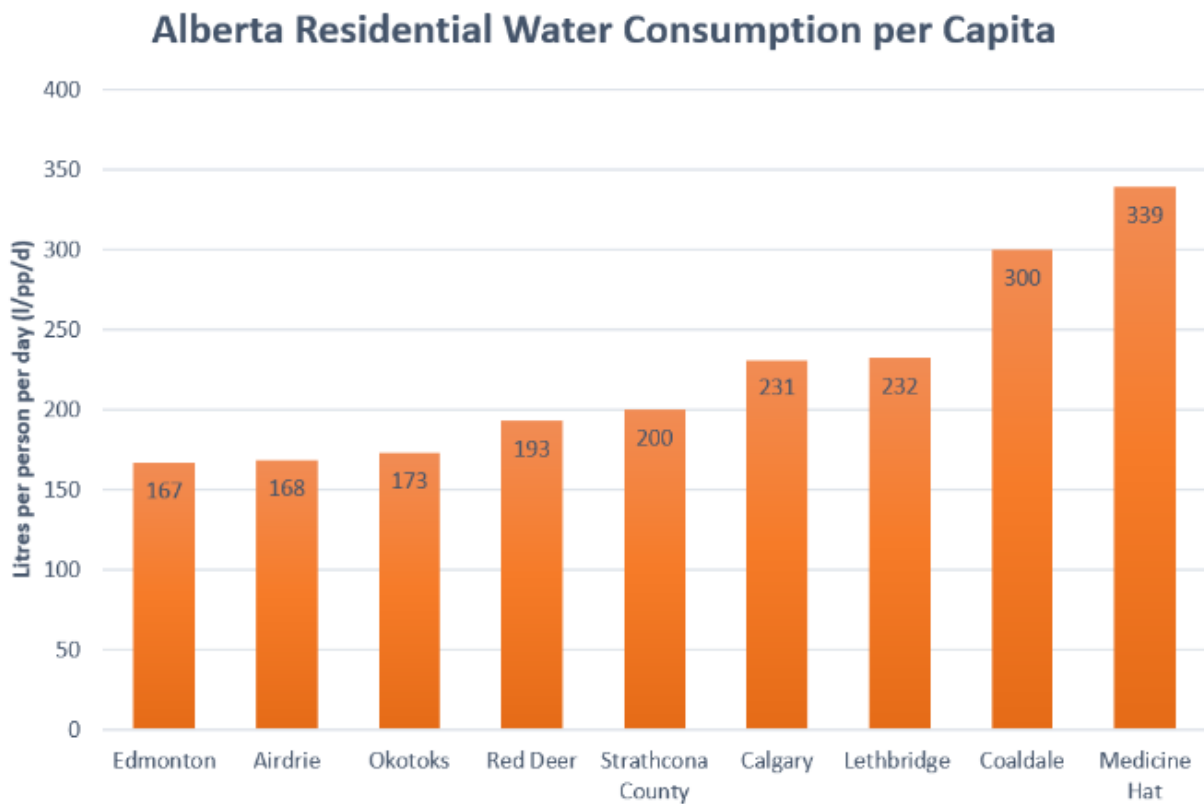


FIGURE 7: Average residential water consumption for various Alberta municipalities.

WHY DO WE NEED A PLAN?

While southern Alberta has experienced drought and water shortages in the past, our changing climate and current weather patterns have emphasized the need for concerted water conservation efforts (FIGURE 8). Water is not just a resource, it's a life source, and we all share the responsibility to ensure a healthy, secure, and sustainable supply for our communities, environment, and economy.

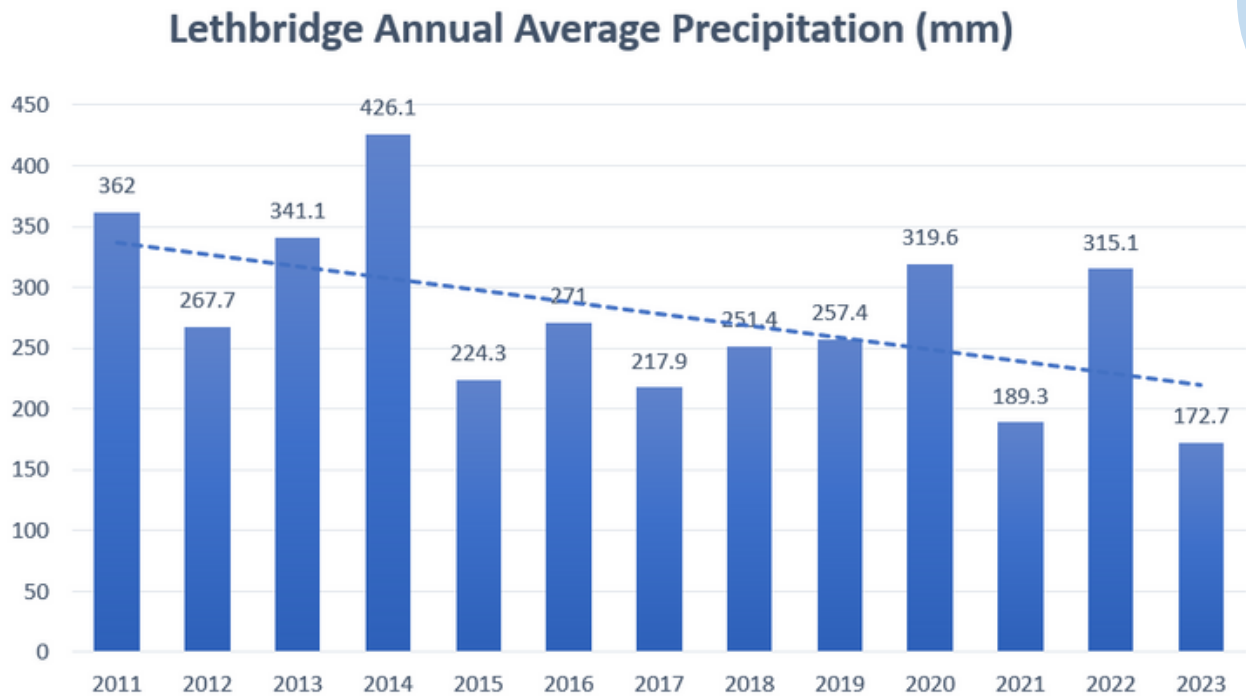


FIGURE 8: Aggregate information from Environment and Climate Change Canada's daily climate data tables for four stations in the City of Lethbridge.

Alberta's Water for Life Strategy was adopted by the Government of Alberta in 2003. The strategy contains the following three goals for the province:

- Safe, secure drinking water supply
- Healthy aquatic ecosystems
- Reliable, quality water supplies for a sustainable economy

In keeping with these goals, the City of Lethbridge, and those supplied water through the City's distribution system, need to take an active role in conserving water. To make significant and lasting forward progress, it's important to create good habits around water conservation; the more it becomes a habit the easier it is to conserve without conscious thought.

WHY DO WE NEED A PLAN?

While individual priorities and motivations may vary, there are many reasons to conserve water in daily activities.

- Value – water can be seen as a commodity and thus it has a value that should be accounted for .
- Decrease environmental impact – aquatic systems (like our river valley) depend on a minimum flow to maintain life processes and ensure a thriving and healthy ecosystem.
- Future generations – secure the future of our city’s water supply
- Financial implications - infrastructure operations and capital upgrades
- Population growth



Using less water can actually save you money on your utility bill!

During the summer months, the use of treated water in Lethbridge increases by over 200 per cent. This is mainly due to the irrigation of lawns and landscaping. Water usage also varies by neighbourhood as seen in the water usage heat map (FIGURE 9).

When voluntary conservation measures fail to produce the required results, or circumstances (i.e. drought) dictate that more concerted efforts are needed, water rationing may be implemented to ensure the City of Lethbridge can continue to provide treated potable water. Water rationing may be required for various reasons including, but not limited to the following:

- Low river and/or reservoir levels that supply the City.
- High water levels in the river with high sediment loads that require extended processing.
- Mechanical issues or failures in the treatment or delivery system.

Working together as a community to conserve water on a daily basis, will help limit times when rationing may be required.

Figure 9 on the next page is a comparison by neighbourhood, within the City of Lethbridge, of water usage. The neighbourhoods that use lower than average are light purple and the neighbourhoods that use higher than average amounts of water in the summer are dark purple. Additionally, the bar chart for each neighbourhood quantifies the volume of water used.



WHY DO WE NEED A PLAN?

Summer Water Usage 3 Year Trend per Residential Neighbourhood

Compare your summer water usage over 3 years

Zoom to your neighbourhood and compare your summer water usage

Summer Water Usage

- Lower than Average
- Average = 32.3 m³
- Higher than Average

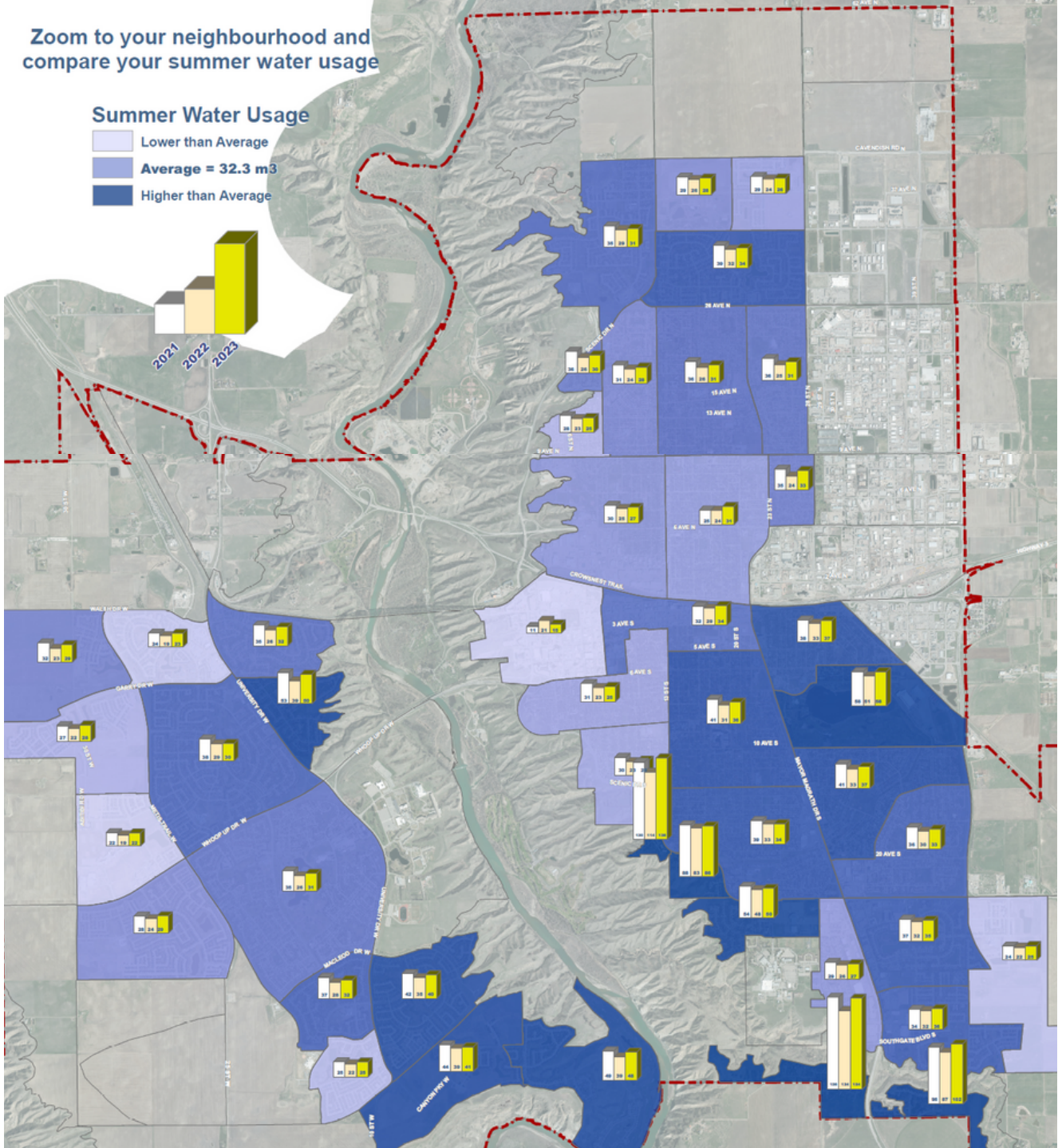


FIGURE 9: Three year summer water use trend per neighbourhood in Lethbridge (2021-2023).

WHO NEEDS THIS?

Water conservation should become habitual for all users, whether resident, industrial, commercial, institutional, or the City of Lethbridge Corporation. For conservation to be effective, everyone needs to do their part. Therefore, this Water Conservation Plan and Strategy is applicable to all.

The public survey completed as part of developing the water conservation plan resulted in just under 4,000 responses from residents, businesses and City of Lethbridge employees and departments. It is significant and telling that this survey garnered more than double that of any previous public survey administered by the City of Lethbridge.

From the results of the survey, it's apparent that many individuals are aware of, and implement, general water conservation practices. Some individuals are also clearly leaders in water conservation efforts and activities. The complete survey results are included in Appendix B as the "What We Heard" report.

Figure 10 shows a broad spectrum of ways the residents and businesses of Lethbridge currently conserve water.

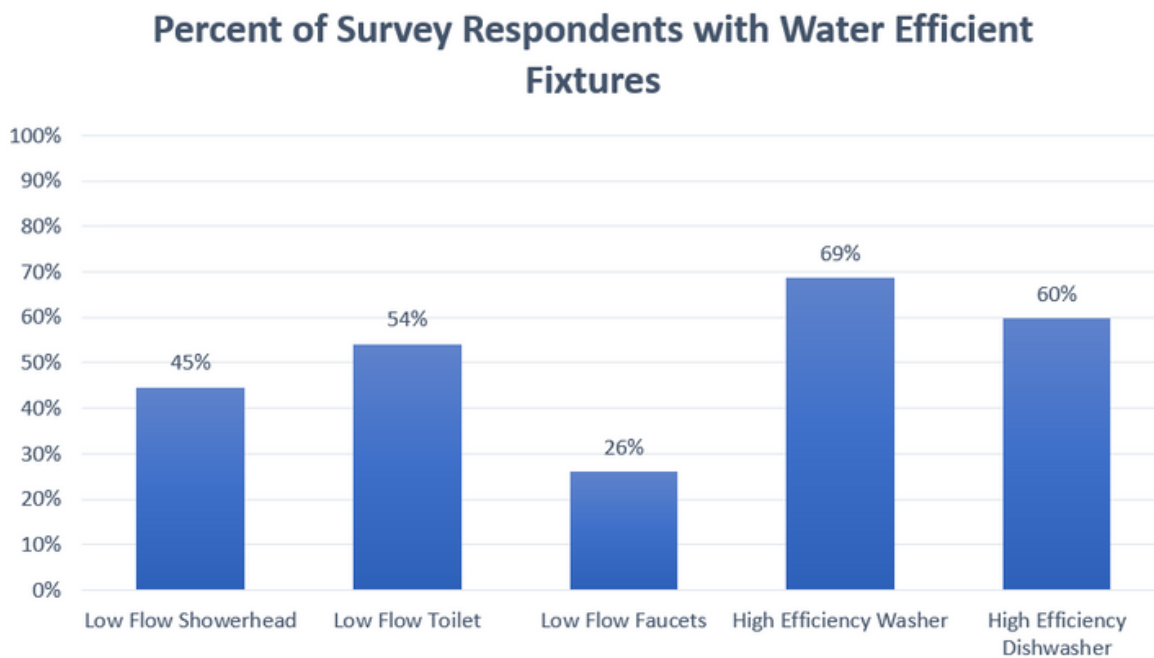


FIGURE 10: Public survey respondents with water efficient fixtures.

DROUGHT, EMERGENCY & CONSERVATION EFFORTS

The City of Lethbridge uses water in many different ways and areas including, but not limited to, fire suppression and training, public pools and spray parks, washroom facilities in public buildings, and maintaining over 400 hectares of irrigated turf (e.g. parks, cemeteries, sports fields) for public use and enjoyment. As a rule, the City of Lethbridge endeavors to lead by example and conserve water when and where possible. Departments regularly review current practices and look for ways to be more efficient with the resources available.

Finding efficiencies in water usage continues to be a priority within the City of Lethbridge. Programs to replace fixtures in public buildings with low flow alternatives and centralizing irrigation controls began prior to this plan and will continue.

During the initial stages of a drought, prior to implementing the Water Rationing Action Plan (APPENDIX A), the City will voluntarily reduce water use while maintaining public safety.

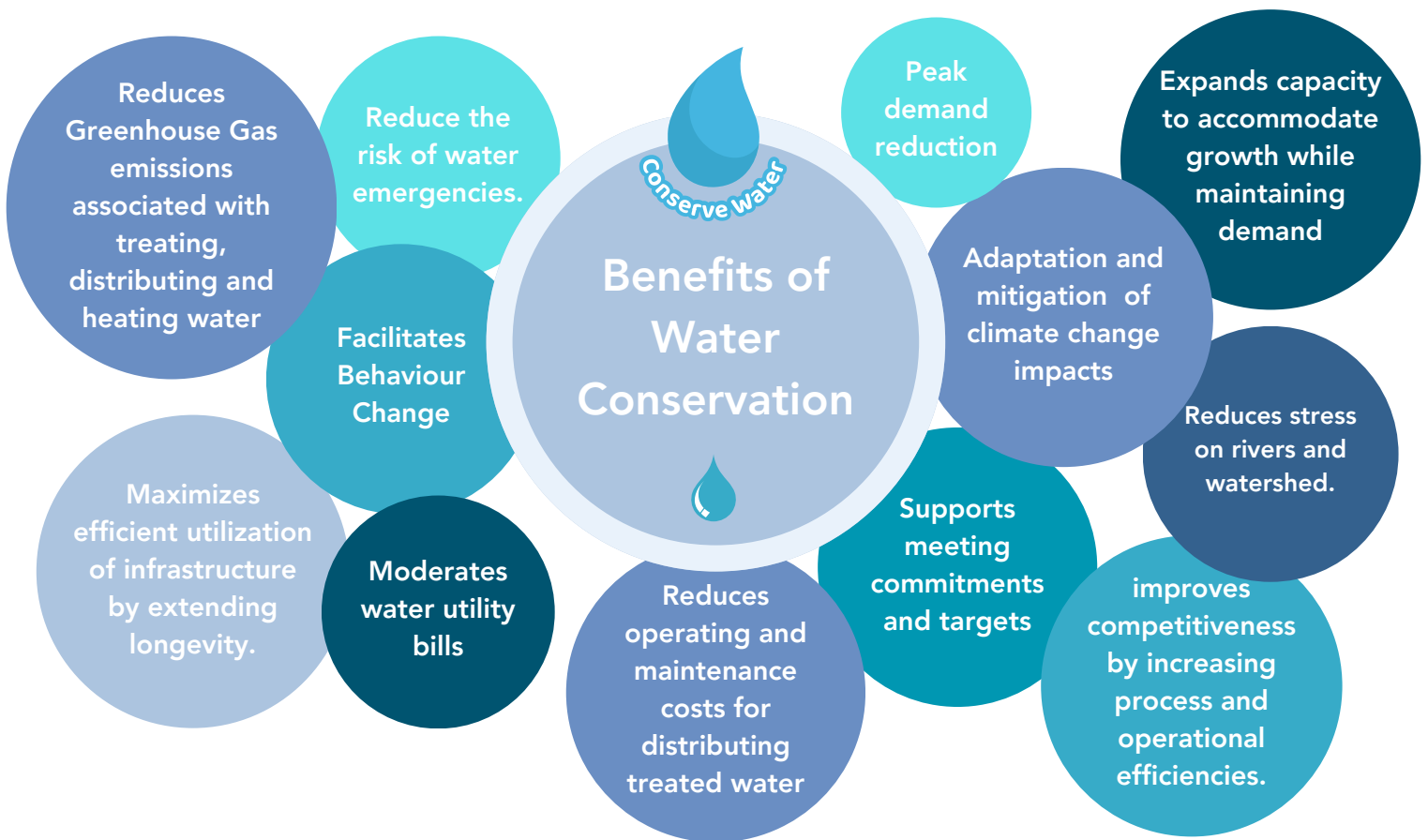
The City of Lethbridge is determined to continue to find ways to conserve water within the various departments while ensuring public facilities and spaces remain available and inviting. Sometimes this means that water may be used in ways or for activities that may be seen as contrary. For example, it may be determined to be in the public's interest to keep an outdoor pool or spray park open during a heat wave, when all have been asked to conserve water, as it may allow spaces for the public to find relief that might not otherwise be available.

General awareness campaigns will also help to increase public awareness and knowledge of general water conservation practices and opportunities. The City of Lethbridge will need a strategy to achieve water conservation.



PURPOSE OF THE STRATEGY

The purpose of the strategy is to realize the many benefits of water conservation and reduce water use in the community and within the City of Lethbridge Corporation including its operations. Conserving water will help reduce the impacts of droughts that are common to our landscape.



The Strategy provides a roadmap of actions and also supports watershed protection, increasing biodiversity and improving green infrastructure as part of the Municipal Development Plan. Additionally, there are grants from time to time for conservation efforts and incentive programs. It would be ideal to be able to access grants for a program(s) that would benefit Lethbridge.

The suggested target for water conservation is 20%. This is discussed in further detail in subsequent sections of the strategy.

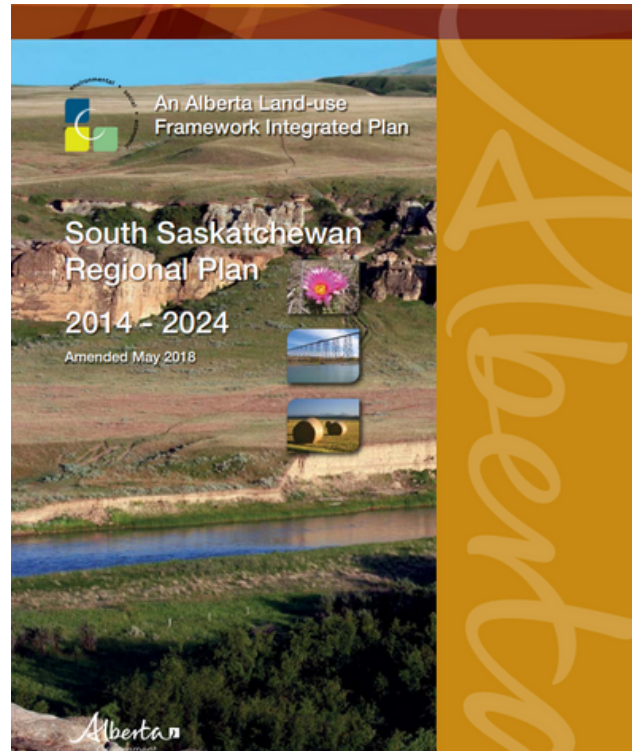
ALIGNMENT

It is important to align the goals and objectives of the Water Conservation Plan and Strategy with other guiding documents that have been approved prior. Beginning with the South Saskatchewan Regional Plan, implementation section; Efficient and Resilient Water Supply. The objectives of this section are: water is used as efficiently as possible to meet the current and future human and ecosystem needs, and there is resiliency in the ability of the water management system to adapt to change over time.

Efficient use of water is an important underlying principle everywhere, but is especially important in the geographic and climatic setting of southern Alberta. This valuable resource cannot be wasted.

Next would be the Municipal Development Plan. This comprehensive plan was approved in 2021. Within the plan, one of the outcomes was to be an environmentally responsible city. There were a number of indicators that were set for this outcome that include water. The policies provided in the plan in Water and Resource Conservation are the most applicable policies, these include: Policy 151, 166, 167 and 172.

The Water Conservation Plan and Strategy and the updated Water Rationing Action Plan were presented to the Economic and Finance Standing Policy Committee in April 2024. The plan sets out the framework for the need to conserve water and acts as the master plan with this strategy.



ALIGNMENT

The Energy Conservation Master Plan includes some components for water conservation. Initiatives for Parks and Water, Waste Water and stormwater were identified, and include the use of non potable water for irrigation, automated irrigation controls, education and outreach to reduce community water use and reduce leakages.

COUNCIL POLICY



ENVIRONMENT

Policy Number: CC-51
Approved by: City Council
Effective Date: May 11, 2015
Next Revision Date: May 11, 2019
Policy Owner: Waste Utility and Environment

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to minimize Lethbridge's ecological footprint. The purpose of this policy is to provide flag protocol for the City of Lethbridge.

POLICY STATEMENT

The City is committed to taking a responsible leadership role in the efficient use of natural resources.

DEFINITIONS

Term	Description
Special Purpose Body	A City Council Committee or a Board, Commission or other body established under the legislative powers of the City of Lethbridge and includes any employees or volunteers of the Special Purpose Body.
Natural Resources	Resources including water, renewable and non-renewable energy sources, air quality, land, and natural environment.

RESPONSIBILITIES

City Council shall:

- Approve City Council governance policies regarding environmental stewardship
- Inspire, lead, and support actions to conserve, protect and enhance the environment for the Lethbridge community
- Encourage and promote continuous improvement with respect to environmental goals and targets
- Increase public awareness of environmental issues and the actions the community can take
- Support efforts to minimize Lethbridge's ecological footprint by using natural resources efficiently
- Support efforts to conserve and enhance the unique character of the Oldman River Valley
- Recognize the importance of water to Lethbridge and the broader region, and the need to be involved in all aspects of watershed management and water conservation

Page 1 of 2

The City of Lethbridge

Energy Conservation Master Plan and Strategy

April 2021

City Council shall: Inspire, lead, and support actions to conserve, protect, and enhance the environment for the Lethbridge community; recognize the importance of water to Lethbridge and the broader region, and the need to be involved in all aspects of watershed management and water conservation.

CC-51

The purpose of Environment policy (CC-51) is to minimize Lethbridge's ecological footprint and to provide flag protocol for the City of Lethbridge. The City is committed to taking a responsible leadership role in the efficient use of natural resources.

WHY IS WATER CONSERVATION IMPORTANT

Water conservation is important to the City of Lethbridge and Regional Water users for many reasons. Four notable reasons include:

- 1. Sustainable Resource Management:** Water conservation in Lethbridge ensures the long-term availability of this vital resource, promoting sustainable water management for current and future generations.
- 2. Economic Impact:** Conserving water helps reduce the costs associated with water treatment and distribution, which can lead to lower water utility bills for citizens and contribute to a more economically sustainable community. It is also a better use of assets and reduces investment costs.
- 3. Environmental Preservation:** Water conservation supports the health of local ecosystems, maintaining biodiversity, and preserving habitats. It also reduces the need to extract water from sensitive environments, safeguarding natural landscapes.
- 4. Resilience to Drought and Climate Change:** Lethbridge faces challenges related to periodic droughts and climate change. Water conservation practices enhance the city's resilience by mitigating the impact of water shortages during dry periods, ensuring a more reliable water supply for residents.

It is important to be aware of the resources we use, what we use them for, and to ensure that we are using them responsibly. Water is no different. Water is life. Water not only sustains human life but that of animals, plants and the earth itself. Because we use water in so many areas of our lives it is important that we use it responsibly.

Partnerships

The City cannot tackle water conservation on our own. By partnering with trusted community organizations, we can better engage with and deliver initiatives to the people served by our partners.

Many organizations are involved in various aspects of water conservation, from regulation to data collection and analysis, to education. Coordinating and collaborating with our partners will help deliver water conservation projects and programs throughout the community.

Engagement

The City reached out to the community in January/February 2024 regarding feedback on Water Conservation. 3,997 responses were recorded, which is a record number for "Get Involved". This has indicated that this subject is important to the community. In fact 88% of respondents indicated that water conservation is a priority. Incentive programs were supported by a majority of the respondents with rain barrels a priority followed by landscaping incentives such as turf replacement. Another incentive was the notion of use more, pay more - scaling water rates. The full report is in Appendix B.

WATER DEMAND

The Oldman River, flowing through southern Alberta, serves as a vital water source for various sectors, including drinking water supply, agriculture and irrigation, industrial processing, and environmental sustainability. Understanding the dynamics of water demand on the Oldman River is crucial for managing its resources effectively and ensuring sustainable use for all stakeholders.

Drinking water supply is a primary concern for municipalities and communities along the Oldman River. With growing populations and urbanization in the region, the demand for clean and safe drinking water continues to increase. Municipalities rely on the Oldman River as a source of raw water for treatment plants, which provide potable water to residents and businesses. Ensuring sufficient water quantity and quality is essential to meet the drinking water needs of the growing population while maintaining public health and safety.

Agriculture and irrigation are significant drivers of water demand along the Oldman River basin. Farmers rely on irrigation systems fed by the river to sustain agricultural production, particularly during dry periods or droughts. Water demand for irrigation varies seasonally and depends on factors such as crop type, weather conditions, and soil moisture levels.

The availability of water directly impacts industrial activities and economic development in the region. Balancing industrial water needs with environmental conservation efforts is critical to ensure sustainable water use and minimize negative impacts on aquatic ecosystems.

Preserving the environment and ecosystem health is a fundamental consideration in managing water demand on the Oldman River. The river and its tributaries support diverse aquatic habitats, fish populations, and wildlife species. Maintaining adequate flow levels and water quality is essential to support ecological functions, such as habitat connectivity, nutrient cycling, and biodiversity conservation. Sustainable water management practices, such as flow regulation, riparian zone protection, and habitat restoration, are essential to safeguard the ecological integrity of the Oldman River ecosystem.

Managing water demand on the Oldman River requires a holistic approach that balances the needs of various sectors, including drinking water supply, agriculture, industry, and the environment. Collaboration among stakeholders, sound water management policies, and adaptive strategies are essential to ensure the long-term sustainability of water resources in the region while meeting the diverse needs of society and protecting the health of the ecosystem.

The SSRP water conservation objective can be expressed in relation to a rate of flow needed or a water level needed.

Pressures on water resources in the South Saskatchewan Region are significant. There are currently more than 20,000 water allocation licenses and registrations, serving approximately 1.8 million people and a mix of institutions and industries. Among the major users is the agriculture industry, notably irrigation, which accounts for 75 per cent of total water allocation volumes in the region. This is supported by significant investments in water infrastructure. As actual water use accounts for only a portion of allocation (55 and 66 per cent for municipal and irrigation use, respectively), actual consumption can be expected to increase as existing allocations are more fully utilized to meet the demands of growth. These demands and the resulting pressure on water resources are compounded by periods of natural low flow and drought experienced periodically by the region.

South Saskatchewan Regional Plan



WATER DEMAND

Water Demand for Lethbridge’s system is comprised of four main streams:

Commercial, which represents 36% of the total water demand, the Commercial sector includes all Industrial, Commercial and Institutional (ICI) customers within the City boundaries.

Residential, which represents 40% of the total water demand, the residential sector includes mostly single family dwelling units and a portion of the multifamily sector.

Irrigation, represents 3% of metered consumption, but not all irrigation is metered, so this number is expected to be higher.

Regional, which represents 20% of the water demand for the system, the Regional customers include Lethbridge County, the Town of Coaldale, Town of Picture Butte, Town of Coalhurst and other regional customers. It also includes some ICI customers located outside of the City boundaries.

Figure 11 shows the average water demand for Lethbridge water customers.



Average Water Demand Lethbridge Customers

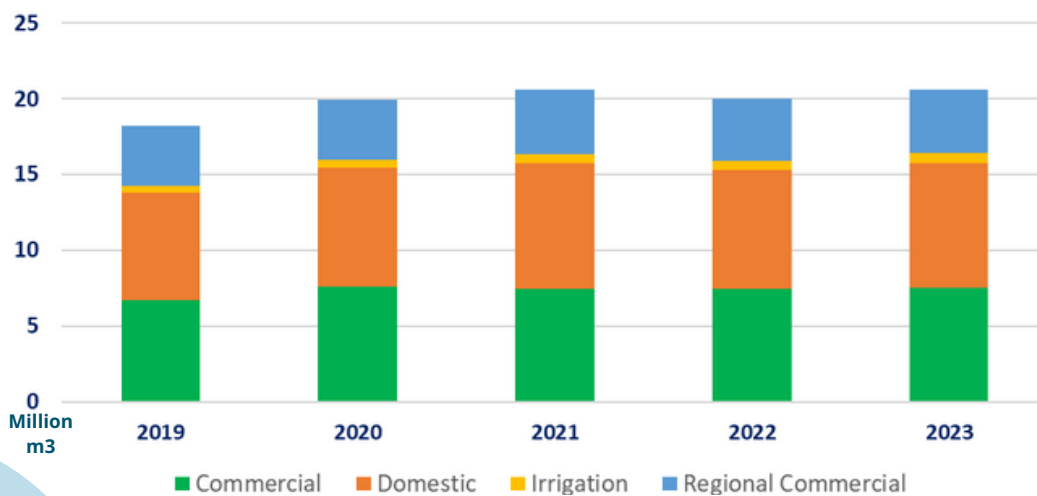


FIGURE 11: Water demand for Lethbridge Customers.



WATER DEMAND

The average daily consumption of water in the City of Lethbridge varies between residential and commercial sectors. On average, a residential household in Lethbridge consumes around 17-20 cubic meters (17,000 to 20,000 liters) of water per month. This consumption can vary based on factors like household size, water usage habits, and seasonal variations. Commercial (ICI) water demand in Lethbridge depends heavily on the type of business and its size. For example: small offices or retail shops might use anywhere from 5 to 15 cubic meters (5,000 to 15,000 liters) per month. Larger commercial establishments like hotels, restaurants, or industrial facilities can consume significantly more, ranging from 20 to several hundred cubic meters per day. Factors influencing water demand in both sectors include the number of occupants or employees, business activities, efficiency of water fixtures and appliances, weather conditions, and conservation practices. It's worth noting that these figures can change over time due to population growth, infrastructure improvements, and water conservation initiatives. The table below shows the average monthly consumption of water for residential and commercial (ICI) sectors.

Year	Residential m3	Commercial m3
2019	17.83	217.53
2020	18.79	245.07
2021	19.78	234.98
2022	18.84	235.79
2023	19.48	233.45

The ranges of water consumption by average residential monthly demand are noted in Figure 12. For the majority of the year, over 80% of the Residential City water users consume between 0 and 20 cubic meters.

Residential Water Demand by Month

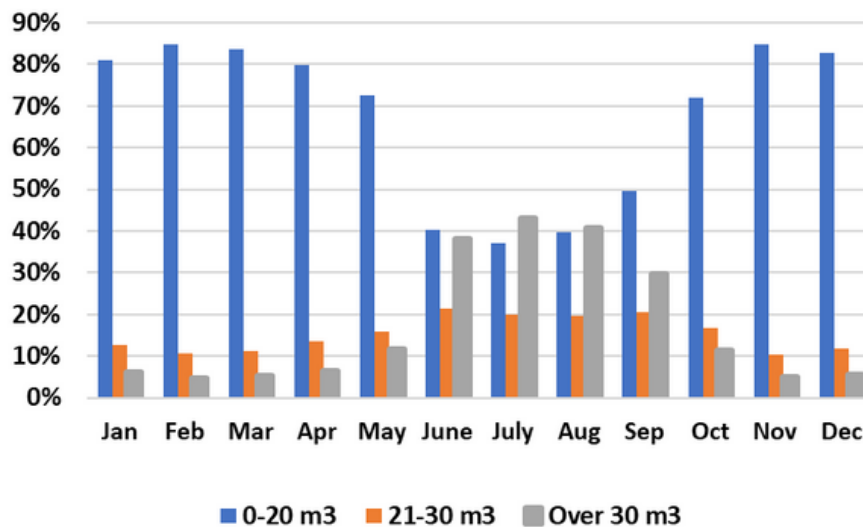


FIGURE 12: Monthly residential water demand for Lethbridge.



WATER CONSERVATION TARGETS

ROLES:

The **City's** Role is to lead by example and set the standard for the City of Lethbridge. The City's leadership will create a culture of environmental sustainability. The City is part of the Industrial, Commercial and Institutional sector and will participate as such. They will also track and monitor progress of achieving the target as well as implement initiatives as required.



The **Residents'** Role is to participate in the voluntary measures and add to the best practices in water conservation as best they can. It is important to implement any water restrictions when they are declared, as the availability of water may be dependent on the outcome. Residents should keep themselves informed regarding the status of conservation efforts or water rationing requirements. Additionally, keeping up with water efficiency technology and best practices will also allow for a savings on the water utility bill based on: if you use less, you pay less.

The **Industrial, Commercial and Institutional (ICI)** sector's role is to acknowledge that they play a role in conserving water, which can help reduce operational costs. They should ensure they remain informed and current with conservation efforts and when the Water Rationing Plan has been actioned. Keep employees up to date and educated on water conservation practices as well as encourage customers. Additionally, they should keep up to date with technologies and opportunities that would support their business and water conservation.



Institution Sector	Commercial Sector	Industrial Sector
Post Secondary Institutions School Districts Health Region Nursing home facilities Government facilities	Restaurants Grocery Stores Accommodation Retail Car wash golf courses	Manufacturing Agricultural Processing Food Processing Distributing

WATER CONSERVATION TARGETS

Performance Monitoring:

Performance monitoring allows for the continuous management and collection of data used for comparing future to baseline data and provides a tracking method for targets and goals. Another aspect of performance monitoring is the ability to identify areas where conservation may not be as successful and if there is a need for further action through the form of economic or regulatory programs.

Baseline:

A baseline is the starting point or reference point for measuring progress towards a target. It is the current state or level of performance that is used as a benchmark for improvement. For the purpose of water conservation, the 2023 per capita water consumption data divided into residential and ICI has been provided as the baseline.

Voluntary Programs:

Voluntary programs are programs for which participation is not mandatory. **Education and Awareness Programs** are typically used to increase general knowledge and encourage participation, these programs usually include best management practices that can be used to achieve a goal. For the purpose of water conservation, Education and awareness would be conducted throughout to ensure program effectiveness and to encourage program participation.

Water Conservation Promotion promotes specific water conservation activities in the community through public acknowledgement of accomplishments and reinforcement of positive behaviours aimed at water conservation. The water conservation program would tie into the Climate Adaptation Strategy and Action Plan, and would be carried out as a resource for educating, communicating and marketing conservation programs .

Economic Programs:

Economic Incentives are financial rewards provided to people who alter their consumption of water. The main purpose of the economic incentive approach is to influence human behaviour to produce the desired results naturally. This is a type of monetary motivation. With respect to water conservation, this could be a scaled water rate structure or a rebate type of program. **Scaling Water Rates** can encourage water conservation by creating a financial incentive, following the initial voluntary education. Scaled water rates introduce the economic tools to influence behaviour by increasing the cost of water consumption - the more you use, the more you pay. **Incentive and Rebate Programs** will be introduced to support water conservation behaviour changes and help to offset some of the costs of implementing best practices.

Regulatory Programs:

Regulatory programs are those tied to a piece of legislation such as a bylaws or policies, and therefore can be enforced (e.g., bylaws, policies). The **Water Rationing Action Plan** has been updated and may be called into action during situations such as a drought, infrastructure issues, population growth, or environmental concerns.

WATER CONSERVATION STRATEGY

Water Conservation Targets			
Baseline (2023) l/pp/day	2024-2025	2026-2027	2028-2030
		10%	15%
232 Residential	209 Residential	197 Residential	186 Residential
299 ICI	269 ICI	254 ICI	239 ICI

*based on annual consumption



Voluntary measures

- water efficient appliances & fixtures
- plant drought tolerant plants
- minimizing leaks
- xeriscaping
- reduced lawn watering
- limit shower durations
- run appliances with full loads
- reduce washing outdoor surfaces

Economic measures

- scaling water rates
- incentive/rebate programs:
 - rain barrels
 - xeriscaping
 - toilet rebate

Regulatory measures

- Water Rationing Action Plan measures
- Water Conservation Policy
- Include Water Conservation in Design Standards

Using a per capita target for water conservation is important because it accounts for population growth and changes in water demand over time. A per capita target sets a goal for the average amount of water used per person within a specified area, such as a city or region.

By focusing on per capita usage, water conservation efforts can be tailored to the needs of the population and adjusted accordingly as the population grows or changes. This approach encourages efficiency and sustainability by aiming to reduce individual water consumption regardless of fluctuations in overall water usage due to factors like economic growth or climate variability.

Per capita targets are commonly used in water management and conservation initiatives to promote efficient use of water resources and to track progress towards sustainability goals.

RECOMMENDED INITIATIVES

Various options are available and have been recommended below for voluntary, economic and regulatory initiatives.

Voluntary:

All users: Residential, Industrial, Commercial, Institutional

“
Implement water conservation best practices
”

“
Replace older fixtures with water efficient ones
”

“
Identify and fix leaks
”

“
Xeriscaping to reduce outdoor water demands
”

“
Work collectively to achieve the 20% reduction target
”

“
Use rain barrels to capture rainfall for outside watering
”

“
Don't run water unnecessarily
”

“
Household or Company awareness and education on water conservation
”

RECOMMENDED INITIATIVES

The economic and regulatory initiatives are organized and implemented by the City of Lethbridge and include the residential and the industrial, commercial and institutional sectors.

Economic:

“
Create and deliver a rain barrel program.”

“
Scaling Water Rates”

“
Create and deliver a xeriscaping program.”

“
Create and deliver a water efficient toilet program.”

Regulatory:

“
Include water conservation into design standards”

“
Water Conservation Policy”

“
Water Rationing Action Plan”

IMPLEMENTATION & PRIORITIZATION

Initiatives to be implemented Now:

Current Water Rates

Residential	Any Volume of Water
	\$1.327 per m3

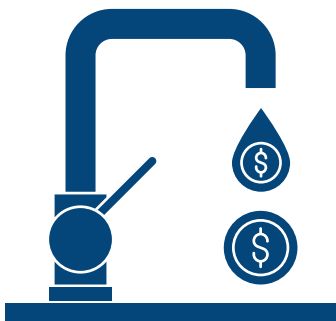
	Tier 1	Tier 2	Tier 3	Tier 4
ICI	0 - 750 m3	751 - 25,000 m3	25,001 - 50,000 m3	over 50,001 m3
	\$1.169 per m3	\$0.815 per m3	\$0.702 per m3	\$0.532 per m3

Scaling water rates can have several impacts on consumers and can be effective in promoting changes in behaviour towards water consumption:

Financial Impact: Scaling water rates means that consumers are charged based on the amount of water they use. Those who use water sparingly and efficiently will pay less, while heavy users will pay more. This can incentivize consumers to be mindful of their water usage to avoid higher bills, thus promoting water conservation.

Awareness: Higher water rates for excessive use can raise awareness among consumers about the importance of conserving water. It highlights the fact that water is a valuable resource that should not be wasted, leading to more conscious consumption patterns.

Behavioural Change: When faced with higher water rates, consumers may actively seek ways to reduce their water usage. This could include fixing leaks, using water-efficient appliances, adopting water-saving practices (like shorter showers or watering lawns less frequently), and overall being more mindful of water consumption habits.



IMPLEMENTATION & PRIORITIZATION

Environmental Impact:

Reduced water consumption due to scaling rates can have positive environmental effects by conserving water resources. This is especially crucial in areas facing water scarcity or drought conditions, where every drop of water saved can make a difference.

Scaling Water Rates
Scaling water rates can play a significant role in shaping consumer behaviour towards more sustainable water consumption practices, leading to positive outcomes for both individuals and the environment.

Long-term Sustainability: By encouraging responsible water usage through pricing mechanisms, scaling water rates support the long-term sustainability of water resources. Conserving water now ensures that future generations will also have access to an adequate and clean water supply.

Proposed Scaled Water Rates

If approved, scaled water rate amendments to the Water Services Bylaw will be brought for consideration as soon as possible

	Tier 1	Tier 2	Tier 3
Residential	0 - 20 m3	20 - 35 m3	36 m3 or more
	\$1.327 per m3	\$1.593 per m3	\$1.753 per m3

	Tier 1	Tier 2	Tier 3	Tier 4
ICI	0 - 500 m3	501 - 5,000 m3	5,001 - 25,000 m3	Over 25,001 m3
	\$1.169 per m3	\$0.90 per m3	\$0.84 per m3	\$0.72 per m3



IMPLEMENTATION & PRIORITIZATION

Initiatives to be implemented Now:

Voluntary Water Conservation

There are many different ways residents and businesses can voluntarily reduce water consumption.

- Implement water conservation best practices.
- Replace older fixtures and appliances with water efficient ones.
- Identify and fix leaks.
- Work collectively to achieve the 20 per cent reduction target.
- Use rain barrels to capture rainfall for outside watering.
- Xeriscaping to reduce outdoor water demands.
- Household or company awareness and education on water conservation.
- Not running water unnecessarily.

One of the most impactful water conservation areas is to properly manage outdoor water use.

A leaky toilet can waste over 1,000 litres per day. That would be like flushing your toilet more than 60 times for no reason!

Water Conservation Policy

The purpose of the policy is to provide guidelines to encourage the efficient use of water. The policy provides instructions to those that have responsibilities, which includes City Council, the Waste & Environment Department and City Administration and Operations.

The consequences of non-compliance with the policy would mean that costs are not being optimized for operations, which could impact the water supply or cause ecological damages, and tarnish the reputation as an environmental steward.

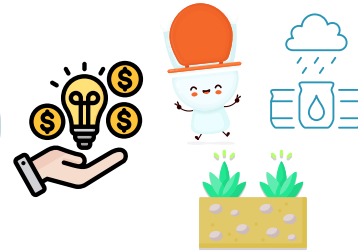


IMPLEMENTATION & PRIORITIZATION

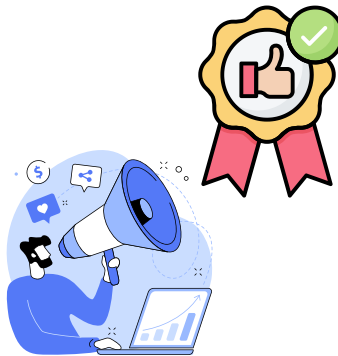
Initiatives to be implemented within the next 12 months



Develop Incentive Programs for water efficient toilets, xeriscaping and rain barrels



Monitor effectiveness of education campaigns



Publish Community Conservation Best Practices



APPENDIX A

WATER RATIONING ACTION PLAN



Water Rationing Action Plan

March 2024

Responding to Water Rationing

This Water Rationing Action plan is applicable to all users that are supplied water through the City of Lethbridge distribution system. This includes City of Lethbridge residents, industrial/commercial/institutional customers, regional customers, and the City of Lethbridge.

How to Prepare

Establish an emergency plan for water rationing in your home or business.

Some things to consider: Where can I reduce water use in an emergency? How will I reduce?

Prepare an Emergency Kit that includes provisions for water rationing.

Check out the City of Lethbridge website or Government of Alberta website for more details.

Understand when water rationing may be required.

Know the difference between water rationing and water conservation.

Engage in water education and awareness.

Don't be afraid to ask questions!

How to Respond

Implement your emergency plan and reduce water usage. Understand and follow any restrictions and prohibitions in this Water Rationing Plan.

How to Recover

Find out what happened during water rationing.

Refer to the City's website and social media feeds to find out why rationing was required and how your efforts helped.

Discover ways you can be more prepared for future water rationing.

Review your emergency plan with your family or employees and make any changes necessary. Keep your plan up to date and review it regularly.

Consider your water usage throughout the year.

Refer to the Water Conservation Plan and the Water Conservation Strategy for ideas to increase water efficiency in your home and/or business.

How to Respond

Managing the Situation



Get informed.

Understand why water rationing is required.

Determine what level of rationing is required.

Implement your emergency plan.

Stay informed.

The City of Lethbridge will help you stay informed and updated.

The City of Lethbridge will engage and inform the community with:

1. The **cause** of water rationing.
2. The **current stage** of water rationing.
3. If water rationing is expected to be **long term or short term**.

Water Rationing Stages

Stage 1: **Community Aware**

Demand Reduction Target: 5%

Violation Charges:

- Residential: Letter & possible \$100 violation charge
- ICI: Letter & possible \$500 violation charge

Stage 2: **Community Pressure**

Demand Reduction Target: 10%

Violation Charges:

- Residential: Letter & possible \$200 violation charge
- ICI: Letter & possible \$700 violation charge

Stage 3: **Community Threat**

Demand Reduction Target: 15%

Violation Charges:

- Residential: Letter & possible \$300 violation charge
- ICI: Letter & possible \$1,000 violation charge

Stage 4: **Community Crisis**

Demand Reduction Target: 20%

Violation Charges:

- Residential: Letter & possible \$400 violation charge
- ICI: Letter & possible \$1,500 violation charge

Emergency: **Immediate Concern**

Demand Reduction Target: Maximum effort

Violation Charges:

- Residential: Letter & possible \$500 violation charge
- ICI: Letter & possible \$2,000 violation charge

Public participation is required from all areas in order to reach targets until the issue is resolved.

City of Lethbridge can only apply violation charges to residents and businesses within the City. Regional partners may be subject to regional bylaws.

Stage 1

TRIGGER: When the water level in the Oldman Reservoir drops below the lower quartile (where only 25 per cent of historical data is lower) for more than one week, or at the discretion of the Engineer.

Community Aware

Outdoor Water Rationing Actions:

Prohibited Actions (unless approved by the Engineer)

- Watering that results in runoff, including to ditches, swales, storm drains, and gutters.
 - Including: Lawns, trees, shrubs, gardens and bedding plants, washing or hosing down sidewalks, driveways and streets.
- Water for washing vehicles at locations other than commercial car washes.
 - Washing vehicles in driveways, fundraising car washes ****Note: this activity is regulated under Bylaw #5594**
- Washing down outdoor surfaces.
 - Exterior buildings, sidewalks, driveways, walkways, outdoor furniture, patios and decks
- Filling of private in-ground or portable pools/spas/hot tubs larger than 3,000 litres.

Restricted Actions

While following the above prohibitions, you may water **up to 2 HOURS on your designated day between 6pm and 10am:**

- Lethbridge Residents: **BLUE/BLACK** cart collection days **ONLY**
- Industrial, Commercial, Institutional: **SATURDAYS ONLY**
- Regional Customers: **MONDAYS ONLY**

Water Conservation Suggestions:

- Run dishwashers with FULL loads only.
- Limit washing machine to FULL loads of laundry.
- Limit water for lawns and ornamental container plants in favour of high value assets like trees, shrubs, and food producing gardens.

The City of Lethbridge will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- **Take part in all Stage 1 rationing, as well as the following:**
 - Reduce irrigation to parks/landscaping based on tier and rationing stage.
 - Turn off water to city owned pond fountains.
 - Close spray parks that do not utilize recirculated water. The scheduled filling of outdoor pools will not be changed.
 - Prohibit hydrant flushing except for water quality purposes
 - Provide public updates if and when the situation changes.

Stage 2

TRIGGER: When the water level in the Oldman Reservoir drops below the 20th percentile (where only 20 per cent of historical data is lower) for more than one week, or at the discretion of the Engineer.

Community Pressure

Includes Stage 1 actions in addition to those below (NOTE: the more strict actions apply)

Outdoor Water Rationing Actions:

Restricted Actions

NEW lawns, trees, and shrubs.

- Watering permitted only for sod or trees/shrubs that were laid or planted within 10 days of the restrictions coming into force or during the restriction period.
 - For the first 10 days, **ONLY 2 HOURS total per day is allowed**
 - *After 10 days, the regular outdoor restrictions apply*
- Watering permitted only for lawns seeded within 10 days of the restrictions coming into force or during the restriction period.
 - For the first 20 days, **ONLY 2 HOURS per day is allowed**
 - *After 20 days, the regular outdoor restrictions apply*

While following the prohibitions, you may water **up to 1 HOUR on your designated day between 6pm and 10am:**

- Lethbridge Residents: **BLUE/BLACK** cart collection days **ONLY**
- Industrial, Commercial, Institutional: **SATURDAYS ONLY**
- Regional Customers: **MONDAYS ONLY**

Water Conservation Suggestions:

- Run dishwasher with FULL loads only.
- Limit washing machine to FULL loads of laundry.
- Limit baths to half normal water, and limit showers to 5 minutes.
- Flush toilet only when needed.

The City of Lethbridge will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- **Take part in all Stage 1 and 2 rationing, as well as the following:**
 - Evaluate the need to reduce or stagger the times spray parks and outdoor pools are open. Draining and refilling of public pools for shutdowns will be restricted to essential maintenance requirements only.
 - Provide public updates if and when the situation changes.

Stage 3

TRIGGER: When the water level in the Oldman Reservoir drops below the 15th percentile (where only 15 per cent of historical data is lower) for more than one week, or at the discretion of the Engineer.

Community Threat

Includes Stage 1 and 2 actions in addition to those below (NOTE: the more strict actions apply)

Outdoor Water Rationing Actions:

Prohibited Actions (unless approved by the Engineer)

- Filling outdoor pools, ponds, and hot tubs.
- Use of outdoor irrigation sprinklers.

Restricted Actions

NEW lawns, trees, and shrubs

- Watering permitted only for sod or trees/shrubs that were laid or planted within 5 days of the restrictions coming into force or during the restriction period.
 - For the first 10 days, **ONLY 1 HOUR total per day is allowed**
 - *After 10 days, the regular outdoor restrictions apply*
- Watering permitted only for lawns seeded within 5 days of the restrictions coming into force or during the restriction period
 - For the first 20 days, **ONLY 1 HOUR per day is allowed**
 - *After 20 days, the regular outdoor restrictions apply*

Outdoor watering only allowed using **HANDHELD CONTAINER**.

- Lethbridge Residents: **BLUE/BLACK** cart collection days **ONLY**
- Industrial, Commercial, Institutional: **SATURDAYS ONLY**
- Regional Customers: **MONDAYS ONLY**

Washing vehicles at commercial car washing facilities that use City of Lethbridge water is DISCOURAGED.

Water Conservation Suggestions:

- Reduce the use of dishwasher and clothes washer.
- Reduce toilet flushing by 1/2 the amount of regular frequency.
- Shower instead of bathe; limit showers to a maximum of 5 minutes.

The City of Lethbridge will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- **Take part in all Stage 1, 2, and 3 rationing, as well as the following:**
 - Engage in regular communications with critical infrastructure and key stakeholders.
 - Evaluate the need to reduce water use for arenas; stagger the times, or close spray parks and/or outdoor pools.
 - Provide public updates if and when the situation changes.

Stage 4

TRIGGER: When the water level in the Oldman Reservoir drops below the 10th percentile (where only 10 per cent of historical data is lower) for more than one week, or at the discretion of the Engineer.

Community Crisis

Includes Stage 1, 2, and 3 actions in addition to those below (NOTE: the more strict actions apply)

Outdoor Water Rationing Actions:

Prohibited Actions (unless approved by the Engineer)

- **NO** outdoor watering, including with handheld containers.
 - This includes lawns, trees, shrubs, and gardens.
- Use of rented fire hydrants is **suspended**.
 - Including for hydro-seeding, dust control, settling backfill.
- Water for construction purposes is **suspended**.
 - Including for grading, compaction, dust control, etc.

Washing vehicles at commercial car washing facilities that use City of Lethbridge water is DISCOURAGED.

Water Conservation Suggestions:

- Restrict hand washing of dishes if and when possible.
- Limit dishwasher and clothes washer use to full loads.
- Limit flushing of toilets to when solids are present.
- Reduce shower times to 3 to 5 minutes.

The City of Lethbridge will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- **Take part in all Stage 1, 2, 3, and 4 rationing, as well as the following:**
 - Evaluate the need to reduce, stagger the times, or close spray parks, outdoor pools, and/or arenas .
 - Provide regular public updates if and when the situation changes.

Emergency

TRIGGER: Activation of the Emergency Coordination Centre (ECC) in accordance with the City of Lethbridge Municipal Emergency Management Plan, or at the discretion of the Engineer.

Immediate Concern

Situations:

EMERGENCY water rationing may be required due to one or more of the following reasons or situations:

- Mechanical issues/failures
- Water quality concerns
- Infrastructure threats
- Environmental pressures

Water Rationing Actions:

Take all action possible to reduce water use

- All outdoor watering is prohibited.
- Do not run the tap unnecessarily.
- Reuse water where possible.
- Shower instead of bathe, keep showers to 3 to 5 minutes.
- Only use the dishwasher and clothes washer when necessary and only with full loads.
- Flush toilets only when necessary - "If it's yellow let it mellow, if it's brown flush it down."

Please note: when emergency water rationing is required, all users involved will be asked to conserve water to the extent possible. Reduction targets and timelines will be situation specific.

The City of Lethbridge will:

- Assess the situation and evaluate the risk, while considering the social need and public good.
- Inform the community and regional water users (as necessary) of the situation and need for emergency water rationing.
- Strive for a 40%+ reduction in water usage until the situation and resolution are understood, at which time the reduction level target will be reevaluated and communicated to the public.
- Inform the public of the estimated timeline for emergency water rationing as information becomes available.

Keep informed and updated:

The City of Lethbridge will to provide updates on the emergency measures situation as information becomes available.

Water Rationing Stages Summary Chart

Watering Activity

Stage 1

Demand Reduction Target: 5%

Stage 2

Demand Reduction Target: 10%

Stage 3

Demand Reduction Target: 15%

Stage 4

Demand Reduction Target: 20%+

Runoff down sidewalks, driveways and streets

Not Allowed

Not Allowed

Not Allowed

Not Allowed

Washing down outdoor surfaces
Water for decorative features or fountains

Not Allowed

Not Allowed

Not Allowed

Not Allowed

Irrigation sprinkling for Residential and Commercial lawns

Up to 2 hours between 6 pm & 10 am

Residential—Blue/black cart collection days
Commercial—Saturdays
Regional—Mondays

Up to 1 hour between 6 pm & 10 am

Not Allowed

Not Allowed

Hand watering for flower beds, gardens, trees, and shrubs

Allowed

Allowed

Hand watering only.

Residential—Blue/black cart collection days
Commercial—Saturdays
Regional—Mondays

Not Allowed

Newly planted grass, trees, and shrubs

Note: If Stage 2 is reached, it is recommended that NO NEW planting occur

Allowed

Refer to the Water Rationing Action Plan for details

Refer to the Water Rationing Action Plan for details

Not Allowed

Water for pools, ponds, and hot tubs

Allowed

Allowed

Not Allowed

Not Allowed

Water for construction purposes

Allowed

Allowed

Allowed

Not Allowed

Washing vehicles at car washes

Note: washing vehicles at locations other than car washes is prohibited under Bylaw 5594; use car washes sparingly

Allowed

Allowed

Discouraged

Discouraged

REDUCE the use of washers and dishwashers. FULL loads only.

Run FULL loads of washers and dishwasher, shower time (5 min) and bath levels (½) REDUCE toilet flushing

REDUCE flushing of toilets by ½, shower instead of bathe, use dishwashers and washers

REDUCE flushing of toilets to *only when necessary*, shower times to 3 to 5 min, restrict handwashing dishes if and when possible

Indoor Water Suggestions To reach reduction targets

Water Emergency: Demand Reduction Target: Maximum Effort

Emergencies may be due to mechanical issues/failures, water quality concerns, infrastructure failures, or environmental pressures. Emergency water rationing will require IMMEDIATE reduction in water use. Keep informed on areas affected and actions that are needed.

Call 3-1-1 (403-320-3111) for more information or to report any problems.

APPENDIX B

WHAT WE HEARD, ENGAGEMENT REPORT

CITY OF
Lethbridge



SCHEDULE "F"

SPECIFIED PENALTIES FOR BYLAW VIOLATIONS

VIOLATION	PENALTY
Non-compliance with the outdoor water use Prohibitions and restrictions associated with:	
6(b).i Stage 1 Water Rationing Order Residential: Industrial, Commercial, Institutional:	\$100 \$500
6(b).ii Stage 2 Water Rationing Order Residential: Industrial, Commercial, Institutional:	\$200 \$700
6(b).iii Stage 3 Water Rationing Order Residential: Industrial, Commercial, Institutional:	\$300 \$1,000
6(b).iv Stage 4 Water Rationing Order Residential: Industrial, Commercial, Institutional:	\$400 \$1,500
6(b).v Non-compliance with any and all water use prohibitions and restrictions associated with the declaration of a Water Emergency Rationing Order Residential: Industrial, Commercial, Institutional:	\$500 \$2,000



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water Licence Holder,

Alberta is currently experiencing drought conditions. This is especially true in the South Saskatchewan River Basin (SSRB) and, based on current forecasts, it is expected to continue throughout this year. These conditions mean there is potential for the drought to worsen, and we must be prepared.

Over the past two months, the largest water licence holders in the SSRB have worked to develop water sharing agreements to mitigate the risks posed by drought.

These discussions have been the largest and most comprehensive in Alberta’s history. Four memorandums of understanding (MOUs) have been drafted covering the: Bow River Basin, Red Deer River Basin, Oldman River Basin, and the Upper Tributaries of the Oldman River Basin.

The MOUs require all major water licence holders to reduce their water use. It is expected the MOUs will be completed by April 18, 2024. These MOUs will be released publicly shortly thereafter.

I am writing to ask that all remaining two thousand plus small licence holders implement the same water conservation measure as outlined in the MOUs.

You have been identified as a small licence holder falling into the following categories, with the following commitment expectations:

Sector	Expectation
All municipalities in the SSRB	Implement a 5-10% reduction in water use.
Private Irrigation (including those with irrigation type activities, like golf courses).	Implement the same restriction of water use as the current on-farm water limit set by your closest irrigation district.
Industrial and Commercial	Withdrawal of the minimum volume of water needed to maintain operations.
Feedlots and Stock	
Growers	
Oil and Gas	
All others	

The Drought Command Team will continue to provide regular updates on the drought conditions, including actions related to water reduction and conservation measures that may be required.

Please assist the Drought Command Team by updating your contact information by visiting: https://your.alberta.ca/drought/survey_tools/licence-holder-contact-information. You can also email: epa.drought-response@gov.ab.ca or call 403-381-5546.

For general enquiries, email epa.drought@gov.ab.ca or call EPA Outreach Services at 310-3773.

For the latest updates on drought in Alberta, please visit alberta.ca/drought.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is written in a cursive, flowing style.

Rebecca Schulz
Minister of Environment and Protected Areas



Request for Decision

Our Vision: *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*

Our Mission: *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency.*

Date: 23rd May, 2024
To: Mayor, Council
From: CAO

Re: Minor Hockey Ice Request

Background:

Minor hockey is requesting to open the arena on the week of the 16th of September. This is to facilitate their teams having a couple of weeks to practice together prior to their tiering games which occur in the first weekend of October. They have also committed to using and paying for their regular ice times on Tuesday's Thursdays and Friday to Sunday. In 2023 they had the following time slots for their regular ice times.

Day	Time	Hours
Tuesday	4:45 – 9:00 p.m.	4 hrs 15 mins
Thursday	5:00 – 9:00 p.m.	4 hrs
Friday	5:00 – 9:45 p.m.	4 hrs 45 mins
Saturday	9:15 – 3:30 p.m.	6 hrs 45 mins
Sunday	9:30 – 3:30 p.m.	6 hrs 30 mins
TOTAL		24 hrs 15 mins

If we were to open the arena on the 16th of September the total additional hours would be 48 hrs and 30 mins. If we were to open the arena on the 23rd of September the total additional hours would be 24 hrs and 15 mins.

In October 2023 Minor hockey dropped 28.5 hours of requested ice time. It does not make sense to open the arena early to facilitate more hours if they are going to drop hours in October.

If an allowance was made to open the arena early I would suggest the following:

- Make it conditional that they pay for their requested ice time based upon their ice allocations for the 2024 ice season and as they have offered;
- That we change the ice user policy that ice users can not cancel requested ice after the arena opens.
 - This would ensure that minor hockey does not drop ice in October and not have to pay for it.
- Start with opening a week early (the 23rd of September) instead of the two weeks to see how it goes for the first year.
 - Hopefully, it will be easier to sell ice to our other users if we are opening only a week prior to the usual opening.
 - Gives our operational staff more time to transition from the pool closing to the arena opening.
 - The later in the season we start the plant the better it is for the plant and building. A week will not make much difference but if its cooler outside it is better for our system.

Recommendation:

1. To direct Administration to prepare the arena to open for the 23rd of September with the understanding that:
 - a. Minor Hockey will pay for the dates and times requested for the 2024-2025 season during this week as offered in their letter; and
 - b. Administration will present an amended ice user policy to Council that eliminates or shortens the grace period of non payment, during the month of October, that exists in the current policy.

Rationale:

1. We can trial opening a week earlier to see how our mechanical systems handles the extra load and assess it again, if requested, next year.
2. There is a very short turn around for our operational staff from shutting down the pool to opening the arena if we open two weeks early.
3. If more ice is needed in September it can not be at the expense of less ice used in October.

Alternate Option:

1. To open the arena on the 16th of September, as requested by Minor hockey, with the same conditions listed above.

Attachments:

1. Minor hockey request to open the arena early

Submitted by: Keith Davis, CAO



PICTURE BUTTE MINOR HOCKEY ASSOCIATION



Tuesday, April 8, 2024

Attn Mayor Moore and Members of Council,

I am writing on behalf of the Picture Butte Minor Hockey Association to ask for your consideration in opening the arena earlier in the year. We had made the same request last year, but it was too late at that time and we were told that it would be considered for this upcoming season.

We anticipate tiering to begin the weekend of October 4-6. With the arena opening on October 1st our teams only get one ice time before they begin their tiering games. As you can imagine this is not ideal and can cause a great deal of anxiety for many of our athletes and coaches.

Additionally, with other associations having ice as early as the beginning of September it puts our teams at a huge disadvantage and makes it even more difficult for our teams to be tiered properly.

We are hoping that you will consider opening the arena for the week of September 16. We will commit to using our regular ice time on Tuesdays, Thursdays and Fridays-Sundays through September.

Thank you for your consideration,

Kristy Ruaben
Ice Scheduler



Request for Decision

Our Vision: *Providing sustainable growth that results in a safe, vibrant and inclusive community while embracing our heritage.*

Our Mission: *By serving Picture Butte, Town Council will continually strive to ensure a thriving and vibrant community that improves the lives of Town Residents.*

Date: 14th May, 2024
To: Mayor, Council
From: CAO

Re: Council Meeting Summer Schedule

Background:

Council has usually amended their meeting schedules in the summer months. Below is a summary of the historical practice for the past four years.

- 2023 – July meeting cancelled. One Council meeting in August. One Cow in August.
- 2022 – July meetings cancelled. One Council meeting in August. One COW in August
 - In 2022 we ended up having one Special Council meeting in July.
- 2021 – One Council meeting in July and August. One COW in August
- 2020 – One Council meeting in July and August. One COW in August.

Following the above precedent Council could have the following schedule.

24 June	Council Meeting	
8 July	Council Meeting	Cancelled
15 July	COW	Cancelled
22 July	Council Meeting	Cancelled
12 August	Council Meeting	Cancelled
19 August	COW	
26 August	Council Meeting	

September would return to the regular meeting schedule.

If imminent things arise we always have the option of calling a Special Council Meeting. I would propose that if a special council meeting is called during the summer then remuneration would not be issued unless there are more than three Council meetings in the month.

Recommendation:

1. To direct Administration to cancel meetings over the summer months as decided upon by Council.
2. To make a motion stating that if any Special Council meetings are required during July and August that Council remuneration will only occur if there are more than three meetings of Council in the month.

Submitted by:
Keith Davis, CAO



Request for Decision

Our Vision: *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*

Our Mission: *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency.*

Date: 23rd May, 2024
To: Mayor, Council
From: CAO

Re: Picture Butte High School (PBHS) requests regarding their FarmEd program

Background:

Mark Lowe, principal of the Picture Butte high school, made a presentation to Council on the 13th of May requesting Council to consider amending bylaw number 851-16 Animal Regulations bylaw. The request is to allow up to 12 large livestock on their property for the purpose of enhancing their FarmEd program currently being offered at the high school.

If Council wants to consider the PBHS's requests then Administration will need a motion from Council directing Administration to draft up some amendments to Bylaw No. 851-16 Animal Regulation bylaw.

Recommendation:

1. To direct Administration to draft up some amendments to Bylaw No. 851-16 Animal Regulation bylaw in order to allow PBHS to have livestock on their property.

Attachments:

1. Bylaw No. 851-16 Animal Regulation bylaw
- 2.

Submitted by: Keith Davis, CAO

Bylaw No. 851-16 - Amendments

Bylaw No.	Amendment Description	Passed
899-20	To allow unpaid expenses to be added to the Tax Roll after remaining unpaid for 90 days.	September 28, 2020

Town of Picture Butte
Bylaw # 851-16
Animal Regulations Bylaw

BEING A BYLAW OF THE TOWN OF PICTURE BUTTE RESPECTING THE REGULATION, LICENSING AND CONTROL OF ANIMALS IN THE TOWN OF PICTURE BUTTE

WHEREAS Section 7 the Municipal Government Act, Statutes of Alberta enables a Council to pass bylaws in regards to the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Section 7 of the Municipal Government Act, Statutes of Alberta enables a Council to pass bylaws to regulate wild and domestic animals and activities in relation to them;

WHEREAS Bylaws #690-92 known as the Dog Bylaw and #650-87 known as the Restricted Dog Bylaw regulates dogs in the Town, and are thus not addressed within this Bylaw

NOW THEREFORE, the Council of the Town of Picture Butte, in the Province of Alberta duly assembled, thereby enact as follows:

NAME OF BYLAW

1. This bylaw may be cited as the Animal Regulations Bylaw

DEFINITIONS

2. For the purpose of this Bylaw, the following words mean:

(a) "Act" means the MUNICIPAL GOVERNMENT ACT, RSA 2000, c, M-26.1, section 541, as amended.

(b) "Administrator" means the Chief Administrative Officer of the Town of Picture Butte.

(c) "Animal" means any bird, reptile, amphibian or mammal excluding Humans and wildlife;

(d) "Council" means the Municipal Council of the Town of Picture Butte.

(e) "Designated Officer" means the Chief Administrative Officer, Bylaw Enforcement Officer, R.C.M.P. Officer, Community and Development Officer and or a Peace Officer

(f) "Livestock" includes, but is not limited to:

i. a horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep or goat,

ii. domestically reared or kept deer, reindeer, moose, elk, or bison,

iii. farm bred fur bearing Animals including foxes or mink,

iv. Animals of the bovine species,

- v. Animals of the avian species including chickens, turkeys, ducks, geese, or pheasants, and
 - vi. all other Animals that are kept for agricultural purposes , but does not include cats, dogs, exotic birds, fish, reptiles, domesticated rabbits, Guinea pigs, gerbils, hamsters or ferrets;
- (g) “Order” means a written order in accordance with subsection 545 of the Act.
- (h) “Owner” means any natural person or body corporate;
- i. who is the licensed Owner of the Animal;
 - ii. who has legal title to the Animal;
 - iii. who has possession or custody of the Animal, either temporarily or permanently; or
 - iv. who harbours the Animal, or allows the Animal to remain on his premises;
- (i) “Provincial Court” means The Provincial Court of Alberta;
- (j) “Town” means the Municipal Corporation of the Town of Picture Butte.

LIVESTOCK

3. No person shall keep Livestock within the Town of Picture Butte except when;
- (a) any animal, poultry or fowl kept on a temporary basis in veterinary clinics and the Rodeo grounds or in auction marts, livestock sales yards, slaughter houses or similar establishments where such animals are held temporarily and for short periods of time and are held in pens used exclusively for purposes which are incidental to the business conducted on the premises provided that such pens or other enclosures meet with the approval of the bylaw officer; or
 - (b) the Livestock is part of the Town’s Jamboree Days annual parade and celebrations.
4. Where a Bylaw Enforcement Officer or a Peace Officer believes that a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a summons by means of a violation ticket in accordance with Part 2 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34.
5. When the person responsible fails to comply with a written notice issued by a Designated Officer of the Town, the Town may remedy the violation at the expense of the Owner. Any unpaid expense and cost incurred by the Town may be added to the Tax Roll and collected in a like manner as municipal taxes.



REQUEST FOR DECISION

Our Vision: *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*

Our Mission: *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency*

Date: 27 May, 2024

To: Mayor, Council

From: Director of Corporate Services

Re: 2024 1st Quarter Preliminary Operating and Capital Variance Report

Background:

The purpose of the quarterly variance report is to identify to Council where our spending is compared to budget and also analyze any variances. We would then review this information with Council.

Attached in the variance report for the 1st Quarter of 2024.

Variances from the budget are highlighted by shading in the attached report. In addition, the attached report indicates explanations for the variance identified. Should Council require further explanation or clarification administration will be available at the regular meeting to answer any questions.

Recommendation Options:

THAT Council approves the 1st Quarter 2024 Preliminary Operating and Capital Budget Variance reports as presented.

Submitted by:

Michelle Overbeeke, CPA CMA

Director of Corporate Services

**TOWN OF PICTURE BUTTE
CAPITAL PROJECTS
January - December 2024**

	ANNUAL BUDGET	Y.T.D. AMOUNT	%	REASON FOR VARIANCE
Sunset Park		2,787.92	0.00%	
Put new box of 2009 Dodge 5500	40,000		0.00%	
Hydrant Replacement	7,500		0.00%	
Water Meter Replacement Plan	150,000		0.00%	
Upgrade Sanitary Sewer Trunk Highway Ave to Crescent Ave	525,000	9,801.12	1.87%	
Lagoon Upgrades Design	110,000		0.00%	
Lagoon Upgrade	10,100,000		0.00%	
Sidewalk Replacement	50,000		0.00%	
Replace Ice Resurfacer	170,000	159,769.01	93.98%	
Autopulse	20,000		0.00%	
Installation of Stretchers		1,367.12	0.00%	Grant funds
Total	11,172,500	173,725.17	1.55%	

**TOWN OF PICTURE BUTTE
OPERATING REVENUE & EXPENDITURES
January - December 2024**

Threshold =>

3 / 12

25.00%

OPERATING REVENUES				OPERATING EXPENDITURES				REASON FOR VARIANCE
ANNUAL BUDGET	Y.T.D. AMOUNT	%	REASON FOR VARIANCE	ANNUAL BUDGET	Y.T.D. AMOUNT	%		
10	General Municipal	2,830,367.00	78,087.55	2.76%	78,087.55	Tax revenue in June		
11	Council	-	-	0.00%	-	-		
12	General Admin	28,350.00	14,349.73	50.62%	501,020.00	122,383.34	24.43%	
23	Fire	253,475.00	100,164.25	39.52%	427,850.00	108,239.39	25.30%	
24	Disaster Services	23,725.00	410.00	0.00%	46,585.00	6,630.93	14.23%	
25	Ambulance	777,060.00	251,157.44	32.32%	776,655.00	175,543.11	22.60%	
26	Bylaw	2,025.00	2,122.00	104.79%	84,145.00	18,727.12	22.26%	
31	Public Works	-	154.50	0.00%	347,165.00	81,526.34	23.48%	
32	Streets	5,000.00	-	0.00%	340,890.00	57,028.58	16.73%	
41	Water	673,465.00	159,872.17	23.74%	707,830.00	126,324.52	17.85%	
42	Sewer	266,340.00	77,036.01	28.92%	263,335.00	73,970.46	28.09%	Lift station issues
43	Garbage	238,935.00	59,211.09	24.78%	238,570.00	58,155.60	24.38%	
51	FCSS Requisition	-	-	0.00%	15,500.00	15,440.00	99.61%	Requisition paid 1st quarter
61	Planning & Zoning	49,100.00	2,275.00	4.63%	111,190.00	21,493.55	19.33%	
66	Land Development	100,000.00	86,207.00	86.21%	146,670.00	8,499.56	5.80%	
72	Recreation	463,610.00	197,389.44	42.58%	962,820.00	167,515.38	17.40%	
74	Library/Community Centre	23,490.00	10,991.24	46.79%	149,065.00	31,501.00	21.13%	
90	Franchise Fees	255,000.00	49,612.31	19.46%	-	-	0.00%	
Total		5,989,942.00	1,089,039.73	18.18%	5,989,942.00	1,380,122.74	23.04%	



CAO Report

Our Vision: *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*

Our Mission: *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency*

Date: 24 May, 2024
To: Mayor, Council
From: CAO

North County Recreation Complex study

I approved a schematic design for a third option to be costed last week. Once costings has been completed the report should be finalised and will be presented to Council.

Wastewater Project

WSP and I met with a landowner regarding a requested utility right of way and assessed access to locations in the coulee.

Phase 3 Sanitary Main Install (4th Street from Hwy 25 to Crescent Ave.)

This project has been delayed a week due to the wet weather we have been experiencing. We were notified this week that Atco Gas plan on relocating their gas main from 29th of April to the 17th of May. The contractors that we have hired to do the sanitary main install, KLP, will be on site after the 17th of May. KLP have scheduled a 20 day period, plus days for inclement weather, for completion. Businesses have been notified by Aaron.

Sunset Park Phase 2

Fortis have stated that they will be taking down the power lines this week. They began work on this last week.

We have offers or have sold 4 lots (out of 24) in Sunset Park phase 2 and have only one lot left in Sunset Park Phase 1.

Miscellaneous Items since last Council meeting

- We have offered a position to an individual for Public Works 1. He will begin on the 5th of June. We are conducting an interview for a Public Works 2 – Parks and Facilities and do not have any applicants for the Water and Wastewater Operator currently.
- We have an agreement in place with the County to provide certified water and wastewater operators while we look to replace our operator. The County will be providing this service as per our agreement with them.
- Fortis reported that the street light on the corner of Jamieson and 4th Street South, opposite the arena, has been upgraded from a 150W to a 250W light bulb. We will see what kind of difference this makes to that area in the winter.
- The individuals that were appointed to Economic Development Committee have been notified of their appointments.
- Committee of the whole and Council meeting preparations.
-

HOLIDAY STATUS

Days in lieu used 35 hrs out of 70 hrs

Accrued Holidays 36 days

Submitted by: Keith Davis, CAO



Memorandum

- Our Vision:** *Picture Butte is the Community of Choice to work, live and play in Lethbridge County.*
- Our Mission:** *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency.*

Date: May 24, 2024
To: Mayor, Council
From: Director of Emergency Services

RE: Emergency Services Report – April 2024

Year-to-Date Emergency Events (Jan-Apr)						
Fire		Medical		Motor Vehicle Collisions		Total
Town	County	Town	Other	Town	County	
8	26	104	312	3	8	461

Fire Services

Fire crews responded to 27 events in April including 3 motor vehicle collisions, 2 tender assists, 3 alarms, 1 structure fire, 2 vehicle fires, 2 wildland fires, and 13 medical emergencies. Our firefighters have also been busy training logging a total of 268 hours of training in April.



Firefighters extinguish a passenger vehicle fire on Highway 845

Emergency Medical Services

Our EMS crews responded to 64 medical events in April. Our third contract extension on our 2012 EMS Contract with Alberta Health Services was set to expire on March 31, 2024. After months of requests to Alberta Health Services to begin the negotiation process for contract renewal, we received a bridging agreement allocating an additional six months to complete the negotiations. The Town of Picture Butte and Alberta Health Services have begun the contract negotiation process.



Engine 31 and Tender 3 responded as part of a regional response to a large commercial structure fire just outside of Coalhurst

Bylaw Services

Officer Mosby performs regular daily patrols of Picture Butte to actively monitor for bylaw compliance. Bylaw Services will be pivoting from winter-time snow removal enforcement to spring and summer enforcement including weeds, unsightly properties, trailer parking, and campground patrols. The new *Parks and Campgrounds Bylaw* was passed in April. There are currently 4 of the 10 allocated Urban Hen Licenses issued in town. Bylaw Services issued a fine under the Utility Bylaw in April for used oil that was disposed of in a waste collection cart, and would remind all residents that waste collection carts are only for disposal of household waste and any chemicals or hazardous materials must be properly disposed of at waste collection facilities.

2024 Bylaw Enforcement Files				
	February	March	April	Year-to-date Totals
Dog Control Bylaw	1	3	3	12 files
Traffic Bylaw	8	2	5	13 files
Noise Bylaw	-	-	-	-
Unsightly Premises Bylaw	14	6	1	44 files
Public Information	-	2	-	2 files
Business License Bylaw	1	9	1	11 files
Animal Regulation	-	-	-	1 file
Fire Protection Bylaw	-	-	-	1 file
Utility Bylaw	-	-	1	-
Land Use Bylaw	-	-	-	-
Urban Hen Bylaw	1	-	-	5 files
Total	23 files	22 files	11 files	98 files
Development Files	32 files	15 files	19 files	79 files

Emergency Management

The regional emergency management framework project continues as we have met with the steering committee and consultant several times recently. The consultant has drafted the bylaw and agreement, which Council has reviewed, and are in the final stages of approval from the Alberta Emergency Management Agency. We had a meeting with the AEMA team on April 26, 2024 to review the documents and process for regionalization. AEMA has advised the group to complete the partnership agreement first and work towards finalizing the bylaw and ministerial order second. Our consultant has finalized the Lethbridge County Regional Emergency Management Partnership agreement which will be presented to Council at the June 10, 2024 meeting.

On April 11, 2024 I attended the South Zone Director of Emergency Management Workshop which had presentations from several provincial departments on the upcoming hazard season and the provincial emergency preparedness programs.

Submitted by: Frank West, *Director of Emergency Services*



Memo

Date: May 22, 2024

To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities

Re: Chinook Arch Library Board 2023 Impact Report and Audited Financial Statements

The Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other urban and rural municipalities in southwestern Alberta.

As a result of your membership in Chinook Arch, people across southern Alberta have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

In communities large and small, residents rely on the public library as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings, responding to evolving community needs. Chinook Arch supports and enhances the services offered by your local or a neighbouring library board.

Attached to this memo are the Chinook Arch Library Board's 2023 Impact Report and Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or rhepher@chinookarch.ca to schedule a presentation. The Impact Report and Audited Statements are available on the Chinook Arch website at www.chinookarch.ca.

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

Vic Mensch, Chair

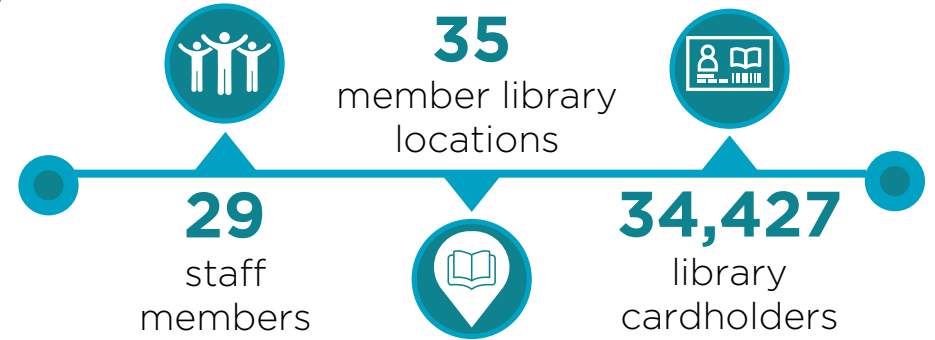
Chinook Arch Library Board



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

IMPACT REPORT 2023

Chinook Arch Snapshot



Highlights from 2023

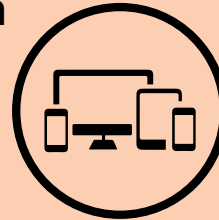
New Library Websites



Introduced new websites for all member libraries in April.

20% increase in website visits

Digital Literacy Clinics were held in member libraries across the region.



85 classes booked

187 attendees

9,100 km travelled



VoIP Telephone Services

installed at 20 member libraries saving **\$19,000** per year collectively



20 new kits were added to the regional programming collection



Usage of this collection increased by

400%

Wi-Fi Hotspots

borrowed **1,098** times

75 Hotspots added to the collection



Membership has its benefits

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



Direct Library Support

1,419

support consultations (in-person and virtual)



218

Library programs in member libraries with



674 attendees

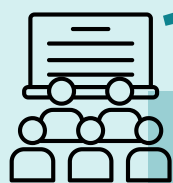


328

direct patron interactions



Connection and Learning Opportunities



17 training events held

307 attendees

10 Coffee Chats

(a chance for library managers to connect on various topics)



148 people attended the 14th Annual Southern Alberta Library Conference



Sharing Resources

3 delivery vans

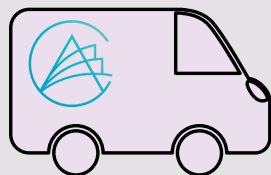
5 drivers



50,887

items added to shared library catalogue

559,100 items moved between libraries



That's 4,008 stops a year!



Online Services Management



audiobook borrowing up

25%

14% increase of library material checkouts on OverDrive



36%

increase in monthly Solaro activities (Solaro provides homework help and test prep for students in grades 3 to 12.)

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2023

INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2023, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

* denotes professional corporation

Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB
April 4, 2024

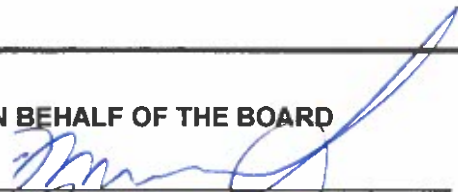
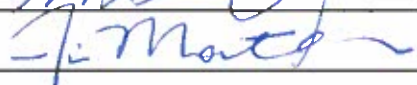
INSIGHT^{CPA}

Chartered Professional Accountants

CHINOOK ARCH LIBRARY BOARD
Statement of Financial Position
December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash and cash equivalents (Note 3)	\$ 1,392,190	\$ 1,595,396
Restricted cash (Note 4)	56,721	25,211
Accounts receivable	15,411	37,323
Goods and services tax recoverable	29,327	18,123
Employee computer loans (Note 5)	2,569	871
Prepaid expenses	240,820	173,471
	1,737,038	1,850,395
PROPERTY AND EQUIPMENT (Note 6)	2,381,613	2,486,851
	\$ 4,118,651	\$ 4,337,246
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 59,137	\$ 54,582
Receiver General payroll liabilities	17,263	16,970
Employee benefit obligations (Note 7)	178,500	191,065
Deferred revenue (Note 8)	56,721	25,211
	311,621	287,828
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	1,877,724	1,958,796
	2,189,345	2,246,624
NET ASSETS	1,929,306	2,090,622
	\$ 4,118,651	\$ 4,337,246

ON BEHALF OF THE BOARD


 _____ Director

 _____ Director

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2023

	Unrestricted Fund 2023	Internally Restricted Fund 2023 <i>(Note 10)</i>	Externally Restricted Fund 2023 <i>(Note 10)</i>	Capital Fund 2023	Total 2023	Total 2022
NET ASSETS - BEGINNING OF YEAR	\$ -	\$ 1,561,657	\$ 1,041	\$ 527,924	\$ 2,090,622	\$ 2,147,521
Deficiency of revenues over expenses	(160,275)	-	-	-	(160,275)	(56,899)
Amortization of capital assets	105,240	-	-	(105,240)	-	-
Amortization of deferred capital contributions	(81,072)	-	-	81,072	-	-
Book allotment purchase, net of additions <i>(Note 10)</i>	12,434	(12,434)	-	-	-	-
Use of Technology Fund reserves <i>(Note 10)</i>	143,037	(143,037)	-	-	-	-
Use of Building Fund reserves <i>(Note 10)</i>	22,800	(22,800)	-	-	-	-
Internally imposed restriction on remaining surplus <i>(Note 10)</i>	(42,164)	42,164	-	-	-	-
Returned to funder	-	-	(1,041)	-	(1,041)	-
NET ASSETS - END OF YEAR	\$ -	\$ 1,425,550	\$ -	\$ 503,756	\$ 1,929,306	\$ 2,090,622

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2023

	Budget 2023	Total 2023	Total 2022
REVENUES			
Municipal levies	\$ 1,586,222	\$ 1,590,280	\$ 1,597,254
Provincial operating grant	1,016,828	1,038,499	1,003,511
Library board membership fees	639,798	642,471	638,412
Other income (Schedule 1)	394,500	416,578	359,154
Contract services (Schedule 1)	141,000	144,613	124,121
Provincial rural library services grant	124,000	134,125	123,693
Other grants (Schedule 1)	80,000	91,740	41,671
Municipal rural services fees	61,980	58,504	55,209
Amortization of deferred capital contributions (Note 9)	85,000	81,072	84,283
	4,129,328	4,197,882	4,027,308
EXPENSES			
Salaries and benefits	2,183,100	2,150,956	2,123,177
Library materials and collections	796,767	879,119	882,374
Programs and services (Schedule 2)	452,100	413,923	402,921
Network services (Schedule 2)	112,000	198,556	107,529
Contract and other services (Schedule 2)	141,500	147,732	127,649
Bibliographic services (Schedule 2)	79,500	89,328	88,363
Shipping and delivery (Schedule 3)	51,000	59,237	58,523
Building and maintenance	51,000	53,732	58,958
Training and development (Schedule 2)	37,000	48,835	30,734
Administration (Schedule 3)	35,600	34,457	27,810
Board expenses	8,500	11,205	6,881
Amortization of capital assets	181,000	105,240	111,623
	4,129,067	4,192,320	4,026,542
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	261	5,562	766

(continues)

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses (continued)
Year Ended December 31, 2023

	Budget 2023	Total 2023	Total 2022
BOARD APPROVED PROJECTS FUNDED BY RESERVES			
Projects funded by Technology Fund reserves (Note 10)	(130,000)	(143,037)	(46,690)
Projects funded by Building Fund reserves (Note 10)	(45,000)	(22,800)	-
Projects funded by Operating Fund reserves	-	-	(10,975)
	(175,000)	(165,837)	(57,665)
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (174,739)	\$ (160,275)	\$ (56,899)

CHINOOK ARCH LIBRARY BOARD**Revenue Schedule (Schedule 1)****Year Ended December 31, 2023**

	Budget	2023	2022
OTHER INCOME			
Additional funds for library materials	\$ 300,000	\$ 294,417	\$ 306,724
Interest and investment income	40,000	102,576	48,030
Southern Alberta Library Conference	10,000	14,002	-
Employment programs	5,000	3,735	4,350
Gain on disposal of property and equipment	7,500	1,848	-
Fundraising and donations	30,000	-	50
Miscellaneous	2,000	-	-
	\$ 394,500	\$ 416,578	\$ 359,154
CONTRACT SERVICES			
Reimbursement for purchases	\$ 100,000	\$ 106,478	\$ 88,147
Contracts	39,000	37,244	35,846
Staff book purchases	2,000	891	128
	\$ 141,000	\$ 144,613	\$ 124,121
OTHER GRANTS			
Civil Society Fund grant	\$ 80,000	\$ 87,500	\$ 28,401
CFLSA grant	-	4,240	-
Nobleford establishment grant	-	-	10,270
Community Root grant	-	-	3,000
	\$ 80,000	\$ 91,740	\$ 41,671

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2023

	Budget	2023	2022
PROGRAMS AND SERVICES			
Rural library services grant transfer	\$ 170,100	\$ 148,115	\$ 147,575
Support subscriptions	155,000	143,300	130,253
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	14,989	17,239
Membership programs	10,000	9,337	9,887
Special projects	1,000	7,107	4,249
Summer programs	2,000	1,075	1,524
Library membership cards	4,000	-	2,194
	\$ 452,100	\$ 413,923	\$ 402,921
NETWORK SERVICES			
Network support and maintenance	\$ 65,000	\$ 94,070	\$ 53,243
Equipment and software	20,000	53,297	27,223
Telecommunications	27,000	51,189	27,063
	\$ 112,000	\$ 198,556	\$ 107,529
CONTRACT AND OTHER SERVICES			
Purchasing services for member libraries	\$ 100,000	\$ 109,614	\$ 91,674
ILS maintenance and service contract	39,000	37,244	35,846
Staff purchases	2,000	874	129
Better Beginnings card coupons	500	-	-
	\$ 141,500	\$ 147,732	\$ 127,649
BIBLIOGRAPHIC SERVICES			
Support services	\$ 65,000	\$ 74,313	\$ 71,645
Supplies for library materials	12,000	11,136	11,246
Cataloguing subscriptions	2,500	3,879	5,472
	\$ 79,500	\$ 89,328	\$ 88,363
TRAINING AND DEVELOPMENT			
Southern Alberta Library Conference	\$ 15,000	\$ 19,578	\$ 10,624
Conferences, courses and staff travel	13,000	14,262	11,545
Librarian meetings and training	8,000	14,017	8,565
Programs and training for libraries	1,000	978	-
	\$ 37,000	\$ 48,835	\$ 30,734

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Expense Schedules (Schedule 3)****Year Ended December 31, 2023**

	Budget	2023	2022
SHIPPING AND DELIVERY			
Vehicle expense	\$ 40,000	\$ 47,672	\$ 48,516
Postage and shipping	3,000	5,367	2,980
Freight	5,000	3,297	4,274
Vehicle insurance	3,000	2,901	2,753
	\$ 51,000	\$ 59,237	\$ 58,523
ADMINISTRATION			
Professional fees	\$ 9,500	\$ 9,499	\$ 7,200
Office equipment maintenance	7,500	8,375	7,542
Office supplies and equipment	8,000	7,554	7,905
Coffee services	1,800	2,603	1,650
Subscriptions	2,400	2,037	2,355
Bank charges	1,600	1,677	1,719
Foreign currency exchange	2,000	1,087	(783)
Recruitment	800	763	167
Memberships	500	400	55
Advertising	500	298	-
Printing	500	139	-
Miscellaneous	500	25	-
	\$ 35,600	\$ 34,457	\$ 27,810

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Statement of Cash Flows****Year Ended December 31, 2023**

	2023	2022
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 4,064,918	\$ 3,947,137
Cash paid to suppliers and employees	(4,339,190)	(3,944,342)
Interest received	102,576	48,030
INCREASE (DECREASE) IN CASH FLOW	(171,696)	50,825
Cash - beginning of year	1,620,607	1,569,782
CASH - END OF YEAR	\$ 1,448,911	\$ 1,620,607
CASH CONSISTS OF:		
Cash and cash equivalents	\$ 1,392,190	\$ 1,595,396
Restricted cash	56,721	25,211
	\$ 1,448,911	\$ 1,620,607

See notes to financial statements

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates, treasury bills or low risk money market funds. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

Cash that is externally restricted for specific purposes is presented as restricted cash.

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4%	declining balance method
Automotive (passenger)	50%	declining balance method
Automotive (delivery vehicles)	33%	straight-line method
Computer equipment	25%	straight-line method
Office furniture and equipment	10%	straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

3. CASH AND CASH EQUIVALENTS

	2023	2022
Cash	\$ 1,392,190	\$ 1,345,396
Guaranteed investment certificate	-	250,000
	\$ 1,392,190	\$ 1,595,396

The Royal Bank non-redeemable guaranteed investment certificate bearing interest at 4.3% per annum matured on September 16, 2023.

4. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 8).

5. EMPLOYEE COMPUTERS LOANS

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,276,115	2,287,894	2,383,222
Equipment	116,136	63,023	53,113	61,526
Automotive	187,175	187,149	26	52
Computer equipment	123,130	123,130	-	1,471
	\$ 4,031,030	\$ 1,649,417	\$ 2,381,613	\$ 2,486,851

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

7. EMPLOYEE BENEFIT OBLIGATIONS

	2023	2022
Vacation accrual	\$ 170,685	\$ 181,813
Health spending account	7,815	9,252
	\$ 178,500	\$ 191,065

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

8. DEFERRED REVENUE

	2023	2022
<u>Indigenous grant</u>		
Opening balance	\$ 18,430	\$ -
Funds received	75,331	71,352
Amounts recognized	(38,805)	(52,922)
	54,956	18,430
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	(4,240)	-
	-	4,240
<u>Other</u>		
Opening balance	2,541	243
Funds received	1,765	2,541
Amounts recognized	(2,541)	(243)
	1,765	2,541
Total	\$ 56,721	\$ 25,211

9. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2023	2022
Opening balance	\$ 1,958,796	\$ 2,043,079
Additions during the year	-	-
Amortization	(81,072)	(84,283)
	\$ 1,877,724	\$ 1,958,796

10. RESTRICTED RESERVE FUNDS

	2022	Additions	Uses	2023
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 269,515	\$ 42,164	\$ 143,037	\$ 168,642
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	22,800	336,554
Operating Fund	454,408	-	-	454,408
Book Allotment Fund	232,020	645,310	657,744	219,586
	\$ 1,561,657	\$ 687,474	\$ 823,581	\$ 1,425,550
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ 1,041	\$ -

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the following projects during the year:

- The website redesign project had a total cost of \$73,639 (budget - \$70,000).
- The wireless access point replacement project had a total cost of \$66,000 (budget - \$60,000).
- The online membership renewal project, which started in the prior year (costs of \$11,930), was completed in the current year with costs of \$3,398. Total project cost was \$15,328 (budget - \$15,000).

The Board of Directors approved the use of internally restricted Building Fund reserves for the following project during the year:

- The parking lot repair project had a total cost of \$22,800 (budget - \$45,000).

The Board of Directors approved the transfer of the Unrestricted Fund surplus of \$42,164 to the Technology Fund (2022 - \$31,465 to the Technology Fund).

11. SIGNIFICANT REVENUE SOURCES

In 2023, 82% (2022 - 87%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2023, the Lethbridge population represented 49% (2022 - 49%) of the total membership population and generated 41% (2022 - 43%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 291,259 (2022 - 281,764) members and retirees and 437 (2022 - 435) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2022 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 12.23% (2022 - 12.80%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 11.23% (2022 - 11.80%) on pensionable salary above this amount. The maximum pensionable salary is \$66,600 (2022 - \$64,900).

Total current service contributions by the Board to LAPP in 2023 were \$133,378 (2022 - \$137,946). The current service contributions by the employees of the Board to the LAPP in 2023 were \$118,748 (2022 - \$122,952).

As at December 31, 2022 the plan disclosed an actuarial surplus of \$12.7 billion (2021 - \$11.9 billion). As at the financial statement date, the plan's 2023 statement of financial position had not yet been released.

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2023.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2023 is minimal.

Interest rate risk

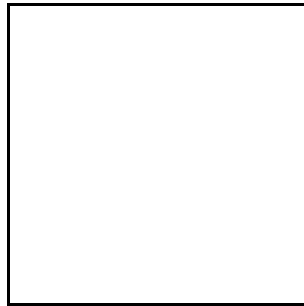
Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2023 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.

Keith Davis

From: Picture Butte Info
Sent: Tuesday, May 21, 2024 7:59 AM
To: Keith Davis
Subject: FW: Notice of Activation of the Oldman South Saskatchewan River Basin Water-Sharing Agreement

From: Environment and Protected Areas <epa.drought-response@gov.ab.ca>
Sent: May 17, 2024 3:41 PM
To: Picture Butte Info <info@picturebutte.ca>
Subject: Notice of Activation of the Oldman South Saskatchewan River Basin Water-Sharing Agreement



Environment and Protected Areas

May 17, 2024

Subject: Notice of Activation of the Oldman South Saskatchewan River Basin Water-Sharing Agreement

Dear Water Licence Holder,

This letter is to notify you that the water-sharing agreement between major water users in the Oldman South Saskatchewan River Basin was activated on May 9, 2024. You have been identified as a water licence holder affected by this activation and are being asked to immediately begin voluntary water conservation to match those being taken by signatories of this agreement.

In April, you would have received a letter from Minister Rebecca Schulz detailing Alberta's proactive and risk-based approach to managing the stage four drought conditions in Alberta. This approach involves the adoption of water-sharing agreements (WSAs) among the largest water licence holders

in each basin, with the goal of ensuring all users have access to meet their water use needs. These basins are:

- Bow River Basin
- Red Deer River Basin
- Oldman South Saskatchewan River Basin
- Southern Tributaries

Signatories of each water-sharing agreement meet bi-weekly to determine if conditions require activation of their agreement and/or to identify specific actions signatories agree to take. To maximize the effectiveness of these agreements for all water users, Minister Schulz asked all water licence holders to match the water conservation actions being taken through the relevant water-sharing agreement.

On May 9, 2024, the signatories agreed to the conservation reductions outlined in the table below. As a non-signatory licensee that withdraws water from a source contributing to the Southern Tributaries of the Oldman River (i.e., Waterton, Belly, and St. Mary Rivers) we are asking you to reduce your water use as outlined in the third column.

Sector	Conservation Reductions by Signatories	Conservation Reductions by Non-Signatories
Private Irrigation (including those with irrigation type activities, like golf courses).	Irrigation districts pulling from the Oldman and South Saskatchewan Systems agree to 8 inches/acre (approximately 50% of their allocation)	All other private irrigators not part of the irrigation districts but also pulling water from the Oldman South Saskatchewan River Basin, reduce to 8 inches/acre or approximately 50% of your allocation

Municipal Uses	Reduce consumption by 5-10% compared to expected 2024 summer demand (May to October)	Reduce consumption by 5-10% from ideal use for this time of year over the period May to October
-----------------------	--	---

Other Uses

(Industrial,
Commercial,
Agricultural, etc.)

N/A – no signatories
representing these
uses in this basin

Reduce consumption
to the minimum
volume needed to
maintain operations

Licensees should continue to adhere to the conditions of their licence (e.g., rate of diversion, timing, and instream flow restrictions, retaining and/or submitting water use records)

We encourage you to refer to Alberta.ca/Drought for up-to-date information about the status of water-sharing agreements, drought conditions, and resources available to you. The website will be updated with guidance to support your planning and decision-making, including templates to guide your water reduction planning, and guidance for assessing your water use.

Environment and Protected Areas staff will be in the field this summer to monitor drought conditions and answer your questions.

If you need assistance related to your licence or licence conditions, locating your nearest irrigation district, water conservation expectations, please contact (403) 381-5546 or epa.drought-response@gov.ab.ca.

Please visit Your.Alberta.ca/Drought to update your water licence contact information and email address.

Yours truly,

Coreen Bates

Oldman South Saskatchewan Milk River Basin Lead

Drought Command Team | Deerfoot Square Building

www.alberta.ca/drought



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114112

May 21, 2024

Her Worship Catherine Moore
Mayor
Town of Picture Butte
PO Box 670
Picture Butte AB T0K 1V0

Dear Mayor Moore:

Further to the information on Local Government Fiscal Framework (LGFF) funding announced on December 15, 2023, I am pleased to provide correspondence for your record confirming the 2024 LGFF Capital and LGFF Operating allocations for your community.

For the Town of Picture Butte:

- The 2024 LGFF Capital allocation is \$407,719.
 - This includes \$25,680 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2024 LGFF Operating allocation is \$136,550.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2025, your community will be eligible for \$440,190. Information on 2026 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2022/23 and 2023/24 has been confirmed and applied to calculate 2026 program funding. LGFF Capital amounts will be published annually on the program website each fall.

Further information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

.../2

The LGFF program represents the culmination of significant work between the Government of Alberta and local governments across the province, and I am pleased the program will further our partnership in building Alberta communities together. I look forward to working with your community, and every local government across Alberta, as we continue to build strong and prosperous communities together.

Sincerely,



Ric McIver
Minister

cc: Keith Davis, Chief Administrative Officer, Town of Picture Butte



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

May 24, 2024

Dear Chief Elected Official

As you are aware, I recently introduced Bill 20: the Municipal Affairs Statutes Amendment Act, 2024 which proposes to modify two key pieces of legislation for Alberta municipalities – the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA). The proposed legislation will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials.

Firstly, I want to recognize the passionate and constructive feedback I have received from the many mayors, reeves, councillors, and school board trustees across the province over the past few weeks. Your involvement and ardent commentary are a testament to your good work as public servants.

I've heard your concerns and at the May 23, 2024, Committee of the Whole, amendments to Bill 20 were tabled to further clarify the intent of this bill and ensure that locally elected municipal governments will continue to govern in response to the priorities and interests of their residents.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever. As you may know, the ability for the provincial government to repeal or amend bylaws, or dismiss councillors is not new, as municipalities receive their authority from the provincial government as laid out in Canada's Constitution and Alberta's MGA. While Bill 20 proposes to update the process for the provincial government to act more quickly in extenuating, urgent circumstances, these are not new powers.

These amendments will provide additional guardrails for when municipal bylaws can be repealed through the Cabinet process, and remove the direct ability for Cabinet to dismiss a councillor. Cabinet would retain the authority to have a vote of the electors on the potential removal of a councillor, putting this choice back into the hands of the voters.

We have also received a number of questions about some of the changes to the LAEA regarding fundraising. Bill 20 will also increase transparency in campaign financing. Under the old rules, the LAEA only regulated Third Party Advertisers (TPAs) who advertised for the promotion or opposition of a candidate during an election, with donations to such entities limited to a maximum of \$30,000 for all individuals, unions, and corporations. The proposed changes require TPAs who are interested in an issue (rather than a specific candidate) to register and report their finances. We are further proposing to restrict contributions to \$5,000, and for

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contributions to only be made by Albertans, Alberta companies, or Alberta unions. We are also proposing to further develop expense limits in the regulations.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. Bill 20 will provide rules around enabling local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary. I will also note that any that no candidate will be required to join a political party - they will always remain voluntary and local.

I will continue to consider feedback as I bring Bill 20 through the legislative process. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve. Should the legislation pass, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Please find enclosed the Bill 20 Fact Sheet, which can be found on the Government of Alberta website. This document offers clarifications on what Bill 20 means for municipalities and how the changes will impact municipal governments. For more information, please visit: www.alberta.ca/strengthening-local-elections-and-councils.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

Attachment: Bill 20 – Fact Sheet

Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024* (AMENDED)

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, would make changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

On May 23, 2024, amendments were tabled to more clearly outline the authorities to dismiss a councillor and repeal a bylaw.

Changes to local election rules under the LAEA

Proposed changes to the *LAEA* aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
Align candidate eligibility criteria with councillor disqualification criteria in the <i>MGA</i> .	Candidates elected to council may face immediate disqualification due to misalignment with the <i>MGA</i> 's criteria.
Allow municipalities to require criminal record checks for candidates.	No provisions in place.
Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.
Allow donations outside the local election year and require annual reporting of donations.	Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.
Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.	The <i>LAEA</i> only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The current donation limit is \$30,000 for all individuals, unions, and corporations.
Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.	No provisions in place to regulate political parties at the local level.
Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
Require municipalities to use the most current provincial register of electors from Elections Alberta.	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.
Expand the use of special ballots while strengthening special ballot processes.	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limit vouching to the ability to vouch for someone's address.	An elector can vouch for an individual's age, residence, and identity.
Repeal the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
Enable regulation-making authority to postpone elections in emergencies.	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.

Prohibit automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permits municipalities, by bylaw, to process ballots by automated voting equipment.
Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes.	Returning officers have discretion regarding recounts.
Clarifying rules and streamlining processes for scrutineers.	Concerns have been raised that the rules for scrutineers are not clear.

Strengthening the accountability of local councils under the *MGA*

Proposed changes to the *MGA* will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
Require a councillor's seat to become vacant upon disqualification.	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
AMENDED: Allow Cabinet to remove a councillor by ordering a vote of the electors to determine whether the councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allow elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials can only recuse themselves for matters in which they have a financial interest.
Make the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer is responsible for validating recall petitions.
AMENDED: Enable Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met that allow Cabinet to intervene (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada.	Cabinet may only intervene with respect to a land use bylaw or statutory plan. No provisions exist.
Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allow the Minister to outline joint use planning agreement criteria and requirements.	All criteria for these agreements are currently in the <i>MGA</i> .
Specify that the assessed person for an electric generation system is the operator.	There is a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the *MGA*

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta's government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the *MGA*.

Description of Proposed Changes	Current Status
Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation.	No requirements in place for digital options. Municipalities can hold extra hearings beyond what's legislated.

Description of Proposed Changes	Current Status
Fully exempt non-profit subsidized affordable housing from property taxation.	No provisions in place.
Enable multi-year residential property tax incentives.	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits.	No provisions in place.

Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated that the majority of the legislation would come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date.



Nobleford Heritage Society

Box 67, Nobleford, Alberta T0L 1S0

Good Day,

The Nobleford Heritage Society is organizing the annual Heritage Day event to take place in Nobleford on July 20, 2024. This fun-filled day is kicked off by a pancake breakfast and also includes a candy parade, BBQ lunch, bouncy castles, food trucks, car show, farmers market and many more activities, ending with a delicious supper prepared by the Nobleford Ag Society. There are a number of ways to participate in the event this year!

Candy Parade- We are looking for companies, organizations, towns, families and individuals to participate in the Candy Parade. The lineup for the parade starts at 10:00 am on Railway Ave, beside Richardson Pioneer. You are welcome to enter a float, vehicle, animals, music, etc and are encouraged to hand out candy to the spectators. Please do not exceed 12' in width.

RSVP to nobleford.heritagesociety@gmail.com sign up is not mandatory but would be appreciated.

Farmers Market- We are looking for a variety of vendors to participate in the market. We are looking for vendors in the following areas: fresh produce, baking, crafts, clothing and home-based businesses. There is no fee for the table rental.

Please email nobleford.heritagesociety@gmail.com if you have any questions or to secure your spot.

Financial Sponsor- We are looking for financial sponsors to help support this great community event. All sponsors will be recognized on posters and social media as well as throughout the Heritage Day festivities.

Please contact **Joan Boeder at 403-331-4674** if you are interested in sponsoring or drop off your donation at the Town Office. Please make cheques payable to 'Nobleford Heritage Society'.

We are looking forward to another successful Heritage Day Event and your participation will ensure this community event is a success! We look forward to seeing you on July 20, 2024.

Sincerely,

The Nobleford Heritage Day Society

Email: nobleford.heritagesociety@gmail.com Find us on Facebook!