



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 26th 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 – 12th June, 2023

4.0 PUBLIC HEARING

5.0 DELEGATION

5.1 Sarah Van Gunst – Terry Fox Fun Run

5.2 Mark Lowe PBHS – FarmEd Requests

6.0 REQUESTS FOR DECISION

6.1 Bylaw No. 937-23 Amending Bylaw for Bylaw No. 923-23 North Industrial Area Structure Plan

6.2 Policy 509 Ice Rental Policy

6.3 Arena Off Season Rental Policy

6.4 Building upgrades – Facia and Council Chambers

6.5 1st Quarter 2023 Variance Report

6.6 Shade Structures

6.7 AB Municipalities Conference Registration

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

10.0 CORRESPONDENCE

10.1 Jan Tichler Letter – Seniors dinner

10.2 Alberta Municipal Affairs – Minister Ric McIver

- 10.3 Oldman Watershed Council – AGM invitation
- 10.4 Sam Gillies Letter – Pickleball Courts
- 10.5 Municipal Affairs – Invitation to meet with Minister Ric McIver
- 10.6 Barons Family Fun Day Invitation

11.0 INFORMATIONAL ITEMS

- 11.1 Alberta Volunteer Awards
- 11.2 Carmangay parade invitation
- 11.3 FCSS Report to Municipalities: Counselling Services

12.0 CLOSED SESSION

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, June 12th, 2023 AT 6:30 PM

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

ABSENT: Mayor C. Moore

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

1.0 CALL TO ORDER

Deputy Mayor de Kok called the Regular Council Meeting to order at 6:30 p.m.

2.0 ADOPTION OF THE AGENDA

176 2306 12 MOVED by Councillor Feist that the agenda be approved as amended:
ADD: 12.2 Curling Club Contract

CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – May 29th, 2023

177 2306 12 MOVED by Councillor Papworth that the Regular Council Meeting minutes
of May 29th, 2023 be approved as presented.

CARRIED

4.0 PUBLIC HEARING

Administration spoke to the proposed Bylaw No. 936-23 Land Use Bylaw Amendment – Redesignation Rural Urban Fringe to Industrial.

4.1 Submissions

4.1.1 In Person Submissions

4.1.1.1 Ask for Those in Favour

Yves Leclair was present at the meeting to support the proposed bylaw.

4.1.1.2 Ask for Those Opposed

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

4.1.2 Written Submissions

4.1.2.1 Ask for Those in Favour

Lethbridge County submitted a written response stating that they had no objections to the proposed bylaw.

Yves Leclair submitted a letter in favour of the proposed bylaw with feedback to consider.

4.1.2.2 Ask for Those Opposed

There were no written submissions opposed to the proposed bylaw.

4.2 Adjourn Public Hearing

Deputy Mayor de Kok adjourned the public hearing at 6:37 p.m.

M. Lowe entered the meeting at 6:45 p.m.

5.0 DELEGATION

5.1 RCMP – S/Sgt. Mike Numan

Staff Sergeant Numan addressed Council with a 1st Quarter recap of the detachment. Members have been busy with community engagements in the area already surpassing the target of 8 events for the year. Members have been meeting with elected officials in municipalities, Victim Services, and other police services. They have met with the local Rural Crime Watch group here in Picture Butte and assigned a liaison officer to help them further their group. There are three new corporals at the detachment filling vacancies. The priorities this quarter remain the same: Crime prevention – prolific offenders, Police visibility, and traffic enforcement. Council has noticed more RCMP visibility in Town. Sergeant Numan always encourages everyone to call in the crimes. The more calls, the more stats and the more resources we can put to the places we know need it.

M. Numan left the meeting at 6:53 p.m.

5.2 PBHS – Mark Lowe & Raeann

Mark Lowe spoke to Council about the possibility of allowing the high school to house animals as part of a partnership with the Turin 4H Club. They have verified with 4H that the program can be associated with the current FarmEd program at the school. They currently have five town students interested and excited in the program. These kids wouldn't have access to the program otherwise because they don't live on a farm and can't house the animal. Council requested that Mr. Lowe and the students put together a proposal that includes how many animals they would like to have, what types of animals, what types of shelters and where the shelters would be located. Council can take a look at the request but it would require public consultation if it were to move forward. In the fall the high school will also be entering into a dual-credit program with the Lethbridge College for the FarmEd program.

M. Lowe left at 7:05 p.m.

6.0 REQUESTS FOR DECISION

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

178 2306 12 MOVED by Councillor Feist to approve the second reading of Bylaw No. 936-23 Land Use Bylaw Amendment – Redesignation.
CARRIED

179 2306 12 MOVED by Councillor Thomson to approve the third and final reading of Bylaw No. 936-23 Land Use Bylaw Amendment – Redesignation.
CARRIED

6.2 Park Shelters

Administration discussed fixing up the shelters at the Baseball diamonds and the Lions Park. Options will be brought back to Council for next year's budget deliberations.

6.3 Dog Park Shelter

180 2306 12 MOVED by Councillor Papworth to approve the request for a dog park shelter with the conditions that a development permit be applied for, the shelter be placed on a concrete pad, and the shelter have siding installed.
CARRIED

6.4 Library Board Appointment

181 2306 12 MOVED by Councillor Feist to appoint Bonnie Zacher to the Picture Butte Library Board for a three year term.

CARRIED

7.0 MAYOR'S REPORT – None this meeting

8.0 COUNCIL'S REPORT

8.1 Council's Report

Deputy Mayor de Kok advised Council of his recent activities:
June 6 Attended the Senior's Dinner hosted by Council

Councillor Feist advised Council of her recent activities:
May 31 Attended a Chinook Arch Board meeting
June 1 Attended an Oldman River Regional Services Commission meeting
June 6 Attended the Senior's Dinner hosted by Council
June 8 Attended the FCSS Senior's Week Event

Councillor Papworth advised Council of her recent activities:
May 31 Attended Lethbridge Northern 4H Club Event
June 6 Attended the Senior's Dinner hosted by Council
June 8 Attended a Chamber of Commerce meeting
June 9 Attended a Green Acres Tour of Abbey Road Terrace

Councillor Thomson advised Council of his recent activities:

May 26 Attended a Southern Alberta Energy from Waste Association meeting
June 6 Attended the Senior's Dinner hosted by Council

182 2306 12 MOVED by Councillor Papworth that the Council Reports be accepted as presented.

CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

183 2306 12 MOVED by Councillor Thomson to accept the CAO Report as presented.

CARRIED

9.1.1 Director of Operations Report

184 2306 12 MOVED by Councillor Papworth to accept the Director of Operations Report.

CARRIED

10.0 CORRESPONDENCE

10.1 Municipal Affairs – Minister's Awards for Municipal and Public Library

185 2306 12 MOVED by Councillor Feist to receive and file 10.1 Municipal Affairs – Minister's Awards for Municipal and Public Library.

CARRIED

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

186 2306 12 MOVED by Councillor Feist to receive and file Informational Items 11.1 - 11.3.

CARRIED

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 16 – STARS 2023 Pledge

12.2 FOIP Act Division 2 Section 24 – Curling Club

187 2306 12 MOVED by Councillor Thomson to close the meeting in accordance with Division 2 Section 16 & 24 of the Freedom of Information and Protection of Privacy Act to discuss STARS 2023 Pledge and Curling Club at 7:41 p.m.

CARRIED

188 2306 12 MOVED by Councillor Papworth to open the meeting to the public at 8:05 p.m.

CARRIED

189 2306 12 MOVED by Councillor Feist to inform STARS that the Town will not be continuing their pledge of \$1 per capita per year as a result of the \$57,000 payment to them for this Council term.

CARRIED

190 2306 12 MOVED by Councillor Thomson to direct Administration to write a letter to the Curling Club stating that the Town is willing to enter into a four-year lease with the Curling Club at \$27,192 a year. Council will review the Curling rink revenues and expenses yearly and if it is determined that the Curling Club is overpaying a refund will be issued to the Curling Club.

CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for June 26th, 2023 beginning at 6:30 p.m.

191 2306 12 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: 23 June, 2023
To: Mayor, Council
From: CAO

Re: Bylaw No. 937-23 Amending Bylaw for Bylaw No. 923-22 North Industrial Area Structure Plan

Background:

In February, 2022 Council passed Bylaw No. 923-22 North Industrial Area Structure Plan (ASP). This document outlines the planning standards required for the future development of the land we annexed from the County. The ASP also included a possible lot layout for a future industrial lot subdivision.

At the regular Council meeting on the 8th of May, 2023 Council reviewed an alternate lot layout for a future industrial lot subdivision and directed Administration to give feedback to the landowner that included:

- Increasing the density of the proposed subdivision
- Changing the cul-de-sac to a through road that connects to the north Highway access.
- Keeping a landscaped green area between the highway and front/back of the industrial lots.

The landowner has prepared an amended Area Structure Plan for the North Industrial lands. We received this on Wednesday the 21st of June and have not done a full review of the proposed changes. As Council is breaking for summer we are bringing the amending Bylaw No. 937-23 to Council to do 1st reading tonight.

With first reading done, Administration will fully review the document, give any needed feedback, notify interested parties, set a public hearing date, and advertise. We will work so that the public hearing and possibly 2nd and 3rd reading can occur on the 28th of August. We thought that we should proceed with 1st reading even though we haven't fully reviewed the document in order to keep the process moving. The alternate is to not bring this to Council until the 28th of August, do 1st reading and then take another month for advertising and the public hearing process.

Brief Review Highlights

- **Lot layout**
 - Proposed to have 20 lots.
 - Town initial plan had 33 lots
 - RME 1st edition had 6 lots.
- **Road Network**
 - Will connect to Hwy 25 near the current Auction mart
 - Have road connections that can be facilitate future development to the east
 - Change to access off Factory Drive, near bend in road, need further analysis
 - RME 1st edition was a cul-de-sac.

Recommendation:

1. To do 1st reading of Bylaw No. 937-23 Amending bylaw for Bylaw No. 923-22 North Industrial Area Structure Plan and to provide any feedback necessary.

Submitted by: Keith Davis, CAO

**TOWN OF PICTURE BUTTE
IN THE PROVINCE OF ALBERTA
BYLAW NO. 937-23**

A BYLAW OF THE TOWN OF PICTURE BUTTE IN THE PROVINCE OF ALBERTA TO AMEND THE NORTH INDUSTRIAL AREA STRUCTURE PLAN BYLAW No. 923-22.

WHEREAS in accordance with Section 633 of the Municipal Government Act, RSA-2000, Chapter M-26, and all amendments thereto, the Council of the Town of Picture Butte deems it advisable to adopt amendments to the North Industrial Area Structure Plan Bylaw No. 923-22;

AND WHEREAS the purpose of proposed Bylaw No. 937-23 is to amend the existing plan and enable the redesign of the lot layout and road network of the plan area to enable future subdivision and development for highway commercial and industrial land within the north area of Picture Butte;

AND WHEREAS the municipality wishes to provide for orderly growth and development to occur;

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, the Council of the Town of Picture Butte in the Province of Alberta hereby enacts as follows:

1. That the amendments to the North Industrial Area Structure Plan Bylaw No. 923-22 attached hereto as Schedule "A" and forming Bylaw No. 937-23 be adopted.
2. Final formatting and consolidation shall take place following the passage of the amending bylaw.
3. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 26th day of June 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **second** time this _____th day of August 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **third** time and finally passed this _____th day of August 2023.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis



4015 7 Street SE, Calgary AB T2G 2Y9, T: 403.254.0544 F: 403.254.9186

June 20, 2023

Our Reference: 28286

Town of Picture Butte

120 – 4th Street North

Box 670

Picture Butte, Alberta

T0K 1V0

Attention: Town of Picture Butte, Planning Services

Reference: Rocky Mountain Equipment – North Industrial Area Structure Plan Amendment

Rocky Mountain Equipment (RME) is requesting an amendment to the North Industrial Area Structure Plan (ASP) (Bylaw No. 923-22) to accommodate industrial development in line with current market trends.

RME is a consolidator of agriculture and construction equipment dealerships which employ nearly 800 people directly and serves tens of thousands more customers and their employees. Operating 45 dealerships across Alberta, Saskatchewan and Manitoba as well as serving customers radiating beyond those three provinces, RME is committed to providing their equipment partners with a reliable and consistent experience.

RME consistently partners with and provides support when needed to local agricultural. Based on the goal of being a dependable partner, RME supports organizations and community groups and provides financial support for those who contribute to the strengthening of the agricultural and construction industry where we live and work.

The following provides a description of the proposed amendment to the North Industrial ASP, including **Schedule A** which provides the proposed concept plan to articulate the vision for the site and illustrate RME's intent for development.

The following items are appended to this covering report:

Appendix A – Current ASP with proposed track changes to text

Appendix B – North Industrial Supporting Studies Review

Appendix C – ASP Schedule A (revised ASP Figures)

1.0 Contextual Information

Site Location

The legal description for the subject site is NW Sec 2-11-21-W4M and the municipal address is 101 Factory Drive N. The parcel is located east of Highway 25 and north of an existing industrial subdivision in Picture Butte, within the North Industrial ASP.

Topography

The subject area is relatively flat, with elevations ranging from 907.0 m in the northwest to 905.6 m in the southeast.

Land Ownership

The plan area is approximately 18.99 hectares (46.93 acres) and is made up of two parcels that are currently owned by RME, as shown in Table 1.1.

Table 1.1 Land Ownership

Parcel Number	Certificate of Title Number	Landowner	Legal Description	Ha	Ac
1	211193805001	RME VENTURES GP INC	NW 2-11-21 W4M	18.64	46.05
2	211193805	RME VENTURES GP INC	Lot 1, Block 1, 1411186	1.07	2.64
Total				19.71	48.69

2.0 Type of Development

Proposed land uses

The majority of the subject site is currently zoned Rural Urban Fringe, while Lot 1 Block 1 Plan 1411186 is zoned Industrial. The proposed land use for the entire subject area is intended to be Industrial, which generally aligns with the ASP which allows predominately Industrial uses with the possibility of incorporating Highway Commercial at appropriate locations. At this time, RME has submitted an application to redesignate the entire site to Industrial.

3.0 Lot Layout

Proposed lotting

The updated land use concept proposes 20 industrial lots of varying sizes. Lot sizes are intended to be flexible to allow for a range of industrial uses. Lots may be consolidated or further subdivided to respond to market demand.

The following amendments to Section 3.2 of the ASP are proposed:

*The proposed lot layout (see **Schedule A**) provides for 20 lots and takes into account the following considerations:*

- *new lots should be designed to serve the needs of a wide range of highway commercial and industrial uses*
- *lots should provide a range of sizes to accommodate different businesses and be able to be combined if necessary, to accommodate larger developments*
- *highway commercial lots should have good visibility and be orientated to Highway 25 and Factory Drive*
- *lots should have access to a logical internal road network that has the potential to connect to adjacent land in the future*

Schedule A shows 20 lots that can accommodate a variety of industrial development. The lots meet the minimum lot size requirements in the land use bylaw. The proposed lots are similar in size to many of the existing industrial lots on 2 Street South within the town. Businesses that require a larger or smaller area may combine adjacent lots or further subdivide large lots to meet their needs

The plan area may be developed in phases, based on market demand and servicing infrastructure plans. Map 5 – Development Phasing illustrates a potential two phase build-out scenario. The west portion with the highway commercial use and the south portion just north of Factory Drive would be the logical area for the First Phase to be planned and developed.

3.2.1 Lot layout and sizes shall generally conform to the lot layout shown in **Schedule A**.

3.2.2 Developers/landowners may combine or further subdivide lots at the subdivision stage if different lot sizes are required based on market demand without requiring an amendment to the ASP, at the discretion of the Town.

4.0 Road Network

Access to the subject site will be provided from the existing service road to the north, which connects to Highway 25, and in the south via Factory Drive. The proposed road network, shown in **Schedule A**, provides efficient flow of traffic through the plan area, with potential to connect east to undeveloped land in Lethbridge County in the future.

The following amendments to Section 3.3 of the ASP are proposed:

There is an existing dedicated 30 m wide service road right-of-way on the land to the north, which is currently used for parking for the Picture Butte Auction Market. The internal road network will connect to this service road in the northwest corner of the subject site to provide access to Highway 25. The most northerly internal roadway could eventually be extended to the east if the adjacent land is ever developed. To ensure smooth flow of traffic and easy access to individual lots by truck and trailers, interior roads should have a minimum 20-metre right-of-way.

5.0 Utility Servicing

As noted in the North Industrial Supporting Studies Review (attached), the servicing layout has been modified as shown in **Schedule A**.

Water servicing

The water system will be connected to the main located at the north end of Crescent Avenue, approximately 40 metres west of the intersection of Highway 25 and Crescent Avenue. A 300 mm diameter HDPE water main will be installed under Highway 25 by direct drill to allow Highway 25 to remain in service during construction. The watermain will continue along the east property line going north along Highway 25 to connect to the future roadway 400 metres north in the new development. A stub connection will be installed on the east side of Highway 25 and Factory Drive to allow for future looping along Factory Drive. Fire hydrants will be located to provide adequate coverage in the road right-of-way.

Sanitary servicing

The sanitary sewer will consist of a gravity system connected to a lift station with a forcemain. The forcemain will be connected to the sanitary manhole located near the water main tie-in location at the north end of Crescent Avenue east of Highway 25. The forcemain will be installed by direct drill under Highway 25 and will follow parallel to the watermain on the east side of the property line along Highway 25 to the future roadway. Lot service connections and the sanitary main system will drain by gravity to the lift station so it can be pumped to the manhole at the tie-in location.

Stormwater Drainage

The storm system will consist of ditches and culverts that will drain by gravity to the Storm Water Management Facility (SWMF) on the southeast corner of the development. The SWMF will consist of a wet pond with an outlet pipe that will limit the storm runoff rate to pre-development flow rate as per Alberta Environment guidelines. Individual lots will drain towards the roadways by swales or ditches along property lines so it can be conveyed to the SWMF, which will drain to the ditch at Township Road 110B and Factory Drive.

6.0 Municipal Reserve

The Town requires 10% of the subject site, excluding Lot 1, Block 1, Plan 1411186, to be dedicated as municipal reserve at the time of subdivision. Municipal reserve will be provided as a buffer strip along Highway 25, in accordance with ASP policy 3.6.1. This area, as shown in **Schedule A**, will provide a buffer between industrial uses and Highway 25, and will act as an entrance to the Town.

We trust this provides you with the information required to proceed with the amendment to the North Industrial Area Structure Plan.

Please contact the undersigned should you have any questions or require further clarification.



Sue Paton, RPP, MCIP | *Senior Planner*
ISL Engineering and Land Services Ltd.
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APPENDIX
Current ASP with Proposed Changes

A

PICTURE BUTTE

**NORTH
INDUSTRIAL
AREA
STRUCTURE
PLAN**



FEBRUARY 2022

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MAPS (Following Page 20)

Map 1 – Location

Map 2 – Land Use Concept

Map 3 – Road Network

Map 4 – Lot Layout

Map 5 – Development Phasing

APPENDICES

Appendix A – Highway Commercial Design Guidelines

Appendix B – ISL Engineering Design Drawings

Appendix C – Transportation Impact Assessment

1. INTRODUCTION

1.1 PURPOSE

Council for the Town of Picture Butte is looking to ensure adequate land for future industrial and commercial growth. Currently there is limited marketable industrial land or highway commercial land within Picture Butte to accommodate new businesses. To address this issue, Council reached an annexation agreement with Lethbridge County to add almost 19 hectares (47 acres) of land to Picture Butte for highway commercial and industrial development. This annexation process was finalized in July 2020.

The addition of accessible and serviceable land into the Town boundaries will support economic growth and help to bring more balance to Picture Butte’s taxes by increasing the percentage of the tax assessment that comes from non-residential land. Before this land is developed, however, it needs to be comprehensively planned. This Industrial Area Structure Plan (ASP or Plan) will include the following key elements:

- Policy and plan context
- Existing site and servicing conditions
- Design scheme including lot layout, density, road network and servicing
- Sequence of development and next steps

1.2 LOCATION AND BACKGROUND

The North Picture Butte Area Structure Plan (ASP) refers to lands in the north portion of the Town that were part of a recent annexation application submitted on November 17, 2019 to the MGB. The plan area is approximately 18.99 hectares (46.93 acres) and is located east of Highway 25 and north of an existing industrial subdivision in Picture Butte (see Map 1). The subject lands are made up of two parcels that are currently owned by the same individual (see Table 1).

Table 1 - Parcels Within the Plan Area

Parcel Number	Certificate of Title Number	Landowner	Legal Description	Ha	Ac
1	211193805001	RME VENTURES GP INC	Ptn. NW 2-11-21 W4M	18.64	46.05
2	211193805	RME VENTURES GP INC	Lot 1, Block 1, 1411186	1.07	2.64
Total				19.71	48.69

Picture Butte has had a steady growth rate over the last few decades. Based on the last 35 years of historic data, the Town has grown at an average rate of 0.77 percent per annum since 1981.

The 2018 Picture Butte Industrial Growth Study estimated that the Town may require approximately 4 to 5 acres of land for highway commercial development over the next 20 years and between 30 to 50 acres of land for industrial development over the next 25 years.

The addition of non-residential land to the Town will provide space for existing and new businesses to grow, while also addressing the tax assessment balance of non-residential to residential uses. At 81.2 percent, Picture Butte's residential percentage of the overall assessment is slightly higher than the average of 78.9 percent found in similar sized communities in Southern Alberta. The non-residential tax assessment of 16.5 percent for Picture Butte is below the average of 17.9 percent for similar communities. This ratio means that the commercial and industrial sectors of town are contributing slightly less to the municipal tax base than in other similar sized communities, which results in a higher tax burden for residential landowners.

1.3 POLICY DIRECTION

Several plans support and guide the development of industrial and commercial land in Picture Butte. Relevant portions of plans that apply to this ASP are highlighted below.

Picture Butte Municipal Development Plan (MDP)

- The Town MDP was adopted in 2004 and requires updating
- The analysis when the MDP was written identified the following circumstances that have not significantly changed over the last 16 years:
 - there was no vacant land available to accommodate future Highway commercial development
 - there was approximately 87 acres of land designated for industrial activities
- The MDP suggested that when industrial expansion was warranted the logical directions for future growth would be to the north and east

Picture Butte Municipal Sustainability Plan

- High priority strategies include promoting business expansion and attraction (Economy pillar 5.4.1 a) and promoting the availability of non-residential land to potential purchasers (Economy pillar 5.4.2 a)
- Goal to maintain a balance of taxes at approximately 70 percent residential to 30 percent non-residential to help the Town maintain financial stability
- Long term objective to increase the inventory of serviced non-residential land available for purchase

Lethbridge County and Town of Picture Butte Intermunicipal Development Plan (IDP)

- The recent IDP created between Picture Butte and Lethbridge County identifies several areas adjacent to the Town that are suitable for growth, including the area covered by this ASP

- The growth area is targeted for industrial and highway commercial uses, with highway commercial development next to Highway 25 and industrial development in the remainder of the planning area. The following policies within the IDP refer specifically to development in this area:
 - *Further development and subdivision of this area will require consultation with Alberta Transportation as it is adjacent to the east side of Highway 25, and setbacks and access (including restrictions) onto the highway will need to be considered in the planning processes. (6.8.3)*
 - *An Area Structure Plan will be required prior to multi-lot subdivision or at the redesignation stage for development proposals submitted in compliance with the requirements of this Plan. Future road connectivity to adjacent lands (Planning Areas 4 and 5) must be considered and illustrated in the overall plan design. (6.8.5)*
 - *Area Structure Plans submitted by a developer/landowner must be professionally prepared at the developer's expense and shall comply with all relevant and applicable policies of this IDP. (Note: An ASP must address, including, but not limited to: conformity with planning documents, proposed land uses, lot sizes and density, access, transportation linkages, fire suppression, soil conditions, sub-surface conditions, storm water management, municipal reserve provisions, architectural controls, and all servicing (deep and shallow utilities), etc.). (6.8.6)*
 - *Developers shall provide and construct at their expense the required access, service roads, or major and minor roadways as needed in accordance with Alberta Transportation conditions, municipal requirements, and the transportation policies in Part 5, Section 5.3 of the Plan. The municipality having jurisdiction will use "Endeavor to Assist" agreements wherever possible to aid the initially developer to recoup planning/engineering costs that later developers may benefit from. (6.8.7)*
 - *Developers shall be responsible to provide at their expense Traffic Impact Assessments that may be required by Alberta Transportation for any major subdivision or development which may impact the provincial road network. (6.8.8)*
 - *When considering applications for redesignation, subdivision and/or development approval for industrial, business light industrial or commercial uses, all applications must meet the policy for minimum performance standards and development design guidelines as outlined in Appendix A of the Plan. (6.8.9)*

South Saskatchewan Regional Plan

- *Provide an appropriate mix of agricultural, residential, commercial, industrial, institutional, public and recreational land uses; developed in an orderly, efficient, compatible, safe and economical manner. (8.11)*
- *Complement their municipal financial management strategies, whereby land use decisions contribute to the financial sustainability of the municipality. (8.17)*

2. | DESIGN CONSIDERATIONS

2.1 EXISTING LAND USES

The plan area is made up of two lots under the same ownership and the land is undeveloped, except for parcel 2 which contains an existing shop building associated with an agri-business. To the north of the plan area is the Picture Butte Auction Market, which will be in operation for the foreseeable future. East of the plan area is undeveloped agricultural land. South of the plan area is Factory Drive and existing industrial development. West of the plan area is Highway 25 and beyond that is the Picture Butte Reservoir (see Map 1 – Location).

As part of the annexation process, the subject land was reviewed for environmental features that could be impacted by development. This review included examining provincial records of ESAs, Alberta wetland mapping, and a report on environmentally significant areas in the Oldman River Region¹. As a result of this review, it was found that there are no sensitive environmental features that will be affected by designating land for highway commercial and industrial development in the plan area. Further environmental review may be required at the time of development.

2.2 ROAD NETWORK

The plan area has two potential accesses, one off Factory Drive and one off Highway 25. Factory Drive is situated immediately south of the plan area located within the Town and there is currently a driveway to the existing agri-business.

Highway 25, located to the west of the plan area will remain within Lethbridge County and will continue to be maintained by Alberta Transportation. Currently there is an access north of the plan area off Highway 25 into the Picture Butte Auction Market. This access can be extended into a service road that runs parallel to Highway 25. Based on Alberta Transportation's standard distances between highway accesses, it is unlikely that another access will be granted between the Auction Market and Factory Drive. Alberta Transportation's requirements will need to be adhered to regarding connectivity to Highway 25 and the development of the service road. Any Transportation Impact Assessments as required by Alberta Transportation will need to be prepared as part of the detailed engineering process. An initial Transportation Impact Assessment is provided in Appendix C for information purposes (the final TIA to be included in Appendix C as part of this ASP shall be as approved by Alberta Transportation).

¹ "Environmentally Significant Areas in the Oldman River Region – County of Lethbridge", prepared by Cottonwood Consultants Ltd. for Alberta Forestry, Lands and Wildlife, Edmonton, Alberta, and Oldman River Regional Planning Commission, Lethbridge, Alberta, 1988

Since the plan area is under a main single title, with the exception of the existing small 2.64 acre lot on Factory Drive, developing an internal local road network to serve future highway commercial and industrial lots should be straightforward.

2.3 UTILITIES

The plan area is currently in an un-serviced state. Adequate provisions for future requirements of water, sanitary sewers, storm sewers, telecommunications, electrical and gas lines must be provided prior to development within the plan area.

The municipal sanitary sewer lines currently run along Crescent Avenue North and Highway Avenue North, ending before Factory Drive to the southwest of the plan area. A sanitary line does connect to Factory Drive off Railway Avenue, southeast of the plan area. Storm water lines currently run along Highway Avenue North, ending just after 2 Street North to the southwest of the plan area. Tie-ins will have to be made into this system to extend servicing to the additional proposed lots.

Gas and electrical services will also need to be extended and provided to the area. Shallow utilities such as telephone and possible cable service will also be required, however, the actual distribution facilities will likely be determined later in conjunction with Shaw and Telus. Utility companies usually require the developers to pay for line relocation, expansion and additional hook-ups.

2.4 DRAINAGE

Storm water runoff within the Town of Picture Butte is currently conveyed through both minor and major drainage systems entirely to Piyami Coulee located in the southeast area of the Town. Runoff from the northeast quadrant of the Town generally slopes to the southwest.

The Town's minor storm water system consists of a piped system operating under gravity conditions, while the major system uses overland conveyance features in a form of ditches and swales. Existing land uses south of Factory Drive use a road drainage ditch and culverts to handle drainage. A storm water management system will be required to handle run-off from future development in the plan area.

2.5 FURTHER INDUSTRIAL LAND USE CONSIDERATIONS

Highway commercial is development that provides services targeted to motorists, such as gas stations, restaurants, and business support services. An industrial district is one that is mainly devoted to the manufacture, storage and distribution of goods. Picture Butte can accommodate development within the plan area under the following existing land use districts in the Picture Butte Land Use Bylaw:

- Highway Commercial - C2 - High quality development of commercial uses adjacent to Highway 25 to serve local and regional customers
- Industrial – I – orderly industrial development that is compatible with other land uses

General requirements for industrial land use include:

- fast, easy and convenient access to good transportation facilities including rail, highway and possibly air
- an adequate supply of suitable land free from foundation and drainage problems
- an adequate and reliable supply of utilities and servicing, including water, storm sewers or waste water disposal, electricity and natural gas or other fuel
- protection from encroachment of residential or other land uses
- suitable location to minimize obnoxious external effects on neighbouring non-industrial land uses

The plan area does not border any existing or planned residential development and is therefore ideally suited to accommodate industrial uses. Parcels may need to be combined for larger lots depending on the needs of industries and businesses locating in either the highway commercial or industrial areas of the plan. Further subdivision to create smaller parcel sizes than those indicated in Map 4 should be carefully considered to ensure the capacity of the stormwater management system and the efficient delivery of servicing can still be met.

3. | PLAN DESIGN AND POLICIES

3.1 TYPE OF DEVELOPMENT

There are two main land uses proposed for the plan area: highway commercial and industrial (see Map 2: Land Use Concept).

Highway commercial is suitable along Highway 25 to serve the commercial needs of those driving by as well as the industrial businesses in the area. Highway commercial use will form the smaller portion of the plan area. Industrial development is suitable for the remainder of the plan area. Industrial development should be more light than heavy in nature to be compatible with the adjacent commercial activities and provide opportunities for a range of businesses that support economic growth in Picture Butte.

Land Use Polices

- 3.1.1 Prior to development, landowners/developers shall redistrict land within the ASP area at their own expense to Highway Commercial and Industrial, or equivalent land use districts in the Town of Picture Butte Land Use Bylaw, based on the general layout of land uses in Map 2 – Land Use Concept.
- 3.1.2 Minor adjustments to the amount and location of highway commercial or industrial land uses will not require an amendment to this Plan. Significant changes to the amount or location of land uses from what is shown in Map 2 – Land Use Concept may require an amendment to this Plan and further servicing or planning studies, at the discretion of the Town.
- 3.1.3 Landowners/developers that develop highway commercial shall be required to demonstrate how they are meeting the development design guidelines in Appendix A, to the satisfaction of the Town.

3.2 LOT LAYOUT

The plan area is approximately 46 acres and is currently two parcels under one owner. ~~The smaller lot with an existing agri-business will remain as it is. The larger parcel can be subdivided to accommodate development.~~

~~The proposed lot layout (see Map 4 – Proposed Lot Layout) provides for 33 new lots and takes into account the following considerations:~~

- ~~new lots should be flexibly designed to serve the needs of a wide range of highway commercial and industrial uses~~
- ~~lots should provide a range of sizes to accommodate different businesses and be able to be combined if necessary to accommodate larger developments~~
- ~~highway commercial lots should have good visibility and be orientated to Highway 25 and Factory Drive~~
- ~~lots should have access to a logical internal road network that has the potential to connect to adjacent land in the future~~

~~Map 4 – Lot Layout shows 12 lots that could work for highway commercial development and 21 lots that can accommodate industrial development. The lots vary in size but meet the minimum lot size requirements in the land use bylaw. The proposed lots are similar in size to many of the existing industrial lots on 2 Street South within the town. Highway commercial lots range in size from 0.5 to almost 1-acre, while industrial lots are generally just over 1-acre. Businesses that require a larger area may combine adjacent lots to form a larger parcel size area.~~

~~The plan area may be developed in phases, based on market demand and servicing infrastructure plans. Map 5 – Development Phasing illustrates a potential two phase build out scenario. The west portion with the highway commercial use and the south portion just north of Factory Drive would be the logical area for the First Phase to be planned and developed.~~

~~The proposed lot layout (see Schedule A, Map 4) provides for 20 lots and takes into account the following considerations:~~

- ~~new lots should be designed to serve the needs of a wide range of highway commercial and industrial uses~~
- ~~lots should provide a range of sizes to accommodate different businesses and be able to be combined if necessary, to accommodate larger developments~~
- ~~highway commercial lots should have good visibility and be orientated to Highway 25 and Factory Drive~~
- ~~lots should have access to a logical internal road network that has the potential to connect to adjacent land in the future~~

~~Schedule A shows 20 lots that can accommodate a variety of industrial development. The lots meet the minimum lot size requirements in the land use bylaw. The proposed lots are similar in size to many of the existing industrial lots on 2 Street South within the town. Businesses that require a larger or smaller area may combine adjacent lots or further subdivide large lots to meet their needs~~

~~The plan area may be developed in phases, based on market demand and servicing infrastructure plans. Map 5 – Development Phasing illustrates a potential two phase build-out scenario.~~

Lot Layout and Phasing Policies

- 3.2.1 Lot layout and sizes shall generally conform to the lot layout shown in [Map 4-Schedule X](#).
- 3.2.2 Developers/landowners may combine [or further subdivide](#) lots at the subdivision stage if [different lot sizes](#) ~~larger lots~~ are required [based on market demand without requiring an amendment to the ASP](#), at the discretion of the Town. ~~However, subdividing into smaller lots shall not be allowed without additional servicing studies and an amendment to this Plan at the discretion of the Town.~~
- 3.2.3 Phasing of development shall generally be in accordance with Map 5 but may be phased differently based on the landowners/developers needs. Whatever phasing approach is taken, the landowners/developers shall provide adequate servicing and road infrastructure to accommodate the phase of development and connect to future phases.

3.3 ROAD NETWORK

The integration of new roadways into existing roadways will be essential for logical and efficient development in accordance with engineering standards. The proposed road network shown in Map 3 – Road Network provides easy flow of traffic through the plan area and the potential to connect to undeveloped land in Lethbridge County to the east and north in the future. It is recognized that the town's IDP with Lethbridge County recognizes these lands within Lethbridge County could potentially allow for future development. The illustrated potential road is a method to provide future connectivity to the adjacent lands and a means for those areas to connect out to Highway 25.

~~There is an existing dedicated 30 m wide service road right-of-way on the land to the north, which is currently used for parking for the Picture Butte Auction Market. This road right-of-way should be extended south to create a continuous service road that parallels Highway 25 and provides access to the commercial highway lots. A looping internal roadway will allow for 6 rows of industrial lots that front onto the local roadways running east and west and one block of industrial lots that front onto a local roadway running north and south. The most northerly internal roadway could eventually be extended to the east if the adjacent land is ever developed. To ensure smooth flow of traffic and easy access to individual lots by truck and trailers, interior roads should have a minimum 20-metre right-of-way.~~

There is an existing dedicated 30 m wide service road right-of-way on the land to the north, which is currently used for parking for the Picture Butte Auction Market. The internal road network will connect to this service road in the northwest corner of the subject site to provide access to Highway 25. The most northerly internal roadway could eventually be extended to the east if the adjacent land is ever developed. To ensure smooth flow of traffic and easy access to individual lots by truck and trailers, interior roads should have a minimum 20-metre right-of-way.

Factory Drive was recently upgraded in 2015 by the Town and Lethbridge County and should be sufficient to handle increased traffic in the industrial district. Industrial Drive South, Railway Avenue, and 2nd Street South are not fully developed and may need to be considered for paving in the future if traffic increases. Increased traffic may also occur along Highway 25 as it is the primary access route. An alternate truck route may be needed to prevent heavy traffic from travelling through the Town on Highway Avenue. Highway 519 may also experience an increase in truck traffic with the expansion of the industrial district in the Town.

Road Policies

3.3.1 All required engineering, survey work, subdivision or survey plans to facilitate the subdivision of land and provision of roads shall be at the expense of the landowners/developers. The landowner/developer will also be responsible for the costs associated with the construction of any required roads.

3.3.2 Landowners/developers shall dedicate a minimum 20 m road right-of-way, as stipulated in this Plan, at the time of subdivision. It is recognized that the Town will not be responsible for the purchase or acquisition of any road right-of-way in the Plan Area.

- 3.3.3. The provision of any required public roadways is to adhere to the land use concept as illustrated on Map 2 and Map 3 and is based on aligning with the existing and proposed road network through the area.
- 3.3.4 The asphalt road grade and base must be prepared and constructed to proper municipal specifications in accordance with the Town of Picture Butte’s engineering and servicing guidelines/standards.
- 3.3.5 Required new roads may be provided in stages (phased), at the discretion of the Town. When new roads are phased and do not yet connect, a temporary turnaround area (bulb) will be required and shall be registered with the subdivision plan as an access easement until such time that the road extension is provided and registered on a plan.
- 3.3.6 A Traffic Impact Assessment (TIA) may be required by Alberta Transportation as part of development of the Plan area, which is to be provided by the landowners/developers when requested.
- 3.3.7 An initial Traffic Impact Assessment prepared by ISL Engineering does not form part of the adopted ASP document until such time Alberta Transportation has reviewed the TIA and granted an approval (at which time it may be included in Appendix C and used for reference.)
- 3.3.8 The potential roads (Maps 2-5) illustrated as ‘road connections’ into Lethbridge County are shown as “future connections” with respect to long-term planning for connectivity, and in the interim, they will be undeveloped or developed as a turn-around bulb instead of a through road.

3.4 UTILITY SERVICING

Municipal water and sewer services can be extended and looped through the new road network from existing lines on Highway Avenue North. Street lighting will also have to be provided by developers and distributed along the road network in the plan area. Town off-site levies and development fees will be applied to developers at the time of development in the Plan area.

The Town of Picture Butte receives treated potable water (under its licence) from the City of Lethbridge, which is stored in two underground treated water reservoirs within the Town. Water mains exist on Highway Avenue North and a connection to Factory Drive exists off Jamieson Avenue. To service the development area, the water distribution system must be looped and have a minimum number of dead end connections. Fire hydrants will be dispersed throughout the plan area where necessary and located on the road rights-of-way.

Sanitary sewer servicing connections are available at the intersection of Highway Avenue North and Crescent Avenue. Sewage flows by gravity into the wet well of the sewage lift station located

in the south side of the Town. From the wet well, sewage is then pumped by a lift pump into the lagoon located south of the Town boundary in Lethbridge County. The lagoon likely has enough capacity for future development, however, further engineering studies are required to determine the capacity of the current system for this development area and potential tie-in points. The Town has completed previous studies that do illustrate future expansion needs.

All shallow utilities (electrical, telephone, gas, cable, etc.) shall be underground. The actual utility distribution facilities will be determined later in conjunction with ATCO Gas, Telus and Shaw Cable. The location of utility services will preferably be in the road rights-of-way, however, prior to subdivision, the landowner and the utility companies shall discuss servicing requirements in more detail.

Utility Servicing Policies

- 3.4.1 It is the responsibility of the landowner/developer to contact the various utility agencies regarding the provision of utility services and all shallow utilities shall be installed at the expense of the developer.
- 3.4.2 Any utility rights-of-way registered on lots shall be shared between utility providers and the rights-of-way plans and documents should be registered in the Town's name.
- 3.4.3 Landowners/developers shall be responsible for installing streetlights to municipal standards.
- 3.4.4 Landowners/developers shall be responsible for providing water and sanitary servicing connections to service their development. Landowners/developers shall reference the ISL engineering drawings in Appendix B to understand the water and sanitary servicing requirements. More detailed engineering plans may be required at the discretion of the Town prior to subdivision or development.

3.5 STORM WATER DRAINAGE

Overall, the overland system within the Town of Picture Butte tends to drain adequately toward Piyami Coulee. The best way to add new development and continue to have adequate drainage management is by collecting storm water runoff in major trunk sewers and conveying it to a stormwater pond, where the release rate to the coulee or existing system can be controlled to the determined pre-development release rate.

The land within the plan area is generally flat but does slope slightly towards the east. The two lowest points in the plan area are in the north east and south east corners. Based on topography and the road network, the most logical location for a storm pond is in the southeast corner of the

plan area. Map 2 – Land Use Concept shows the general location and size of a potential storm pond. The size and location of the storm pond has been examined through engineering to ensure suitability with grading and can accommodate the expected level of development in the plan area. The pond site should be designated as a public utility lot (PUL) at the subdivision stage, and the final size may need to be adjusted at the subdivision stage, based on more detailed review of the required storage volume.

Storm Water Policies

- 3.5.1 The required storm water management facility (SWMF) shall be in the general location and size as shown in Map 2 and shall refer to the ISL engineering drawings in Appendix B. Minor adjustments to the SWMF design or size shall be based on further detailed engineering work and will not require an amendment to this Plan. Significant changes to the size or location of the SWMF due to changes to lot layout or design may require an amendment to this Plan at the discretion of the Town.
- 3.5.2 As part of the Engineering Detail Plan, and prior to any subdivision approval, the landowners/developers shall provide at their expense a comprehensive engineered storm water management plan. All stormwater runoff from proposed development shall be accommodated in the planned SWMF. Individual storm water catchments on lots will not be accepted as part of a landowners/developers stormwater management plan.
- 3.5.3 Landowners/developers of the subdivision will be required to provide the mechanisms or infrastructure needed for storm water management, at their expense.
- 3.5.4 The required storm water management facility shall be dedicated as a Public Utility Lot (PUL) to the municipality as part of the subdivision plan registration.
- 3.5.5 If any drainage easements are needed for the functioning of the engineered storm water system and conveyance of drainage water, the securing and registering of those documents and plans shall be provided by the developer, to the satisfaction of the Town.

3.6 MUNICIPAL RESERVE

As a primarily industrial/business area, there is limited need for park land within the ASP area. However, there is the possibility for municipal reserve land dedications for buffer strips between the highway commercial and industrial land uses or abutting the storm water management facility. Municipal reserve will be provided in accordance with section 666 of the *Municipal Government Act* at the time of subdivision.

Municipal Reserve Policies

- 3.6.1 Unless otherwise specified and agreed to by the Town, municipal reserve will be provided as cash in lieu of land. An exception to this is where dedicated land may be provided for

buffer strips between highway commercial and industrial development or around the stormwater management facility. If buffer strips are provided, they should be a minimum of 6 meters in width to accommodate a public pathway and landscaping on either side.

- 3.6.2 If land is developed in phases, a deferred reserve caveat may be considered by the municipality and registered on title to be addressed at future subdivision stages.

3.7 DEVELOPMENT AGREEMENTS

At the time of subdivision, the landowner/developer will be required to enter into a development agreement which will establish the road construction requirements and the assignment of costs.

Development Agreement Policies

- 3.7.1 The landowner/developer shall be required to enter into a Development (Service) Agreement with the Town of Picture Butte. The landowner shall be responsible for all development and servicing costs, and any applicable municipal infrastructure associated with servicing the subdivision or development proposal.
- 3.7.2 The Town will specify through the terms of the Development Agreement the obligations on the developer for the provision of required infrastructure necessary to serve the subdivision or Plan Area, and the specified standards of such infrastructure.
- 3.7.3 The provision of sufficient security, in a form and amount acceptable to the municipality, may be required in conjunction with a Development Agreement with the Town at the time of subdivision and/or development applicable to covering the costs of installation of any required infrastructure to service the development, particularly as it applies to the construction of any required roadways and storm water drainage management system works.
- 3.7.4 Any applicable costs owed to the Town by the landowners for the associated planning and engineering expenditures the municipality up-fronted to develop this Plan, shall be applied through the terms of the Development Agreement. These are to be paid to the Town at the time of subdivision or development and will be calculated on a per acreage basis.

3.8 DESIGN GUIDELINES

To ensure a high quality of development occurs, the landowner/developer will be required at the time of redesignation, subdivision and development to address landscaping and design guidelines. (Appendix A)

- 3.8.1 The Town, at its discretion, may require architectural controls to be prepared for internal industrial lots to the municipality's satisfaction and registered on title at the time of subdivision to ensure a high quality of development occurs.
- 3.8.2 In addition to the guidelines outlined in Appendix A, architectural controls will be required at the time of redesignation and are to be registered on title at the time of subdivision for commercial/industrial land use adjacent to Highway 25, in accordance with the 'Highway Commercial Design Guidelines' of the IDP with Lethbridge County for land along the IDP identified highway entranceways.

4. | IMPLEMENTATION

4.1 ENGINEERING DETAIL PLANS

After the Area Structure Plan has been adopted by Council, landowners/developers will be responsible, at their expense, for preparing additional Engineering Detail Plans prior to applying for redesignation or subdivision to the satisfaction of the Town.

The Engineering Detail Plan will typically include more detailed engineering information pertaining to road networks, drainage and storm water management, utility provisions and rights-of-way, fire suppression, geotechnical and soils analysis, and exact lot dimensions. The Lot Grading Plan, or portion of the plan if combined with the overall storm plan, should specify design elevations, surface gradients, lot types, swale locations, and other drainage related information required for lot grading as well as establish the drainage relationship between adjacent properties.

4.2 REDISTRICING LAND

Most of the land within the Plan area is currently designated Rural Urban Fringe (RUF), which is a land use district under the Lethbridge County Land Use Bylaw and will need to be redistricted to either Highway Commercial (HC) or Industrial (I) under the Picture Butte Land Use Bylaw. The process for redistricting land, as outlined in the Municipal Government Act, provides for advertising of the proposal and holding a public hearing where affected landowners may comment on the proposal. As per the Lethbridge County and Town of Picture Butte Intermunicipal Development Plan, the proposed redistricting shall also be referred to Lethbridge County for comment. Council will make the final decision to redistrict a parcel and there is no appeal of this decision.

Slight deviations in the proposal in terms of the lot layout may be allowed, provided they are acceptable to Council. However, the overall design scheme laid out in the Area Structure Plan including the density, road network and SWMF design should be adhered to.

4.3 SUBDIVISION, DEVELOPMENT AND SERVICING OF LAND

After a parcel of land is redesignated as either Highway Commercial or Industrial, the landowner may apply for subdivision of the parcel into separate titles. The landowner or developer will have certain costs to consider associated with the subdivision process, including:

- ② Subdivision application fees, survey costs and registration costs.
- ② Providing municipal reserve where applicable by land or cash in lieu of land in an amount not exceeding 10 percent of the acreage of the parcel being subdivided or 10 percent of

the per acre value of the parcel being subdivided. It is assumed that municipal reserve will be provided as cash in lieu of land.

- ☐ Developers will be required to enter into a Development Agreement with the Town of Picture Butte related to providing infrastructure to service the plan area.
- Developers will be required to provide the following infrastructure to the Town's specifications to adequately service the area:
 - water mains and service connections,
 - sanitary sewer mains and service connections,
 - storm sewer mains and service connections,
 - overland drainage system,
 - paved roadways complete with curb and gutter,
 - natural gas (ATCO Gas),
 - electrical and street lighting (Fortis and AltaLink),
 - telephone (Telus), and
 - cable television (for internet purposes) (Shaw Cable).
- ☐ Town off-site levies and development fees (that also helps cover costs for Town engineering and planning costs associated with the preparation of this ASP) will be applied to developers of the area at the time of development.
- ☐ The engineered storm water management plan must be submitted and receive approval under the provincial Water Act by AEP.
- The Town, at its discretion, may require architectural controls to be prepared to the municipality's satisfaction and registered on title to ensure a high quality of development occurs. For the highway commercial development adjacent to Highway 25, this will be required in accordance with the IDP with Lethbridge County and the Highway Commercial Design Guidelines.

4.4 DEVELOPMENT OF INDIVIDUAL PARCELS OF LAND

Once the plan area has been subdivided, the necessary infrastructure in place, conditions met and separate titles issued, the landowner can apply to the Town of Picture Butte for a development permit. The development permit can be applied for on an individual lot, for a permitted or discretionary use as listed in either the Highway Commercial or Industrial district.

The development approval process will include the following:

- ☐ The landowner will be required to submit an application form, a fee, a site plan showing the location of the building on the lot, building plans and a grading plan.

- ② Once the application, applicable fee and any required information have been submitted, the designated officer or the development authority will review and make a decision on the application.
- ② If a proposed development conforms to this Plan and the land use bylaw, the designated officer shall issue a development permit with or without conditions. If the application is for a development permit for a discretionary use the designated officer shall send the application to the development authority for a decision. In this instance, the development authority shall notify persons likely to be affected by the issuing of the development permit.
- ② The development authority may require that as a condition of issuing a development permit, the applicant enter into a development agreement with the Town of Picture Butte in regards to the provision of infrastructure services or pay for an off-site levy.
- ② The landowner should be aware of the location of any underground services present before any excavation work is commenced. In addition, the person to whom a development permit has been issued shall notify the designated officer following the stake out of the site but prior to the commencement of construction.
- ② The applicant must commence the development within 12 months from the date of issuance of the permit, unless the development permit is suspended or cancelled; otherwise the permit is no longer valid.



Aerial Photo Date: April 19, 2017

Town of Picture Butte North Industrial Area Structure Plan

Town Boundary



Area Structure Plan Boundary

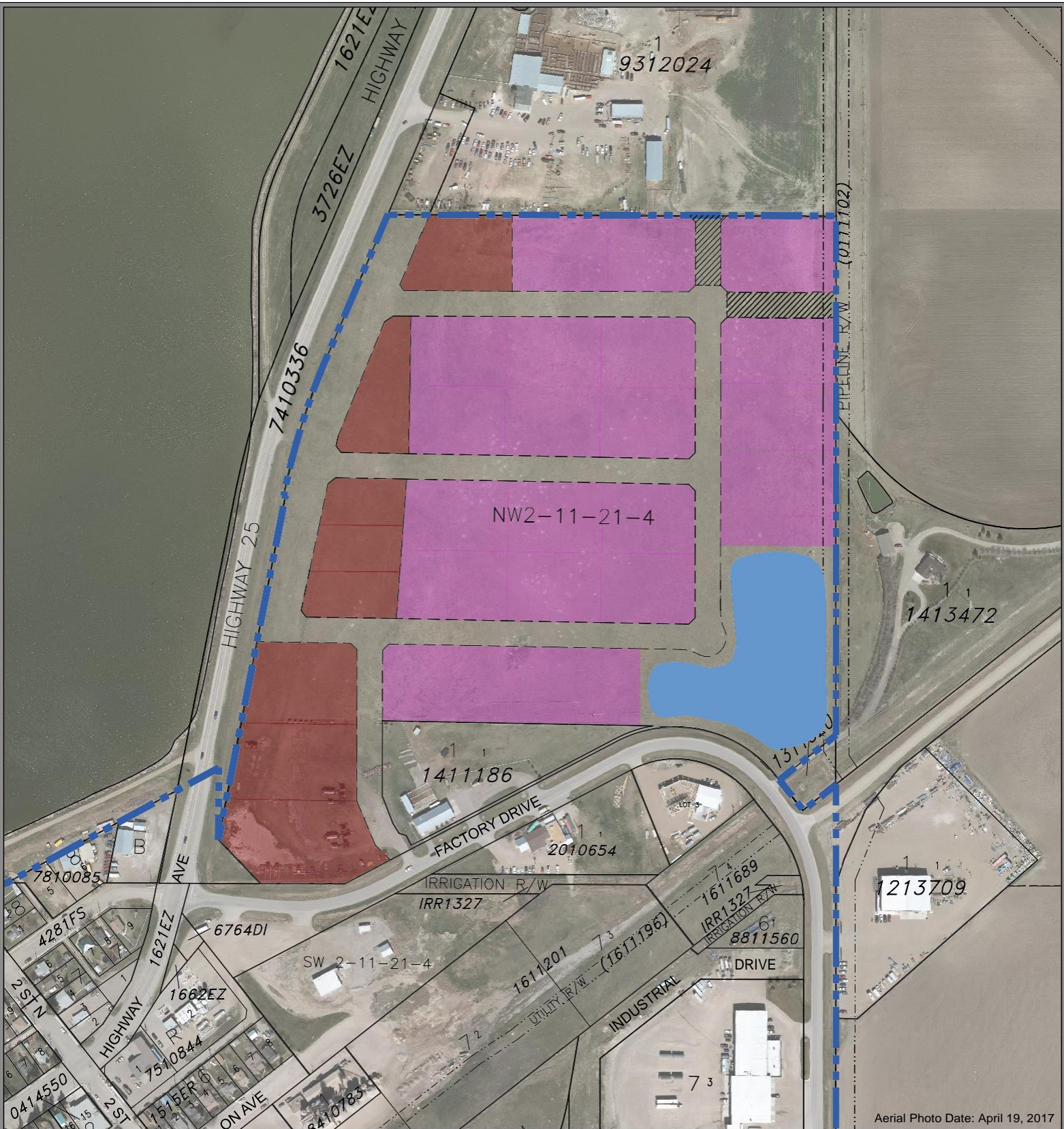


Map 1

Location








February 09, 2022 N:\Lethbridge-County\Picture Butte\Picture Butte Projects\Picture Butte Business Industrial Park 2020 ASP.dwg



Aerial Photo Date: April 19, 2017

Town of Picture Butte
North Industrial Area
Structure Plan

Map 2
Land Use Concept

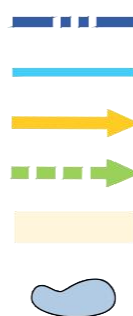
- Town Boundary 
- Proposed Stormwater Management Facility 
- Highway Commercial - HC 
- Industrial - I 
- Future Road Connector 





Town of Picture Butte
North Industrial Area
Structure Plan

- Town Boundary
- Existing Service Road
- Proposed Road Network
- Future Road Connection
- Area Structure Plan Area
- Proposed Stormwater Management Facility



Map 3

Road Network



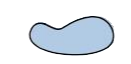





Aerial Photo Date: April 19, 2017

Town of Picture Butte
North Industrial Area
Structure Plan

Map 4
Lot Layout

- Town Boundary 
- Proposed Lots 
- Proposed Stormwater Management Facility 
- Future Road Connector 





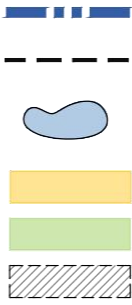
Aerial Photo Date: April 19, 2017

**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



As shown in Map 2 - Land Use Concept highway commercial development is proposed along Highway Avenue (Highway 25) on the west side of the plan area. This is also the entrance to the Town of Picture Butte if you are arriving from the north. As an entrance to the community, it is important that development along the highway is welcoming and aesthetically pleasing. The below are important guidelines that shall apply at the subdivision and development permit stage for highway commercial development. In addition to these standards, the Lethbridge County and Town of Picture Butte IDP Bylaw No. 18-009 & 865-18 also contains more comprehensive guidelines that are to apply to highway commercial development.

BUILDING AND SITE DESIGN

1. To prevent large, blank walls on buildings the following elements shall be encouraged:
 - a. Articulation of buildings through projections, recesses, parapets etc.
 - b. Transparency through window glazing
 - c. The use of colour and high-quality finishing materials
2. Parking lots shall be located to the side or rear of the principle building where possible. If parking is in the front of the principle building, landscaping, hardscaping and pedestrian walkways shall be used to break up large areas of parking.
3. Ancillary or accessory buildings shall be designed, constructed and finished in a manner that compliments the character and appearance of the principle building(s) on the same lot.
4. Accessory buildings shall be located in the rear or side yard.
5. Storage is encouraged to be located inside buildings where possible. Outside storage shall not be located in the front yard. Outside storage may be located in the rear or side of a principle building but shall not be located within the side or rear yard setback. Outside storage shall be visually screened all year long from Highway 25.
6. Outside display areas are allowed if they are limited to examples of equipment, products, vehicles or items sold by the commercial or business light industrial use located on the same site. Outdoor display areas shall not be located within any required setback or landscaping area.
7. Vehicles or equipment that is in a dilapidated or dismantled condition shall not be allowed to remain outside a building or on a vacant lot within the highway commercial area.

8. Lighting shall be used that accommodates both vehicles and pedestrians. Lighting should be of an appropriate height, scale and quantity to function well for the site without creating excessive light pollution. Night sky lighting that directs light towards the ground should be used wherever possible.
9. Directional signage should be clear and easy to read by both motorists and pedestrians and should be uniform with other signage in the area. Signage shall not incorporate any repeated flashing, strobing, intermittent or animated illumination. Large signs should be placed in areas that do not obstruct the view of motorists at intersections.
10. In addition to the above guidelines, highway commercial lots in the southwest corner of the Plan area (as outlined in orange on the map below) shall adhere to the following additional design guidelines:
 - a. Buildings and main signage shall be orientated to Highway 25 and Factory Drive rather than to the internal road network.
 - b. Site access shall be from the interior road network and parking shall be located to the rear or side of the lot.
 - c. If unique circumstances require orientation of the building to the internal road network and make it difficult to meet guideline 10.a and 10.b, the applicant shall show how they are addressing the look of their buildings and property from Highway 25, through architectural details, landscaping/hardscaping, signage, and screening of storage and garbage. Design elements shall contribute to a welcoming entrance into Picture Butte, to the satisfaction of the Development Authority.



LANDSCAPING

11. A professionally prepared high-quality landscape plan shall be provided for highway commercial development to the satisfaction of the Development Authority.

12. The following landscape features may be used where appropriate to mitigate noise, buffer uses, or provide screening of outside storage, utilities, waste or garbage equipment:
 - a. Noise-reducing berms or barriers
 - b. Vegetated stormwater swales
 - c. Hedges or tree-lined areas
 - d. Fences, only where natural vegetation would not work due to site constraints

13. Security fencing shall be limited to side and rear yards and visually screened with landscaping. Security fencing shall be located behind the landscape buffer so that the landscaping is visible from the street or adjacent parcels. Fencing in front yards should be limited to decorative use only and should not visually obstruct the principle building.

14. Landscape materials shall be selected with an emphasis on quality, durability and maintenance, including the following considerations:
 - Weather resistant materials, such as stone, concrete, corrosion-resistant metals, and pressure-treated lumber should be favoured over less durable products to ensure the longevity of landscape features.
 - Drought-tolerant perennial plants should be favoured over high-maintenance annuals and should be suitable to the region's climate and hardiness zone.
 - Xeriscaping (drought resistant plants, and the use of hardy trees, rocks and mulch) is encouraged to reduce maintenance costs, reduce the amount of irrigation required, and ensure a visually appealing landscape year-round.
 - Attractive hardscaping may be used including walkways, retaining walls, paved areas, or other similar structures incorporated in the built environment as a replacement to horticultural elements.

SIGNAGE

15. Billboards and third-party signage are not permitted in accordance with the Lethbridge County and Town of Picture Butte IDP Bylaw No. 18-009 & 865-18.

16. All other signage shall be as per the standards of the Town of Picture Butte Land Use Bylaw and in accordance with any requirements of Alberta Transportation.

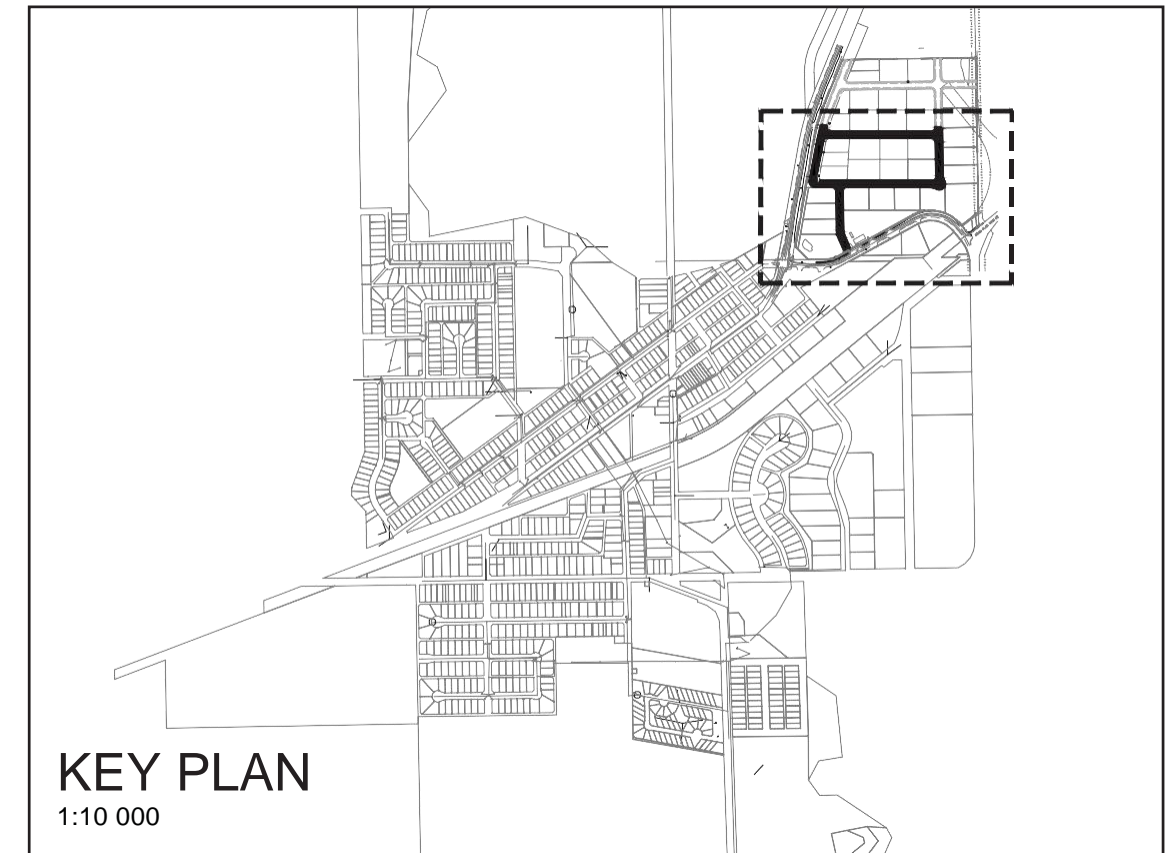
APPENDIX B. | ISL Engineering Design Drawings

TOWN OF PICTURE BUTTE

CONTRACT DRAWINGS
for

PICTURE BUTTE INDUSTRIAL SUBDIVISION 60% REVIEW DRAWINGS

2020

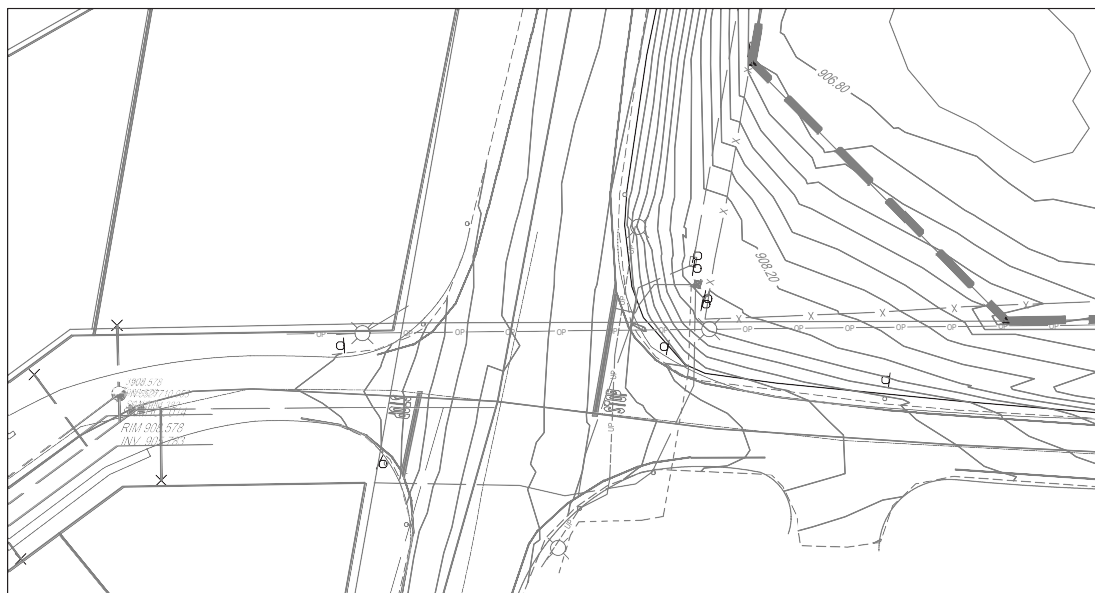
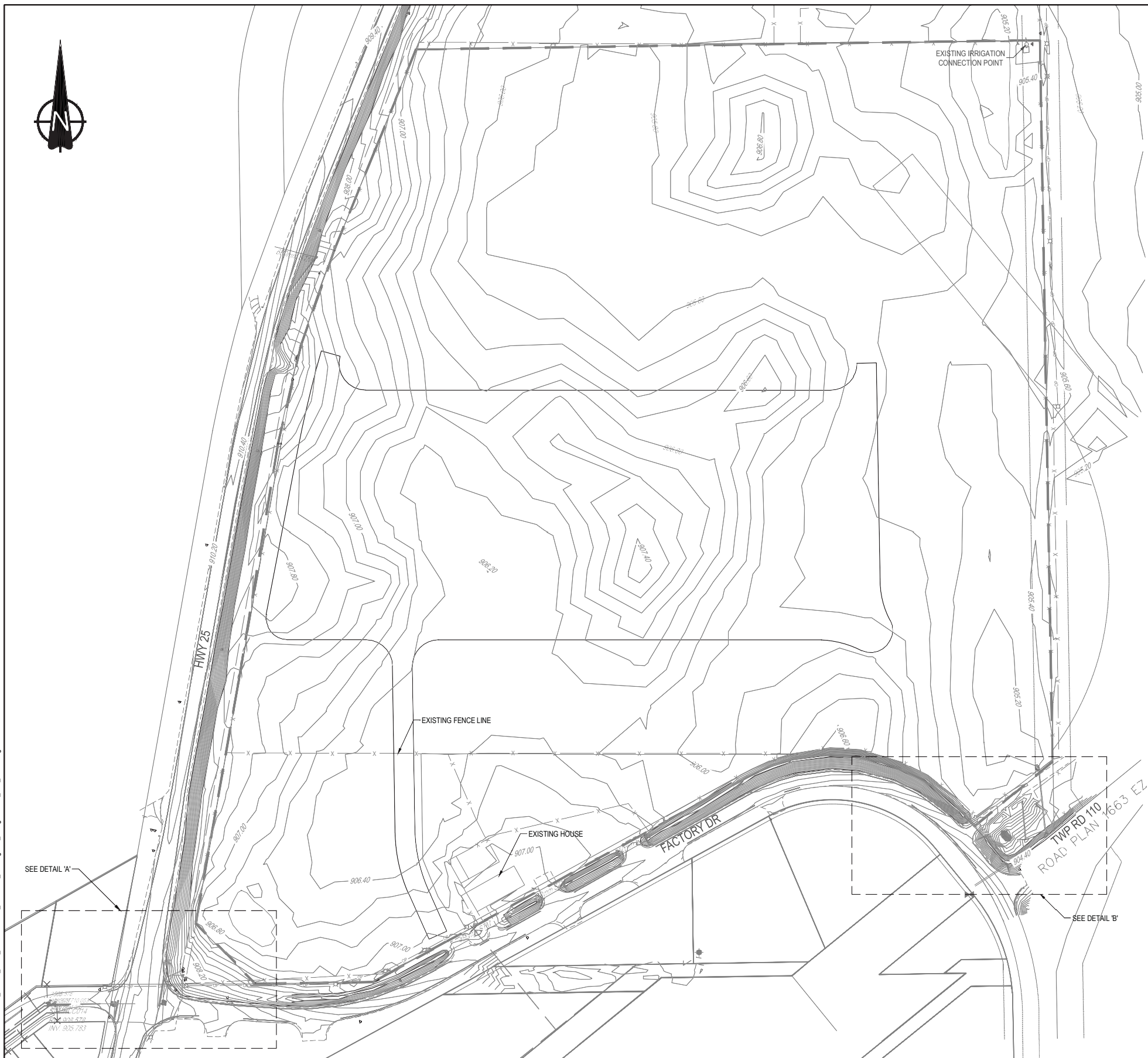


INDEX		
Sheet No.	Drawing Title	Drawing No.
01	EXISTING CONDITIONS	
02	OVERALL SITE PLAN	
03	OVERALL UTILITY PLAN	
04	UTILITY WATER AND SEWER SITE SERVICING	
05	OVERALL GRADING PLAN	
06	POND GRADING PLAN	
07	ALIGNMENT 1 - PLAN / PROFILE	
08	ALIGNMENT 2 - PLAN / PROFILE	
09	ALIGNMENT 3 - PLAN / PROFILE	
10	ALIGNMENT 4 - PLAN / PROFILE	
11	ALIGNMENT 5 - PLAN / PROFILE	
12	DETAILS	

LEGEND:

EXISTING STREET SIGN	
EXISTING LIGHT POLE	
EXISTING HYDRANT	
EXISTING MANHOLE	
EXISTING PEDESTAL	
EXISTING WATER VALVE	
EXISTING TREES	
EXISTING SURFACE ELEVATION	
EXISTING GROUND CONTOUR	
EXISTING LEGAL BASE	
PROPOSED GRADING SLOPE	
PROPOSED SURFACE ELEVATION	
PROPOSED CATCH BASIN	
PROPOSED MANHOLE	
PROPOSED HYDRANT	
PROPOSED PHASE 1 PROJECT LIMITS	
PROPOSED GRADING LIMITS	
PROPOSED ROAD GRAVEL ROADWAY	

Jason Warrentin/ Dec. 14, 20/ G:\Projects\27000\02 7600\27632_Picture Butte Subdivision\02_CADD\00_Drafting\03_Design\27632_Site_Plans.dwg



DETAIL 'A'
SCALE: 1:500



DETAIL 'B'
SCALE: 1:500

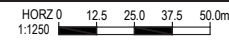
- NOTES:
1. ALL CONSTRUCTION TO MEET THE CITY OF LETHBRIDGE DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS.
 2. NO RESPONSIBILITY IS IMPLIED OR ASSUMED BY THE ENGINEER AS TO THE LOCATION AND ELEVATION OF ANY UTILITY. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXISTENCE AND LOCATION OF ALL UTILITIES THAT MAY BE IMPACTED AND MUST CONTACT THE VARIOUS UTILITY COMPANIES FOR THIS SITE PRIOR TO COMMENCEMENT OF ANY OPERATIONS. PROVIDE ENGINEER WITH COPY OF ALL LOCATE REPORTS.
 3. CONTRACTOR TO VERIFY ALL QUANTITIES PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
 4. CONTRACTOR IS TO ENSURE AN 'ISSUED FOR CONSTRUCTION' SET OF DRAWINGS IS ON SITE AT ALL TIMES.
 5. ALL CONTOUR INTERVALS ARE 0.2m UNLESS NOTED OTHERWISE.
 6. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
 7. CONTRACTOR IS RESPONSIBLE FOR DAILY GENERAL SITE CLEAN UP AND TO MAINTAIN A SAFE CONSTRUCTION SITE AT ALL TIMES.
 8. CONTRACTOR IS RESPONSIBLE FOR EROSION CONTROL AND SEDIMENT TRACKING OFF SITE DURING THE COURSE OF CONSTRUCTION.
 9. CONTRACTOR IS RESPONSIBLE FOR HAULING OF ALL EXCESS OR UNSUITABLE MATERIALS OFF SITE AND TO PAY ALL COSTS AND FEES ASSOCIATED THEREWITH.
 10. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING LANDSCAPED AREAS, PAVEMENT, CONCRETE, UTILITIES AND ANY OTHER ITEMS OR AREA THAT ARE TO REMAIN. RESTORATIONS AND REPAIRS WILL BE MADE AT THE CONTRACTOR'S EXPENSE AND TO THE ENGINEER'S SATISFACTION.
 11. COMPACTION UNDER LANDSCAPED AREAS MINIMUM 95%. COMPACTION UNDER ROADWAY AREAS MINIMUM 98%.

SEE DETAIL 'A'

SEE DETAIL 'B'

NOTE: THIS DRAWING IS
HALF SCALE WHEN PRINTED
TO 11" x 17" FORMAT

No.	DESCRIPTION	BY	DATE
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0	ISSUED FOR 30% REVIEW	JW	2020/10/20



Scale

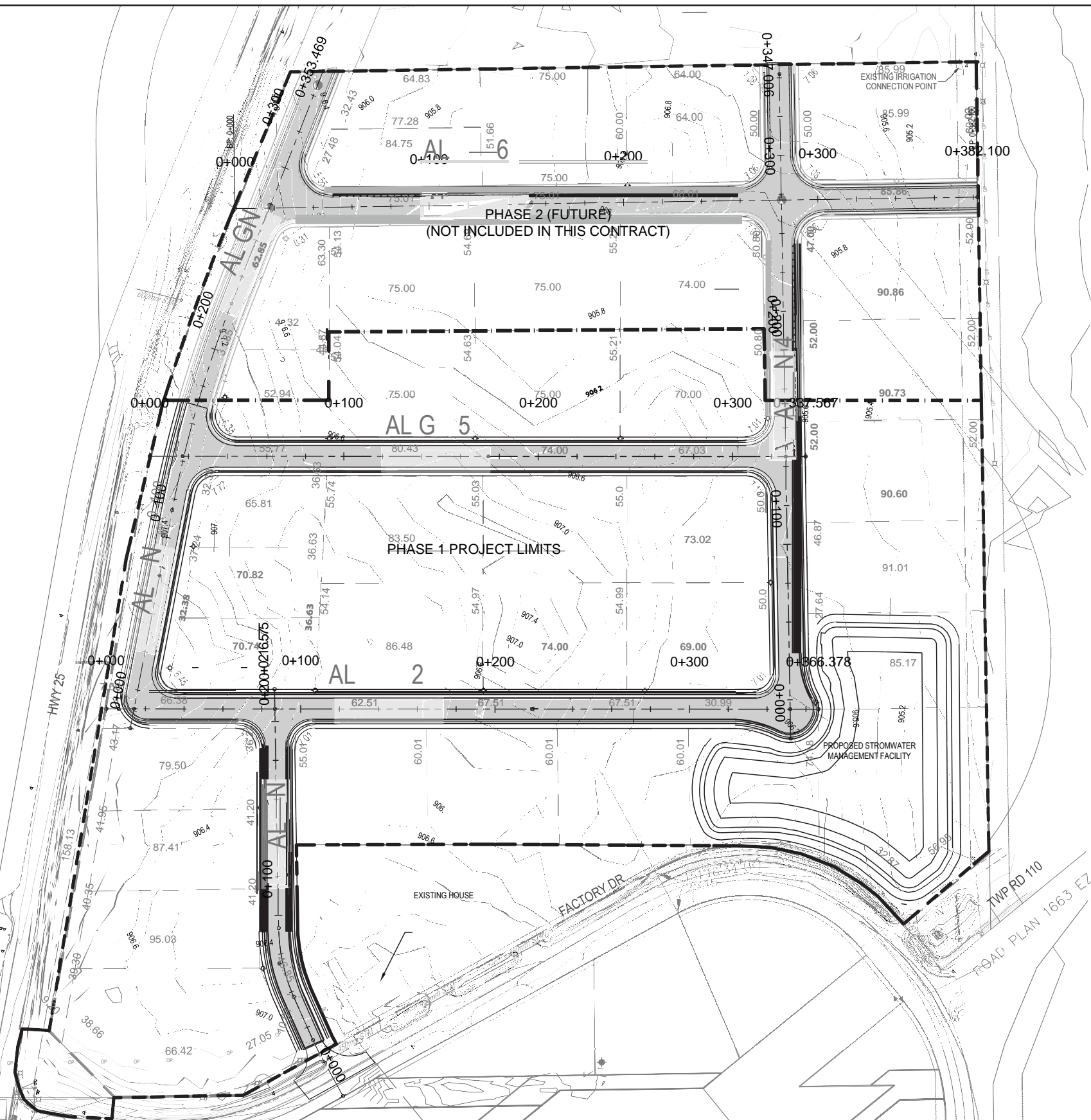


TOWN OF PICTURE BUTTE		
INDUSTRIAL SUBDIVISION		
Drawn: JW	Design Checked: CH	Date: 2020/10/19
Designed: JW	Discipline Review: AG	Date: 2020/10/19

EXISTING CONDITIONS	
Drawing No.	27632 EX 01
Sheet No.	01



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NOTE: THIS DRAWING IS
HALF SCALE WHEN PRINTED
TO 11" x 17" FORMAT

HORZ 0 12.5 25.0 37.5 50.0m
1:1250

TOWN OF PICTURE BUTTE

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REVISIONS			

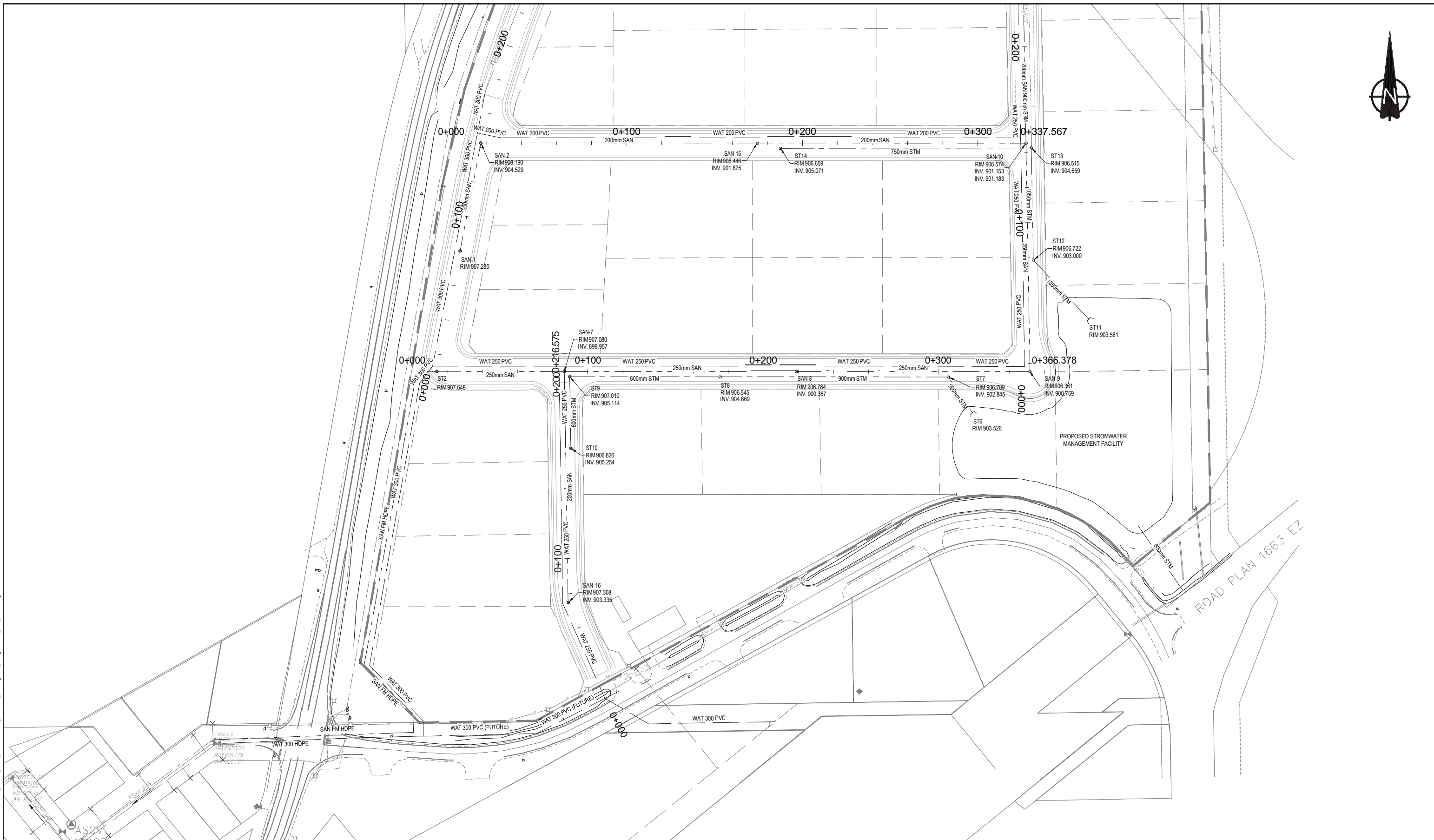


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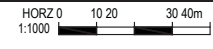
OVERALL SITE PLAN

Drawing No. 27632
 SI 01
 Sheet No. 02



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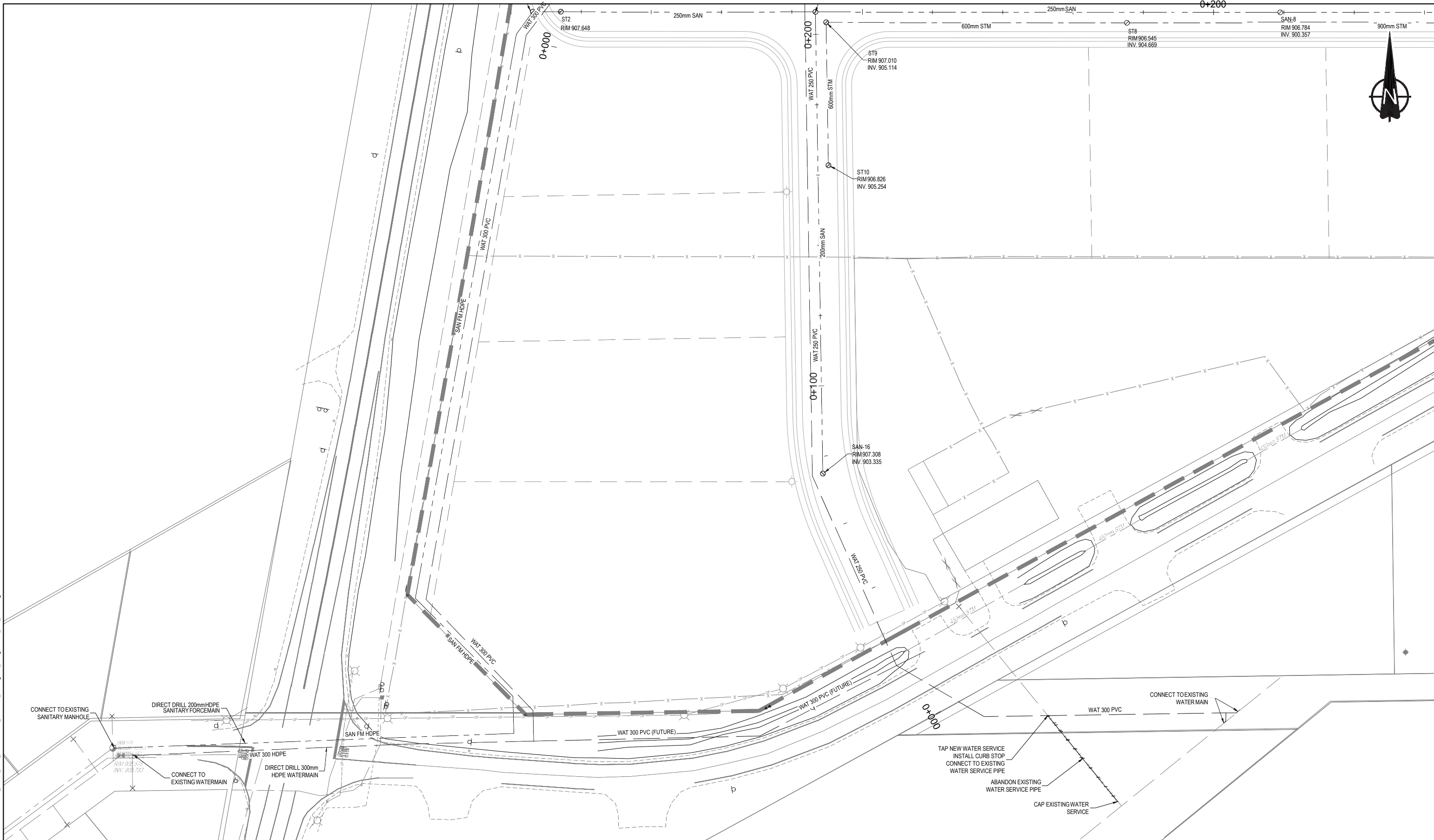


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Drawn: JW	Design Checked: CH	Date: 2020/10/19
Designed: JW	Discipline Review: AG	Date: 2020/10/19

OVERALL UTILITY PLAN	Drawing No. 27632 UT 01 Sheet No. 00
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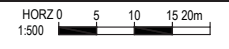
Jason Walker\Dec 14 20\GIS\Projects\27000\27600\27632_Picture Butte_Subdivision\02_CADD\20_Drafting\03_Site_Plans.dwg

Jason Warrentin / Dec. 14, 20 / G:\Projects\27000\02\7600\02\7632_Picture Butte_Subdivision\02_CADD\02_Drafting\02_Design\27632_Site_Plans.dwg



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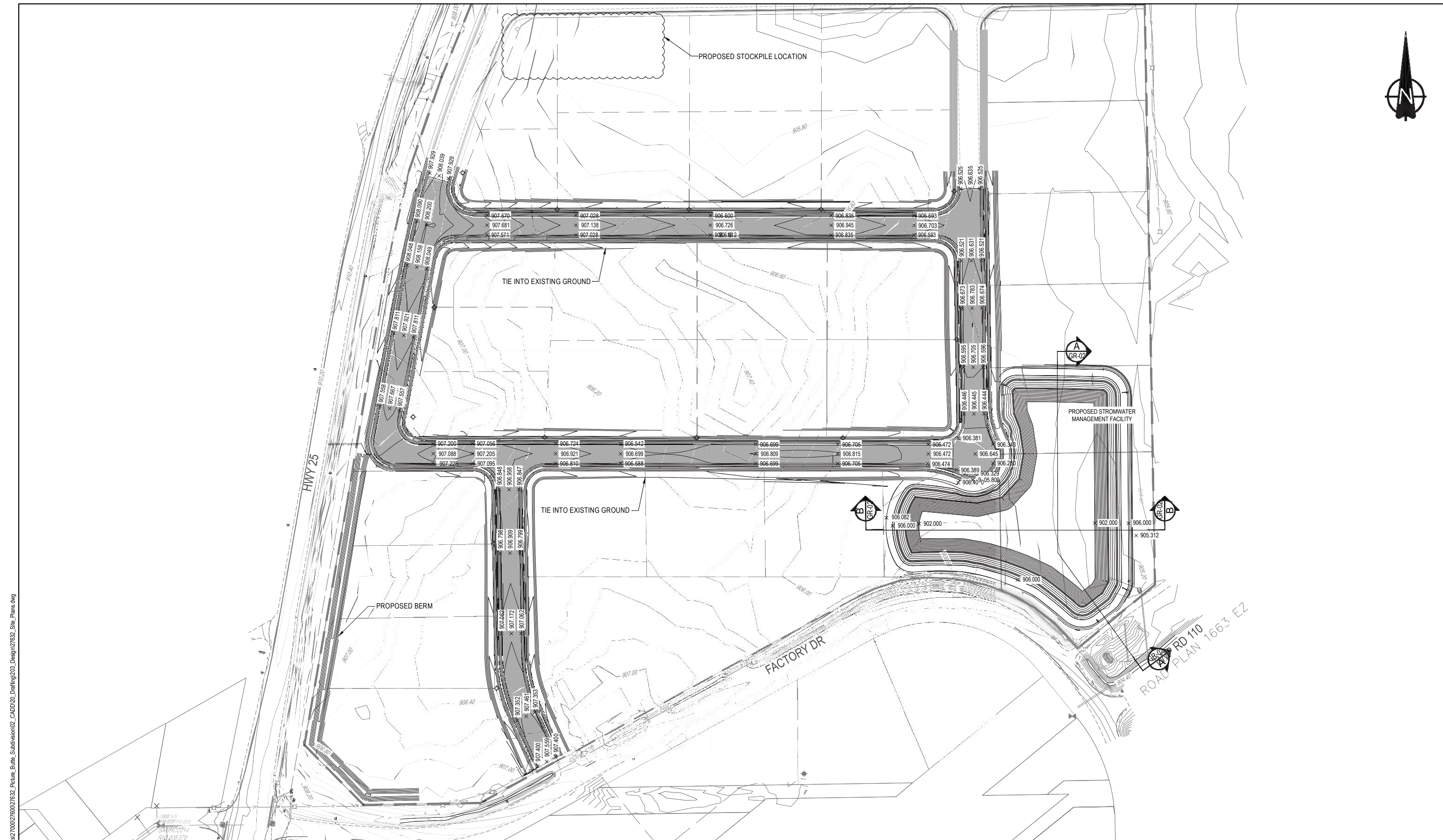
TOWN OF PICTURE BUTTE

INDUSTRIAL SUBDIVISION

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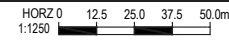
WATER AND SANITARY SITE SERVICING CONNECTIONS

Drawing No. 27632
 UT 02
 Sheet No. 00



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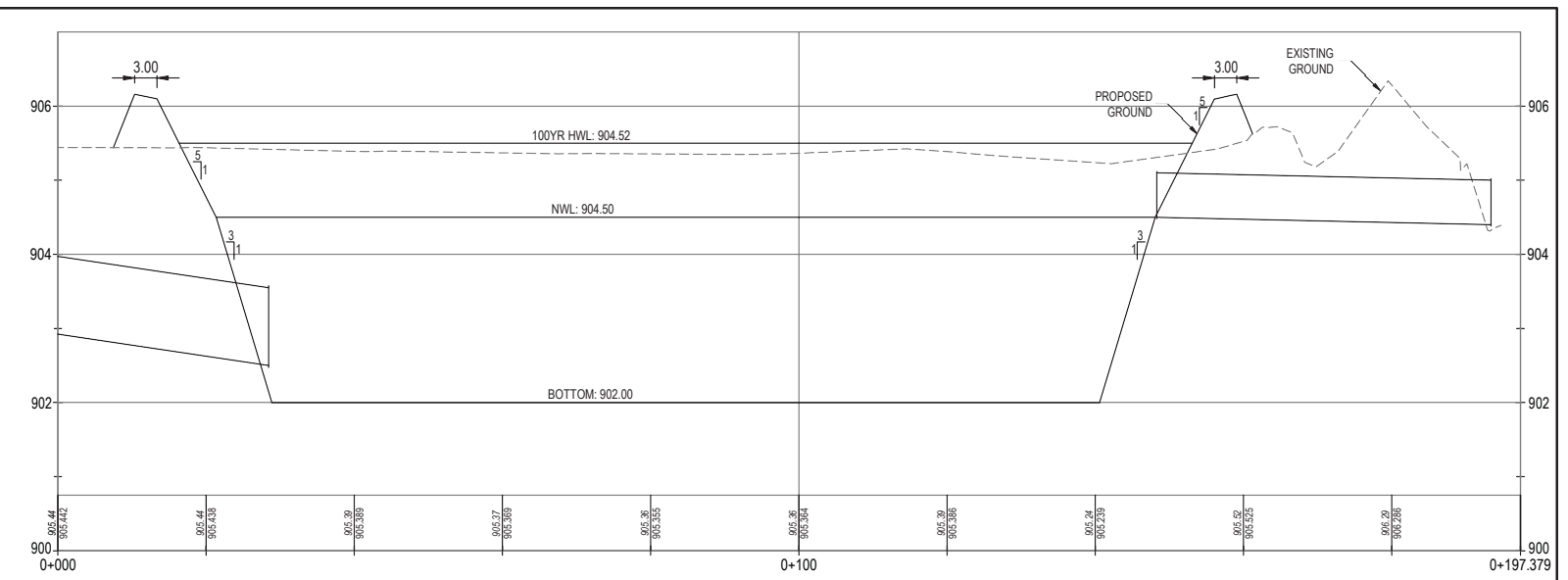
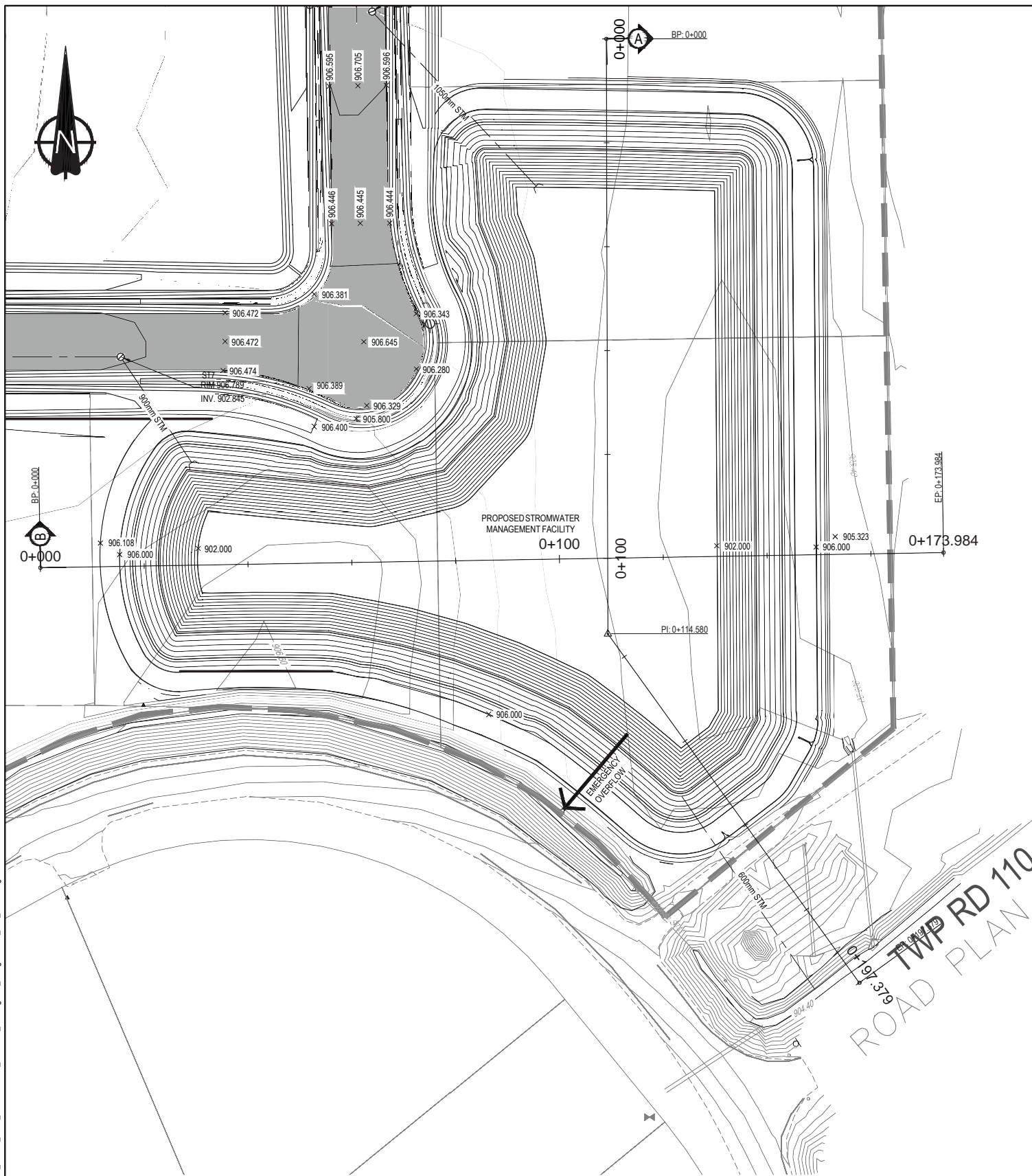
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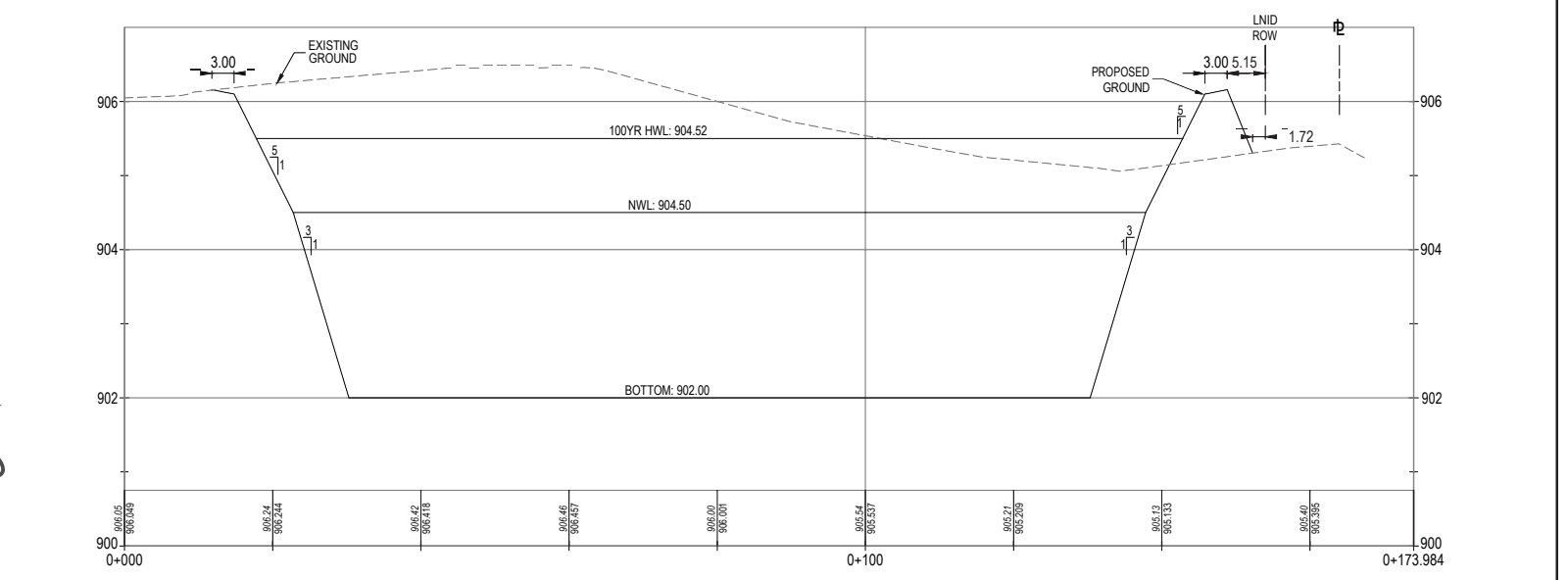
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Drawn: JW	Design Checked: CH	Date: 2020/10/19
Designed: JW	Discipline Review: AG	Date: 2020/10/19

OVERALL GRADING PLAN	
Drawing No.	27632
	GR 01
Sheet No.	05

Jason Warentin/ Dec. 14, 2019/G:\Projects\2700027600\27632_Picture_Butte_Subdivision\02_CADD\00_Drafting\203_Design\27632_Site_Plans.dwg



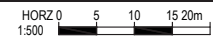
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SECTION 'B'
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NOTE: THIS DRAWING IS
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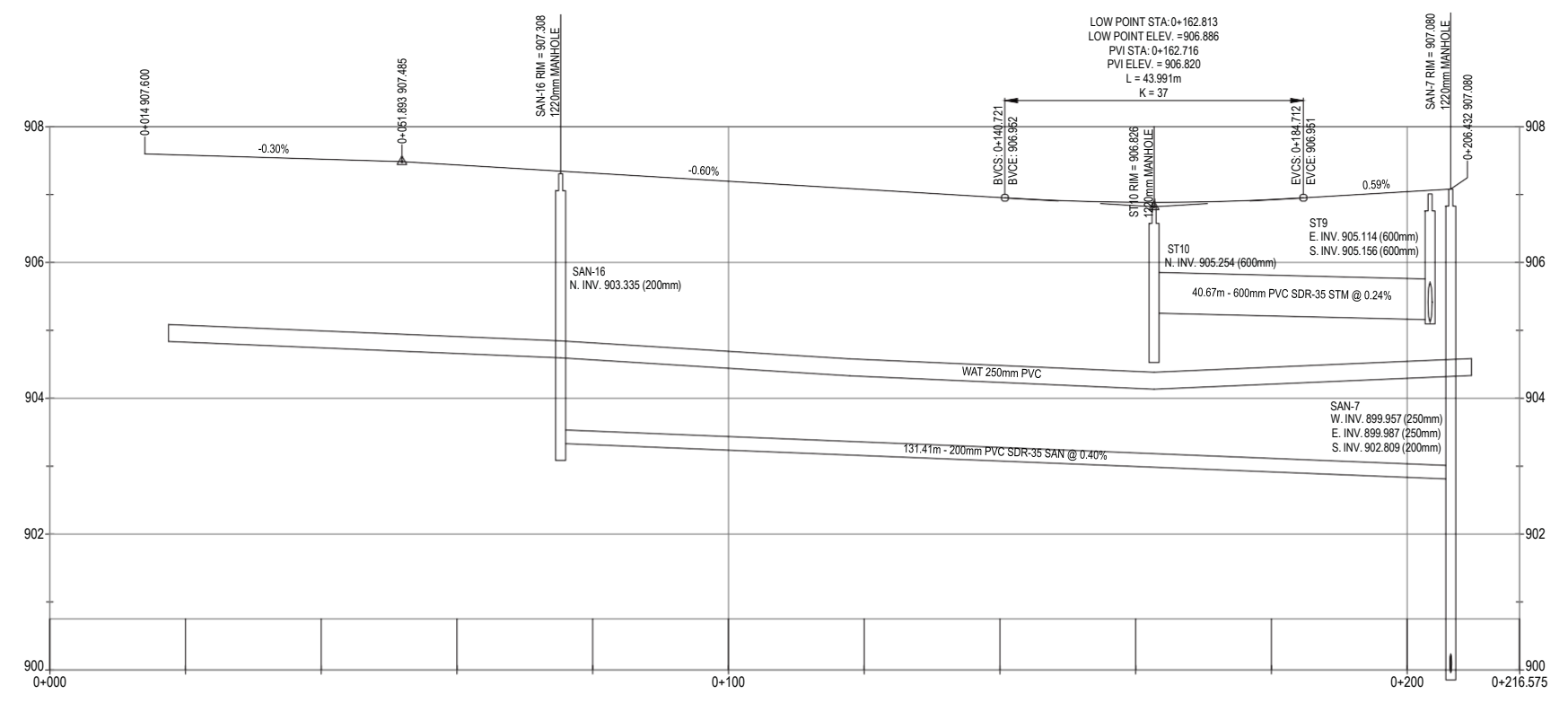
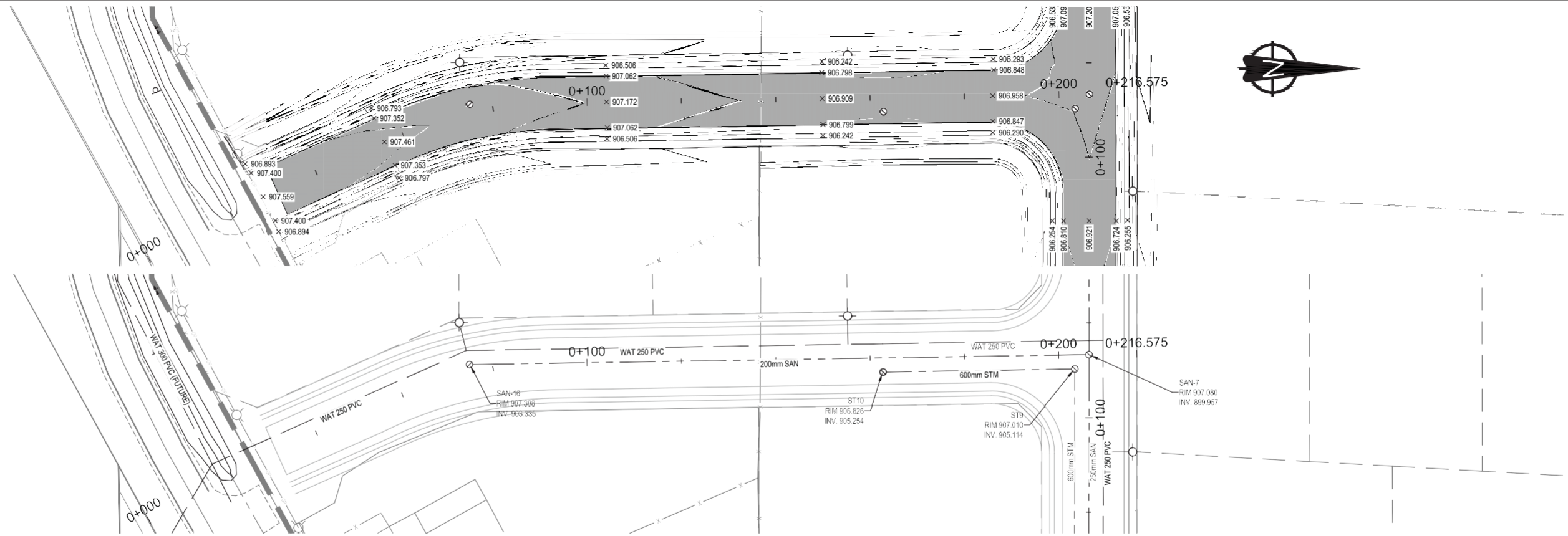
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REVISIONS			



TOWN OF PICTURE BUTTE		
INDUSTRIAL SUBDIVISION		
Drawn: JW	Design Checked: CH	Date: 2020/10/19
Designed: JW	Discipline Review: AG	Date: 2020/10/19

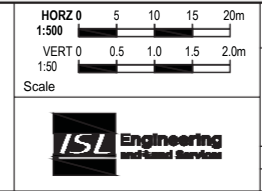
POND GRADING PLAN

Drawing No.
27632
GR
01
Sheet No.
03



NOTE: THIS DRAWING IS HALF SCALE WHEN PRINTED TO 11" x 17" FORMAT

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REVISIONS			



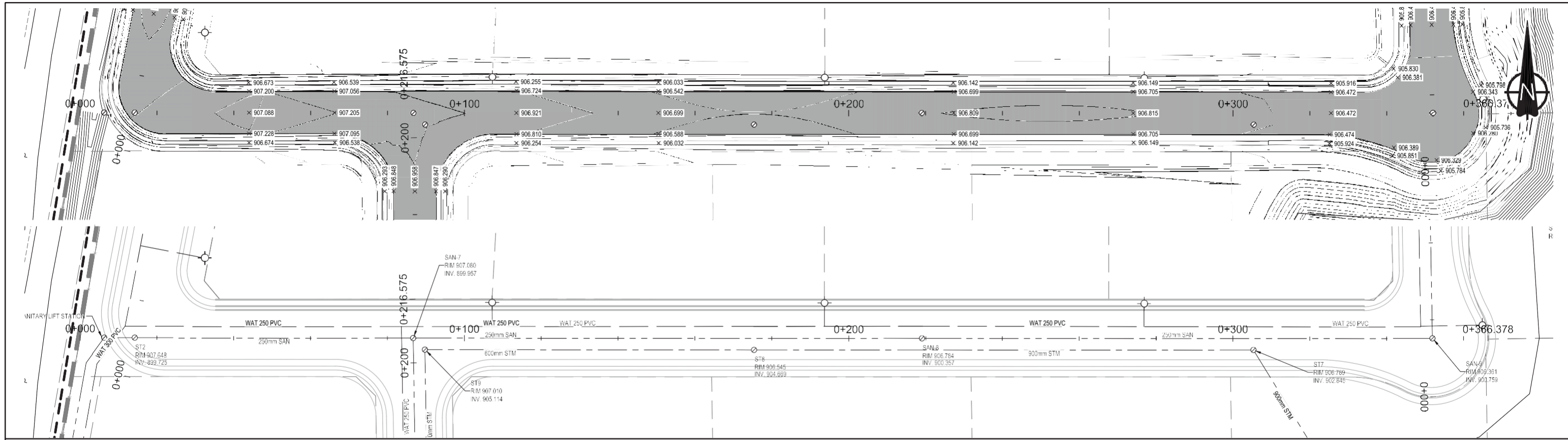
TOWN OF PICTURE BUTTE

INDUSTRIAL SUBDIVISION

Drawn: JW Design Checked: CH Date: 2020/10/19
 Designed: JW Discipline Review: AG Date: 2020/10/19

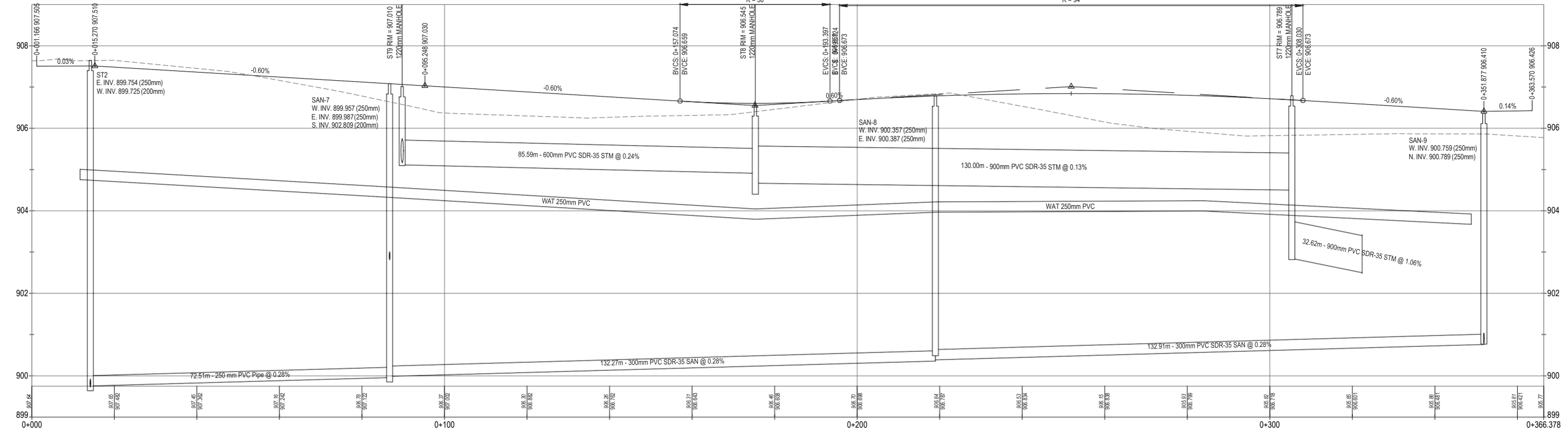
PLAN / PROFILE ALIGNMENT 1

Drawing No.
27632
PP
01
Sheet No.
01



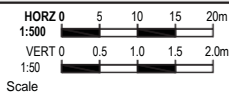
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 LOW POINT ELEV. = 906.605
 PVI STA: 0+175.236
 PVI ELEV. = 906.550
 L = 36.322m
 K = 30

HIGH POINT STA: 0+251.877
 HIGH POINT ELEV. = 906.842
 PVI STA: 0+251.877
 PVI ELEV. = 907.010
 L = 112.307m
 K = 94



NOTE: THIS DRAWING IS
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 TO 11" x 17" FORMAT

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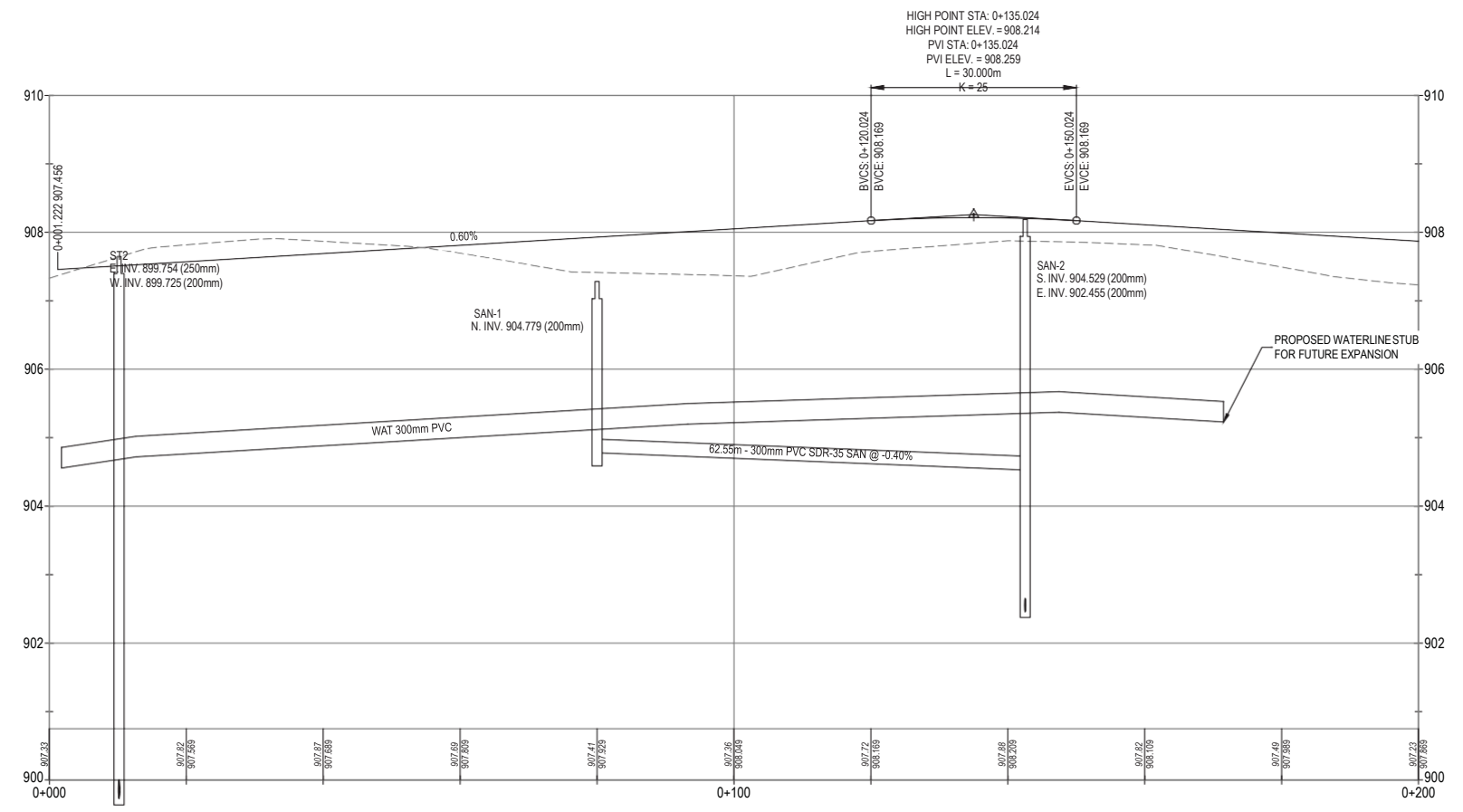
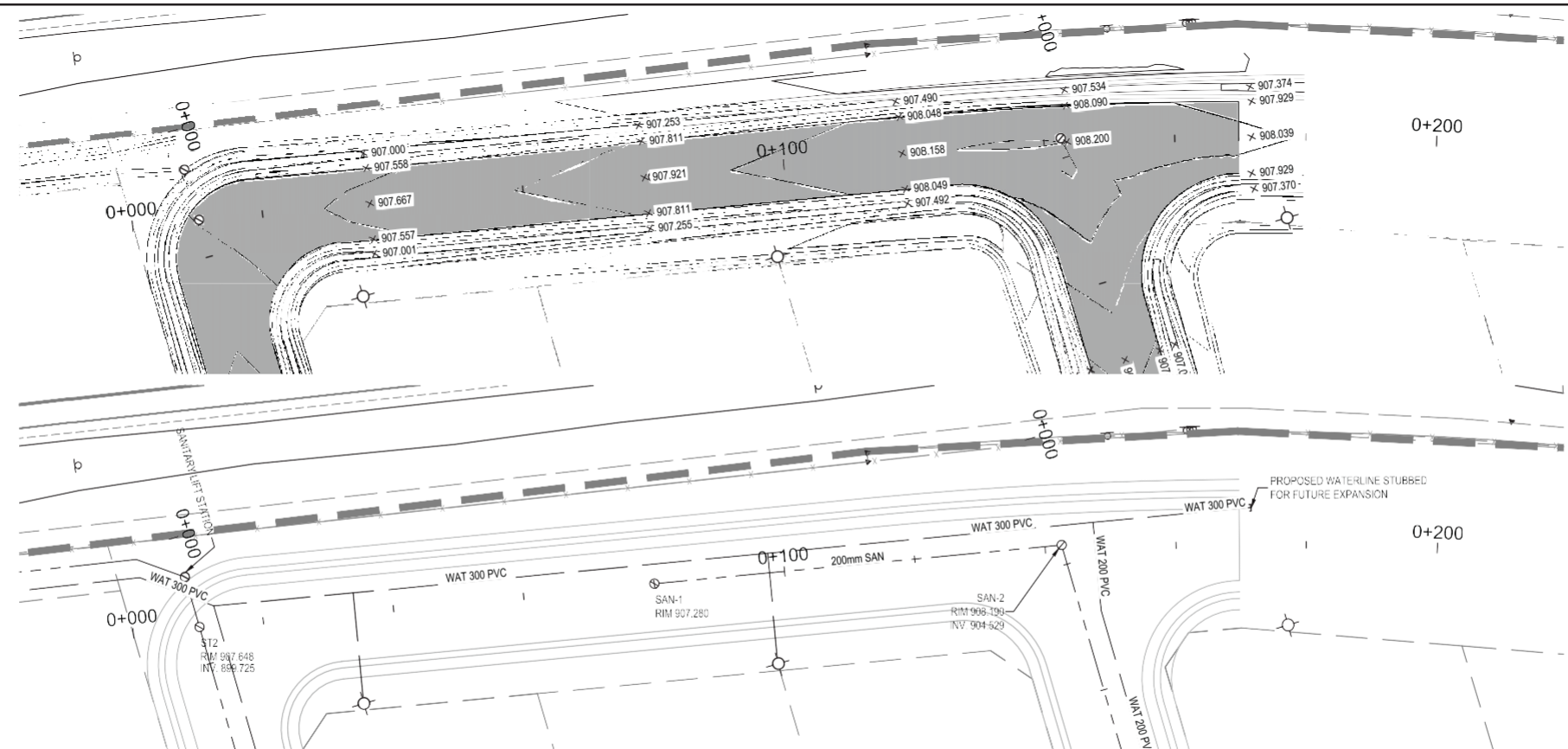
TOWN OF PICTURE BUTTE

INDUSTRIAL
 SUBDIVISION

Drawn: JW Design Checked: CH Date: 2020/10/19
 Designed: JW Discipline Review: AG Date: 2020/10/19

PLAN / PROFILE
 ALIGNMENT 2

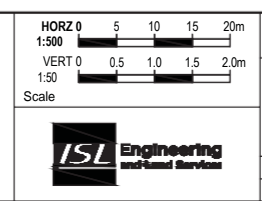
Drawing No.
 27632
 PP
 02
 Sheet No.
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HIGH POINT STA: 0+135.024
 HIGH POINT ELEV. = 908.214
 PVI STA: 0+135.024
 PVI ELEV. = 908.259
 L = 30.000m
 K = 25

NOTE: THIS DRAWING IS
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 TO 11" x 17" FORMAT

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REVISIONS			

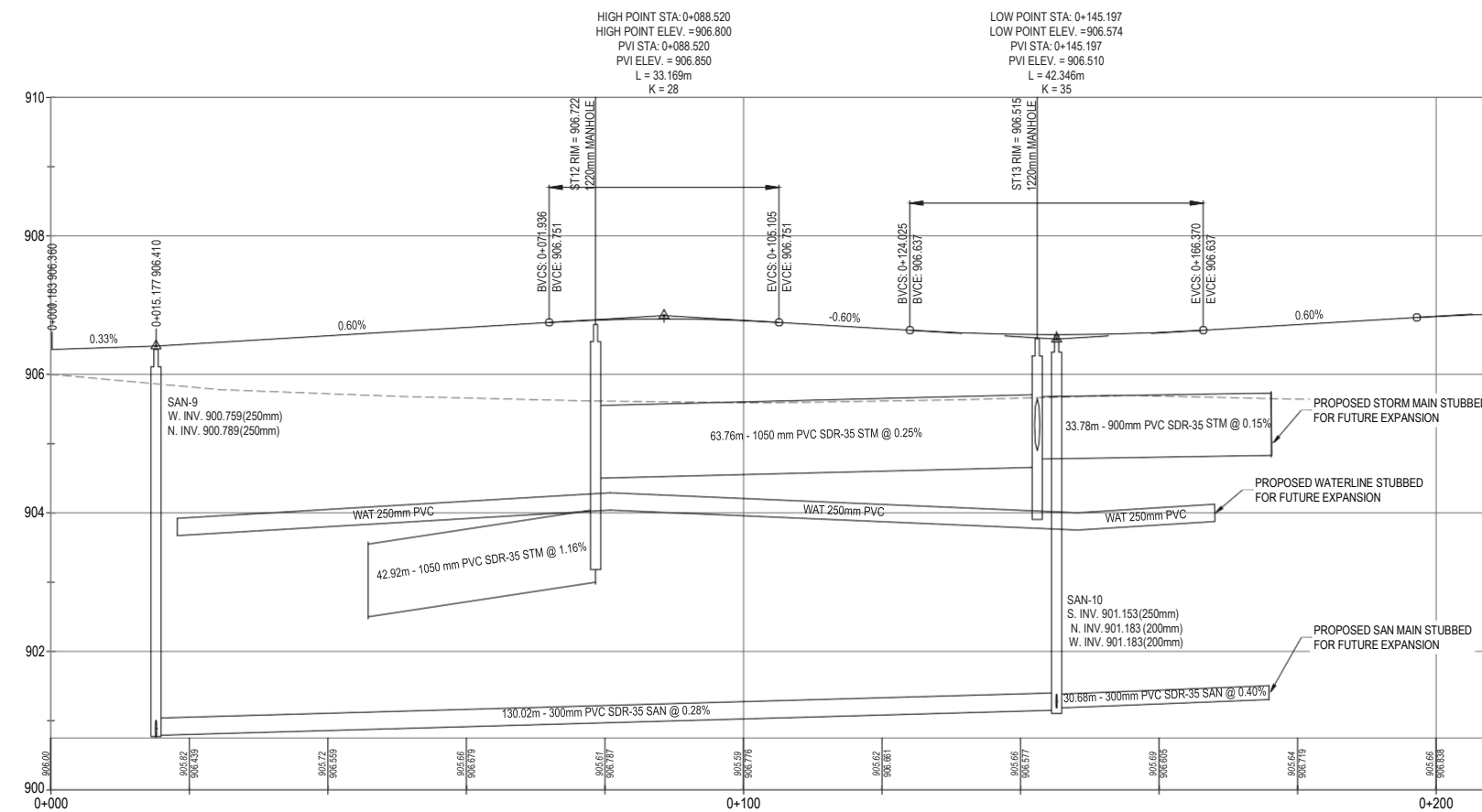
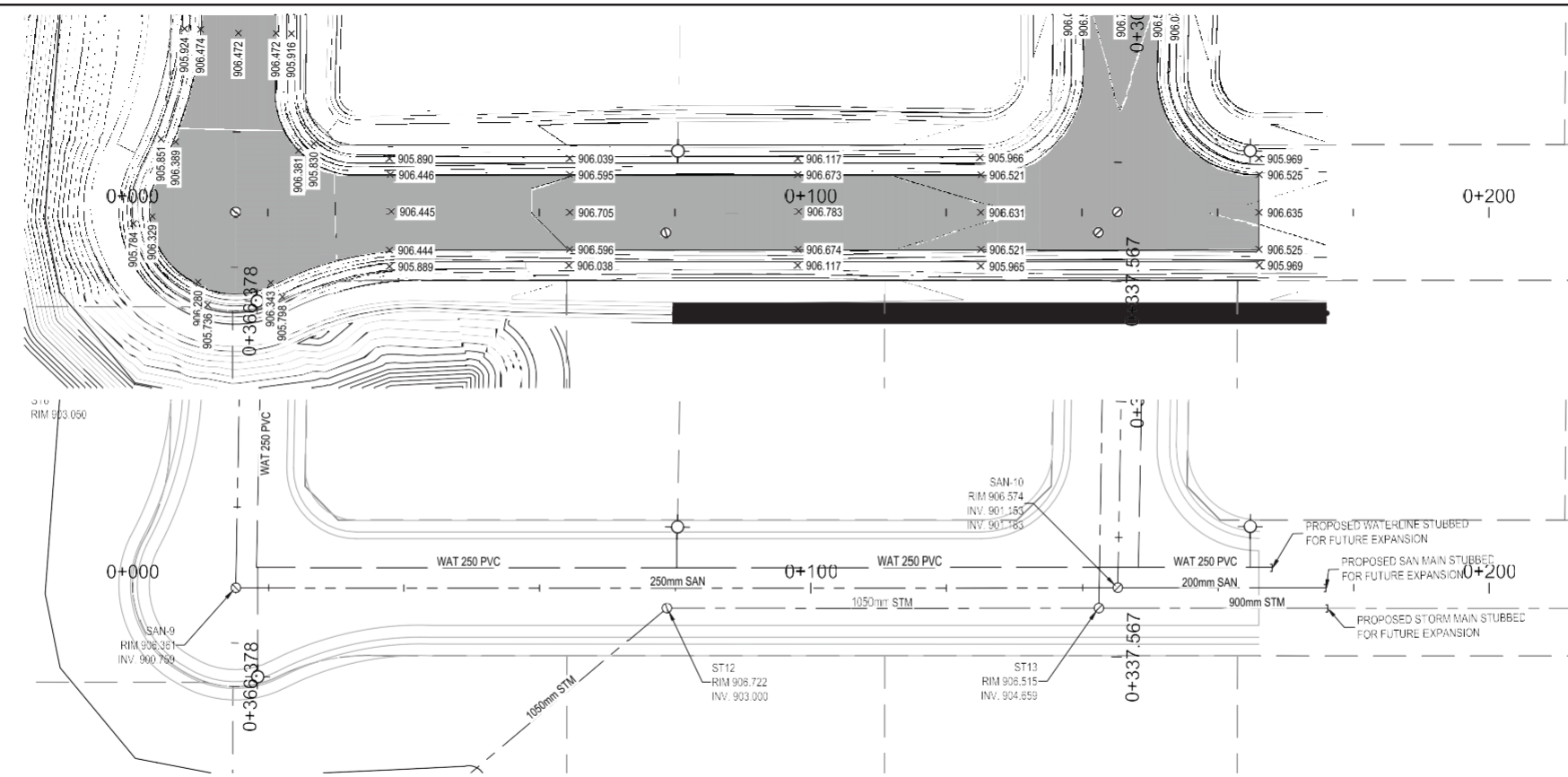


TOWN OF PICTURE BUTTE
 INDUSTRIAL
 SUBDIVISION

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 Designed: JW Discipline Review: AG Date: 2020/10/19

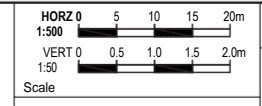
PLAN / PROFILE
 ALIGNMENT 3

Drawing No.
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 PP
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 Sheet No.
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NOTE: THIS DRAWING IS
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REVISIONS			



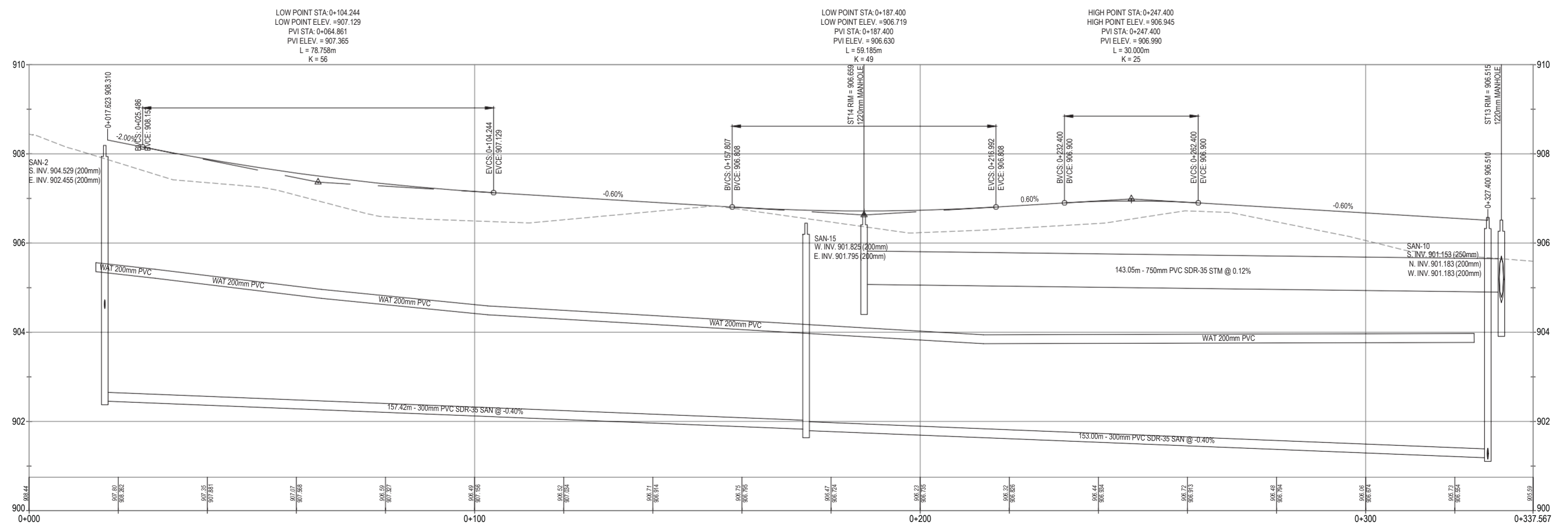
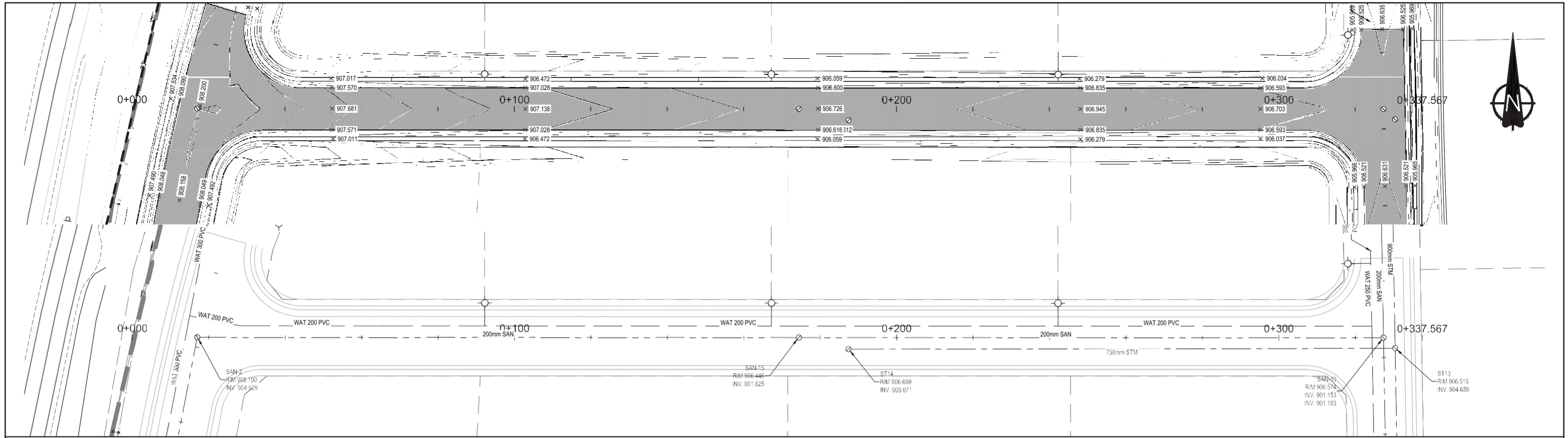
TOWN OF PICTURE BUTTE

INDUSTRIAL SUBDIVISION

Drawn: JW Design Checked: CH Date: 2020/10/19
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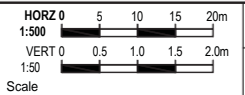
**PLAN / PROFILE
ALIGNMENT 4**

Drawing No.
27632
PP
04
Sheet No.
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NOTE: THIS DRAWING IS HALF SCALE WHEN PRINTED TO 11" x 17" FORMAT

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No.	DESCRIPTION	BY	DATE
REVISIONS			



TOWN OF PICTURE BUTTE

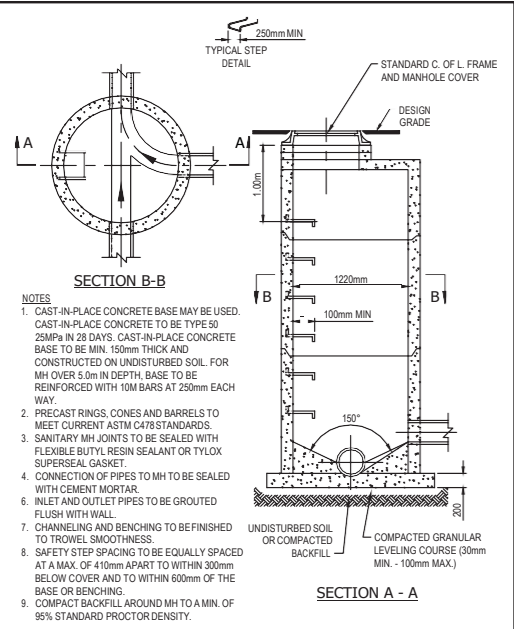
INDUSTRIAL SUBDIVISION

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PLAN / PROFILE ALIGNMENT 5

Drawing No. 27632 PP 05
 Sheet No. 00

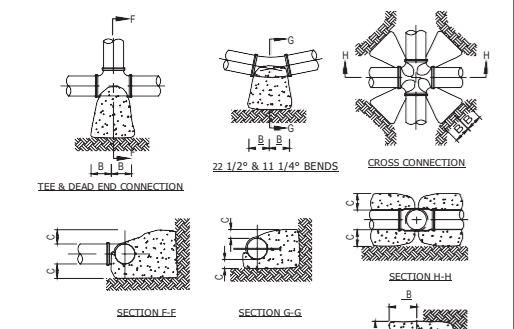
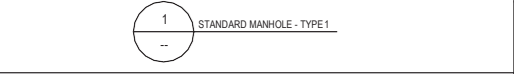
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SECTION B-B

NOTES

- CAST-IN-PLACE CONCRETE BASE MAY BE USED. CAST-IN-PLACE CONCRETE TO BE TYPE 50 25MPa IN 28 DAYS. CAST-IN-PLACE CONCRETE BASE TO BE MIN. 150mm THICK AND CONSTRUCTED ON UNDISTURBED SOIL. FOR MH OVER 1.5m IN DEPTH, BASE TO BE REINFORCED WITH 10M BARS AT 250mm EACH WAY.
- PRECAST RINGS, CONES AND BARRELS TO MEET CURRENT ASTM C478 STANDARDS.
- SANITARY MH JOINTS TO BE SEALED WITH FLEXIBLE BUTYL RESIN SEALANT OR TYLOX SUPERSEAL GASKET.
- CONNECTION OF PIPES TO MH TO BE SEALED WITH CEMENT MORTAR.
- INLET AND OUTLET PIPES TO BE GROUTED FLUSH WITH WALL.
- CHANNELING AND BENCHING TO BE FINISHED TO TROWEL SMOOTHNESS.
- SAFETY STEP SPACING TO BE EQUALLY SPACED AT A MAX. OF 410mm APART TO WITHIN 300mm BELOW COVER AND TO WITHIN 600mm OF THE BASE OR BENCHING.
- COMPACT BACKFILL AROUND MH TO A MIN. OF 95% STANDARD PROCTOR DENSITY.



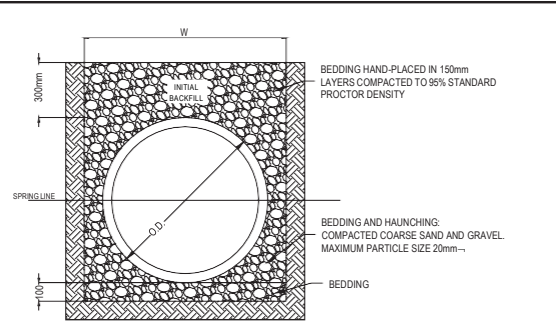
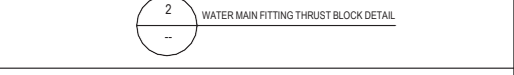
MINIMUM CONCRETE THRUST BLOCK DIMENSIONS

100 KPa WATER PRESSURE & 50 KPa ALLOWABLE SOIL PRESSURE	
PIPE DIA.	THRUST BLOCK DIMENSIONS (mm)
100	150 x 150 x 150
150	200 x 200 x 200
200	250 x 250 x 250
250	300 x 300 x 300
300	350 x 350 x 350
350	400 x 400 x 400
400	450 x 450 x 450
450	500 x 500 x 500
500	550 x 550 x 550
600	600 x 600 x 600
750	750 x 750 x 750
900	900 x 900 x 900
1050	1050 x 1050 x 1050

NOTES

- CONCRETE TO BE 30 MPa @ 28 DAYS.
- CONCRETE TO BE TYPE 50 SULPHATE RESISTANT.
- CONCRETE THRUST BLOCKS ARE TO BE PLACED AT ALL TEES, BENDS, PLUGS, CAPS.
- CONCRETE THRUST BLOCKS SHALL EXTEND INTO UNDISTURBED SOIL. THRUST BLOCKS IN SOFT UNSTABLE SOILS WILL REQUIRE REMOVAL OF SOIL & REPLACEMENT WITH COMPACTABLE FILL OF SUFFICIENT STABILITY TO RESIST THRUST TO THE SATISFACTION OF THE ENGINEER.
- CONCRETE TO BE CLEAR OF BELLS & PIPE. USE A MINIMUM OF 6 MIL POLYETHYLENE BETWEEN CONCRETE AND ALL FITTING SURFACES.
- MINIMUM 75mm CONCRETE UNDER ALL FITTINGS.
- ALL THRUST BLOCKS SHALL HAVE A MINIMUM FACE OF 0.10 m².
- REDUCERS SHALL HAVE A TOTAL BEARING AREA EQUAL TO THAT OF AN 11-1/2" BEND BASED UPON THE LARGEST DIAMETER OF THE REDUCER.

NOTE: THRUST BLOCK DESIGNED ON:
 - 100 KPa ALLOWABLE SOIL BEARING PRESSURE
 - 1.5 FACTOR OF SAFETY.
 - 1035 KPa PIPE WATER PRESSURE.

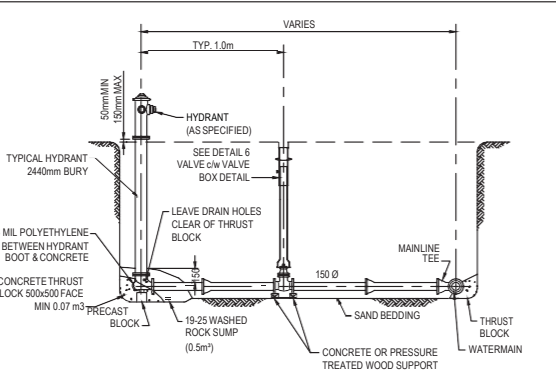


CLASS 'B' BEDDING (RIGID PIPE)

NOTE:
 W = O.D. + 400mm FOR PIPE 840-- AND SMALLER
 W = O.D. + 600mm FOR PIPE LARGER THAN 840--
 O.D. = OUTSIDE DIAMETER

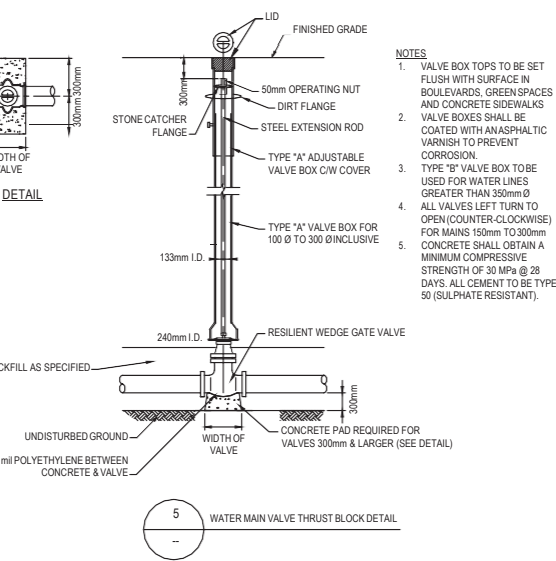
- THE BACKFILL IS TO BE HAND-PLACED IN 150mm LAYERS AND DENSELY COMPACTED TO A POINT 300mm MINIMUM ABOVE THE PIPE.

- COMPACTED GRANULAR BACKFILL - THE PIPE SHALL BE BEDDED IN COMPACTED GRANULAR MATERIAL HAVING A 100mm MINIMUM THICKNESS BENEATH THE PIPE AND EXTEND TO A HEIGHT LEVEL WITH THE SPRING LINE OF THE PIPE AT THE SIDES.



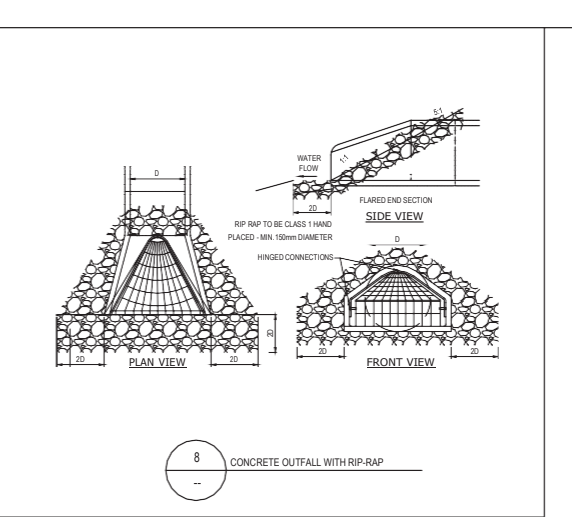
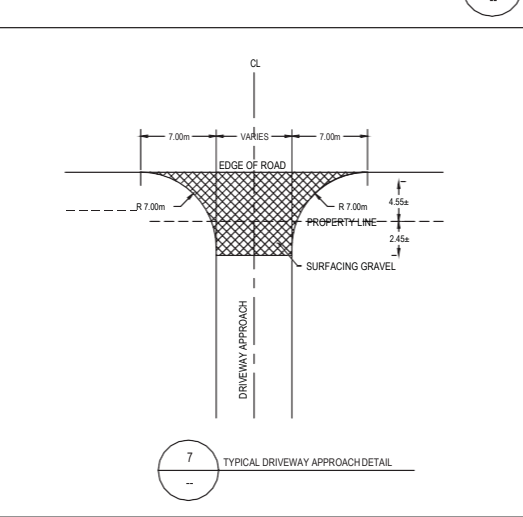
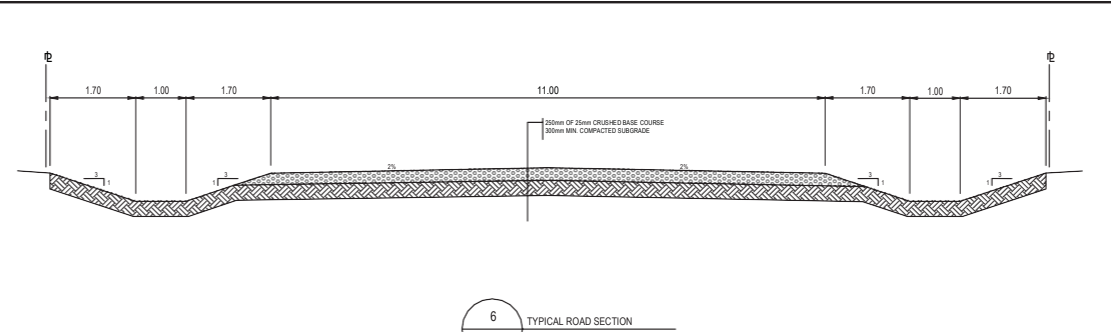
NOTES

- THRUST BLOCKS SHALL BE OF CONCRETE OBTAINING A COMPRESSIVE STRENGTH OF AT LEAST 30 MPa @ 28 DAYS. CEMENT TO BE TYPE 50 (SULPHATE RESISTANT).



NOTES

- VALVE BOX TOPS TO BE SET FLUSH WITH SURFACE IN BOULEVARDS, GREEN SPACES AND CONCRETE SIDEWALKS
- VALVE BOXES SHALL BE COATED WITH AN ASPHALTIC VARNISH TO PREVENT CORROSION.
- TYPE 'B' VALVE BOX TO BE USED FOR WATER LINES GREATER THAN 350mm Ø
- ALL VALVES LEFT TURN TO OPEN (COUNTER-CLOCKWISE) FOR MAINS 150mm TO 300mm
- CONCRETE SHALL OBTAIN A MINIMUM COMPRESSIVE STRENGTH OF 30 MPa @ 28 DAYS. ALL CEMENT TO BE TYPE 50 (SULPHATE RESISTANT).



- GENERAL NOTES:**
- ALL CONSTRUCTION TO MEET THE CITY OF LETHBRIDGE DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS.
 - NO RESPONSIBILITY IS IMPLIED OR ASSUMED BY THE ENGINEER / ARCHITECT AS TO THE LOCATION AND ELEVATION OF ANY UTILITY. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXISTENCE AND LOCATION OF ALL UTILITIES THAT MAY BE IMPACTED AND MUST CONTACT THE VARIOUS UTILITY COMPANIES FOR THIS SITE PRIOR TO COMMENCEMENT OF ANY OPERATIONS. PROVIDE ENGINEER / ARCHITECT WITH COPY OF ALL LOCATE REPORTS.
 - CONTRACTOR TO VERIFY ALL QUANTITIES PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER / ARCHITECT OF ANY DISCREPANCIES.
 - CONTRACTOR IS TO ENSURE AN 'ISSUED FOR CONSTRUCTION' SET OF DRAWINGS IS ON-SITE AT ALL TIMES.
 - ALL CONTOUR INTERVALS ARE 0.2m UNLESS NOTED OTHERWISE.
 - ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
 - CONTRACTOR IS RESPONSIBLE FOR DAILY GENERAL SITE CLEAN UP AND TO MAINTAIN A SAFE CONSTRUCTION SITE AT ALL TIMES.
 - CONTRACTOR IS RESPONSIBLE FOR EROSION CONTROL AND SEDIMENT TRACKING OFF SITE DURING THE COURSE OF CONSTRUCTION.
 - CONTRACTOR IS RESPONSIBLE FOR HAULING OF ALL EXCESS OR UNSUITABLE MATERIALS OFF SITE AND TO PAY ALL COSTS AND FEES ASSOCIATED THEREWITH.
 - CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING LANDSCAPED AREAS, PAVEMENT, CONCRETE, UTILITIES AND ANY OTHER ITEMS OR AREA THAT ARE TO REMAIN. RESTORATIONS AND REPAIRS WILL BE MADE AT THE CONTRACTOR'S EXPENSE AND TO THE ENGINEER'S SATISFACTION.
 - CONTRACTOR IS RESPONSIBLE TO OBTAIN ALL REQUIRED PERMITS AND REGULATORY APPROVALS INCLUDING ANY ASSOCIATED COSTS TO COMPLETE THIS CONTRACT.

NOTE: THIS DRAWING IS HALF SCALE WHEN PRINTED TO 11" x 17" FORMAT

No.	DESCRIPTION	BY	DATE
5			
4			
3			
2			
1	ISSUED FOR 60% REVIEW	JW	2020/12/11
0	ISSUED FOR 30% REVIEW	JW	2020/10/20
REVISIONS			



TOWN OF PICTURE BUTTE		
INDUSTRIAL SUBDIVISION		
Drawn: JW	Design Checked: CH	Date: 2020/10/19
Designed: JW	Discipline Review: AG	Date: 2020/10/19

DETAILS

Drawing No.
27632
DE
01
Sheet No.
00

APPENDIX C. | Transportation Impact Assessment

Will be inserted upon approval from Alberta Transportation



APPENDIX
North Industrial Supporting Studies Review

B



416B Stafford Drive South, Lethbridge AB T1J 2L2, T: 403.327.3755 F: 403.327.3454

To: **Rocky Mountain Equipment** Date: **June 20, 2023**
Attention: **Jason Carter** Project No.: **28286**
Cc:
Reference: **North Industrial Supporting Studies Review**
From: **Jason Warkentin**

Further to our pre-application discussions with the Town of Picture Butte and ORRSC, we have reviewed the changes to the Picture Butte North Industrial Area Structure Plan (ASP) which will be required to accommodate the revised concept.

SERVICING:

We have revised the servicing plan and it is updated to reflect the revised lot layout, please see the attached exhibit. Although the servicing layout within the proposed subdivision is modified from the previous lot layout provided in 2020, the connection points and alignments outside the development area for water, sanitary and storm remain the same.

The following text has been added to the ASP as track changes and the revised figures showing the updated concept plan have been provided as Schedule A, to be attached to the ASP document.

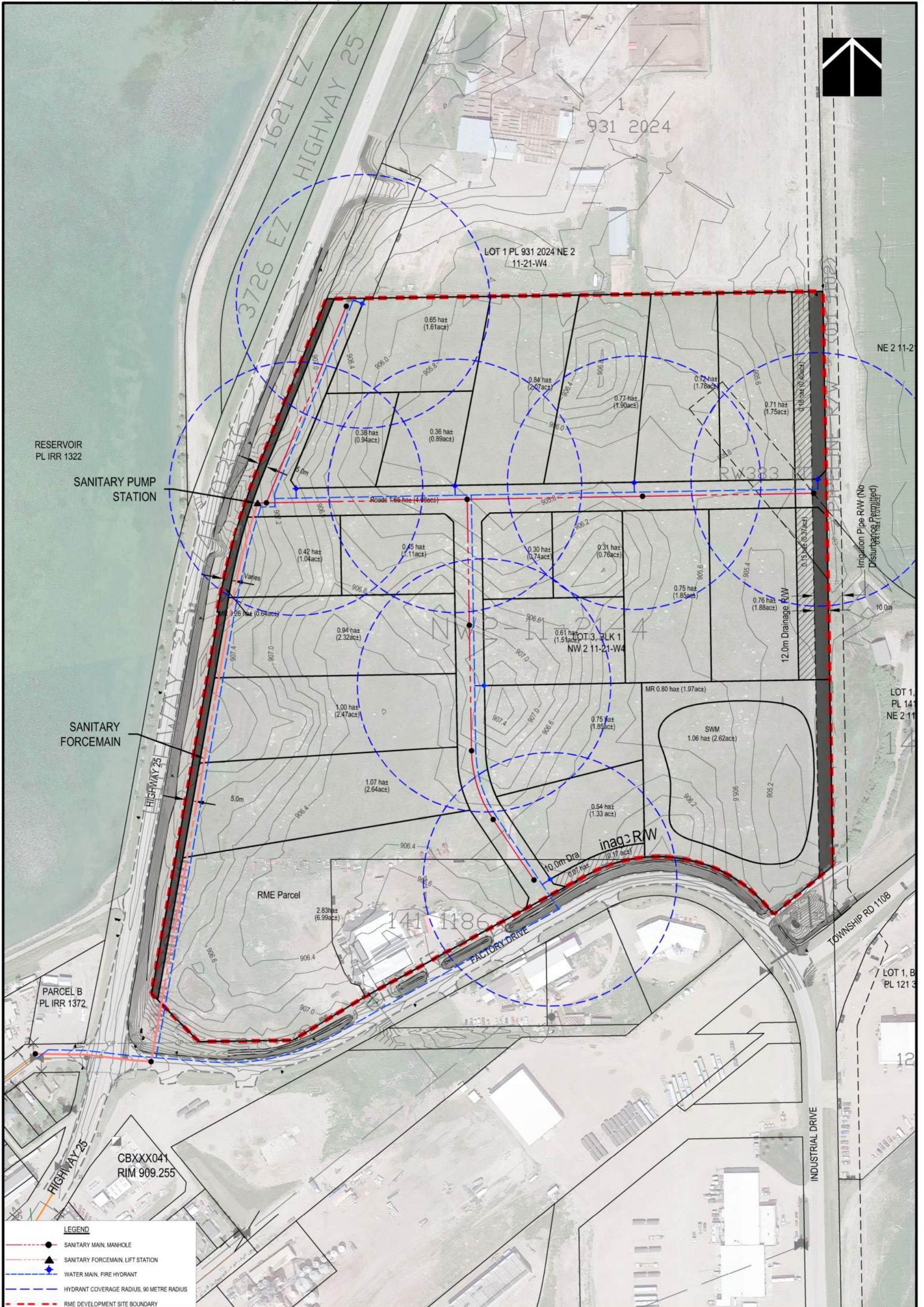
- The water system will be connected to the main located at the north end of Crescent Avenue, approximately 40 metres west of the intersection of Highway 25 and Crescent Avenue. A 300 mm diameter HDPE water main will be installed under Highway 25 by direct drill to allow Highway 25 to remain in service during construction. The watermain will continue along the east property line going north along Highway 25 to connect to the future roadway 400 metres north in the new development. A stub connection will be installed on the east side of Highway 25 and Factory Drive to allow for future looping along Factory Drive. Fire hydrants will be located to provide adequate coverage in the road right-of-way.
- The sanitary sewer will consist of a gravity system connected to a lift station with a forcemain. The forcemain will be connected to the sanitary manhole located near the water main tie-in location at the north end of Crescent Avenue east of Highway 25. The forcemain will be installed by direct drill under Highway 25 and will follow parallel to the watermain on the east side of the property line along Highway 25 to the future roadway. Lot service connections and the sanitary main system will drain by gravity to the lift station so it can be pumped to the manhole at the tie-in location.
- The storm system will consist of ditches and culverts that will drain by gravity to the Storm Water Management Facility (SWMF) on the southeast corner of the development. The SWMF will consist of a wet pond with an outlet pipe that will limit the storm runoff rate to pre-development flow rate as per Alberta Environment guidelines. Individual lots will drain towards the roadways by swales or ditches along property lines so it can be conveyed to the SWMF, which will drain to the ditch at Township Road 110B and Factory Drive.



TRANSPORTATION:

ISL engaged with Alberta Transportation and Economic Corridors (ATEC) to confirm whether an update to the 2020 Transportation Impact Assessment is required as a result of the revised Land Use Concept. ISL is currently waiting for a response from ATEC and will advise the Town of their decision when a response is received.

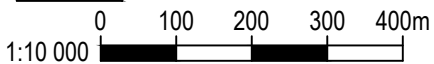
Regarding the roadway system, the site distance for the proposed intersection on Factory Drive does not meet the ATEC recommendations for intersection sight distance for a WB-21 vehicle, however, it has been deemed by ISL to be acceptable given the limited access opportunities. We are recommending additional signage to indicate trucks turning and possibly lowering the speed limit around the curve.





APPENDIX
ASP Schedule A (Revised ASP Figures)

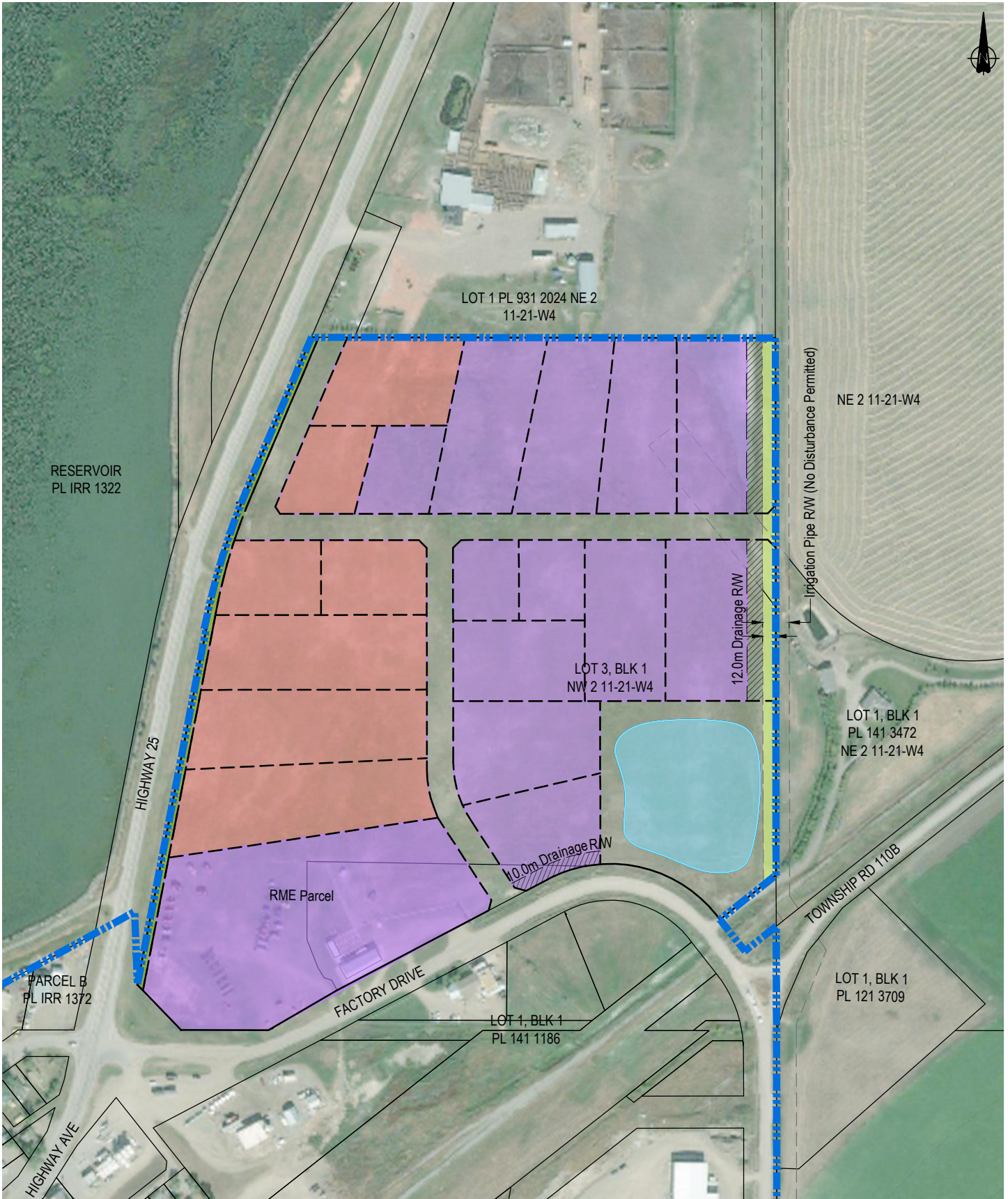
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Integrated Expertise, Locally Delivered

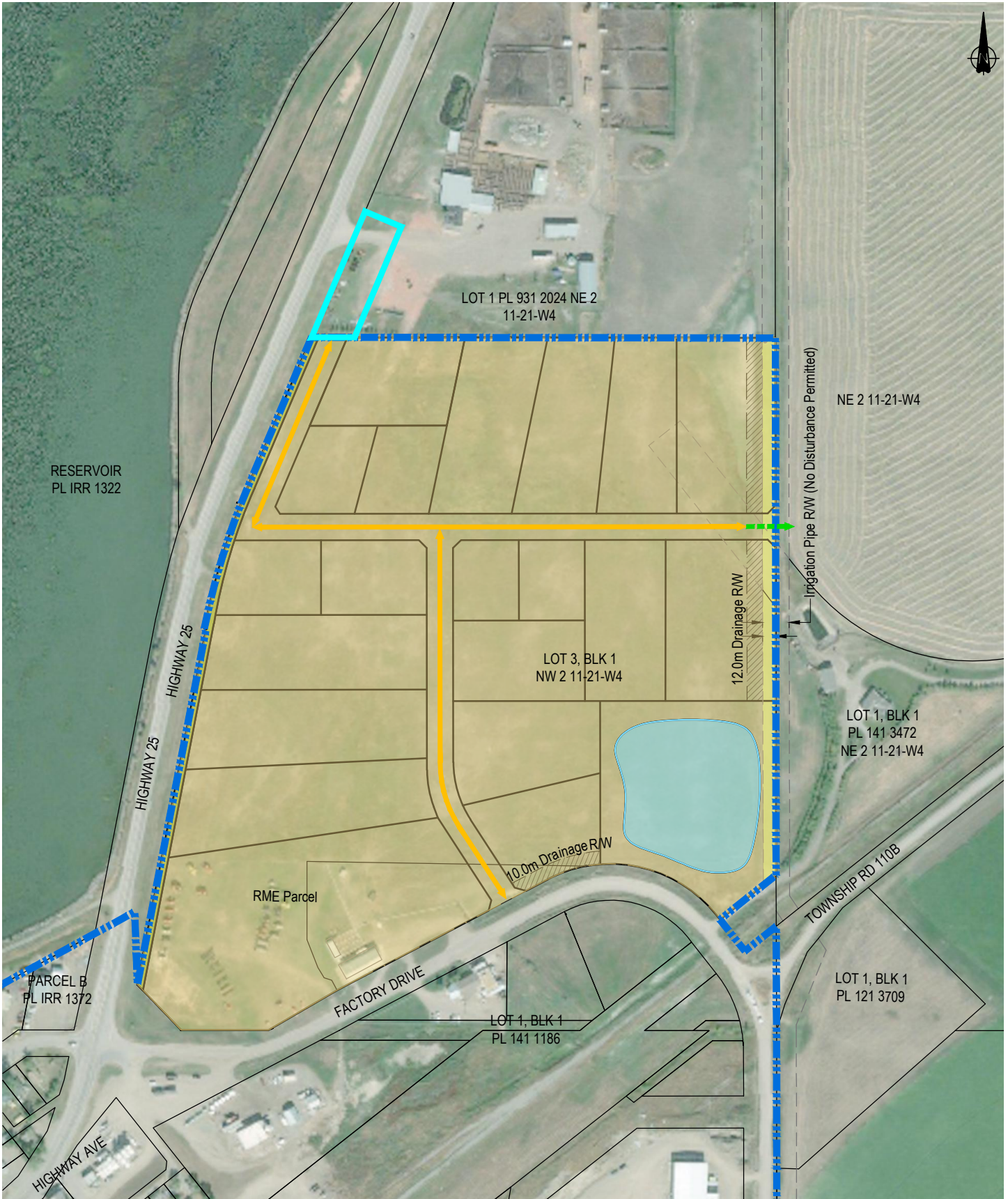
- Town Boundary
- Area Structure Plan Boundary

Town of Picture Butte
 North Industrial
 Area Structure Plan
 Map 1
 Location Plan
 June 2023



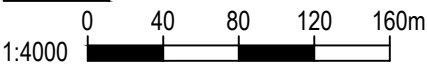
- Town Boundary
- Proposed Stormwater Management Facility
- Mixed Use - Highway Commercial / Industrial
- Industrial
- Drainage Right-of-Way

Town of Picture Butte
 North Industrial
 Area Structure Plan
 Map 2
 Land Use Concept
 June 2023



- Town Boundary
- Proposed Stormwater Management Facility
- Area Structure Plan Area
- Existing Service Road
- Proposed Road Connection
- Future Road Connection

Town of Picture Butte
 North Industrial
 Area Structure Plan
 Map 3
 Road Network
 June 2023

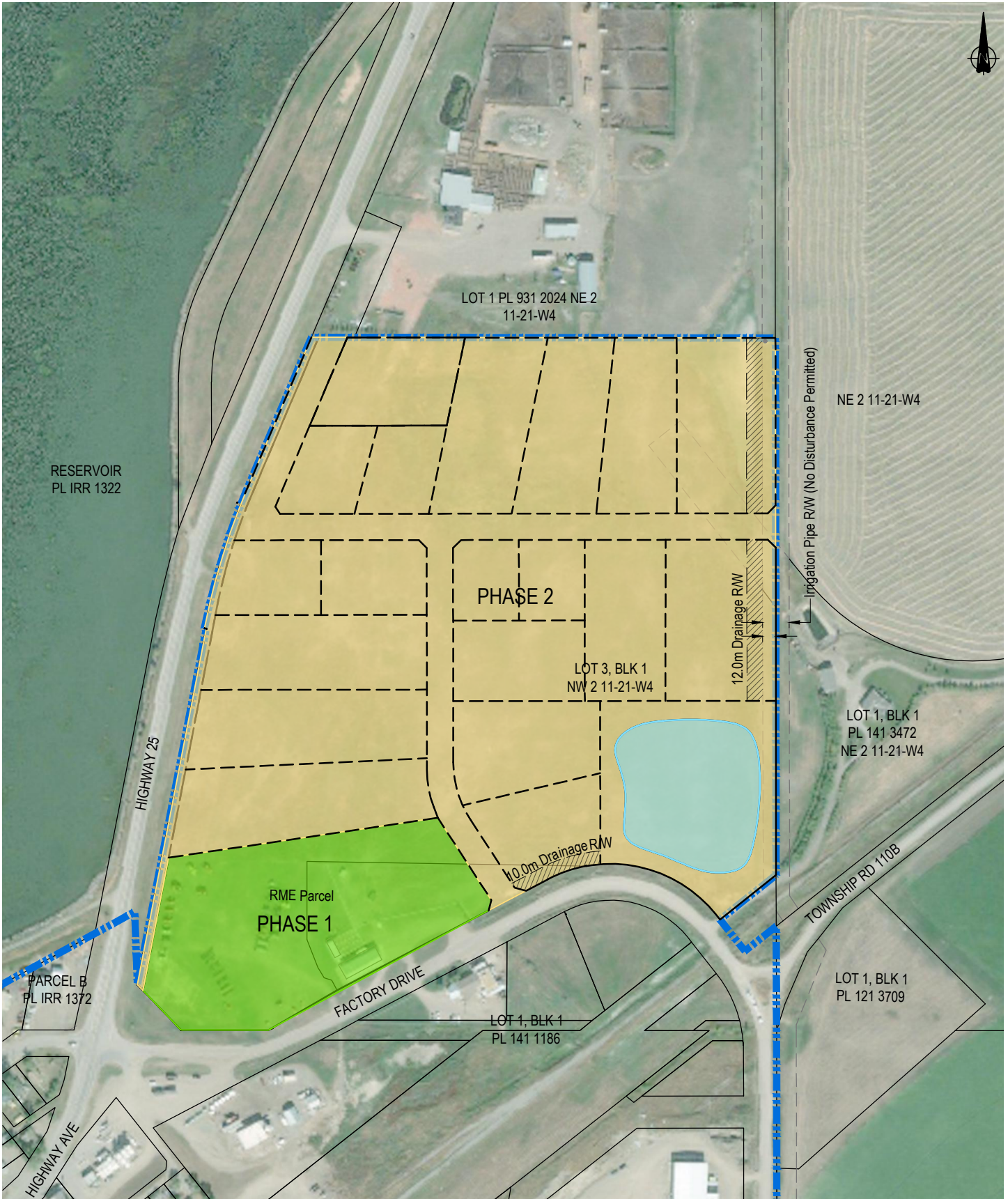


Integrated Expertise, Locally Delivered

- Town Boundary
- Proposed Stormwater Management Facility
- Proposed Lot Lines



Town of Picture Butte
 North Industrial
 Area Structure Plan
 Map 4
 Lot Layout
 June 2023



- Town Boundary
- Proposed Stormwater Management Facility
- Proposed Phase 1
- Proposed Phase 2
- Drainage Right-of-Way

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Town of Picture Butte
 North Industrial
 Area Structure Plan
 Map 5
 Development Phasing
 June 2023



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

Re: Arena Ice Rental Policy

Background:

In November 2022, Administration presented a new Ice Allocation policy to Council for approval. This was approved and is our current policy regarding ice rentals. Prior to November 2022 we used another policy that was called the Ice User Policy. This Ice User Policy was replaced by the policy approved in November 2022.

Administration would like to reinstate and updated icer user policy, now called “Arena Ice Rental Policy” and rescind the current Ice Allocation Policy. The updated *Arena Ice Rental Policy* is more comprehensive than the current policy and covers such things as:

- Different billing structures;
- The length of the ice season;
- Management’s responsibilities;
- Booking procedure; and
- Cancellation policy;

All of these things are not addressed in the current policy. We therefore would like Council to approve the updated *Arena Ice Rental Policy* and rescind the current “Ice Allocation Policy”. We feel this is important as the updated policy outlines our practices and can be referenced when we are questioned why we do the things we do.

Proposed Changes

1. Wording from contractor to operator throughout the document;
2. Extending the time when reoccurring ice user can submit their requests for ice allocations for the next year from 1st of August to 31st of August.
 - a. We are hoping that this allows users to finalise their membership numbers before securing ice times that they may not need.

Recommendation:

To rescind Ice Allocation Policy No 509 and approve Arena Ice Rental Policy as presented.

Submitted by: Keith Davis, CAO



Municipal Policy Manual

NAME: ~~Ice User Policy~~ **Arena Ice Rental Policy**

SECTION 500: No. 509

COUNCIL MOTION NUMBER: ~~260-1908-26~~

UPDATED: ~~August 2019~~

1. Purpose

1.1. To establish general guidelines for the rental and operation of the North County Recreation Complex.

2. Definitions

1. **Adult Group** means an organisation or individual that rents ice from the Town and has the majority of their Ice users over the age of 18.
2. **Arena** means the North County Recreation Complex.
3. **Arena Operator** means the individual or organisation that signs a contract with the Town to operate, clean, supervise and maintain the Ice Rink during the skating season.
4. **Concession Operator** means the individual or organisation that has a signed contract with the Town to operate the Concession in the Arena.
5. **Good Standing** means an Ice User that has paid any outstanding amounts prior to the 1st of May of every year and has no history of defaulting on any ice booking payments or having any ice booking cancelled due to late payments as per Section 6.2.
6. **Ice Rink** means the skating rink, change rooms, bleachers, foyer, bathrooms and any other area that is not considered the Curling Side of the North County Recreation Complex.
7. **Ice Season** means the six month period of time when ice is available to be booked. This is usually defined as the 1st of October until the last Sunday in March.
8. **Ice User(s)** means any group or individual that rents ice from the Town.
9. **Non Picture Butte Youth Group** means an organisation or individual that does not live within the municipal boundaries of the Town and rents ice from the Town that will be used by a majority of people that are under the age of 18.
10. **Non Reoccurring Ice User** means an Ice User that is not a Reoccurring Ice User.
11. **Picture Butte Youth Group** means an organisation or individual that has a mailing address in Picture Butte and provides programming to youth, under the age of 18, at the North County Recreation Complex.
12. **Reoccurring Ice User** means Reoccurring Adult Groups and Reoccurring Picture Butte Youth Groups.
13. **Reoccurring Adult Group** means an Adult Group that has been in Good Standing with the Town for five previous Ice Seasons.
14. **Reoccurring Picture Butte Youth Group** means a Picture Butte Youth Group that has been in Good Standing with the Town for five previous Ice Seasons.
15. **Town** means the Town of Picture Butte.
16. **Written** means by letter or by email.



Municipal Policy Manual

3. Management

- 3.1. The Facility shall be operated and maintained by the Town of Picture Butte and shall be operated according to the needs and interests of the community as outlined in this policy.
- 3.2. The Town will have ice available for rent from the 1st of October until the last Sunday of March.
 - 3.2.1. The Ice Season may be shortened or lengthened depending upon bookings and when the last Sunday of March falls each year. The decision to either lengthen or shorten the Ice Season will be made by the Director of Operations in consultation with the Chief Administrative Officer.
 - 3.2.2. The Ice Rink will be closed on Christmas Eve
- 3.3. The CAO, Director of Operations and Director of Corporate Services and/or their delegates, and the Arena ~~Contractor~~ **Operator** has the authority to refuse admission to any individual or group in accordance with this policy.
- 3.4. The Director of Operations or delegate is responsible for:
 - 3.4.1. Allocating ice times to Reoccurring Ice Users as per this policy.
 - 3.4.2. The operation and maintenance of the Arena.
 - ~~3.4.2.1. The Arena Contractor is assigned responsibility for certain functions of the operation and maintenance of the Arena as per his contract.~~
 - 3.4.3. Coordinating with the Arena ~~Contractor~~ **Operator** regarding any maintenance issues related to the operation of the Arena.
 - 3.4.4. Meeting with the Reoccurring Ice Users prior to the beginning of the Ice Season to:
 - 3.4.4.1. Communicate any changes in policy or procedures
 - 3.4.4.2. Present a drafted schedule
 - 3.4.4.3. To listen to any concerns that the Reoccurring Ice Users may have
 - 3.4.5. Finalising an ice rental schedule and to make any adjustments after the Reoccurring Ice Users cancellation date.
 - 3.4.6. Coordinating with the Concession Operator regarding any maintenance issues related to the operation of the Concession.
- 3.5. The Director of Corporate Services or delegate is responsible for:
 - 3.5.1. Ensuring that all invoices are sent to Reoccurring Ice Users.
 - 3.5.2. Ensuring that all payments for ice rentals are received by the Town.
 - 3.5.3. Overseeing the process of selling ice to Non Reoccurring Ice Users as per this policy.
 - 3.5.4. Updating the ice schedule to include ice rental sales.
 - 3.5.5. To communicate confirmed ice rental sales to the Arena Operator and Concession Operator as per this policy.

4. Ice Applications and Allocations of Ice

- 4.1. Reoccurring Ice Users must submit their applications for ice allocation(s) to the Town Office. Applications for ice in the Ice Season must be received in writing, by August 1st ~~1st~~ **31st** of the current year.
 - 4.1.1. Any ice request, in an application from a Reoccurring Ice User, that is not submitted before August ~~1st~~ **31st** will only be considered after all other Reoccurring Ice User requests are considered.
 - 4.1.2. Any ice given up by a Reoccurring Ice User immediately reverts back to the Town of Picture Butte to be re-allocated as outlined in this policy.



Municipal Policy Manual

- 4.2. The Director of Operations, or delegate will create a yearly ice schedule by allocating ice times to Reoccurring and Non Reoccurring Ice Users according to the following order of priority:
 - 1st priority – Town of Picture Butte
 - 2nd priority – Reoccurring Picture Butte Youth Group
 - 3rd priority – Picture Butte Youth Group
 - 4th priority – Reoccurring Adult Groups
 - 5th priority – Adult Groups
 - 6th priority – Non Picture Butte Groups
- 4.2.1. Requests for additional ice time from any Reoccurring Ice User will not be allocated until all Reoccurring Ice User requests have been considered.
- 4.2.2. Notwithstanding the priority listing found in this section, historical use of previous years ice time allocations, Good Standing, and conduct within the facility will also be considered when allocating ice times.
- 4.2.3. The order of priority will not be considered when ice is already booked or scheduled to be used by another Ice User.
- 4.3. If ice time becomes available at a time and /or date that may be more suitable to a Reoccurring Ice User then a written request to change to that time will be considered.
 - 4.3.1. In the event that more than one request is received from a Reoccurring Ice User to change to another ice time, then the Director of Operations will make a decision based upon Section 4.2 of this policy.
 - 4.3.2. In the event there are no outstanding requests for ice time, then additional requests from Reoccurring Ice Users will be considered as per the priorities outlined in this policy.
- 4.4. The Town may request Ice Users to provide a list of any person that will be using the ice under their booking.
 - 4.4.1. Information that can be requested may include: Name, age, email address, phone number and residential address of each person.
 - 4.4.2. When this information is requested the Ice User must provide this information at the time of the booking or for Reoccurring Ice Users within 30 days.
- 4.5. Any ice time, not allocated to Reoccurring Ice Users who submit applications prior to August 1st 31st will be available for rent. The following procedure will be followed when renting ice to Non Reoccurring Ice Users:
 - 4.5.1. Available ice times will be made known to Non Reoccurring Ice Users in the following priority:
 - 4.5.1.1. Ice that is within the **normal operating hours of the arena**. ~~Arena Contractors scheduled ice time.~~
 - 4.5.1.2. Ice that is not within the **normal operating hours of the arena** ~~Arena Contractors scheduled ice time~~ but precedes or follows an already confirmed rental.
 - 4.5.1.3. Ice that does not precede or follow an already confirmed rental.
 - 4.5.2. A ten minute ice cleaning time frame must be left between two different Ice Users.
 - 4.5.3. A Non Reoccurring Ice User may tentatively book an open ice time.
 - 4.5.3.1. A tentative booking is not confirmed until an Ice User Agreement for Arena Bookings form is completed and the rental payment has been paid in full at least 24 hours prior to the booking.
 - 4.5.3.2. A tentative booking can be sold to another Ice User when the Ice User Agreement for Arena Bookings is completed and paid for before the other Ice User.



Municipal Policy Manual

4.5.4. Once a tentative booking has been confirmed then the Town office will notify the Arena Operator and Concession Operator of the confirmed booking at least 24 hours prior to the booking.

4.6. All Ice Users must sign an Ice User Agreement for Arena Bookings prior to their ice time.

5. Cancellations

5.1. For Reoccurring Ice Users, cancellations of scheduled ice times will be allowed up to October 31st. After this date, any ice that is cancelled by a Reoccurring Ice User shall not be refunded or credited unless the Town is able to resell the said allocation with no loss in revenue to the Town.

5.2. For Non Reoccurring Ice Users, once a booking has been confirmed and payment has been received a refund will not be given to the Ice User if they cancel their booking.

5.2.1. At the discretion of the Director of Corporate Services or delegate a booking for a Non Reoccurring Ice User that is cancelled can be rescheduled any time between October 1st and the last Sunday of March in the same season that the ice was booked. A cancelled ice time can not be rescheduled after the Ice Season.

5.3. The Town reserves the right to cancel any ice booking for the purpose of emergency repairs to the building, mechanical plant and/or the ice surface. The Director of Operations or Arena **Operator Manager**, with approval from the Director of Operations reserves the right to cancel any ice booking in what they consider extreme weather conditions.

5.4. In the event of such a cancellation, the groups affected will be notified by the Director of Operations, his delegate or the Arena Operator. If the Town cancels a Non Reoccurring Ice User time then the Town will refund the rental payment in full or if the Non Reoccurring Ice User agrees reschedule their ice time as per 5.2.1.

6. Fees and Charges

6.1. The rental of the Ice Rink shall be in accordance with the fees and charges approved by Picture Butte Town Council. All rental rates shall be subject to review on an annual basis by Council.

6.1.1. This review will occur prior to a final annual budget being passed by Council.

6.1.2. Any new ice rental rates will not take place until the Arena reopens on the 1st of October.

6.2. Reoccurring Ice Users will be invoiced monthly, payable within 30 days of the date upon which an invoice is mailed to the user.

6.2.1. Any disputed billing amount will be considered as per the 30 Day Invoice Dispute Period Policy.

6.2.2. The individual whose name appears on the contract shall be responsible for the rental payment to the Town.

6.2.3. Outstanding amounts after the 30 days will accrue a late payment charge at the rate set by Council.

6.2.4. If an outstanding amount extends beyond a two month period, the Town may cancel the Ice Users ice time until the outstanding amount is paid in full.

6.3. The Town will not rent ice at a youth rate to any Ice User with adult players that may operate under the umbrella of a youth organisation.

6.4. Rental rates for booking in excess of one (1) hour will include stoppages during the event for ice cleaning. One cleaning time shall be required after each hour of play.

6.5. Failure to comply to this policy may result in an Ice User's booking being cancelled by the Town.



Municipal Policy Manual

7. Tournaments and/or Group Special Events

- 7.1. Applications for tournaments and/or group special events shall be received at the Town Office in writing, by August 1st of the current year.
- 7.2. The scheduling of tournaments and/or group special events shall be at the discretion of the Director of Operations and must take into account the impact of these events on other activities within the facility.
- 7.3. Rental rates for tournaments and/or group special events will include stoppages during the event for ice cleaning as per Section 6.4.
- 7.4. Cancellations for tournaments and/or group special events will be in accordance with Section 5 of this policy.



TOWN OF PICTURE BUTTE CORPORATE POLICY

Reference: PW-509

Council Motion Number: 260 1908 26

TITLE: ICE ALLOCATION POLICY

Approved by Council
Revised by Council

Date: August 26, 2019
Date: November 28, 2022

PURPOSE OF POLICY

The Town of Picture Butte is committed to balancing ice usage for all ice user groups and a place for the Community to gather and engage in sporting and recreational activities at the North County Recreation Complex.

POLICY STATEMENT

1. The North County Recreation Complex is available for community and ice user groups and residents of Picture Butte. The Town of Picture Butte is responsible for managing the allocation of ice, being fiscally responsible for ice operations, and ensuring community and ice user groups and visitors can participate in arena programs.
2. Notwithstanding anything contained within this Policy, the level, timing, and condition of services that can be delivered will be subject to the municipal budget, availability, cancellations safety, and weather.

DEFINITIONS

3. For this policy, the following definitions shall apply:

“**Ice allocation**” means the process by which ice time is assigned to ice user groups.

“**Ice Season**” represents that portion of the year in which those parts of the Arena equipped for an ice surface play area are established and used. The ice season schedule typically runs from October through March.

“**Ice Users**” means any group or individual renting ice from the Town of Picture Butte.

“**Community groups**” means ice user groups which include, but are not limited to Minor Hockey, Ringette, Figure Skating, Non-profit groups, Adult Hockey and Junior Hockey.

“**Priority ranking**” means indoor ice within the North County Recreation Complex shall be distributed with the following priority lists as a guideline.

- 1) Town of Picture Butte programs.
- 2) Local Youth Groups (Picture Butte Minor Hockey, North County Figure Skating Club, etc.).
- 3) Adult Ice Users (Men’s Recreational Hockey).
- 4) Non-Picture Butte Groups. (Non-Local Youth and Adults Groups).
- 5) Occasional renters (non-Reoccurring).



TOWN OF PICTURE BUTTE CORPORATE POLICY

CONDITIONS FOR SERVICE

4. Operations will initiate as follows:
 - 1) Operations in the summertime will consist of all activities from April to September. Work expectations must include repairs, training, hiring, preventative maintenance and making ice by the second week of September 16th.
 - 2) The ice season will start on October 1st through the last Sunday of March.
 - 3) The Town may lease space to operate a concession stand canteen for the sale of snacks and services.
 - 4) The management shall also have wall space be available for advertising purposes.
 - 5) The Town reserves the right to cancel any ice bookings as per the terms and conditions.
 - 6) Our facilities attendant is the final authority and behaviour that is unruly, disruptive, threatening or violent in nature, including verbal or physical harassment will be removed.

GUIDING PRINCIPLES

5. The following serves as a framework for developing the Ice Allocation Policy:
 - 1) Access and Equity: ensure fair and equitable access for ice allocation and application of charges.
 - 2) Efficiency: Effective and efficient use of facilities for time and space.
 - 3) Diversity: Providing different opportunities, such as public skating and organized ice sports.
 - 4) Youth Sport: Ensure a balance of time distribution between all user groups while recognizing the importance of youth sports development.
 - 5) Financial Sustainability: Making sure cost-effective and fiscally responsible management of the facilities while balancing the responsible application of fees and charges.

REFERENCE TO OTHER POLICY AND LEGISLATION

6. The Towns Administrative Procedure, rental terms and conditions, application, rules and regulations shall apply to all arena users. Ice users will be asked to accept them during the application process.
 - 1) Ice user's Agreement and Terms and Conditions.
 - 2) Arena Rules and Regulations.
 - 3) Ice user's application Form.
 - 4) Arena seasonal user guide.

POLICY REVIEW

7. This policy is subject to periodic review and may be updated as requirements change.

Attachments: Ice user's Agreement and Terms and Conditions.
Arena Rules and Regulations.
Ice user's application Form.
Arena seasonal user guide.

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer



TERMS AND CONDITIONS

We are pleased to make the North County Recreation Complex available for your use. Please review the following rules and regulations regarding booking and using the facility. Adhering to the terms and conditions is part of all rental contracts when booking facilities at the complex. In operating the centre safely and efficiently, expectations are that all ice users shall abide by the following terms and conditions:

- Use of the North County Recreation Complex is at the user's risk.
- The Town may cancel the ice user's bookings if there is an outstanding balance beyond two months.
- Users must abide by their scheduled practice/game times. No players are allowed on the ice surface without their coaches being present and without the proper equipment.
- Teams or groups must supply their own First Aid Kits.
- Children under the age of 12 are to be supervised at all times by a parent or a designated adult.
- Minimum of 2 coaches or designated adults should be in the dressing rooms with individuals under the age of 18.
- The facility attendant is the sole judge of whether the ice conditions are suitable for play and have the authority to ask participant / spectators who do not follow the rules to leave. No refund will be issued if the ice user decides for themselves that the ice is unsuitable and does not use it.
- All participants must leave the premises tidy and in the same condition as before their use.
- Smoking and drinking alcohol is prohibited in all areas of the facility.
 - Persons deemed under the influence of alcohol or drugs will not be allowed into the facility.
- Management is not responsible for items stolen or left within or near the rink or building.
- The Town has the right to cancel any bookings to emergency shutdowns or extreme weather conditions
- The ice user is responsible for the conduct of the ice rental participants at all times. The ice user shall be billed for any damage, vandalism, or extra cleaning.
- Dressing rooms are to be left neat and orderly and vacated within 30 minutes after rental time. Any infraction of the rules will result in a written warning with a minimum surcharge of \$75.00. If this happens again, the ice user's scheduled time may be cancelled. All monies will need to be paid before Licensee's next scheduled activity.
- The host team or name on the agreement is responsible for the visiting team's:
 - Excessive debris of garbage left behind.
 - Any evidence of use of tobacco products.
 - Excess water on floors, walls, benches, ceiling, and mirrors.
 - Damage, markings on walls, benches, etc.; urine or human waste on any property.
 - Fighting, swearing or inappropriate behavior.
- Please keep all fire exits, hydrants, doors or other marked areas clear. Vehicles or bicycles blocking them will be towed or removed at the owner's expense.
- Bicycles, skateboards, scooters, dogs and pets are not allowed within the facility.



North County Recreation Complex Rules & Regulations

- Use of this facility is at the user's own risk.
- Keep all food and beverages off the ice.
- No pets in the arena
- No running or horseplay in the lobby, on stands, locker rooms, or other common areas
- No hockey sticks or pucks are allowed during public skating.
- Shoes are not permitted on the ice.
- No one is permitted on ice while the ice resurfacer is operating. Wait until the ice resurfacer gates are closed before going on ice.
- A parent or guardian must accompany children during public skating.
- Skating aids and strollers are only allowed on the ice during public skating times.
- No playing tag or other horseplay games on ice
- No swearing or offensive language
 - Keep all doors, fire exits, fire hydrants and marked areas clear.
- CSA-approved helmets must be worn for all organized sports and are strongly encouraged for all on-ice activities.
- Physical or verbal abuse to any Town of Picture Butte staff, other participants or spectators will not be tolerated.
- No shooting pucks, balls or other objects in common areas
- No causing damaging to the facility. Anyone who does will be responsible for repair or replacement costs.
- No chew/spit tobacco or sunflower seeds
- No smoking or vaping in the facility or within 5 meters of any entrance
- No consuming alcohol on the premises of the facilities or under the influence of drugs or alcohol.

Arena staff may establish and enforce additional rules as deemed necessary. The Town of Picture Butte is not liable for personal injury, loss or damage to personal property that may result from arena use.



Town of Picture Butte

120 – 4th Street North | Box 670

Picture Butte AB T0K 1V0

Phone: (403) 732-4555 | Fax: (403) 732-4334 | E-mail: info@picturebutte.ca

Ice Users Application Form

2022 – 2023 Season

****Applications due August 1st****

Contact Information

Organization/Team Name: _____

Mailing Address: _____

Town/City, Province: _____

Postal Code: _____

Contact Name: _____

Contact Phone Number: _____

Email Address: _____

Invoicing Contact Name: _____

Invoicing Email Address: _____

Ice Time Requested

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Start Time:							
End Time:							

Additional Notes:

Tournaments/Special Bookings

If more tournaments are requested, please attach another page.

Day Requested: _____

Start Time: _____ End Time: _____

Applicant Signature: _____



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: 20th June, 2023

To: Mayor, Council

From: CAO

Re: Arena Off Season Rental Policy

Background:

Council's strategy of keeping our off season rental rates competitively low has worked in that we are seeing more organisations booking the arena in the off season. With more bookings occurring in our arena we are experiencing issues that we have not been prepared for. Most of these issues we have been able to resolve on the fly however we do not want to continue practicing like this.

The drafted Off Season Rental Policy purpose is to:

1. Mitigate risks that the Town has been exposed to in the past;
2. Establish a more comprehensive process in order to mitigate problems we have already experienced;
3. Ensure events held at the arena are safe for the public and are considered successful for the event organisers and the Town;
4. Protect our infrastructure and assets.

With the drafted policy we have also drafted a new application form and information guide to assist event organisers through the new process.

Highlights of the new policy include:

1. An application process
2. A new payment requirement
 - a. 50% deposit and 50% when booking is approved.
3. An interdepartmental review
 - a. Application will be presented to the Fire Chief who can determine occupancy loads according to the event proposed.
 - b. Staffing will be scheduled for bookings at the arena.
 - i. We feel this is important as many bookings at the arena are public and a lot can go wrong with simple things such as a plugged toilet that overflows; ensuring the users are not entering other areas of the rink; ensuring equipment is not used or used appropriately etc.
 - ii. Also assists event organisers throughout the day to have staff on site.
4. Requiring documentation such as:
 - a. Insurance
 - b. Liquor Licences
 - c. Business Licences
 - d. Building permits if things such as bleachers are going into the arena.
5. Refund Policy
 - a. Event organisers will be charged the hourly or daily rental rate if they do not hand in their keys by their stated clean up date.

The booking guideline will be formatted further to make it more presentable to the public however we would like Council to give Administration feedback regarding the Policy, Guideline and Application Form.

After review with Council at the Committee of the Whole meeting we have left the timelines in place. We were thinking that we could drop the time to 20 business days but this equates to about 30 calendar days anyways and as the policy is written it is 30 calendar days not business days.

Recommendation:

To accept the Arena Off Season Rental Policy as presented.

Submitted by: Keith Davis, CAO



Municipal Policy Manual

NAME: Arena Off Season Rental Policy

Section: 100 **No:**

COUNCIL MOTION NUMBER:

UPDATED:

1. PURPOSE

1. To establish general guidelines for the rental and operation of the North County Recreation Complex in the off season.
2. To ensure consistency, convenience and safety among event organisers, volunteers, patrons, residents of Picture Butte and the Town of Picture Butte.

2. DEFINITIONS

1. Arena means the North County Recreation Complex
2. Event Organiser means the individual that is identified as the Event Organiser on the Arena Off-Season Application form.
3. Town means the Town of Picture Butte

3. POLICY

1. APPLICATIONS

1. An Event Organiser must complete and submit an Arena Off-Season booking form a minimum of 45 days prior to the event.

2. APPLICATION PROCESS

1. Step One: Application Submission and 50% deposit payment
 - Completed applications, including a deposit payment equal to 50% of the booking amount, must be submitted to the Town at least 45 days prior to the day of the event.
2. Step Two: Town of Picture Butte Interdepartmental review
 - Town staff will review the application for completeness and communicate with the Event Organiser if additional information is required.
3. Step Three: Required Documentation deadline
 - Any required documentation is to be submitted at least 30 days prior to the event date.
 - Incomplete applications and applications that do not submit all of the required documentation 30 days prior to the day of the event will not be processed and the booking will be denied.
4. Step Four: Approval, Final Payment and Agreement
 - Town staff will give the Event Organiser notification of approval within 5 business days of receiving a completed application form including required documentation.
 - The remaining 50% booking payment is required upon receiving approval from the Town.
 - The Event Organiser will have to sign an agreement stating that they will adhere to this policy and the terms and conditions of the booking at time of receiving final approval from the Town.

5. Step Five: Security Deposit, Keys, Security Code and Walk Through



Municipal Policy Manual

- Prior to the beginning of the event Town staff will assign a security code and issues keys to the event organizer.
- Town staff will conduct a walk through of the facility with the Event Organiser prior to the event.
- A security deposit or credit card authorization will occur at this time.

3. APPLICATION REQUIREMENTS

1. It is the responsibility of the Event Organiser to provide the Town with copies of insurance coverage and permits/licences as required and legislated by governing bodies including, but not limited to, the Town of Picture Butte, Alberta Health Services (AHS), Alberta Gaming and Liquor Commission (AGLC), and the Provincial Government.
2. *General Liability Insurance*
All private or public events at the arena require general liability insurance of not less than two million dollars (\$2,000,000) with the Town of Picture Butte named as an additional insured. The insurance coverage must be maintained for the duration of the event, including setup and takedown dates. The Event Organiser is required to provide the Town with a certificate of insurance providing proof of the coverage at least 30 days prior to the rental date with the completed application.
3. *Liquor Licences*
All events involving alcohol require an approved licence from AGLC. Event Organisers wishing to serve or sell alcohol at an event will need to adhere to AGLC regulations. Liquor licences need to be provided to the Town at least one working day prior to the event.
4. *Business Licences*
Anyone carrying out business within the Town requires a business licence. The Event Organiser is required to submit a copy of the approved business licence along with a complete list of vendors and/or businesses participating in their event to the Town no later than 30 days prior to the rental date. Only vendors and/or businesses who hold a valid business licence will be permitted to operate within Town limits.
5. *Food Services*
Food and beverages can be sold or provided at events held in the arena. If food and beverages are being sold or provided the Event Organiser must meet AGLC and AHS requirements and provide the Town with a list of vendors serving food and/or beverages at the event. All food trucks and caterers operating within the Town require a Town of Picture Butte business licence and AHS Food handling permit.
6. *Animals*
If any organic matter is required for animals a plastic covering is required on the concrete surface. The plastic covering must completely contain all organic matter and must proceed up the arena boards and be taped to the boards, ensuring no organic matter gets between the boards and concrete floor. Event Organisers must adhere to AHS's requirements for Petting Zoos, Animal Attractions and Farm Visits
7. *Temporary structures*
Temporary structures, such as stages above 1.2m (4ft) in height above the ground and all bleachers installed at an event require the Event Organiser to apply for a building permit through Lethbridge Superior Safety Codes at 422 North, Mayor Magrath Dr. Lethbridge or online at <https://www.superiorsafetycodes.com/>. A Town development permit is not required. The Event Organiser is required to submit a copy of the building permit to the Town at least 30 days prior to



Municipal Policy Manual

the rental date.

4. Rental Rates

1. Rental rates are approved by Council and are according to the Service Fees, Rates and Charges Bylaw.
2. The per day rental rate is for any bookings that needs the Arena for more than an eight hour period.
 - Weekend set up and clean up days will be charged the per day rate on weekends.
3. The hourly rental rate only applies to:
 - Events that can have the set up and clean up occur within the same day; or
 - Weekday events where set up occurs after 3:00 p.m.; or
 - Weekday events where clean up occurs before 3:00 p.m.

5. Cancellation Policy

1. The Town reserves the right to cancel any scheduled booking or event when:
 - The arena is required for an event of municipal significance;
 - In order to ensure public safety;
 - If, in the sole opinion of the Town, the event organizer fails to comply with the requirements of the permit and/or this policy or for any other reason that the Town deems appropriate.

6. Refund Policy

1. Any payment will be refunded to the Event Organiser if the Town cancels an event as outlined in Section 5: Cancellation Policy.
2. Bookings that are denied by the Town, prior to the final documentation step will be refunded their 50% deposit.
3. Any bookings that are cancelled by the Event Organiser or another representative of the organisation within 29 days of the event will not be refunded.

7. Post Rental

1. The arena must be cleaned and returned to the Town in the same state as it was rented.
 - Town Staff will conduct a post booking inspection of the facility and inform Administration staff of any damages and associated restoration need to the equipment, premises or other property of the Town of Picture Butte incurred during any time of the booking.
2. Keys must be returned to the Town office by the time stated on the application form.
 - If keys are not returned by the time stated on the application form, then the Town will charge the Event organiser the amount of time that has expired before the keys are returned.
 - The Town will only charge the per day rate for over eight hours or the hourly rate for less than eight hours.
3. The security deposit will be returned to the Event Organiser minus any costs associated with items stated in Section 7.

8. General Policies and Procedures

1. The Event Organiser shall cooperate with members of Town staff and any other regulatory body.



Municipal Policy Manual

2. All legislation, bylaws and regulations must be adhered to by the event organizer. Event Organisers are required to adhere to all event policies. In the interest of public safety, a zero tolerance policy is enforced for all events. Failure to comply may result in the booking/event being closed or cancelled.
3. The Event Organiser shall respect the area approved for use. The Event Organiser shall pay for all damages and associated restoration costs to the equipment, premises or other property of the Town of Picture Butte incurred during any time the Event Organiser is using the facility or arising from the use thereof.
4. The Event Organiser shall be responsible for providing adequate supervision and security for maintenance of good order during the entire time that the renter occupies the facility and, without limiting the generality of the foregoing, to see that all terms contained herein are strictly observed.
5. Town staff will be onsite during the time of the booking but will not be required to act as security for the event. They will be there to ensure the Event Organiser is using the facility as outlined herein.
6. Vandalism or abusive language while using the facility shall be deemed as just cause to cancel the booking/event.
7. No group or individual shall perform or demonstrate or allow to be performed or demonstrated any activity which is, or has the potential to be offensive, hazardous, or otherwise dangerous to the welfare of the community, group or individual members thereof.
8. The Event Organiser is responsible for ensuring that First Aid service is available on site during the operating hours of the event through a qualified agency and/or personnel.



Municipal Policy Manual

1. Use of facilities shall be confined to the area(s), dates(s) and times(s) stated on the Booking Form. All changes must be made through the Town Office. THE EVENT ORGANISER IS RESPONSIBLE TO ENSURE THAT THE FACILITY IS LEFT TIDY AND CLEAN PRIOR TO LEAVING THE FACILITY.
2. The Event Organiser agrees to assume responsibility for the conduct of the members and/or patrons and shall be responsible for damage to the facilities caused by them. The Event Organiser agrees to maintain the facility in good condition and repair any damage at its own expense.
3. The loss of personal effects and injury to members of the Event Organiser or to third parties are not the responsibility of the Town.
4. The Event Organiser agrees that as between it and the Town, the Event Organiser is responsible for the safety of users and spectators at the facility during the period covered by this Booking Form.
5. The Event Organiser agrees to indemnify, defend and hold harmless the Town, its officers, agents and employees, of and from all demands, claims, suits, actions or liabilities resulting from injuries or death to any person or from any property damage howsoever caused, during the period of the Booking Form.
6. Notwithstanding anything contained herein, the Town shall have the right to cancel any activity or non-public booking in order to accommodate special events or major revenue producing bookings.
7. The Event Organiser may not transfer, assign or convey this agreement or any rights, title or interest therein without the express written consent of the Town.
8. The Event Organiser agrees that at all times they will conduct their activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized government agencies responsible for public safety and with the Town to assure such safety. Any abuse to Town staff or contractors will not be tolerated. Failure to not abide by these rules will result in forfeiture of booking and any monies paid.
9. In booking the said space to the user, it is understood that the Town does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules and regulations.
10. The Town reserves the right to cancel bookings on 48 hours notice.
11. The Town of Picture Butte reserves the right to refuse the use of said facility to any individual or group.
12. When the arena is used for trade shows, breakfasts, dances, livestock shows or other events with a large number of people attending, the Event Organiser shall be responsible to unlatch the deadbolts on all exit doors to ensure quick and efficient evacuation of the building if required. The Event Organiser shall also be responsible to ensure that these doors are secured upon leaving the building.
13. Once a booking has been confirmed and payment has been received, a refund will not be given to the Event Organiser if they cancel their booking.
14. Concerns: Users who have a concern or question are requested to contact the Town Office at 403-732-4555.



Arena Off – Season Rental Application Form

Event Details

Date(s) Requested:	
Event Name:	
Organization Name:	
Organization Phone:	
Email Address:	
Set Up Time:	
Event Start Time:	
Event End Time:	
Clean Up Time:	
Estimated Attendance:	

Event Organiser Contact Information:

Name:			
Street Address:			
City:		Postal Code:	
Event Day Phone:			
Email Address:			

Event Description:

 Public Event Private Event

Event Activities: Does your event include?

<input type="checkbox"/> Alcohol	<input type="checkbox"/> Inflatable Devices	<input type="checkbox"/> Security
<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Temporary Structures	<input type="checkbox"/> Other:
<input type="checkbox"/> Food Vendors	<input type="checkbox"/> Amplified Sound	<input type="checkbox"/>
<input type="checkbox"/> Animals	<input type="checkbox"/> Cooking	<input type="checkbox"/>

Applicant's Signature:

Date:

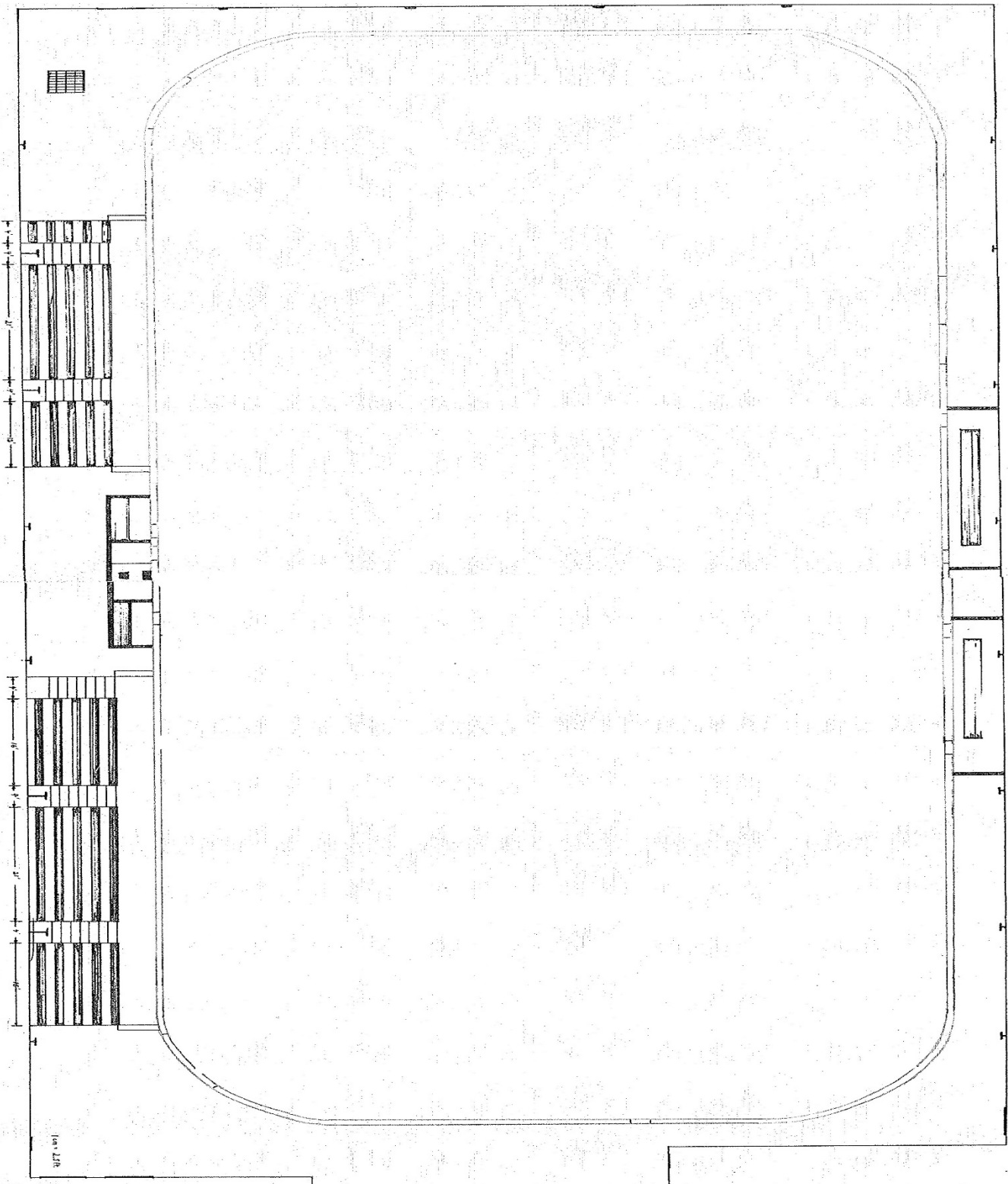
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Arena Off – Season Rental Application Form

Map: Site Plan

This is an area for you to draw out how your event will be organized and where any stations, stages, tents, washrooms, hand washing stations, food, security and/or information booths will be.





Arena Off – Season Rental Application Form

Financials:

Rental Fee:	\$	
Paid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Damage Deposit - \$500	<input type="checkbox"/> Received	<input type="checkbox"/> Returned
	<input type="checkbox"/> C.C. Auth <input type="checkbox"/> Cash	
	*C.C. authorization at time of picking up keys	

Keys & Alarm:

Walk through given:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Keys signed out on Sign out sheet:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency Response Plan reviewed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Staff Scheduled to work:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For the Renter:

Checklist given to Renter:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alarm Code given to Renter:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Post Booking:

Keys returned:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Public Works Inspection Sheet Returned:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notification for Damage Deposit Return:		



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: 20th June, 2023

To: Mayor, Council

From: CAO

Re: Town Office Facia

Background:

In the 2023 budget we have \$60,000 set aside for the replacement of the facia on the Town office building.

We have received quotes from Premiere to continue the facia that is being installed on the Fire Hall to continue around the whole building. The quote is attached and equates to around \$100,000. We have also received another quote from Wesbridge Construction which was around \$170,000 to install FORMASTEEL cladding, a slightly different product that is being installed on the Fire Hall. Wesbridge also provided a quote to install Hardie board panels for the facia which was around \$145,000.

The quote from Premiere is the most competitive and is installing the same product as being installed on the Fire Hall. It makes sense to have the contractor working on site to continue working around the rest of the building.

The additional \$40,000 that is required to complete the project can be taken out of the Administration Building reserve. As the quote is for \$100,000 we would like to add another \$10,000 for contingency, for anything that may come up that is not covered in the quote. If it was taken from this reserve the remaining amount would be around \$65,000. There is also about \$260,000 that is in a general capital reserve that could also be used.

Recommendation:

To transfer \$50,000 (\$40,000+\$10,000 contingency) from the Administration Building restricted reserve account to the project of removing and upgrading the existing facia on the Town office building.

Submitted by: Keith Davis, CAO



Specification Sheet

Picture Butte Town Hall
Facade Picture Butte, Alberta
T0K-1V0

01 - Administrative

01.15 General Construction Administrative Items (Mobe/demobe)

Includes:

Builders liability/course of construction insurance will be provided by builder during duration of construction.
Portable Bathroom Facilities shall be maintained on site in good condition for duration of project.
Construction supervision

Scope of Work

Remove existing cedar facade, apply proper backing and apply metal facade to match Fire Hall addition around perimeter of Town Hall building.

07 - Exterior Finish

Town Of Picture Butte Exterior façade upgrade

Proposal Includes:

1. Demolition of existing cedar facade - remove and dispose.
2. Keep existing SMR insulation in place - proposal does not allow for any additional insulation.
3. Apply 3/4" plywood to existing purloins
4. Apply Peel & Stick membrane
5. Apply all required flashings and "THE EXPAND" modular metal panels to facade
6. Apply soffit in areas as needed.
7. Clean site.

Does not include the removal or replacement of any rotten wood.

00

\$98,946.44

Client Signature

Date

Client Signature

Date

Contractor Signature

Date



1510 – 31 STREET NORTH
LETHBRIDGE, ALBERTA, CANADA
T1H 5J8

February 24, 2023

Town of Picture Butte
PO Box # 670, 120 – 4th Street North
Picture Butte AB, Alberta
TOK 1V0

Attention: **Aaron Benson**

Re: Exterior Façade Upgrade

We are pleased to provide the following prices as per our conversation, site visit and details below to perform the following work:

New Metal Façade to Replace Existing Wood Façade **\$ 169,107.00 +GST.**

- Demo and dispose existing cedar façade.
- Reuse existing framing and add backing as required.
- 3” spray foam against exterior wall
- Plywood backing as needed.
- Tyvek wrap
- FORMASTEEL Cladding Series c/w all flashings.
- Equipment rentals
- Cleanup

New Hardie Panel Façade to Replace Existing Wood Façade **\$ 144,576.00 +GST.**

- Demo and dispose existing cedar façade.
- Reuse existing framing and add backing as required.
- 3” spray foam against exterior wall
- Plywood backing as needed.
- Tyvek wrap
- Hardie Panel with batten strips (standard colors)
- Flashings.
- Equipment rentals
- Cleanup

Does not include:

- Electrical
- Painting

Material delivery is 6-8 weeks from order.

The above work is based on working regular hours 8am – 4:30 pm

If you have any questions concerning the above, please contact the undersigned.

Yours truly,

WESBRIDGE CONSTRUCTION LIMITED



Frank Beekman

Phone: (403) 328-8022 • (403) 328-8033

Fax: (403) 327-1107

E-mail: info@wesbridgeconstruction.com



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: June 26, 2023

To: Mayor, Council

From: Director of Corporate Services

Re: 2023 1st Quarter Operating and Capital Variance Report

Background:

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

Attached in the variance report for the 1st Quarter of 2023.

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

Recommendation Options:

THAT Council approves the 1st Quarter 2023 Operating and Capital Budget Variance reports as presented.

Submitted by:

Michelle Overbeeke, CPA CMA

Director of Corporate Services

**TOWN OF PICTURE BUTTE
OPERATING REVENUE & EXPENDITURES
January - May 2023**

Threshold =>

5 /12

41.67%

OPERATING REVENUES					OPERATING EXPENDITURES				
	ANNUAL BUDGET	Y.T.D. AMOUNT	%	REASON FOR VARIANCE	ANNUAL BUDGET	Y.T.D. AMOUNT	%	REASON FOR VARIANCE	
10	General Municipal	2,586,440.00	124,184.59	4.80%	Taxes issued in June	827,405.00	247,091.75	29.86%	
11	Council	-	-	0.00%		91,800.00	22,035.50	24.00%	
12	General Admin	80,175.00	17,918.45	22.35%	Waiting for MSI Op	521,570.00	167,506.18	32.12%	
23	Fire	232,000.00	122,020.15	52.59%		391,290.00	106,917.59	27.32%	
24	Disaster Services	27,000.00	-	0.00%		50,040.00	5,478.49	10.95%	
25	Ambulance	599,365.00	376,807.11	62.87%		598,715.00	216,215.28	36.11%	
26	Bylaw	1,200.00	922.00	76.83%		78,565.00	25,654.53	32.65%	
31	Public Works	-	-	0.00%		352,770.00	128,722.25	36.49%	
32	Streets	30,000.00	-	0.00%		310,610.00	91,534.38	29.47%	
41	Water	725,865.00	280,814.61	38.69%	Rate change in June	756,010.00	167,251.89	22.12%	
42	Sewer	209,000.00	86,767.58	41.52%		190,845.00	90,859.83	47.61%	3 sewer repairs in 1st quarter
43	Garbage	227,555.00	90,360.10	39.71%	Rate change in June	223,840.00	98,122.36	43.84%	Repairs done to garbage truck due to getting stuck in an alley
51	FCSS Requisition	-	-	0.00%		15,440.00	15,440.00	100.00%	Requisition paid in 1st quarter
61	Planning & Zoning	10,100.00	6,261.44	61.99%		56,850.00	22,502.31	39.58%	
66	Land Development	100,000.00	155,388.05	155.39%		144,435.00	15,542.30	10.76%	
72	Recreation	389,170.00	94,634.51	24.32%	Pool Revenue in Jun-Aug, still 1/2 arena	787,235.00	219,792.06	27.92%	
74	Library/Community Centre	23,795.00	12,658.69	53.20%		96,245.00	35,192.63	36.57%	
90	Franchise Fees	252,000.00	111,527.64	44.26%		-	-	0.00%	
	Total	5,493,665.00	1,480,264.92	26.94%		5,493,665.00	1,675,859.33	30.51%	

**TOWN OF PICTURE BUTTE
CAPITAL PROJECTS
January - May 2023**

	ANNUAL BUDGET	Y.T.D. AMOUNT	%	REASON FOR VARIANCE
New Phone System	20,000		0.00%	
Electric Charging Stations	100,000	76,445.00	76.45%	
Sunset Park Construction & Design	1,201,370	92,536.58	7.70%	
Fire Hydrant Replacement	7,500.00	-	0.00%	
2024 IMP Project - Engineering	5,000.00		0.00%	
Upgrade - Sanitary Trunk Main (2022 project)	-	13,208.34	0.00%	
Replace Ice Resurfacer	175,000.00		0.00%	Ordered will arrive in Aug 2023
Fire Building Reno Phase 1	997,250.00	700,753.94	70.27%	
Replace Extrication Tools	41,000.00		0.00%	
Replace Cardiac Monitor	38,000.00	36,362.52	95.69%	
			#DIV/0!	
		-	#DIV/0!	
			#DIV/0!	
Total	2,585,120.00	919,306.38	35.56%	



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: June 26, 2023
To: Mayor, Council
From: Director of Corporate Services

Re: Pool Shades

Recommendation:

To make a motion stating that the purchase and installation of the shade structures for the pool is a Town sanctioned project.

Background:

Now that the pool has been open for several seasons it has been determined that shading structures need to be installed to provide shade for our pool users. We are looking at several options that can provide the shade that we require, while at the same time making sure that the shade structures can handle the wind that our pool receives.

The shade structures that are safe for our windy conditions and give adequate shade are costly so the town would like to work with some groups or individuals so that the costs can be shared.

Financial Implications:

N/A

Recommendation:

To make a motion stating that the purchase and installation of the shade structures for the pool is a Town sanctioned project.

Alternate Options:

1. To not make the project a Town sanctioned project and not issue tax receipts.

Attachments:

- N/A

Submitted by: Michelle Overbeeke, CPA, CMA



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

Re: Alberta Municipalities 2023 Conference

Background:

Registration for the AB Municipalities 2023 conference are now open. We have already secured 5 hotel rooms at Chateau Lacombe Hotel. If another hotel room is needed I will get an additional hotel room. The conference is planned to occur September 27-29 in Edmonton.

Please let me know if you will be attending the Conference this year by the 31st of July or as soon as possible. We will then register who needs to be registered and ensure accommodation is secured for everyone.

Submitted by: Keith Davis, CAO

Keith Davis

From: Cathy Heron <president@abmunis.ca>
Sent: Tuesday, June 20, 2023 11:21 AM
To: Keith Davis
Subject: Registration open for ABmunis Convention!

Good morning,

We are excited to announce that [registration is now open](#) for the 2023 Alberta Municipalities' Convention and Trade Show! Convention will take place September 27 - 29 at the Edmonton Convention Centre, with pre-Convention sessions taking place Tuesday, September 26. Hotel room blocks are open, information is listed on our event website.

Virtual is returning for 2023

The virtual Convention will include all the main plenary components – Opening Ceremonies, keynote speakers, Minister dialogue sessions, resolutions, Premier's address - and will allow eligible elected officials the opportunity to virtually vote on resolutions and elections.

Virtual attendees will not have the ability to attend the breakout education sessions or be able to network in-person with other attendees. All slide presentations and audio from the breakout session will be recorded and will be made available to virtual attendees within two weeks of the event.

Pricing

Member In-person registration (early-bird until August 18): \$620

Member In-person registration (after early-bird): \$775

Virtual registration: \$250

What we need from you

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to events@abmunis.ca to have them included in the 2023 In Memoriam.

And as always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to events@abmunis.ca.

For all Convention information and updates, visit our [ABmunis Convention event page](#). If you can't find the answer to your questions, please reach out to us and we would be happy to help.

Thank you for your continued support of our events, we look forward to seeing you in Edmonton!

Cathy Heron | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca





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: 23rd June, 2023

To: Mayor, Council

From: CAO

Miscellaneous Items

- I am away this week 26th June to 30th June at a LGAA conference.
- 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.
- Aaron and I met with the companies that are doing the insurance work for buildings that had roof damage. The restoration work for these buildings will be occurring in the coming months.
- I have included a spreadsheet that I track Council tasks coming from Council meetings. This identifies things that we are working on and completed tasks.

North County Recreation Complex study

A RFP was posted on the 23rd of May and closed on the 14th of June. We did not get any proposals for this RFP. I am not sure why this was the case. I think it might have been that I was requesting too many things for the budget that we had. I will review this process and come up with another plan that meets our needs and budget.

Electric Car Charges

The electric car chargers were being installed on Friday the 23rd of June.

Tree Planting

The 56 trees will be planted around Town this week according to our tree planting guide.

Wastewater Project

ONGOING – NO UPDATE

As part of Alberta Environment's (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

As per the weekly report that I have been sending Council. The project is proceeding well.

HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 30 days

Submitted by:

Keith Davis, CAO

Date	Meeting	Description	Status	Assign to	Action	Progress
27-Feb	Council	Process Bylaw No 932-23		Chantel	Update bylaw listing, folder, send signed one to Steve	Completed
		Update budget with mill rate the same		Michelle	Need to show Council where surplus going	Completed
		Bring surplus discussion to Council in March		Keith		Completed
		Contact Seniors for dinner date		Chantel	Didn't contact, just picked a date	Completed
13-Mar	MPC Council	Put out notice of decisions for DP 2023-07		Chantel		Completed
		Write a letter to Town of Taber and GOA re AAIP		Keith		Completed
		Implement Option Pay		Chantel		Completed
		Set a date for seniors week		Chantel		Completed
		Put Council to Council meeting on COW agenda		Keith	Need to organise a north of river Council to Council mtg	Completed
		Change population on Town entrance sign		Operations		Completed
		Change alberta flag on Town building		Operations	It was taken down	Completed
		Put sold signs on Sunset Park sign		Operations		Completed
		Look into subclasses for non res property		Keith		
		Send a letter to the chamber re lagoons		Keith		Completed
Send a letter to the union re arbitration		Keith		Completed		
20-Mar	COW	Organise Council to Council mtg		Keith	North of the River Councils	Completed
		Seniors dinner 6th of June		Chantel	Notify the Seniors	Completed
		Report to Council re water service lines on Crescent		Keith		Completed
		Prepare Service Fees Rates Bylaw with changes				Completed
27-Mar	Council	Update bylaws with Bylaw No 933-23		Chantel		Completed
		Notify Curling Club of rental increase		Keith		Completed
		Notify Figure Skating of hourly rate increase		Chantel		Completed
		Notify Minor hockey of hourly rate increase		Chantel		Completed
		Put on utility bill info re: utility increases		Michelle	Add to Facebook, website. 1st of July changes implemented	Completed
		Put money into reserves for surplus spending projects		Michelle		Completed
		Research grants for surplus spending projects		Keith		Ongoing
		Get quotes for pool shades		Operations		Ongoing
		Contact Yve re fundraising idea		Keith		Completed
		Work with WOW's for grant application to complete trail				Ongoing
		Work with Seniors for air conditioning at Com centre grant				Ongoing
		Notify WSP re contractor approval for Sunset Park Phase 2		Operations		Completed
		Need to work on lot prices for Sunset Park Phase 2		Keith		Completed
Marketing campaign for Sunset Park Phase 2		Keith		Ongoing		
11-Apr	Council	Put Financial Statements on website		Michelle		
		Have reciprocal business licence finalised		Keith		Completed
		Communicate Com centre waiver approval		Chantel		Completed
		Contact Green Acres for delegation to Council		Keith	Added in late April. Organised for May meeting	Completed
17-Apr	COW	Bring Urban hen Bylaw waiver request to Council		Keith		Completed
		Create polling for Council meet and greet		Keith		Completed
		Schedule Curling club to come to Council mtg		Keith		Completed
24-Apr	Council	Update bylaw manual with No 934-23		Chantel		Completed
		Communicate to High School waiver approval		Chantel		Completed
		Give refund to High school for licences		Rhonda		Completed
		Get Ryan to process urban hen licence for HS		Keith		
		Operations to look at St cats alley - north		Operations		Completed
08-May	Council	Process tax rate bylaw		Chantel		Completed
		Report back to High school re sponsorship		Rhonda	Send cheque with form	Completed
		Make notification re Council meetings		Chantel	Posted on Facebook and website	Completed
		Communicate to the Chamber re election forum		Chantel		Completed
		Put out notification to Sunnysouth re Rezoning bylaw		Keith	Sent email 10th May	Completed
		Notice re ebike training		Chantel	Chantel to work with Green Acres re their requirements	Completed
		Seniors poster on Facebook		Chantel		Completed
		Reschedule Curling Club		Keith	Emailed the 10th of May	Completed
		Put up notification re rescheduling Council and COW		Chantel	Posted on Facebook and website	Completed
		Respond to Lethbridge County re development		Keith	Sent response on 10th May	Completed
		Register Councillors to Coaldale open house		Chantel		Completed
23-May	COW	Look into putting a sign for the Curling Rink		Operations	Ordered and arrived, installed in July	
		Seniors dinner, get pricing for Meat and 2 salads		Keith		Completed
		Change tree planting guide		Keith	have deciduous trees instead of evergreens	Completed
		Ag society request		Keith	Bring to Council	Completed
		Bring lifeguard incentives to Council		Keith	Need to make a policy re this.	
		Bring Curling club info to Council		Keith		Completed
Update Fees and Rates Bylaw			Need to include electric charge rates, 1-35 pool booking, possibly curling club rat			

29-May Council	Fire Fighter tax credits	Rhonda	Completed	
	Communicate to Leanne de Kok re com centre	Keith	Completed	
	Letter to Estelle Anderson and library board	Chantel	Completed	
	Bring Fed grant to Council	Keith	Housing grant in relation to Marti's development Completed	
	Look into Bronze medallion course	Operations	No capacity this year Completed	
	Follow up on LNID	Keith	Still no go, got approval on 29th of May Completed	
	Make up a calendar or document for parades	Chantel	Completed	
	Write a letter to Fire Association for ride alongs and parades	Operations	Assigned Going to wait until we know what parades Council want to attend Ongoing	
	Look into getting a secondary gas meter and electric meter at t	Operations	Assigned Pork, ice cream cups, buns, ice, coffee, ice tea Completed	
	Order stuff for seniors dinner	Operations	Assigned Ordered Pork and ice cream cups from Berts. Ordered buns from Kesters Completed	
	Communicate to Campbell re water connection	Keith	\$15,000 Completed	
	Communicate to Curling club contract offer	Keith	\$27,192—0% increase for four years. Sent via mail on 30th May Completed	
	12-Jun Council	Set up a coffee with a cop in Fall	Chantel	Completed
		Repost 911 app info on Facebook	Keith	Also inform Rocky Mountain Completed
Tell Steve Bylaw 936-23 passed		Operations	Will be for budget consideration Ongoing	
Bring budget to Council re Harry Watson shelter		Operations	Will be for budget consideration Ongoing	
Bring budget to Council re Lions Park shelter		Chantel	Originally assigned to Aaron, assigned to Chantel	
Write a letter to Kristy West re dog park shelter		Chantel	Completed	
Send letter to Bonnie Zacher re Library board appointment		Keith	Update Council assignment spreadsheet with Bonnie Completed	
Update Council assignment spreadsheet with Bonnie		Operations	Keith and Aaron working on it - take to COW in August Ongoing	
Quotes for pool shades came up again		Chantel	Completed	
Write a letter to Stars re contribution		Chantel	Review numbers yearly and if overpaying Council will consider a rebal Completed	
20-Jun	Write a letter to Curling Club	Keith	Completed	
	Put Curling Club email into Closed session package	Operations	Benches assembled, to be installed, working out where to put plaque Ongoing	
	Benches at ATB and bakery came up again	Keith	Completed	
	Bring Ice rental policy to Council	Keith	Completed	
	Bring Off season rental policy to Council	Operations	Completed	
	Get umbrellas from Home hardware for the tables	Keith	Bring to Council at COW in August Ongoing	
	Get a shade plan for shade structures	Operations	Completed	
	Look into why slide is being closed	Keith	Keith exploring viability of fund Completed	
	Talk to Dawna at Green Acres re housing fund	Keith	Completed	
	Bring office facia expense to Council	Operations	Will be for budget consideration Ongoing	
Look at budget to resurface tennis courts	Operations	Look at changing next year. Look at distance on baseline		
Keep pickleball lines the same for 2023	Operations	Look at changing next year. Look at distance on baseline		

Dear Mayor & Councillors

It was very nice of you to acknowledge our seniors with a supper. Its ashame all seniors were not notified.

I live in Piyami manor and we are all seniors but were not even told about the supper. what a shame!

Maybe next year you should try to notify everyone.

How about Facebook or Posters?

Thank you for your
attention to this
matter.

Jan Fickler

Resident over 50 years

RECEIVED

JUN 12 2023

**TOWN OF
PICTURE BUTTE**



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

Keith Davis

From: Oldman Watershed Council <news@oldmanwatershed.ca>
Sent: Tuesday, June 20, 2023 10:37 AM
To: Keith Davis
Subject: You are invited to our 2023 Annual General Meeting

You are invited to our 2023 Annual General Meeting

Dear friend of the watershed,

As you may be aware, our 2023 Annual General Meeting is coming up soon on the afternoon of Thursday June 29th.

If you have registered for either the virtual or in-person option: thank you for crossing it off your list—we are excited that you will be joining us! We have a terrific and efficient event planned for you with some delicious snacks an excellent feature Water for Life presentation from renowned Niitsitapi leader, great OWC partner, and all-around amazing person, Api' Soomahka.

If you interested in attending and have yet to register: please do so as soon as possible today so we can plan to have you at the event and let the catering know to have food ready for you! Registration is free and takes under one minute, which you can do here: <https://www.eventbrite.ca/e/hybrid-annual-general-meeting-2023-tickets-643806311007>

If you are undecided or are unsure if you will be able to attend: we understand, we really do. Your time is valuable and June can be a busy time of year where we are all being pulled in so many directions.

We hope that you will consider joining us to participate in the discussion or listen to the exciting and innovative ways we are tackling some of the key issues in our watershed. We have a straightforward and efficient event planned, and, even if you are only able to attend for a portion of the program, we would greatly appreciate seeing you and having your voice represented at the table!

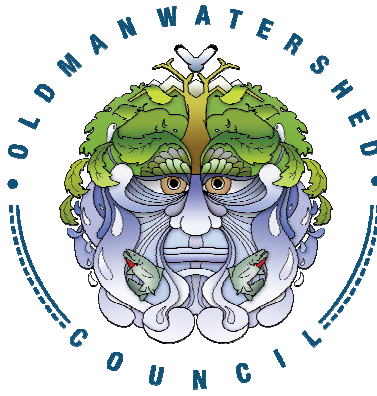
In the meantime, if you have anyway questions about the event or about the Oldman Watershed Council in general, please reach out to our Communications Manager, Jon Martin (jon@oldmanwatershed.ca) or Executive Director, Shannon Frank (shannon@oldmanwatershed.ca), and we can assist you.

Thank you for being part of the OWC Community—we hope to see you June 29th at the Enmax Centre!

All the best,

Shannon, Sofie, Kallie, Jon, and Shannon H.

[Register Now](#)



oldmanwatershed.ca

Would you like to forward this email to a friend? [Click here.](#)

[Remove my name from all future mass email communications:](#)

Address postal inquiries to:
Oldman Watershed Council
104 13 St N, Unit 276
Lethbridge, AB T1H 2R4

Keith Davis

From: Cathy Moore
Sent: Monday, June 19, 2023 10:06 AM
To: Keith Davis
Subject: Fwd: Pickleball Courts

Received this this morning

Cathy Moore
Mayor
Town of Picture Butte

Begin forwarded message:

From: Sam <gsgillies@shaw.ca>
Date: June 19, 2023 at 8:56:56 AM MDT
To: Cathy Moore <cmoore@picturebutte.ca>, Henry deKok <hdekok@picturebutte.ca>, Teresa Feist <tfeist@picturebutte.ca>, Cynthia Papworth <cpapworth@picturebutte.ca>, Scott Thompson <sthomson@picturebutte.ca>
Subject: Pickleball Courts

Much appreciated in the effort of providing Pickleball courts for everyone to enjoy. Please see attached court layouts. Ten of us tried to play Pickleball the other night using both courts. The proper set up is North/ south. The people on the east side could not see the ball at all from the sun going down and in the mornings we can't see the ball from the sun when playing on the west court. We are asking that the courts be painted so it is North and south. Hopefully eventually we will get proper Pickleball courts as it's way to much running for balls in the big tennis area. As you will see in the attachment, Pickleball courts are to go North/south.

Thanks
Sam Gillies

<https://usapickleball.org/what-is-pickleball/court-diagram/>

Sent from my iPad

Keith Davis

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: Thursday, June 15, 2023 3:12 PM
Cc: Karen Pottruff; Ali Langah
Subject: Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to ma.engagement@gov.ab.ca no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

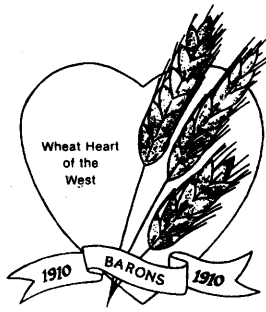
- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs





VILLAGE OF BARONS

P.O. Box 129 Barons, Alberta T0L 0G0 Phone 403-757-3633

June 8, 2023

Dear Mayor and Council,

The Village of Barons, along with the Barons and District Agricultural Society, Barons Elks, and other sponsors cordially invite you to take part in our annual Family Fun Day Parade on July 8th, 2023 in Barons. The theme for this year's celebration is "Superman".

It is always an honor for us to be able to include our neighbouring communities and guests in our celebration, and to welcome you to our Village. This fun filled day will include a pancake breakfast, candy parade, farmers market, kids' games, family scavenger hunt, historical presentations, a show and shine, and many other activities and events.

To enter the parade, there is no advance sign-up required. All parade entries are welcome – floats, vehicles, animals, or on foot. All entries are encouraged to hand out candy, though it is not required.

The line-up for the parade will start at 9:30 am on Railway Avenue for judging by the Barons Elks, with the parade to commence at 11 am. There are ribbons to be awarded and prize moneys to be won in 7 categories for 1st place - \$100.00, 2nd place - \$50.00 and 3rd place - \$25.00. Along with these prizes, any child participating in the parade will receive a candy bag from the Barons Elks so they don't miss out.

After the parade, there are a few other organizations whose doors will be open for refreshments and snacks:

- The Barons Drop-In Centre will be open for coffee, iced tea, and goodies, with a show and shine outside hosted by the Barons AG Society. Superman movie to start at 1:00 pm.
- The Barons Legion Branch #160 will be open for lunch, and all members and invited guests are welcome to have a drink at the bar, listen to the jam session, and take part in a game of shuffleboard, crib, or darts.
- The Barons Historical Society will be open for lunch, with a display on the Superman movie and its ties to the Barons area to celebrate 45 years since its release.
- The Farmers Market at the Barons Community Hall runs from 10 am – 3pm with a variety of vendors on-site.

The Barons Agricultural Society is also hosting their community roast beef supper from 5 pm - 6:30 pm. The cost of which is \$15 – 13 years and over, kids 12 and under – \$10.00.

We hope that you can attend our parade and take part in our celebration on July 8. If you have any questions, please contact Mary Bishop at (403) 330-6274

We look forward to seeing you on July 8th.

Regards,

Village of Barons Council, Barons Ag Society, and the Barons Elks

From: Alberta Volunteer Awards <ABVolunteerAwards@gov.ab.ca>
Sent: June 15, 2023 9:43 AM
Subject: Nominations are Open for the Stars of Alberta Volunteer Awards

Good morning,

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational and social programs that are cornerstones for building strong communities and promising futures for all of our citizens.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established to recognize outstanding volunteers who, through their contributions to Alberta's non-profit sector, are helping to make life better for their family, friends and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2023 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and your community.

Up to nine awards are offered: two in each of the categories of youth, adult, and senior, and three in the Breaking Barriers category which recognizes individuals addressing racism, advocating for LGBTQ2S+ inclusion, and fighting gender discrimination.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website can be found on our website at <https://www.alberta.ca/stars-of-alberta-volunteer-awards.aspx>. Deadline for nominations is September 15, 2023.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Michelle Smook

Director
Non-profit Voluntary Sector Policy and Strategy Unit
Community Engagement Branch
Alberta Arts, Culture and Status of Women
Government of Alberta



Classification: Protected A

From: Valleri Okos <vokos@shaw.ca>
Sent: June 13, 2023 10:42 AM
To: Picture Butte Info
Subject: Invitation to Float in the Carmangay Parade August 5

Dear **Town of Picture Butte CAO and Council**

The **Carmangay Agricultural Society** is excited to host the Carmangay Annual Sports Day and Fair August 4-6 2023.. The **Annual Parade** is supported by the Horticultural Society. We would be honoured to have the **Town of Picture Butte** to be a part of our Parade the morning of August 5.

August 5 the Parade line up is scheduled for 9:00- 9:30 am , judging starts at 9:30 and the Parade begins at 10 am. For more information please contact Valleri Okos at vokos@shaw.ca or 587-777-3927. or Laurie Lyckman 403-634-0246

So much going on August 4-6. .. Watch the Village of Carmangay Facebook page for up to date event line ups. The Volunteer Fire Department i hosting their annual BBQ on Friday August 4 . The Lions Club Pancake Breakfast is August 5 at 9 am Carmangay Community Center. Of course the Parade at 10 am . Loads of Kids events throughout the day too. The Agricultural Society also sponsors the Bench Show . The Carmangay Curling Association is hosting their annual Bonspiel with cash prizes Steak Dinner Saturday night and beer gardens.Aug 4-6.

Thank-you for your time . We look forward to hearing from you.

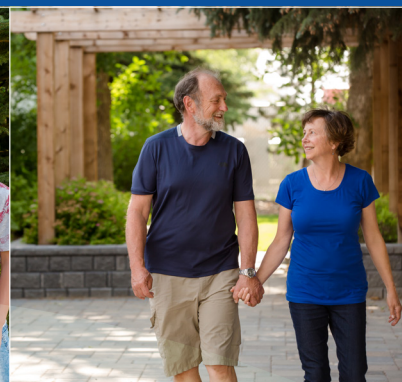
Sincerely,

Carmangay Horticultural Association

2023



REPORT TO MUNICIPALITIES
COUNSELLING SERVICES



Strengthening families in rural Alberta!

www.fcss.ca



TABLE OF CONTENTS

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- **Client Feedback**
- **Student Placements**
- **Programs**
- **Partnerships**
- **Presentations**

COUNSELLING PROGRAM MANDATE

Through short-term and goal directed counselling services, support groups, and education programming FCSS counsellors strive to help our clients navigate through life transitions, discover new and existing strengths, and/or resources, and enhance relationships. We believe that counselling can be a powerful vehicle for clients to realize meaningful, lasting change when they are facing difficult challenges such as grief/loss, workplace stress, anxiety, relationship conflict and so much more.

OUTCOME STATEMENT

Residents have increased capacity to manage life's challenges.

PRIORITIES

- Evaluate client satisfaction.
- Monitor the effectiveness of the Counselling Intake process.
- Establish 3-5 on-going group programs.
- Increase the number of clients served by 20%.

Strengthening Families

MEET THE COUNSELLING TEAM



Michael Fedunec
Counselling Services Supervisor
MA, CPC, CPCS, CCC, CCC-S



Leanne Coquet
BA, BEd, M.Ed, CCC



Amanda Fontaine
BSW, MSW, RSW



Trevor Gilbert
BHsc, MACP, CCC



Tim Krahn
BA, BEd, MACP, CCC



Tanie Reid-Walker
Bsc, BSW, RSW



Jessica Parker
MACP, CCC



Karen Vandenberg
MC, CCC, CPC



Brooke Woodman
Masters of Counselling
Practicum Student

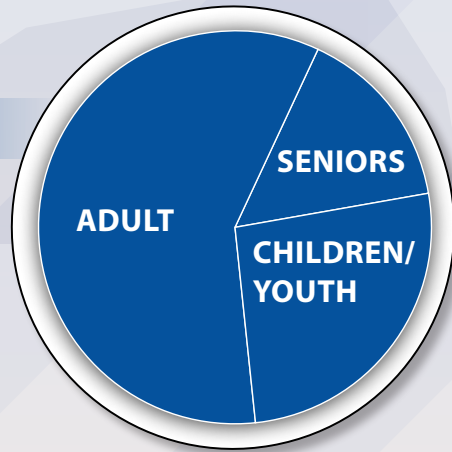


Alannah Frank-Wilson
Masters of Counselling
Practicum Student

WHO WE SERVED

	2022	2023
Total # of Clients Receiving Services	567	636
Total # of Direct Service Hours	2646	2714
Total # of Indirect Service Hours	1289	937
Total Service Visits	3998	4080

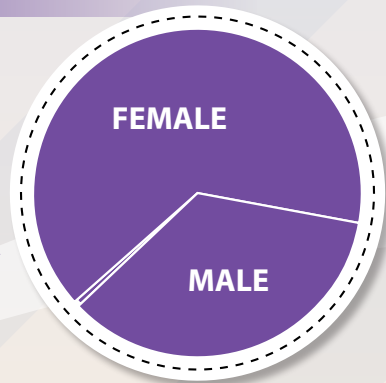
AGE:



	2022	2023
Adult	59%	54%
Seniors	15%	10%
Youth	26%	36%

GENDER:

NON/BINARY TRANSGENDER OR CHOSE NOT TO IDENTIFY



	2022	2023
Male	34%	35%
Female	65%	64%
Non/Binary, Transgender Chose not to Identify	1%	1%

CLIENTS SELF-IDENTIFIED AS:

	2022	2023
Indigenous	6%	5%
LGBTQS+	4%	5%
LGM	7%	7%
Francophone	0.5	0.5%
New Canadians	1.5%	5%

WHAT ISSUES WE SERVED

COUNSELLING TYPE:

2022



INDIVIDUAL
89%



COUPLE
9%



FAMILY
1%



GROUP
1%

2023



INDIVIDUAL
92%



COUPLE
5%



FAMILY
2%



GROUP
1%

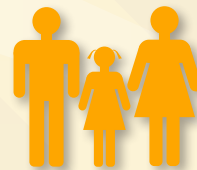
TOP 10 ISSUES:

Top 10 reasons for seeking counseling services remained the same between 2021-2023.



INDIVIDUAL

Anxiety
Depression
Grief/Loss



FAMILY

Parent /Child Conflict
Parent/Adult Child Conflict



COUPLE/RELATIONSHIP




Communication
Conflict Resolution
Divorce/Separation



SCHOOL/EMPLOYMENT

Interpersonal Skills
Stress Management

HOW WE SERVED

		2022	2023
Telephone Counselling		20%	17%
In Person Counselling		52%	75%
On-Line Video Counselling		28%	8%

4/10 Average # of sessions per client

CLIENT FEEDBACK

COMPARISON DATA COLLECTED 04/01/2021-03/30/2022 & 04/01/2022 -03/30/2023

2022 ADULT COUNSELLING

	FIRST SESSION	VS	MOST RECENT
	AGREE		AGREE
I am good at handling whatever comes my way	67%		83 %
I am optimistic about my future	66%		81%
My relationship with my family is enjoyable	72%		87%

2023 ADULT COUNSELLING

	FIRST SESSION	VS	MOST RECENT
	AGREE		AGREE
I am good at handling whatever comes my way	51%		84 %
I am optimistic about my future	66%		87%
My relationship with my family is enjoyable	72%		88%

“ I sought out counselling because for about a year I was struggling in my work place. I was questioning if it was time for me to retire. I just didn't have the same positive attitude towards my job as I had in the past nor did I have the energy. I found that I didn't look forward to going to work and I just didn't have the motivation to do anything. I was tired all the time and I was getting to the point that it was effecting my personal life as well. After a couple of sessions my counsellor asked if I had ever had a sleep test. I said yes, and that I had been diagnosed with sleep apnea and was put on a CPAP machine. The counsellor boldly asked, if I was using the machine. I told them “No” because I didn't like the mask. The counsellor suggested that I give the machine a try for a couple of weeks or so and if I still didn't feel better to come back and see them. As it turned out I began to feel much better and I did not need to return for counselling. I am grateful that the counsellor was honest enough to challenge me. ” -Adult Client

STUDENT PLACEMENT

COUNSELLING SERVICES PRACTICUM STUDENT PROGRAM

FCSS embraces the value of sharing knowledge and experience with those preparing to enter the workforce by offering post-secondary students an opportunity to experience practicum places with the FCSS team. Students receive mentorship, hands-on learning, and qualified supervision while working with a diverse range of clients within our geographical region. Post-secondary partnership agreements are in place with the following institutions:



We welcomed two practicum students to the counselling services team between April 2022 – March 2023.

BROOKE WOODMAN



Brooke was completing her Masters of Counselling Psychology degree from Yorkville University. Brooke chose a practicum placement with FCSS because she was impressed by the diversity that each counselling team member possessed and the rural clientele that accesses these services. Brooke was a student with FCSS from January 2022 to August 2022. Brooke served the residents of Taber, Coalhurst, Coaldale, and Picture Butte.

ALANNAH FRANK-WILSON



Alannah was completing her Master of Counselling degree from Athabasca University. Alannah chose FCSS because she was very familiar with the work that FCSS does and wanted to be a part of the work that is done. Alannah was a part of the counselling services team from Sept 2022 to March 2023. She served the residents of Coaldale, Coalhurst, and Picture Butte.

400 direct client services hours provided by practicum students

81 clients supported by practicum students

PROGRAMS

PROGRAMS ASSISTING CHILDREN, YOUTH & ADULTS

FCSS Counselling Services offered a variety of programs for children and adults who needed assistance in coping with anxiety, depression, grief/loss, and trauma.

TAMING WORRY DRAGONS

A 10 week program for children ages 8-12yrs and their parents that provides participants skills to identify signs and impacts of anxiety and to build their range of coping strategies. Participants reported a significant reduction in anxiety symptoms following the group, they enjoyed making new friends in a therapeutic environment, and had a whole lot of fun!



CIRCLE OF HEALING

A new program facilitated by Trevor Gilbert utilizes the use of drums to help individuals of all ages heal from anxiety, depression, trauma, grief/loss etc and to provide a sense of belonging.



244 direct child and adult programming hours

PARTNERSHIPS

TABER AND DISTRICT HOUSING FOUNDATION

190 Number of direct client service hours

CASUAL CONVERSATIONS WITH COUNSELLORS (CCC)

This program is in partnership between FCSS Counselling Services and the Taber and District Housing Foundation to address the emotional health needs of the senior residents. By connecting with seniors in a casual setting with warm drinks and snacks, counselors promote help-seeking behaviours among seniors and offer tangible and senior-friendly coping strategies that help them deal with life's challenges.



ONLINE COMMUNITY OF PRACTICE



FCSS Counselling Services has invited counsellors from other FCSS organizations to join a weekly online video peer group (CoPs*) supervision meetings. This Community of Practice will fill a gap for other FCSS counsellors across the province who do not have access to internal clinical supervision or peer support. Our counselling team is excited to include other counsellors in this weekly peer group as it will increase support for fellow colleagues, broaden counsellors learning experiences, and provide networking opportunities.

**Communities of Practice (CoPs) are groups of individuals who share a passion for a subject and interact with one another on an ongoing basis to expand their knowledge and develop their expertise (Wenger 1998;Wenger et al. 2002).*

PRESENTATIONS

FCSS Counselling Services works with community groups, organizations, schools, churches, and businesses in providing presentations that will best meet their needs.

This past year 79 participants received valuable information on:

- Compassion fatigue
- Stress and self care
- Transitional grief
- Self Compassion
- Counsellor's experience grief
- Healthy Relationships



Serving:

Barnwell | Barons | Coaldale | Coalhurst | Lethbridge County
County of Warner | Coutts | Milk River | M.D. of Taber | Nobleford
Picture Butte | Raymond | Stirling | Taber | Vauxhall | Warner