



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday 10th October, 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 – 11th September, 2023

4.0 PUBLIC HEARING

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

6.1 Community Foundation Lethbridge and SW Alberta – Library grant application

6.2 Fortis Franchise Fees

6.3 Picture Butte Library Board Appointment application

6.4

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO report

10.0 CORRESPONDENCE

10.1 North County Interfaith Outreach Society – Thank you letter

10.2 Alberta Health Services – Picture Butte Community Conversation Summary

10.3 County of Lethbridge Community Learning Council – AGM invitation

10.4 Doug Morland letter – Campground issues

11.0 INFORMATIONAL ITEMS

11.1 Oldman River Regional Services Commission – Fall Periodical

12.0 CLOSED SESSION

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, September 11th, 2023 AT 6:30 PM

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

ALSO PRESENT: Chief Administrative Officer – K. Davis
Director of Emergency Services – F. West
Administrative Assistant – C. Johnson

1.0 CALL TO ORDER

Mayor Moore called the Regular Council Meeting to order at 6:32 p.m.

2.0 ADOPTION OF THE AGENDA

242 2309 11 MOVED by Deputy Mayor de Kok that the agenda be approved as amended.
Move 5.3 Dr. Aaron Low to Closed Session
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – August 28th, 2023

243 2309 11 MOVED by Councillor Feist that the Regular Council Meeting minutes of August 28th, 2023 be approved as presented.
CARRIED

4.0 PUBLIC HEARING – None for this meeting

5.0 DELEGATION

5.1 S/Sgt Mike Numan – RCMP Report

S/Sgt Numan went over Quarter 1 statistics which covers April – June 2023. When he pulled the statistics for only Picture Butte for the past eight months there were 255 files opened. That is pretty low. Moving and non-moving traffic violations were a big part of those files with other common police files, including mischief and well being checks. S/Sgt Numan encourages the residents to keep calling in with any and all complaints or to use the reporting app when possible. The more statistics they have to work with, the better they can staff the area. There is a new detachment clerk here in Picture Butte working full-time. Getting a full staff of officers has been a struggle. When new officers come in, more officers go out.

M. Numan left the meeting at 6:49 p.m.

5.2 Picture Butte Library Board

Cheryl Garratt, Library Manager approached Council with a request to increase the request from Council in 2024. The library has been using their savings the last few years to subsidise their operating budget. A hit to the budget in recent years has been seen in memberships. Lethbridge, who serves Lethbridge County, has been offering free library cards. This has decreased the fees that the library receives from the County residents. The bulk of funding is provided by grants. The government believes the bulk of funding should be provided by the municipality and supplemented by grants. According to a document presented by Cheryl, titled Public Library Funding 2018 Local Appropriation to Municipal and Intermunicipal Library Boards,

when compared to other municipalities of the same population size Picture Butte does not give enough per capita. Cheryl is asking for Council to consider increasing the request for the library to \$42,000 for 2024 from \$20,000.

C. Garratt left the meeting at 7:09 p.m.

6.0 REQUESTS FOR DECISION

6.1 Councillor Thomson committee appointments

244 2309 11 MOVED by Deputy Mayor de Kok to postpone the Organizational meeting until the 13th of November, at the latest, and make new Council appointments then.

CARRIED

6.2 Bylaw No. 939-23 Service Fees, Rates and Charges Bylaw

245 2309 11 MOVED by Councillor Feist to approve the first reading of Bylaw No. 939-23 Service Fees, Rates, and Charges Bylaw.

CARRIED

246 2309 11 MOVED by Deputy Mayor de Kok to approve the second reading for Bylaw No. 939-23 Service Fees, Rates and Charges Bylaw.

CARRIED

247 2309 11 MOVED by Mayor Moore for permission to conduct third and final reading of Bylaw No. 939-23 Service Fees, Rates and Charges Bylaw.

CARRIED UNANIMOUSLY

248 2309 11 MOVED by Councillor Papworth to approve the third and final reading of Bylaw No. 939-23 Service Fees, Rates and Charges Bylaw.

CARRIED

6.3 Library Board Appointment

249 2309 11 MOVED by Councillor Feist to appoint Crystal Neels to the Picture Butte Library Board for a three year term.

CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

September 8 Attended a Mayors and Reeves meeting

September 11 Attended Lethbridge Regional Waste Management and Services Commission meeting

September 11 Attended a Municipal Planning Commission meeting

250 2309 11 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.

CARRIED

K. Davis entered the meeting at 7:18 p.m.

8.0 COUNCIL'S REPORT

8.1 Council's Report

Deputy Mayor de Kok advised Council of his recent activities:

September 11 Attended Municipal Planning Commission meeting

Councillor Feist advised Council of her recent activities:

September 6 Attended a Family and Community Support Services meeting

September 7 Attended an Oldman River Regional Services Commission meeting
September 11 Attended a Municipal Planning Commission meeting

Councillor Papworth advised Council of her recent activities:
September 11 Attended a Municipal Planning Commission meeting

251 2309 11 MOVED by Councillor Feist that the Council Reports be accepted as presented.
CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

252 2309 11 MOVED by Deputy Mayor de Kok to accept the CAO Report as presented.
CARRIED

9.1.1 Director of Emergency Services Report

253 2309 11 MOVED by Councillor Feist to accept the Director of Emergency Services Report as presented.
CARRIED

Dr. Low entered the meeting at 7:43 p.m.

10.0 CORRESPONDENCE

10.1 Southern Alberta Energy from Waste Association – AGM Invitation

254 2309 11 MOVED by Deputy Mayor de Kok to receive and file 10.1 Southern Alberta Energy from Waste Association – AGM Invitation.
CARRIED

10.2 Village of Stirling's Alberta Community Partnership Intermunicipal Collaboration FCSS grant application

255 2309 11 MOVED by Councillor Feist to approve participating with the Village of Stirling in applying for an Alberta Community Partnership Intermunicipal Collaboration Funding grant, to fund the Barons-Eureka-Warner FCSS community needs assessment project.
CARRIED

11.0 INFORMATIONAL ITEMS

11.1 Barons Legion Week

256 2309 11 MOVED by Councillor Papworth to receive and file Informational Item 11.1 Barons Legion Week.
CARRIED

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 24 - Dr. Aaron Low – AHS

257 2309 11 MOVED by Deputy Mayor de Kok to close the meeting in accordance with Division 2 Section 24 of the Freedom of Information and Protection of Privacy Act to discuss AHS Ambulatory Care Closure at 7:51 p.m.
CARRIED

258 2309 11 MOVED by Councillor Papworth to open the meeting to the public at 8:48 p.m.
CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for September 25th, 2023 beginning at 6:30 p.m.

259 2309 11

MOVED by Deputy Mayor de Kok that the Regular Council Meeting adjourn at 8:50 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: 6 October, 2023
To: Mayor, Council
From: CAO

Re: Community Foundation of Lethbridge and Southwestern Alberta grant application

Background:

At the 18th of September Committee of the Whole meeting Council discussed what project the library should apply for funding from the Community Foundation of Lethbridge and Southwestern Alberta fund (Community Foundation).

Attached is the library's application to the Community Foundation for the purchase of eight computers.

As the library is not a registered charity, the Town needs to be a co-sponsor of the application. We have done this for similar applications for funding from the Community Foundation, for example for Walk on the Wildside for the gazebo and telescopes.

Recommendation:

1. To sponsor the application from the Picture Butte library for their request of funding from the Community Foundation of Lethbridge and Southwestern Alberta for the purchase of eight computers.

Attachments:

1. The library's drafted application to the Community Foundation

Submitted by: Keith Davis, CAO

Computers for the Picture Butte Municipal Library

Community Priorities Grants - Fall 2023

Picture Butte Municipal Library

Ms Cheryl Garratt

120 4 ST S

PO Box 1130

Picture Butte, AB T0K 1V0

cgarratt@picturebuttelibrary.ca

O: 403-732-4141

Ms Cheryl Garratt

120 4 ST S

PO Box 1130

Picture Butte, AB T0K 1V0

cgarratt@picturebuttelibrary.ca

O: 403-732-4141

M: 403-359-4519

Application Form

Application Questions

My Organization is a:*

Community Organization or Society applying in partnership with a Registered Charity or Municipality

Charity / Municipality / School Division Name*

Town of Picture Butte

Community Organization / School Name

Only applicable if you are applying in partnership with a Registered Charity, School District, or Municipality

Picture Butte Municipal Library

Project Title*

Computers for the Picture Butte Municipal Library

Geographic Area Served*

Please select all that apply:

Lethbridge County

Community Foundation Grant Request*

\$11,963.62

Total Project Cost*

\$11,963.62

Summarize your project into one sentence*

Use plain language to describe your initiative in one concise sentence, so that it provides an immediate and clear understanding of the work you want to do.

Eight computers need to be replaced.

Previous Grants Received from the Community Foundation*

Please list all grants received by the Community Foundation in the last five years. Please include the following information:

- GRANT PROGRAM NAME (Community Priorities, Rural Life or Youth in Action)

- YEAR
- AMOUNT RECEIVED
- PROJECT TITLE

If you need more information on previous grants your organization has received, please email: grants@cflsa.ca
NA

Detailed Project Description*

Provide a detailed description of your project. Please include:

- What the goal or objective of the project is
- The need that you will address through this initiative
- How you identified this need
- Anticipated outcomes

The public is consulted when we create a Plan of Service for the Library. Our 2023 - 2025 Plan of Service consultation showed a need for public computers and access to the internet. Currently all of our patron computers and staff computers are off warranty. To continue providing this well used service we require replacements of all 8 computers.

In 2022, five thousand people came through our doors. They are of all ages and backgrounds. Our community also has a large percentage of immigrants who access our programs and computers. Our internet service is provided on the Supernet and reported 4776 connections in 2022. We used our computers to answer 425 reference questions in 2022.

How does this project align with the mission and mandate of your organization?*

Please include the mission and mandate of your organization, and how this project will advance the work of your organization.

Public input is gathered to identify the needs of our community. Those needs are the basis of our 3 year Plan of Service. Access to the Internet has been identified as extremely important to our community.

Who will benefit from this project?*

Please include details on the population you serve, who will directly benefit from this project, and how many people will be impacted.

The Town of Picture Butte and Lethbridge County is our first priority, but our computers and internet are free to all who come to our library.

Please list all groups that are collaborating with your organization on this project.*

Include a description of their role in the project (if applicable).

NA

When are the funds from this grant required for this project?*

10/31/2023

What is the timeline of your project?*

Please include:

- Start date
- Anticipated completion date
- Brief outline of major tasks that will be undertaken over the course of this timeline

Since all the computers are now off warranty we need to replace them immediately. When we receive approval of funds for the computers the IT department of Chinook Arch Regional Library systems will place the order and set them up for us. It usually takes less than a month for the computers to arrive once they have been ordered.

Why is it important to fund this project now?*

Why does your organization think this the right time to undertake this work?

The current computers are already off warranty so we need to replace them as soon as possible.

Can this project receive partial funding?*

NOTE: The Community Foundation's grant programs are oversubscribed; therefore it is common practice to provide partial funding for projects.

No

If you answered NO to the above question, please explain.

Our work and the needs of the community relies on computer systems and the internet. Our budget and funding is inadequate for purchasing computers.

Recognition Plans*

If your application is successful, how will you recognize the support from the Community Foundation? Include a list of various public recognition events, activities, and/or placements in media and applicable dates.

We will place a notice on each computer and issue an invitation to the Sunny South news for an interview or a press release. On our social media we will post thanks for the grant.

Project Quote, Project Budget, and Operating Budget

Project Quotes*

Please upload quotes for all items you are looking to spend potential Community Foundation Grant funds on.

The Community Foundation acknowledges that funding for all grants comes from local donors, and encourages all applicants to source quotes from local businesses as much possible.

Computers Quote 152929.pdf

2023-2025 Plan of Service.doc

Project Budget*

Download and edit the budget template **by clicking [HERE](#)**. Once you have completed editing this file, please upload it.

Copy-of-CFLSA-Updated-Budget-CG (1).xlsx

Operating Budget*

Please upload the operating budget of your organization for the current fiscal year here.

2023 Budget.xlsx

Audited Financial Statement & List of Board and Staff

Financial Reserves*

The Community Foundation recognizes that organizations need to build financial reserves in an effort to ensure sustainability and good financial management. Please outline the intended purpose of financial reserves that appear on the financial statement.

Currently the Friends of the Picture Butte Municipal Library Society is applying for a CRA number which we will use to set up an endowment fund with CFLSA. Most of the reserve funds will be used for the endowment fund.

Audited Financial Statement

This step is required for Registered Charities, Municipalities, and groups applying in partnership with Charities or Municipalities.

2022 Receipts and Disbursements.pdf

List of Board and Staff

This step is required for Registered Charities, Municipalities, and groups applying in partnership with Charities or Municipalities.

LIBRARY BOARD MEMBERS 2023c.docx

Intermediary Agreement

Intermediary Agreement - Groups Applying in Partnership ONLY

If your organization is applying in partnership with a School District, Municipality, or Charity, please attach a signed Intermediary Agreement. An Intermediary Agreement template can be downloaded by clicking [HERE](#).

If you are not applying in partnership, you do not need to complete this step.

Additional Supporting Documents - Optional

Optional - Additional Information

Optional - Upload any additional information, including letters of support, photos, brochures, posters, etc.

2023-2025 Plan of Service.doc

Certification of Authenticity

Check YES to Certify that:*

- Your organization is operating in compliance with its bylaws and with Canada Revenue Agency regulations.
- The executive leader in your organization is aware of the information contained in this application and can attest to its accuracy.

YES

File Attachment Summary

Applicant File Uploads

- Computers Quote 152929.pdf
- 2023-2025 Plan of Service.doc
- Copy-of-CFLSA-Updated-Budget-CG (1).xlsx
- 2023 Budget.xlsx
- 2022 Receipts and Disbursements.pdf
- LIBRARY BOARD MEMBERS 2023c.docx
- 2023-2025 Plan of Service.doc



Quadbridge Inc.
 5532 rue St-Patrick
 Montreal, Quebec H4E 1A8
 Canada
 (P) 18005016172 (ext.) 203

Quotation (Open)	
Date Sep 21, 2023 02:11 PM EDT	Expiration Date 10/21/2023
Modified Date Sep 21, 2023 02:13 PM EDT	
Quote # 152929 - rev 1 of 1	
Description lenovo grant	
SalesRep Burdayron, John (P) 18005016172 ext. 203	
Customer Contact Buckmaster, John (P) 403-380-1524 jbuckmaster@chinookarch.ca	

Customer

Chinook Arch Library Board (CA4364)
 Buckmaster, John
 2902 7TH AVE. N.
 Lethbridge, AB T1H 5C6
 Canada
 (P) 403-380-1524

Bill To

Chinook Arch Library Board
 Buckmaster, John
 2902 7TH AVE. N.
 Lethbridge, AB T1H 5C6
 Canada
 (P) 403-380-1524
 arch@chinookarch.ca

Ship To

Chinook Arch Library Board
 Buckmaster, John
 2902 7TH AVE. N.
 Lethbridge, AB T1H 5C6
 Canada
 (P) 403-380-1524

Customer PO:	Terms: Undefined	Ship Via: Purulator Ground
Special Instructions:		Carrier Account #:

#	Image Description	Part #	Tax Qty	Unit Price	Total
1	Lenovo ThinkCentre Tiny-in-One Flex 24v LED monitor - 23.8" - 1920 x 1080 Full HD (1080p) @ 60 Hz - IPS - 250 cd/m ² - 1000:1 - 4 ms - HDMI, VGA, DisplayPort - black - for ThinkCentre M70q Gen 3 11TY	12BNMAR3US	Yes 8	CAD \$359.41	CAD \$2,875.28
2	Lenovo ThinkCentre M80q Gen 3 11U1 Tiny - Core i5 12500T / 2 GHz - vPro Enterprise - RAM 16 GB - SSD 256 GB - TCG Opal Encryption, NVMe, Value - UHD Graphics 770 - GigE, Bluetooth 5.2, 802.11ax (Wi-Fi 6E) - WLAN: Bluetooth 5.2, 802.11a/b/g/n/ac/ax (Wi-Fi 6E) - Win 10 Pro 64-bit (includes W	11U1004XUS	Yes 8	CAD \$958.82	CAD \$7,670.56
3	Lenovo Onsite Upgrade Extended service agreement - parts and labor (for system with 3 years on-site warranty) - 5 years (from original purchase date of the equipment) - on-site - for ThinkCentre M70q Gen 2; M70q Gen 3; M75s Gen 2; M80q Gen 3; M80s Gen 3; M80t Gen 3	5WS0D81042	Yes 8	CAD \$106.01	CAD \$848.08

These prices May NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal:	CAD \$11,393.92
Tax (5.0000%):	CAD \$569.70
Shipping:	CAD \$0.00
Fees:	CAD \$0.00
Total:	CAD \$11,963.62

Town of Picture Butte Library Plan of Service 2023-2025

Mission Statement:

Picture Butte Municipal Library provides current and popular material in a wide variety of formats for people of all ages. We emphasize our facility's ability to act as a community resource centre that provides a central source of information about available community resources and services. A special emphasis is placed on developing literacy programming and services.

Service Response 1: Create Young Readers: Early Literacy

Children from birth to five years will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.

The library will provide resources to allow parents and children to form a love of reading and learning.

Strategy 1 During monthly Story Time sessions, parents and children will engage in literacy programming.

Strategy 2 During monthly STEAM sessions, parents and children will engage in educational programming.

Strategy 3 Coordinate with FCSS and other similar organizations to provide families with literacy programming.

Service Response 2: Welcome to Canada: Services for New Immigrants

New immigrants and refugees will have information on citizenship, English/French language learning, employment, public schooling, health and safety, available social services and any other topic that they need to participate successfully in Canadian life.

Strategy 1 Picture Butte library will provide space for English Language Learning classes in partnership with the CLCLC

Strategy 2 Spanish and French classes will be offered to interested citizens.

Strategy 3 Picture Butte Library will provide digital resources required to access help with citizenship, employment and other resources in the community.

Strategy 4 A regular Coffee & Craft event for adults along with childcare enables parents and children to enjoy the library at the same time.

Service Response 3: Visit a Comfortable Place: Physical and Virtual Spaces

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

Strategy 1 Picture Butte library will provide internet access, computer stations and Chromebooks to keep up with demand for devices required by patrons at the library.

Strategy 2 A Hotspot providing internet access is available for patrons to checkout and use outside the library.

Strategy 3 Computer classes and individual digital help in the library will assist with the growing need of citizens to access services provided online.

Strategy 4 Picture Butte library will establish communication with local service groups and organizations to promote programming and opportunities at the library.



COMMUNITY FOUNDATION
LETHBRIDGE + SOUTHWESTERN ALBERTA

Budget Template

Project Name: _____

Sources of Revenue	\$ Amount	Assured or Potential?
<i>Your Organization's Contribution</i>	0	
<i>Fundraising (list below)</i>		
1	0	
2	0	
3	0	
<i>Other Grants (list below)</i>		
1	0	
2	0	
3	0	
<i>Non-cash/In-kind Support (list below)</i>		
1	0	
2	0	
3	0	
<i>Community Foundation Grant Request</i>	11963.62	

1. REVENUE TOTAL **\$11,964**

Potential Foundation Expenditures*		
Item	\$ Amount	Description
8 computers	11963.62	

2. SUB-TOTAL POTENTIAL COSTS **\$11,964**

Other Project Cost Expenditures		
Item	\$ Amount	Description
	0	

3. SUB-TOTAL OTHER PROJECT COSTS **\$0**

TOTAL PROJECT EXPENDITURES: \$ **\$11,964**

**Potential Foundation Expenditures are anything related to what will be purchased through the requested grant from the Community Foundation*

TOWN OF PICTURE BUTTE LIBRARY 2023 BUDGET

Income:		Operating Expenses:	
Local Appropriation	20,000.00	Staff Expense:	
Provincial Library Operating Grant	16,650.00	Salaries & Benefits	69,229.00
Rural Services Grant	35,394.00	Library Manager/Admin	51,085.00
AGLC SRC wages		Library Clerks	11,694.00
Other Grants (RISE)		Programming Staff	0.00
Chocolate Sales		EI & CPP	3,700.00
Fees & Fines	5,300.00	Worker's Compensation	250
Rental Revenue (Room)	435	Bookkeeping	2,100.00
Copies/Video Conf. Equip. Rental	100	Other(Christmas)	400
Interest	500	Honoraria (Volunteers)	
Transfer from Reserve	4000	Course/Conference Fees	250
G.S.T. Rebate	300	Total Staff Expense	69,229.00
Other Income/Classes	1000	Library Resources:	
Total Income	83,679.00	Carls fee	6500
		Books	0
		Periodicals	0
Manager 40 hrs/wk x 52 wks x \$24.56/hr =		Audio Visual/DVD's	0
\$51,085		Binding & Repair (Tape, Labels, Covers)	100
		Electronic Resources	220
Clerk #1 6 hrs/wk x 52 wks x \$18.74/hr =		Total Resource Expense	6,820.00
\$5,847		Administration:	
		Audit	100
Clerk #2 6 hrs/wk x 52 wks x \$18.74/hr =		Board Expenses (travel/course)	0
\$5,847		Equipment Rentals & Maintenance	1900
		Legal Fees/Bank Charges	50
Bookkeeping \$175/mo x 12 mo = \$2100.00		Library Supplies (Sundries)	50
		Memberships (Chamber, AUMA, etc.)	115
		Postage & Box Rental	0
		Program Exp(Pub Adv SRP Supplies&Snacks)	300
		Stationery/Printing/Copier Supplies	300
		Telephone & Telecommunications	500
		Travel (Staff)	215
		Other materials & supplies (incl. Promo.)	0
		Other Expense (incl. GST expense)	350
		Total Administration Expense	3,880.00
		Building Maintenance:	
		Insurance	3,500.00
		Janitorial	0.00
		Total Maintenance Expense	3,500.00
		Capital Expenditures:	
		Building Repairs & Reno (Carpet/Paint)	0
		Furniture & Equipment ~	0
		Total Capital Expenditure	0
		Transfer to Reserve	0
		Total Expense	83,679.00



Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail or email to:

**Alberta Municipal Affairs
Public Library Services Branch
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Phone: (780) 427-4871
libgrants@gov.ab.ca**

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2022 Statement of Receipts and Disbursements

Original or emailed copies are accepted

Financial Review

Town of Picture Butte Library Board
Legal name of library board*

*The name must match the legal library board name on the grant application form

To be completed by the person/firm approved by municipal council as financial reviewer (as per section 9 or 12.7 of the *Libraries Act*), not a library board member or staff member.

Print Name: Michelle Overbeek

Signature: M Overbeek

Date: Mar 2/23

RECEIPTS FOR YEAR		Reporting Period 2022
Cash balance at beginning of year, January 1		
01	Cash on hand	\$65.15
02	Total in current bank accounts	\$130,647.31
03	Total in savings accounts	
04	Term deposits	\$2,415.82
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$133,128.28
Government contributions		
07	Local appropriation (Cash transfer from your municipality for operations)	\$20,000.00
08	Provincial library operating grant (do not combine with other provincial funding)	\$16,650.00
Other government contributions		
09	Cash transfer from <u>neighbouring municipality</u>	\$35,394.37
10	Cash transfer from <u>another municipal or intermunicipal library board</u>	
11	Cash transfer from <u>regional library system</u> (e.g. Library Services Grant)	
12	Cash transfer from Improvement District/Summer Village	
13	Cash transfer from School board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a		
15b		
15c		
Other revenue		
16	Book sales	\$56.00
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$1,176.50
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	\$2,785.00
18b	Fines	\$1,829.78
19	Program revenue	
20	Room rentals	\$1,575.50
21	Other service revenue (e.g. photocopying, faxing, contracts)	\$524.50
22	GST refund	
23	Interest	\$52.41
24	Transfers from reserve accounts	
25	Other income (please list)	
25a	<u>Yoga</u>	\$2,320.00
25b		
25c		
26	TOTAL CASH RECEIPTS (add lines 07 to 25)	\$82,364.06
27	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$215,492.34

CASH DISBURSEMENTS FOR YEAR		Reporting Period 2022
Staff		
28	Salaries, wages and benefits	\$75,228.69
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	\$600.00
32	Travel and hospitality (staff)	
33	TOTAL STAFF EXPENSE (add lines 28 to 32)	\$75,828.69
Library resources		
34	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on line 59)	
35	Periodicals and newspapers	
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	\$128.80
38	TOTAL LIBRARY RESOURCES (add lines 34 to 37)	\$128.80
Administration		
39	Audit and/or annual financial review	
40	Board expenses (incl. honoraria, travel, course and conference fees)	
41	Equipment rentals and maintenance	\$212.49
42	Contracts for services (e.g. bookkeeping, IT services)	\$2,100.00
43	Legal fees, bank charges, refunds and deposits	
44	Library supplies (incl. binding & repair)	\$180.88
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	\$115.00
46	Postage and box rental	\$10.79
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$152.17
48	General office supplies (incl. stationery, printing and copier supplies)	\$663.44
49	Telephone and telecommunications (incl. internet connections)	\$453.53
50	Other materials and supplies	\$22.98
51	Other expenses	\$1,754.59
52	TOTAL ADMINISTRATION EXPENSE (add lines 39 to 51)	\$5,665.87

CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2022
Building costs		
53	Insurance	\$3,204.18
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	
55	Utilities	
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	
57	Rent	
58	TOTAL BUILDING EXPENSE (add lines 53 to 57)	\$3,204.18
Transfer payments		
59	Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.)	
59a	Books/Chinook CARLS	
59b		\$6,401.02
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
61	TOTAL TRANSFER PAYMENTS (add lines 59 and 60)	\$6,401.02
62	TOTAL OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$91,228.56
63	Loan interest and payments	
64	Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures		
65	Building repairs and renovations (e.g. roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)	
67	Other (please list)	
67a		
67b		
68	TOTAL CAPITAL EXPENDITURE (add lines 65 to 67)	
69	TOTAL CASH DISBURSEMENTS (add lines 62, 63, 64, 68)	\$91,228.56

Cash balance at end of reporting year		
70	Cash on hand	\$65.15
71	Total in current bank accounts	\$121,782.81
72	Total in savings accounts	\$2,415.82
73	Term deposits	
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	
75	TOTAL CASH ON HAND (add lines 70 to 74)	\$124,263.78
76	TOTAL CASH ACCOUNTED FOR (add lines 69 and 75)	\$215,492.34

Summary of cash receipts and disbursements statement

For the year ended December 31, 2022

	Reporting Period 2022
Total cash receipts for the year (from line 26)	\$82,364.06
SUBTRACT Total cash disbursements for the year (from line 69)	\$91,228.56
Net cash increase or (decrease) from operations	(\$8,864.50)
ADD Total opening cash on hand and in bank (from line 6)	\$133,128.28
TOTAL CLOSING CASH ON HAND IN BANK (from line 75)	\$124,263.78

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2022
a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$3,178.02
c. Insurance	\$2,243.88
d. Utilities	\$4,941.31
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)	\$ 10,363.21
Other expenditures paid by municipality	
i. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	\$14,045.60
M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to l.)	\$ 14,045.60

I, Keith Davis, Administrator of
(please print name)

Town of Picture Butte
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

Town of Picture Butte Library Board.
(legal name of library board)

Signature: Wtd

Date: 2 March, 2023

PICTURE BUTTE MUNICIPAL LIBRARY BOARD MEMBERS 2023

HENRY DEKOK (Council)
(1st term expires October 26, 2023)
PO BOX 1111
PICTURE BUTTE, AB T0K 1V0, PHONE cell **403-634-0094**
EMAIL: hdekok@picturebutte.ca

AMANDA ANDERSON (Chairman)
(2nd term expires November 28, 2025)
PO BOX 594
728 NORTHRIDGE AVE
PICTURE BUTTE, AB T0K 1V0 PHONE: **403-894-8345**
EMAIL: Amanda.serendipity@outlook.co

JILL DROOGERS Secretary
(1st term expires August 22, 2025)
PO BOX 86
240 CENTRE ST
IRON SPRINGS, AB T0K 1G0 PHONE **403-305-7855**
EMAIL: jjdroogers@gmail.com

KAREN KOK
(1st term expires June 28, 2024)
PO BOX 725
PICTURE BUTTE, AB T0K 1V0, PHONE cell **403-892-7171** home **403-732-4292**
EMAIL: tonykarenk@hotmail.com

THEO SLINGERLAND
(1st term expires February 28, 2025)
PO BOX 121
SHAUGHNESSY, AB T0K 2A0, PHONE cell **403-394-6386** home **403-381-3775**
EMAIL: theo@lethbridgecornmaze.com

CHARLENE DOOPER
(1st term expires December 12, 2025)
PO BOX
613 MAPLE PL S
PICTURE BUTTE, AB T0K 1V0, PHONE cell **403-502-6287**
EMAIL: charlene.dooper@icloud.com

ESTELLE ANDERSON
(1st term expires May 29, 2026)
PO BOX 546
408 7 A ST N
PICTURE BUTTE, AB T0K 1V0, PHONE home **403-732-4011** cell **403-308-0515**
EMAIL: eanderson522@hotmail.com

BONNIE ZACHER
(1st term expires June 12, 2026)
Cell 403-894-9303
EMAIL: Bonnie.L.Zacher@gmail.com

CRYSTAL NEELS

(1st term expires September 11, 2026)

PO BOX 607

PICTURE BUTTE, AB T0K 1V0, PHONE

EMAIL:crystalvenne@hotmail.com

STAFF

Cheryl Garratt (Manager)

Marilyn Cortez (Clerk)

Desiree Krahn (Clerk)

Town of Picture Butte Library Plan of Service 2023-2025

Mission Statement:

Picture Butte Municipal Library provides current and popular material in a wide variety of formats for people of all ages. We emphasize our facility's ability to act as a community resource centre that provides a central source of information about available community resources and services. A special emphasis is placed on developing literacy programming and services.

Service Response 1: Create Young Readers: Early Literacy

Children from birth to five years will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.

The library will provide resources to allow parents and children to form a love of reading and learning.

Strategy 1 During monthly Story Time sessions, parents and children will engage in literacy programming.

Strategy 2 During monthly STEAM sessions, parents and children will engage in educational programming.

Strategy 3 Coordinate with FCSS and other similar organizations to provide families with literacy programming.

Service Response 2: Welcome to Canada: Services for New Immigrants

New immigrants and refugees will have information on citizenship, English/French language learning, employment, public schooling, health and safety, available social services and any other topic that they need to participate successfully in Canadian life.

Strategy 1 Picture Butte library will provide space for English Language Learning classes in partnership with the CLCLC

Strategy 2 Spanish and French classes will be offered to interested citizens.

Strategy 3 Picture Butte Library will provide digital resources required to access help with citizenship, employment and other resources in the community.

Strategy 4 A regular Coffee & Craft event for adults along with childcare enables parents and children to enjoy the library at the same time.

Service Response 3: Visit a Comfortable Place: Physical and Virtual Spaces

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

Strategy 1 Picture Butte library will provide internet access, computer stations and Chromebooks to keep up with demand for devices required by patrons at the library.

Strategy 2 A Hotspot providing internet access is available for patrons to checkout and use outside the library.

Strategy 3 Computer classes and individual digital help in the library will assist with the growing need of citizens to access services provided online.

Strategy 4 Picture Butte library will establish communication with local service groups and organizations to promote programming and opportunities at the library.



Memorandum

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

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

Date: 10 October, 2023
To: Mayor, Council
From: Director of Corporate Services

Re: Fortis Alberta Franchise Fees

Background:

Every year Fortis gives Council the opportunity to change the percentage of the franchise fees that the Town receives from Fortis. We are required to let Fortis know by November 1, 2023 what Council decides.

The last time that Council made a change was in 2021 when Council directed Administration to increase the franchise fees that Fortis pays to the Town of Picture Butte by 1%.

Our current rate is 11% and the maximum rate that any municipality is 20%.

The estimated amount of franchise fee for 2024 is \$165,271 a slight increase of \$5,424.

Recommendation:

1. That Council keep the current rate of 11%.

Submitted by:

Michelle Overbeeke, CPA CMA
Director of Corporate Services

September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



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: 6th October, 2023
 To: Mayor, Council
 From: CAO

Re: Library Board Member Application

Background:

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

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

Recommendation:

- To appoint Martin Oudshoorn to the Picture Butte Library Board for a three year term.

Attachments:

- Martin Oudshoorn email application

Submitted by: Keith Davis, CAO

Keith Davis

From: Martin Oudshoorn <mwoudshoorn@gmail.com>
Sent: Friday, September 08, 2023 11:05 PM
To: Keith Davis
Subject: Library Board

To Town Council,

As a long time resident in the Picture Butte area I would like to run for a board member for our local library . This position is of interest to me for the following reasons, with a business background decisions are thought out before implementing ideas. I have learned from years of volunteering at our local Fish and Game Association to create different ways to fund raise and be financially responsible. Please give me a chance to make a difference in our community, thanks.

Martin Oudshoorn



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: 6 October, 2023
To: Mayor, Council
From: CAO

North County Recreation Complex study

The Town entered into a contract with Senaltek Architecture Planning and Design for the arena study. They have begun work and were on site on the 28th of September to conduct their building assessment.

Electric Car Charges

The electric car chargers are operational and on electric charging websites. We have to do the final reporting but have met the grant's criteria.

Wastewater Project

We are still waiting on AE for approval of the design. WSP have begun working on some loose ends that need to be completed so that we can put out an RFP for the construction of the required lagoon upgrades for next year. We will need to do some more financial planning around this once we know when we will be going to tender.

Our first lagoon is blocking up. Aaron is working with contractors to desludge cell one and to have the sludge applied to neighbouring lands.

Sunset Park Phase 2

Shallow utilities are currently being installed. I have Sunset Lot pricing to be discussed at next weeks Committee of the Whole meeting.

Miscellaneous

- I attended AB municipalities conference with Council on the 27th and 28th of September and made a presentation on behalf of LGAA.
- WSP and I met with an adjacent landowner regarding the lagoon upgrades.
- I took some time off between the 28th of September and the 5th of October.
- The office facia project is well under way. Deputy Mayor de Kok wanted to discuss signage and lighting for the project.
- The deadline for submitting nomination papers in was today, the 10th of October. We will be able to report who has submitted to be a Councillor at the meeting.

HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 27 days

Submitted by:

Keith Davis, CAO



Memorandum

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

Date: October 6, 2023
 To: Mayor, Council
 From: Director of Emergency Services

RE: Emergency Services Report – August 2023

Year-to-Date Emergency Events (Jan-Aug)						
Fire		Medical		Motor Vehicle Collisions		Total
Town	County	Town	Other	Town	County	
5	62	258	634	4	16	979

Fire Services

Fire crews responded to 33 events in August including 3 structure fires, 1 wildland fire, 2 outside fires, 1 alarms, 5 tender assists, 4 motor vehicle collisions, and 17 medical emergencies. Our firefighters had a few tough battles with structure fires this summer, 2 of which occurred on 30+ degree days in August. These fires highlighted the importance of our regional partnerships to bring the required resources to the scene. On these hot days, with firefighters wearing over 60 pounds of gear their work cycles are reduced and more firefighters are needed to control the situation. It is also critical to have our EMS crew present and involved as they were kept busy throughout the summer supporting and treating firefighters for heat exhaustion.



Our crew on Engine 31 working with Coaldale Quint 1 to contain fire on the second floor of a residential structure fire in Lethbridge County.

And below the crew of Engine 31 assisting Engine 42 from Nobleford with a well-involved residential structure fire in the Village of Barons.



The Fire Station Expansion capital project been making good progress over the summer, with the project now nearing substantial completion. Final inspections for most aspects of the project are occurring over the next two weeks. The last component will be the installation of the backup generator which is delayed until November.



The landscaping has been completed on the north side of the addition with a stone retaining wall, irrigation drip system, plants, flagpole and lighting being installed.

The open house and grand opening is scheduled for October 12, 2023 from 5:00 – 7:00 pm.

Emergency Medical Services

Our EMS crews responded to 106 medical events in August and completed 32 inter-facility transfers. The inter-facility transfer unit pilot project continues and recent discussions with Alberta Health Services indicate the project to continue for some time. AHS has been very pleased with the results of the project and have indicated additional funding is available to support the initiative which we are currently in discussion with them about.

Bylaw Services

Officer Mosby performs regular daily patrols of Picture Butte to actively monitor for bylaw compliance. Bylaw Services has been focused summer enforcement including weeds, unsightly properties, trailer parking, and campground patrols. Bylaw Services has issued 6 cleanup orders and 1 parking violation ticket so far this summer, all other files have been closed with voluntary compliance. Bylaw Services has seen an increase in enforcement action needed at the Regional Park Campground and will be bringing forward some bylaw amendments prior to next season. There are currently 5 of the 10 allocated Urban Hen Licenses issued in town.

2023 Bylaw Enforcement Files				
	June	July	August	Year-to-date Totals
Dog Control Bylaw	4	3	3	26 files
Traffic Bylaw	4	6	15	23 files
Noise Bylaw	-	-	-	-
Unsightly Premises Bylaw	10	12	6	49 files
Public Information	4*	2	3*	9 files
Business License Bylaw	-	-	1	9 files
Animal Regulation	-	-	-	1 file
Fire Protection Bylaw	-	-	-	-
Utility Bylaw	-	-	-	-
Land Use Bylaw	-	-	-	1 file
Urban Hen Bylaw	1	1	-	12 files
Total	23 files	24 files	28 files	130 files
Development Files	11 files	11 files	12 files	92 files

*Campground files

Emergency Management

A Request for Proposals (RFP) was issued over the summer to select a consultant firm to assist in the development of the regional emergency management framework using the Alberta Community Partnership Grant funding received this spring. The project has been awarded to Trace Associates to compile all existing information from the 6 municipalities, prepare the bylaws and agreements to formalize the framework, apply for the ministerial order, prepare a Regional Municipal Emergency Plan, develop and deliver 5 exercises, and provide emergency management training for all municipal staff. The group has had 2 meetings with the consultant on September 12th and October 6th.

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

RECEIVED

SEP 15 2023

TOWN OF
PICTURE BUTTE

North County Interfaith Outreach Society
Box 326
Picture Butte, Alberta T0K 1V0

Date: September 14, 2023

To: Town of Picture Butte

Thank you for your support to the Picture Butte Jamboree Days Pancake Breakfast in setting up and taking down all the tables. Our food bank was the recipient of the funds raised and we are grateful for your willingness to help out.

We are blessed by your generosity for our community.

With Gratitude



Nancy Nieboer (food bank manager)

e-mail: countynorth@yahoo.ca

587 787-4022

Picture Butte Community Conversation

September 13, 2023

What We Heard – Summary

On September 13, Alberta Health Services (AHS) hosted a community conversation to discuss the changes to the current model of care in Picture Butte, which includes the closure of the ambulatory care clinic (ACC) at the Piyami Health Centre effective Oct. 15, 2023.

Over 150 residents from Picture Butte and the surrounding area gathered to meet with AHS representatives.

AHS is currently examining the care model for Picture Butte, working to support healthcare in the community and open an AHS-operated after-hours care option which we expect to have in place for residents in 2024.



Current Situation

Since 2004, the designated Ambulatory Care Clinic (ACC), known locally as Urgent Care, at the Piyami Health Centre has been contracted to a physician who also operates his private clinic in the same building. The contracted physician and another local physician provide on-call service to the ACC in addition to their private clinics.

When assessing the ambulatory clinic services, AHS noted the low number of patients accessing the clinic services over the past several years, and that many of those patients could be served at a physician's private office.

AHS has provided notice to the contract holder that they will end the contract for the ACC which means it will close Oct. 15, 2023.

AHS wants to ensure that the community's future health needs are met, and that residents are receiving appropriate and sustainable care and service.

What We Heard – Summary *continued*

There is a need for more primary care physicians in Picture Butte, with some after-hours care. As such, AHS announced at the community engagement session that they would continue to support the recruitment of two family physicians in the community and open an AHS-operated after-hours and weekend clinic in 2024.

The Piyami Health Centre itself will remain open. The closure of the ACC will not affect other AHS services at that location. The ACC is only a portion of the overall facility, which houses many services which will continue to be available:

Ambulatory Clinic	Laboratory Services	Home Care	Public Health <ul style="list-style-type: none"> • Immunization • Maternal newborn • Better beginnings • Oral Health Services • School program
Health Information <ul style="list-style-type: none"> • Access & Disclosure • Records Management 	General Radiography (X-Ray)	Physiotherapy	
North County Health Foundation (Picture Butte)	Environmental Public Health – Water Sample Bottle Pick-up and Drop-off	Occupational Therapy	
		Speech Language Pathology - Adult	

The physicians' private clinic, located within the Piyami Health Centre, continues to operate during daytime hours, as well as a second family physician clinic in the community.

Supporting succession planning for this community will ensure that access to care is sustained in Picture Butte. Funding previously dedicated to the ACC will be redirected to support the development of the after-hours clinic and also towards some recruitment and retention of family doctors in Picture Butte.

A new, AHS-operated after-hours clinic will provide a revised model of care in the community, supported by onsite nurses and doctors. This model also supports recruitment goals by providing new physicians the opportunity to work in and get to know the community of Picture Butte, working in a facility provided by AHS with no overhead costs to the physicians.

Timelines for opening the new clinic are not yet finalized as operation is dependent on the recruitment of physicians and regulated nursing professionals. We aim to open in 2024.

Conversation Summary

Questions from the community

We heard a variety of concerns from community members at our meeting.

Model of Care Change

Q: How did you come up with the date of Oct. 15 to close the ACC?

A: The ACC is operated by a contracted provider with private staff, supported by on-call physicians. After conversations with the contracted physician, AHS provided three months' notice of our intent to end the contract which had been previously renewing on a monthly basis. The South Zone is implementing the province-wide healthcare information system Connect Care in November and the decision was made to not renew the contract prior to its implementation as the clinics model was not sustainable in its current form.

Q: Was this decision made by the physician or was it an AHS decision?

A: The decision was made in conversation with the physician, but ultimately was made by AHS.

Q: How is this clinic different from others in Alberta? Don't the doctors work for AHS?

A: Until October 15, AHS contracts the operation of the ACC to a private, non-AHS-employed, physician, who manages, operates, and hires staff for the clinic. AHS clinics, such as the Coaldale Health Centre, can be staffed by physicians, nurse practitioners, registered nurses, licensed practical nurses or physician assistants.

Q: What will happen to the staff? What does AHS require for the new clinic?

A: ACC staff are employees of the contract physician. AHS will be recruiting and hiring credentialed staff to meet the scope of practice dictated by various regulating bodies responsible for licensing healthcare providers or accrediting healthcare delivery services and meet the legislated requirements of AHS facilities.

Q: We are worried that this is the beginning of another thing we are going to lose. I do believe we can get better involved in physician recruitment. We need more trained doctors, nurses.

A: We find it's best to work in partnership with communities for recruitment. We rely on our community partners to help show what rural areas have to offer, and the positives of living in a smaller community. Partnering with educational institutions to offer grow-your-own type training programs and educational opportunities can also be helpful to encourage area residents to pursue careers in healthcare, close to home.

Q: Why bother scheduling a community engagement session for after the fact, if the decision to change has already been made?

A: We understand the frustration about the decision to end the contract for the ACC. There was not an opportunity for the clinic to remain in operation as it currently is. Opening an AHS

What We Heard – Summary *continued*

clinic in 2024 and recruiting for new family physicians in the community plays an important part in succession planning to support care in the community.

Accessing Care

Q: Where are we supposed to go to receive care?

A: Your level of care needed, will depend on your symptoms or the acuity of your injury. For instance, anything that poses a potential threat to life or limb is either an emergency department visit or a call to 911. Often, anything less than that can be managed by a family physician. If you are unsure, a call to HealthLink may be helpful. [Health Link | Alberta Health Services](#)

Q: What happens if you don't have coverage? We have heard from some people that they hesitate to call 911 because they cannot afford the ambulance bill.

A: If you make under \$16,580 as a single person, ambulance (along with several other services that come with a fee) are covered by the Alberta Adult/Child Health Benefit. In cases where an ambulance service fee is incurred and patients are uninsured, reasonably believed to have no fixed address and collection is not reasonably assured, AHS will waive the fee and absorb the cost. More information on ambulance fees is available here: [Ambulance and emergency health services | Alberta.ca](#)

Q: If I can't go to the ACC, what am I supposed to do? Where am I supposed to take employees who have minor injuries during work hours? What are my options? (i.e., for a minor bite and tetanus shot.)

A: If you are unsure and do not have a family doctor to see, call [HealthLink \(811\)](#), which is available to Albertans 24 hours a day, seven days a week. This line will connect you with a nurse who will assess you over the phone and will direct you to the most appropriate place for your condition.

Where to access care

Non-Emergency Medical Care

Primary Care:

Two family doctors in community
Clinical hours, Mon. – Fri.

Ambulatory Care:

Coaldale Ambulatory Care Clinic
(after-hours walk-in)
Hours:
5 p.m. to 10 p.m.
(Mon. – Fri.),
10 a.m. to 3 p.m.
(Sat. – Sun.)

Emergency Medical Care

For medical emergencies call 911.

24/7 Emergency Rooms:

Fort Macleod Health Centre
Lethbridge Chinook Regional Hospital

EMS:

Unit based in the community.
Call 911.

Other resources

Call Health Link at 811, for non-emergency health-related questions. Available 24/7.

Online Resource: Health Education and Learning (HEAL) website (www.ahs.ca/heal)

What We Heard – Summary *continued*

Q: I feel that it would be a mistake to close this clinic, for any period of time. Under what circumstances could the current clinic remain open as is?

A: AHS is working to replace evening and weekend care options for the community as soon as possible. Recruitment is ongoing for the physicians and regulated nursing professionals needed to open an AHS-run clinic, which will create a stable and more sustainable after-hours offering in Picture Butte.

Care Designation/Terminology

Q: Can you clarify the difference between Alberta Health and Alberta Health Services?

A: *Alberta Health* is the government ministry that legislation, and standards for the health system in Alberta. Health services are planned and delivered by *Alberta Health Services (AHS)*. AHS delivers medical care on behalf of the Government of Alberta’s Ministry of Health through more than 900 facilities throughout the province, including hospitals, clinics, continuing care facilities, mental health facilities and community health sites.

Q: We were surprised that AHS is referring to our Urgent Care Centre as Ambulatory Care.

A: We appreciate that different terminology can cause confusion. Within AHS, care is categorized as follows:

Type of Care	Primary (Family Doctor)	Ambulatory	Urgent	Emergency
What it is for:	Ongoing health needs. Also includes health promotion, disease prevention, health maintenance, counseling, patient education, diagnosis and treatment of acute and chronic illnesses.	Immediate attention for urgent, but non-life-threatening conditions including sudden illness or injuries. Can normally be treated in a doctor’s office.	Extended hour access for unexpected, but non-life-threatening health concerns. The role of urgent care centres is to provide a transitional step of health service between community physician offices and hospitals.	Patients who are seriously ill or injured. Patients with potentially life-threatening conditions.
Patient Condition:	Non urgent	Non urgent	Unexpected but non-life threatening	Urgent and life threatening
Examples of common conditions treated:	<ul style="list-style-type: none"> • Ongoing Health needs. • Diagnose and treat most medical issues • Periodic health exams • Supervise chronic illness and mental health issues • Provide referrals to other medical consultants and specialists if needed 	<ul style="list-style-type: none"> • Minor cuts or burns • Minor musculoskeletal injuries • Sore throats • Headaches • Earaches or ear infections 	<ul style="list-style-type: none"> • Broken bones • Sprains • Lacerations • Asthma • Dehydration • Pain • Infections 	<ul style="list-style-type: none"> • Major trauma • Cardiac events • Injuries • General medical problems

You can learn more about different care options [here](#).

What We Heard – Summary *continued*

Q: The ambulatory care designation is mischaracterized to a certain extent. It diminishes what we are to the community, particularly in the daytime when we have full access. Where should people go for X-ray if they have a workplace injury, for example?

A: Picture Butte residents will continue to have access to X-ray and laboratory services at the Piyami Health Centre as long as staffing is available. After-hours X-ray services are available at Chinook Regional Hospital via the emergency department. Your level of care needed, will depend on your symptoms or the acuity of your injury. For instance, anything that poses a potential threat to life or limb is either an emergency department visit or a call to 911. Often, anything less than that can be managed by a family physician. If you are unsure, a call to Health Link may be helpful. [Health Link | Alberta Health Services](#)

Q: Why does the sign out front say that the Piyami Health Centre has Urgent Care? Is there plans to get this changed?

A: There are plans to remove “Urgent Care” from the signs that point towards the Piyami Health Centre.

Recruitment

Q: How, and for how many years, have you already been recruiting for this community? What happens if the two current physicians do retire, and we can’t recruit. Is that going to dissolve the other services in the community?

A: Recruitment for rural and remote communities has always been a challenge, even before the pandemic. We work alongside local physicians to consider succession planning, and recruitment is ongoing with two active job postings for primary care physicians in Picture Butte.

We are looking into opportunities to train locally. Often physicians stay where they train, so opportunities such as the AHS-run after-hours clinic will provide physicians an opportunity to work in the area. For example, as part of the hiring process, newly recruited physicians in Lethbridge will work alongside another physician in a different community for three months. Picture Butte is presented as an opportunity, showcasing the community to new recruits.

Canadian graduates can begin working immediately. International Medical Graduates (IMGs) may take anywhere from six - 18 months. Many physicians new to Alberta, such as an IMG, may be required to undergo a Practice Readiness Assessment (PRA) with the College of Physicians and Surgeons of Alberta (CPSA) prior to independently practicing as a physician in Alberta to ensure they have the right skills and can practice safely.

On Jan. 16, 2023, CPSA launched a five-year pilot project to condense the PRA process for IMGs with training comparable to that obtained in Canadian universities, as identified by experts in postgraduate medical training. The goal of the pilot is to evaluate whether certain IMGs may begin independently practicing in their identified communities faster, while still ensuring patient safety is the top priority.

More information is available here: [Route to registration for IMGs trained in approved jurisdictions - College of Physicians & Surgeons of Alberta](#)

What We Heard – Summary *continued*

Q: What about using a nurse practitioner instead of a doctor?

A: AHS is exploring options to provide additional supports to the community, such as the recruitment of a Nurse Practitioner (NP) who could take on some of the responsibility of a primary care physician. As NPs can practice independently within in their scope of practice they can functions as the most responsible care provider and:

- Conduct comprehensive health assessments,
- Make diagnoses and manage acute and chronic conditions,
- Order and interprets tests,
- Prescribe medications, performs procedures,
- Initiate referrals,
- Provide health education to patients and families.

Thank you

On behalf of the AHS South Zone leadership team, AHS thanks the residents of Picture Butte and surrounding area for your continued commitment to healthcare.

For More Information

If you have additional questions or feedback, please contact Alberta Health Services Community Engagement & External Relations at Community.Engagement@ahs.ca.

Keith Davis

From: CLCLC Office <clclcoffice@gmail.com>
Sent: Monday, September 18, 2023 10:59 AM
Subject: CLCLC AGM Invitation October 12, 2023

Good morning,

Please consider attending the County of Lethbridge Community Learning Council's annual general meeting on Thursday, October 12, 2023.



YOU'RE INVITED...

2023 Annual General Meeting

Thursday, October 12, 2023 at 12 - 2pm

Coaldale Inn, meeting room, 913 19a Ave, Coaldale, AB

Lunch will be served at 12pm with meeting to start at 1pm

As a Community Learning Council our Program Goals are:

- To improve the accessibility of learning opportunities in our community especially for those individuals who face barriers to learning.
- To provide opportunities for individuals to acquire foundational skills such as literacy and English as a Second Language.
- To address education, training and learning gaps in our community.
- To contribute to solving individual and community problems through learning initiatives, in coordination and cooperation with related organizations.

With these goals in mind, it is our hope that through our partnerships, community participation and representation we will be better able to identify areas of need in our community and plan accordingly.

Yours truly,

Melanie Patenaude, Executive Director

RSVP to clclcoffice@gmail.com or call 403-345-6009 by October 2, 2023

Thank you and enjoy your week,

--

Roxanne Samoleski, Program Coordinator
County of Lethbridge Community Learning Council
Box 1207, 2014 - 18 Street, Coaldale, AB T1M 1N1
Office: 403-345-6009
Cell: 403-915-3145





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: 6 October, 2023
To: Mayor, Council
From: CAO

Re: Resident Communication – Campground issues

Background:

We received the attached letter from Mr. Doug Morland regarding issues at the campground. The issues that he identified included:

- People going into our yards (RCMP – trespassing)
- Out of control campfires (Town – Fire Control bylaw)
- Screaming and swearing (RCMP & Town – Noise bylaw)
- Indecent exposure (RCMP)
- Homeless people using it (Town)
- Safety (RCMP & Town)
- Little use (Town)

Some of these issues are beyond the Town's responsibilities and I have identified above who can deal with these issues.

In regards to the issues that the Town can deal with we are working on implementing a campground bylaw prior to next camping season.

- To date we have not had or needed a campground bylaw. We do not even have campground rules other than you have to pay.
- The bylaw will address issues such as length of stay, tidiness of campground and other campground regulations.
- The bylaw will allow our bylaw officer to move people on if they do not abide by the bylaw rules. As stated above right now if the camper is paying the nightly fee, then they are following the rules and we have little authority to kick someone out if they are being a nuisance.

Other considerations:

1. The resident makes the suggestion of closing the campground and raises valid points including, low usage of the campground, low revenues of the campground and the need for a campground in Picture Butte. We budget for about \$1,000 of campground revenues per year.
2. We have plans to improve the campground for 2024 that include:
 - a. Closing the through traffic from 7th Street North to 4th Street North
 - b. Putting in a truck and trailer turn around at the campground
 - c. Putting in new fire pits
 - d. Upgrading the outdoor shelter so that it has three walls and is more open to the public in an effort to make the space more usable.

3. This year we have added trees to the campsites which over time will develop and make for a nicer experience over there.
4. Council could consider closing the campground permanently and come up with another plan for the area.
 - a. We could still proceed with closing the through traffic from 7th Street North to 4th Street North and the parking lot upgrade for the ball diamonds.
 - b. All existing infrastructure could stay and be maintained but camping would no longer be allowed. This would mean that it could be turned into a day use area. Other day use facilities could be added or the area could be reimagined as a new day use area.
 - c. Driving areas could be turned into grassed areas.
 - d. We would lose about \$1,000 of campground fees out of our budget.
 - e. It would be one less service that is offered in Picture Butte.
5. We could invest more into the campground by adding more services including power, water and sewer.
 - a. Even if we added power to the campground, we could attract more use with people that own RV's or campers.
 - i. We have a sani-dump in close proximity
 - ii. People can and often bring their own water.
 - b. If power was added we could raise the fees.
 - i. The raise in fees will likely make it more difficult for transient people to afford to camp. The transient people that have camped at our campground this year have been able to afford the \$10 per night which has made it more difficult for us to kick them out.
 - ii. The return on investment may take some time if power and other utilities are added to the campground.
6. We could continue with providing what has historically been provided with the planned for improvements to the area but have the campground bylaw in place to give our bylaw enforcement the authority to require people to leave the campground if they are not abiding by the campground rules.

Conclusion:

Decisions around the future of the campground do not need to be made at this Council meeting. However, the resident letter needed to be presented to Council and needs to be responded to. I would suggest that Council consider what they think the community would like in regards to camping facilities in Town and the topic can be further discussed at a Committee of the Whole meeting.

Attachments:

1. Mr. Doug Morland's letter
2. 2024 Campground upgrade plan

Submitted by: Keith Davis, CAO

Keith Davis

From: Doug Morland <doomoo61@gmail.com>
Sent: Sunday, September 17, 2023 8:15 PM
To: Keith Davis
Subject: Campground issues

Dear Keith,

I'm writing because this summer has been the worst with people from the campground wandering through our neighborhood (3a st near the lake) we've had people going into our yards ,out of control campfires,screaming and swearing,indecent exposure with them getting dressed outside the tents and motor home,looks like human feces with toilet paper on the hill by the walk on the wildside and the campground. These are only the things that I know of,I'm sure there's many stories.

Let's face it our campground here in butte is horrible and I can't imagine it making the town any money and it's used almost exclusively by homeless people in the months when it's warm enough to do so,the rare time that there's a ball tournament and a few people may want to camp there they are disgusted by or afraid of the people that are living in the park,it happens every year and it just keeps getting worse in the past 5 years. It's gotten to a point where some of us don't feel safe here anymore especially during the months when people are living at the campground.

Like I said I can't imagine it making a bunch of money,I'm positive it creates a large amount of headaches for you and others that are employed by the town of picture butte and the tax paying residents that live in the vicinity aren't very happy with the situation and dread the opening of the campground.

My personal thoughts on what could be done with that area have to do with recreation for residents of Picture Butte, but I'm sure there's better use for the area than that campground. We have a very nice campground just outside of Picture butte across from our golf course if people would like to camp in the area.

Thanks for reading this, I feel a bit better already just being able to get this off my chest, but if something criminal occurs because of the situation that continues to be created by homeless and the campground, the responsibility should fall on the town for not fixing a situation that has become worse and will likely continue to.

Respectfully,
Doug Morland
Sent from my iPad

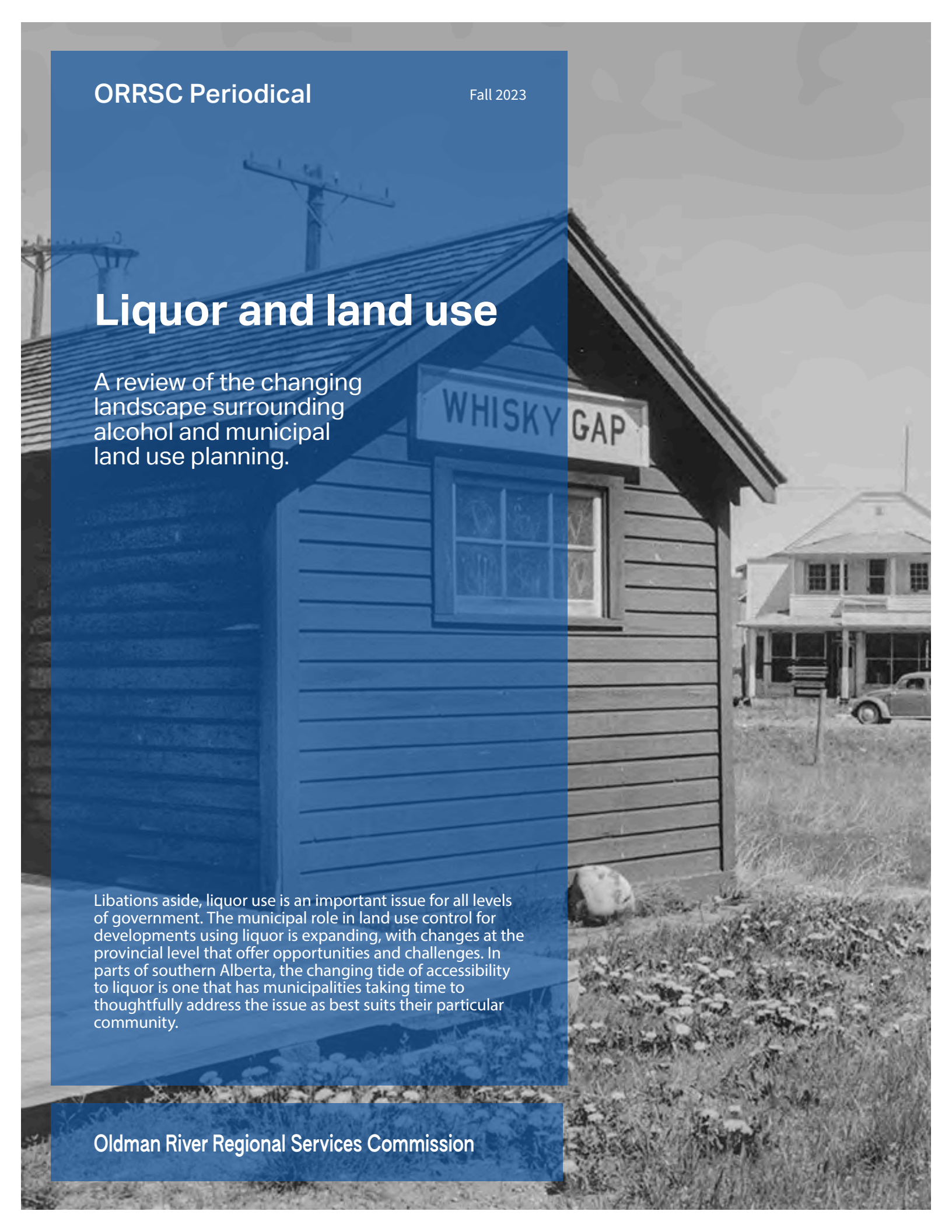
Harry Watson Memorial Park Ideas



Liquor and land use

A review of the changing landscape surrounding alcohol and municipal land use planning.

Libations aside, liquor use is an important issue for all levels of government. The municipal role in land use control for developments using liquor is expanding, with changes at the provincial level that offer opportunities and challenges. In parts of southern Alberta, the changing tide of accessibility to liquor is one that has municipalities taking time to thoughtfully address the issue as best suits their particular community.



Introduction

The use of alcohol in society is far reaching and ubiquitous. As commonplace as it is, alcohol is a limited substance, restricted from minors, banned in certain areas of the world, avoided by certain religious associations, and regulated by all levels of government. A long history of controlling alcohol-related land uses exists in Canada, with specific control approaches unique to context and geographic area. This periodical will review the historical and present day environment in southern Alberta surrounding alcohol consumption from a land use perspective, and examine municipal approaches to the regulation of alcohol-related land uses.

An alcoholic beverage is a drink that contains ethanol, a type of alcohol that acts as a drug and is produced by fermentation. The use of alcohol as a recreational drug in Canada is exceedingly common, and here in Alberta, over 76% of Albertans aged 15 or over use alcohol. The topic of alcohol use in society is broad, owing to the fact that humans have been producing and consuming fermented beverages as early as the neolithic period. As the authority on local land use, a municipality is responsible for establishing rules respecting land uses that integrate alcohol as a principal or secondary component of their business model. Alcohol-related land use rules can serve to promote a culture of moderation while facilitating responsible use in locations that make sense for the community.

Historical context

The interwoven histories of liquor trade and liquor regulation were a formative social and political backdrop prior to and during the early days of the Province of Alberta. The bootlegging of liquor across the International Boundary began in the 1860s, when American traders freighted the prized liquid north to the trading posts in Canada. This prompted the North West Mounted Police to develop a number of detachments throughout southern Alberta to police the illegal cross-border liquor trade. One of these detachments was stationed in “Whiskey Gap,” a small settlement near one of the early wagon cart routes.

The *Liquor Licence Ordinance* (1891) governed liquor sales prior to Alberta becoming a province in 1905 and effected the end of a previous temperance period that had existed in the North-West Territories since 1871. Licensed hotels were allowed, with conditions including requirements for lodging and food, as well as limited liquor stores. The push for temperance led to another period of prohibition beginning in 1916. Despite the police presence, smuggling liquor into southern Alberta would become prevalent once again.

In 1924, Alberta’s prohibition was abolished following a plebiscite vote in favour of the same, and with it the introduction of the *Liquor Control Act*. For the remainder of the decade, cross-border flows of liquor would be in the opposite direction in response to the US implementing its own nation-wide

Alcohol by volume (ABV) is the global standard for expressing the percentage of alcohol in a beverage. This metric refers to the number of millilitres of pure ethanol present in 100 mL of solution at 20 degrees Celcius.

While Canadian linguists and brewers are quick to spell the spirit “whisky,” an Alberta heritage marker posted alongside Highway 501 submits that the contemporary place name “Whiskey Gap” is more historically appropriate in view of the American genre of brew being the first to be smuggled across the border. It has been said that atop the Milk River Ridge, bottles from the 19th century remain hidden in the earth in places unknown.

Cover image source:
[Provincial Archives of Alberta](#)



Oldman River Brewing in Lundbreck within the MD of Pincher Creek operating with a Class A (Manufacturer's Tap Room), Class D (Manufacturer's Off Sales) and Class E (Manufacturer - Small) licences. This establishment is one of eight craft breweries involved in the "Highway 3 Ale Trail" initiative.

The City of Red Deer's Entertainment District Bylaw (2022) allows for alcohol consumption along the Ross Street corridor adjacent to the Ross Street Patio—the focal point of the corridor featuring street furniture and live music in partnership with the Downtown Business Association. The district operates between noon and 11 pm, Tuesday through Saturday. Alcoholic beverages must be purchased from licensed vendors within the district and consumed within a disposable, non-glass container—they may not be brought into, or removed from, the district. Public intoxication, underage drinking, cigarette smoking, vaping and cannabis use are not allowed. Despite the use of the term "district," the Entertainment District Bylaw exists outside of the City's land use bylaw. This allows for a more practical enforcement mechanism than the issuance of a Stop Order. Enforcement provisions are contained within the Bylaw, providing for clear guidance on how violations are dealt with as this novel concept matures.

prohibition. During this time, the newly constructed Prince of Wales Hotel in Waterton Lakes National Park became a popular watering hole for thirsty Americans.

Contemporary frameworks

Public alcohol rules vary widely around the world. Across most of Europe, permissive approaches prevail. In Germany for example, drinking in public is generally legal and socially normal. Many areas do not require any "closing hours"—meaning that liquor service in establishments is not regulated—while other areas prohibit service between 3 am to 6 am. In contrast, alcohol use is illegal in much of the Middle East, with strict penalties and varying degrees of enforcement.

In Canada, the regulatory framework for controlling the production, distribution, sale and possession of alcohol is shared between the federal and provincial governments. At the federal level, legal blood alcohol levels for the operation of a motor vehicle are established in the Criminal Code, while authority is delegated to the provinces (and territories) for determining the legal drinking age, which ranges from 18 (AB, MB, QC) to 19 (elsewhere). The provincial and territorial governments maintain wholesale monopolies on the distribution of alcohol, and are typically the leaders in the retail market. Alberta is the lone exception in terms of retail, where liquor stores have been privatized since 1993.

Alberta Gaming, Liquor and Cannabis (AGLC) is the Crown commercial enterprise and agency who oversees the liquor industry in Alberta. The AGLC administers the *Gaming, Liquor and Cannabis Act* and controls liquor licensing through a class system. Section 1(1)(q) of the Act defines liquor as a product intended for human consumption in which the percentage of alcohol by volume exceeds 1% (hence the appearance in grocery stores of non-alcoholic beer containing 0.5% alcohol). Retail liquor stores are restricted from selling non-liquor products pursuant to Section 49 of the *Gaming, Liquor & Cannabis Regulation*. Still, there is some ability to advance a business concept that houses liquor retail sales and other uses under the same roof provided a physical 5 m separation distance is in place (with more information outlined in Section 3.1.1 of the AGLC's Retail Liquor Store Handbook). Similarly, Section 5.12 of the Handbook requires a physical separation between Class A Minors Prohibited premises, which is why many restaurants in Alberta contain a separate lounge area.

Recent regulatory changes

In 2013, the AGLC eliminated its minimum production capacity requirement of 500,00 litres for producers in the province. The lifting of this cap opened the door for smaller brewers and distillers to compete with the industrial-scale brewing giants, and in turn facilitated opportunity and innovation in the industry. The opening of this industry has resulted in the proliferation

of microbreweries, wineries and distilleries, and the introduction of these land uses (including associated beverage rooms and entertainment establishments) to municipalities in southern Alberta.

Recent changes (2020) to the *Gaming, Liquor and Cannabis Act* are symbolic of a tolerance to alcohol use shared by most Albertans. Alcohol consumption at campsites in provincial parks is now formally allowed. Select day use area picnic sites in provincial parks and recreation areas—including a variety of southern Alberta parks like Beauvais Lake and Police Outpost—are now open to alcohol consumption between 11am and 9pm. This amendment also opened up the opportunity for municipalities to allow, by posting signage, public park users to bring their own liquor into parks without the requirement to consume food—a move that municipalities have been slow to adopt, but for which opportunity exists to parlay the responsible enjoyment of alcohol in public with nightlife or recreational corridors. Section 89(4) of the *Gaming, Liquor and Cannabis Act* likewise permits the consumption of alcohol in a public place designated by a municipality (pursuant to a bylaw) as an entertainment district. Furthermore, whereas it is otherwise illegal to remove liquor purchased from licensed premises from said premises (except for a partially consumed bottle of wine), Section 91.1(3) of the *Gaming, Liquor and Cannabis Regulation* empowers a municipality to include a provision in its entertainment district bylaw that permits an alcoholic beverage purchased from a licensed establishment within an entertainment district to be carried anywhere within the boundary of the district.

Changing face of prohibition

For certain municipalities in southern Alberta who have always been subject to a prohibition on the use of alcohol, the biggest change coming from Bill 2 was what in effect serves to potentially end a long period of prohibition. While most of Alberta emerged from Prohibition in 1924, all areas within Cardston County and a portion of the County of Warner remained prohibited from obtaining a liquor licence under the then-in-force *Liquor Control Act*. In 2020, the province amended the *Gaming, Liquor and Cannabis Act*, effectively repealing prohibition in favour of a process whereby a formerly dry municipality can choose whether or not to open the community to liquor licensing. This process is specified in Section 56 of the amended Act, whereby a municipality has 90 days to respond to an initial application for a licence. If successful, additional licences can be applied for, as is the case anywhere else in the province. If the Council of the municipality denies approving the licence, a 3 year moratorium is to follow. It's important to note that this does not apply to special event licensing, which authorizes the use of liquor for a limited duration.

The provincial change is especially significant to urban centres in the former prohibition areas, including the towns of Cardston, Magrath, Raymond and the Village of Stirling. Historic restrictive covenants are registered against many of the land title certificates in these communities, expressing

Part 5 of the former Liquor Control Act prohibited the establishment of a liquor store as well as the issuance of a liquor licence for a beverage room, club or dining lounge on lands located within the MD of Sugar City No. 5 or the MD of Cochrane No. 6—two former rural municipalities that would ultimately be dissolved, and whose lands today are within the County of Warner and Cardston County.

In March of 2022 the Town of Raymond asked residents if they supported providing licensed restaurants the ability to sell alcohol. A narrow majority of 52% of residents voted against changing local regulations on liquor, which was followed by a 6-1 vote by town Council to keep in place its 120 year old ban on alcohol sales. In June 2023 the Town of Cardston queried residents with respect to prospective Bylaw 1647K, which would facilitate the opportunity for Class A liquor licences in restaurants and Class B liquor licences at recreational facilities. 53% percent of residents voted in support of ending prohibition.

Number of Existing Retail Liquor Stores in Select Towns within the ORRSC Region:

- Bassano (pop. 1216) - 1
- Claresholm (pop. 3804) - 4
- Coalhurst (pop. 2869) - 1
- Fort Macleod (pop. 3297) - 4
- Milk River (pop. 824) - 1
- Nanton (pop. 2167) - 3
- Nobleford (pop. 1438) - 1
- Picture Butte (pop. 1930) - 1
- Pincher Creek (pop. 3622) - 4
- Stavelly (pop. 544) - 1
- Vulcan (pop. 1769) - 3
- Vauxhall (pop. 1286) - 2

restrictions on the establishment of liquor-related businesses among other unwanted activities. Instruments like this loom large and alongside the faith-based history of these communities. Each community has gone through, or is currently in the process of determining, the best regulatory approach to serve its respective environment. Of course the notion of “opening” a previously dry community to liquor is hugely symbolic—so much so that thoughtful public consultation processes have been employed prior to decision making, as it is a door that once opened is unlikely to ever be reversed.

As of today, the Town of Magrath and the Town of Cardston have allowed for limited opportunity for liquor use through their land use bylaws, while a broader expanse of liquor-related uses is accommodated in Cardston County’s land use bylaw. The Town of Raymond voted against allowing liquor use in the community, continuing to uphold the decades-old prohibition, while the Village of Stirling has yet to consider the matter.

Municipal approaches

The sale of liquor can generally be divided into two categories for municipal planning purposes: retail sale of packaged product for consumption off-site, and the sale of open beverages, bottled or prepared, for consumption on the premises. This simple binary can be further broken down into types of establishments based on provision of food sales, hours of operation, hard liquor versus beer and wine, if live entertainment is provided, if accommodations are provided, if minors are allowed, and so on. It’s for this reason that many municipalities choose to tie their land use bylaw definitions to the AGLC’s liquor licence classifications—a recognition of the multi-jurisdictional nature of the land use.

The AGLC has a liquor licence class system spanning Classes A to F, as well as other use-specific and special event licences. For municipalities wanting to regulate liquor-related land uses, reference to a specific licence class—like a Class A licence where food is the main source of business—can be an effective approach that precludes the need to create custom definitions. For example, where late night, alcohol primary land uses like nightclubs are not desired, a land use definition can be drafted that limits a use to a “Class A Minors Allowed” liquor licence. The Towns of Magrath and Cardston use this approach to limit both restaurants and establishments falling under “facility, licensed” to the parameters established in Class A Minors Allowed and Class B liquor licences respectively (as well as a Class C licence in Magrath). In Cardston County, a district specific to liquor was introduced that provides for a range of licensed facilities spanning Classes A–F.

A municipality wanting to limit the ready availability and visibility of liquor stores can introduce a separation buffer into its land use bylaw, provided that a retail liquor store is defined separately from other retail uses. The City of Edmonton, for example, requires a 500-m buffer between liquor stores. Separation distances are likely to be upheld where it’s clear that



The Imperial Hunter Hotel in the Town of Bassano, which operates under Class A (Minors Prohibited) and Class D (General Off Sales, Hotel) licences.

the underlying rationale goes beyond business competition, and is instead a true planning objective. In the City of Spruce Grove, a 100-m buffer is required from liquor stores to public/community land uses—mirroring the requirement established in Section 105(3) of the *Gaming, Liquor and Cannabis Regulation* for minimum separation distances between cannabis stores and health care facilities, schools, and parcels of land designated as “school reserve” or “municipal and school reserve.”

Separation distances are one of many of the recommendations found in the Alcohol Policy for Community Safety, Vibrancy, Health and Well-Being - A Practical Guide for Alberta Municipalities (Alberta Health Services, 2022). The document contains a comprehensive review of options and opportunities for municipalities with the aim of reducing alcohol abuse and crime, in an effort to create safer communities. One tool used by the City of Wetaskiwin is a provision in its Business Hours Bylaw that limits the business hours for liquor stores (including off sales) from 10 am to 10 pm - less than the AGLC’s allowable range of 10 am to 2 am. Ultimately, a municipality can establish its own rules applicable to liquor land uses provided they don’t reduce the regulatory requirements established by the AGLC.

Crime Prevention Through Environmental Design (CPTED) is an approach that aims to manage built and natural environments through purposeful design measures (lighting, landscaping, visibility requirements etc.). Liquor-related uses are often associated with increased crime and illicit activity. CPTED can help mitigate the opportunity for these types of activities—something recognized by the Downtown Lethbridge Business Revitalization Zone who offers grants up to \$5000 for CPTED-related improvements. The City of Brooks promotes “natural surveillance” through required CPTED elements for retail liquor stores stipulated in its land use bylaw. However, it is noted that Section 21 of the *Matters Related to Subdivision and Development Regulation* provides that a Development Authority can impose CPTED features as a condition of development permit, regardless of whether these provisions are expressly authorized in the land use bylaw.

Concluding remarks

In recognition of the influence alcohol can have on the social, health, religious and recreational aspects of a community, it’s important that municipalities consider thoughtfully approaching the topic. The interplay of liquor and land use can be complex and a municipality is advised to broach this sensitive issue with the benefit of a public consultation campaign. The municipal development plan is one vehicle through which public opinion on this matter can be solicited and conveyed, wherein an alcohol-related questionnaire might be attached as an appendix to the plan. Presented alongside policing statistics on alcohol-related infractions and crimes, survey information can serve as baseline data to measure change as land uses come and go, and with it the needle of public opinion.



Source: visitparkcity.com

High West Distillery, established in 2006, is the first legally licensed distillery in Utah since the end of (American) Prohibition in 1933. This Park City-based business establishment operates out of a repurposed livery stable (aka “the National Garage”), and the property includes an accompanying saloon. High West bills itself as the world’s first and only “ski-in gastro-distillery.”

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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