



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 12th June, 2023 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 – 29th May, 2023

4.0 PUBLIC HEARING

4.1 Bylaw No. 936-23 Land Use Bylaw Amendment – Redesignation

5.0 DELEGATION

5.1 RCMP – Mike Numan

5.2 PBHS – Mark Lowe

6.0 REQUESTS FOR DECISION

6.1 Bylaw No. 936-23 Land Use Bylaw Amendment – Redesignation Rural
Urban Fringe to Industrial

6.2 Park Shelters

6.3 Dog Park Shelter

6.4 Library Board application

6.5

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

9.1.1 Director of Operations Report

10.0 CORRESPONDENCE

- 10.1 Municipal Affairs – Minister’s Awards for Municipal and Public Library Excellence

11.0 INFORMATIONAL ITEMS

- 11.1 Oldman River Regional Services Commission – 2022 Annual Report
- 11.2 Barons-Eureka-Warner FCSS – Board Meeting Minutes – March 2023
- 11.3 Barons-Eureka-Warner FCSS – Board Meeting Minutes – April 2023

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 16 – STARS 2023 pledge
- 12.2

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, May 29th, 2023 AT 6:30 PM

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

ABSENT: Councillor S. Thomson

ALSO PRESENT: Chief Administrative Officer – K. Davis
Director of Corporate Services – M. Overbeeke
Director of Emergency Services – F. West
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

157 2305 29 MOVED by Councillor Papworth that the agenda be approved as presented.
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – May 8th, 2023

158 2305 29 MOVED by Councillor Feist that the Regular Council Meeting minutes of
May 8th, 2023 be approved as amended:
ADD: 8.0 Council Reports – Councillor Papworth
May 5 - Attended the e-bike unveiling at Piyami Lodge
CARRIED

4.0 PUBLIC HEARING – None for this meeting

5.0 DELEGATION – None for this meeting

6.0 REQUESTS FOR DECISION

6.1 2023 Volunteer Firefighter Tax Credits

Deputy Mayor de Kok left the meeting at 6:32 p.m.

159 2305 29 MOVED by Councillor Papworth to reduce the taxes of the following
properties by the corresponding amounts in accordance with section 347(1)
Cancellation, reduction, refund or deferral of taxes of the Municipal
Government Act and the Town of Picture Butte’s Volunteer Firefighter Tax
Credit Policy.

Property Type	Roll Number	Credit
Residential	318000	\$1000.00
Residential	971000	\$1000.00
Residential	134220	\$1000.00
Residential	921309	\$800.00
Residential	946000	\$1000.00
Residential	972000	\$800.00
Residential	638000	\$600.00
Residential	115000	\$400.00
Residential	135008	\$800.00
Residential	921267	\$1000.00
Residential	36000	\$1000.00
Residential	297000	\$1000.00
Residential	469000	\$600.00
Commercial	411000	\$800.00
Commercial	135000	\$1200.00

CARRIED

Deputy Mayor de Kok returned to the meeting at 6:34 p.m.

6.2 Picture Butte and District Agricultural Society Request

160 2305 29 MOVED by Councillor Feist to allow the Picture Butte and District Agricultural Society use of the Community Centre in case of bad weather and use of the Community Centre tables and chairs for Farmer's Day at no cost.
CARRIED

6.3 Tree Planting Guide

161 2305 29 MOVED by Deputy Mayor de Kok to accept the Tree Planting Guide as presented.
CARRIED

6.4 Library Board Appointment

162 2305 29 MOVED by Deputy Mayor de Kok to appoint Estelle Anderson to the Picture Butte Library Board for a three year term.
CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

Mayor Moore advised Council on her recent activities:
May 23 Attended a Committee of the Whole meeting
May 24 Attended a Community Futures meeting
May 27 Attended Picture Butte High School Convocation

163 2305 29 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.
CARRIED

8.0 COUNCIL'S REPORT

8.1 Council's Report

Deputy Mayor de Kok advised Council of his recent activities:
May 23 Attended a Committee of the Whole meeting

Councillor Feist advised Council of her recent activities:
May 23 Attended a Committee of the Whole meeting

Councillor Papworth advised Council of her recent activities:
May 11 Attended a Picture Butte Chamber of Commerce meeting
May 11-13 Attended a Green Acres Board Retreat
May 17 Attended a Green Acres Finance & Audit meeting
May 23 Attended a Committee of the Whole meeting
May 24 Attended a Green Acres Board meeting

164 2305 29 MOVED by Councillor Papworth that the Council Reports be accepted as presented.
CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

165 2305 29 MOVED by Councillor Feist to accept the CAO Report as presented.
CARRIED

9.1.1 Director of Emergency Services Report

166 2305 29 MOVED by Councillor Papworth to accept the Director of Emergency Services Report.
CARRIED

10.0 CORRESPONDENCE

10.1 Community Builders Awards

10.2 Nobleford Heritage Society – Heritage Day Invitation

167 2305 29 MOVED by Councillor Feist to receive and file Correspondence 10.1 and 10.2.

CARRIED

168 2305 29 MOVED by Deputy Mayor de Kok to authorize any member of Council to attend any nearby parades in 2023.

CARRIED

11.0 INFORMATIONAL ITEMS

11.1 Oldman River Regional Services Commission – Executive Committee Meetings – April, 2023

11.2 Yellowhead County Letter – Election Delay

11.3 Picture Butte Municipal Library – Chairperson appointment

169 2305 29 MOVED by Councillor Feist to receive and file Informational Items 11.1 - 11.2.

CARRIED

170 2305 29 MOVED by Deputy Mayor de Kok to receive and file Informational Item 11.3 Picture Butte Municipal Library – Chairperson appointment.

CARRIED

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 24 – Curling Club Fees

12.2 FOIP Act Division 2 Section 16 – Senior Dinner Costs

12.3 FOIP Act Division 2 Section 24 – South Rural Water Line Connection Costs

171 2305 29 MOVED by Councillor Papworth to close the meeting in accordance with Division 2 Section 16 & 24 of the Freedom of Information and Protection of Privacy Act to discuss Curling Club Fees, Seniors Dinner Costs, and South Rural Water Line Connection Costs at 7:02 p.m.

CARRIED

172 2305 29 MOVED by Councillor Papworth to open the meeting to the public at 8:29 p.m.

CARRIED

173 2305 29 MOVED by Deputy Mayor de Kok to set the fee to connect to the South Rural water line to the amount of \$15,000 + GST + water meter cost with the money being distributed accordingly:

Henry Heinen	\$1367
Roelof Heinen	\$0
Prairie Tractor Club	\$1367
Town	\$3500
Restricted reserve	\$9,900

CARRIED

174 2305 29 MOVED by Councillor Papworth to keep the fees for the 2023/2024 season at \$27,192 as approved by Council on the 27th March, 2023 and to enter in to a 5 year lease with the Curling Club with a 0% annual increase.

CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for June 12th, 2023 beginning at 6:30 p.m.

175 2305 29

MOVED by Deputy Mayor de Kok that the Regular Council Meeting adjourn at 8:34 p.m.

CARRIED

Mayor Moore

Keith Davis
Chief Administrative Officer



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: 9 June, 2023
To: Mayor, Council
From: CAO

Re: Bylaw No. 936-23 Land Use Bylaw No. 841-15 Amendment – Land Use Redesignation

Background:

The Town received an application from Rocky Mountain Equipment to change the land use zoning of the land annexed from the County from Rural Urban Fringe to Industrial.

This request is consistent with the Town's intent for this land and is consistent with Intermunicipal Development Plan between the Town and Lethbridge County.

At the Regular Council meeting held on the 8th of May, Council passed 1st reading of Bylaw No. 936-23. Administration advertised the public hearing for two weeks in the Sunnysouth news. The County was also notified.

At the Public Hearing Council can hear from those in favour or opposed to the redesignation application. After the public hearing Council can consider conducting 2nd and 3rd reading of Bylaw No. 936-23.

Recommendation:

For Council to conduct 2nd and 3rd reading of Bylaw No. 936-23 Land Use Bylaw Amendment – Land Use Redesignation as presented or amended.

Attachments:

1. Memo from Steve Harty the Town's planner
2. Bylaw No. 936-23
3. Bylaw No. 936-23 Schedule A
4. Land Use redesignation application
5. Letter of concern from Mr. Yves LeClair
6. Bylaw No. 936-23 Public Hearing Notice

Submitted by: Keith Davis, CAO

Memo

To: Keith Davis, CAO Town of Picture Butte
Town of Picture Butte Council

File: 5D-78

From: Steve Harty, ORRSC Senior Planner

Date: June 8, 2023

Re: Proposed Bylaw No. 936-23 to redesignate land (Portion of NW 2-11-21-W4)

The purpose of the proposed amendment is to redesignate land (Portion of NW 2-11-21-W4) located north of Factory Drive and east of Highway 25, from **'Rural Urban Fringe – RUF'** to **'Industrial – I'** to accommodate the future subdivision and development of industrial land with respect to the Picture Butte North Industrial ASP Bylaw No. 923-22.

- This redesignation is required to enable the future development of the land the Town annexed from the County. In accordance with the MGA, the annexation process of the Land and Property Rights Tribunal, and based on planning law in Alberta, when land is annexed from one municipality to another, the zoning of the land remains what it was designated in the former municipality until such time the annexing municipality undertakes a bylaw amendment (redesignation) process to change the zoning of the land to a district found within its own bylaw. Until that process occurs, the land use district rules and regulations of the former municipality are still in effect.
- In February 2022, Town Council passed Bylaw No. 923-22 adopting the North Industrial Area Structure Plan (ASP). To enable future subdivision and legally allow industrial types of land uses to occur and apply for development permits, the land must first be designated to the 'Industrial – I' land use district. The ASP policy also outlines that the land must be redesignated from the County's 'Rural Urban Fringe' prior to enabling any future industrial lot subdivision or use.
- It should be noted that the initial ASP did identify some potential land adjacent to Highway 25 as Highway Commercial land use; however, the new landowner does not see the need. Although it would be desirable for the Town, this part of Town may not be the most in demand for Highway Commercial development, other than some minor uses (such as recreational vehicle sales/storage type of uses). However, such a use would still be allowed under the ASP, and if a future developer or landowner did want or have plans for a specific highway commercial type of development, a parcel along Highway 25 could be individually considered and later rezoned for Highway Commercial use as needed. Thus, Council could proceed to redesignate the entire parcel to the Town's 'Industrial – I' land use district at this time but be open to future individual spot parcel zoning on an "as requested" basis.
- As the land is situated within the IDP area with Lethbridge County, an amending bylaw referral to the County is required along with consideration for any comments. It is understood that the County has no concerns or objections to the bylaw.

RECOMMENDATION - That Council approve second and third reading and adopt land use bylaw amendment Bylaw No. 936-23 to designate the land to the Town's 'Industrial – I' land use district.

**TOWN OF PICTURE BUTTE
IN THE PROVINCE OF ALBERTA
BYLAW NO. 936-23**

BEING a bylaw of the Town of Picture Butte in the Province of Alberta, to amend Bylaw No. 841-15, being the municipal Land Use Bylaw.

WHEREAS the purpose of the proposed amendment is to redesignate land (Portion of NW 2-11-21-W4) legally described as:

MERIDIAN 4 RANGE 21 TOWNSHIP 11 SECTION 2 THAT PORTION OF THE NORTH WEST QUARTER LYING EAST OF THE ROADWAY ON PLAN 1621 EZ, AND NORTH OF THE ROADWAY AND RAILWAY ON PLANS 1662 EZ AND RW 189 RESPECTIVELY CONTAINING 29.88 HECTARES (73.83 ACRES) MORE OR LESS EXCEPTING THEREOUT: PLAN NUMBER HECTARES ACRES HIGHWAY 3726 EZ 1.44 3.56 AND CUT-OFF 3726 EZ 0.793 1.96 ROADWAY 171 IX 0.437 1.08 SUBDIVISION 9312024 8.217 20.30 SUBDIVISION 1411186 1.065 2.63 EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME (Certificate of Title No. 211193805001)

(located north of Factory Drive and east of Highway 25) from '**Rural Urban Fringe – RUF**' to '**Industrial – I**', as shown on the map in Schedule 'A' attached hereto to accommodate the future subdivision and development of industrial land with respect to the Picture Butte North Industrial ASP Bylaw No. 923-22;

AND WHEREAS a Public Hearing, as required by Section 692 of the Municipal Government Act, will be held prior to second reading of this Bylaw;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Picture Butte, in the Province of Alberta, duly assembled does hereby enact the following:

1. The land (Portion of NW 2-11-21-W4) legally described above on Certificate of Title No. 211193805001 and as shown on the attached Schedule 'A' be designated as Industrial – I.
2. That the Land Use Districts map of the Town of Picture Butte Land Use Bylaw No. 841-15 be amended to reflect this designation.
3. Bylaw No. 841-15 being the Land Use Bylaw is hereby amended.
4. Final formatting and consolidation shall take place following the passage of the bylaw.
5. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 8th day of May, 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **second** time this _____ day of _____, 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **third** time and finally passed this _____ day of _____, 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis



Rocky Mountain Equipment
3939 – 1 St Ave S
Lethbridge, AB
T1J 4P8
Phone: (403) 327-3154
Fax: (403) 327-9021

April 26, 2023

**RE: Application for Land Use Bylaw Amendment
Legal Land Description – 4,21,12,2,NW**

We have attached an application to rezone the above noted parcel from Rural Urban Fringe to Industrial.

The approval of this application would allow the noted parcel of land to match the intent and follow with the ASP that is currently in place, along with the Town desire to have industrial lots developed between Factory Drive and Picture Butte Auction Market

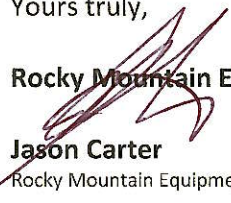
The noted property would be allocated for development and sale.

Attached you will find the following documents:

- Application Document
- Information pulled from the Town GIS Site
 - o Map
 - o Specific property information
- Current ASP lot layout
- Proposed amendment to ASP lot layout
- Google Maps – Overhead Image
- Current Land Title as proof of ownership

We trust this meets the descriptive narrative and site information requested in the application.

Yours truly,


Rocky Mountain Equipment LP (RME)

Jason Carter
Rocky Mountain Equipment



Town of Picture Butte
Box 670, Picture Butte, AB T0K 1V0

APPLICATION FOR A
LAND USE BYLAW AMENDMENT

Date of Application: April 26, 2023

Table with 2 columns: Field Name, Value. Fields: Bylaw No., Date Deemed Complete.

A refusal is not appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 6 months after the date of refusal.

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

APPLICANT INFORMATION

Name of Applicant: Rocky Mountain Equipment LP, Jason Carter
Mailing Address: 3345 8th Street SE
Phone: 403-265-7364
Phone (alternate): 403-894-6055
Municipality: Calgary AB, T2G 3A4
Postal Code:

Is the applicant the owner of the property? [] Yes [X] No
IF "NO" please complete box below

Owner information box containing Name of Owner (RME Ventures GP Inc.), Mailing Address (3345 8th St SE), Municipality (Calgary AB), Postal Code (T2G 3A4), Phone (403-265-7364), and Applicant's interest in the property (Agent checked).

PROPERTY INFORMATION

Municipal Address: Factory Drive N, Picture Butte AB
Legal Description: Lot(s) _____ Block _____ Plan _____
OR Quarter 4 Section 21 Township 11 Range 2

AMENDMENT INFORMATION

What is the proposed amendment?

Text Amendment

Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments to the *Land Use Bylaw*, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation:

Rural Urban Fringe - RUF

Proposed Land Use Designation
(if applicable):

Industrial

Map Attached

Section 51 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please attach a descriptive narrative detailing:

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

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

- redesignating land from Urban Reserve to another district;
- multiple parcels of land are involved;
- several pieces of fragmented land are adjacent to the proposal;
- internal public roads would be required;
- municipal services would need to be extended; or
- required by Council or the Subdivision and Development Authority.

The Designated Officer or the Subdivision and Development Authority may also require a:

- geotechnical report; and/or
- evaluation of surface drainage and any other information

if deemed necessary.

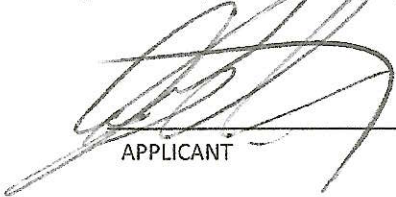
SITE PLAN

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


DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).



APPLICANT

Registered Owner (if not the same as applicant) 

The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. If you have any questions about the collection or use of the personal information provided, please contact the Chief Administrative Officer at the Town of Picture Butte.



Rocky Mountain Equipment
3939 – 1 St Ave S
Lethbridge, AB
T1J 4P8
Phone: (403) 327-3154
Fax: (403) 327-9021

TOWN GIS – MAP AND LEGAL LAND DESCRIPTION

The screenshot shows a GIS web application interface. At the top, there is a navigation bar with tabs for Home, Identify, Measure & Draw, and Tools. Below this is a toolbar with icons for Identify, Search Property, Search Points of Interest, Full Extent, Zoom In, Zoom Out, Previous Extent, Pan, Bookmarks, and Street View. The main map area displays an aerial view with a large parcel highlighted in cyan. To the left of the map is a detailed information panel with the following sections:

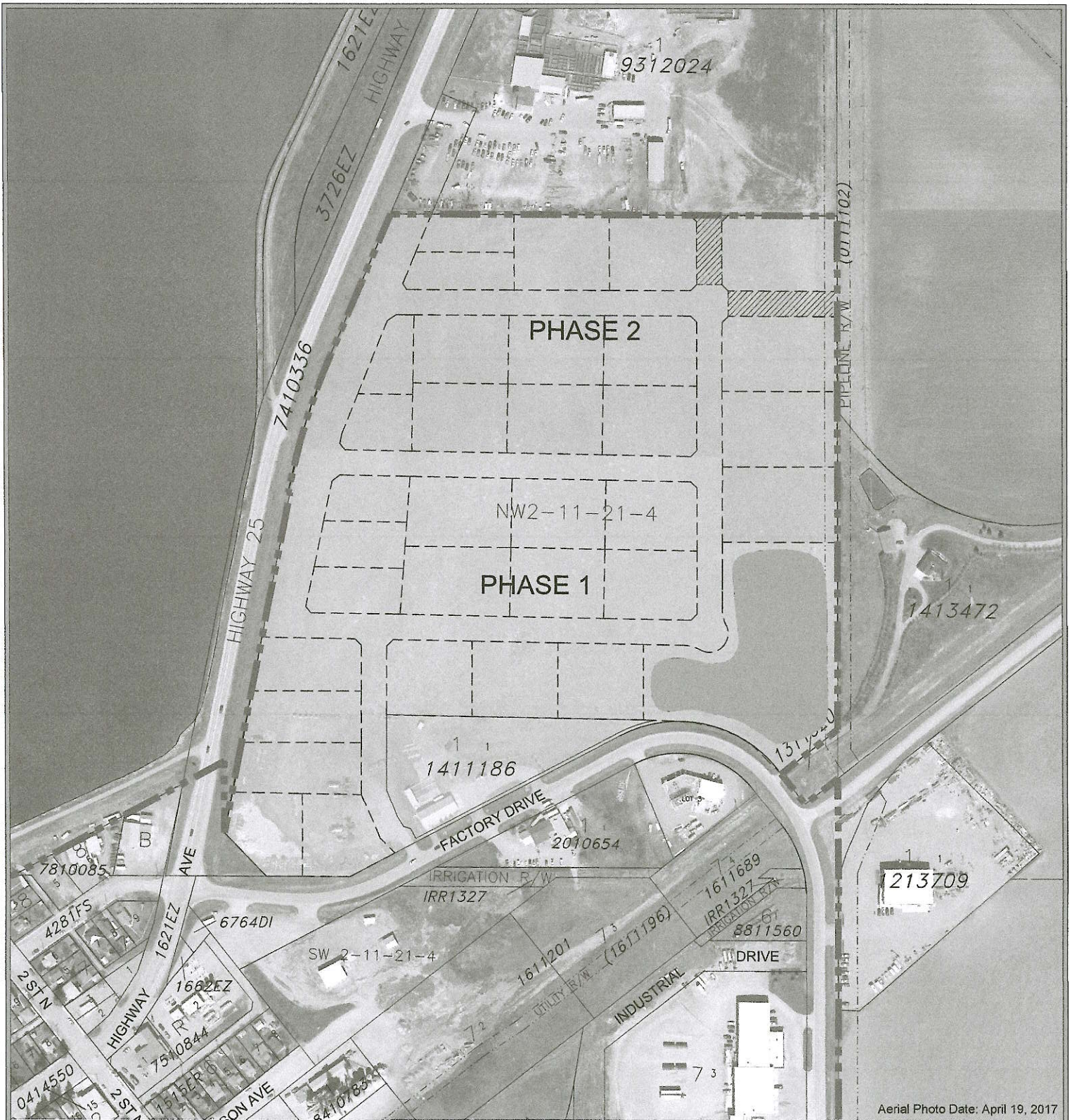
Description

Civic Address	:	
Unit Number	:	
Lot	:	
Block	:	
Plan	:	
Legal Description	:	
Linc Number	:	0036127033
Title Number	:	211193805001
Land Use District	:	RURAL URBAN FRINGE RUF
Area (sq m)	:	186352.99
Perimeter (m)	:	2358.02
Total Land Value	:	CA\$149,720.00
Total Improved Value	:	CA\$0.00
Total Assessed Value	:	CA\$149,720.00

[Zoom To Parcel](#)

Details

Civic Address	N/A
Unit Number	N/A
Land Use District	RURAL URBAN FRINGE RUF
Short Legal	4:21:11:2:NW
Plan	N/A
Block	N/A
Lot	N/A
Linc Number	0036127033
Title Number	211193805001
Area	186352.99

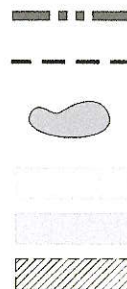


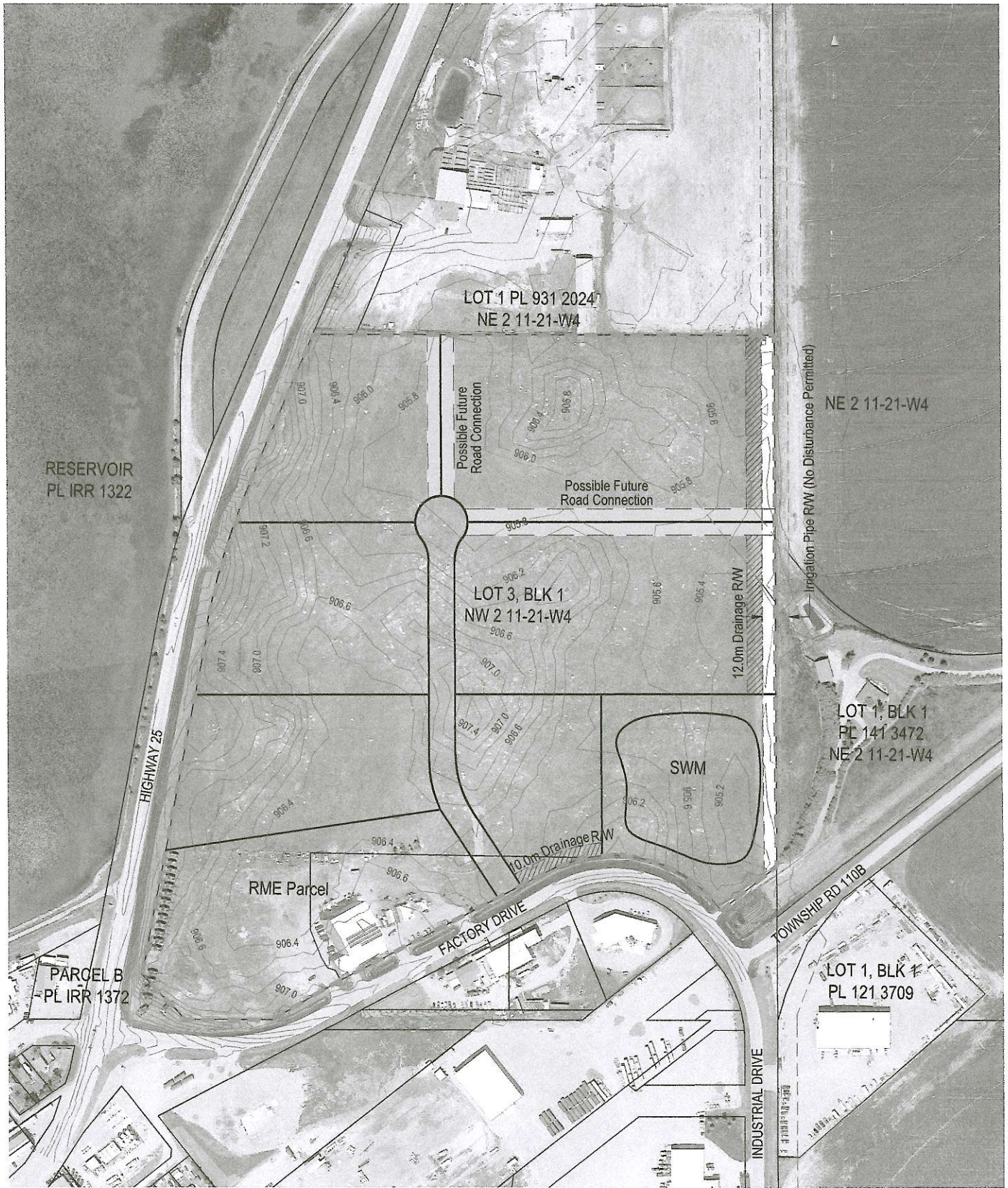
**Town of Picture Butte
North Industrial Area
Structure Plan**

Map 5

Development Phasing

- Town Boundary
- Proposed Lots
- Proposed Stormwater Management Facility
- Proposed Phase 1
- Proposed Phase 2
- Future Road Connector





Parcel Boundary



Integrated Expertise, Locally Delivered



Picture Butte
Preliminary Concept

April 2023



Rocky Mountain Equipment
3939 – 1 St Ave S
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Phone: (403) 327-3154
Fax: (403) 327-9021

GOOGLE MAPS – CURRENT IMAGE





LAND TITLE CERTIFICATE

S
LINC 0036 127 009 SHORT LEGAL 1411186;1;1 TITLE NUMBER 211 193 805

LEGAL DESCRIPTION
PLAN 1411186
BLOCK 1
LOT 1
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 1.065 HECTARES (2.63 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;21;11;2;NW

MUNICIPALITY: TOWN OF PICTURE BUTTE

REFERENCE NUMBER: 141 092 132

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
211 193 805	05/10/2021	TRANSFER OF LAND	\$2,250,000	\$2,250,000

OWNERS

RME VENTURES GP INC.
OF 301 3345 8 STREET SE
CALGARY
ALBERTA T2G 3A4

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
8420DP .	23/05/1935	RESTRICTIVE COVENANT "NORTH WEST"
7570EM .	13/06/1935	CAVEAT RE : EASEMENT CAVEATOR - BOARD OF TRUSTEES OF LETHBRIDGE NORTHERN IRRIGATION DISTRICT. "NORTH WEST"

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
211 193 805

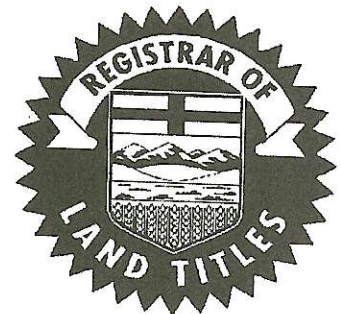
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
781 168 490	19/10/1978	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. "NORTH WEST"
011 167 364	15/06/2001	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. TAKES PRIORITY OF CAVEAT 011063746 REGISTERED ON MARCH 8, 2001 "(PORTION AS DESCRIBED)"
211 193 806	05/10/2021	MORTGAGE MORTGAGEE - FARM CREDIT CANADA. 12040-149 ST NW, 2ND FLR EDMONTON ALBERTA T5V1P2 ORIGINAL PRINCIPAL AMOUNT: \$4,000,000
211 193 807	05/10/2021	CAVEAT RE : ASSIGNMENT OF RENTS AND LEASES CAVEATOR - FARM CREDIT CANADA. C/O LAWSON LUNDELL LLP 1600 925 WEST GEORGIA STREET VANCOUVER BRITISH COLUMBIA V6C3L2 AGENT - DAVID P FENDLEY

TOTAL INSTRUMENTS: 007

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 3 DAY OF APRIL,
2023 AT 11:29 A.M.

ORDER NUMBER: 46880080

CUSTOMER FILE NUMBER: 1411186;1;1



END OF CERTIFICATE

(CONTINUED)

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

June 5, 2023

To: Keith Davis

RE: Proposed Bylaw 936-23

I propose to you re-zoning RUF to Industrial/Commercial. That Commercial be parallel to Highway 25 up to the Auction Mart with service road accessibility.

To include sidewalks/trails along the proposed service road, to be connected with the existing Highway Avenue sidewalks in town.

The results of re-zoning to Commercial/Industry would provide balance and growth within the community. For example, provide provision of two to three acres of land to accommodate a future home for Hotel/Motel/Convention Centre. This would be an excellent anchor for additional development with having water front potential.

It is a way and means of controlling "economic leakage" that is prevalent in our community.

In the Industrial area for example, we could promote the Agri-Food Industry.

I feel, that decision makers should take into consideration with the community concerns of growth by balancing Industrial/Commercial.

The Town of Picture Butte deserves this opportunity.

Thank you

Yves Leclair

NOTICE OF PUBLIC HEARING

TOWN OF PICTURE BUTTE IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW No. 936-23

To be held at **6:30 p.m., June 12th, 2023**

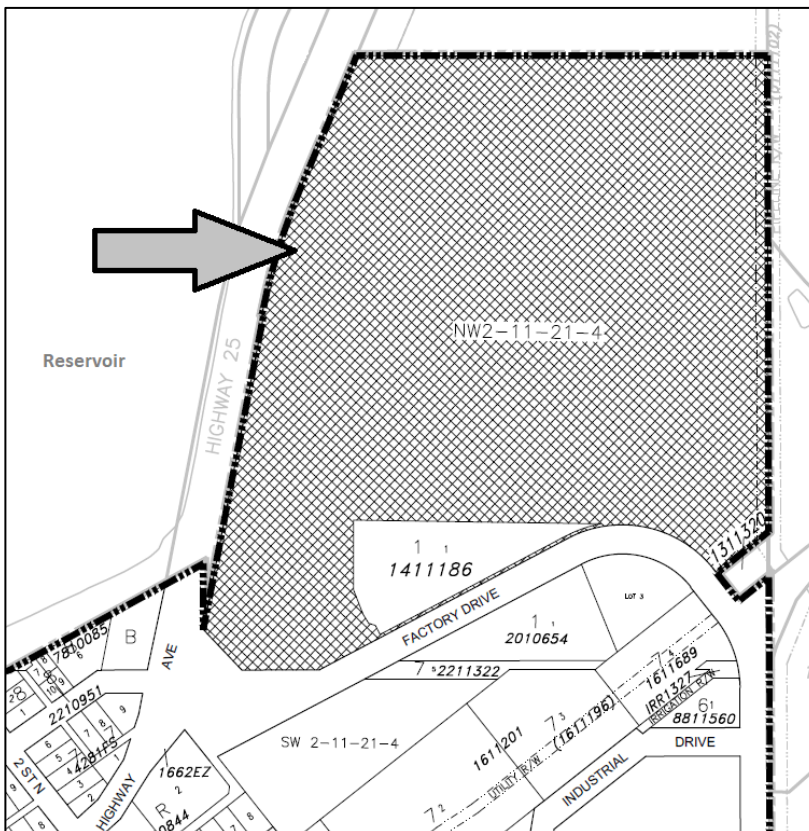
Town Of Picture Butte Council Chambers Online

Pursuant to the Municipal Government Act the Council of the Town of Picture Butte hereby gives notice of its intention to consider Bylaw No. 936-23, being an amendment to Land Use Bylaw No. 841-15.

The Council of the Town of Picture Butte has been requested to redesignate (rezone) a 46.05-acre parcel of land (**Portion of NW 2-11-21-W4**) located north of Factory Drive and east of Highway 25 and legally described as:

MERIDIAN 4 RANGE 21 TOWNSHIP 11 SECTION 2 THAT PORTION OF THE NORTH WEST QUARTER LYING EAST OF THE ROADWAY ON PLAN 1621 EZ, AND NORTH OF THE ROADWAY AND RAILWAY ON PLANS 1662 EZ AND RW 189 RESPECTIVELY CONTAINING 29.88 HECTARES (73.83 ACRES) MORE OR LESS EXCEPTING THEREOUT: PLAN NUMBER HECTARES ACRES HIGHWAY 3726 EZ 1.44 3.56 AND CUT-OFF 3726 EZ 0.793 1.96 ROADWAY 171 IX 0.437 1.08 SUBDIVISION 9312024 8.217 20.30 SUBDIVISION 1411186 1.065 2.63 EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME (Certificate of Title No. 211193805001) from **“Rural Urban Fringe – RUF” to “Industrial –I”** as shown below.

The purpose of the proposal is to accommodate the future subdivision and development of industrial land with respect to the Picture Butte North Industrial ASP Bylaw No. 923-22.



How to Submit Comments

If you would like to submit comments or require further information on this proposed bylaw please email keith@picturebutte.ca or call 403-732-4555, during normal business hours.

Please forward written submissions on or before June 8th at 4:00 PM.

How to Attend the Public Hearing

A public hearing to consider the proposed Bylaw will be held in person in Council Chambers at the Town office **6:30 p.m. on June 12, 2023.**

If you would like to speak at the public hearing or listen in, please contact Keith Davis at keith@picturebutte.ca by 4:00 p.m. on **June 8th, 2023.**

DATED at the Town of Picture Butte in the province of Alberta this 5th day of May 2023.

Keith Davis
Chief Administrative Officer
Town of Picture Butte



2023-05-10

S/Sgt. Mike Numan
Detachment Commander
Coaldale-Picture Butte

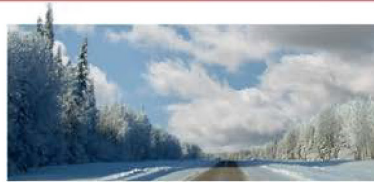
Dear Mayor Moore,

Please find attached the quarterly Community Policing Report that covers the January 1st to March 31st, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Picture Butte Detachment. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

The attached reporting along with your valued feedback will help ensure that our service delivery to your community is meeting your needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

S/Sgt. Mike Numan
Detachment Commander
Coaldale-Picture Butte



RCMP Provincial Policing Report

Detachment	Picture Butte
Detachment Commander	S/Sgt. Mike Numan
Quarter	Q4
Date of Report	2023-05-10

Community Consultations

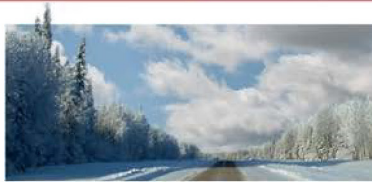
Date	2023-01-11
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Education session
Notes/Comments	Member arranged a meeting with Alberta Fish & Wildlife Officer. Coaldale-Picture Butte RCMP, Coaldale and Lethbridge County CPO's, Coaldale Fire Dept. members all in attendance. Information session put on explaining what services, tools, equipment, and knowledge base Fish and Wildlife officers can assist other agencies with. Members shared information to the rest of the detachment upon their return.

Delete Last Community Consultation	Add Additional Community Consultation
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Date	2023-01-16
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime reduction initiatives
Notes/Comments	Members met with LPS, High Risk Offender Unit and Lethbridge Parole Officer. Introductions, office tour and discussions about Parole process, violations, and better communication strategies between all agencies. All agencies will be attending HRO monthly meetings which will vastly improve communication.

Delete Last Community Consultation	Add Additional Community Consultation
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Date	2023-01-24
Meeting Type	Community Connection
Topics Discussed	Reconciliation
	Detachment Commander organized and hosted an Indigenous Blessing and Naming



Notes/Comments Ceremony for the new Coaldale Detachment. Elders, drummers, signers, and educators from the Piikani First Nation attended to share their culture with us. Many attended, including mayors, Reeves, Counsel, senior RCMP officers, media, and many other invited guests. Very passionate and moving ceremony that was enjoyed by all. Followed by lunch and socialization which was also very beneficial to all.

Delete Last Community Consultation
Add Additional Community Consultation

Date 2023-01-26

Meeting Type Meeting with Stakeholder(s)

Topics Discussed Victim Services

Notes/Comments Members met with Victim Services Coordinator. Discussed VSU program and the upcoming changes being made by the Province. Also answered some questions specific to the programs at Coaldale and Picture Butte VSU offices. That information was forwarded to the VSU coordinator for KDIV.

Delete Last Community Consultation
Add Additional Community Consultation

Date 2023-02-14

Meeting Type Meeting with Elected Officials

Topics Discussed Regular reporting information sharing

Notes/Comments Detachment Commander attended the Picture Butte Town Council meeting to present on Q3 stats, community events and highlights from this past quarter. Great discussion followed up by question and answer period.

Delete Last Community Consultation
Add Additional Community Consultation

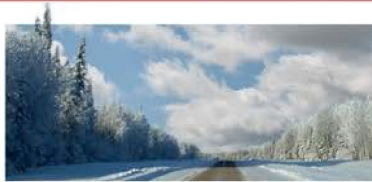
Date 2023-02-16

Meeting Type Community Connection

Topics Discussed Diversity

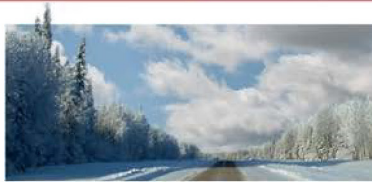
Notes/Comments The Royal Canadian Legion has requested participation of at least two RCMP Members in red serge. Cst. Geres from Coaldale Det attended in Red Serge and performed the require duties, socialized and enjoyed the event.

Delete Last Community Consultation
Add Additional Community Consultation



Date	2023-02-17
Meeting Type	Community Connection
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	<p>Members attended a Picture Butte Crime watch meeting. It was their first time meeting together since Covid.</p> <p>There was about 5 people in the meeting who have been running the rural crime watch since it started a few years ago. They have around 300 contacts in the area that are members of the crime watch, but they are not sure how to proceed now. They are worried that with local facebook groups posting crime in the area they are no longer useful.</p> <p>They currently have an agreement of funding from the county for \$1000 a year for 3 more years to support their system. They are not sure what to do with the money as their phone system is no longer operational.</p> <p>They are also looking for a local RCMP contact to keep in touch with.</p> <p>Cst. MacMillan assigned to be this group liaison officer and to assist with getting the group up and running again.</p>

Date	2023-03-02
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	<p>Members attended the Lethbridge County Counsel meeting to provide the Q3 update to Reeve and Counsel. Presentation completed, topics included Q3 Oct-Dec 2022 Stats review, 2021 - 2022 year to year stats comparison, Community initiatives, Community Priority updates, updated on Coaldale - Picture Butte merger progress, Detachment staffing level update, Lethbridge Airshow 2023, offer potential community safety presentations/towns halls in the future. Also answered any questions asked. Excellent meeting that was well received by all.</p>



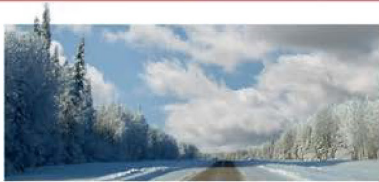
Date	2023-03-03
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Education Session
Notes/Comments	Detachment Commander attended the bi-annual School of Justice Studies Working Program Advisory Committee. An agenda will be sent prior to the meeting. We are including a tour of our experiential learning spaces as well as the driving simulator and research spaces. We also invite you to join us for dinner and networking. You will note that the PAC (Program Advisory Committee) occurs the day before our spring Networking Day for agencies and students. The purpose of a Program Advisory Committees is to provide a mechanism for academic programs at Lethbridge College to consult industry and seek input from relevant stakeholders. Advisory committee objectives are to ensure delivery of high quality, current and relevant programs that meet economic and social needs. The role of industry advisors is to provide perspective on current evidence-based operational best practices as well as trends in their field. For this group we are seeking representation from a diverse group of individuals to ensure that our PAC is fully representative of our community. Great meeting and tour of the facility.

Delete Last Community Consultation
Add Additional Community Consultation

Date	2023-03-08
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting information sharing
Notes/Comments	Member attended The High Risk Offender Southern Alberta meeting set for March 8 to discuss the High Risk/Prolific offenders that our different agencies deal with. Each agency/detachment/ is to bring any prolific offenders information to discuss them and the people that Parole, Probation and the different policing agencies have contact with. Very positive meeting that bring all agencies together to discuss common concerns and offenders. This will continue monthly.

Delete Last Community Consultation
Add Additional Community Consultation

Date	2023-03-28
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
	Detachment Commander attended the Town of Nobleford Town Counsel meeting for regular reporting of stats. Also discussed issues and concerns in the Town. Provided



Notes/Comments updates on many initiatives RCMP is undertaking along with new APP initiatives for the upcoming year. Planning for a Coffee with A Cop and Counsel session in community this spring. Question and answer session held. Also received praise from Counsel members on the noticed increase in Police presence in the Community recently.

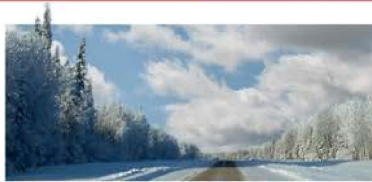
Delete Last Community Consultation
Add Additional Community Consultation

Date	2023-03-29
Meeting Type	Meeting with Stakeholder(s) ▼
Topics Discussed	Mental Health
Notes/Comments	<p>Members attended virtual training session on the HealthIM system. This is the use of an APP to screen Mental health calls for service that directly interfaces with the hospital that the patient will be brought to and will streamline the process for both the Police and Medical side.</p> <p>This was a "Train-the-Trainer" workshop where the training will be delivered to patrol supervision and then passed down to frontline members by the members who have received the training. We will provide training to the rest of the GD members at the detachment once we have a go live date later in April/May 2023.</p>

Delete Last Community Consultation
Add Additional Community Consultation

Date	2023-03-31
Meeting Type	Community Connection ▼
Topics Discussed	Youth
Notes/Comments	<p>Members attended the Noble Central school today and visited with the younger grades while they were on recess. We then answered questions in two classrooms with primary school aged kids. We finished off playing badminton with a high school gym class. It went well and the kids and staff seemed very happy to see us. The vice principal said that they always will welcome members just stopping by. Also, members were able to deal with a call for service of a student that had just ran away from the school and we were able to find her, return her to her step dad and have a meeting with staff and step dad.</p>

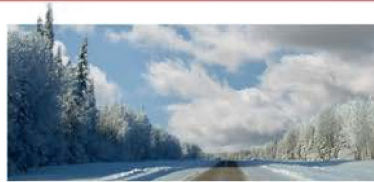
Delete Last Community Consultation
Add Additional Community Consultation



Community Priorities

<p>Priority 1</p>	<p>Police / Community Relations - Crime prevention - Prolific offenders</p>
<p>Current Status & Results</p>	<p>This goal was met with success early on in the year. However, additional progress was made this quarter with the addition of 6 prolific offenders, creation of a tracking board, and pro-active enforcement/check files on PROS. Great success.</p>
<p>Priority 2</p>	<p>Police / Community Relations - Police Visibility - Build Strong Police/Public Relationships</p>
<p>Current Status & Results</p>	<p>This objective has been extremely successful for the year. Expectations for 8 in the year was easily surpassed. This quarter continued to enjoy success as documented in the community tracker. This included Town Hall, recruiting, and safe communities presentations.</p>
<p>Priority 3</p>	<p>Traffic - Safety (motor vehicles, roads) - Enhance Road Safety</p>
<p>Current Status & Results</p>	<p>This objective has been very successful for this quarter and the year as a whole. Each month has had a traffic activity done per the Alberta Traffic Safety calendar. This quarter included intersections, distracted driving, and seatbelts. Excellent results obtained.</p>

Delete Last Priority
Add and go to Priority



Crime Statistics¹

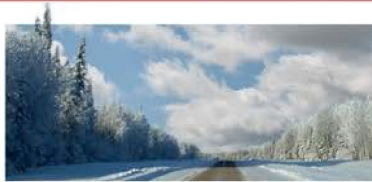
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	67	52	-22%	281	290	3%
<i>Persons Crime</i>	12	7	-42%	59	57	-3%
<i>Property Crime</i>	36	41	14%	178	162	-9%
<i>Other Criminal Code</i>	19	4	-79%	44	71	61%
Traffic Offences						
<i>Criminal Code Traffic</i>	0	1	N/A	5	3	-40%
<i>Provincial Code Traffic</i>	135	60	-56%	961	364	-62%
<i>Other Traffic</i>	0	1	N/A	2	1	-50%
CDSA Offences	0	0	N/A	1	0	-100%
Other Federal Acts	0	1	N/A	3	2	-33%
Other Provincial Acts	30	14	-53%	131	105	-20%
Municipal By-Laws	1	2	100%	25	13	-48%
Motor Vehicle Collisions	37	20	-46%	90	108	20%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Overall, all objectives and goals were met with great success for the year considering the substantial human resource shortage that we experienced for most of the period. We have finally been able to fill most of our vacancies and recently hired 3 new Cpl's that will improve supervision and provide real time guidance for the members. The ULQA's have been completed and recommendations implemented. With the Coaldale/Picture Butte Detachment merger recently being approved we will be able to provide better service and coverage to all communities in both detachment area's. The Coaldale and Picture Butte Detachment is well positioned for another excellent upcoming year. I am proud of the hard work and accomplishments made during this past year despite being short staffed, it goes to show the dedication and commitment our members have towards the communities we serve. S/Sgt. Mike Numan - Coaldale Picture Butte Detachment Commander.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	5	4	3	0
Detachment Support	2	1	1	0

²Data extracted on March 31, 2023 and is subject to change over time.

³Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the five established positions, four officers are working. There are three officers on special leave (three Medical leave). One of the positions is backfilled. There is no hard vacancy detected at this time.

Detachment Support: Of the two established positions, one resource is working. There is one resource on special leave (leave without pay). There is no hard vacancy detected at this time.

Quarterly Financial Drivers

This past quarter continued to be a challenge from a human resource perspective. Due to a variety of health reasons, there were multiple soft vacancies that occurred at different points throughout the quarter. The unusual amount of absences necessitated an increased amount in overtime payments to ensure appropriate Police service/coverage. Overall, the outlook going forward is cautiously optimistic and additional costs due to overtime are hoped/expected to drop significantly.



Picture Butte Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	1	0	1	N/A	N/A	0.1
Other Sexual Offences		0	0	2	0	0	N/A	N/A	0.0
Assault		9	5	3	11	3	-67%	-73%	-0.6
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	1	0	0	N/A	N/A	0.0
Criminal Harassment		2	1	2	1	2	0%	100%	0.0
Uttering Threats		2	1	2	0	1	-50%	N/A	-0.3
TOTAL PERSONS		13	8	11	12	7	-46%	-42%	-0.8
Break & Enter		3	4	11	1	11	267%	1000%	1.3
Theft of Motor Vehicle		6	2	6	4	6	0%	50%	0.2
Theft Over \$5,000		1	1	1	2	3	200%	50%	0.5
Theft Under \$5,000		5	7	12	8	10	100%	25%	1.1
Possn Stn Goods		1	2	3	1	2	100%	100%	0.1
Fraud		5	4	6	12	3	-40%	-75%	0.4
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	4	2	5	2	N/A	-60%	0.5
Mischief - Other		15	6	0	3	4	-73%	33%	-2.5
TOTAL PROPERTY		36	30	41	36	41	14%	14%	1.6
Offensive Weapons		5	0	2	2	1	-80%	-50%	-0.6
Disturbing the peace		3	1	0	2	1	-67%	-50%	-0.3
Fail to Comply & Breaches		8	1	14	12	2	-75%	-83%	-0.1
OTHER CRIMINAL CODE		2	0	1	3	0	-100%	-100%	-0.1
TOTAL OTHER CRIMINAL CODE		18	2	17	19	4	-78%	-79%	-1.1
TOTAL CRIMINAL CODE		67	40	69	67	52	-22%	-22%	-0.3



Picture Butte Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	0	0	0	-100%	N/A	-0.4
Drug Enforcement - Trafficking		1	0	1	0	0	-100%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	0	1	0	0	-100%	N/A	-0.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	0	1	N/A	N/A	0.1
TOTAL FEDERAL		3	1	1	0	1	-67%	N/A	-0.5
Liquor Act		1	3	0	0	0	-100%	N/A	-0.5
Cannabis Act		2	0	0	0	0	-100%	N/A	-0.4
Mental Health Act		19	9	12	17	5	-74%	-71%	-2.0
Other Provincial Stats		17	7	17	13	9	-47%	-31%	-1.0
Total Provincial Stats		39	19	29	30	14	-64%	-53%	-3.9
Municipal By-laws Traffic		0	0	2	0	0	N/A	N/A	0.0
Municipal By-laws		3	3	6	1	2	-33%	100%	-0.4
Total Municipal		3	3	8	1	2	-33%	100%	-0.4
Fatals		0	0	0	2	0	N/A	-100%	0.2
Injury MVC		3	3	0	2	2	-33%	0%	-0.3
Property Damage MVC (Reportable)		22	26	16	28	17	-23%	-39%	-0.8
Property Damage MVC (Non Reportable)		5	2	7	5	1	-80%	-80%	-0.5
TOTAL MVC		30	31	23	37	20	-33%	-46%	-1.4
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		406	318	228	135	60	-85%	-56%	-87.5
Other Traffic		4	4	1	0	1	-75%	N/A	-1.0
Criminal Code Traffic		3	5	1	0	1	-67%	N/A	-0.9
Common Police Activities									
False Alarms		3	6	5	5	8	167%	60%	0.9
False/Abandoned 911 Call and 911 Act		9	7	22	7	18	100%	157%	1.8
Suspicious Person/Vehicle/Property		19	9	25	12	14	-26%	17%	-0.7
Persons Reported Missing		0	1	0	1	1	N/A	0%	0.2
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		9	10	7	12	2	-78%	-83%	-1.2
Form 10 (MHA) (Reported)		0	0	3	1	0	N/A	-100%	0.1

**TOWN OF PICTURE BUTTE
IN THE PROVINCE OF ALBERTA
BYLAW NO. 936-23**

BEING a bylaw of the Town of Picture Butte in the Province of Alberta, to amend Bylaw No. 841-15, being the municipal Land Use Bylaw.

WHEREAS the purpose of the proposed amendment is to redesignate land (Portion of NW 2-11-21-W4) legally described as:

MERIDIAN 4 RANGE 21 TOWNSHIP 11 SECTION 2 THAT PORTION OF THE NORTH WEST QUARTER LYING EAST OF THE ROADWAY ON PLAN 1621 EZ, AND NORTH OF THE ROADWAY AND RAILWAY ON PLANS 1662 EZ AND RW 189 RESPECTIVELY CONTAINING 29.88 HECTARES (73.83 ACRES) MORE OR LESS EXCEPTING THEREOUT: PLAN NUMBER HECTARES ACRES HIGHWAY 3726 EZ 1.44 3.56 AND CUT-OFF 3726 EZ 0.793 1.96 ROADWAY 171 IX 0.437 1.08 SUBDIVISION 9312024 8.217 20.30 SUBDIVISION 1411186 1.065 2.63 EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME (Certificate of Title No. 211193805001)

(located north of Factory Drive and east of Highway 25) from '**Rural Urban Fringe – RUF**' to '**Industrial – I**', as shown on the map in Schedule 'A' attached hereto to accommodate the future subdivision and development of industrial land with respect to the Picture Butte North Industrial ASP Bylaw No. 923-22;

AND WHEREAS a Public Hearing, as required by Section 692 of the Municipal Government Act, will be held prior to second reading of this Bylaw;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Picture Butte, in the Province of Alberta, duly assembled does hereby enact the following:

1. The land (Portion of NW 2-11-21-W4) legally described above on Certificate of Title No. 211193805001 and as shown on the attached Schedule 'A' be designated as Industrial – I.
2. That the Land Use Districts map of the Town of Picture Butte Land Use Bylaw No. 841-15 be amended to reflect this designation.
3. Bylaw No. 841-15 being the Land Use Bylaw is hereby amended.
4. Final formatting and consolidation shall take place following the passage of the bylaw.
5. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 8th day of May, 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **second** time this _____ day of _____, 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **third** time and finally passed this _____ day of _____, 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis



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: 7 June 2023
To: Mayor, Council
From: CAO

Re: Shelters at Harry Watson Memorial and Lions Park

Background:

We have put in an insurance claim for all of our buildings due to the 2022 hail storm that went through Town. Within that assessment, damage and replacement costs have been identified and authorized for the two shelters that we have at the Harry Watson Memorial Park and Lions Park.

Harry Watson Memorial Park Shelter

This is located in the north of Harry Watson Memorial Park. The exterior is in good condition as shown below. The interior needs work, often gets vandalized and the concrete slab is in poor condition.



Photo of the exterior



Interior photo No. 1. (Looking east)



Interior photo No. 2 (Looking West)

The question is what we should do with these shelters now and into the future.

OPTIONS

1. Renovate the shelter by; Opening up the shelter so that it either has no walls or is a three sided shelter; removing the old chimney; installing tables and; fixing the concrete floor.
 - a. Advantages
 - i. Less vandalism opportunities to a structure that is open to the public
 - ii. Most camp shelters are fully open or have one wall.
 - iii. Having some walls I think is important due to the wind that we get here in Southern Alberta
 - iv. Removing the old chimney will open up the space
 - v. Campers could use it while camping at the campground.
 - b. Disadvantages
 - i. Investment is needed.
 - ii. Not as weather proof.
2. Demolish the shelter and either have no shelter or build another one besides the campground.
 - a. Advantages
 - i. Old structure so you can start new.
 - ii. No more vandalism.
 - iii. No maintenance costs
 - b. Disadvantages
 - i. No structure for campers
 - ii. Increase in cost for building a new shelter
3. Fully enclose the shelter so that is lockable and bookable.
 - a. Advantages
 - i. Limit use by undesirable individuals
 - ii. Prevent vandalism
 - iii. Provides shelter year round
 - b. Disadvantages
 - i. Becomes inaccessible to campers on weekends.
 - ii. Increase administration time creating bookings and key rentals.
 - iii. Costs to enclose the shelter

Recommendation:

To direct Administration to create a plan and budget on how to renovate the shelter located in Harry Watson Memorial Park and for Council to consider this presentation in their budget deliberations.

Rationale:

- Renovations need to occur to make it more presentable and less susceptible to vandalism. If this occurs I believe this shelter can be an asset to the Town and will be better utilized.
- It is a valuable asset to have next to the camp ground and baseball diamonds.
- Below are some pictures of other shelters that could be the model of the renovation.



Lions Park Shelter

This shelter is located in the east of Lions Park. It is in worse condition than the shelter at Harry Watson Memorial Park and also experiences vandalism on a regular basis. It does have power and water close by. The power is often used for community events once or twice a year.



Exterior Photo No.1



Exterior Photo No. 2



Interior Photo No. 1



Interior Photo No. 2



Interior Photo No. 3

What to do with this shelter?

With the building of the Lions Park bathroom with the room that can be rented out, this building has lost some of its previous purpose. It is still used once or twice in the year for community events that use it for a set up place and for power that is accessible from the outside of the building.

OPTIONS

1. Same as listed for the shelter at Harry Watson Memorial Park.
2. Use the existing concrete pad and build a recreation department garage/storage shed that would store maintenance equipment for the recreation department including; mowers, weed whippers, tools etc.
 - a. Advantages
 - i. Save operational time with staff not having to drive mowers back and forth from the Town shop.
 - ii. The existing shelter is somewhat redundant with the new Lions Park bathroom.
 - iii. Power is already to the building and water is close by.
 - b. Disadvantages
 - i. Increase in capital investment to convert the concrete pad into a storage garage.
 - ii. Community loses access to this shelter. Could plan to have power still accessible from the outside.
3. Enlarge the existing building to be able to accommodate an operational shop as well as a public facility that has a set up room and access to electricity.
 - a. Advantages
 - i. Same as option 2
 - ii. Public does not lose access to a facility
 - b. Disadvantages
 - i. Increase in capital investment.
 - ii. Questionable if the public would miss using this shelter.

Recommendation:

To direct Administration to create a plan and budget on how to convert the existing shelter into a storage shed/garage for the recreation department and for Council to consider this presentation in their budget deliberations.

Rationale:

- The shelter has become somewhat redundant with the new Lions Park bathroom
- Having mowers and everyday tools closer to where they are used makes operational sense.

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: May 25, 2023
To: Mayor, Council
From: Aaron Benson

Re: Shelter at the Dog Park for User Groups

Background:

- On May 25, 2023, The Town of Picture received a letter of Request from resident Kristie West. (*Attachment No. 1*).
- This letter is being placed in front of the Council because:
 - The structure intends to accommodate shelter for the dog park user groups; but also
 - The user group will purchase the shelter, pick up and assemble it.

Financial Implications:

- There are no financial implications for the purchase and to build the shelter by the user group. However, the maintenance of the building should be considered.

Recommendation:

- The Council reviews the information and approves or disapproves the shed to accommodate the community. However, the user group should be responsible for maintaining and having exterior sidings such as James Hardy, excavating, compacting, and placement of gravel and a concrete slab required to enhance the look and longevity of the building.

Strategic Plan Rationale or Other Reasoning:

- To allow the community to have shelter while using the dog park.

Alternate Options:

- N/A

Attachments:

1. Letter of Request.
2. Site photographs.
3. Proposed location of the shelter.

Submitted by:

Aaron Benson
Director of Operations

Site photograph and diagram: Represents the proposed Location.



Mayor and Council
Town of Picture Butte
120 4 Street N
Picture Butte, AB T0K 1V0

Re: Letter of Request – Shelter in Dog Park

Dear Mayor and Council:

This is a letter of request written on behalf of many of Picture Butte's dog owners, asking that you consider allowing us to build a shelter in the Picture Butte Dog Park. Funds for the structure will come from the money raised for the dog park improvements.

The dog park has been a success in our community and we want to continue to make improvements in it. The shelter we are currently considering is a 10 ft by 16ft cattle shelter. This will allow dog owners shelter from the elements while allowing their dog to enjoy the park. It will also allow us somewhere to attach solar lights for the dog park to be more usable year-round.

This shelter type has been successful at other dog parks such as the Taber dog park. We will have volunteers pay for, pick up and assemble the structure.

In conclusion, we are asking that Council please consider the addition of a shelter in the current dog park. We believe it would benefit many citizens and dog owners, further contributing to the park which is one component of the Town that makes Picture Butte such a great place to live.

Thank you,

Kristie West
Khalbert88@gmail.com

403-892-5180



UEA





UFA

Cattle Shelter - 10-ft x 16-ft

MODEL #BOL53713000-119,128@ | SKU #413181



[Write a Review](#)

CA\$2,799.00

In store/ Tailgate Pick-up

4 in stock at **LETHBRIDGE FARM SUPPLY**

[Change location >](#)

[View availability at other stores >](#)





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: 9 June, 2023

To: Mayor, Council

From: CAO

Re: Library Board Member Application

Background:

The Town has received an application from Bonnie Zacher to be a member of the Picture Butte Library Board. Below is a table outlining the current appointments to the Picture Butte Library Board. The Library Board can have up to ten members appointed by Council. If this appointment is approved there will be eight board members serving on the Picture Butte Library Board.

NAME	MEMBERS	APPOINTMENT	AUTHORITY	TRAINING REQUIRED
Picture Butte Municipal Library Board	Deputy Mayor de Kok	No more than 2 Councillors. 2 additional consecutive terms, 3 year terms	Bylaw No. 818-09	No
	Amanda Anderson	2nd term expires 15 Oct, 2025		
	Karen Kok	1st term expires 15 Jun, 2024		
	Theo Slingerland	1st term expires March, 2025		
	Jill Droogers	1st term expires Aug, 2025		
	Charlene Dooper	1 st term expires Dec, 2025		
	Estelle Anderson	1 st term expires May, 2026		
	Bonnie Zacher	1st term expires June, 2026		

Recommendation:

1. To appoint Bonnie Zacher to the Picture Butte Library Board for a three year term.

Submitted by: Keith Davis, CAO

Keith Davis

From: Bonnie Zacher <bzacher@atb.com>
Sent: Thursday, June 08, 2023 11:34 AM
To: Keith Davis
Subject: Volunteer for Picture Butte Library Board

Hey Keith, I hope you're having a great day.

I saw in the Chamber notes a while back that the Town is looking for volunteers to sit on the Library Board, and I'm hoping you'll consider me for a role with them. I'm a huge advocate of library services and their importance in the community, and I have some skills and experience I think could be helpful in supporting the goals of the library. Thanks very much for your time, and take care.

--

Bonnie Zacher
Branch Manager
Picture Butte

Office 403-732-7990
330 Highway Avenue
Picture Butte, AB T0K 1V0
atb.com



If you have received this email in error, please let me know by return email so I can make sure it doesn't happen again. Because emails can contain confidential and privileged material, I'd ask for your help by deleting it and any attachments. Thanks!

We like to keep people up to date with information about new products and services at ATB or changes that could affect you. You can check out more about ATB and CASL at <http://www.atb.com/important-information/privacy-security/Pages/ATB-and-CASL.aspx>

If you would like to unsubscribe from our updates, please use this URL - <http://www.atb.com/important-information/privacy-security/Pages/unsubscribe.aspx>



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: 9th June, 2023
To: Mayor, Council
From: CAO

Miscellaneous Items

- Tax credits for volunteer firefighters and Sunset Park lot sales have been processed.
- We looked into doing a bronze medallion course and there is not room in the schedule to facilitate it this year. We will plan to include it in the schedule for next year.
- A letter was sent to the Curling Club regarding their contract and fees. We have not heard anything from them.
- Chantel has created a shared calendar for community parades. Please let Chantel know if you would like to attend. We will then contact the Fire Department to see if we can have a ride along in their fire truck.

North County Recreation Complex study

A RFP was posted on the 23rd of May and closes on the 14th of June. This study will be assessing all of the information required for the Federal Government Grant called the Green and Inclusive Community Building grant. It will include an energy audit, physical condition assessment, functionality assessment and conceptual designs for any recommended upgrades with associated cost estimates.

Electric Car Charges

It is planned to have the concrete removed this week and the chargers installed afterwards.

Reciprocal Business Licence

This has been completed and a copy is included in this report.

Wastewater Project

As part of Alberta Environments (AE) approval process residents had opportunities to provide feedback regarding the required upgrades. There were a number of residents along Hwy 843 that provided feedback. AE have required the Town to reply to the residents regarding their concerns. I am still waiting on some technical information from WSP prior to responding to the residents. AE will then assess the Town's response before proceeding with the approval.

Sunset Park Phase 2

Has begun. The tin shed onsite has asbestos insulation in it. We are in the process of removing that and getting utilities disconnected so it can be demolished.

HOLIDAY STATUS

Days in lieu used 61 hrs out of 70 hrs

Accrued Holidays 30 days

Submitted by:

Keith Davis, CAO

**RECIPROCAL BUSINESS LICENCING
MEMORANDUM OF UNDERSTANDING**

WHEREAS the municipalities listed in Schedule A. recognize the importance of entrepreneurship and small businesses to their Communities;

WHEREAS these municipalities are committed to working together to foster entrepreneurship, promote small business and attract potential investment to their communities;

WHEREAS these municipalities understand the potential of home and community based businesses, electronic commerce, and the quality of life associated with smaller communities;

BE IT RESOLVED THAT the undersigned, on behalf of their communities;

1. Recognize and accept the validity of qualified reciprocal business licences issued by the aforementioned participating municipalities.
2. Will allow businesses that possess a qualified business licence from one of the aforementioned participating municipalities to conduct commercial enterprise in their municipality as per the following guidelines;
 - i. Home occupation and Commercial businesses with their home base in one of the participating municipalities listed in Schedule A. shall qualify for a reciprocal business licence.
 - ii. This agreement covers the offering of services only, and does not extend to the opening of new storefronts in the aforementioned participating municipalities.
 - iii. Reciprocal licencing will not apply to "Out of Town" businesses holding a licence in one of the participating municipalities listed in Schedule A.
 - iv. All participating municipalities will clearly mark on their qualifying business licence forms the word "reciprocal".
3. All participating municipalities shall retain the right to refuse any qualified reciprocal business licence issued by one of the other participating municipalities.

TERM


4. A participating municipality may serve notice to all other members by the 30th day of September of the current year that they intend to leave this Memorandum of Understanding on the 1st day of January of the following year.

This Memorandum of Understanding is effective the 30th day of April 2023.

Signed this 30th day of April, 2023.

SCHEDULE A
PARTICIPATING MUNICIPALITIES

TOWN OF COALHURST


Lyndsay Montana (May 26, 2023 11:40 EDT)

Mayor

TOWN OF MAGRATH


Byrne Cook (May 26, 2023 12:22 MDT)

Mayor

TOWN OF NOBLEFORD


Joan Boeder (May 26, 2023 09:46 MDT)

Mayor

TOWN OF PICTURE BUTTE


Cathy Moore (May 26, 2023 12:19 MDT)

Mayor

TOWN OF RAYMOND


Jim Depew (May 26, 2023 10:18 MDT)

Mayor

VILLAGE OF BARONS


Daniel Doell (May 10, 2023 14:58 MDT)

Mayor

VILLAGE OF STIRLING


Trevor Lewington (May 10, 2023 14:12 MDT)

Mayor



Town of Picture Butte

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.*

Director of Operations Monthly Report

May 29 – June 7, 2023

Current Public Works Activity

- **Sunset Phase II:** The contractor is in progress with the installation of the water line and sanitary lines. All the catch basins are completed on the sanitary lines and being backfilled. The shed is in the progress of asbestos removal and will be removed off-site by June 10, 2023.
- **Pickleball Courts:** 2 pickleball courts are now completed and opened inside the tennis courts.
- **Cor Van Raay & Community Aquatic Centre:** The facility was opened on June 5, 2023, 1 week ahead of schedule.
 - Staff are adding the 2 new shade umbrellas for the facility. However, additional shade should be required for the public.
- **Lions Park & Playground:** The LNID has granted the Town permission to turn on the water. The water has been on since the beginning of June 2 2023.
 - New irrigation system is in progress and will be completed in June 2023.
 - New bulk mulch around the trees is in progress.
- **Streets:**
 - Line painting is completed on 4th Street except for the centre line. The contractor is in the progress of having this done in the middle of June 2023.
 - Concrete sidewalk repairs are to start towards the middle of June 2023.
 - Asphalt repairs are to start in the middle of June 2023.
 - Dust control has been ordered for 2nd Street and around the recycling on 4th Street. TBD on when the County of Lethbridge will do this work.
 - Crack sealing has started and finished on all of 8th Street N and Rosewood Ave, N. PW will continue to do additional crack sealing when additional materials arrive on site.
- **Staff:** Public Works has hired a local summer student to the team for the Parks and Recreational Department.
- **Planting Trees:** A contractor has been hired and work to plant the 58 different species of trees is to be completed by the end of June, 2023.
- **Dog Park:** The dog fountain is completed.

RECOMMENDATION:

That Council receives, for the information, the Director of Operations report for the period of May 29, 2023 – June 7, 2023.

Prepared by: Aaron Benson Date: June 7, 2023
Respectfully presented to: Council Date: June 12, 2023

Site Diagram: Represents the Water and Sanitary work completed.



AR110942

June 8, 2023

Dear Chief Elected Official or Library Board Chair:

In late April, the Minister of Municipal Affairs contacted you, inviting submissions to the 2023 Minister's Awards for Municipal and Public Library Excellence, with submissions being accepted until June 15, 2023. Since that time, communities across the province have been facing challenges due to wildfires, evacuations, and difficult weather conditions. As expected, the level of collaboration and support in managing these challenges has been extensive and once again demonstrates the strength and resilience of Albertans, our local governments, and library boards.

Recognizing that these challenges have required considerable time and attention, we are extending the deadline for submissions to the Minister's Awards program to **July 15, 2023**. Municipalities and library boards are encouraged to share their successes in the following categories:

- **Building Economic Strength (open to all municipalities)** – The award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – The award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – The award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.

.../2

- **Public Library Services (open to library boards serving a population under 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – The award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – The award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – The award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community.

Further details about eligibility and submission requirements are available at www.alberta.ca/ministers-awards-municipal-public-library-excellence.aspx.

Municipalities can send their questions about the program to municipalexcellence@gov.ab.ca or reach a program advisor at 780-427-2225 (toll-free by first dialing 310-0000).

Library boards can send their questions about the program to libraries@gov.ab.ca or reach a program advisor at 780-427-4871 (toll free by first dialing 310-0000).

Again, the extended deadline for submission is **July 15, 2023**. I encourage you to share your success stories.

Sincerely,

Brandy Cox
Deputy Minister

OLDMAN RIVER REGIONAL SERVICES COMMISSION

ANNUAL REPORT





MESSAGE FROM THE CHAIR AND CAO

Image, cover: Village of Stirling, ORRSC; Image, above: Town of Nanton, ORRSC

“Synergy – the bonus that is achieved when things work together harmoniously” – Mark Twain

On behalf of the Executive Committee, Board of Directors, and staff we are pleased to present to you the 2022 Annual Report of the Oldman River Regional Services Commission (ORRSC). As a shared service, we continue to realize and appreciate the benefits of our commission model for land use planning and GIS services.

The shared service model allows for more efficient use of resources. By combining resources and expertise, the Commission can provide quality planning and GIS services at a lower cost and these savings are passed on to our members, making land use planning and GIS more affordable for all. The model promotes collaboration and knowledge-sharing among different municipalities. This allows for a more holistic approach by considering the broader regional context, in addition to the needs of individual municipalities. As the Commission is comprised of representatives from multiple municipalities, there is a greater degree of oversight and input from a variety of stakeholders. By working together, we can create growth and development opportunities that can benefit and promote the entire region.

The Commission is an extension of our member municipalities and their organizational structure. This relationship allows municipal staff to work closely with Commission planning and GIS departments to fulfill the needs of your communities. The Commission has the professional experience and historical knowledge of our member municipalities to provide professional planning advice and specific GIS innovation to meet the desires of our members and their individual needs. However, the Commission’s viability faces challenges from outside private planning and GIS consultants. The Commission’s existence and success relies on the work provided to us by our members. To broaden service capabilities, ORRSC continually seeks to be fully staffed in a competitive job market and has worked to develop strong relationships with government ministries and outside agencies. Municipalities are encouraged to discuss their long-term planning and future GIS needs with ORRSC staff to allow for balanced workloads while considering municipal priorities.

MESSAGE FROM THE CHAIR AND CAO CONTINUED

We strongly believe that the shared service commission model will continue to be a success and by working together we can provide sound, affordable planning and GIS services that benefit our member municipalities and the region. The Commission looks forward to continuing its work with our member municipalities and creating a bright future for our communities in 2023. At the Executive level, we would like to thank Don Anderberg (Town of Pincher Creek), Christopher Northcott (Vulcan County), Jesse Potrie (Town of Coalhurst), Brad Schlossberger (Town of Claresholm), Neil Sieben (Town of Raymond), and posthumously Ian Sundquist (M.D. of Willow Creek), for their continued support and leadership.

Lastly, we thank you - each of our professional and dedicated staff, each of our member municipalities and each of our GIS partners - for your continued commitment and partnership. Together, we can work to ensure that the future of the Commission remains bright and continues to enrich your communities.



GORD WOLSTENHOME
Chair



LENZE KUIPER
Chief Administrative Officer

Image: Village of Milo, ORRSC



ABOUT ORRSC

The Oldman River Regional Services Commission (ORRSC) provides a spectrum of land use planning, subdivision, GIS, drone photography, and assessment review services to municipalities spanning the Oldman, Milk, and Bow River watersheds. 2022 marked our 67-year anniversary of embodying an exemplary shared service approach to regional service delivery. Going forward, we will continue to champion municipal perspectives—sustaining the legacy of southern Alberta as a region where meaningful connections to place are experienced.

Established under Part 15.1 of the **Municipal Government Act (MGA)**, this service commission is a cooperative effort of its member municipalities in southwestern Alberta who have created an organization to provide municipal planning advice to its members.

WHEN WAS ORRSC ESTABLISHED?

ORRSC has a long planning history in southern Alberta and has evolved from various forms since 1955 when it first started as the Lethbridge District Planning Commission. In 1996, following changes to the MGA a new chapter in regional planning had begun, and the Oldman River Intermunicipal Service Agency (ORISA) was formed. In 2003, as a result of consistent growth ORISA needed to expand outside their existing office space in the basement of the Lethbridge County building, resulting in the need to become a Regional Commission to satisfy property and liability needs of the organization, where it remains today.

WHO IS ORRSC TODAY?

In 2022, ORRSC was comprised of 39 member municipalities, 40 appointed members to the Board of Directors, and 20 staff members. ORRSC continues to provide land use planning support and other services to our members.

Image: Vulcan County, ORRSC



1955-2022

67 YEARS SERVING
SOUTHERN ALBERTA

WHAT WE DO

The **Municipal Government Act** requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory long-range planning documents. ORRSC is contracted by its member municipalities and provides advice and assistance to Administration and Council regarding land use planning, subdivision, and other planning related concerns.

But ORRSC is not only planning services, we are also comprised of a robust GIS Department who offers a multi-faceted approach to the world of displaying and providing geographic information to our member municipalities and their residents. The GIS Department also provides services such as producing maps, plotting, GPS acquisition, and a variety of geographic analysis tools and modules.

Our services include:

- Preparing Statutory Plans - Municipal Development Plans, Intermunicipal Development Plans, Area Structure Plans, etc.
- Subdivision Processing & Finalization
- Regional Subdivision and Development Appeal Board
- Regional Assessment Review Board
- Quarterly Periodical
- Development Training
- Professional Planning Advice
- GIS Services & Data Acquisition
- Mapping Services
- Drone Photography

Image: Town of Fort Macleod, ORRSC



76

bylaw amendments were implemented for existing Intermunicipal Development Plans, Land Use Bylaws, and Municipal Development Plans in 2022*

*as of December 31, 2022



EXECUTIVE COMMITTEE

Image: Municipal District of Willow Creek No. 26, ORRSC

The Executive Committee is elected by their peers on the Board of Directors and are delegated the responsibility of financial and administrative matters, such as budget preparation, approval of accounts, and policy and procedure review. In accordance with its governing Bylaw, the Board of Directors works to elect a minimum of 2 Rural Members to ensure their is equal representation of all Member Municipalities fulfilling the roles of the Executive Committee. At the Organizational Meeting held on December 2, 2021 the following Members were elected:

GORDON WOLSTENHOLME

Chair, Town of Fort Macleod

DON ANDERBERG

Vice Chair, Town of Pincher Creek

CHRISTOPHER NORTHCOTT

Vulcan County

JESSE POTRIE

Town of Coalhurst

BRAD SCHLOSSBERGER

Town of Claresholm

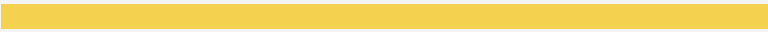
NEIL SIEBEN

Town of Raymond

IAN SUNDQUIST*

Municipal District of Willow Creek

*Mr. Ian Sundquist passed away on Saturday, August 21, 2022 after a long battle with cancer. Ian served as a Councillor in the Municipal District of Willow Creek for 27 years. During this time he spent 8 years on the Board of Directors, 5 of which were spent on the Executive Committee where he provided irreplaceable knowledge and experience to our organization. At the Regular Board of Directors Meeting held on Thursday, September 1, 2022 the Board chose to have the Executive Committee continue to operate as a membership of 6 in lieu of Ian's passing for the remainder of 2022.



BOARD OF DIRECTORS

As of December 31, 2022, including former members of 2022.

Image: Village of Hill Spring, ORRSC

Colin Bexte
Village of Arrowwood

Kent Bullock
Village of Barnwell

Dan Doell
Village of Barons

Mike Wetzstein
Town of Bassano

Ray Juska
City of Brooks

Roger Houghton
Cardston County

Allan Burton
Town of Cardston

Sue Dahl
Village of Carmangay

James Smith
Village of Champion

Trevor Wagenvoort
Village of Champion - Former Member

Brad Schlossberger
Town of Claresholm

Jesse Potrie
Town of Coalhurst

Tanya Smith
Village of Coutts

Dave Slingerland
Village of Cowley

Dave Filipuzzi
Municipality of Crowsnest Pass

Dean Ward
Municipality of Crowsnest Pass

Stephen Dortch
Village of Duchess

Kole Steinley
Village of Duchess - Former Member

Gordon Wolstenholme
Town of Fort Macleod

Mark Peterson
Village of Glenwood

Suzanne French
Village of Hill Spring

Morris Zienstra
Lethbridge County

Brad Koch
Village of Lomond

Gerry Baril
Town of Magrath

Peggy Losey
Town of Milk River

Dean Melnyk
Village of Milo

Victor Czop
Town of Nanton

Marinus de Leeuw
Town of Nobleford

Teresa Feist
Town of Picture Butte

Henry de Kok
Town of Picture Butte - Former Member

Tony Bruder
Municipal District of Pincher Creek

Don Anderberg
Town of Pincher Creek

Ronald Davis
Municipal District of Ranchland

Neil Sieben
Town of Raymond

Don Norby
Town of Stavely

Matthew Foss
Village of Stirling

John DeGroot
Municipal District of Taber

John Turcato
Municipal District of Taber - Former Member

Raymond Coad
Town of Vauxhall

Christopher Northcott
Vulcan County

Richard DeBolt
Town of Vulcan

David Cody
County of Warner

Marty Kirby
Village of Warner

Scott Alexander
Village of Warner - Former Member

Evan Berger
Municipal District of Willow Creek

Ian Sundquist
Municipal District of Willow Creek - Former Member

39
MEMBER
MUNICIPALITIES

ORRSC STAFF

ADMINISTRATION

Lenze Kuiper

Chief Administrative Officer (2005)

Raeanne Keer

Executive Assistant (July 2022)

Sherry Johnson

Bookkeeper (1981)

Tara Cyderman

Executive Assistant (2020-April 2022)

PLANNING

Mike Burla

Senior Planner (1978)*

Diane Horvath

Senior Planner (2000)

Gavin Scott

Senior Planner (2007)

Madeleine Baldwin

Planner (2019)**

Maxwell Kelly

Assistant Planner (2019)

Hailey Winder

Planner (2019-Dec 2022)

Steve Harty

Senior Planner (1998)

Bonnie Brunner

Senior Planner (2007)

Ryan Dyck

Planner (2013)

Jennifer Maxwell

Subdivision Technician (2015)

Kattie Schlamp

Assistant Planner (April 2022)

GIS

Jaime Thomas

GIS Analyst (2005)

Mladen Kristic

CAD/GIS Technologist (2006)

Yueu Majok

CAD/GIS Technologist (2017)

Jordan Thomas

GIS Analyst (2006)

Kaylee Sailer

CAD/GIS Technologist (2013)**

Carlin Groves

GIS Technician (2019)

* M. Burla retired in February 2022, and continued as a contracted employee for the remainder for 2022.

** M. Baldwin and K. Sailer both left for maternity leave in February 2022.

Image: Municipal District of Pincher Creek No. 9, ORRSC



RECOGNITION OF SERVICE

We would like to acknowledge the years of dedication of our long standing board members and staff for reaching milestones with our organization in 2022.

BOARD OF DIRECTORS

5+ Years

Tanya Smith, Village of Coutts
Dean Ward, Municipality of Crowsnest Pass
Dave Filipuzzi, Municipality of Crowsnest Pass
Suzanne French, Village of Hill Spring
Morris Zienstra, Lethbridge County
Peggy Losey, Town of Milk River
Marinus de Leeuw, Town of Nobleford
Henry de Kok, Town of Picture Butte
David Cody, County of Warner
Ian Sundquist, Municipal District of Willow Creek

10+ Years

Don Anderberg, Town of Pincher Creek

15+ Years

Gordon Wolstenholme, Town of Fort Macleod

20+ Years

Brad Koch, Village of Lomond

30+ Years

Ron Davis, Municipal District of Ranchland

ORRSC STAFF

5+ Years

Ryan Dyck, Planner
Yueu Majok, CAD/GIS Technologist
Jennifer Maxwell, Subdivision Technician
Kaylee Sailer, CAD/GIS Technologist

15+ Years

Bonnie Brunner, Senior Planner
Mladen Kristic, CAD/GIS Technologist
Lenze Kuiper, Chief Administrative Officer
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst
Jordan Thomas, GIS Analyst

20+ Years

Steve Harty, Senior Planner
Diane Horvath, Senior Planner

40+ Years

Mike Burla, Senior Planner
Sherry Johnson, Bookkeeper



GIS & PLANNING PROJECTS

Image: Municipal District of Taber, ORRSC

GIS Projects

Work Order Module (Completed)

- This module allows users to create and track work orders associated with all types of municipal infrastructure. A geographic interface was developed to allow public works to create detailed planning when it comes to future and on-going infrastructure projects.

Asset Management Mapping and Reporting Module (Commenced)

- This module will allow users to track asset inventories and create reports that will fulfill Tangible Capital Asset Program requirements.

Planning Projects

As we continue to move through the lingering changes and challenges from the COVID-19 pandemic, a sense of normalcy has begun to return to planning projects and public engagement opportunities throughout 2022. Our professional support to our member municipalities, and collaboration with outside agencies, has continued to grow, ranging from traditional in-person meetings to virtual discussions, creating more opportunities to actively engage municipalities and landowners.

In 2022, we worked to complete numerous statutory plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans. We also provided planning advice and support to assist our members with intermunicipal disputes and mediation, annexation discussions, and attendance at Provincial Board hearings. Work continued with a variety of Land Use Bylaw reviews and updates while working with our members to ensure that each of their unique land use needs continued to be addressed. The year also allowed for a number of new projects to be initiated such as land use strategies, new land use bylaws, recreational space designs, and policy reviews.

GIS & PLANNING PROJECTS

CONTINUED

Planning Projects CONTINUED

Again this year, our Planners were provided with the opportunity to work with the Miistakis Institute. Miistakis' mission is to bring people and ideas together to promote healthy communities and landscapes, and work to ensure that their innovative research is accessible to communities and decision makers. Planners assisted by participating in the Connectivity Risk Assessment Tool Working Group and advising on the Ecological Corridor Overland Feasibility Study. The results of those projects can be leveraged by member municipalities in their own planning processes.

Moving into 2023, our Planners continue to work towards completing several projects, initiating new projects, and continuing to provide valuable planning support to our members.

Image: County of Warner, ORRSC



CHINOOK INTERMUNICIPAL SDAB

The Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB) was established in 2019 and is an independent quasi-judicial board comprised of appointed persons from the participating member municipalities. The Chinook Intermunicipal SDAB is a Regional Board which provides numerous benefits to its member municipalities, such as shared access to a large pool of trained Board members, supplied trained Clerks, less recruitment initiatives, and less time, commitment and cost on administration of an individual municipality to manage their community specific SDAB. ORRSC offers in-house training for both member and non-member municipalities to ensure board members meet the legislative training requirements.

36

Individuals trained for Subdivision and Development Appeals Boards over 5 training sessions

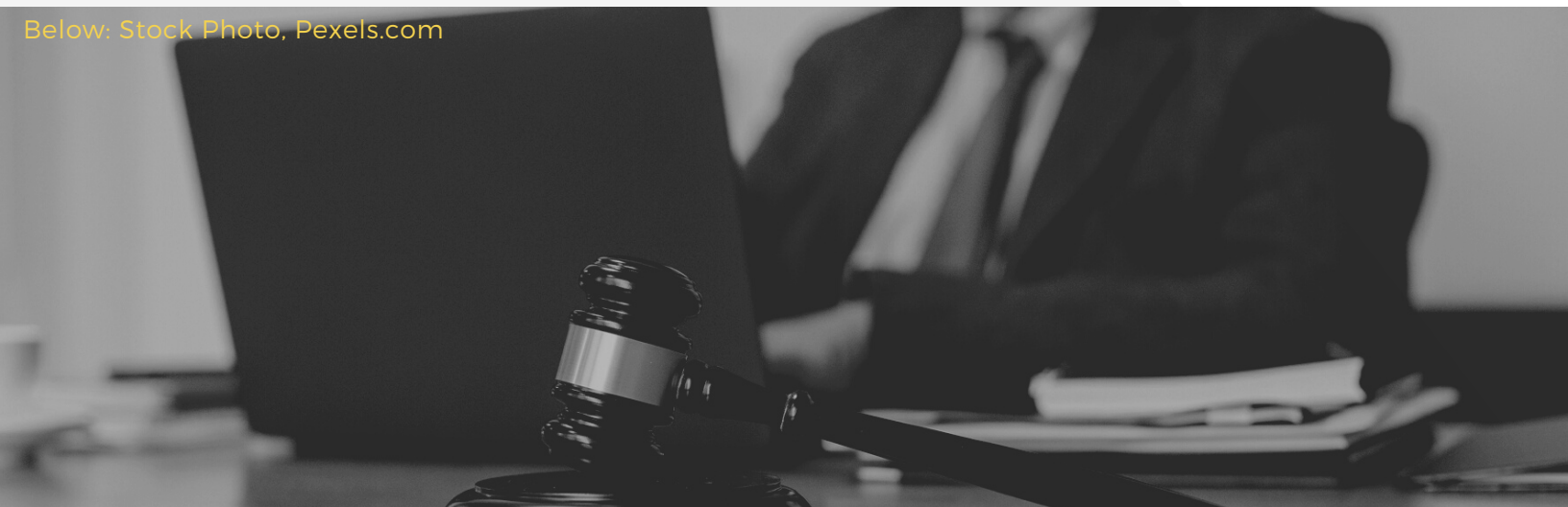
13

Subdivision and Development Appeal Board hearings processed

54

Members appointed to the Chinook Intermunicipal Subdivision and Development Appeal Board

Below: Stock Photo, Pexels.com



REGIONAL ASSESSMENT REVIEW BOARD

The Regional Assessment Review Board (ARB) is a long-standing quasi-judicial board established under the **Municipal Government Act**, and is responsible for making decisions regarding property assessment complaints. The assessment complaint system was founded on the principle that taxpayers have the right to an understandable, effective, timely, efficient, objective, and procedurally fair complaint appeal process. The Regional ARB is comprised of both appointed lay-members and Councillors from participating municipalities; in 2022 the ARB was comprised of 32 Board Members,

ARB's are intended to ensure that complaints are administered consistently throughout the province and that qualified people, who have completed the mandatory training, consistently administer and adjudicate complaints throughout the province.



18 Assessment Review Board Hearings held
across various Member Municipalities



16 Residential Assessment Complaints Filed
16 Commercial Assessment Complaints Filed



14 Assessment Complaints Withdrawn

Below: Stock Photo, Pexels.com



SUBDIVISION STATISTICS

A total of 190 subdivision applications were processed during the 2022 calendar year. The status of these applications, as of December 31, 2022, are as follows:

168 Approved or Approved on Conditions

1 Withdrawn or Expired

20 Pending

5 Appeals

MEMBER MUNICIPALITY	# of Subdivisions	Boundary Line Adj	DECISION				NEWLY CREATED LOTS (By Use)									TOTAL
			A or A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc		
Cardston County	25	3	22	1	1	1	7	-	-	14	11	-	2	-	34	
City of Brooks	5	2	3	-	-	2	4	-	-	-	-	-	-	-	4	
County of Warner No. 5	10	6	10	-	-	-	-	-	-	6	2	3	-	-	11	
Lethbridge County	29	5	26	-	-	3	1	1	2	18	4	1	-	-	27	
Municipal District of Pincher Creek No. 9	11	3	9	-	-	2	-	-	2	5	2	-	-	-	9	
Municipal District of Ranchland No. 66	0	0	-	-	-	-	-	-	-	-	-	-	-	-	0	
Municipal District of Willow Creek No. 26	13	1	13	-	-	-	4	2	1	9	1	-	-	-	17	
Municipal District of Taber	27	7	23	-	-	4	35	-	2	18	1	-	-	-	56	
Municipality of Crowsnest Pass	14	9	12	-	-	2	42	1	-	-	-	1	-	-	44	
Town of Bassano	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Cardston	2	2	2	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Claresholm	3	6	1	-	-	2	-	2	-	-	-	-	-	-	2	
Town of Coalhurst	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Fort Macleod	2	1	1	-	-	1	-	-	-	-	1	-	-	-	1	
Town of Magrath	2	1	2	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Milk River	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Nanton	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Nobleford	3	2	3	-	-	-	6	-	-	-	-	-	-	-	6	
Town of Picture Butte	3	2	3	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Pincher Creek	2	1	2	-	-	-	-	-	-	-	-	-	1	-	1	
Town of Raymond	9	3	8	-	-	1	60	2	-	-	-	7	-	-	69	
Town of Stavely	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Vauxhall	2	-	2	-	-	-	5	-	-	-	-	-	-	-	5	
Town of Vulcan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Arrowwood	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Barnwell	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Barons	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Carmangay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Champion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Coutts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Cowley	1	-	1	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Duchess	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Glenwood	2	-	2	-	-	-	18	-	-	-	-	-	-	-	18	
Village of Hill Spring	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Lomond	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Milo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Stirling	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Warner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Vulcan County	19	9	17	-	-	2	-	-	18	8	3	-	3	1	33	
TOTAL	190	63	168	1	1	20	190	8	25	78	25	12	6	1	345	

NOTE: Lot count includes Pending Decisions as of December 31, 2022

PERIODICAL

2022 EDITIONS

Spring 2022

**Confined Feeding
Operations**

Summer 2022

Cryptocurrency Mining

Fall 2022

Short-term Rentals

Winter 2022

Wildfire Resilience

WHAT IS THE PERIODICAL?

The ORRSC Periodical is a quarterly publication focusing on planning topics of a regional interest and the promotion of planning best practices.

The Periodical is researched, written, and designed in house by ORRSC Staff.

WHAT IS THE GOAL?

- To provide a regular research based topic report for municipalities for educational purposes, and for use at other levels, such as academic institutions and professional organizations.
- To help facilitate planning discussions and support informed and effective decision making namely in land use bylaws and statutory plans.
- To bring attention to matters of a regional interest.
- To provide operational efficiency by reducing redundancy in staff research and reporting.

WHERE CAN I READ IT?

Copies of current and past editions of the Periodical can be found at www.orrsc.com.

Image: Town of Magrath, ORRSC



FINANCIAL STATEMENTS

The following pages consist of the Independent Auditor's Report prepared by KMPG LLP.

Financial Statements of

**OLDMAN RIVER
REGIONAL SERVICES
COMMISSION**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP
3410 Fairway Plaza Road South
Lethbridge AB T1K 7T5
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2022, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

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 auditors' report.

We are independent of the Commission in accordance with the 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 Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, 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 Commission'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 Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission'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 auditors' 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 the financial statements.

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 Commission'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 Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Commission 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 represents the underlying transactions and events in a manner that achieves fair presentation.
- 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.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 13, 2023

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Assets		
Current assets:		
Cash and short-term deposits	\$ 460,068	\$ 580,803
Accounts receivable (note 3)	51,631	66,082
Prepaid expenses and deposits	11,356	15,689
	<u>523,055</u>	<u>662,574</u>
Cash not available for current operations	350,035	342,707
Capital assets (note 4)	502,140	533,872
	<u>\$ 1,375,230</u>	<u>\$ 1,539,153</u>

Liabilities

Current liabilities:		
Accounts payable and accrued liabilities	\$ 241,114	\$ 266,194
Deferred revenue	20,000	20,000
	<u>261,114</u>	<u>286,194</u>
Long-term debt	40,000	40,000
Net assets:		
Unrestricted	221,941	336,380
Invested in capital assets	502,140	533,872
Internally restricted	350,035	342,707
	<u>1,074,116</u>	<u>1,212,959</u>
Commitments (note 6)		
	<u>\$ 1,375,230</u>	<u>\$ 1,539,153</u>

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 13)	2022 Actual	2021 Actual
Revenue:			
Municipal contributions	\$ 941,573	\$ 941,570	\$ 926,318
GIS member fees	556,608	556,608	572,026
Application fees	300,000	249,815	260,410
Other revenue	59,700	99,058	56,977
Service fees	400,000	85,759	729,264
Finalization fees	-	64,144	63,246
Interest income	12,000	24,509	5,439
Extension fees	-	6,210	9,245
	<u>2,269,881</u>	<u>2,027,673</u>	<u>2,622,925</u>
Expenses:			
Salaries and benefits	2,014,830	1,855,012	2,023,814
Occupancy costs	34,200	48,193	36,937
Software licenses and equipment	104,000	44,384	56,783
Repairs and maintenance	15,001	36,855	37,055
Telephone	16,000	27,895	25,997
Miscellaneous	1,250	22,798	16,232
Staff travel	13,000	13,945	15,476
Consulting	1	11,465	5,519
Public relations	2,000	10,513	12,567
Professional fees	13,000	9,000	11,480
Office and general	5,500	8,233	9,927
Janitorial	6,000	7,502	5,389
Members' fees	5,000	6,144	6,700
Staff training and conferences	7,000	5,170	2,120
Printing and duplicating	4,500	4,937	6,735
Advertising	5,000	4,863	5,850
Postage	7,500	4,135	10,803
Land titles office	2,500	3,008	2,002
Members' travel	8,000	1,646	1,564
Interest and bank charges	-	1,014	585
Amortization	-	39,804	49,133
	<u>2,264,282</u>	<u>2,166,516</u>	<u>2,342,668</u>
Excess (deficiency) of revenues over expenses before the undernoted item	5,599	(138,843)	280,257
Other income:			
Gain on disposal of capital assets	-	-	15,773
Excess (deficiency) of revenues over expenses	\$ 5,599	\$ (138,843)	\$ 296,030

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Financial Assets

December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Excess of revenue over expenses	\$ 5,599	\$ (138,843)	\$ 296,030
Acquisition of tangible capital assets	--	(8,072)	(23,472)
Proceeds on disposal of tangible capital assets	--	--	23,055
Gain on disposal of tangible capital assets	--	--	(15,773)
Amortization of tangible capital assets	--	39,804	49,133
	5,599	31,732	32,943
Increase (decrease) of prepaid expenses	--	4,333	(7,018)
Change in net financial assets	5,599	(102,778)	321,955
Net financial assets, beginning of year	663,398	663,398	341,443
Net financial assets, end of year	\$ 668,997	\$ 560,620	\$ 663,398

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ (138,843)	\$ 296,030
Items not involving cash:		
Amortization	39,804	49,133
Gain on disposal of capital assets	-	(15,773)
	(99,039)	329,390
Changes in non-cash operating working capital:		
Accounts receivable	14,452	12
Prepaid expenses and deposits	4,333	(7,018)
Accounts payable and accrued liabilities	(25,081)	42,249
Deferred revenue	-	20,000
	(105,335)	384,633
Capital activities:		
Purchase of capital assets	(8,072)	(23,472)
Proceeds on sale of capital assets	-	23,055
	(8,072)	(417)
Financing activities:		
Proceeds of long-term debt	-	40,000
Increase (decrease) in cash and short-term deposits	(113,407)	424,216
Cash and short-term deposits, beginning of year	923,510	499,294
Cash, end of year	\$ 810,103	\$ 923,510
Cash is represented by:		
Cash and short-term deposits	\$ 460,068	\$ 580,803
Cash not available for current operations	350,035	342,707
	\$ 810,103	\$ 923,510

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2022

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan ("LAPP"). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2022 the Commission did not have any liabilities associated with contaminated sites.

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2023, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2022.

(ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2023.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

3. Accounts receivable:

	2022		2021	
Trade receivables	\$	46,990	\$	61,150
Goods and services tax		4,641		4,932
	\$	51,631	\$	66,082

4. Capital assets:

	2022		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	392,071	381,326
General contents	280,461	267,448	13,013
Other equipment	13,678	13,097	581
Vehicles	53,411	42,499	10,912
Computer	173,446	157,138	16,308
	\$ 1,374,393	\$ 872,253	\$ 502,140

	2021		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	376,182	397,215
General contents	275,986	264,000	11,986
Other equipment	13,678	13,097	581
Vehicles	53,411	37,822	15,589
Computer	169,849	141,348	28,501
	\$ 1,366,321	\$ 832,449	\$ 533,872

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2021.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

6. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately \$7,284.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it is to continue on a year to year basis until written notice of termination on December 31, 2023.

7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, as such, the Commission is economically dependent on its members.

8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2022	2021
Total debt limit	\$ 1,013,836	\$ 1,311,463
Total debt	(40,000)	(40,000)
Amount of debt limit unused	\$ 973,836	1,271,463
Debt servicing limit	\$ 202,767	262,293
Debt servicing	(40,000)	-
Amount of debt servicing limit unused	\$ 162,767	\$ 262,293

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

9. Accumulated surplus

	2022	2021
Net assets:		
Unrestricted	221,941	336,380
Investment in capital assets	502,140	533,872
Internally restricted	350,035	342,707
	1,074,116	1,212,959

Internally restricted net assets is comprised of the following:

	2022	2021
Operating reserve fund	175,017	171,353
Capital reserve fund	175,018	171,354
	350,035	342,707

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

10. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 281,764 employees of approximately 435 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 8.45% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.80% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.80% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2022 were \$137,670 (2021 - \$156,677). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2022 were \$123,539 (2021 - \$142,045).

At December 31, 2021 the Plan disclosed an actuarial surplus of \$11.9 billion.

11. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

12. Budget information:

The budget information was approved by the Board on December 2, 2021.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

13. Comparative information:

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

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Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, March 1, 2023
Coaldale Hub (2107-13th Street)
In-person and Online via Teams

Attendance (in-person)

Board Members:

Bekkering, Garth – Town of Taber
Chapman, Bill - Town of Coaldale
Degenstein, Dave – Town of Milk River
Feist, Teresa - Town of Picture Butte
Foster, Missy – Village of Barnwell
Harris, Merrill – M.D. of Taber, Board Chair
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Kirby, Martin – Village of Warner
Weistra, Ed – Village of Barons

Attendance (online) – Board Members

Jensen, Melissa – Town of Nobleford
Montina, Lyndsay – Town of Coalhurst
Payne, Megan – Village of Coutts
Plumtree, Margaret - Town of Vauxhall

Absent – Board Members

Jensen, Kelly – Town of Raymond
Nilsson, Larry – Village of Stirling

Staff (in-person):

Morrison, Zakk - Executive Director
Florence-Greene, Evelyn – Accounting Assistant
Hashizume, Linda – Executive Assistant

Call to Order

M. Harris called the meeting to order at 4:09 p.m.
Carried Unanimously

Approval of Agenda

T. Feist moved the Board approve the agenda as amended.
6 b) New Business – 2023 Interim Budget
Carried

Minutes

E. Weistra moved the minutes of the February 1, 2023, FCSS Board meeting be approved as presented.
Carried

Ed Weistra

Business Arising from Minutes

All Councils Meeting

The All-Councils meeting has been set for:

Date: April 5, 2023

Venue: Civic Square, Coaldale

Registration: 5:30 pm

Dinner: 6:00 pm

Program to follow.

The Board decided on a cash bar.

Strategic Planning

G. Bekkering moved the Board hold the Strategic Planning Meeting on Tuesday June 20, from 9:00 a.m. to 4:00 p.m. at Coyote Flats Pioneer Village, Picture Butte.

Carried Unanimously

Correspondence

The following correspondence was presented for information:

- 2023-01-18 Minister of Seniors, Community and Social Services – Jeremy Nixon
- Family and Community Support Services Association of Alberta (FCSSAA) Newsletter – February 2023

L. Hickey moved the Board receive the correspondence as presented for information.

Carried Unanimously

Reports

Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- Drive Happiness partnership with FCSS and Lethbridge Senior Citizens Organization (LSCO).
- New Funding
 - Employment and Social Development Canada (Enabling Accessibility Fund – Youth Innovation Component).
 - Employment and Social Development Canada (Canada Service Corps).
- The Community Volunteer Income Tax Program is available to all eligible residents in the Barons-Eureka-Warner FCSS service area.
- Conference for LGM Service Providers poster provided to the Board for information.

The Board tasked Z. Morrison to research Drive Happiness further and bring information back to the Board.

mtk
AM

J. Heggie moved the Board approve the Executive Director’s Report as presented.

Carried

Financial Report

Z. Morrison reviewed the Financial Report.

E. Weistra moved the Board approve the March, 2023 Financial Report including:

- Financial statement for January 31, 2023;
- Monthly accounts for January 1 -31, 2023;
- Mastercard statement for January 13 to February 10, 2023.

The Board tasked Administration to research options for using ATB Mastercard points earned.

New Business

South Region Meeting

Z. Morrison report the South Region meeting will be held on May 24th, 2023. Further details will be communicated when received.

2023 Interim Budget

Z. Morrison presented the proposed interim budget for 2023.



**Barons-Eureka-Warner
FCSS
Interim Budget 2023**

	2022 Budget Revenue	UNAUDITED 2022 Actual Revenue	Interim 2023 Budget Revenue
REVENUE			
Provincial FCSS Funding	1,428,896	1,428,896	1,428,896
Municipal Requisitions	425,022	425,022	433,696
Carry Forward	0	0	0
Interest Income	5,000	18,425	12,000
Revenue Other	26,000	38,505	6,395
Family Resource Network (FRN)	588,500	583,198	588,500
Project Grant Funding	42,512	90,198	266,003
TOTAL	\$2,515,930	\$2,584,245	\$2,735,490

*M.H.
Z*

	2022	UNAUDITED	Interim
	Budget	2022 Actual	2023 Budget
EXPENDITURES	Expenses	Expenses	Expenses
Counselling Services	548,375	535,250	596,320
Family Services	611,480	622,806	712,568
Program Support	282,098	296,462	281,248
Senior & Volunteer Services	203,947	211,651	218,165
Youth Services	239,018	282,999	72,686
Family Resource Network (FRN)	588,500	583,198	588,500
Project Grant Funding	42,512	23,390	266,003
TOTAL	<u>\$2,515,930</u>	<u>\$2,555,756</u>	<u>\$2,735,490</u>
Excess (deficiency) of Revenue over expenditures		<u>\$28,489</u>	

M. Harris proposed future interim budgets be presented at the December Board meeting.

E. Weistra moved the Board approve the interim budget as presented.
Carried Unanimously.

Round Table

The Board tasked Z. Morrison to draft a simple policy regarding meetings in absence of the public (closed session) policy and bring back to the Board for their approval.

- Z. Morrison distributed Ministry Business Plans:
- Children’s Services Business Plan 2023 – 2026
 - Seniors, Community and Social Services Business Plan 2023 – 2026

G. Bekkering inquired about the statement on the Children’s Services Business Plan regarding post intervention supports.

Z. Morrison responded that supports are in place when a child leaves care and returns to their families.

L. Hickey inquired about senior supports in the Rural municipalities.

Z. Morrison responded that part of the FCSS mission is to enhance lives and support seniors living independently as long as they are able to. Our approach is cooperative and sensitive to the needs to the communities we serve.

- FCSS staff communicate with local Senior Centre’s to see how we can be of assistance to them.
- Seniors Coffee Chat is run in the Lodges in a number of our communities.
- FCSS staff provide documentation assistance.

- Seniors bi-annual conferences.

B. Chapman reported he is on the Board for SAKA (Southern Alberta Kanadier Association) and provided an update.

Z. Morrison shared about the Homelessness Project in Taber being conducted by Safe Haven.

Date of Next Meeting

The date of the next regular Board meeting will be April 5, 2023, at the Coaldale Hub (2107-13th Street) in-person and online (via Teams). The 2023 All Councils meeting will immediately follow at the Coaldale Civic Square with registration starting at 5:30 pm.

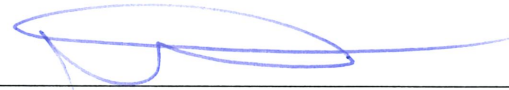
Adjournment

E. Weistra moved the meeting adjourn at 5:41 p.m.

Carried Unanimously



Chairperson



Executive Director

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, April 5, 2023
Coaldale Hub (2107-13th Street)
In-person

Attendance (in-person)

Board Members:

Bekkering, Garth – Town of Taber
Chapman, Bill - Town of Coaldale
Degenstein, Dave – Town of Milk River
Doell, Daniel – Village of Barons
Feist, Teresa - Town of Picture Butte
Foster, Missy – Village of Barnwell
Harris, Merrill – M.D. of Taber, Board Chair
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Jensen, Kelly – Town of Raymond
Jensen, Melissa – Town of Nobleford
Kirby, Martin – Village of Warner
Payne, Megan – Village of Coutts
Nilsson, Larry – Village of Stirling
Plumtree, Margaret - Town of Vauxhall

Absent – Board Members

Montina, Lyndsay – Town of Coalhurst

Staff (in-person):

Morrison, Zakk - Executive Director
Florence-Greene, Evelyn – Accounting Assistant
Weaver, Kaitlynn – Outreach Services Supervisor

Call to Order

M. Harris called the meeting to order at 4:03 p.m.

Carried Unanimously

Approval of Agenda

D. Degenstein moved the Board approved the agenda as presented.

Carried Unanimously

Minutes

M. Foster moved the minutes of the March 1, 2023, FCSS Board meeting be approved as presented.

Carried Unanimously

m.H
2/4

Business Arising from Minutes

Drive Happiness

K. Weaver presented community needs and statistics for Drive Happiness services to the Board.

The Board discussed the presentation.

T. Feist moved the Board accepts the information presented by Kaitlynn Weaver for information.

Carried Unanimously

Proposed Barons-Eureka-Warner (BEW) FCSS Governance Policy Update

Z. Morrison reviewed the memo regarding the proposed Governance Policy Update related to Board meetings – Meeting in Absence of the Public.

The Board discussed the Governance Policies as related to Board meeting – Meeting in Absence of the Public.

D. Degenstein moved the Board accept the proposed section 2.5 – Board meetings – Meetings in Absence of the Public of the BEW FCSS Governance Policy *and directed Administration to update the policy.*

Carried Unanimously

Delegation

Audited Financial Statements

B. Bettger of KPMG presented the Year End Audited Financial Statement for December 31, 2022.

The Board discussed the Draft Year End Audited Financial Statement for December 31, 2022.

L. Hickey moved the Board approve the Year End Audited Financial Statement for December 31, 2022, as presented.

Carried Unanimously

Barrett Bettger left the meeting at 4:44 p.m.

Reports

Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- Alberta Health Services provided Barons-Eureka-Warner FCSS families with 75 home safety kits to increase awareness of Poison Prevention Month in March. The kits included Grip'n Twist Doorknob covers, Wide Grip Latches, Plug Protectors, Locking Storage bag and Cupboard locks.

L. Nilsson moved the Board approve the Executive Director's Report as presented.

Carried Unanimously

Financial Report

Z. Morrison reviewed the Financial Report.

B. Chapman moved the Board approve the April 2023 Financial Report including:

- Financial statement for February 28, 2023;
- Monthly accounts for February 1-28, 2023;
- Mastercard statement for February 11 to March 10, 2023.

Carried Unanimously

Round Table

Z. Morrison reviewed the agenda for the All Councils meeting. Centerpieces designed by staff are to be taken back to each individual municipality by the representing Board Member.

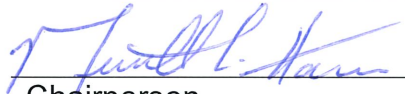
Date of Next Meeting

The date of the next regular Board meeting will be May 3, 2023, at the Coaldale Hub (2107-13th Street) in-person and online (via Teams).

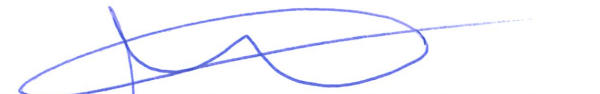
Adjournment

G. Bekkering moved the meeting adjourn at 5:30 p.m.

Carried Unanimously



Chairperson



Executive Director

