



# **AGENDA**

## **REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS**

**Monday, August 28<sup>th</sup>, 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 – 26<sup>th</sup> June, 2023

**4.0 PUBLIC HEARING**

4.1 Bylaw No. 937-23 Amending Bylaw to 923-22 North Industrial Area Structure Plan

**5.0 DELEGATION**

**6.0 REQUESTS FOR DECISION**

6.1 Bylaw No. 937-23 Amending Bylaw to 923-22 North Industrial Area Structure Plan

6.2 Picture Butte Minor Hockey Request

6.3 Tax Penalty Refund Requests

6.4 Bylaw No. 938-23 Business Licence Bylaw

6.5 Housing Accelerator Fund Initiatives

6.6 Arena LED Lights and Surge Protection

6.7 Byelection date

6.8 Appointment of Returning and Deputy Returning officers

**7.0 MAYOR'S REPORT**

**8.0 COUNCIL'S REPORT**

**9.0 ADMINISTRATION'S REPORT**

9.1 CAO Report

9.1.1 Property Tax Update

9.1.2 Director of Operations Report

## **10.0 CORRESPONDENCE**

- 10.1 Tax Roll 12000 – Letter from Resident – Water Pressure Concerns
- 10.2 Letter from Resident – Sam Gillies – Community Centre booking fee
- 10.3 Municipal Affairs – MSI funding allocation
- 10.4 Lethbridge Northern Irrigation District – Permission for campground upgrade
- 10.5 Municipal Affairs – Fire Services Training Program Grant

## **11.0 INFORMATIONAL ITEMS**

- 11.1 Oldman River Regional Services Commission – Summer Periodical
- 11.2 Chinook Arch Regional Library System – Impact Report 2022
- 11.3 Chinook Arch Financial Statements – 2022
- 11.4 Municipal Affairs 2022-23 Annual Report
- 11.5 Oldman River Regional Services Commission – Executive Committee Meeting Minutes – May 2023
- 11.6 Chinook Arch Regional Library System – Board Report – August 2023

## **12.0 CLOSED SESSION**

## **13.0 ADJOURNMENT**

**MINUTES**  
OF THE  
**PICTURE BUTTE TOWN COUNCIL MEETING**  
HELD IN  
**COUNCIL CHAMBERS**  
**Monday, June 26<sup>th</sup>, 2023 AT 6:30 PM**

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

**ALSO PRESENT:** Director of Corporate Services – M. Overbeeke  
Administrative Assistant – C. Johnson

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF THE AGENDA**

194 2306 26 MOVED by Deputy Mayor de Kok that the agenda be approved as presented. CARRIED

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting – June 12<sup>th</sup>, 2023

195 2306 26 MOVED by Councillor Feist that the Regular Council Meeting minutes of June 12<sup>th</sup>, 2023 be approved as presented. CARRIED

**4.0 PUBLIC HEARING – None for this meeting**

**5.0 DELEGATION**

5.1 Sarah Van Gunst and Katie West – Terry Fox Fun Run

Sarah and Katie addressed Council with the idea of bringing back the Terry Fox run to Picture Butte. There is a 2, 5, and 10 km route that can be ran, walked, or biked. It is a fun run so any way you want to complete the route, you can. It is open to everyone. The walking trails and Walk on the Wild Side would be included in the 5 and 10 km routes. It is a great way to showcase what the Town has to offer. They are looking for support from the Town in way of advertising on social media, the website and Town signs and allowing use of the Lions Park for a BBQ after the run and supplying extra garbage bins. There will be no road closures in the first year. Sarah and Katie are hoping to continue the fun run annually and that it will become bigger each year. The BBQ will be by donation and all proceeds will go directly to the Terry Fox Foundation along with any monetary donations they receive from sponsors. The run can be scheduled for Saturday, September 23<sup>rd</sup>. The national run is Sunday, September 17<sup>th</sup> but having events on a Sunday in our Town is not ideal so they changed the date to a Saturday with permission from the foundation. The Terry Fox Foundation carries its own insurance policy for these events so no liability is on the Town. Council will discuss and get back to them.

S. Van Gunst and K. West left the meeting at 6:38 p.m.

5.2 PBHS – Mark Lowe & Rayann Campmans

M. Lowe entered the meeting at 6:52 p.m.

Mark Lowe, joined by Brian Bergsma and Rayann Campmans, spoke to Council about continuing to expand the FarmEd program at the high school. The FarmEd program is split into 3 departments: horticulture, animals, and business. The horticulture is the fastest growing department with the greenhouse and aquaponics taking off quickly. Adding the chickens has been great for the students. They have really enjoyed looking after them and

learning about what it takes to raise them from chicks. Expanding the animals would be beneficial for the students. The business side of things is figuring out how to make the program self sustaining. The Grade 9 class is working on the profit plan with what greenhouse crop being the most profitable and not much is needed to keep it self sustaining. The capital costs were covered by grants. The program itself needs \$4000 raised through profits to be self sustaining.

Mr. Lowe and company are here today to discuss with Council about allowing the high school to house animals in coordination with the 4H program. There are currently 6 students interested in raising lambs. The benefits of the 4H program is that it runs from October – June and the kids not only learn about caring for the animals but they also learn about the business, record taking and public speaking. The lambs are not received until early April and are sold in June. There is a potential for calf pairs and swine at a later date. Picture Butte High School is very much following in the foot steps of the Altario FarmEd program and is starting to offer guidance to other schools starting on the path. The shop class would be the ones to build the barn as well as a shop for building sheds.

Council requested that they narrow down their program and discuss with the adjacent neighbours about what the program is going to entail and how they will be managing the manure and any other issues that they can think of. An open house about the animal program in September would be a good idea. The more public consultation, the better. If Council were to change the bylaw, adjacent landowners would be notified and get chance to speak to the matter and they would need to have a public hearing. The school needs to commit to the 4H program at the beginning of October which makes the timelines tight. Alternatively, the high school has a good relationship with Coyote Flats and may be able to house the animals there for this year.

M. Lowe left the meeting at 7:12 p.m.

## 6.0 REQUESTS FOR DECISION

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

196 2306 26 MOVED by Deputy Mayor de Kok to approve the first reading of Bylaw No. 937-23 Amending Bylaw for Bylaw No. 923-23 North Industrial Area Structure Plan.

CARRIED

### 6.2 Policy 509 Ice Arena Policy

197 2306 26 MOVED by Councillor Feist to rescind Ice Allocation Policy No. 509 and approve Arena Ice Rental Policy as presented.

CARRIED

### 6.3 Arena Off Season Rental Policy

198 2306 26 MOVED by Deputy Mayor de Kok to accept the Arena Off Season Rental Policy as presented.

CARRIED

### 6.4 Building Upgrades – Facia and Council Chambers

199 2306 26 MOVED by Councillor Papworth to transfer \$50,000 from the Administration Building restricted reserve account to the project of removing and upgrading the existing facia on the Town Office building.

CARRIED

### 6.5 1<sup>st</sup> Quarter 2023 Variance Report

200 2306 26 MOVED by Councillor Papworth to approve the 1<sup>st</sup> Quarter 2023 Operating and Capital Budget Variance reports as presented.

CARRIED

## 6.6 Shade Structures

201 2306 26            MOVED by Deputy Mayor de Kok that the purchase and installation of the shade structures for the pool is a Town sanctioned project and to allow tax receipts to be issued for donations.

CARRIED

## 6.7 AB Municipalities Conference Registration

Administration requested that Council let Administration know by July 31<sup>st</sup> if they will be attending the AB Municipalities Conference in September to allow for hotel cancellations and registration.

## 7.0 MAYOR'S REPORT

### 7.1 Mayor's Report

May 31	Attended a Community Futures meeting
June 6	Attended the Seniors Dinner hosted by Council
June 16	Attended a Mayors & Reeves meeting
June 17	Attended the Civic Square Grand Opening in Coaldale
June 19	Attended a Committee of the Whole
June 28	Attending a Community Futures AGM

202 2306 26            MOVED by Mayor Moore that the Mayor's Report be accepted as presented.

CARRIED

## 8.0 COUNCIL'S REPORT

### 8.1 Council's Report

Deputy Mayor de Kok advised Council of his recent activities:

June 19	Attended a Committee of the Whole
June 22	Attended a SouthGrow AGM

Councillor Feist advised Council of her recent activities:

June 17	Attended the Civic Square Grand Opening in Coaldale
June 19	Attended a Committee of the Whole
June 20	Attended a FCSS Strategic Planning Session

Councillor Papworth advised Council of her recent activities:

June 19	Attended a Committee of the Whole meeting
June 21	Attended a Green Acres Finance & Audit meeting
June 28	Attending a Green Acres Board meeting

Councillor Thomson advised Council of his recent activities:

June 19	Attended a Committee of the Whole
June 30	Attending a Southern Alberta Energy from Waste Association meeting

203 2306 26            MOVED by Councillor Thomson that the Council Reports be accepted as presented.

CARRIED

## 9.0 ADMINISTRATION'S REPORT

### 9.1 CAO Report

204 2306 26            MOVED by Deputy Mayor de Kok to accept the CAO Report as presented.

CARRIED

## 10.0 CORRESPONDENCE

### 10.1 Jan Tichler Letter - Seniors Dinner

205 2306 26            MOVED by Councillor Feist to send a letter to Jan Tichler that in the future the Senior's Dinner hosted by Council will be advertised to the public.  
CARRIED

### 10.2 Alberta Municipal Affairs – Minister Ric McIver

206 2306 26            MOVED by Deputy Mayor de Kok to receive and file Alberta Municipal Affairs – Minister Ric McIver.  
CARRIED

### 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

207 2306 26            MOVED by Councillor Feist to receive and file Correspondence 10.3 - 10.6.  
CARRIED

## 11.0 INFORMATIONAL ITEMS

### 11.1 Alberta Volunteer Awards

### 11.2 Carmangay Parade Invitation

### 11.3 FCSS Report to Municipalities: Counselling Services

208 2306 26            MOVED by Councillor Thomson to receive and file Informational Items 11.1 - 11.3.  
CARRIED

## 12.0 CLOSED SESSION – None for this meeting

## 13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for August 28<sup>th</sup>, 2023 beginning at 6:30 p.m.

209 2306 26            MOVED by Deputy Mayor de Kok that the Regular Council Meeting adjourn at 7:17 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: 24 August, 2023  
To: Mayor, Council  
From: CAO

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

#### **Background:**

Below is a timeline on the North Industrial Area Structure Plan:

February, 2022

- Council passed Bylaw No. 923-22 North Industrial Area Structure Plan (ASP).
- ASP 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.

May, 2023

- Council reviewed an alternate lot layout for a future industrial lot subdivision proposed by the owners of the property 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.

June, 2023

- The landowner amended the ASP to incorporate the Town's feedback.
- Amended ASP was presented to Council on the 26<sup>th</sup> of June as Bylaw No. 937-23.
- 1<sup>st</sup> Reading of Bylaw No. 937-23 Amending bylaw for bylaw number 923-22 North Industrial ASP was conducted.

July, 2023

- Notifications and required advertising occurred.
- A public hearing date was set for the 28<sup>th</sup> of August.

**Feedback from notifications:**

Lethbridge County provided the following feedback

“The County can provide the following comments:

1. Section 3.2.2 – states that the parcels may be combined or further subdivided at the discretion of the town. The County would like assurance that the proposed storm pond is sufficient to account for a higher density of development if the town allows for further subdivision than what is presented in the plan.
2. Section 3.5.4 – the policy states the pond would be dedicated as a PUL, but Map 4 shows it as Municipal Reserve
3. Implementation Section - The County notes that Architectural Control “may” be required and would suggest that this be amended to “shall” to ensure that high quality development occurs along the highway entranceways in accordance with the Development Design Guidelines contained in Appendix A of the Intermunicipal Development Plan.”

I have not received any other feedback from the notifications that were sent out. Steve has been away on holiday and may have received others that may be presented at the Council meeting.

**Proposed Amendments to the ASP:**

The following changes have been made to the ASP in consideration of the County’s feedback and are represented in the ASP.

1. Section 3.2.2. “If further subdivision of what is shown on the concept plan is proposed in the future, the developer will need to provide, as requested by the Town, an updated engineered storm water drainage analysis to confirm if the capacity of the storm pond can accommodate additional density.”
2. The maps have been changed to remove the Municipal Reserve identification.
3. Section 3.8.1: “The Town will 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.”

All other changes to the ASP are either struckout or added in blue text. Other proposed changes to the development include:

- **Lot layout**
  - Proposed to have 20 lots.
    - Town initial plan had 33 lots
    - RME 1<sup>st</sup> 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 1<sup>st</sup> edition was a cul-de-sac.

These changes to the lot layout and the road network are consistent with direction previously given to the developers by Council.

**Recommendation:**

1. To conduct second and third reading of Bylaw No. 937-23 Amending bylaw, for Bylaw No. 923-22 North Industrial Area Structure Plan as amended.

**Attachments:**

1. Bylaw No. 937-23 Amending Bylaw for Bylaw No. 923-22 North Industrial Area Structure Plan.
2. ISL Cover letter for ASP amendments

**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 26<sup>th</sup> day of June 2023.

\_\_\_\_\_  
*Mayor – Cathy Moore*

\_\_\_\_\_  
*Chief Administrative Officer – Keith Davis*

READ a **second** time this \_\_\_\_\_<sup>th</sup> day of August 2023.

\_\_\_\_\_  
*Mayor – Cathy Moore*

\_\_\_\_\_  
*Chief Administrative Officer – Keith Davis*

READ a **third** time and finally passed this \_\_\_\_\_<sup>th</sup> day of August 2023.

\_\_\_\_\_  
*Mayor – Cathy Moore*

\_\_\_\_\_  
*Chief Administrative Officer – Keith Davis*

**PICTURE BUTTE**

**NORTH  
INDUSTRIAL  
AREA  
STRUCTURE  
PLAN**



**FEBRUARY 2022**

# TABLE OF CONTENTS

## North Industrial Area Structure Plan

<b>1. INTRODUCTION</b>	<b>3</b>
1.1 Purpose	3
1.2 Location and Background	3
1.3 Policy Direction	4
<b>2. DESIGN CONSIDERATIONS</b>	<b>7</b>
2.1 Existing Land Uses	7
2.2 Road Network	7
2.3 Utilities	8
2.4 Drainage	8
2.5 Further Industrial Land Use Considerations	8
<b>3. PLAN DESIGN AND POLICIES</b>	<b>10</b>
3.1 Type of Development	10
3.2 Lot Layout	10
3.3 Road Network	12
3.4 Utility Servicing	13
3.5 Storm Water Drainage	14
3.6 Municipal Reserve	15
3.7 Development Agreements	16
3.8 Design Guidelines	16
<b>4. IMPLEMENTATION</b>	<b>18</b>
4.1 Engineering Detail Plans	18
4.2 Reclassification of Land	18
4.3 Subdivision, Development and Servicing of Land	18
4.4 Development of Individual Parcels of Land	19

---

**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
<b>Total</b>				<b>19.71</b>	<b>48.69</b>

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 Region<sup>1</sup>. 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).

---

<sup>1</sup> "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.~~ If further subdivision of what is shown on the concept plan is proposed in the future, the developer will need to provide, as requested by the Town, and updated engineered storm water drainage analysis to confirm if the capacity of the storm pond can accommodate additional density.
- 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 2<sup>nd</sup> 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~~ will 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.





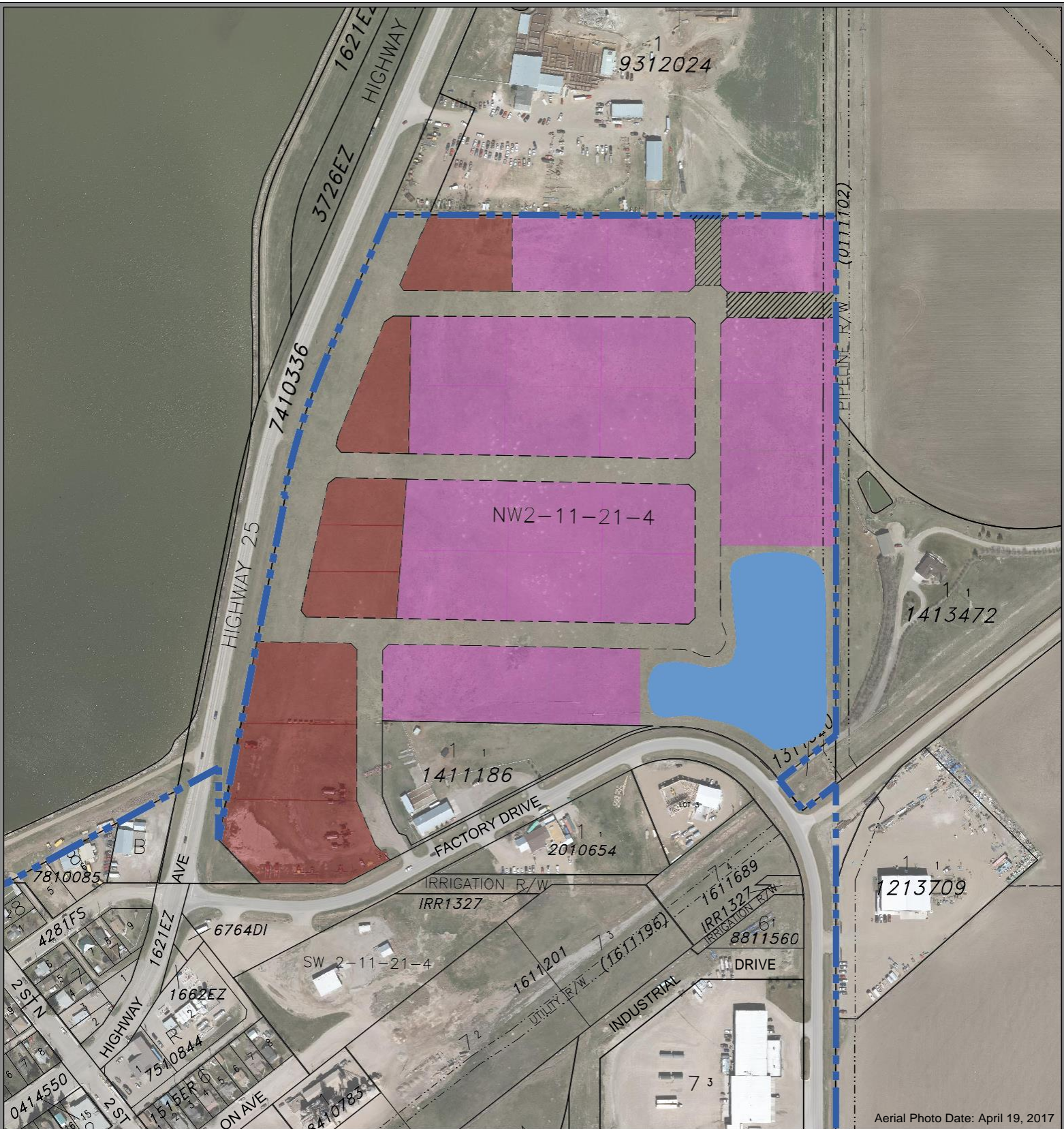
Aerial Photo Date: April 19, 2017

# Town of Picture Butte North Industrial Area Structure Plan

- Town Boundary
- Area Structure Plan Boundary

Map 1  
Location










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 

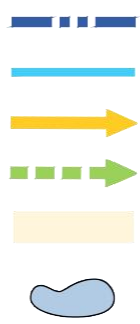




Aerial Photo Date: April 19, 2017

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



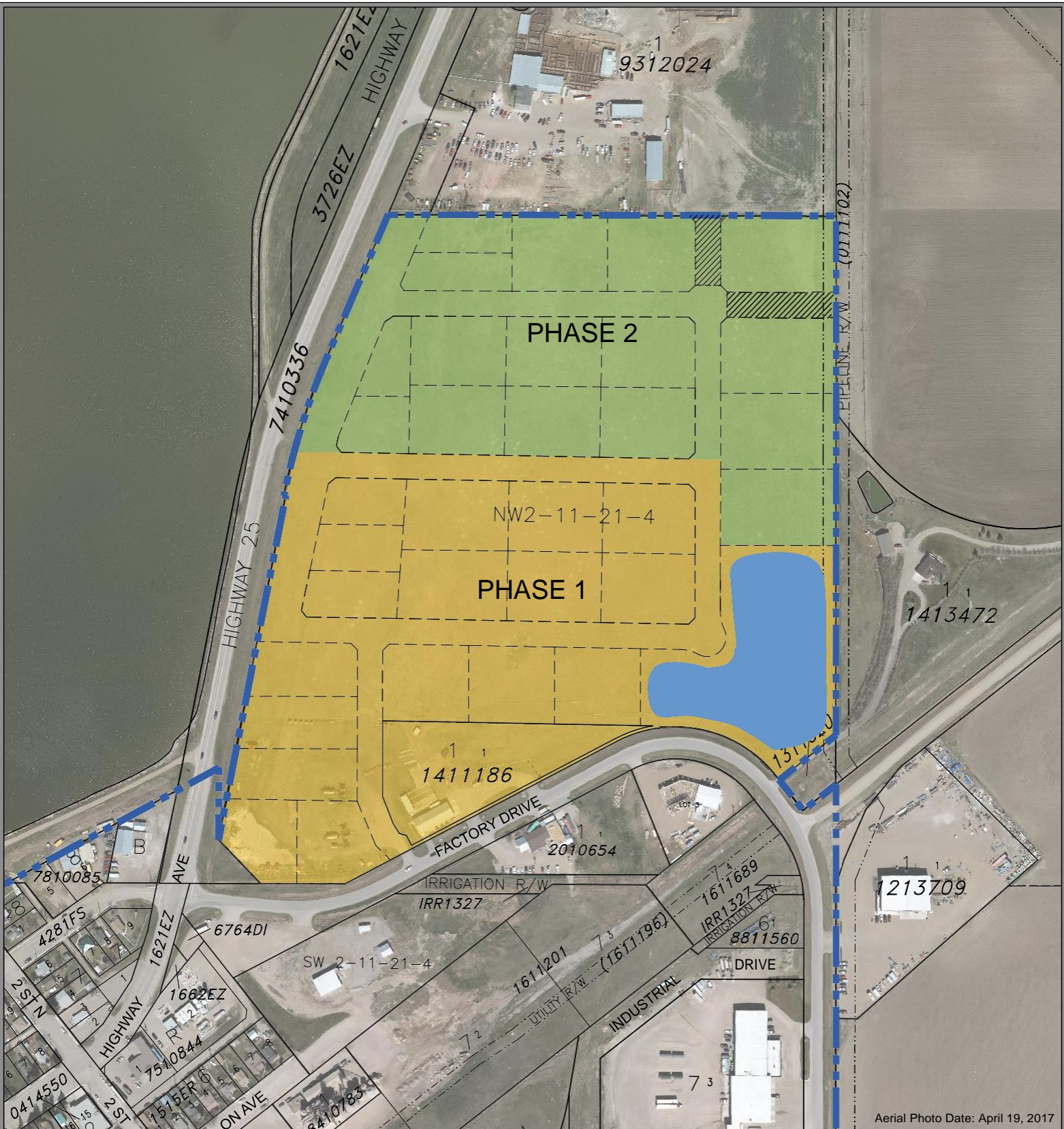
Aerial Photo Date: April 19, 2017

Town of Picture Butte  
North Industrial Area  
Structure Plan

Map 4  
Lot Layout

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





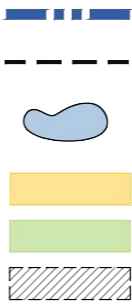
Aerial Photo Date: April 19, 2017

**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**

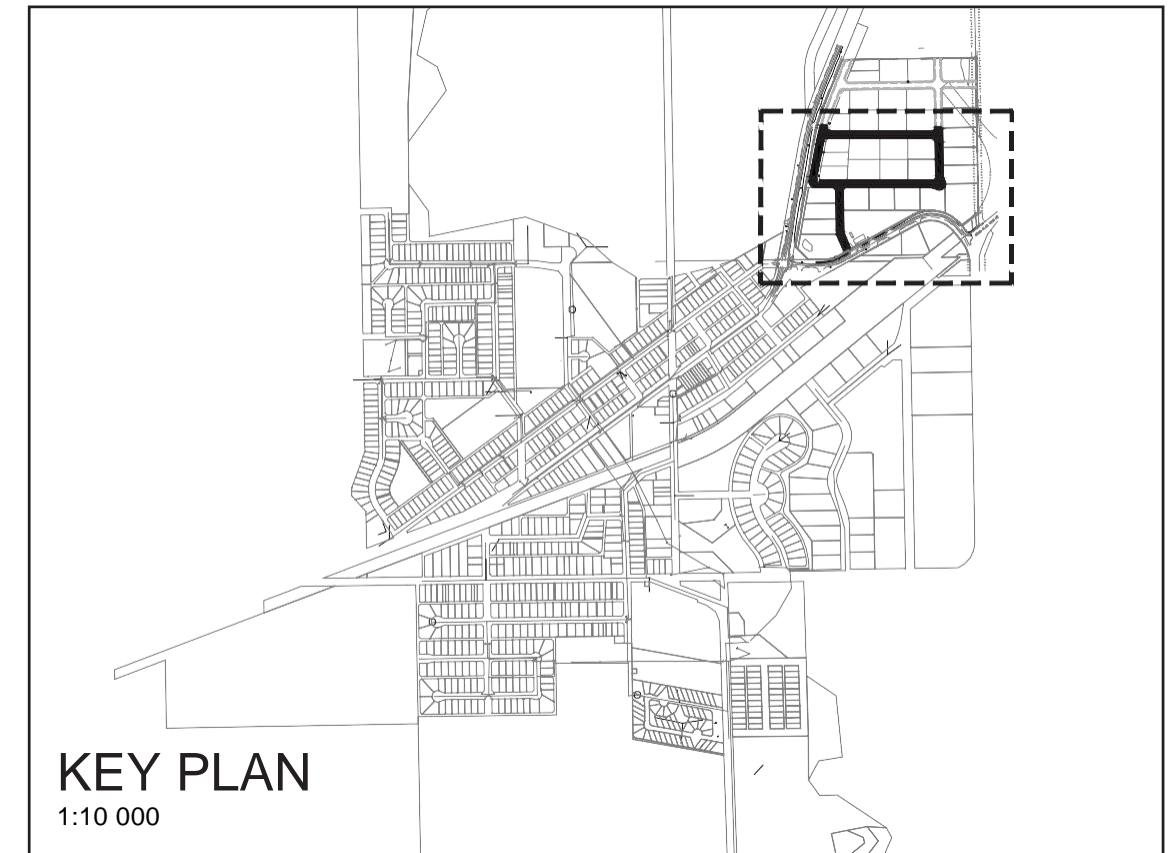
---

# TOWN OF PICTURE BUTTE

CONTRACT DRAWINGS  
for

# PICTURE BUTTE INDUSTRIAL SUBDIVISION 60% REVIEW DRAWINGS

2020

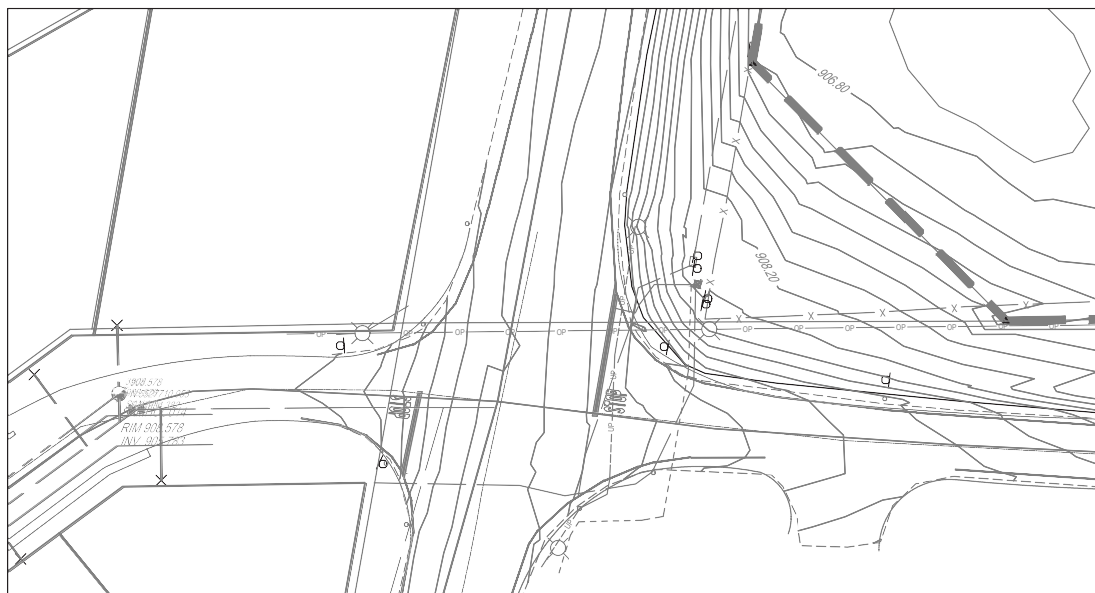
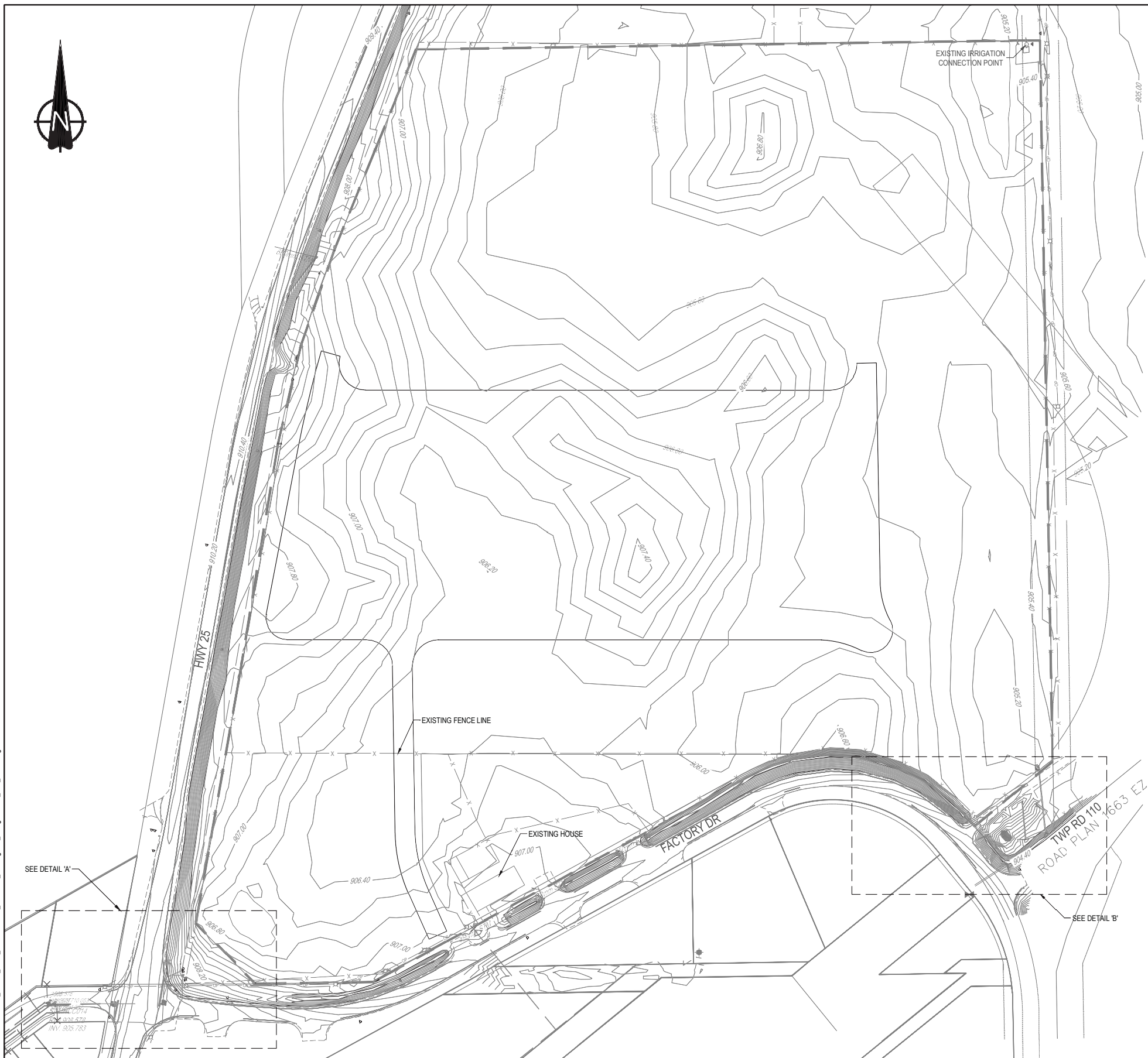


INDEX		
Sheet No.	Drawing Title	Drawing No.
01	EXISTING CONDITIONS	
02	OVERALL SITE PLAN	
03	OVERALL UTILITY PLAN	
04	UTILITY WATER AND SEWER SITE SERVICING	
05	OVERALL GRADING PLAN	
06	POND GRADING PLAN	
07	ALIGNMENT 1 - PLAN / PROFILE	
08	ALIGNMENT 2 - PLAN / PROFILE	
09	ALIGNMENT 3 - PLAN / PROFILE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

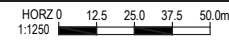
- NOTES:
1. ALL CONSTRUCTION TO MEET THE CITY OF LETHBRIDGE DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS.
  2. NO RESPONSIBILITY IS IMPLIED OR ASSUMED BY THE ENGINEER AS TO THE LOCATION AND ELEVATION OF ANY UTILITY. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXISTENCE AND LOCATION OF ALL UTILITIES 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
5			
4			
3			
2			
1	ISSUED FOR 60% REVIEW	JW	2020/12/11
0	ISSUED FOR 30% REVIEW	JW	2020/10/20

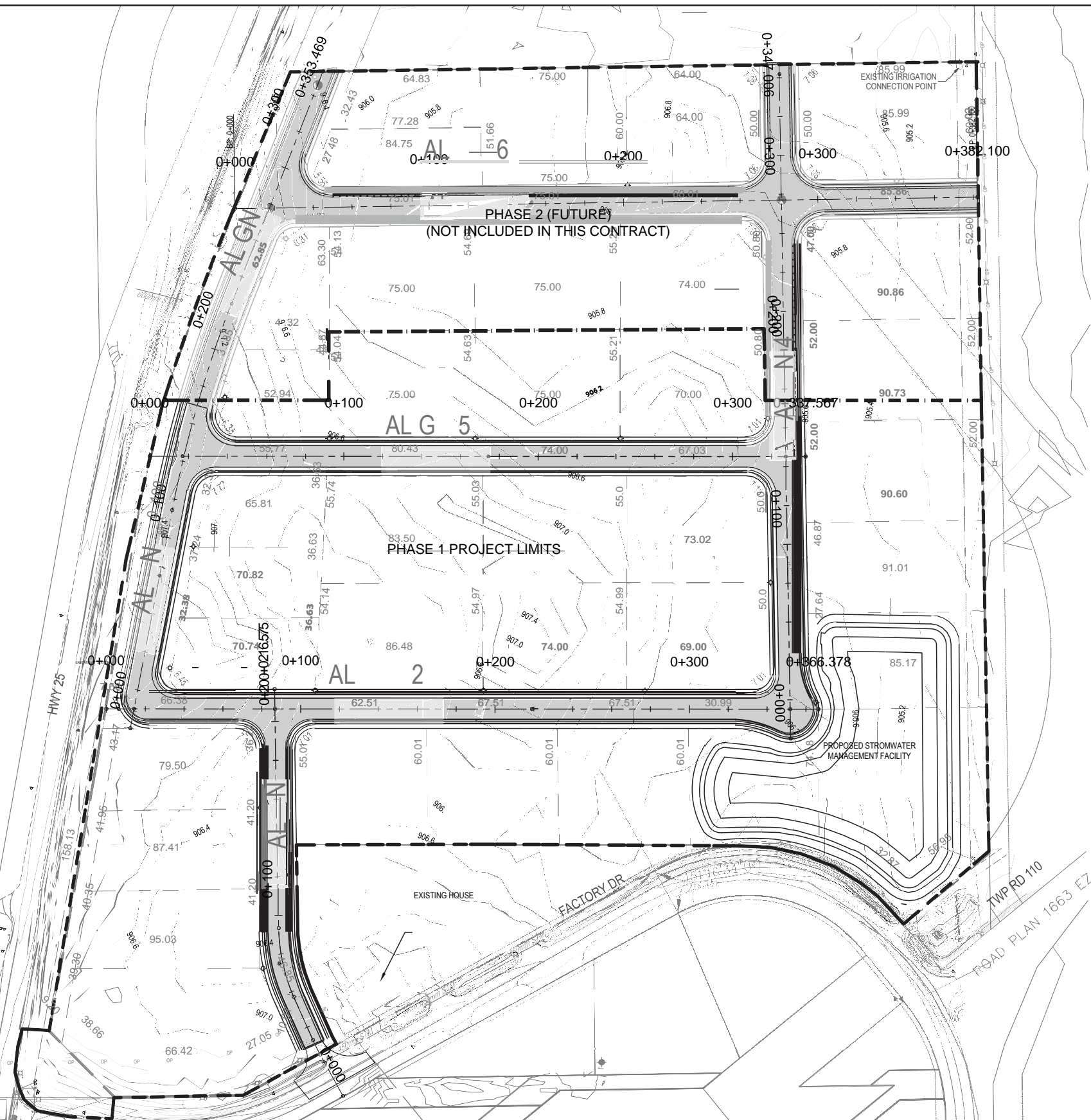


TOWN OF PICTURE BUTTE		
INDUSTRIAL SUBDIVISION		
Drawn: JW	Design Checked: CH	Date: 2020/10/19
Designed: JW	Discipline Review: AG	Date: 2020/10/19

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



Jason Warkentin/Dec. 14, 2019/G:\Projects\27000\27632\27632\_Picture\_Butte\_Subdivision\02\_CADD\20\_Drafting\203\_Design\27632\_Site\_Plans.dwg



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

Drawing No.

27632

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



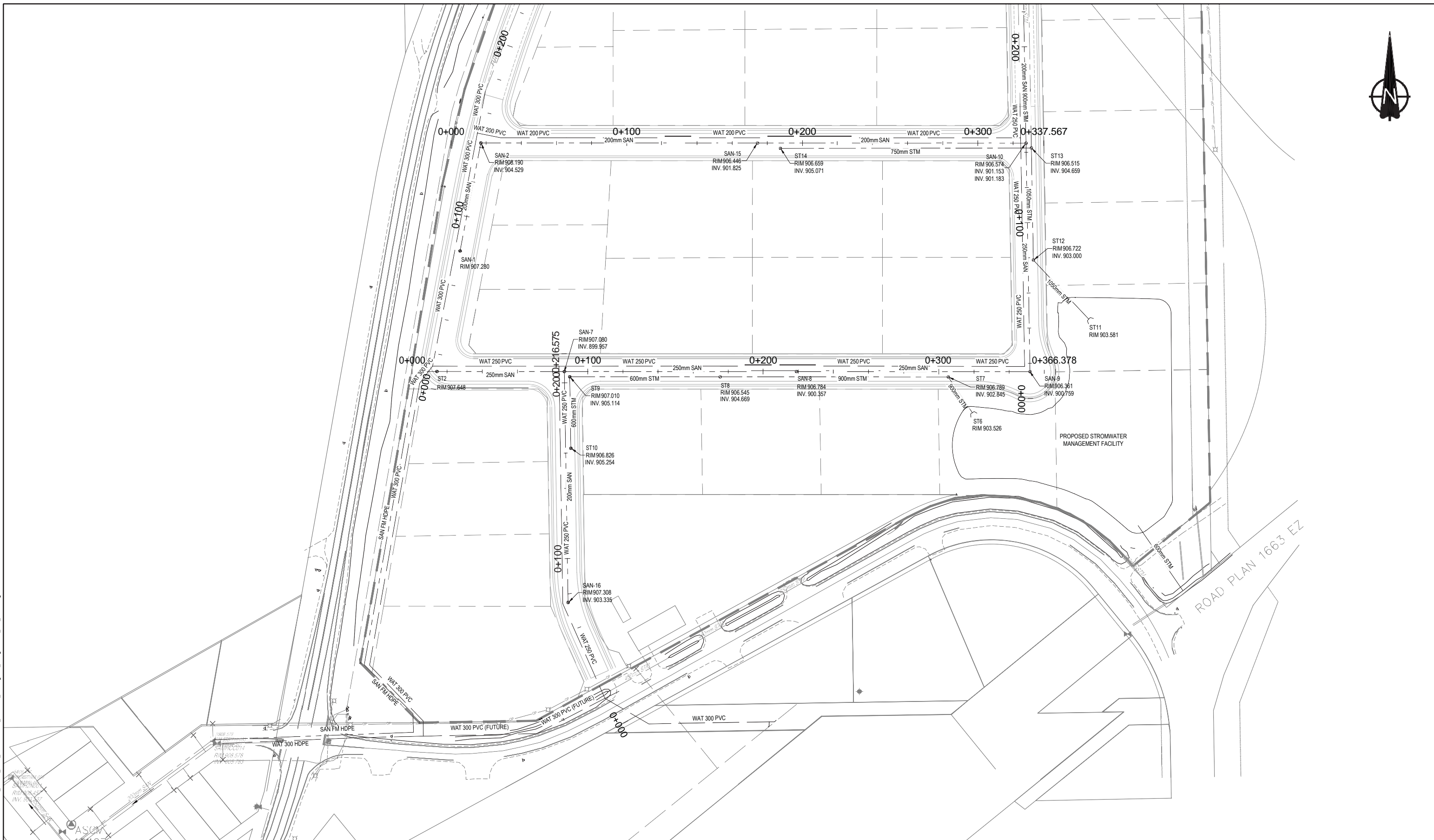
**INDUSTRIAL  
SUBDIVISION**

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

**OVERALL SITE PLAN**

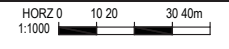
SI  
01

Sheet No.  
02



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	RV	2020/12/11
0	ISSUED FOR 30% REVIEW	JW	2020/10/20
REVISIONS			

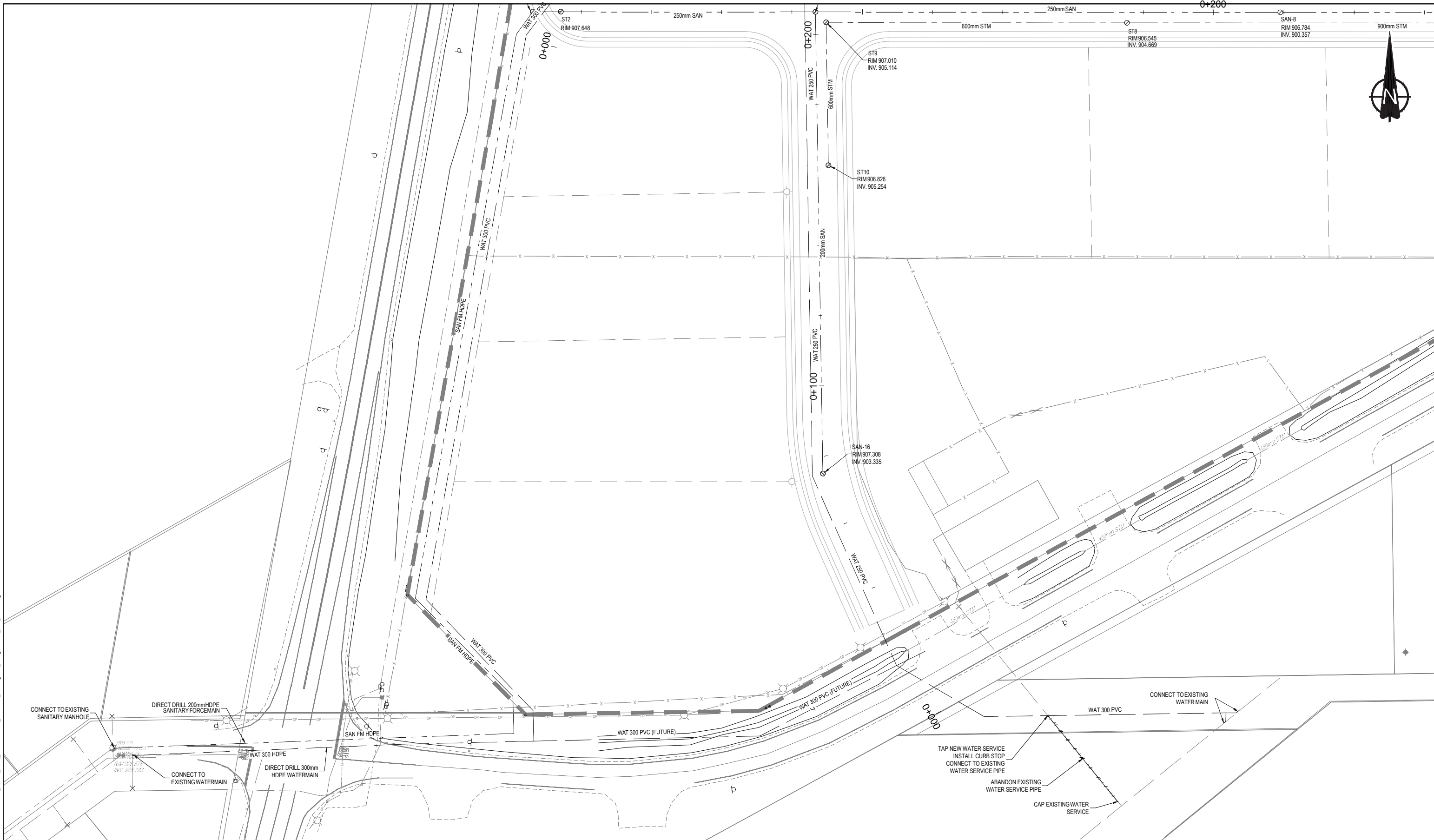


TOWN OF PICTURE BUTTE		
INDUSTRIAL SUBDIVISION		
Drawn: JW	Design Checked: CH	Date: 2020/10/19
Designed: JW	Discipline Review: AG	Date: 2020/10/19

OVERALL UTILITY PLAN
Drawing No. 27632 UT 01
Sheet No. 00

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\2700\02\7600\27632\_Picture Butte\_Subdivision\02\_CADD\20\_Drafting\03\_Design\27632\_Site\_Plans.dwg



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	RV	2020/12/11
0	ISSUED FOR 30% REVIEW	JW	2020/10/20
REVISIONS			

HORZ 0 5 10 15 20m  
1:500

Scale

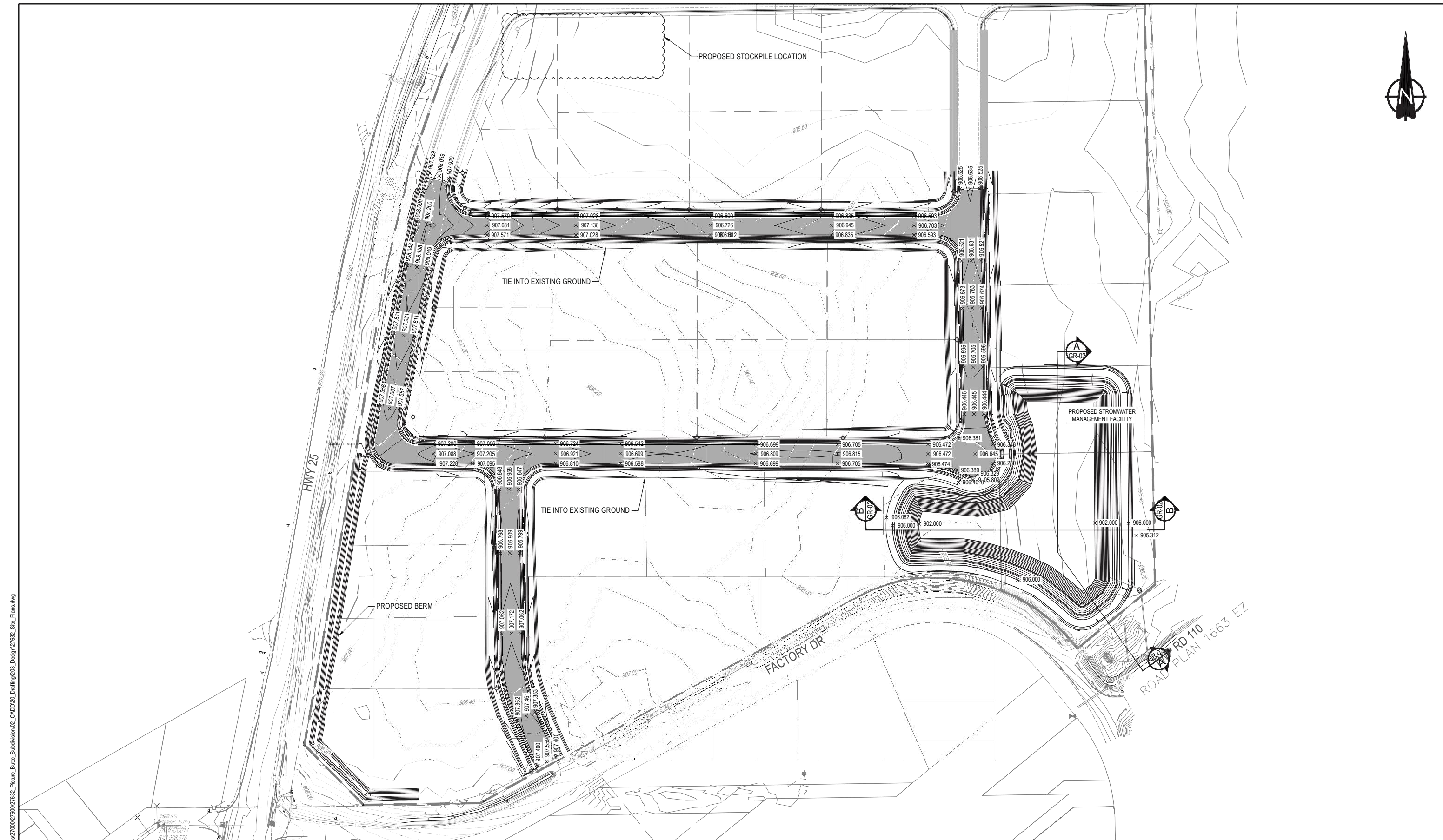
TOWN OF PICTURE BUTTE

INDUSTRIAL SUBDIVISION

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

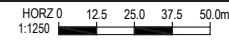
WATER AND SANITARY SITE SERVICING CONNECTIONS

Drawing No. 27632 UT 02 Sheet No. 00



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

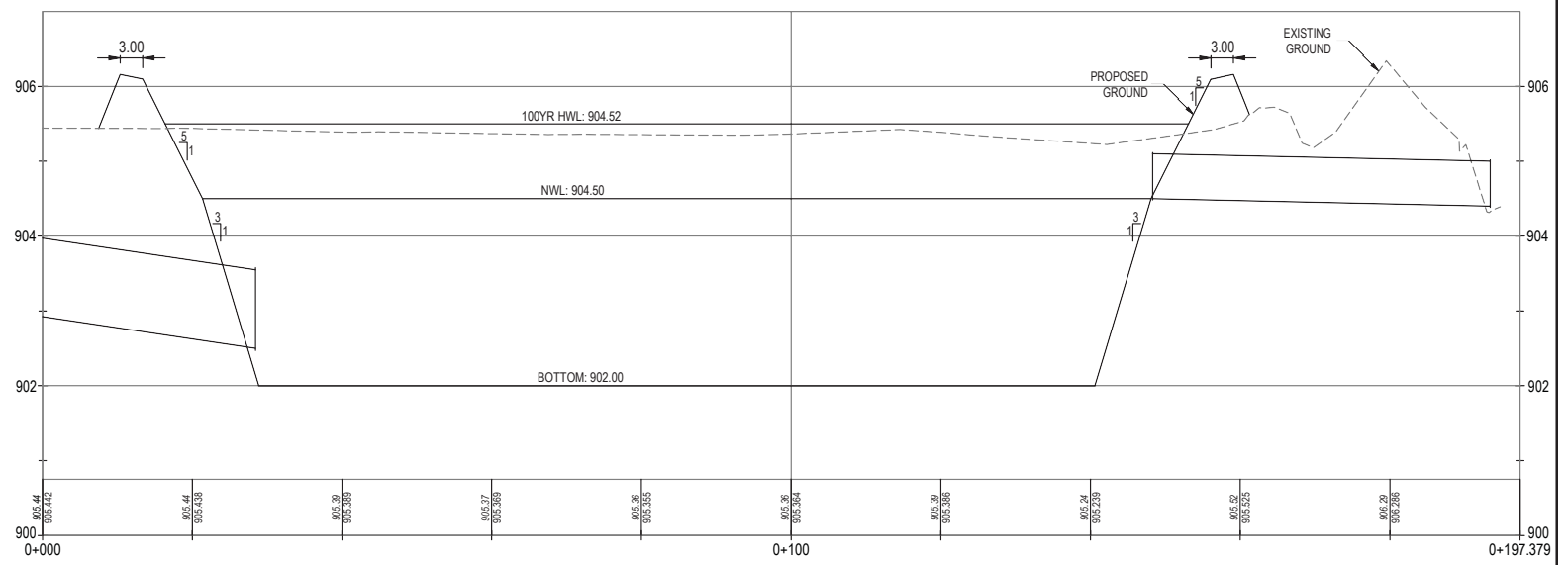
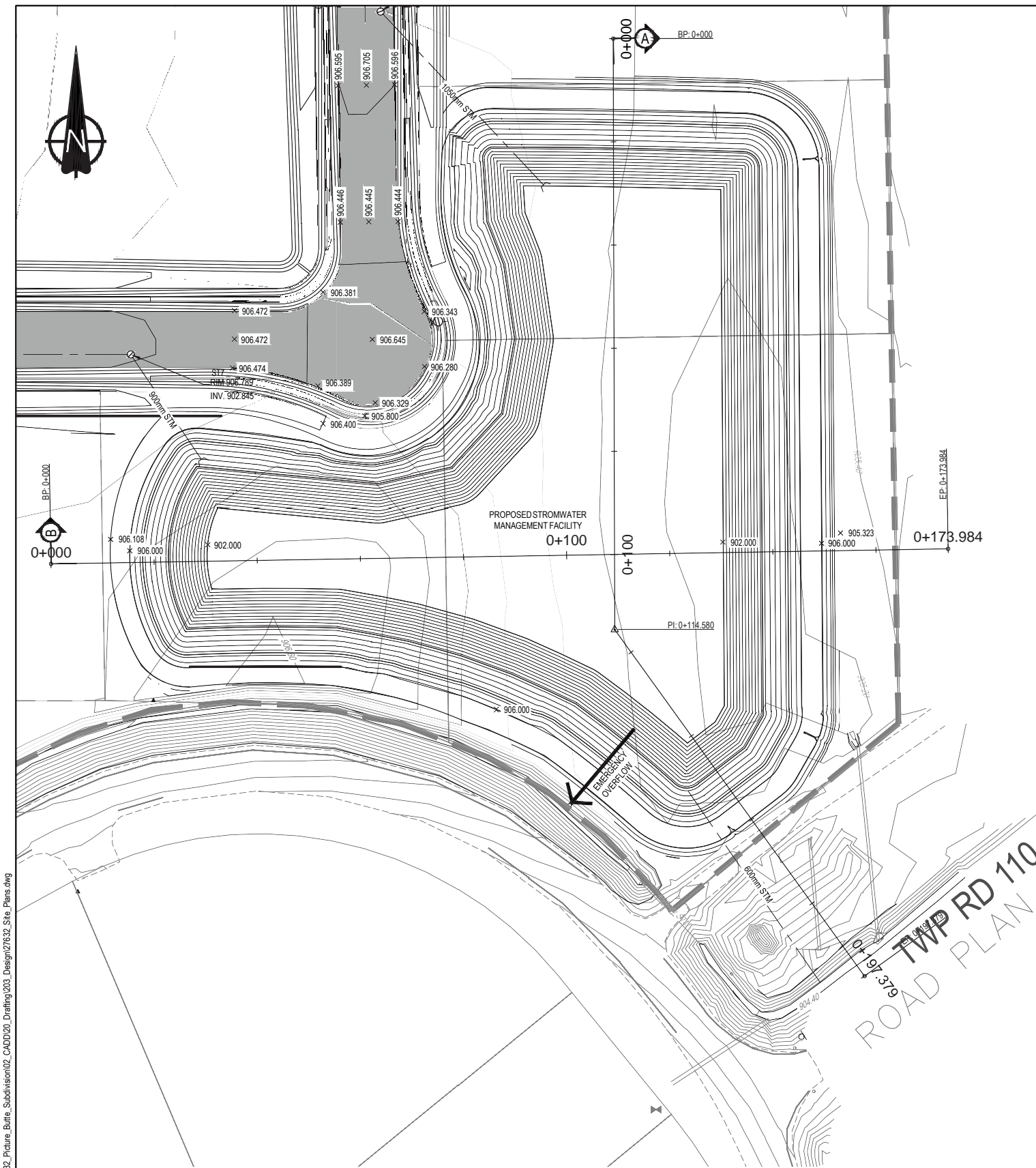
No.	DESCRIPTION	BY	DATE
5			
4			
3			
2			
1	ISSUED FOR 60% REVIEW	JW	2020/12/11
0	ISSUED FOR 30% REVIEW	JW	2020/10/20
REVISIONS			



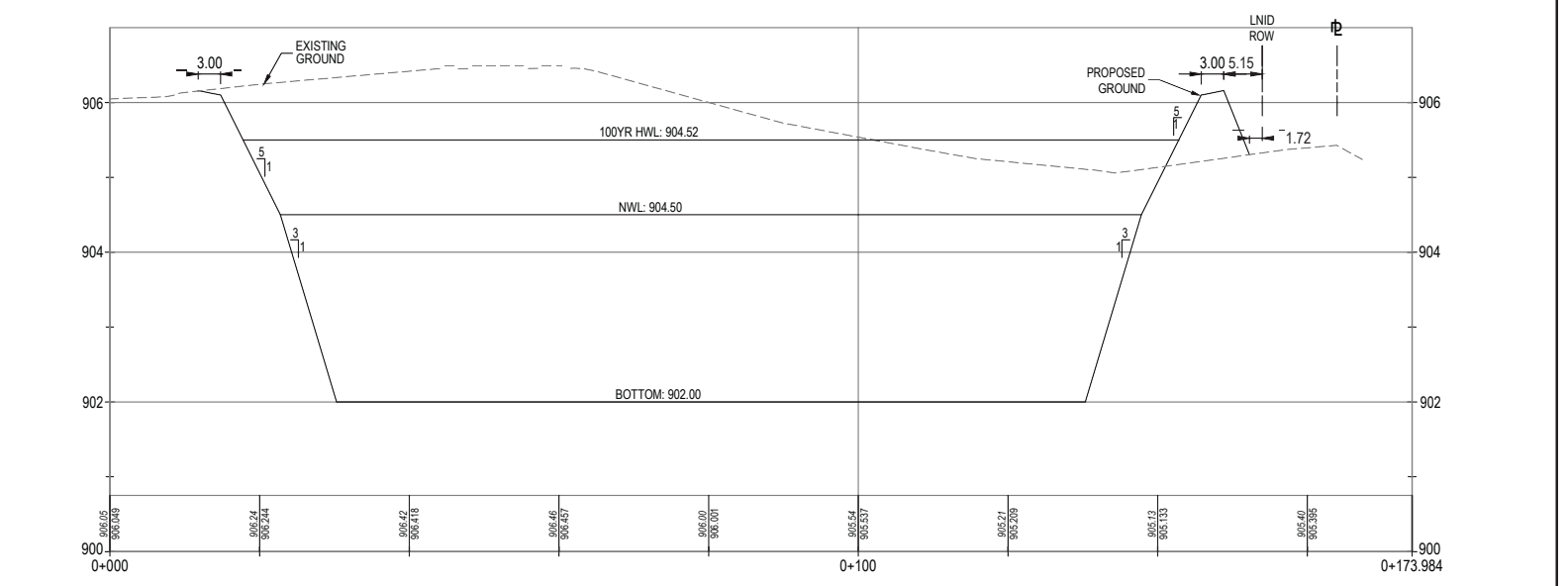
TOWN OF PICTURE BUTTE		
INDUSTRIAL SUBDIVISION		
Drawn: JW	Design Checked: CH	Date: 2020/10/19
Designed: JW	Discipline Review: AG	Date: 2020/10/19

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

Jason Wierlein/ Dec. 14, 2019/G:\Projects\27000\27600\27632\_Picture\_Butte\_Subdivision\02\_CADD\00\_Drafting\203\_Design\27632\_Site\_Plans.dwg



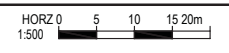
SECTION 'A'  
SCALE: 1:500



SECTION 'B'  
SCALE: 1:500

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			



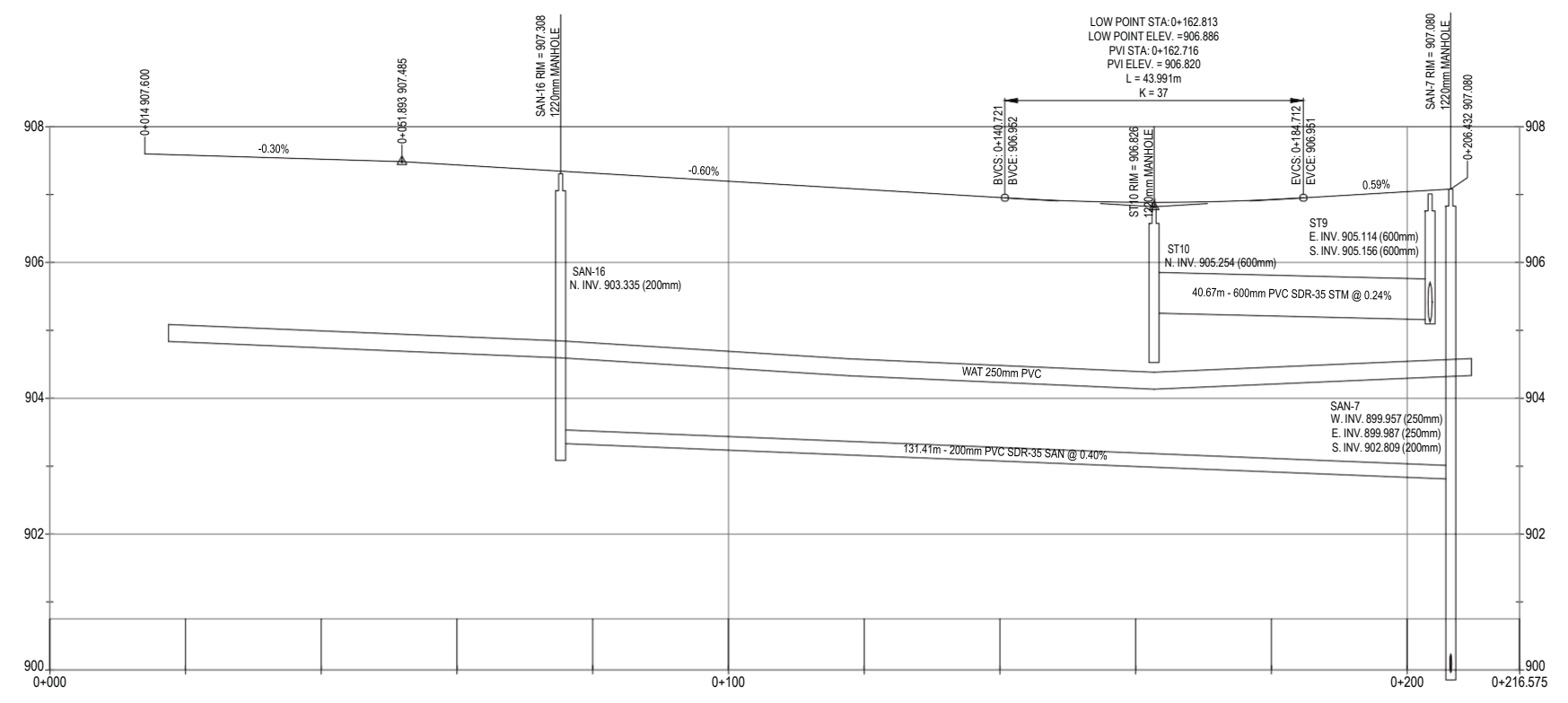
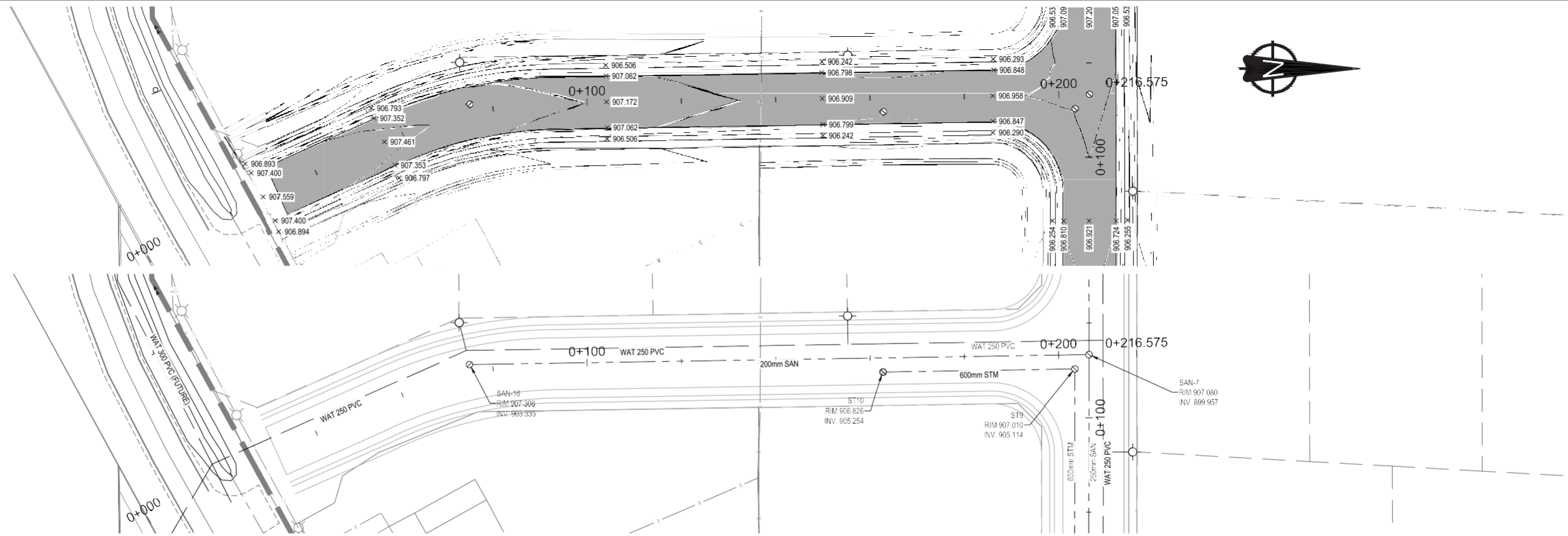
TOWN OF PICTURE BUTTE  
  
INDUSTRIAL  
SUBDIVISION  
  
Drawn: JW    Design Checked: CH    Date: 2020/10/19  
Designed: JW    Discipline Review: AG    Date: 2020/10/19

POND GRADING PLAN

Drawing No.  
27632  
GR  
01  
Sheet No.  
03

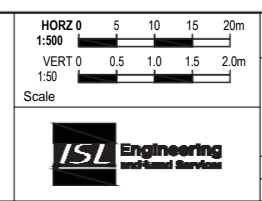
Jason Wakelin\Dec. 14. 20\GIS\Projects\27000\27600\27632\_Picture Butte\_Subdivision\2\_CADD\20\_Drafting\27632\_Site\_Plans.dwg





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	RV	2020/12/11
0	ISSUED FOR 30% REVIEW	JW	2020/10/20
REVISIONS			



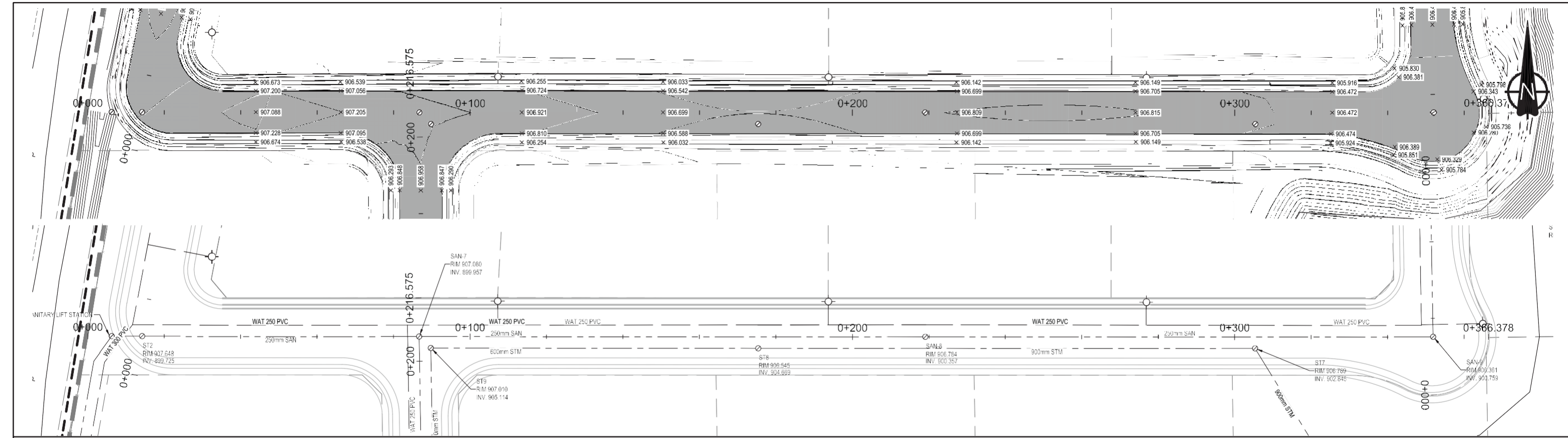
**TOWN OF PICTURE BUTTE**

**INDUSTRIAL SUBDIVISION**

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

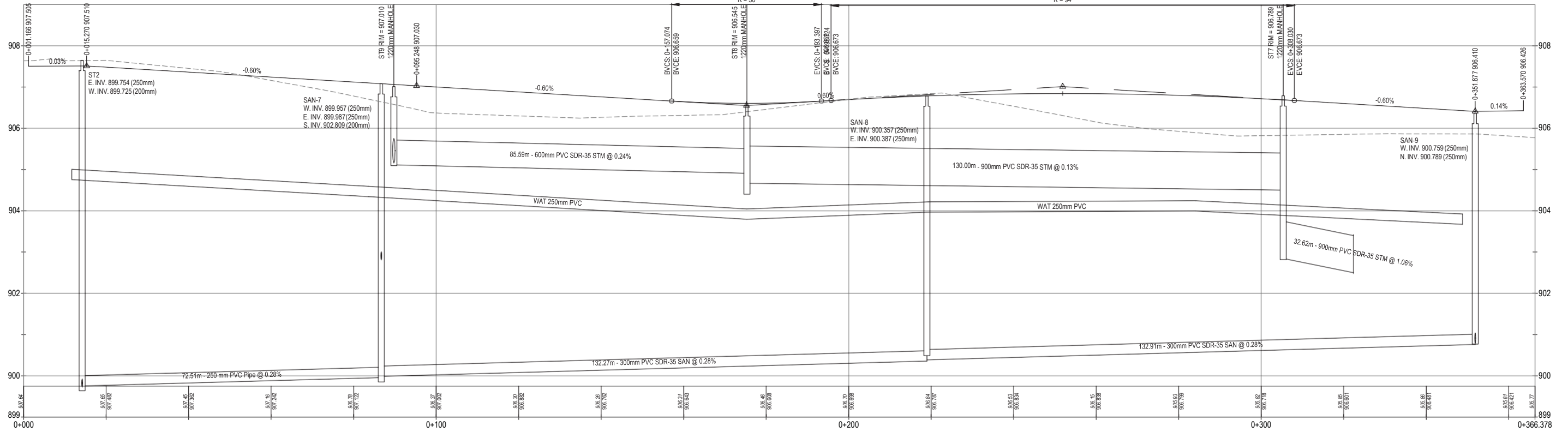
**PLAN / PROFILE ALIGNMENT 1**

Drawing No.  
27632  
PP  
01  
Sheet No.  
01



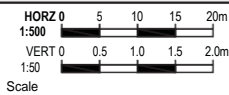
LOW POINT STA: 0+175.236  
 LOW POINT ELEV. = 906.605  
 PVI STA: 0+175.236  
 PVI ELEV. = 906.550  
 L = 36.322m  
 K = 30

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  
 HALF SCALE WHEN PRINTED  
 TO 11" x 17" FORMAT

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



TOWN OF PICTURE BUTTE

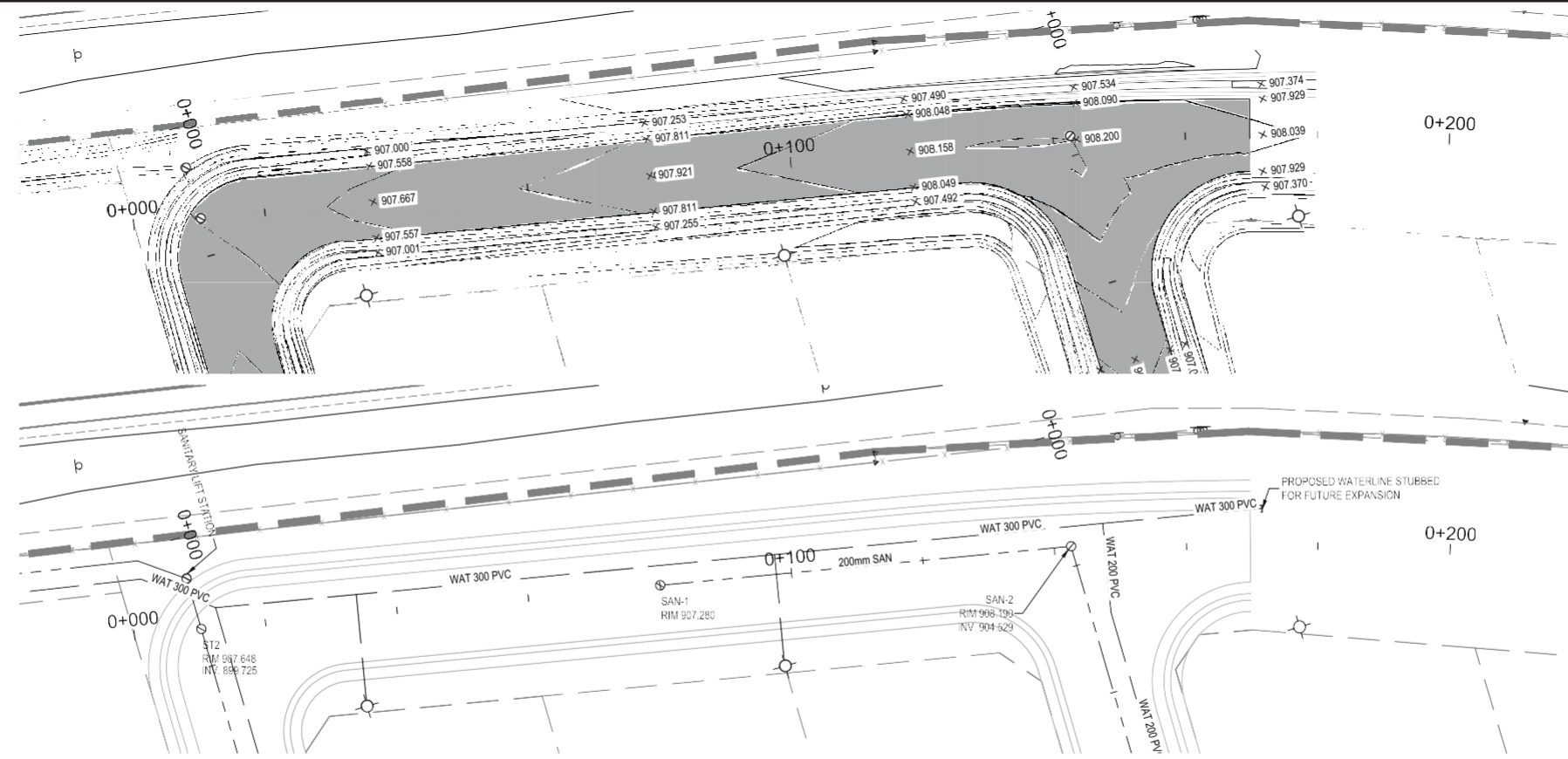
INDUSTRIAL  
 SUBDIVISION

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

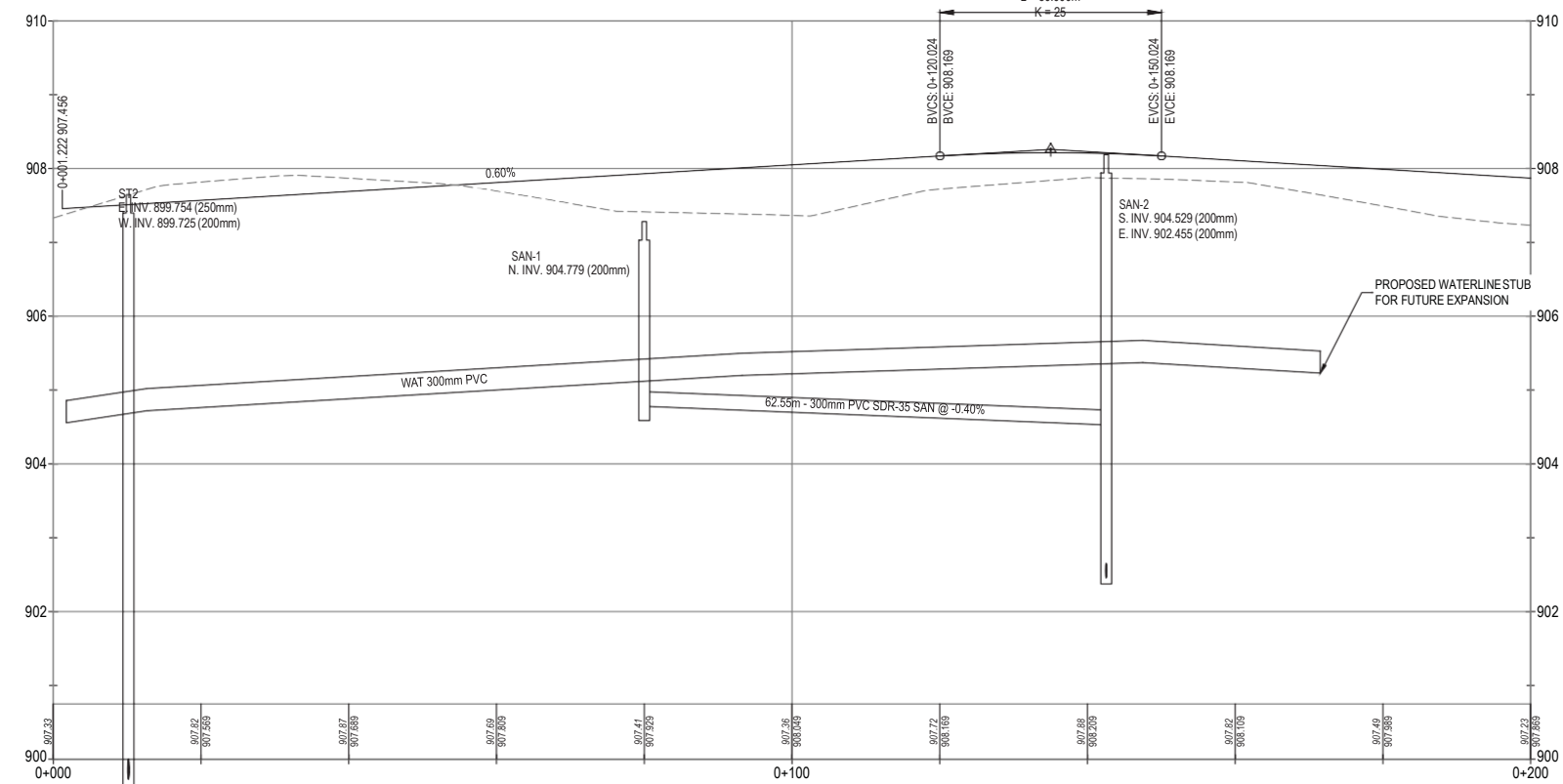
PLAN / PROFILE  
 ALIGNMENT 2

Drawing No.  
 27632  
 PP  
 02  
 Sheet No.  
 00

Ren Vesar (Dec. 14, 2020) G:\Projects\27001\27632\_Picture\_Butte\_Subdivision\02\_CADD\02\_Drafting\03\_Design\27632\_Plan-Profile.dwg

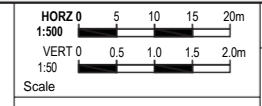


HIGH POINT STA: 0+135.024  
 HIGH POINT ELEV. = 908.214  
 PVI STA: 0+135.024  
 PVI ELEV. = 908.259  
 L = 30.000m  
 K = 25



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

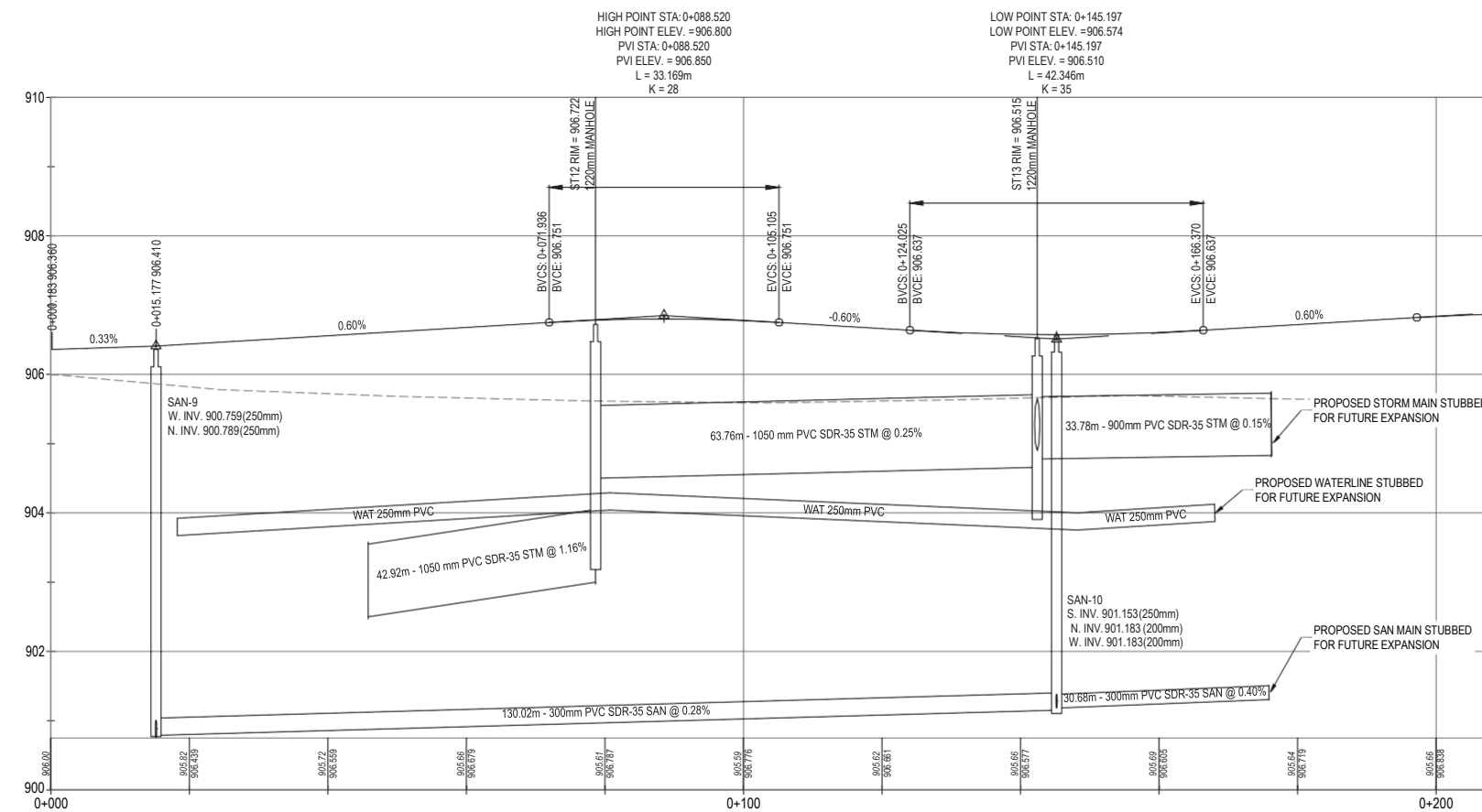
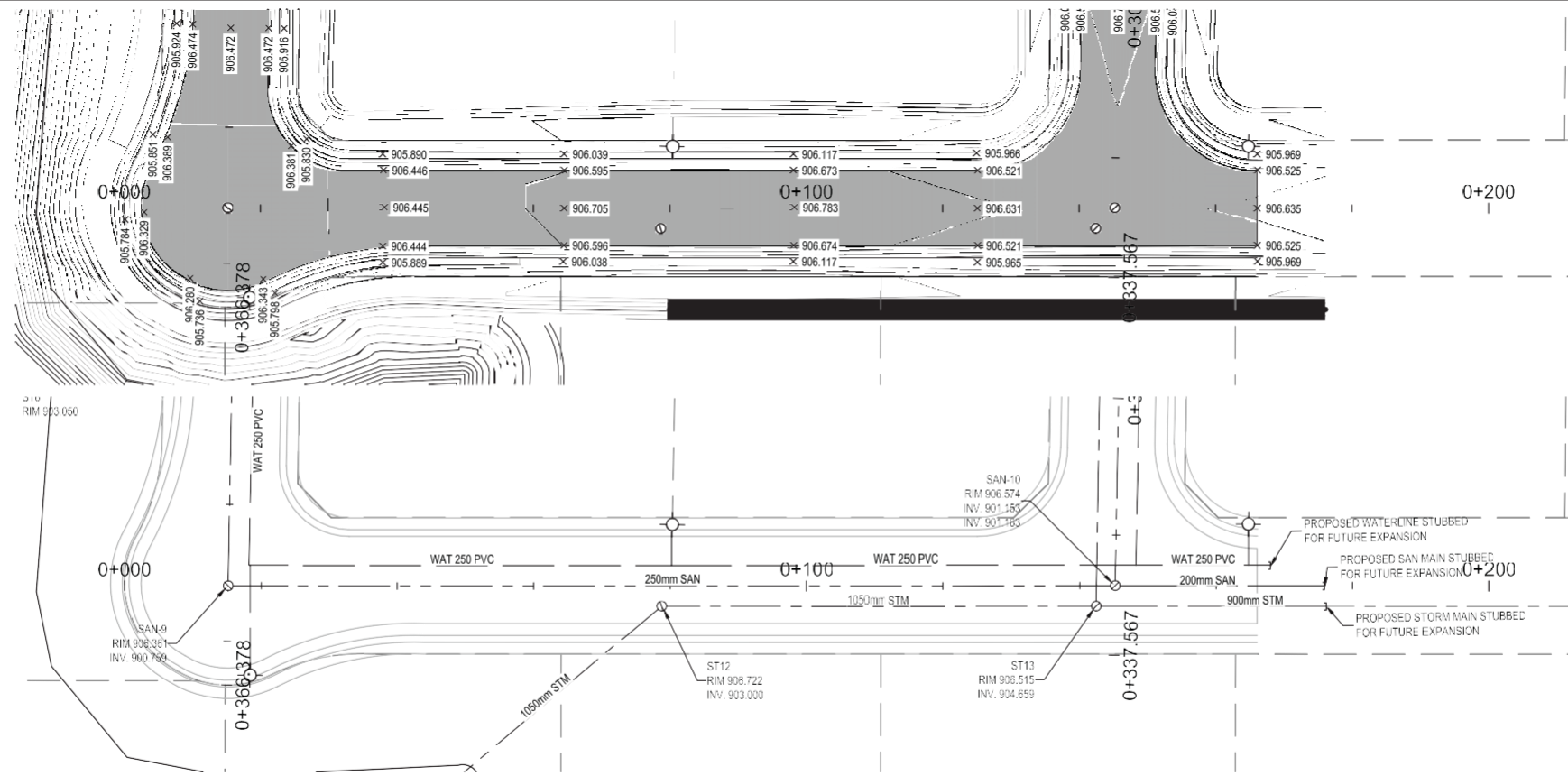
No.	DESCRIPTION	BY	DATE
5			
4			
3			
2			
1	ISSUED FOR 60% REVIEW	RV	2020/12/11
0	ISSUED FOR 30% REVIEW	JW	2020/10/20
REVISIONS			



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

PLAN / PROFILE  
 ALIGNMENT 3

Drawing No.  
 27632  
 PP  
 03  
 Sheet No.  
 00

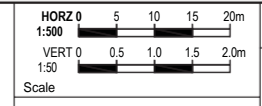


HIGH POINT STA: 0+088.520  
 HIGH POINT ELEV. = 906.800  
 PVI STA: 0+088.520  
 PVI ELEV. = 906.850  
 L = 33.169m  
 K = 28

LOW POINT STA: 0+145.197  
 LOW POINT ELEV. = 906.574  
 PVI STA: 0+145.197  
 PVI ELEV. = 906.510  
 L = 42.346m  
 K = 35

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	RV	2020/12/11
0	ISSUED FOR 30% REVIEW	JW	2020/10/20
REVISIONS			



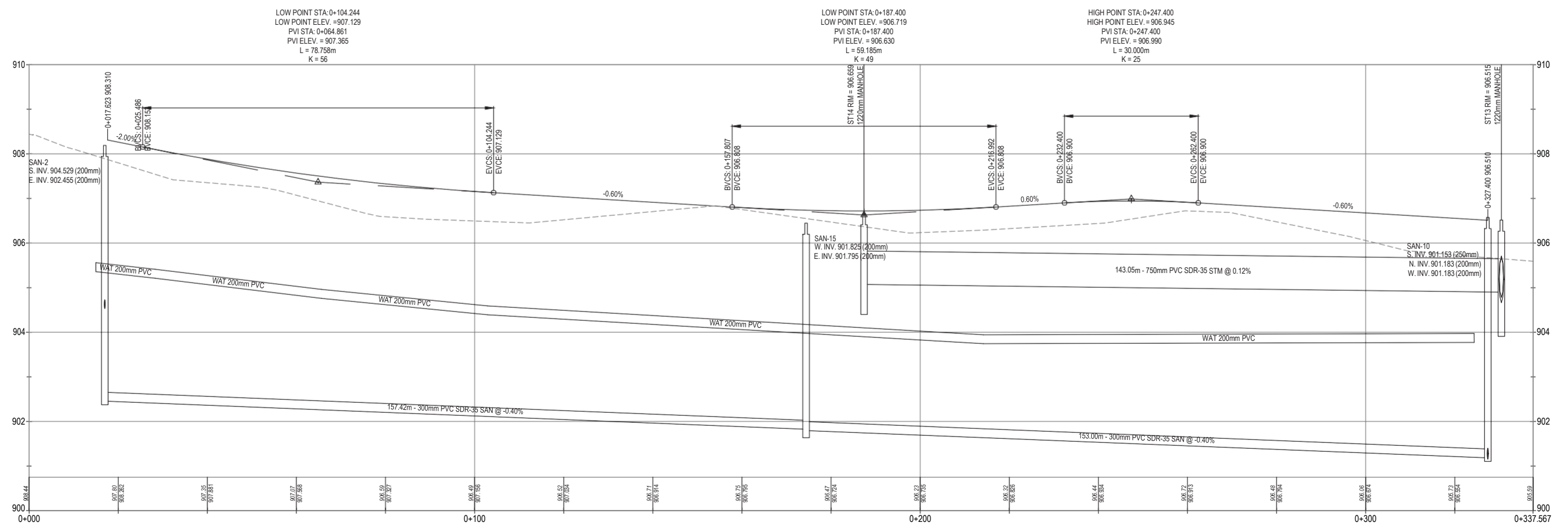
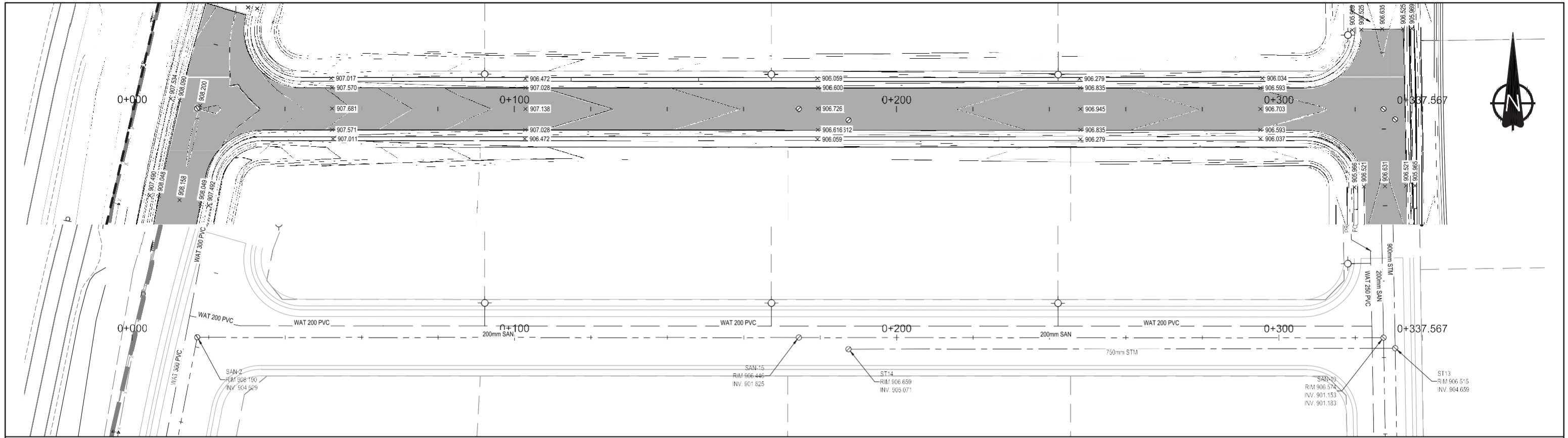
**TOWN OF PICTURE BUTTE**

**INDUSTRIAL SUBDIVISION**

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

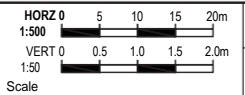
**PLAN / PROFILE  
 ALIGNMENT 4**

Drawing No.  
**27632**  
 PP  
 04  
 Sheet No.  
 00



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

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



**TOWN OF PICTURE BUTTE**

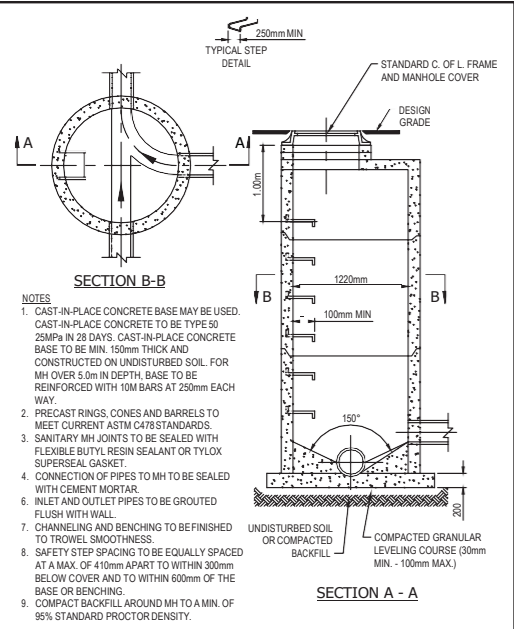
**INDUSTRIAL SUBDIVISION**

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

**PLAN / PROFILE  
ALIGNMENT 5**

Drawing No.  
**27632**  
PP  
05  
Sheet No.  
00

Ren Vesar (Dec. 14, 2019) G:\Projects\2700127632\_Picture\_Butte\_Subdivision\02\_CADD\02\_Drafting\03\_Design\27632\_Plan-Profile.dwg

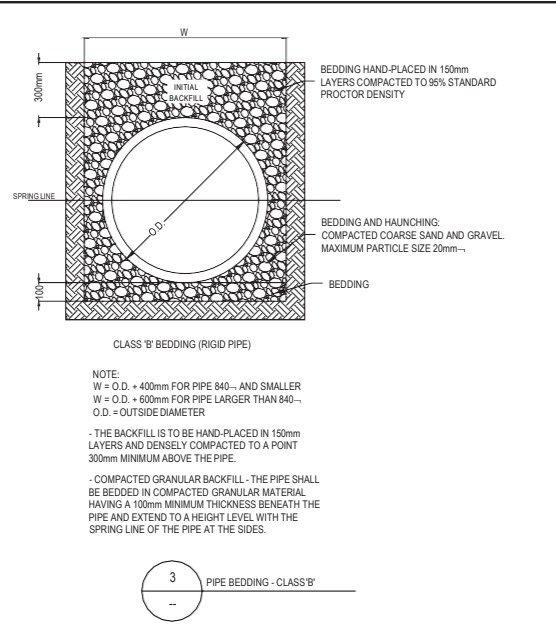


**SECTION B-B**

**SECTION A - A**

**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.

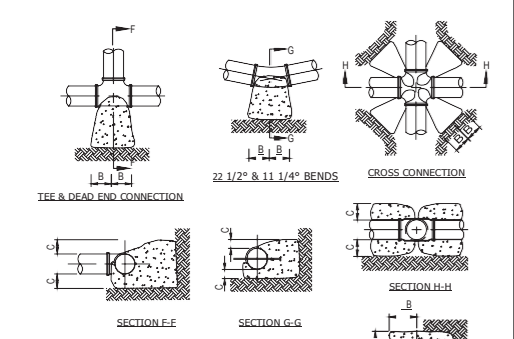
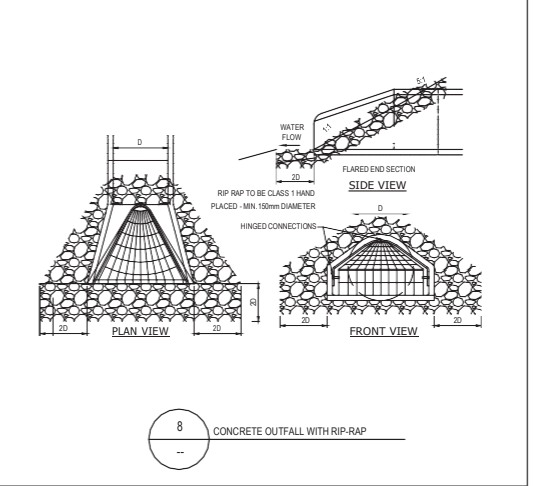
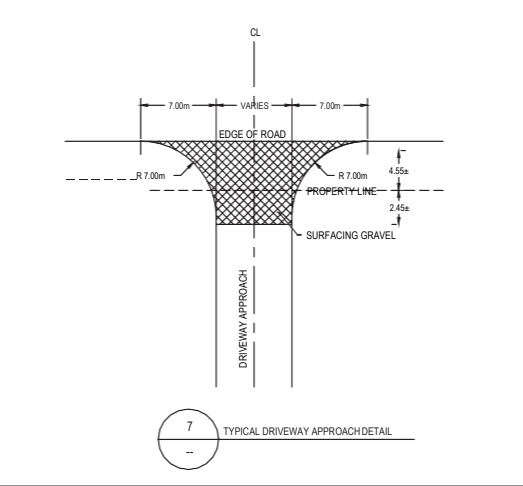
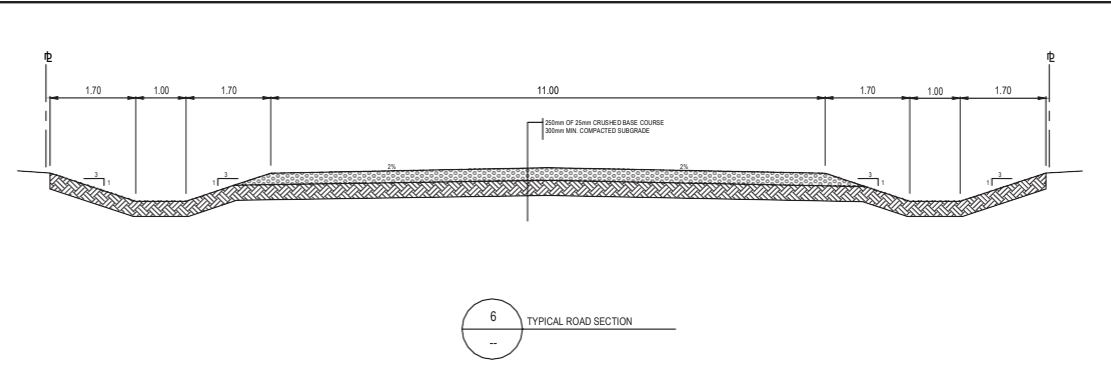


**CLASS 'B' BEDDING (RIGID PIPE)**

**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.



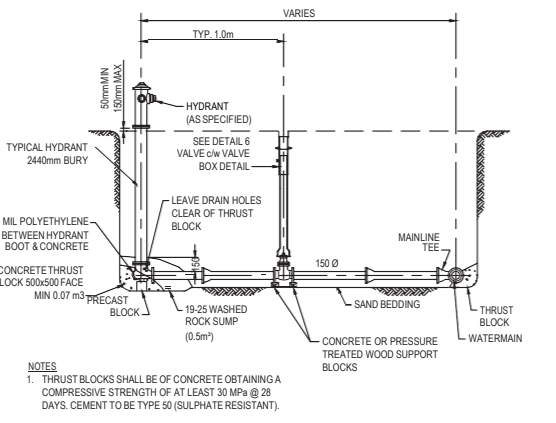
**MINIMUM CONCRETE THRUST BLOCK DIMENSIONS**

100 KPa WATER PRESSURE & 50 KPa ALLOWABLE SOIL PRESSURE									
PIPE DIA.	REDUCER DIA.	THRUST BLOCK DIA.	THRUST BLOCK LENGTH	THRUST BLOCK WIDTH	THRUST BLOCK HEIGHT	THRUST BLOCK WEIGHT	THRUST BLOCK VOLUME	THRUST BLOCK SURFACE AREA	THRUST BLOCK PERIMETER
100	75	100	150	100	100	1.57	0.00157	0.0314	0.628
150	100	150	225	150	150	3.53	0.00353	0.0706	1.414
200	150	200	300	200	200	6.28	0.00628	0.1256	2.512
250	200	250	375	250	250	11.78	0.01178	0.2356	4.712
300	250	300	450	300	300	18.84	0.01884	0.3771	7.536
350	300	350	525	350	350	27.49	0.02749	0.5542	11.072
400	350	400	600	400	400	37.68	0.03768	0.7536	15.072
450	400	450	675	450	450	49.49	0.04949	0.9878	19.624
500	450	500	750	500	500	62.83	0.06283	1.2566	25.133
550	500	550	825	550	550	77.71	0.07771	1.5542	31.416
600	550	600	900	600	600	94.25	0.09425	1.8850	38.484
650	600	650	975	650	650	112.41	0.11241	2.2482	46.368
700	650	700	1050	700	700	132.10	0.13210	2.6420	55.008
750	700	750	1125	750	750	153.34	0.15334	3.0678	64.464
800	750	800	1200	800	800	176.13	0.17613	3.5136	74.736
850	800	850	1275	850	850	200.47	0.20047	3.9894	85.824
900	850	900	1350	900	900	226.36	0.22636	4.4952	97.728
950	900	950	1425	950	950	253.80	0.25380	5.0320	110.448
1000	950	1000	1500	1000	1000	282.80	0.28280	5.5992	124.032

**NOTES**

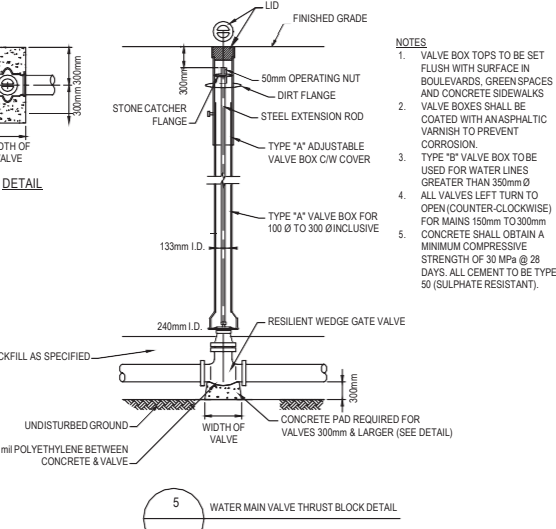
- CONCRETE TO BE 30 MPa @ 28 DAYS.
- CONCRETE TO BE TYPE 50 SULPHATE RESISTANT.
- CONCRETE THRUST BLOCKS ARE TO BE PLACED AT ALL TEES, BENDS, PLUGS, CAPS.
- CONCRETE THRUST BLOCKS SHALL EXTEND INTO UNDISTURBED SOIL. THRUST BLOCKS IN SOFT UNSTABLE SOILS WILL REQUIRE REMOVAL OF SOIL & REPLACEMENT WITH 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 m<sup>2</sup>.
- 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.



**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).



**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

- 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.

**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.

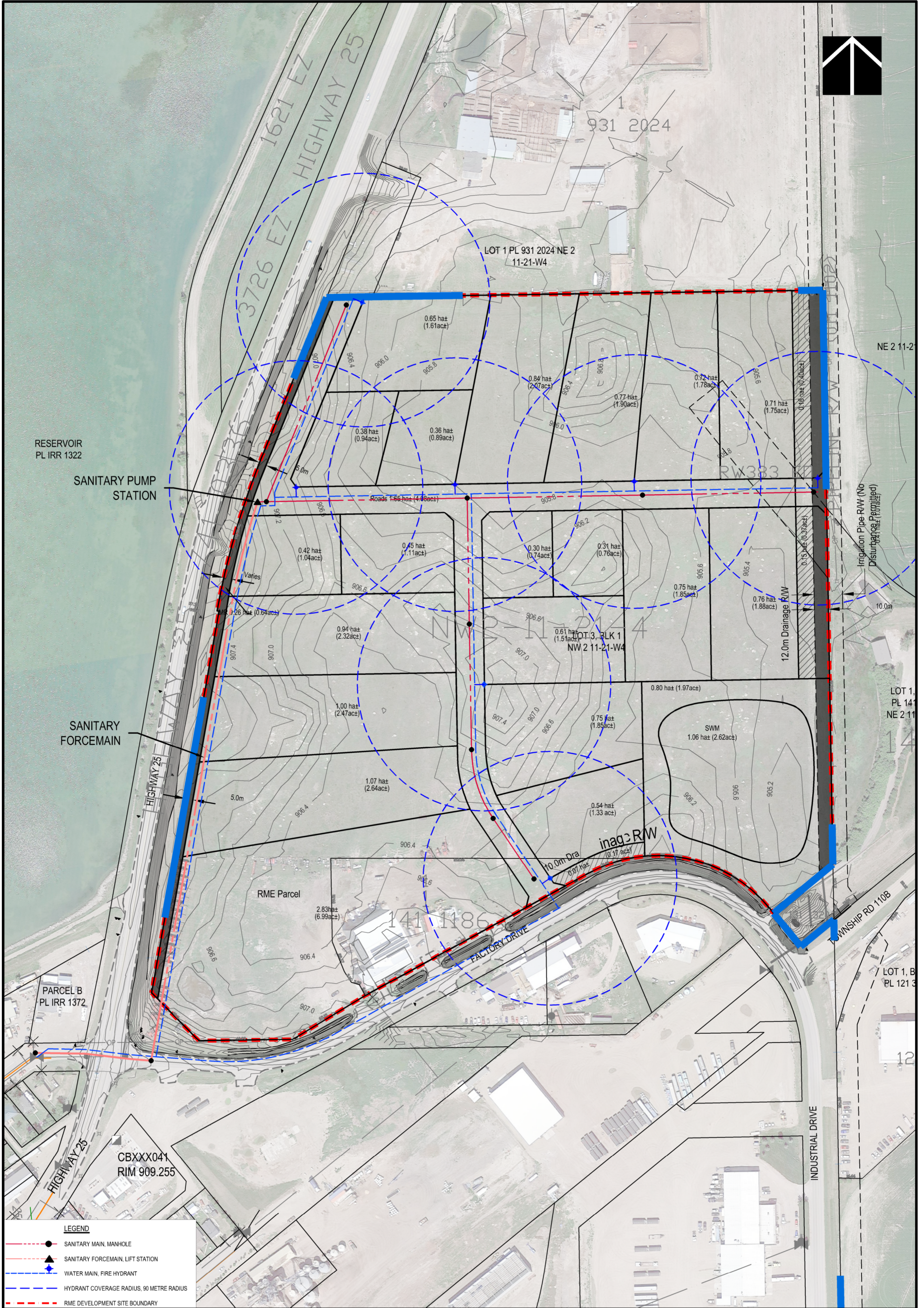
- The water system will be connected to the main located at the north end of Crescent Avenue, approximately 40 metres west of the intersection of Highway 25 and Crescent Avenue. A 300 mm diameter HDPE water main will be installed under Highway 25 by direct drill to allow Highway 25 to remain in service 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.



RESERVOIR  
PL IRR 132

SANITARY PUMP  
STATION

SANITARY  
FORCEMAIN

PARCEL B  
PL IRR 1372

CBXXX041  
RIM 909.255

RME Parcel

141 1186  
FACTORY DRIVE

SWM  
1.06 hat (2.62act)

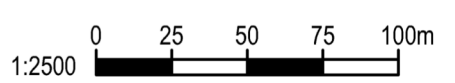
12.0m Drainage RW  
10.0m  
Irrigation Pipe RW (No  
Disturbance Permitted)

LOT 1,  
PL 14  
NE 2 11

LOT 1, B  
PL 121 3

**LEGEND**

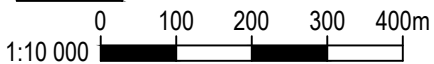
- SANITARY MAIN, MANHOLE
- ▲— SANITARY FORCEMAIN, LIFT STATION
- ◆— WATER MAIN, FIRE HYDRANT
- - - HYDRANT COVERAGE RADIUS, 90 METRE RADIUS
- - - RME DEVELOPMENT SITE BOUNDARY





**APPENDIX**  
ASP Schedule A (Revised ASP Figures)

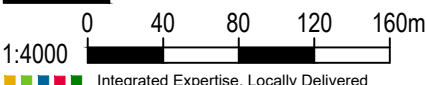
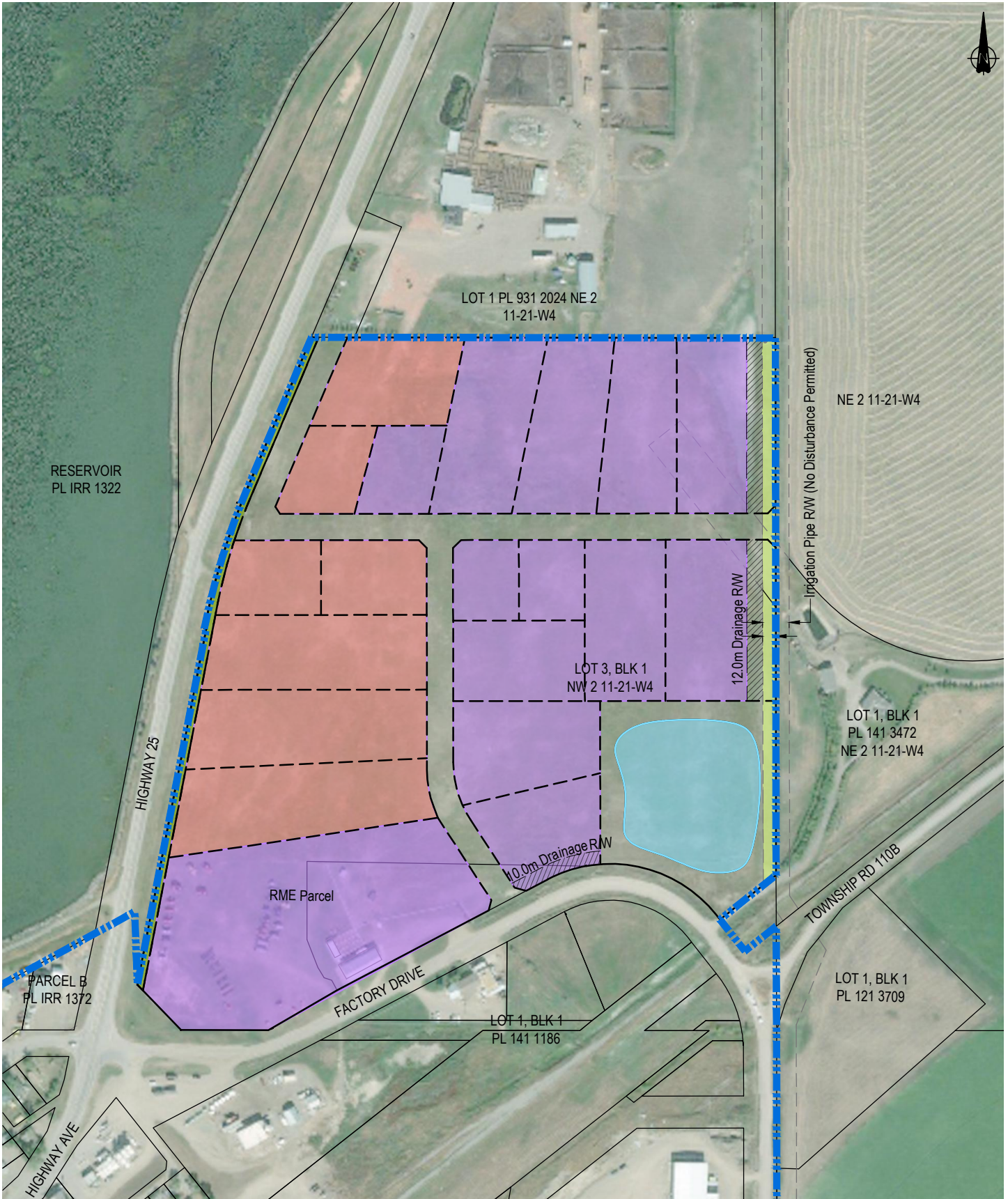
C



Integrated Expertise, Locally Delivered

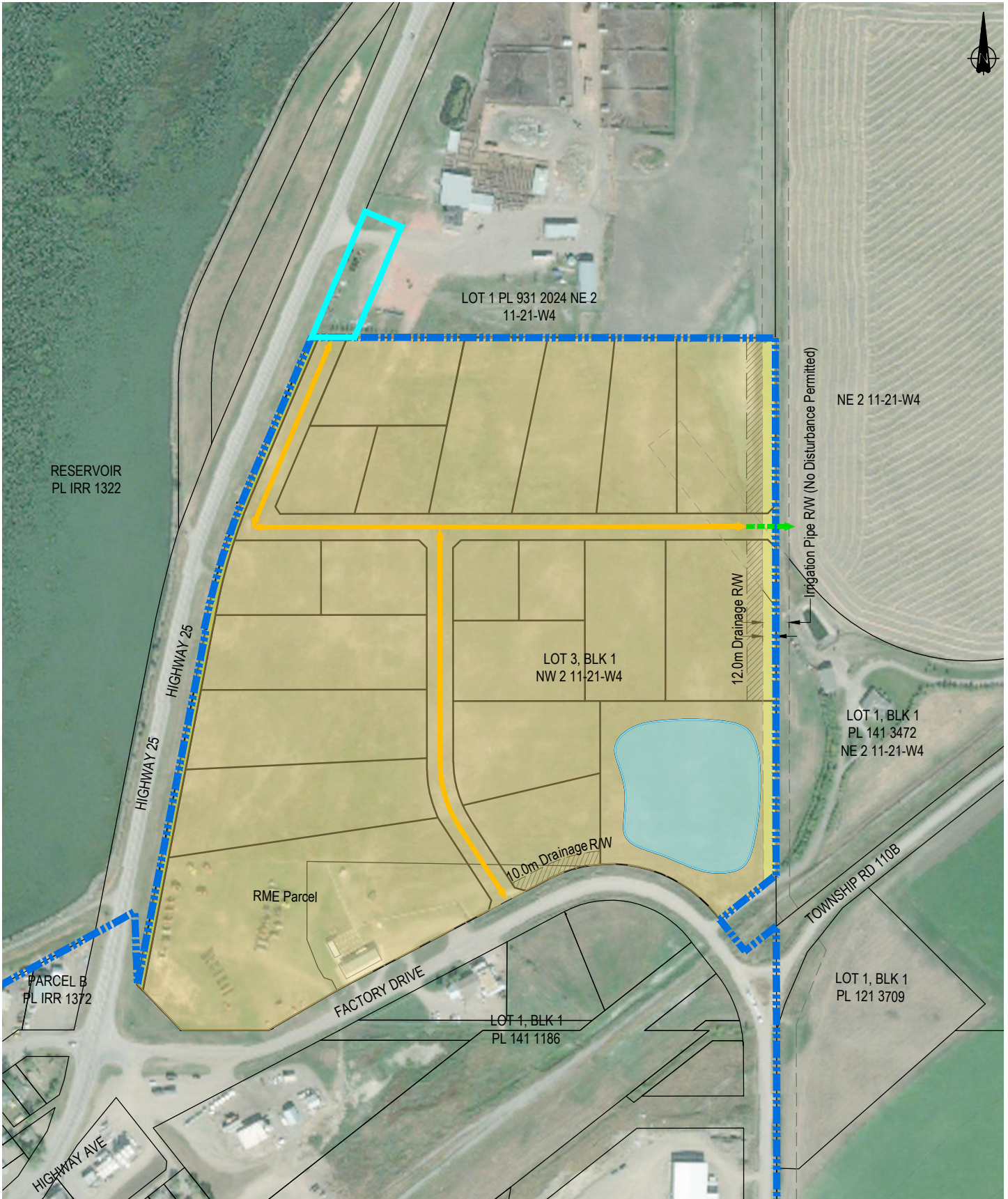
- Town Boundary ▬▬▬▬
- Area Structure Plan Boundary

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



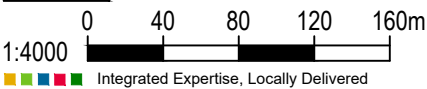
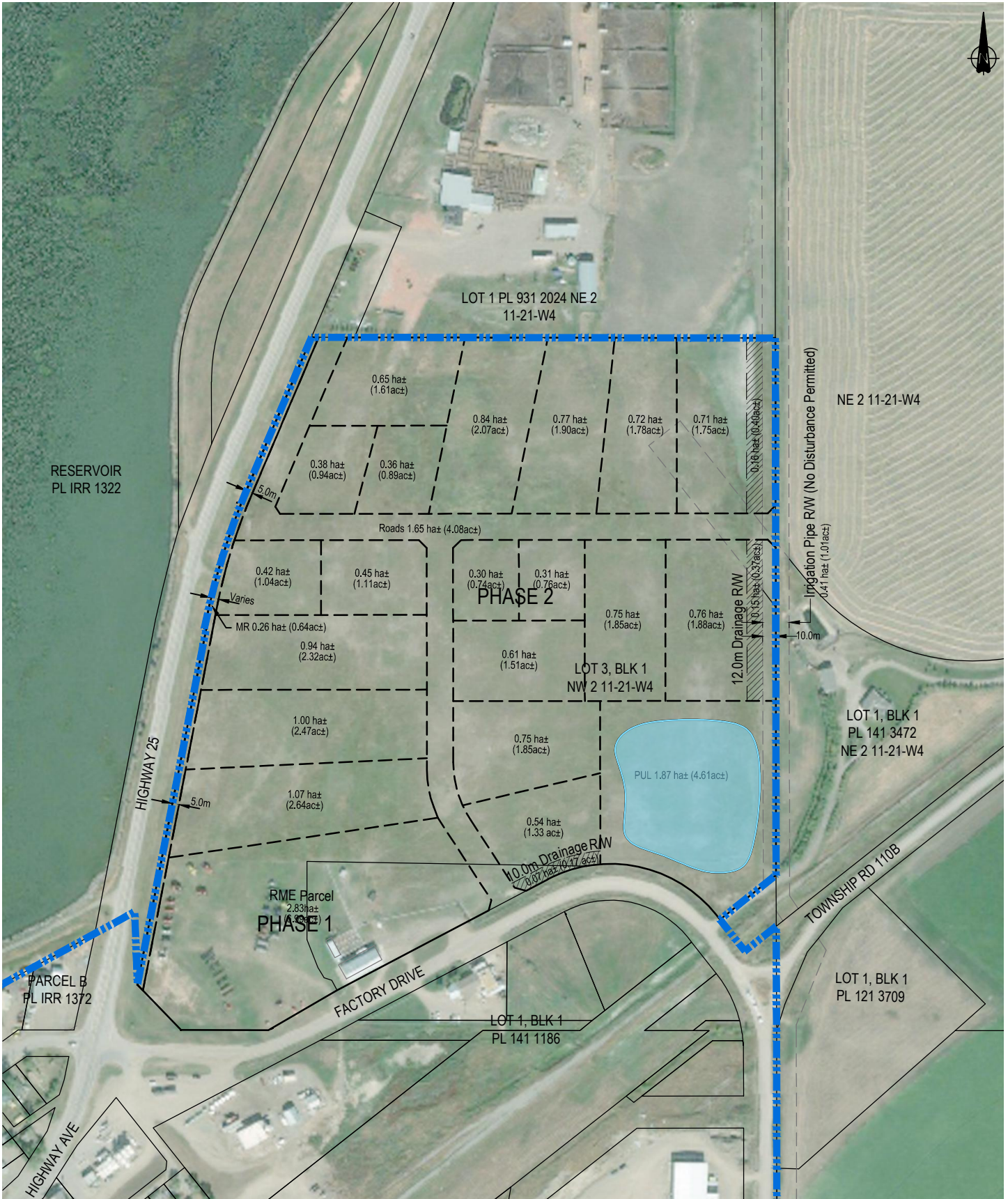
- Town Boundary
- Proposed Stormwater Management Facility
- Mixed Use - Highway Commercial / Industrial
- Industrial
- Drainage Right-of-Way

**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

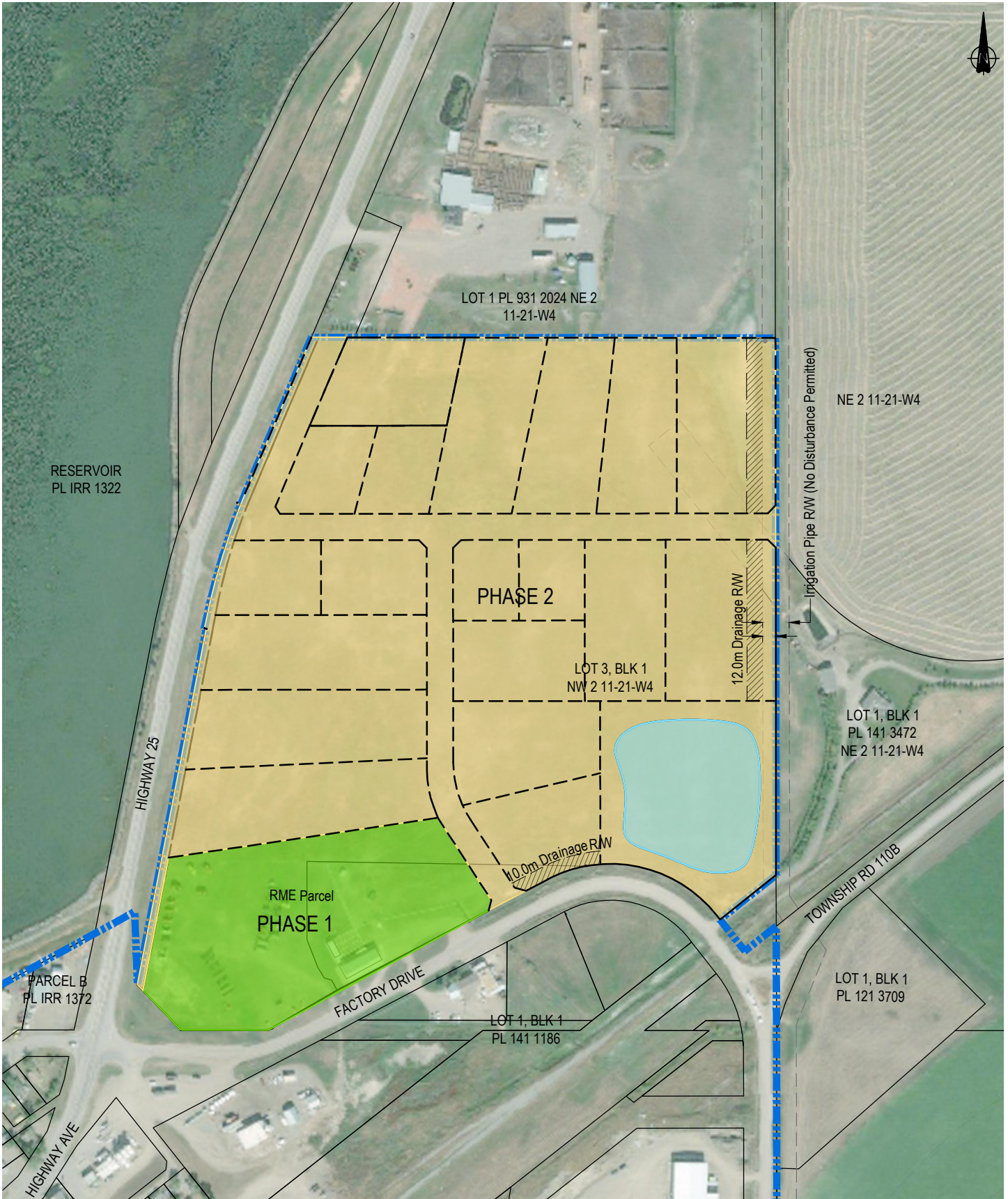


- Town Boundary
- Proposed Stormwater Management Facility
- Proposed Lot Lines



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



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

## Keith Davis

---

**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Friday, August 04, 2023 2:38 PM  
**To:** Keith Davis  
**Cc:** Devon Thiele  
**Subject:** Lethbridge County Response - Picture Butte Referral  
**Attachments:** 28286\_North Industrial ASP Amendment Application\_FINAL.pdf

Hi Keith,

Thank you for the opportunity to review and comment on the proposed amendment to the North Industrial Area Structure Plan.

The County can provide the following comments:

1. Section 3.2.2 – states that the parcels may be combined or further subdivided at the discretion of the town. The County would like assurance that the proposed storm pond is sufficient to account for a higher density of development if the town allows for further subdivision than what is presented in the plan.
2. Section 3.5.4 – the policy states the pond would be dedicated as a PUL, but Map 4 shows it as Municipal Reserve
3. Implementation Section - The County notes that Architectural Control “may” be required and would suggest that this be amended to “shall” to ensure that high quality development occurs along the highway entranceways in accordance with the Development Design Guidelines contained in Appendix A of the Intermunicipal Development Plan

Regards,

**Hilary Janzen, RPP, MCIP**  
Supervisor of Planning and Development  
Lethbridge County  
905 4<sup>th</sup> Ave S  
Lethbridge, AB T1J 4E4

403.328.5525 office  
403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)





## 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: August 23, 2023  
To: Mayor, Council  
From: CAO

### **Re: North County Recreational Complex Ice Users**

#### **Recommendation:**

That Council keeps the original contract agreement for starting ice times on October 1, 2023, and further;

That Council receives the letter from the Picture Butte Minor Hockey Association as information and direct Administration if comments are required.

#### **Background:**

Annually, The Town of Picture Butte and the Picture Butte Minor Hockey Association agree to start the ice season on October 1, 2023. On Monday, July 31, 2023, a letter was sent by the Picture Butte Minor Hockey Association to ask for consideration in opening the arena on September 25, 2023, due to other associations starting sooner with ice times.

However, the Town has already looked at their requested schedule. The earliest ice time is October 1, 2023, due to staff and contractors scheduled to start the plant to cool the facility on (September 13 through 17, 2023), making ice as we don't have a dehumidifier in the rink (September 18 through 27, 2023) hiring, and training new staff (September 27 thru 29, 2023).

#### **Financial Implications:**

Starting the facility will cost the Town more as the plant must be turned on sooner. Staffing will need to be hired earlier to accommodate the shifts.

**Submitted by:** Aaron Benson, Director of Operations



# PICTURE BUTTE MINOR HOCKEY ASSOCIATION



Monday, July 31, 2023

Attn Mayor Moore and Members of Council,

I am writing on behalf of the Picture Butte Minor Hockey Association to ask for your consideration in opening the arena earlier in the year.

The leagues in which our teams play begin pre-season games the weekend of October 5-7. With the arena opening on October 1st our teams only get one ice time before they begin their tiering games. As you can imagine this is not ideal and can cause a great deal of anxiety for many of our athletes and coaches.

Additionally, with other associations having ice as early as the beginning of September it puts our teams at a huge disadvantage and makes it even more difficult for our teams to be tiered properly. I quickly looked at other towns in our area to see what their opening dates are:

Coaldale: September 6

Claresholm: September 25

Taber: August 1

Vauxhall: September 25

If you would consider opening the arena even to be in line with Claresholm and Vauxhall, we would be incredibly grateful. If it is not possible this year, we hope that you will consider doing so for upcoming seasons.

Thank you,

Kristy Ruaben  
Ice Scheduler



## 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: 22<sup>nd</sup> August, 2023

To: Mayor, Council

From: CAO

### Re: Tax Penalty Refund Requests

#### Background:

Tax notices were mailed on the 2<sup>nd</sup> of June. The deadline to pay taxes was the 10<sup>th</sup> of July. After the 10<sup>th</sup> of July a tax penalty of 18% is applied to tax rolls that have outstanding amounts. This penalty is instituted to encourage people to pay their taxes before the deadline so that the municipality has operational money until next time taxes are due.

We have had a number of residents that had the penalty applied to their properties and who are requesting that their penalty be waived. I will briefly outline each residents request and offer a recommendation on each request.

#### 1. Tax Roll No. 455000

Did not meet the deadline because she was preparing her mothers celebration of life. Paid the taxes on the 11<sup>th</sup> but not before the penalty had been applied. The penalty is still outstanding on the tax roll.

#### Recommendation:

- To keep the tax penalty on this tax roll.

#### Rationale:

- While this residents circumstances are not ideal I don't think Council should start making decisions on what personal circumstances are worthy or not to qualify for tax penalty waivers.

## Keith Davis

---

**From:** wanda brehaut <wanda.brehaut@telus.net>  
**Sent:** Wednesday, July 12, 2023 2:31 PM  
**To:** Keith Davis  
**Subject:** Taxes

Yes I am writing in regards to my commercial property Taxes.I have owned the commercial building since 2012 and have never been late for my taxes or water bills. My Mother passed away and I was and am working on My Mothers celebration of Life which will be on July 15,2023 It was a matter of a few hrs on paying the taxes on July 11th in the am. Please a one time grace would be very appreciated. Thank you.

My roll no is 455000  
Breo Holdings Ltd.

## **2. Tax Roll No. 944000**

Resident states that he was away on a business trip for five weeks and did not know when the deadline was. He also had not changed his mailing address and did not check his Coalhurst postal box until after the deadline. The penalty is still outstanding on the tax roll.

### **Recommendation:**

- To keep the tax penalty on this tax roll.

### **Rationale:**

- If the penalty is waived for the reasons given, Council is setting a precedent to waive future taxes if a resident does not check their mail on a regular basis.

## Keith Davis

---

**From:** Andy Hildebrandt <andyh@flexus.co>  
**Sent:** Friday, July 14, 2023 11:50 AM  
**To:** Keith Davis  
**Subject:** Property Tax Payment

Good morning,

First of all, thank you for your time today, Keith.

I apologize for being late with my payment for my property tax.

Reason for my being late is that I was on a 5 week business trip. I was not in town to see the sign saying property taxes due July 10<sup>th</sup>. I also just moved to the town of Picture Butte this January, so I wasn't aware of when Picture Butte's property tax payments were always due. I moved from Coalhurst, where property taxes were due by the end of the month.

My property tax bill came threw to my Coalhurst Po Box, which is my mistake. I thought it was all changed over to my Picture Butte Po Box. I came home on July 13<sup>th</sup>. I went to check my mail immediately. And came to see your office right after to pay the amount that was due by July 10<sup>th</sup>.

I'm asking if you would kindly consider waiving my late penalty charge. This has never happened to me before and will be the last time.

Thanks,

Regards,



**Andy Hildebrandt**

Sales Representative

andyh@flexus.co

1-204-381-6665

**FLEXUS.CO**





### **3. Tax Roll No. 670000**

This resident thought that she had paid her taxes on the 6<sup>th</sup> of July and received a confirmation number from the bank stating that the taxes had been paid. The resident found out on the 18<sup>th</sup> of July that her payment had not gone through and that the funds were put back into her account on the 11<sup>th</sup> of July. Upon further investigation the resident mistakenly choose the Town of Pictour Prope as a payee instead of Town of Picture Butte. However, when the roll numbers did not match the payment was refused and the resident received the money back into her account on the 11<sup>th</sup> of July, a day after the tax due date.

#### **Recommendation:**

- To waive the tax penalty amount of \$687.22 on Tax Roll No. 670000.

#### **Rationale:**

- The resident thought her taxes had been paid on the 6<sup>th</sup> of July.
- The resident did not get a notice from her bank stating that the payment did not go through.
- The bank did not return the money into the residents account until after taxes were due.
- The resident paid the taxes once she knew the tax payment had not gone through.
- It is easier to waive the penalty than go after the bank to get payment and in the end the resident is caught in the middle of a battle between the Town and the bank.

Town of Picture Butte  
Attention: Keith  
[keith@picturebutte.ca](mailto:keith@picturebutte.ca)

January 25, 2023

RE: Tax late penalty

Thank you for taking my call earlier today Keith.

As we discussed, I called the Town office on July 6 inquiring which account to select for taxes for online banking and asked what to use for the account number, as there is not an account number on the tax form. I was told to use the Roll Number as the account number. I remained on the phone as I selected these options, at which ATB online accepted the information, and it was marked as paid with confirmation #001394370084. I thanked the lady who answered and hung up. I marked the confirmation on my tax sheet and filed it as paid.

July 18 when I went back into the account to check if all of our daughter's wedding expenses had gone through, I noticed the account had too much in it. I then looked up the statement which showed the credit of my taxes back into the account on July 11. I tried to figure out why it was returned online. With no luck, I then went to the bank to inquire. I was told that this has happened to several people this year, because this one company looking like the PB tax account will accept the account code (roll number) and your money is processed. She could not give me an explanation of why. I then paid the taxes directly through her at the bank on July 18, which is also attached.

Yesterday, through my email, I received a notice from the Town that we owe late payment on our taxes. I would like to have the \$687.22 late fee reviewed and reversed as you can tell by my bank statement it was processed on July 6 best to my knowledge and accepted by ATB as such.

You can look up our past history with paying taxes, and it has always been by the deadline. Thank you for your time, and please let me know if there is any further documentation you need. I can be reached at this email or at 403-892-8291.

Kindest Regards,  
Cherie Secrist



Personal

Overview

Move Money ▾

More ▾

Jul 06, 2023

Bill Payment to TOWN OF PICTOU PROPE

\$3,817.88



Personal

Overview

Move Money ▾

More ▾

Jul 11, 2023

Credit Adjustment

+ \$3,817.88



Personal

Overview

Move Money ▾

More ▾

Jul 18, 2023

Bill Payment to TOWN OF PICTURE BUTT

\$3,817.88

**TOWN OF PICTURE BUTTE**

2023

PO BOX 670  
 PICTURE BUTTE, AB T0K 1V0  
 (403) 732-4555

**TAXATION NOTICE  
 & PROPERTY ASSESSMENT**

*online Account #*

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
670000	8756 SF				0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS								
416 7TH STREET NORTH								
MORTGAGE NUMBER			PLAN	BLOCK	LOT			
7410991			21	9				
MORTGAGE COMPANY NAME								

DATE OF MAILING	2023-Jun-02
NOTICE OF ASSESSMENT	2023-Jun-02
<b>DUE DATE</b>	<b>2023-Jul-10</b>
SCHOOL SUPPORT	DECLARED
(DECLARED BEFORE DEC. 31 OF PRIOR YEAR)	
PUBLIC 0.00%	SEPARATE 100.00%
ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2023-Aug-07

SECRIST, GARY WAYNE & CHERIE LYNNE  
 BOX 233  
 PICTURE BUTTE, AB T0K 1V0  
 Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SINGLE FAMILY RESIDI	321,000	SINGLE FAMILY RESIDEI	384,000
<b>TOTAL ASSESSMENT</b>	<b>321,000</b>	<b>TOTAL ASSESSMENT</b>	<b>384,000</b>
EXEMPT	0	TAXABLE	384,000

**IMPORTANT PENALTY INFORMATION**  
 A) AFTER JULY 07, 2023, THERE SHALL BE ADDED TO THE TAX ROLL A PENALTY OF 18%.  
 B) IF ANY TAXES REMAIN UNPAID AFTER DECEMBER 31, 2022, THERE SHALL BE A FURTHER PENALTY OF 18% ON JANUARY 1ST AND EACH SUCCEEDING YEAR AS LONG AS THE TAXES REMAIN UNPAID.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOLY SPIRIT RCSRD #4	0.002363470	23.77157	907.57
<b>TOTAL 2023 EDUCATION TAXES</b>			<b>907.57</b>
<b>SUB TOTAL 2023 TAXES</b>			<b>907.57</b>

**TAX INSTALLMENT PAYMENT PROGRAM**  
 CURRENT INSTALLMENT AMOUNT 0.00  
 BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS 318.16  
 0.00

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
FCSS	0.000070372	0.70772	27.02
GREEN ACRES FOUNDATION	0.000140330	1.41152	53.89
PROVINCIAL POLICING RESIDENTIAL	0.000328120	3.30026	126.00
	0.007040100	70.80893	2,703.40
<b>TOTAL 2023 MUNICIPAL AND OTHER TAXES</b>			<b>2,910.31</b>
<b>SUB TOTAL 2023 TAXES</b>			<b>3,817.88</b>
<b>TOTAL 2023 TAXES</b>			<b>3,817.88</b>
<b>CURRENT OUTSTANDING</b>			<b>0.00</b>
<b>TOTAL CURRENT TAXES PAYABLE FOR 2023</b>			<b>3,817.88</b>

FOR COMPARISON 2022 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 3,259.50

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

AMOUNT DUE AFTER JULY 10, 2023	<b>4,505.10</b>
January 1, 2024	<b>5,316.02</b>

YOUR PROPERTY HAS BEEN ASSESSED AS SHOWN FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT ROLL WILL BE OPEN FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO FILE A COMPLAINT TO THE ASSESSMENT REVIEW BOARD, YOU MUST SUBMIT YOUR COMPLAINT IN WRITING, ACCOMPANIED BY A PAYMENT OF \$50.00 ON OR BEFORE AUGUST 7, 2023 TO THE CLERK OF THE ASSESSMENT REVIEW BOARD.

**TOWN OF PICTURE BUTTE**

PO BOX 670  
 PICTURE BUTTE, AB T0K 1V0  
 (403) 732-4555

ROLL NUMBER	670000
LAST DATE BEFORE PENALTY	2023-Jul-10

2023

**TAXATION NOTICE  
 & PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	3,817.88	3,817.88

AMOUNT DUE PLEASE PAY	3,817.88
AMOUNT PAID	<b>3817.88</b>

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

SECRIST, GARY WAYNE & CHERIE LYNNE  
 BOX 233  
 PICTURE BUTTE, AB T0K 1V0  
 Canada

*Paid July 6 online*

00670000

*Confirm # 001394370084*

TOWN OF PICTURE BUTTE

PO BOX 670  
 PICTURE BUTTE AB T0K 1V0  
 (403) 732-4555

**OFFICIAL RECEIPT**

Page 1 of 1
<b>RECEIPT #</b>
20234420
<b>DATE OF ISSUE</b>
2023-07-24
12:00:15PM
<b>POSTING DATE</b>
2023-07-18

SECRIST, GARY & CHERIE  
 BOX 233  
 PICTURE BUTTE, AB  
 T0K 1V0  
 CANADA

ACCOUNT #	DESCRIPTION	PREV BAL	PAYMENT	BALANCE	GST
670000 TX	416 7TH STREET NORTH PRINCIPAL PAYMENT	4,505.10	3,817.88	687.22	0.00
ATB TELEBANKING		3,817.88			

GST REG. # 108128950RT0001	\$0.00
LEVY	\$0.00
TOTAL AMOUNT RECEIVED	\$3,817.88

Received By
rct
Batch #
38565

COPY OF RECEIPT WAS EMAILED TO:  
 secrist4154@gmail.com

#### **4. Tax Roll No. 336000**

This resident went into their bank, Royal Bank of Canada, and paid their taxes on the 30<sup>th</sup> of June. The resident has provided a transaction record demonstrating such. For an unknown reason the Town did not receive this payment and the money was transferred back into the residents account. Once the resident knew about this he approached the Town and bank to work out what went wrong. In the end he paid his taxes at the Town office on the 28<sup>th</sup> of July. The tax penalty amount of \$642.48 remains on the tax roll account.

#### **Recommendation:**

- To waive the tax penalty amount of \$642.48 on Tax Roll No. 336000.

#### **Rationale:**

- We do not know why the bank made a mistake but the resident has provided proof that he went and paid taxes on the 30<sup>th</sup> of June at his bank.
- We do not think the resident is at any fault for the tax amount not being paid.
- The resident has been diligent in finding out what occurred and in endeavouring to have the problem rectified.

**TOWN OF PICTURE BUTTE**

**2023**

PO BOX 670  
 PICTURE BUTTE, AB T0K 1V0  
 (403) 732-4555

**TAXATION NOTICE  
 & PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
336000	8640 SF				0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS								
568 ROGERS AVENUE SOUTH								
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
169JK		2	18					
MORTGAGE COMPANY NAME								

DATE OF MAILING	2023-Jun-02
NOTICE OF ASSESSMENT	2023-Jun-02
<b>DUE DATE</b>	<b>2023-Jul-10</b>
SCHOOL SUPPORT	UNDECLARED
(DECLARED BEFORE DEC. 31 OF PRIOR YEAR)	
PUBLIC 11.00%	SEPARATE 0.00%
ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2023-Aug-07

GIESBRECHT, GERHARD  
 GIESBRECHT, SARA  
 BOX 1075  
 PICTURE BUTTE, AB T0K 1V0  
 Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SINGLE FAMILY RESIDE	77,000	SINGLE FAMILY RESIDE	359,000
<b>TOTAL ASSESSMENT</b>	<b>77,000</b>	<b>TOTAL ASSESSMENT</b>	<b>359,000</b>
EXEMPT	0	TAXABLE	359,000

**IMPORTANT PENALTY INFORMATION**  
 A) AFTER JULY 07, 2023, THERE SHALL BE ADDED TO THE TAX ROLL A PENALTY OF 18%.  
 B) IF ANY TAXES REMAIN UNPAID AFTER DECEMBER 31, 2022, THERE SHALL BE A FURTHER PENALTY OF 18% ON JANUARY 1ST AND EACH SUCCEEDING YEAR AS LONG AS THE TAXES REMAIN UNPAID.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
PALLISER DIV. #51	0.002363470	23.77169	848.49
<b>TOTAL 2023 EDUCATION TAXES</b>			<b>848.49</b>
<b>SUB TOTAL 2023 TAXES</b>			<b>848.49</b>

**TAX INSTALLMENT PAYMENT PROGRAM**

CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	297.44
	0.00

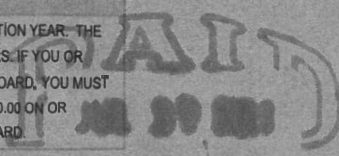
MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
FCSS	0.000070372	0.70770	25.26
GREEN ACRES FOUNDATION	0.000140330	1.41147	50.38
PROVINCIAL POLICING	0.000328120	3.30034	117.80
RESIDENTIAL	0.007040100	70.80881	2,527.40
<b>TOTAL 2023 MUNICIPAL AND OTHER TAXES</b>			<b>2,720.84</b>
<b>SUB TOTAL 2023 TAXES</b>			<b>3,569.33</b>

FOR COMPARISON 2022 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 781.88

<b>TOTAL 2023 TAXES</b>	3,569.33
CURRENT OUTSTANDING	0.00
<b>TOTAL CURRENT TAXES PAYABLE FOR 2023</b>	<b>3,569.33</b>
AMOUNT DUE AFTER JULY 10, 2023	4,211.81
January 1, 2024	4,969.94

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

YOUR PROPERTY HAS BEEN ASSESSED AS SHOWN FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT ROLL WILL BE OPEN FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO FILE A COMPLAINT TO THE ASSESSMENT REVIEW BOARD, YOU MUST SUBMIT YOUR COMPLAINT IN WRITING, ACCOMPANIED BY A PAYMENT OF \$50.00 ON OR BEFORE AUGUST 7, 2023 TO THE CLERK OF THE ASSESSMENT REVIEW BOARD.



*Pd. \$ 3569.35 mo  
 in cash  
 July 31/23*

TAXATION NOTICE & PROPERTY ASSESSMENT

RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
			0	0	0	0
PLAN	BLOCK	LOT	568 ROGERS AVENUE SOUTH			
1691K	2	18				

DATE OF MAILING	2023-Jun-02
NOTICE OF ASSESSMENT DUE DATE	2023-Jul-10
SCHOOL SUPPORT	UNDECLARED
(DECLARED BEFORE DEC. 31 OF PRIOR YEAR)	
PUBLIC 100.00%	SEPARATE 0.00%
ASSESSMENT COMPLAINT MUST BE RECEIVED ON OR BEFORE	2023-Aug-07

PREVIOUS ASSESSMENT	AMOUNT	DESCRIPTION	CURRENT ASSESSMENT	AMOUNT
SINGLE FAMILY RESID	77,000	SINGLE FAMILY RESIDEI		359,000
TOTAL ASSESSMENT	77,000	TOTAL ASSESSMENT		359,000
		EXEMPT	0	359,000
		TAXABLE		

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
PALLISER DIV. #51	0.002363470	23.77169	848.49
TOTAL 2023 EDUCATION TAXES			848.49
SUB TOTAL 2023 TAXES			848.49

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
FCSS	0.000070372	0.70770	25.26
GREEN ACRES FOUNDATION	0.000140330	1.41147	50.38
PROVINCIAL POLICING	0.000328120	3.30034	117.80
RESIDENTIAL	0.007040100	70.80881	2,527.40
TOTAL 2023 MUNICIPAL AND OTHER TAXES			2,720.84
SUB TOTAL 2023 TAXES			3,569.33

TOTAL 2023 TAXES	CURRENT OUTSTANDING	TOTAL CURRENT TAXES PAYABLE FOR 2023	AMOUNT DUE AFTER JULY 10, 2023
3,569.33		4,211.81	4,969.94
0.00		3,569.33	
297.44			
0.00			
TOTAL INCLUDING LOCAL			
78188			

provisions of the Municipal Government Act for  
 and payable as shown. In the event of  
 provided in the Municipal Government Act.

OWN FOR THE ABOVE TAXATION YEAR. THE  
 CTION DURING OFFICE HOURS. IF YOU OR  
 THE ASSESSMENT REVIEW BOARD, YOU MUST  
 PAID BY A PAYMENT OF \$50.00 OR  
 THE ASSESSMENT REVIEW BOARD.

*PAID in cash July 31/23*

Transaction Record

visit: 07379  
 e: 30 Jun 2023  
 e: 17:07:42

erence #: 1231815806308007379  
 ent Card #: 451902\*\*\*\*\*4

Withdrawals	Amount
642 513-***-4	3569.33 CAD
642 513-***-4	500.00 CAD
Payments	Amount
CTOU - TAXES 36***	3569.33 CAD
h Paid Out	500.00 CAD
ount Balances	6369.33 CAD
542 513-***-4	

Thank you for choosing RBC Royal Bank.



Royal Bank Of Canada  
 39 MAYOR MAGRATH DR  
 THBRIDGE, AB  
 S2P9

*↳ slip shows pd June 30/23*  
*↳ Some reason the payment didn't come to the Town but was returned back to the owner*



**Recommendation:**

1. To waive the tax penalty for Tax Roll Numbers 670000 and 336000.
2. To notify the residents of Tax Roll Numbers 455000 and 944000 that the tax penalties will not be waived on their tax accounts.

**Attachments included in document:**

1. Tax Roll No. 455000 – Breo Holdings – Wanda Brehaut tax penalty waiver request
2. Tax Roll No. 944000 – Andy Hildebrandt tax penalty waiver request
3. Tax Roll No. 670000 – Cherie Secrist tax penalty waiver request
  - a. ATB Bank Statement showing bill payments and credit adjustments
  - b. Taxation Notice with confirmation number of payment
4. Tax Roll No. 336000 Tax Notice and copy of the transaction record

**Submitted by:** Keith Davis, CAO



## Request for Decision

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

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

Date: 15<sup>th</sup> August, 2023

To: Mayor, Council

From: CAO

### Re: Business Licence Update

#### Background:

Our current Business Licence bylaw was passed in 1992 and has not been updated since. Michelle has researched other municipalities Business Licence bylaws and has drafted an updated Business Licence bylaw for Council to consider.

Michelle has kept the premise and intent of the previous bylaw but has updated the language and processes. The only major change to the previous bylaw is the legislation surrounding Farmers and Flee markets. These markets were not included in the previous bylaw.

It is proposed that the fees of the bylaw will be taken out of the bylaw and put into the Service Fees, Rates and Charges bylaw. We are representing the fees as the same as the existing bylaw with the addition of a Farmers and Flee market fee. The fee for the Farmers and Flee markets is proposed to be \$100 per event. The organiser of the event will be required to pay that fee and not the individual vendors.

Michelle has also done some research on what other municipalities charge for business licences. Our fees have not changed since 1992 and if Council would like to review the business licence fees we can present that information at another meeting. Below is a table of what our current Business Licence Fees are and what the Farmers and Flee market fees are proposed to be:

	Yearly Resident	Daily Resident	Yearly Non Resident	Daily Non Resident	Per Event
Resident					
Business	\$ 50.00	\$ 25.00	\$ 200.00	\$ 50.00	N/A
Contractor	\$ 50.00	\$ 25.00	\$ 200.00	\$ 50.00	N/A
Sub-Contractor	\$ 50.00	\$ 25.00	\$ 200.00	\$ 50.00	N/A
Hawker or Peddler	\$ 50.00	\$ 25.00	\$ 200.00	\$ 50.00	N/A
Home Occupation	\$ 50.00	\$ 25.00	N/A	N/A	N/A
<b>Farmer's Market</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 100.00</b>
<b>Flee Market</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 100.00</b>
Any other Business not Specifically provided For in this bylaw	\$ 50.00	\$25.00	\$ 200.00	\$ 50.00	N/A

**Recommendation:**

1. For Council to conduct 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of Bylaw No. 938-23 Business Licence Bylaw

**Alternate Option:**

1. For Council to conduct 1<sup>st</sup> reading of Bylaw No. 938-23 Business Licence Bylaw and seek feedback from the business community before proceeding to 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**Attachments:**

1. Drafted bylaw number 938-23 Business Licence Bylaw
2. Bylaw No. 689-92 Business Licence Bylaw
- 3.

**Submitted by:** Keith Davis, CAO

# TOWN OF PICTURE BUTTE

## BYLAW NO. 938-23

### BEING A BYLAW OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE LICENCING OF CERTAIN BUSINESSES, TRADES, PROFESSIONS AND OCCUPATIONS.

**WHEREAS** the Municipal Government Act RS.A. 2000, Chapter M-26 and amendments thereto, authorizes a Council to pass bylaws for municipal purposes; and

**WHEREAS** pursuant to Section 7 of the Municipal Government Act, Council may pass bylaws for municipal purposes respecting businesses, business activities, and persons engaged in business; and

**WHEREAS** pursuant to section 7(i) of the Municipal Government Act, a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the Municipal Government Act or any other enactment including an or all of the matters listed therein; and

**WHEREAS** pursuant to section 8 of the Municipal Government Act, a Council may in a bylaw:

- a. Regulate or prohibit;
- b. Deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- c. Provide for a system of licenses, permits or approvals, including any or all of the matters listed therein;

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

1. This Bylaw may be cited as "The Business Licence Bylaw" of the Town of Picture Butte.

## 2. DEFINITIONS

2.1 In this Bylaw unless the context otherwise requires:

1. "Applicant" means a person who applies for a licence or renewal of a licence required by this Bylaw.
2. "Application" means a written application for a business licence as provided for by this Bylaw.
3. "Business" includes any trade, profession, industry, occupation, employment or calling and the providing of goods and/or services.
4. "Business licence" means a licence granted pursuant to this Bylaw.
5. "Business premises" include the store, office, warehouse, factory, building enclosure, yard or other place occupied or capable of being occupied for the purpose of carrying on a business in accordance with the Town of Picture Butte Land Use Bylaw.
6. "Charitable organization" means a recognized organization set up to represent a legitimate charity or for the promotion of general social welfare and includes:
  1. a religious society or organization
  2. a service club
  3. a community, veteran's or youth organization
  4. a social, sport or fraternal organization or club.
7. "Chief Administrative Officer" means the person who is appointed by Bylaw to this position for the Town of Picture Butte.
8. "Council" means the Municipal Council of the Town of Picture Butte.
9. "Enforcement Officer" means the Town of Picture Butte Chief Administrative Officer, a member of the Royal Canadian Mounted Police, a municipal Police Officer, Police Constable, Bailiff, Constable, Bylaw Enforcement Officer or other person employed for the prevention of disorder and maintenance of the public peace.
10. "Hawker or peddler" means a person not being a body corporate and who whether as principle or agent:

1. Goes from house to house selling or offering for sale any merchandise or services or both, to any person and who is not a wholesale or retail dealer in such merchandise or services, and not having a permanent place of business in the Town of Picture Butte.
2. Offers or exposes for sale to any person by means of samples patterns, blueprints of merchandise or services of both to be afterwards delivered and shipped in the Town of Picture Butte.
3. Sells merchandise or services, or both on the streets or roads or elsewhere than at a building that is his permanent place of business including a person selling meat, fruit or other produce raised or grown by himself and a person selling fish of his own catching.
4. "Home occupation" means an occupation carried on in a residence by one or more members of a family actually occupying the said residence as a dwelling and for which the Enforcement Officer has approved the operation of a business from the dwelling.
11. "Land Use Bylaw" means the current Town of Picture Butte Land Use Bylaw.
12. "Licencee" means a person holding a valid and subsisting licence granted pursuant to the provisions of this Bylaw.
13. "Licence year" means the period commencing January 1st and ending December 31st each year.
14. "Non-resident" means a person, firm or occupation who does not operate their business, trade, profession or occupation from a taxable business premises within the Town of Picture Butte and who does not reside within the Town of Picture Butte.
15. "Resident" means a person, firm or corporation within the Town of Picture Butte who operates their business, trade, profession or occupation from a taxable premise and/or taxable business premise located within the Town of Picture Butte.
16. "Town" means the Municipal Corporation of the Town of Picture Butte or the area contained within the Town boundaries, as the context requires.
17. "Transient trades" means the business carried on by any person who does not ordinarily maintain within the Town a permanent place of business and who as a principal or agent buys or offers to buy, direct from the producer thereof any merchandise or service or both.
18. "Violation Ticket" means where an Enforcement Officer, or other official of the Town of Picture Butte believes that any person has committed a breach of any of the sections of the Bylaw, they may cause a violation ticket to be served upon such person pursuant to Part 2 of the Provincial Offences Procedure Act, Alberta
19. "Farmers' Market" means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.
20. "Flea Market" means the carrying on a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of seven (7) days or less in duration.

### **3. ENFORCEMENT OFFICER**

- 3.1 The Council will appoint an Enforcement Officer to carry out the provisions of this Bylaw.
- 3.2 The duties of an Enforcement Officer are to:
  1. Receive and consider applications for a business licence
  2. Conduct investigations with regard to proposed applications.
  3. Conduct inspections of business premises.
  4. Collect business licence fees pursuant to this Bylaw.
  5. Grant or refuse a business licence.
  6. Revoke business licences where deemed appropriate and necessary.
  7. Initiate legal court action for violations of this Bylaw.

#### **4. LICENCE APPLICATIONS**

- 4.1 Every person applying for a business licence shall apply in writing, using the prescribed form, to the Enforcement Officer at the Town Office.
- 4.2 The application must be:
  1. Completed in full,
  2. Signed by the applicant, or in case of a corporation its duly appointed agent, and
  3. Accompanied by the appropriate application fee.
- 4.3 All resident charitable organizations shall be exempt from any requirement to hold a licence established by this Bylaw unless they are carrying on a commercial business.
- 4.4 Flea Market Business Licenses fees shall be levied per event.

#### **5. INSPECTION**

- 5.1 Where a business or its location, or locations, require an approval or certificate under this Bylaw or any other Bylaw of the Town of Picture Butte, or any Provincial or Federal Statute, the location(s) where the business is to be carried on, including the land and buildings, therefore, may be inspected by those persons, inspectors and departments whose approval or certificate is required.

#### **6. CONDITIONS OF BUSINESS LICENCE**

- 6.1 Business Licences will be issued subject to:
  1. Licensing requirements of Provincial or Federal Statute.
  2. Compliance with any other Bylaw of the Town of Picture Butte.
  3. Any other condition that may be deemed appropriate.
  4. The payment of the proper fee as provided by this Bylaw.
  5. Approval by the Enforcement Officer or anyone designated to act on his behalf.
- 6.2 No person shall carry on or operate any business within or partly within the Town without holding a valid business licence issued pursuant to the provisions of this Bylaw, unless specifically exempted by law.
- 6.3 Every business licence issued under this Bylaw shall be posted in a conspicuous place in the business premises of the said licence.
- 6.4 Persons wishing to carry on or engaged in any business in respect of which a licence is required under this Bylaw, shall upon request of the Enforcement Officer, provide all information necessary to enable him to carry out his duties.

#### **7. TERM**

- 7.1 Every business licence issued under the provisions of the Bylaw unless revoked shall terminate at mid-night on the 31st day of December of the licence year in which the said licence is issued.
- 7.2 The fee payable for a business licence between the 1st day of January and the 31<sup>st</sup> day of December in any licence year shall be the licence fee for the full year.

#### **8. TRANSFER OF A BUSINESS LICENSE**

- 8.1 An existing Business License issued under this Bylaw may be transferred upon application to and approval by the Town in the following circumstances:
- 8.2 When the transfer is from one Licensee to another for the same Business name in the same Business Premises;
- 8.3 When the transfer is for a change of civic address from one Business Premises to another for the same Licensee and Business, with the exception of a Home Occupation license.

## **9 LICENCE FEES**

- 9.1 Business licence fees shall be according to the Fees, Rates and Services Bylaw passed by Council.
- 9.2 Business Licences may be extended by means of a Reciprocal Business Licence arrangement between Town Council and the Councils from other municipalities.
- 9.3 When a Reciprocal Business Licence arrangement has been made that agreement will supersede the applicable sections of this Bylaw.

## **10 POWER OF REFUSAL**

- 10.1 Subject to the provisions of this Bylaw, upon receipt of an application for a business licence, the Enforcement Officer may refuse a business licence if, in their opinion the application does not meet the requirements of
  1. This Bylaw, or
  2. Any other Bylaw of the Town of Picture Butte, or
  3. any Provincial or Federal Statute,
- 10.2 There are other just and reasonable grounds for the refusal of the application.

## **11 POWER TO REVOKE A LICENCE**

- 11.1 Where a business licence has been granted pursuant to this Bylaw, the Enforcement Officer may revoke or suspend the business licence if, in their opinion the business no longer complies with provisions of:
  1. This Bylaw, or
  2. Any other Bylaw of the Town of Picture Butte, or
  3. Any Provincial or Federal Statute
- 11.2 There are just and reasonable grounds for the revocation or suspension of the licence.
- 11.3 A licence may be revoked or suspended for non-compliance with a Bylaw notwithstanding that the holder of that licence has not been prosecuted for a contravention of that Bylaw.

## **12 NOTICE TO REVOKE OR SUSPENSION A LICENCE**

- 12.1 Upon a licence being revoked or suspended, as herein provided, the Enforcement Officer shall notify the licensee by:
  1. Delivering a notice to them personally, or
  2. Mailing a registered letter to the place of business or residence as shown on the licence.
- 12.2 Upon receipt of such notice the licensee shall cease operations until such time as a new licence is issued or the suspended licence is reinstated.
- 12.3 The recipient of a Notice of Revocation or Suspension may appeal the notice to Council.

## **13 NULLIFICATION OF LICENCE**

- 13.1 Where any certificate, authority, licence or other document of qualification under this or any other Bylaw, or under any Statute of Canada or Province of Alberta is suspended, cancelled, terminated or surrendered, any licence issued under this Bylaw based in whole or in part on such certificate, authority, licence or other document of qualification shall be revoked automatically forthwith.
- 13.2 Where a licence is revoked pursuant to Section 22 hereof, the licensee shall forthwith:
  1. return the licence to the Enforcement Officer; or
  2. furnish the Enforcement Officer with satisfactory proof of a renewal or reissue of the certificate, authority, licence or other document of qualification.

**14 APPEAL**

- 14.1 Where:
  - 1. an application for a business licence has been refused, or
  - 2. a business licence has been revoked or suspended, the person seeking the licence may appeal to Council.
- 14.2 An appeal must be made by the applicant within fourteen (14) days after such refusal, revocation or suspension.
- 14.3 All appeals shall be:
  - 1. Made in writing addressed to the Chief Administrative Officer of the Town of Picture Butte.
  - 2. Dated as of the date received at the Town office.
- 14.4 Council, after hearing the applicant, may
  - 1. Direct a business licence be issued or reinstated,
  - 2. Direct a business licence be issued or reinstated with conditions,
  - 3. Refuse to issue a business licence,
  - 4. Uphold the "Notice to Revoke or Suspend".

**15 PENALTIES**

- 15.1 Where an Enforcement Officer believes that any person has committed a breach of any of the Sections of this Bylaw, they may cause a violation ticket to be served upon such person pursuant to Part 2 of the Provincial Offences Procedure Act, Alberta.
- 15.2 Any person violating any of the provisions of this Bylaw shall be subject to a fine as outlined in Schedule A. Second, Third and subsequent offences shall be considered within a twelve (12) month period.

**16 INTENTION OF COUNCIL**

- 16.1 It is the intentions of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of this Bylaw is declared invalid, all other provisions thereof shall remain valid and enforceable.
- 16.2 Bylaw No. 689-92 Business Licence Bylaw, and any amendments to it, is hereby rescinded when this bylaw shall come into force.
- 16.3 This Bylaw shall come into full force and effect on the day of its final passing.

READ A FIRST TIME THIS XXX DAY OF AUGUST, A.D. 2023 READ

A SECOND TIME THIS XXX DAY OF AUGUST, A.D. 2023

READ A THIRD TIME AND FINALLY PASSED THIS XXX DAY OF AUGUST, A.D. 2023

\_\_\_\_\_  
Mayor

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



**SCHEDULE A**

SECTION	OFFENCE	PENALTY 1 <sup>st</sup> Offence	PENALTY 2 <sup>nd</sup> Offence	PENALTY 3 <sup>rd</sup> Offence
15.2	Any Violation relating to the bylaw	\$250	\$500	\$1,000

TOWN OF PICTURE BUTTE

BYLAW #689/92

A Bylaw of the Town of Picture Butte to provide for the Licensing and Regulating of Certain Businesses, Trades, Professions and Occupations.

PURSUANT TO SECTION 222 to 235 inclusive of the Municipal Government Act being Chapter M-26 R.S.A., 1980, and amendments thereto, the Council of the Town of Picture Butte, in the Province of Alberta, duly assembled, enacts as follows:

**THAT:**

1. This Bylaw shall be known as the **"Licensing Bylaw"** of the Town of Picture Butte, in the Province of Alberta.

2. In this Bylaw, unless the context otherwise requires:

- a) **"Council"** shall mean the Council of the Town of Picture Butte.
- b) **"Business"** includes every business, trade, profession, industry, occupation, employment or calling and the providing of good and services.
- c) **"Contractor"** means any person who undertakes as principal or **"sub-contractor"** to do, provide, or carry on, within the limits of the Town of Picture Butte any of the following trades or occupations:

The erection, addition, alteration, improvement, repair, renovation, excavating for, paving for, enlargement, demolition, the roofing, tiling, the laying or sanding of floors, concrete work, or masonry of, on or to any building or structure, within the Town, and the installation, repairing, alteration, extending or removing of any heating, gas fitting, steam fitting, plumbing, sheet metal, lighting, electronic, electrical air conditioning, refrigerating or other fixture, apparatus, appliance or thing, in, on or about any building or structure within the Town; the lathing, plastering, preparation of wall for stucco, stuccoing, dry wall plastering painting, decorating or paper hanging, in on or to any building or structure within the Town.

d) **"Hawker or Peddler"**

i) Means a person not being a body corporate and who, whether as principal or agent:

- a) goes from house to house selling or offering for sale any merchandise to any person, and who is not a wholesale or retail dealer in such merchandise with a permanent place of business in the Town of Picture Butte;
- b) offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise to be afterwards delivered in or shipped into the Town of Picture Butte;
- c) sells merchandise on the streets or roads or elsewhere than at a building that is his permanent place of business, but

ii) does not include a person selling

- a) meat, fruit or other farm produce that has been produced raised or grown by himself within the Province of Alberta; or
- b) fish of his own catching caught within the Province of Alberta.

- e) **"Home Occupation"** means an occupation, trade, profession or craft carried on in a residence by one or more members of a family actually occupying the said residence as a dwelling and which home occupation has been approved under the provisions of the Picture Butte Land Use Bylaw No. 657.
  - f) **"Resident"** means a person who either resides principally within the Town of Picture Butte, or has established premises within the Town from which to do business.
  - g) **"Non-Resident"** means a person who does not operate the business, trade, profession or occupation from taxable premises within the Town of Picture Butte.
  - h) **"Non-Resident Taxpayer"** means a person who is the owner of taxable premises within the Town of Picture Butte, does not reside within the Town of Picture Butte, and does not operate the business, trade, profession or occupation from taxable premises within the Town of Picture Butte.
  - i) **"Person"** means and includes a firm, a partnership or a body corporate.
  - j) **"Town"** means the Town of Picture Butte or the area contained within the corporate boundaries of the Town of Picture Butte.
  - k) **"Authorized Officer"** means the Administrator for the Town of Picture Butte or his/her duly authorized assistants or agents or such persons as may be appointed by the Administrator of the Town of Picture Butte.
  - l) **"License Inspector"** means the Administrator for the Town of Picture Butte or his/her duly authorized assistants or agents or such persons as may be appointed by the Administrator of the Town of Picture Butte.
  - m) **"License"** means a license issued pursuant to this bylaw.
3. No person shall within, or partly within and partly without, the limits of the Town of Picture Butte, carry on, or be engaged in any business, unless he has paid the prescribed fee as set out in Schedule "A", which forms part of this Bylaw, and holds a valid and subsisting license, issued pursuant to the provisions of this Bylaw.
- a) A license issued after the 30th day of September shall pay a license fee equal to one-half the fee required for the full year.
  - b) A person who commences or carries on a business without obtaining a business license shall be required to pay a fee of two (2) times the fee set out in Schedule "A".
4. Persons granted licenses under this Bylaw shall conform to all regulations and terms herein specified and be subject to inspection at all times by any duly authorized officer of the Town of Picture Butte.
5. Every license issued under this Bylaw shall be made out and delivered or mailed to the Licensee, who shall post same in a conspicuous place on his business premises and however required to do so by any duly authorized officer, shall produce the License for inspection purposes.
6. Every license granted under the provisions of this Bylaw shall terminate on the 31st day of December in the year in which the said license was issued, unless the license has been cancelled or forfeited.

Bylaw #689/92

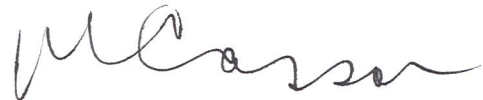
7. No rebate shall be allowed or granted to any Licensee or his assignee in respect of the forfeiture of a license, or on account of non-usage of the rights and privileges hereby granted or for any other reason.
8. Licenses issued under this Bylaw shall not be transferred except to a person who at the same time purchases the business in respect of which the license was issued.
9. All applications for licenses shall be made in writing to the Town Office on a form provided, giving such information and particulars as required thereon.
10. No license shall be issued to a person under the provisions of this Bylaw in a case where a Provincial License is required, unless such person is the holder of the required Provincial License.
11. No license shall be issued until such time as the applicant holds a valid Development Permit of the Town of Picture Butte.
12. No business license shall be issued if the applicant fails to comply with the provisions of or regulations under any Bylaw of the Town of Picture Butte.
13. The License Inspector may at any time revoke or suspend any license issued under the provisions of this Bylaw for failure to comply with any of the conditions or regulations herein.
14. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable on summary conviction before a Magistrate or any Justice having jurisdiction therein, to a penalty not exceeding Two Thousand, Five Hundred Dollars (\$2,500.00), exclusive of cost imposed, to imprisonment for any period not exceeding six (6) months unless such fine and costs, including the costs of committal are sooner paid.
15. It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw is declared invalid, all other provisions thereof shall remain valid and enforceable.
16. Bylaw #685/91 is hereby rescinded.
17. This Bylaw shall become effective on January 1, 1992.

MOVED by Councillor E. Anderson that Bylaw #689/92 be read a first time this 23rd day of March, 1992. CARRIED.

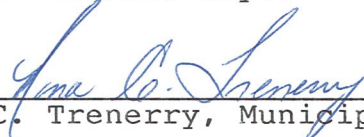
MOVED by Councillor B. Foord that Bylaw #689/92 be read a second time this 23rd day of March, 1992 CARRIED.

MOVED by Councillor B. Vogt that permission be granted to give third reading to Bylaw #689/92 at this meeting. CARRIED UNANIMOUSLY.

MOVED by Councillor A. Vance that Bylaw #689/92 be read a third time and finally passed this 23rd day of March, 1992. CARRIED.



R.L. Casson, Mayor



N.C. Trenerry, Municipal Administrator

BYLAW #689/92

SCHEDULE "A"

	<u>Yearly Resident</u>	<u>Daily Resident</u>	<u>Yearly Non-Resident</u>	<u>Daily Non-Resident</u>	<u>Yearly Non-Resident Taxpayer</u>	<u>Daily Non-Resident Taxpayer</u>
Business	\$50.00	\$25.00	\$200.00	\$50.00	\$50.00	\$25.00
Contractor	\$50.00	\$25.00	\$200.00	\$50.00	\$50.00	\$25.00
Sub-Contractor	\$50.00	\$25.00	\$200.00	\$50.00	\$50.00	\$25.00
Hawker or Peddler	\$50.00	\$25.00	\$200.00	\$50.00	\$50.00	\$25.00
Home Occupation	\$50.00	\$25.00	N.A.	N.A.	N.A.	N.A.
Any other Business not specifically provided for in this Bylaw	\$50.00	\$25.00	\$200.00	\$50.00	\$50.00	\$25.00



## 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: 25<sup>th</sup> August, 2023

To: Mayor, Council

From: CAO

### Re: Federal Government Housing Accelerator Fund

#### Background:

At the June Committee of the Whole meeting I introduced this funding program offered by the Federal Government (Please see information below). I have submitted an application for this funding and will outline what the Town has applied for and how it works. The grant requires Council to approve the action plan as part of the application.

#### Action Plan

We had to come up with 5 initiatives that would increase housing stocks from current levels. These are initiatives I submitted.

##### ***1. Partner with a for profit developer to increase the stock of affordable housing***

The Town is currently working with a developer to build affordable housing units within Town. This initiative would include the Town partnering with the developer to install required infrastructure to provide essential servicing to the development. HAF funding would go directly to the required infrastructure with any additional funding requirements being provided by the developer. The offset in costs for the developer would facilitate the building of additional units.

Additional information regarding this initiative:

- Without HAF the developer would be thinking of building 16 housing units over a three year period.
- With HAF we have said they could build 24 additional housing units over a three year period for a total of 40 additional housing units.
- This would provide around \$1,000,000 in HAF funding if successful.
- The Town would have to enter into a development agreement to have the developer pay the additional cost to have the infrastructure installed and make up the difference of any money that is not provided due to them not meeting their obligation of building an additional 24 housing units.

##### ***2. Allowing increased housing density on a single lot.***

The Town of Picture Butte's Land Use Bylaw under the main residential zoning for single detached homes (Residential R-1) currently restricts one single detached dwelling per lot. The Town could amend the Land Use Bylaw to allow more than one single detached home on lots that meet minimum lot sizes.

### ***3. Implementing land use changes that allow for office conversions to residential family unit requirements.***

The Town's Land Use bylaw has two commercial zones, Retail Commercial – C1 and Highway Commercial – C2. Currently, a residential accommodation, as part of a mixed use commercial building, is only considered a discretionary use under Retail Commercial – C1. The Town could amend the Land Use Bylaw to:

1. Make residential accommodations in Retail Commercial properties an approved use.
  - a. This would eliminate red tape and make the approval process much more efficient for residential accommodations located in retail commercial buildings.
  - b. Add residential accommodations in Highway Commercial buildings as a permitted use under the Land Use Bylaw. This would eliminate red tape and make the approval process much more efficient for residential accommodations located in highway commercial buildings.

### ***4. Incorporating a climate adaptability plan into an official community plan. (Possibly infrastructure master plan, Municipal Development Plan)***

The Town currently does not have a climate adaptability plan in any of its official or unofficial plans. The Town has an Infrastructure Master Plan that has prioritised and itemised projects up to the year 2026. This plan needs to be updated in 2025 to create another 10 year prioritised and itemised project plan for the Town. The Town could incorporate a climate adaptability plan within this Infrastructure plan. This would be valuable in that the infrastructure plan can incorporate projects that will make the Town more resistant to climate change affects.

### ***5. Update infrastructure planning to align with growth targets and housing needs assessments.***

As stated in the previous initiative, the Town has an infrastructure master plan that was completed in 2017 and outlines prioritised projects for the Town to complete over a 10 year period. This assessment was conducted using the Town's historical population growth. If population growths are to increase over and above the estimates of the infrastructure master plan we will need to update our infrastructure plans to accommodate the expected growth.

## **Funding**

According to the numbers and speculations of how many additional housing units could be built if we implement these five initiatives the funding available to the Town could be \$1,100,000. \$45,000 of this would be used to offset any infrastructure master plan updates that would include a climate adaptability plan and \$1,055,000 going to the underground infrastructure required for the Marti development.

## **Additional Considerations:**

This is a grant application and we may not be successful. I have tried to meet the requirements of the grant so that if we were provided funding we could implement what we have said. There is still a lot to work out if we get the funding but I think we can spend time on working out those details if we get the funding.

With the proposed development I am comfortable with entering into a partnership because of the funding provided by the Federal government. If it wasn't for this funding the developer would have to pay all infrastructure costs. However, as it is not costing Town residents anything and because of where the funding is coming from, I have no concerns regarding precedent setting, fairness, or equality issues. If we were successful in the funding the federal grant money would help produce greater tax revenues for the Town.

## ***Housing Needs Assessment***

Another requirement of the grant is for the Town to complete a Housing Needs Assessment. The province has a template a webpage that can be completed. I have begun this process but additional work and assistance is required to complete the Housing Needs Assessment.

**Recommendation:**

1. Is for Council to accept the initiatives outlined for the Housing Accelerator Funding Program.

**Attachments:**

1. Memorandum to Council re: Housing Accelerator Funding Program presented in June.
- 2.

**Submitted by:** Keith Davis, CAO



## **INFORMATION PRESENTED TO COUNCIL ON THE 19<sup>th</sup> of JUNE**

Date: 16 June, 2023

To: Mayor, Council

From: CAO

### **Re: Housing Accelerator Fund**

#### **Background:**

Dawna Coslovi from Green Acres brought this funding to my attention. It is called the Housing Accelerator Fund: Small/Rural/North/Indigenous Stream. “Federal Budget 2022 announced \$4 billion in funding until 2026-27, to launch the Housing Accelerator Fund. The Fund is an application-based program with 1 application window in 2023.

The program is intended to drive transformational change within the sphere of control of the local government regarding land use planning and development approvals. The Fund’s objective is to accelerate the supply of housing across Canada, resulting in at least 100,000 more housing units permitted than would have occurred without the program.

The Housing Accelerator Fund aims to support lasting changes that will improve housing supply for years to come” (CMHC Housing Accelerator Fund: Small/Rural/North/Indigenous Stream webpage). The Town would qualify for funding under this stream of funding

“The Small/Rural/North/Indigenous Stream of the Housing Accelerator Fund provides incentive funding to local governments. The funding is meant to remove barriers and support the development of affordable, inclusive, equitable and climate-resilient communities.

Approved participants can use incentive funding for investments in:

- Housing Accelerator Fund action plans
- affordable housing
- housing-related infrastructure
- community-related infrastructure that supports housing

The framework for determining the amount of incentive funding includes base funding, top-up funding and an affordable housing bonus” (CMHC Housing Accelerator Fund: Small/Rural/North/Indigenous Stream webpage).

#### **Funding Requirements**

1. **Need to create an action plan that details requirements as outlined in Appendix A – 2. Action Plan**
  - Basically we need to outline how many housing units would be built per year without this funding and how many housing units would be built per year with the available funding.
  - Project this to an annual housing supply growth and to an annual population growth rate.
  - Create a minimum of five initiatives that will help us achieve the housing supply growth (See page 5 Action Plan Initiatives for examples of initiatives)

#### **Analysis**

- This funding is not currently available and is only available for new initiatives that have not yet started. Therefore, Sunset Park would not apply.
- The only thing that I think we could apply for funding for this grant would have to be in partnership with a development (Marti Development) that is being planned south of the lift station on Highway 843/3A Street.

## **Marti Development**

Attached is a preliminary site plan of how some investors are considering developing land south of the lift station. A possible partnership and a possible way to apply for the federal funding could be applied as such:

- The Town applies for funding for any required infrastructure upgrades to facilitate additional housing units.
- The Town owns a number of the housing units within this development and makes them affordable housing units.
- The Town creates or partners with organisations to process affordable housing applications.
- The Town contracts property managers to oversee the affordable housing units owned by the Town.

These possibilities would be contingent on:

- The developers agreeing to partner with the Town in this manner.
- Financing costs and what costs will be covered by the grant.
- Being successful in grant funding.

### **Conclusion:**

There is currently a lot of money being provided by Federal and Provincial governments for affordable housing initiatives. Affordable housing initiatives are not new and usually fall within the scope of services that large municipalities, provincial and federal governments provide. Smaller municipalities usually do not provide municipally affordable housing services.

There is a lot of work that would need to occur to even put in application. I think it is worth pursuing if the Marti developers were open to some kind of partnership. If they were not open to the idea I do not see any other area where the Town could increase affordable or multi-unit housing stocks and thus qualify for the funding. Another constraint is our debt limits with the firehall project and required lagoon upgrades. With these two projects financing capacity may be severely limited and we may not be able to afford the possibilities even if we were approved for funding.

If Council wants me to explore this option and apply for the funding it will take up a considerable amount of my time. Other projects like the arena study would have to be reprioritized.

### **Attachments:**

1. Marti development conceptual design
2. Housing Accelerator Fund: Pre-application Reference Material

**Submitted by:** Keith Davis, CAO



## Request for Decision

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

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

Date: 18<sup>th</sup> August, 2023

To: Mayor, Council

From: CAO

### Re: Arena LED Lights

#### Background:

During the summer our staff noticed that 40 LED lights had burned out at the arena. Last year we also experienced LED lights burning out at the arena. At that time we were told that the LED lights had burned out due to a power surge and that surge protection was recommended. Surge protection was not installed and we now have an additional 40 LED lights burned out. Oversight and a lack of understanding of how necessary surge protection was resulted in surge protection not getting installed after our first incident.

The quote we have received to install surge protection is \$12,000. We are seeking another quote as per our purchasing policy. The cost to replace the 40 LED lights has been quoted at \$13,000. These amounts can not be absorbed in our normal building maintenance budgets.

#### Recommendation:

1. To use up to \$12,000 out of the general capital reserve (currently at \$260,170) to install surge protection at the arena.
2. To use up to \$13,000 out of the general operating reserve (currently at \$240,200) to replace the burned out LED lights.

**Attachments:** None

**Submitted by:** Keith Davis, CAO



## Request for Decision

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

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

Date: 25<sup>th</sup> August, 2023

To: Mayor, Council

From: CAO

### Re: By-Election Dates

#### Background:

Councillor Thomson has informed the Mayor that he has recently moved to Cardston, and that this will be his primary residence. This means that Councillor Thomson no longer qualifies to be an elected official in the Town of Picture Butte. We have appreciated his service on Council and wish him the best in Cardston.

With this change, we will need to hold a by-election. The Local Authorities Election Act requires:

- A by-election to be held within 120 days of a vacancy occurring.
  - If we consider the 29<sup>th</sup> of August the vacancy date the election must be held before the 27<sup>th</sup> of December, 2023.

#### Recommendation:

1. To set the election date as the 7<sup>th</sup> of November, 2023.
  - a. Nomination Day (when we no longer accept nominations) would be the 10<sup>th</sup> of October.
  - b. This gives the community six weeks to learn of the election and to submit nomination papers.

#### Attachments:

1. Email from Councillor Thomson

**Submitted by:** Keith Davis, CAO

## Keith Davis

---

**From:** keith davis <keithmcdavis@gmail.com>  
**Sent:** Friday, August 18, 2023 9:41 AM  
**To:** Keith Davis  
**Subject:** Fwd: Changes

----- Forwarded message -----

From: **Scott Thompson** <[sthomson@picturebutte.ca](mailto:sthomson@picturebutte.ca)>  
Date: Tue, Aug 15, 2023 at 8:09 PM  
Subject: Changes  
To: Cathy Moore <[cmoore@picturebutte.ca](mailto:cmoore@picturebutte.ca)>  
Cc: Keith McKinnell Davis <[keithmcdavis@gmail.com](mailto:keithmcdavis@gmail.com)>

Hi Cathy,

I'm sure you're aware that Val and I bought another "fixer upper" down in Cardston a few months back. While initially we planned to stay in Cardston during the renovation and temporarily rent out our Crescent Ave home, it now looks like we might be in Cardston indefinitely.

We will continue to own our home in Picture Butte, but under the circumstances I think it will be best for the council to begin the process of replacing me.

I am happy to continue to serve in my capacity as town councilor for as long as you need me including council and Saewa meetings, but if it's though better that I resign my seat sooner I can accomodate that as well.

I'll wait for your direction.

In the mean time I'll be back in Alberta tomorrow after a great holiday in Ontario. I'll see you at parade this weekend!

Cheers,

Scott



## 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: August 28, 2023  
To: Mayor, Council  
From: Director of Corporate Services

### **Re: Returning Officer**

#### **Background:**

The Returning Officer is responsible to do all necessary tasks to conduct an election. They will give notice of election, give notice of nominations, receive nominations, supply of the voting station, declare acclamations, delivery of ballots, ballot boxes, instructions to electors and other necessary supplies to the voting station.

#### **Recommendation Options:**

- 1) **THAT** Council appoint Michelle Overbeeke as the Returning Officer and Keith Davis as the Deputy Returning Officer.

#### **Submitted by:**

Michelle Overbeeke, CPA CMA  
Director of Corporate Services



## 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: 25<sup>th</sup> August, 2023

To: Mayor, Council

From: CAO

### Miscellaneous Items

#### North County Recreation Complex study

I have reposted a Request for Proposals (RFP) for this study. The RFP closes on the 5<sup>th</sup> of September. I issued this RFP in July of this year, included our budget and did not receive any submissions. I think we may have not received any submissions due to our budget for the requested scope of work. This time I have not put in our budget in the tender documents. If my hunch is correct I am expecting proposals to come in with higher costs than our budget allows. We will present a summary of the proposals to Council when we receive them and make recommendations at that point.

#### Electric Car Charges

The electric car chargers have been installed and are operational. As a condition of the grant funding we need to do a media release. Could we set a date when we can take a photo in front of the chargers and I can draft up a media release to go into the Sunnysouth news.

#### Wastewater Project

As part of Alberta Environments (AE) approval process residents had opportunities to provide feedback regarding the required upgrades. There were a number of residents along Hwy 843 that provided feedback. AE have required the Town to reply to the residents regarding their concerns. These replies were sent to the residents, with copies going to the AE. We have to wait to see if our responses were satisfactory to the residents and AE.

Our first lagoon is blocking up. Aaron is working to resolve this issue and will most likely result in cell one being dredged. We will update you when we know more. Alberta Environment and the Federal government have been notified and are aware of the issue.

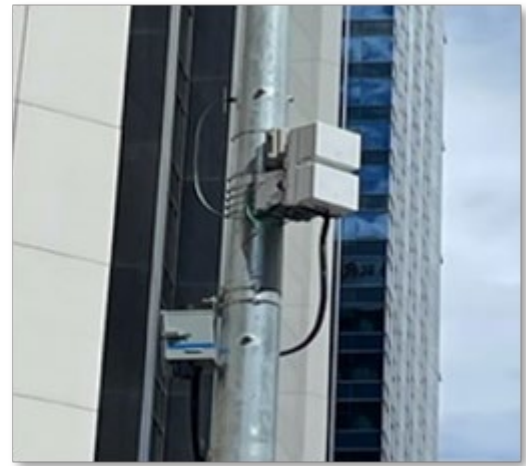
#### Sunset Park Phase 2

I have updated you in regards to the sinkhole mistake that occurred. I have not been updated when McNally will be back on site to fix this. The shallow utilities are planned to be started in September with Tollestrup being the contractor on site. I will be allocating more time to the marketing of the lots and come up with some recommendations on lot prices, marketing documents and some options for dates on when we want to begin selling lots. We have had a number of inquiries to purchase lots.

## Cell Phone Coverage

A Rogers representative reached out to us and has requested that the Town enter into a Memorandum of Understanding to install “cells” onto Fortis power poles that will enhance the cell coverage in Town. We have agreed to this and they are in the process of getting approvals from Fortis. Unfortunately, the time frame is not until the 2<sup>nd</sup> quarter of 2024. I have asked if there is anything that can be done to speed up this process but have not heard back yet. Below is some of the text from the Rogers representative.

*“We carried out a comprehensive site survey in Picture Butte, that has identified cellular coverage and capacity gaps. We would therefore like to assist the City of Picture Butte in enhancing its cellular coverage and overall connectivity for its residents to provide a better customer experience. We are using small cell technology that attaches to Fortis-owned infrastructure. I have included product specification sheets for your convenience. Each small cell installation would consist of two radios, stacked vertically. **Please find examples of small cells displayed below for your reference, that have been installed in Downtown Calgary.**”*



*The existing light poles in Picture Butte offer an ideal opportunity for mounting small cells to enhance cellular coverage in the area. Rogers, together with SHAW, now possesses an extensive fiber network infrastructure that can be leveraged to bring connectivity to each pole where small cells are mounted. Power supply for these poles is also a crucial consideration. We are currently evaluating several options and would greatly appreciate being connected with the appropriate contact at the City of Picture Butte to further discuss these possibilities.*

*Here are some examples of the poles we would like to attach to. For the black decorative poles we would suggest mounting the small cells above the top flagpole (approximately 7m high) while ensuring they are painted to match the pole's color. Alternatively, we propose replacing the existing pole with an enhanced one capable of supporting multiple attachments. The steel poles shown below will work well as is. Your insights regarding the feasibility of utilizing these specific decorative poles would be greatly appreciated.”*





**HOLIDAY STATUS**

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 27 days

**Submitted by:**  
Keith Davis, CAO



## REQUEST FOR DECISION

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

Date: August 28, 2023  
To: Mayor, Council  
From: Director of Corporate Services

### Re: Property Tax Update

#### Background:

Provide Council with an update as to our property taxes outstanding. Also, provide information about the number of residents that are taking part in our TIPP program.

Year	Tax Levies \$	Bal \$ on Jul 08/22	% Outstanding	# on TIPP	Approx Tipp \$	% of TIPP \$ to Tax Levy	# properties put on Tax Notice
2023	\$2,289,330.00	\$175,966.87	7.69%	164	\$459,590.88	20.08%	6
2022	\$2,109,893.90	\$112,618.35	5.34%	147	\$421,684.39	19.99%	1
2021	\$1,995,295.00	\$163,314.13	8.18%	150	\$345,169.44	17.30%	2
2020	\$1,905,797.92	\$166,431.56	8.73%	139	\$324,123.90	17.01%	2
2019	\$1,831,250.04	\$82,178.83	4.49%	135	\$317,212.08	17.32%	9
2018	\$1,765,887.64	\$142,634.59	8.08%	103	\$236,037.48	13.37%	4

January 2024 new TIPP applications: approx. 6

#### Recommendation:

That Council receive this for information.

#### Submitted by:

Michelle Overbeeke, CPA CMA  
Director of Corporate Services



## Town of Picture Butte

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

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

# Director of Operations Monthly Report

August 7 – August 22, 2023

## Current Public Works Activity

- **Sunset Phase II:** The contractor has completed the concrete sidewalks, new asphalt, water line, storm and sewer lines. What is still required is to have the groundworks completed, which a different contractor is hired and is scheduled in the middle of September to trench a mainline to accommodate the installation of Fortis and Atco Gas. The project is on budget, and the proposed completion is at the end of October 2023.
- **Cor Van Raay & Community Aquatic Centre:** The facility will close on August 26, 2023.
  - Challenges with not enough staff and weather conditions.
  - Review the lessons on the final week and look at providing better-quality shade umbrellas.
- **Lions Park & Playground:** A new fire hydrant to supply water to make ice in the winter for the outdoor arena is to start in early September.
  - A new concrete pad at the Lions Park is poured with the firefighter benches installed.
  - New irrigation is installed and is working properly.
- **Streets:**
  - Fall line painting to accommodate the pedestrian walkways is completed on August 18, 2023.
  - Asphalt patching is completed for this year.
  - Concrete sidewalk repairs are completed. The majority of the sidewalks were at St. Catherines and Dorothy Dalgliesh schools.
  - Dust control is completed on 2<sup>nd</sup> Street and at the Lions Park parking lot.
  - Crack sealing will start again in September 2023.
  - Pot hole repairs were done.
  - Cleaning ditches to help with drainage concerns along 2<sup>nd</sup> Street is completed for this year. The remaining section of ditches will be done in 2024.
  - All alleyways have been graded for this year.
- **Staff:** Public Works hires casual staff for the North County Regional Complex.
- **Planting Trees:** All 58 different species of trees is completed.
- **Sewer & Water Repairs:** The administration is working with Alberta Transportation to temporarily shut down Rogers Avenue and then Highway Avenue to save costs on the repairs. The traffic would be diverted through Factory Drive to reduce disruption.
- **North County Community Centre Complex**
  - **Correctional Services:** Assisted with Public Works, painting the interior walls and bleachers at the North County Community Centre Complex.
  - Repaired a brine leak in the curling rinkside.
- **Public Works Shop:** New metal roof and front siding were completed.
- **Water Treatment Plant:** The new roof is in progress by a contractor. The work is to be completed next week.

## RECOMMENDATION:

That Council receives, for the information, the Director of Operations report for August 7, 2023 – August 23, 2023.

Prepared by: Aaron Benson Date: August 23, 2023  
Respectfully presented to: Council Date: August 28, 2023



## 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: 25<sup>th</sup> August, 2023

To: Mayor, Council

From: CAO

### Re: Letter from Resident – Water Pressure Concerns

#### Background:

We received the following letter from Frank and Shirles Moore. We were relying on a contractor that said they could complete the work but then backed out of it and have had to readjust our approach. The following is an account of what our Director of Operations has done in regards to this issue.

- On July 9, 2021, an email by our previous water operator was sent to the administration indicating poor flow. Testing concluded that it was most likely caused by a calcified water line, as the line from the curb stop to the house is new.
- On November 26, 2021, a quote by Drain Master came in to do the water line repairs due to the poor flow.
- On the week of May 9-13, 2022, The Director of Operations indicated in his weekly operations report that Cody from Drain Master would honour the quote as they were the lowest quote to install a new water line due to water pressure issues and that they were to do the work.
- The Director of Operations spoke to Frank Moore, and he will be away on holiday until the end of June. The plan was to have the contractor do the work either the last week in June or 1<sup>st</sup> week in July 2022.
- On July 27, 2022, The Director of Operations emailed Cody Bosch from Drain Master for an update on the start time so management could notify the landowner. An email by Cody Bosch returned indicating that he would speak with Jerry and confirm a start date and let me know when they would do the work.
- On October 3, 2022, an email was sent to Cody from Drain Master on when they would do the work; as the Town has waited for months to complete this, the Town would only require the work to be done now.
- On October 3, 2022, an email by Cody Bosch indicated they were short staff and overloaded with work. He would work with Jerry to finish this work, hoping by the end of the month. This work for the year never happened.
- On October 13, 2022, The Director of Operations spoke to Frank Moore regarding the water line and why the work has never happened. This work would have to happen next season.
- In May 2023, McNally and Ground Breakers went on separate site walkthroughs to provide the Director of Operations pricing to complete the water line work. Frank Moore was contacted and updated.
- The Town reached out in April 2023 to different contractors to see if we could receive pricing.
- McNally finally provided the quote in August 2023. Frank Moore was informed of the update of the costs associated with the pricing.
- The Town is working with Alberta Transportation on shutting down Rogers Highway due to McNally's quote to save on costs. The work is to be reviewed, and PW is to do the work with a combination of a contractor to assist with time and material rates. The work is to be done in September.

We know that ultimately the issue still remains and needs to be resolved. This is a task that has a high priority for our Director of Operations.

**Recommendation:** None

**Attachments:**

1. Frank and Shirls Moore letter to Council

**Submitted by:** Keith Davis, CAO

Picture Butte Info

---

**From:** Shirls Moore <shirlstrucking@hotmail.com>  
**Sent:** July 27, 2023 1:06 PM  
**To:** Picture Butte Info  
**Subject:** water problem

To the Town Council ,

We have had extremely low water pressure since we bought this house 2 ½ years ago .

My husband had been to your town office and talked to your shop foreman numerous times to no avail .

We need this resolved as we are totally frustrated .

Frank and Shirls Moore

601 Rogers Ave.

Picture Butte

Phone # (250) 254-1420

Sent from [Mail](#) for Windows



## 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: 25<sup>th</sup> August, 2023

To: Mayor, Council

From: CAO

### **Re: Resident Letter re: Community Centre booking**

#### **Background:**

We received the attached letter regarding using the Community Centre prior to what a renter paid for and their allotted time. For weekend bookings and for bookings after hours, we require the booking party to come into the Town office before close of day to receive the key and security code to access the Community Centre. We have recently begun providing an orientation to the Community Centre at this time, showing the booking party how to use the key, where to enter the security code and give a general tour of the facility. Prior to this we would provide the key and security code, give instructions and then let the booking party work it out.

The key given out is an electronic access code and access is given from the time requested and paid for. Renters can not access the building for any reason prior to the time they have made and paid for the booking.

In this instance our staff member did exactly what was required. The renter paid the additional money to use the facility when they wanted to use the facility. We have not received any complaint from the renter regarding this practice.

#### **Recommendation:**

1. To direct Administration to reply to Sam Gillies stating that our employee followed the right procedures and that individuals can not use the facility earlier than their booking for any reason.

#### **Rationale:**

1. One of the benefits for installing the electronic access keys is that we can control when people access the building. In the past a renter could say they only need the building from 8 p.m. to 11 p.m., pick up the key from the office at 3:00 p.m. and access the building and leave the building at any time. This led people to take advantage of this loophole and not be honest in their booking times.
2. We have operating procedures and policies so that we Administration does not have to make judgement calls on what is and is not allowed. While letting the renter use the fridge is a small ask what if the next ask is can we leave our decorations and/or food or any other thing that may be requested. Administration's point of view for clarity, fairness and consistency is to require payment from the time a renter begins using the facility. If we start allowing exceptions then we are back to where we started with renters using the facility prior to when they request and pay for the facility.
3. This procedure is actually better and fairer to all parties than the alternatives of:
  - a. Requiring a renter to pay for the community centre from the time the office closes to whenever they require. Instead of allowing the option of paying from their start time to whenever they require.

- b. Having renters use the facility in times they have not booked nor paid for.
4. We also do not want renters to take advantage of the orientation that we are providing. We feel this is an increase in service and want to continue doing that but not at the cost of having to make judgement calls that may or may not go in the staff members favour.
5. The renter did not have to use the fridge if they did not want to and could have looked for other alternatives.

**Attachments:**

1. Letter from Sam Gillies

**Submitted by:** Keith Davis, CAO



## Keith Davis

---

**From:** Cathy Moore  
**Sent:** Wednesday, July 12, 2023 1:33 PM  
**To:** Keith Davis  
**Subject:** Fwd: July 11/23. Community hall rental

Please put in Council package.

Cathy Moore  
Mayor  
Town of Picture Butte

Begin forwarded message:

**From:** Sam <gsgillies@shaw.ca>  
**Date:** July 12, 2023 at 12:10:49 PM MDT  
**To:** Cathy Moore <cmoore@picturebutte.ca>, Cynthia Papworth <cpapworth@picturebutte.ca>, Henry deKok <hdekok@picturebutte.ca>, Teresa Feist <tfeist@picturebutte.ca>, Scott Thompson <sthomson@picturebutte.ca>  
**Subject:** July 11/23. Community hall rental

I am writing this letter on behalf of the nine hostesses who rented the community hall for a bridal shower. Diane Shumaker and her sister Karen Moore were to meet at the hall to pick up keys and go over closing up. We rented the hall from 5-9:30 but needed to get the keys earlier as the town office would've been closed. They met at 3:00. Upon leaving the hall Diane asked if she could put her cheese tray and meat tray in the fridge as we weren't coming back until 5:00 and she lives out of town. She was told it's protocol and she would be charged \$53.50 just to store her food in the fridge. Would it not be common sense to allow a renter to through her food in the fridge and then leave. We think this is a total embarrassment on the towns behalf and would sure like to see Karen Moore reimbursed her \$53.50 that she paid. Thanks for listening and I sure hope this doesn't happen to more community members in the future. We understand that the protocol is so no one goes in to decorate or start earlier than paid times. Trays in the fridge should be an exception.

Sincerely  
Sam Gillies

Sent from my iPad



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111593

July 7, 2023

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

Dear Mayor Moore:

Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.

For the Town of Picture Butte:

- The **2023 MSI Capital allocation is \$210,683.**
- The **2023 MSI Operating allocation is \$136,550**, double the 2022 allocation amount.
- The **2023 CCBF allocation is \$113,309.**

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

Ric McIver  
Minister

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

## Keith Davis

---

**From:** Alan Harrold <ah\_Inid@telus.net>  
**Sent:** Friday, August 11, 2023 3:35 PM  
**To:** Keith Davis  
**Subject:** RE: Picture Butte Campground

Good Afternoon Keith:

Further to our telephone conversation on July 24, 2023, this is to confirm that Board of Directors at their meeting on July 18, 2023, approved your request to take the north campground access road closer to the reservoir bank to facilitate a truck and camper turnaround area. This approval is on the condition that there can be no removal of any portion of the reservoir bank.

In addition, please ensure that no trees are planted within 20' of the base of the reservoir bank, to help ensure bank stability from tree roots growing into it.

Thank you,

Alan Harrold  
General Manager  
Lethbridge Northern Irrigation District  
2821 – 18 Ave. North  
Lethbridge, AB. T1H 6T5  
Office: 403-327-3302  
Email: [ah\\_inid@telus.net](mailto:ah_inid@telus.net)

---

**From:** Keith Davis [mailto:keith@picturebutte.ca]  
**Sent:** July 5, 2023 2:15 PM  
**To:** Alan Harrold  
**Subject:** Picture Butte Campground

Hi Alan

I have attached a map with some markups on improvements we would like to make to the campground/baseball area that I talked about on the phone with you.

The idea is that we want to stop through traffic from 6<sup>th</sup> Street North & Northridge Avenue that travel to 4<sup>th</sup> Street North for the following reasons:

1. To create a safer area for spectators at the ball diamonds and for ball players.
  - Right now we have vehicular traffic literally feet away from bleachers that spectators are using.
2. To stop through traffic.
  - People often come from Northridge, drive through the campground to 4<sup>th</sup> Street and then continue east, access the road on the top of the dam and then exit out on the highway.

In order to do this we are proposing:

1. Creating a parking lot that will facilitate parking for the ball diamond users as well as blocking off further vehicular access to the east.
2. Turning our current gravel road/lane into a grassed area directly behind the ball diamond.
3. Creating a vehicular turn around at the campground.

- a. Vehicles would access the campground from 4<sup>th</sup> Street north, turn into the north access road to the campground, pull into the campsite and when exiting back up to the north access road, continue west, go around the turnaround and exit the campground on the south access road back to 4<sup>th</sup> Street North.
- b. In order to create the space for the turnaround we would have to move the existing north access road/alley closer to the bank of the reservoir.
  - i. I have measured this area and there is enough room for a truck and camper turnaround if the road is closer to bottom of the reservoir bank.
  - ii. We would not cut into the bank at all, the road would just be closer to the bank than it already is.

We have just planted some more trees in the campground so that each campground has two trees. Previously each campground did have two trees but overtime they were cut down, removed, died and not replaced. We would hope to plant more trees in this area over time to beautify this area.

We would like permission from LNID to take the north campground access road/alley closer to the bank to facilitate a truck and camper turnaround. I am happy to come to speak to the board about it if required.

Let me know what you think and thanks for the consideration.

Regards  
Keith Davis  
CAO  
Town of Picture Butte  
(W) 403-732-4555



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111878

August 9, 2023

**Subject: 2024 Fire Services Training Program Grant**

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs is providing \$500,000 in grant funding for the 2024 Fire Services Training Program. Public safety is always a priority and, while we respect that fire services is a municipal responsibility, the Government of Alberta recognizes that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses that may be approved for delivery under this grant will align with key outcomes below:

- public safety is preserved in Alberta;
- community risks are being effectively managed by local authorities; and
- firefighters are able to receive training in alignment with best practices.

The grant guidelines and application form are available at [www.alberta.ca/fire-services-training-grant.aspx](http://www.alberta.ca/fire-services-training-grant.aspx). Please forward this information to your chief administrative officers and fire chiefs, so they may complete the application form. Collaboration involving multiple municipalities is permitted, but not required.

If you have any questions regarding the grant applications or the program guidelines, please contact Municipal Affairs at 1-866-421-6929 or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

This government recognizes the important work of fire services. This grant program will provide fire departments across the province with knowledge and skills to protect their communities.

Sincerely,

Ric McIver  
Minister

# Temporary uses

A look into uses of a non-permanent nature, temporary approvals, and the associated municipal decision making framework.

Municipalities acknowledge that the notion of use exists on a continuum of time, with some uses that will remain indefinitely and others that come and (usually) go. Permanent uses like houses and businesses exist alongside passing uses like vendors and work camps. In the pursuit of orderly development, most municipalities will choose to develop a comprehensive planning approach directing how temporary uses are to be managed. Embodying such an approach helps facilitate land use compatibility amongst the permanent and temporal elements of the built environment while recognizing that temporary use is a natural part of the cycle of municipal development.





# Introduction

In land use planning, most of the focus is on the permanent fabric (built form) of community created through the development permit process. But there is a segment of planning that allows for uses that come and go in varying short periods of time. These are generally referred to as temporary uses. This periodical will explore the nuance of temporary use in planning practice and provide ideas for municipal approaches to addressing these uses through the Land Use Bylaw (LUB), or in some cases another mechanism for approval.

Temporary use typically encompasses things like garage sales, special events, food vendors, and pop-up uses, and often plays an important role in urban revitalization. The difficulty in discerning what temporary uses are is expressed in the questions: Is this a land use or is it something else? What is the context in which the use is being proposed and is the context such that there is insulation from traditional impacts associated with permanent uses? Defining context: where and what is it?; time frame: how long?; size and intensity: how much?; impact: who is affected? These are all important considerations when evaluating whether a temporary use is appropriate, and devising the framework that is best suited to regulate it.

Conversely, temporary approvals for permanent uses are authorized in some land use bylaws (LUB) and can be a helpful tool for a Development Authority in navigating its role. Whether it's a provisional approval for a desired permanent use, or a temporary approval for a naturally interim use, a spectrum of options exist for municipalities to manage the matter.

## What is temporary?

Conventional (i.e. permanent) land uses are issued development permits, normally for an indefinite duration, and remain operative as long as the authorized development remains in effect. Temporary uses can be defined as "a use established for a fixed period of time with the intent that such use will terminate automatically upon expiration of the fixed time period unless permission to conduct the use is renewed."

Temporary use in planning is also thought of as a means to placemaking and community vibrancy. Neighbourhood planners will encourage temporary use to create energy in a neighbourhood like a downtown. Public interaction with pop-up vendors can create spin-off social and economic benefits from a pedestrian-oriented culture of congestion. Similarly, a neighbourhood block party can reinforce neighbour relations and help with a sense of pride in property.

Despite these associated benefits to the community, the pop-up phenomenon can at times be somewhat of a double-edged sword. For instance, the City of Brooks has faced opposition to the temporary use of a



*Okanagan fresh fruit, Lethbridge.*



*Ruben's Veggies, Lethbridge.*

*Underutilized land in commercial parking lots can be a popular venue for the sale of fruits and vegetables. While fruit is usually sold out of a truck that occupies the site no longer than June–September, vegetable sales are often housed within small buildings that facilitate an extended operating season. For instance, Ruben's Veggies remains open 9 months of the year.*

*Enhancing access to fresh produce, these temporary uses are valuable amenities for residential areas in the vicinity. It is nonetheless important that they are sited with regard for the circulation and parking configurations that were approved for the conventional commercial development occurring on the parcel.*



pop-up car dealer who utilizes an underused vacant property for seasonal sales. The 'brick and mortar' car dealer businesses in Brooks saw this as unfair competition. Whereas they have invested in the community and sell the same product, the temporary vendor benefits from the consumer base without a corresponding investment in the community. In a competitive industry, temporary car sales may not be a good fit for the local economy, but is that a valid consideration for an approval authority?

By nature, temporary uses arise quickly but often extend past their expected tenure. This owes to the human activity that moulds, activates and attaches meaning to a space—an effect that can turn an interim land use into a permanent one through the intervention of community groups.

## Policy context

In most municipalities, the context of temporary use sometimes lacks an overall strategy or an understanding of options for regulation. The following list of possible temporary uses captures the breadth of this subject matter:

- Seasonal sales: Christmas Trees, garden center
- Garage sales
- Special events: car shows, concerts, weddings, parades
- Farmers' markets
- Home Occupations
- Temporary camp/staging site
- Sidewalk busking, sales, or dining
- Land Use bylaw defined temporary use:  
(signage, meteorological towers for wind turbine analysis)
- Mobile food trucks and carts
- Road side sales: fruit and vegetable
- Pop-up Retail sales: may be internal to an existing business
- Peddler: Flag sales, crafts, artisan works
- TV and movie filming
- Parks and passive recreational uses

Within the list above, time frames may be implied, and are a large component in an approach to regulation. Ultimately, in order to facilitate regulatory oversight, these fixed periods of time must be quantified.

Reasonableness should be exercised when specifying these fixed time frames. Municipalities would be well served to define periods of short-term use as 24 hours or a weekend, medium-term as seasonal (May-September), and long-term as a year or more. The 24-hour or weekend category, like garage sales, is often of such a short duration that a development permit exemption in a LUB is appropriate as there is insufficient time to process a development permit. With the seasonal category, there is time to process a permit, so the decision to regulate through the LUB often falls on the other qualifying questions. For the long-term category, a development permit will more likely be required based on the semi-permanent nature of the use.



image source: [bbc.com](https://www.bbc.com)

*Tempelhofer Feld in Berlin exemplifies how the persistence and evolution of temporary use can transform an underutilized urban space into a destination. Occupying the site of a former military airport, today this internationally renowned public space supports numerous pop-up cultural activities and community-led initiatives including kiting, skating, gardening and barbecuing.*

Development permit requirements and exemptions should be read together with local business licence rules to give an overall understanding of the process and fees applicable to temporary uses.

## Temporary approvals for conventional land uses

Where provided for in a LUB, a Development Authority may limit the duration of a development permit. Temporary permits should be limited to scenarios where a permitted use is requesting a variance or for discretionary uses. Permitted uses that conform with the LUB should not be subject to a duration clause unless the application itself discloses that the timeline of the use is limited. The power of the Development Authority to refuse a discretionary use on its merits alone implies the right to limit the duration of an approval.

A time-limited permit often results where a Development Authority is of the opinion that a proposed use is suitable, but nonetheless should be monitored over a certain time period owing to circumstances specific to the proposal. It's important that the Development Authority does not rely on a temporary approval in lieu of answering the question it is obligated to positively confirm—being that the use is substantially suitable having regard for sound planning principles. It is not appropriate for a Development Authority to effectively defer this question to a later date. Where the test for suitability is met, a temporary permit can be viewed as a trial approval, whereby at the end of the timeline the applicant is expected to reapply and demonstrate that any remaining uncertainty can be dismissed through evidence of land use compatibility and accurate execution of the original permit. Still, temporary permits should be used judiciously and only where conditions attached to a conventional development permit would not be sufficient to ensure the approval is in the public interest.

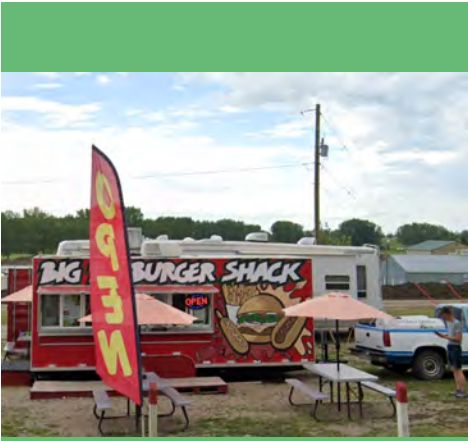
## Land use considerations and impacts

Most municipalities will be familiar with land use approvals for Home Occupations. Differing intensity of use can garner that no permit is required for a home office, but where a hairdresser, contractor, or landscape company will generate traffic and have parking needs a permit is more likely necessary. Decision makers must understand that the use of a temporary approval creates a level of uncertainty for the business owner, which can affect a willingness to carry forward. Clear reasoning to the applicant as to why a temporary approval was utilized needs to be conveyed along with a very clear timeframe.

Another example of location and timeframe is that of the food truck (or mobile food cart). Here the distinguishing factor is a question of location. Is the food truck utilizing a public street to sell their product or are they

*Business licences (for the communities that have them) are often utilized as the starting point of municipal requirements, but business licences alone don't ask the questions that planning staff would want to understand before the use is established. Where the municipal planning process is not engaged, information gaps are more likely to exist. For instance, planners tend to be knowledgeable about the provincial and federal statutes that will apply in the context of a specific use.*

*Uses involving the handling of food illustrate how rules prescribed from higher levels of government can come into play. The Government of Alberta provides fact sheets on low-risk foods which states, "Alberta's Food Regulation sets the rules for the safe handling of food that is available to the public. As of June 1, 2020, the Food Regulation allows Albertans to make low-risk foods in their home kitchen for sale to the public, subject to certain restrictions and safe food handling. Low-risk home-prepared foods can be sold from home (including online or mail-order sales) and special events, as well as from farmers' markets, where they were sold previously. Special events are temporary events, such as craft fairs and festivals, and have their own set of rules in the regulation."*



*Big D's Burger Shack, Nanton.*

*Development permit exemptions are found in most LUBs.*

*For temporary uses, it may be necessary to address the frequency of the use in order to preclude repeat overuse (i.e. no permit is required for a seasonal sales/garage sales event not exceeding 48 hrs on a site and not more than twice in a calendar year).*

*Municipal authority for specifying the duration of a development permit is derived from Section 640(2)(c)(v) of the Municipal Government Act (MGA).*

*For temporary permits, a municipality may also wish to provide for the ability to require security to ensure that the use is removed on time and to the satisfaction of the municipality.*

*The Town of Claresholm's system requires a yearly review of home occupations to ensure the original intent is working for the neighbourhood and that the use is being carried out in accordance with the approval. Whereas other communities allow the home occupation permit to run with the tenancy of the landowner, Claresholm treats it more like a temporary use.*

locating on private land? Whereas the first location might be governed exclusively via a traffic policy in conjunction with a business licence and is not necessarily a land use bylaw concern, the second location creates a more nuanced scenario that may require the benefit of a development permit, depending on the duration of stay. Even where the private land is vacant, the food truck will be occupying a parking space that is intended to be allocated to a brick and mortar business.

In the case of "Big D's Burger Shack" in the Town of Nanton, the use began as a temporary use on a parcel of land owned by the vendor. The applicant had outlined that the truck would be mainly fixed at the location, but during certain periods would become mobile and attend special events. The applicant also indicated that the intent was not to use municipal services for water and sewer. After the temporary permit expired, the vendor found that enough business was attainable without moving and transitioned to a permanent use without water and sewer hook ups (which according to the water and sewer bylaw had to be approved by Council). With minimal improvement on site, a parcel of land can often be quickly transitioned to a brick and mortar development, so in a sense the business is temporary, but the approval is permanent as long as food is being provided on site. Municipal servicing authorization is thus an important consideration for municipalities in determining permanency. Land use bylaws and local water and sewer bylaws should be reviewed to understand servicing requirements, and temporary use policy should be clear on whether the requirement for servicing triggers the need for a permanent development permit.

The 'special event' category presents another nuance of temporary use. A municipality may develop a separate policy that empowers Council or the CAO to issue approvals (with or without conditions) for special events. Special events can vary from triathlon races to weddings, concerts, outdoor church events, or 'Big Tent' sales. Within a special event policy, the need for signage, temporary road closures, temporary structures, and other requirements to mitigate impacts can all be prescribed through the policy, thereby precluding the need for a development permit. In contrast, full time special event locations, which specialize in weddings and provide lodging, catering and other amenities are more likely to require development permits.

## Implementation

Relatively predictable, innocuous developments that are well understood are typically considered for exemption from the requirement to obtain a development permit. However, the proponents of temporary development permits often don't have an interest in land, and therefore look to establish quick, affordable agreements with private landowners, or to utilize public lands. Careful consideration should be given to what type of temporary development gets a free pass from the requirement to obtain a development permit. Where a permit is required, clear conditions establishing the timeline for which the permit is operative should be attached, along with expectations for follow-up permitting (if applicable) and requirements

for the provision of security to ensure timely cessation of the use to the satisfaction of the municipality. The benefits of subjecting a temporary use to the development permit process must be balanced against the benefits of reducing red tape for interim land uses that contribute to the fabric of the community. Committing to expedited timelines for pop-up uses within a day or so preceding the request can be an effective way of doing so.

Temporary uses on public property which are mobile like food vendors or weekend farmers' markets are often kept out of the development permitting realm and are accepted through a business licence management policy, whereas farmers' markets on private property have generally been processed as a temporary use through the LUB. The difference may be found in the general understanding that on public property a policy adoption process garnered public input for appropriate locations (perhaps through a municipal development process or a separate Council policy development process). Alternatively, the private property scenario is not debated until it comes forward. The discussion forum is thus best found within the LUB processes. On the other hand, bringing temporary uses into the LUB introduces an appeal mechanism, which has the effect of elongating timelines for uses that are typically very time sensitive. This is where a Council will have to determine if a policy-based approach would suffice.

Lastly, the quantification of impact may create a point of contention in Council deliberations as to the need for a development permit versus just a business licence. Where the public shows opposition or questions the location of a proposed temporary use, planning staff should be prepared to provide development options for Council. These may include separation buffers from residential parcels, limitations on duration and size, or in the case of large events on public property consideration for adding liability insurance, security deposits and contractual agreements that outline the right to revoke the approval. Although business competition is not a valid consideration for a Development Authority, it is open to a Council to establish business licence fees that may have the effect of levelling the playing field.

## Concluding remarks

Although not all temporary uses occur within a given municipality, the policy discussion regarding them should not be overlooked. Because of their minimal impact and short duration, many temporary uses do not rise to the requirement of regulation through the LUB. Planners would rather see business licence policy developed that guides the public on the 'How To' without overwhelming the applicant's desire to operate a simple, self-contained business or to activate a derelict space. The variety of different activities that can manifest under the umbrella of temporary use implies that context is everything. Temporary use sets the stage for municipal decision makers to implement unique solutions that work within an individual municipality.

*An example of policy-based approvals can be found in the Sidewalk Patio policy for the City of Lethbridge. The following background statement from the policy states the intent and perhaps the imperfection of the initial attempt.*

*In order to "encourage the development of an atmosphere of dynamism and vitality in the downtown" the Downtown Area Redevelopment Plan (1988, Bylaw 4183, Sec4.2.2(i)) states that "The City will encourage park and street activities such as vendors, street festivals, sidewalk cafes and outdoor sidewalk merchandise displays." For 16 years the City received no enquiries from private business owners about the possibility of creating sidewalk cafes or patios. Then, upon a request in 2004, City departments found they had no processes to regulate how such a patio should be developed or operated or insured. Moreover, the cross-departmental concerns complicated what would appear to be a very simple development. This policy and attendant procedure was created to reconcile those interests and enable a "one-stop" application process for downtown businesses qualified to operate a sidewalk patio. Subsequent revisions to the policy were aimed at making the application process easier for applicants."*

*For more information on this topic contact [admin@orrsc.com](mailto:admin@orrsc.com) or visit our website at [orrsc.com](http://orrsc.com).*

*This document is protected by Copyright and Trademark and may not be reproduced or modified in any manner, or for any purpose, except by written permission of the Oldman River Regional Services Commission.*

ORRSC  
3105 16 Ave N  
Lethbridge AB T1H 5E8

phone: 403.329.1344  
toll-free: 844.279.8760  
e-mail: [admin@orrsc.com](mailto:admin@orrsc.com)



[orrsc.com](http://orrsc.com)



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

# IMPACT REPORT 2022

## CHINOOK ARCH SNAPSHOT

HELPING OUR  
LIBRARIES DO **MORE**  
FOR 30 YEARS!

**Thanks to Chinook Arch,  
member libraries can:**

- offer more reading, listening, and watching choices to library users
- host more programs
- access more staff learning opportunities

**30**

staff members



**35**

service locations across  
southwest Alberta



**3** delivery  
vans



Our vans made 4,008  
delivery stops in 2022!

## ONLINE SERVICES



**10%**

increase in  
website visits  
from 2021

**Introduced two new digital  
resources to the system's  
eLibrary collection.**

**Kanopy** was  
launched in August in  
response to requests  
for more video  
streaming content.

Launched **Udemy**  
eLearning platform.

Over **12,000** lectures  
completed from April to  
December.



audiobook  
borrowing up **6%**

## SUPPORTING OUR LIBRARIES



**33**

municipal  
council visits

**2022 marked the end of the  
three year Fundamental  
Digital Literacy Skills Program.  
2022 saw:**

**34** classes offered

**123** participant bags  
distributed

**149** wellness/youth  
activity packs  
dispersed

**1,383**

support consultations  
(in-person and virtual)



## CONNECTION AND LEARNING

**In-person training  
opportunities were  
greatly expanded in  
2022, including the  
creation of monthly  
Coffee Chats, a  
chance for library  
managers to connect,  
and an in-person  
webinar watch series.**



**23** training  
events held

**406**

attendees

**10** Coffee  
Chats



## SUPPORTING OUR PATRONS



**383**

direct patron  
interactions

**Chinook Arch lends  
collections of books  
and programming kits  
to its member  
libraries.**

**In 2022, the  
blocks and kits  
were circulated**

**593** times

up from 218 in 2021.

Borrowing  
increased by **387%**  
at the  
**Waterton Micro-Library**  
one of Chinook Arch's  
automated lending libraries.



# 2022 HIGHLIGHTS



## CELEBRATING 30 YEARS!

We know the true value of public libraries. That's why, since 1992, we have focused on raising the level of public library service in southwestern Alberta.



## PUNCH JACKSON AWARD OF EXCELLENCE

The Library Association of Alberta recognized Chinook Arch for the delivery of the 3 year Digital Literacy Exchange Program.



## VOIP TECHNOLOGY

7 libraries were added to this cost-saving system. Libraries are able to save up to \$190 per month.



## FOOT TRAFFIC

Monthly promotions ran in participating libraries to help boost traffic. They will continue into 2023.



## RETURN TO IN-LIBRARY BROWSING

2022 saw a 57% increase to borrows directly from the library.



## CATALOGUING NUMBERS ON THE RISE

51,973 items were catalogued, the highest since 2020!



## ALBERTA BLUE CROSS COVID COMMUNITY ROOTS GRANT

Thanks to a \$3,000 grant, 11 new programming kits were purchased for accessible and inclusive programming opportunities.



## NATIONAL POST ARTICLE

A December National Post article "The Importance of Digital Literacy in a Digital World" featured Chinook Arch's 3 year Digital Literacy Exchange Program.

**CHINOOK ARCH LIBRARY BOARD**  
**Financial Statements**  
**Year Ended December 31, 2022**



---

## INDEPENDENT AUDITOR'S REPORT

---

To the Members of Chinook Arch Library Board

### *Opinion*

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2022, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

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

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

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

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

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

### *Auditor's Responsibilities for the Audit of the Financial Statements*

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

(continues)

\* denotes professional corporation

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

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

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

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

Lethbridge, AB  
April 6, 2023

**INSIGHT** LLP

Chartered Professional Accountants

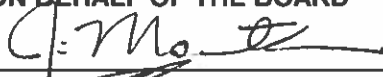
CHINOOK ARCH LIBRARY BOARD

Statement of Financial Position

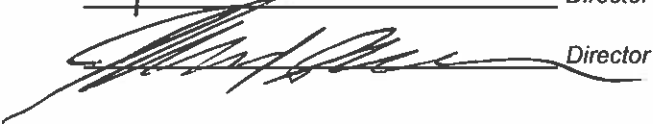
December 31, 2022

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 3)	\$ 1,595,396	\$ 1,565,298
Restricted cash (Note 4)	25,211	4,484
Accounts receivable	37,323	68,051
Goods and services tax recoverable	18,123	33,938
Employee computer loans (Note 5)	871	1,557
Prepaid expenses	173,471	227,098
	<b>1,850,395</b>	<b>1,900,426</b>
PROPERTY AND EQUIPMENT (Note 6)	<b>2,486,851</b>	<b>2,598,474</b>
	<b>\$ 4,337,246</b>	<b>\$ 4,498,900</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 71,552	\$ 121,811
Deferred revenue (Note 7)	25,211	4,483
Employee benefit obligations (Note 8)	191,065	182,006
	<b>287,828</b>	<b>308,300</b>
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	<b>1,958,796</b>	<b>2,043,079</b>
	<b>2,246,624</b>	<b>2,351,379</b>
<b>NET ASSETS</b>	<b>2,090,622</b>	<b>2,147,521</b>
	<b>\$ 4,337,246</b>	<b>\$ 4,498,900</b>

ON BEHALF OF THE BOARD



Director



Director

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	Unrestricted Fund 2022	Internally Restricted Fund 2022 <i>(Note 10)</i>	Externally Restricted Fund 2022 <i>(Note 10)</i>	Capital Fund 2022	Total 2022	Total 2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ -	\$ 1,591,216	\$ 1,041	\$ 555,264	\$ 2,147,521	\$ 2,111,174
Deficiency of revenues over expenses	(56,899)	-	-	-	(56,899)	36,347
Amortization of capital assets	111,623	-	-	(111,623)	-	-
Amortization of deferred capital contributions	(84,283)	-	-	84,283	-	-
Book allotment purchase, net of additions <i>(Note 10)</i>	3,359	(3,359)	-	-	-	-
Use of Technology Fund reserves <i>(Note 10)</i>	46,690	(46,690)	-	-	-	-
Use of Operating Fund reserves <i>(Note 10)</i>	10,975	(10,975)	-	-	-	-
Internally imposed restriction on remaining surplus <i>(Note 10)</i>	(31,465)	31,465	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ -	\$ 1,561,657	\$ 1,041	\$ 527,924	\$ 2,090,622	\$ 2,147,521

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2022**

	Budget 2022	Total 2022	Total 2021
<b>REVENUES</b>			
Municipal levies	\$ 1,612,662	\$ 1,597,254	\$ 1,654,512
Provincial operating grant	970,499	1,003,511	970,499
Library board membership fees	636,120	638,412	635,406
Provincial rural library services grant	164,885	123,693	164,885
Municipal rural services fees	55,097	55,209	55,839
Other income (Schedule 1)	318,000	359,154	308,981
Contract services (Schedule 1)	140,400	124,121	127,848
Other grants (Schedule 1)	44,512	41,671	155,315
Amortization of deferred capital contributions (Note 9)	-	84,283	87,628
	3,942,175	4,027,308	4,160,913
<b>EXPENSES</b>			
Salaries and benefits	2,095,700	2,123,177	2,061,036
Library materials and collections	848,118	882,374	937,314
Building and maintenance	39,500	58,958	45,628
Board expenses	9,000	6,881	5,374
Programs and services (Schedule 2)	419,100	402,921	479,640
Network services (Schedule 2)	110,000	107,529	129,907
Contract and other services (Schedule 2)	137,500	127,649	128,763
Bibliographic services (Schedule 2)	88,200	88,363	94,436
Training and development (Schedule 2)	40,000	30,734	15,115
Shipping and delivery (Schedule 3)	37,500	58,523	43,967
Administration (Schedule 3)	33,400	27,810	31,367
Amortization of capital assets	96,000	111,623	152,519
	3,954,018	4,026,542	4,125,066
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>(11,843)</b>	<b>766</b>	<b>35,847</b>
<b>OTHER INCOME (EXPENSES)</b>			
Gain on disposal of property and equipment	12,000	-	500
Projects funded by Technology Fund reserves (Note 10)	-	(46,690)	-
Projects funded by Operating Fund reserves (Note 10)	-	(10,975)	-
	12,000	(57,665)	500
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ 157</b>	<b>\$ (56,899)</b>	<b>\$ 36,347</b>

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**

**Revenue Schedule (Schedule 1)**

**Year Ended December 31, 2022**

	Budget	2022	2021
<b>OTHER INCOME</b>			
Additional funds for library materials	\$ 300,000	\$ 306,724	\$ 294,667
Interest and investment income	8,000	48,030	11,804
Employment programs	5,000	4,350	-
Southern Alberta Library conference	3,000	-	2,500
Miscellaneous	2,000	-	10
Fundraising and donations	-	50	-
	<b>\$ 318,000</b>	<b>\$ 359,154</b>	<b>\$ 308,981</b>
<b>CONTRACT SERVICES</b>			
Reimbursement for purchases	\$ 100,000	\$ 88,147	\$ 92,799
Contracts	38,400	35,846	34,802
Book purchases	2,000	128	247
	<b>\$ 140,400</b>	<b>\$ 124,121</b>	<b>\$ 127,848</b>
<b>OTHER GRANTS</b>			
Other grants	\$ 44,512	\$ -	\$ -
Digital Literacy Exchange Program	-	28,401	124,958
Nobleford Establishment grant	-	10,270	-
Community Root grant	-	3,000	-
Community Incentives Program	-	-	20,357
Piikani book locker grant, net of capital portion	-	-	10,000
	<b>\$ 44,512</b>	<b>\$ 41,671</b>	<b>\$ 155,315</b>

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**

**Expense Schedules (Schedule 2)**

**Year Ended December 31, 2022**

	Budget	2022	2021
<b>PROGRAMS AND SERVICES</b>			
Rural library services grant transfer	\$ 172,800	\$ 147,575	\$ 198,676
Support subscriptions	125,000	130,253	118,466
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	15,000	17,239	35,230
Membership programs	9,800	9,887	9,675
Library membership cards	5,000	2,194	6,614
Summer programs	1,000	1,524	5,360
Special projects	500	4,249	15,619
	\$ 419,100	\$ 402,921	\$ 479,640
<b>NETWORK SERVICES</b>			
Network support and maintenance	\$ 65,000	\$ 53,243	\$ 67,915
Telecommunications	25,000	27,063	26,439
Equipment and software	20,000	27,223	35,553
	\$ 110,000	\$ 107,529	\$ 129,907
<b>CONTRACT AND OTHER SERVICES</b>			
Purchasing services for member libraries	\$ 100,000	\$ 91,674	\$ 93,714
ILS maintenance and service contract	35,000	35,846	34,802
Staff purchases	2,000	129	247
Better Beginnings card coupons	500	-	-
	\$ 137,500	\$ 127,649	\$ 128,763
<b>BIBLIOGRAPHIC SERVICES</b>			
Support services	\$ 70,000	\$ 71,645	\$ 78,509
Supplies for library materials	14,000	11,246	11,780
Cataloguing subscriptions	4,200	5,472	4,147
	\$ 88,200	\$ 88,363	\$ 94,436
<b>TRAINING AND DEVELOPMENT</b>			
Conferences, courses and staff travel	\$ 25,000	\$ 11,545	\$ 10,127
Southern Alberta Library Conference	10,000	10,624	2,559
Librarian meetings and training	4,000	8,565	2,429
Programs and training for libraries	1,000	-	-
	\$ 40,000	\$ 30,734	\$ 15,115

**CHINOOK ARCH LIBRARY BOARD****Expense Schedules (Schedule 3)****Year Ended December 31, 2022**

	2022	2022	2021
<b>SHIPPING AND DELIVERY</b>			
Vehicle expense	\$ 27,000	\$ 48,516	\$ 32,894
Freight	5,000	4,274	5,510
Vehicle insurance	3,500	2,753	3,230
Postage and shipping	2,000	2,980	2,333
	\$ 37,500	\$ 58,523	\$ 43,967
<b>ADMINISTRATION</b>			
Office equipment maintenance	\$ 8,000	\$ 7,542	\$ 6,870
Professional fees	7,200	7,200	7,700
Office supplies and equipment	7,000	7,905	9,506
Subscriptions	2,200	2,355	2,005
Coffee services	2,000	1,650	656
Foreign currency exchange	2,000	(783)	976
Bank charges	1,500	1,719	1,436
Printing	1,000	-	553
Recruitment	1,000	167	1,654
Memberships	500	55	-
Miscellaneous	500	-	11
Advertising	500	-	-
	\$ 33,400	\$ 27,810	\$ 31,367



**CHINOOK ARCH LIBRARY BOARD****Statement of Cash Flows****Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 3,947,135	\$ 4,083,012
Cash paid to suppliers and employees	(3,944,340)	(3,954,205)
Interest received	48,030	11,804
Cash flow from operating activities	50,825	140,611
<b>INVESTING ACTIVITIES</b>		
Additions to capital assets	-	(40,000)
Additions to deferred capital contributions	-	40,000
Proceeds on disposal of property and equipment	-	500
Cash flow from investing activities	-	500
<b>INCREASE IN CASH FLOW</b>	<b>50,825</b>	<b>141,111</b>
Cash - beginning of year	1,569,782	1,428,671
<b>CASH - END OF YEAR</b>	<b>\$ 1,620,607</b>	<b>\$ 1,569,782</b>
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	\$ 1,613,826	\$ 1,565,298
Restricted cash	6,781	4,484
	<b>\$ 1,620,607</b>	<b>\$ 1,569,782</b>

1. PURPOSE OF THE BOARD

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

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

---

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Fund accounting

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

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

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

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

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

Cash and cash equivalents

Cash includes cash and cash equivalents.

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

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

*(continues)*

---

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

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

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

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

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

Revenue recognition

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

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

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

Measurement uncertainty

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

Financial instruments policy

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

**CHINOOK ARCH LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**3. CASH AND CASH EQUIVALENTS**

	<b>2022</b>	<b>2021</b>
Cash	<b>\$ 1,363,826</b>	<b>\$ 1,565,298</b>
Guaranteed investment certificate	250,000	-
	<b>\$ 1,613,826</b>	<b>\$ 1,565,298</b>

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

**4. RESTRICTED CASH**

Restricted cash consists of externally restricted grant funds received for specific purposes.

**5. EMPLOYEE COMPUTERS LOANS**

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

**6. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Land	\$ 40,580	\$ -	<b>\$ 40,580</b>	<b>\$ 40,580</b>
Buildings	3,564,009	1,180,787	<b>2,383,222</b>	2,482,523
Equipment	116,136	54,610	<b>61,526</b>	69,940
Automotive (passenger)	187,175	187,123	<b>52</b>	105
Computer equipment	131,930	130,459	<b>1,471</b>	5,326
	<b>\$ 4,039,830</b>	<b>\$ 1,552,979</b>	<b>\$ 2,486,851</b>	<b>\$ 2,598,474</b>

**CHINOOK ARCH LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**7. DEFERRED REVENUE**

	2022	2021
<u>Indigenous grant</u>		
Opening balance	\$ -	\$ -
Funds received	71,352	-
Amounts recognized	(52,922)	-
	<b>18,430</b>	-
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	-	-
	<b>4,240</b>	4,240
The CFLSA project has been postponed due to the Covid-19 pandemic.		
<u>Other</u>		
Opening balance	243	1,500
Funds received for 2023 Conference	2,541	243
Amounts recognized	(243)	(1,500)
	<b>2,541</b>	243
<b>Total</b>	<b>\$ 25,211</b>	<b>\$ 4,483</b>

**8. EMPLOYEE BENEFIT OBLIGATIONS**

	2022	2021
Vacation accrual	\$ 181,813	\$ 170,714
Health spending account	9,252	11,292
	<b>\$ 191,065</b>	<b>\$ 182,006</b>

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

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

**9. DEFERRED CAPITAL CONTRIBUTIONS**

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

	2022	2021
Opening balance	\$ 2,043,079	\$ 2,090,708
Additions during the year	-	40,000
Amortization	(84,283)	(87,629)
	<b>\$ 1,958,796</b>	<b>\$ 2,043,079</b>

\$118.64

**CHINOOK ARCH LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**10. RESTRICTED RESERVE FUNDS**

	2021	Additions	Uses	2022
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 284,740	\$ 31,465	\$ 46,690	\$ 269,515
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	-	359,354
Operating Fund	465,383	-	10,975	454,408
Book Allotment Fund	235,379	657,383	660,742	232,020
	<u>\$ 1,591,216</u>	<u>\$ 688,848</u>	<u>\$ 718,407</u>	<u>\$ 1,561,657</u>
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ -	\$ 1,041

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

The Board of Directors approved three projects that were funded from internally restricted reserve funds during the year.

- The Uninterrupted Power Supply Lifecycle Replacement project had a total cost of \$34,760 (budget - \$40,000) funded by the Technology Fund reserve.
- The Online Membership Renewal project had costs of \$11,930 in the current year that were funded by the Technology Fund reserve. Further costs of \$3,397 will be incurred in the subsequent year to complete this project (budget - \$15,000).
- The Programming Kit Refresh project had a total costs of \$10,975 (budget - \$15,000) funded by the Operating Fund reserve.

The Board of Directors approved the transfer of the Unrestricted Fund surplus for the year to the Technology Fund.

**11. SIGNIFICANT REVENUE SOURCES**

In 2022, 87% (2021 - 85%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

A significant percentage of this revenue is attributed to the membership of the City of Lethbridge. In 2022, the Lethbridge population represented 49% (2021 - 48%) of the total system's population and generated 43% (2021 - 42%) of the total revenue. Although the Board would continue to operate without that membership, there would be a need for additional sources of revenue.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 281,764 (2021 - 275,863) members and retirees and 435 (2021 - 433) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

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

The Board is required to make current service contributions to the LAPP of 8.45% (2021 - 9.39%) of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.80% (2021 - 13.84%) on pensionable earnings above this amount. Employees of the Board are required to make current service contributions of 7.45% (2021 - 8.39%) of pensionable salary up to the year's maximum pensionable salary and 11.80% (2021 - 12.84%) on pensionable salary above this amount.

Total current service contributions by the Board to LAPP in 2022 were \$137,946 (2021 - \$153,497). The current service contributions by the employees of the Board to the LAPP in 2022 were \$122,952 (2021 - \$138,401).

As at December 31, 2021 the plan disclosed an actuarial surplus of \$11.9 billion (2020 - \$5 billion surplus). As at the financial statement date, the plan's 2022 statement of financial position had not yet been released.

---

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2022.

Credit risk

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

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2022 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2022 is minimal.

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

---

## Keith Davis

---

**From:** municipalservicesdivision@gov.ab.ca  
**Sent:** Wednesday, July 12, 2023 10:30 AM  
**To:** Keith Davis  
**Subject:** Release of Municipal Affairs 2022-23 Annual Report

Attention: All CAOs

Subject: Release of Municipal Affairs 2022-23 Annual Report

I am very pleased to share the Ministry of Municipal Affairs' 2022-23 Annual Report with you. This year's report is a great reminder of the diverse, collaborative, and valuable work of our ministry.

The report provides a comprehensive review of the programs and initiatives the ministry has undertaken over the past fiscal year to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans. It offers a detailed analysis of the Ministry's performance in relation to its 2022-25 Business Plan, and highlights many of the Ministry's accomplishments, opportunities, and challenges in 2022-23, including the following.

- Continued to strengthen municipal accountability and transparency through the Municipal Accountability Program, the municipal inspection process, and the annual Alberta Municipal Measurement Index.
- Collaborated with stakeholders to conduct a review of the newly published editions of the national building, fire, and energy codes to ensure they align with the best interests of Albertans. By maintaining the exclusion of large farm buildings, Alberta will preserve affordability for the agricultural industry, and protect jobs and the economy while maintaining public safety. Adopting tier 1 as the minimum province-wide standard for energy efficiency in buildings and homes will allow Alberta to set a consistent framework for achieving higher levels of energy efficiency in housing and small buildings, while maintaining affordability.
- Continued to support Alberta's municipalities with stable funding for capital projects through the Municipal Sustainability Initiative, the province's primary capital grant program for municipalities. The Ministry provided \$486 million in capital funding to Alberta municipalities through this initiative, as well as \$255 million through the federal Canada Community-Building Fund. Additionally, \$29 million in operating grant funding was provided to municipalities and Metis Settlements. The ministry continued to collaborate with stakeholders on the program design and allocation formula for the future Local Government Fiscal Framework.
- Provided \$16 million in funding for the Alberta Community Partnership, a grant program that enables municipalities to advance local and regional priorities, including municipal regional collaboration and capacity-building initiatives.
- Engaged in a series of meetings with the Government of Saskatchewan, City of Lloydminster, and the Lloydminster public and separate school divisions to review and update the Lloydminster Charter. The resulting amendments better aligned the charter with municipal legislation in both provinces and addressed, where possible, the unique status of the city.



- Delivered funding under the Fire Services Training Program to supplement training supports for fire departments across municipalities. A total of \$500,000 was provided, with funds disbursed to 63 successful applicants, including municipal fire services in cities, towns, villages, counties, and improvement districts, as well as First Nations.
- Continued to address the unpaid oil and gas property tax issue within municipalities. To gain a better understanding of the issue, the Ministry conducted a municipal survey in fall 2022. A summary of the results is published at [www.alberta.ca/unpaid-oil-and-gas-property-taxes.aspx](http://www.alberta.ca/unpaid-oil-and-gas-property-taxes.aspx). Municipal Affairs supported the Minister of Energy to issue a new directive to the Alberta Energy Regulator (AER) to make payment of municipal taxes a mandatory condition for the AER to approve license transfers between oil and gas companies or to grant new licenses. Municipal Affairs is supporting the implementation of the directive by compiling and maintaining a list of companies with unpaid taxes for the AER to reference.
- Continued to manage a high volume of appeals and applications made to the Land and Property Rights Tribunal, the majority of which were filed under the *Surface Rights Act* by rural landowners to recover unpaid surface lease payments owing from oil and gas operators, and made significant improvements to modernize and improve processes to make intake of these applications more efficient.
- Granted Municipal Stimulus Program time extensions for 94 municipalities and two Metis Settlements for projects under the program. By extending program time limits to December 31, 2022, 169 projects were successfully completed.
- Provided \$30.8 million to 165 municipalities under the Grants in Place of Taxes program in 2022-23. This program provided municipalities with grant funding equivalent to the municipal property taxes on more than 5,100 properties the Crown owns or leases, which would otherwise be tax exempt under the *Municipal Government Act*.
- Provided advice and guidance to the Village of Glendon and Frog Lake First Nation as they each formed new library boards. Public libraries or outreach services are now available on numerous First Nation reserves and Metis Settlements throughout the province.

Within this report, you can see how actions and decisions connect to the Ministry's goals and key strategies, and how Municipal Affairs is progressing. I invite you to look through our annual report online at <https://open.alberta.ca/publications/1925-9247>.

I look forward to our continued partnership.

Brandy Cox

Deputy Minister



OLDMAN RIVER REGIONAL SERVICES COMMISSION

## EXECUTIVE COMMITTEE MEETING MINUTES

May 11, 2023; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, May 11, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

### Attendance

#### Executive Committee:

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair  
David Cody  
Christopher Northcott, Virtual  
Jesse Potrie  
Brad Schlossberger  
Neil Sieben

#### Staff:

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Chair Wolstenholme called the meeting to order at 6:03 pm.

### 1. Approval of Agenda

**Moved by: Don Anderberg**

THAT the Executive Committee adopts the May 11, 2023 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### 2. Approval of Minutes

**Moved by: Jesse Potrie**

THAT the Executive Committee approves the April 13, 2023 Executive Committee Meeting Minutes, as presented.

**CARRIED**

### 3. Business Arising from the Minutes

There was no business arising from the minutes.

**4. Official Business**

**a. 2022 Annual Report - Draft**

L. Kuiper presented the draft 2022 Annual Report to the Committee

The Committee discussed the report.

**Moved by: Brad Schlossberger**

THAT the Executive Committee approves the presentation of 2022 Annual Report to the Board of Directors on June 1, 2023 Annual General Meeting for approval, as presented.

**CARRIED**

**b. Brownlee Planning and Development Law: Current Trends, Issues & Updates Webinar; May 17, 2023**

L. Kuiper stated that staff have registered to participate in the Brownlee LLP Planning and Development Law: Current Trends, Issues & Updates webinar scheduled for May 17, 2023.

**c. Subdivision Internal Database - Update**

L. Kuiper stated that Administration has been working to digitize our subdivision records to develop an internal digital database. He stated that the objective of the internal database is to streamline searchability of our subdivision records and to mitigate risk management that is associated with historical records.

L. Kuiper noted that to date 12,236 records have been digitized, and that it is estimated that we are in possession of over 20,000 subdivision files.

**d. June 1, 2023 Board of Directors Annual General Meeting and BBQ**

L. Kuiper stated that in conjunction with the Annual General Meeting on June 1, 2023, a BBQ will be hosted prior to the start of the meeting.

R. Keer stated that the invitation will be distributed to the Board on Friday, May 12, 2023.

**e. Summer Meeting Schedule**

L. Kuiper stated that historically the Executive Committee only meets once through the summer months, and inquired if the Committee would like to cancel would of the summer meetings.

The Committee discussed the Regular Meetings schedule for 2023.

The Committee determined that the Regular Meeting scheduled for July 13, 2023 would be held and that the Regular Meeting of August 10, 2023 would be cancelled.

**f. Vehicle Update**

L. Kuiper stated that the third vehicle was ordered in December 2022, and that notice was received that it has gone to production on May 1, 2023. He stated that it is anticipated to be delivered in June 2023.

**g. Subdivision Activity**

- **As of April 30, 2023**

L. Kuiper presented the Subdivision Activity as of April 30, 2023 to the Committee.

**Moved by: David Cody**

THAT the Executive Committee accepts the Subdivision Activity as of April 30, 2023 for information purposes.

**CARRIED**

**5. Accounts**

**a. Office Accounts**

**(i) Monthly Office Accounts**

- **March 2023**

**(ii) Payments and Credits**

- February 2023

L. Kuiper presented the Monthly Office Accounts for March 2023 and the Payments and Credits for February 2023 to the Committee.

**Moved by: Christopher Northcott**

THAT the Executive Committee approves the Monthly Office Account for March 2023 and the Payments and Credits for February 2023, as presented.

**CARRIED**

**b. Financial Statements**

**(i) Balance Sheet**

- As of January 31, 2023 to March 31, 2023

**(ii) Comparative Income Statement**

- As of January 31, 2023 to March 31, 2023

**(iii) Details of Account**

- As of March 31, 2023

L. Kuiper presented the Balance Sheet, as of January 31, 2023 to March 31, 2023, the Comparative Income Statement, as of January 31, 2023 to March 31, 2023, and the Details of Account, as of March 31, 2023 to the Committee.

**Moved by: Jesse Potrie**

THAT the Executive Committee approves the Balance Sheet, as of January 31, 2023 to March 31, 2023, the Comparative Income Statement, as of January 31, 2023 to March 31, 2023, and the Details of Account, as of March 31, 2023.

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

L. Kuiper presented his CAO Report to the Committee.

**8. Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

**9. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:05 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 3, 2023

## Summer Reading Program 2023!

The Chinook Arch Summer Reading Program is in full swing! SRP Coordinators Amy Kim and Tori Norlin have made nearly 40 visits to libraries to deliver their program. So far, 435 kids have attended. Thanks to Amy and Tori for a wonderful summer!



## Resource Sharing Agreement

Chinook Arch has a long-standing agreement with the City of Lethbridge Library Board that acknowledges the Lethbridge Public Library's contribution to the System through its collections, expertise, and resources. The agreement is reviewed by both parties every two years. No changes to the agreement are recommended by the Chinook Arch Library Board at this time.

## Board Members Present

Arrowwood  
Barons  
Cardston  
Coutts  
Crowsnest Pass  
Fort Macleod  
Hill Spring  
Lethbridge (County)  
Lomond  
Magrath  
Milk River  
Nanton  
Pincher Creek  
Pincher Creek M.D.  
Stavely  
Taber M.D.  
Vauxhall  
Vulcan County  
Ministerial Appointment

Corry Walk  
Ron Gorzitz  
Marsha Jensen  
Stephen A. Pain  
Doreen Glavin  
Jim Monteith  
Suzanne French  
Tory Campbell  
Marie Logan  
Darryl Christensen  
Anne Michaelis  
Amanda Bustard  
Mark Barber  
Dave Cox  
Chelsey Hurt  
Tamara Miyanaga  
Marilyn Forchuk  
Doug Logan  
Vic Mensch (Chair)

### Regrets

Claresholm  
Coaldale  
Picture Butte  
Raymond  
Stirling  
Taber  
Vulcan  
Willow Creek M.D.  
LPL Resource Centre

Kelsey Hipkin  
Jordan Sailer  
Teresa Feist  
Kelly Jensen  
Gary Bikman  
Monica McLean  
Debra Wyatt  
Maryanne Sandberg  
Brendan Cummins

### Absent

Barnwell  
Cardston County  
Carmangay  
Champion  
Coalhurst  
Glenwood  
Lethbridge (City)  
Milo  
Nobleford  
Warner  
Warner County  
ID of Waterton

Jane Johnson  
Tom Nish  
Sarah Mitchell  
Terry Penney  
Lyndsay Montina  
Linda Allred  
Robin Harper  
Christopher Northcott  
Melissa Jensen  
Derek Baron  
Morgan Rockenbach  
Lesley Little

## Thank You and Farewell to Lisa Weekes

Chinook Arch Associate Director Lisa Weekes has accepted a position at the UBC Okanagan Library. The Board would like to formally thank Lisa for her significant contributions to Chinook Arch. During her 5 years with the organization, she masterminded several successful programs, including the Digital Literacy Exchange Program (DLEP), the Seniors and Intergenerational Program, and many others. She also fundraised nearly \$1 million dollars to support these multi-year programs. Chinook Arch Board and staff wish Lisa well in her future endeavours.



## Policies Reviewed

The board reviewed and approved the following policies:

- Workplace Violence and Harassment
- Board Meetings
- Bylaws

## Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
www.chinookarch.ca | arch@chinookarch.ca



facebook.com/  
chinook.arch7



@chinooklibs



@chinooklibs