



# **AGENDA**

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

**Monday, 23<sup>rd</sup> 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 – 10<sup>th</sup> October, 2023

**4.0 PUBLIC HEARING**

**5.0 DELEGATION**

5.1 Lynsey Robinson – Rural Health Professions Action Plan

5.2 Brian de Kok – Rural potable water

**6.0 REQUESTS FOR DECISION**

6.1 Lions Park Bathroom

6.2 Remembrance Day Committee Request – Portable Stage

6.3 Dr. Recruitment Committee

**7.0 MAYOR'S REPORT**

**8.0 COUNCIL'S REPORT**

**9.0 ADMINISTRATION'S REPORT**

9.1 CAO Report

9.1.1 Director of Operations Report

**10.0 CORRESPONDENCE**

## **11.0 INFORMATIONAL ITEMS**

- 11.1 Shaughnessy Community Association – Fundraising Auction and Supper
- 11.2 FCSS: Report to Municipalities, Outreach Services
- 11.3 Chinook Arch Regional Library System – Marketing/Communications Committee Meeting – October, 2023

## **12.0 CLOSED SESSION**

- 12.1 FOIP Act Division 2 Section 21 – Lethbridge County Land Use Bylaw Amendment proposals
- 12.2 FOIP Act Division 2 Section 16.1 – Housing Accelerator Fund
- 12.3 FOIP Act Division 2 Section 19 – CAO Performance Evaluation

## **13.0 ADJOURNMENT**

**MINUTES**  
OF THE  
**PICTURE BUTTE TOWN COUNCIL MEETING**  
HELD IN  
**COUNCIL CHAMBERS**  
**Tuesday, October 10<sup>th</sup>, 2023 AT 6:30 PM**

**PRESENT:** Mayor C. Moore      Councillor C. Papworth      Councillor T. Feist

**ABSENT:** Deputy Mayor H. de Kok

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

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF THE AGENDA**

262 2310 10      MOVED by Councillor Feist that the agenda be approved as amended.  
Add: 9.1.1 Director of Emergency Services Report  
CARRIED

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting – September 11<sup>th</sup>, 2023

263 2310 10      MOVED by Councillor Papworth that the Regular Council Meeting minutes  
of September 11<sup>th</sup>, 2023 be approved as presented.  
CARRIED

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

**5.0 DELEGATION** – None for this meeting

**6.0 REQUESTS FOR DECISION**

6.1 Community Foundation Lethbridge and SW Alberta – Library Grant

264 2310 10      MOVED by Councillor Papworth 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.  
CARRIED

6.2 Fortis Franchise Fees

265 2310 10      MOVED by Councillor Feist to keep the current rate of 11% for franchise  
fees received by Fortis Alberta.  
CARRIED

6.3 Picture Butte Library Board Appointment application

266 2310 10      MOVED by Councillor Papworth to appoint Martin Oudshoorn to the Picture  
Butte Library Board for a three year term.  
CARRIED

## 7.0 MAYOR'S REPORT

### 7.1 Mayor's Report

September 13 Attended a Community Futures meeting  
September 13 Attended the AHS Open House  
September 18 Attended a Committee of the Whole meeting  
September 26-29 Attended AB Municipalities Conference  
October 6 Attended a Mayors and Reeves meeting

267 2310 10 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.  
CARRIED

## 8.0 COUNCIL'S REPORT

### 8.1 Council's Report

Councillor Feist advised Council of her recent activities:

September 14 Attended a Family and Community Support Services meeting  
September 18 Attended a Committee of the Whole meeting

Councillor Papworth advised Council of her recent activities:

September 13 Attended a Green Acres Finance and Audit meeting  
September 13 Attended the AHS Open House  
September 14 Attended a Picture Butte & District Chamber of Commerce meeting  
September 18 Attended a Committee of the Whole meeting  
September 20 Attended a Green Acres Board meeting  
September 21 Attended a North County Health Foundation meeting  
September 26-29 Attended AB Municipalities Conference  
October 4 Attended a Remembrance Day Committee meeting

268 2310 10 MOVED by Councillor Feist that the Council Reports be accepted as presented.  
CARRIED

## 9.0 ADMINISTRATION'S REPORT

### 9.1 CAO Report

269 2310 10 MOVED by Councillor Papworth to accept the CAO Report as presented.  
CARRIED

#### 9.1.1 Director of Emergency Services Report

270 2310 10 MOVED by Councillor Feist to accept the Director of Emergency Services Report as presented.  
CARRIED

## 10.0 CORRESPONDENCE

### 10.1 North County Interfaith Outreach Society – Thank You Letter

271 2310 10 MOVED by Councillor Papworth to receive and file North County Interfaith Outreach Society – Thank you Letter.  
CARRIED

### 10.2 Alberta Health Services – Picture Butte Community Conversation Summary

272 2310 10 MOVED by Councillor Feist to Receive and file Alberta Health Services Community Conversation Summary.  
CARRIED



10.3 County of Lethbridge Community Learning Council – AGM Invitation

273 2310 10

MOVED by Councillor Papworth to allow Councillor Feist to attend the County of Lethbridge Community Learning Council AGM on October 12, 2023.

CARRIED

10.4 Doug Morland Letter – Campground Issues

A letter will be sent to the resident explaining that a bylaw will be put in place for next season and to call the RCMP with issues out of the Town's control.

**11.0 INFORMATIONAL ITEMS**

11.1 Oldman River Regional Services Commission – Fall Periodical

274 2310 10

MOVED by Councillor Feist to receive and file Oldman River Regional Services Commission – Fall Periodical.

CARRIED

**12.0 CLOSED SESSION**

**13.0 ADJOURNMENT**

The next Regular Council Meeting is scheduled for October 23<sup>rd</sup>, 2023 beginning at 6:30 p.m.

275 2310 10

MOVED by Councillor Feist that the Regular Council Meeting adjourn at 7:25 p.m.

CARRIED

\_\_\_\_\_  
Mayor Moore

\_\_\_\_\_  
Keith Davis  
Chief Administrative Officer

## Keith Davis

---

**From:** Brian de Kok <brian@premierebuilders.ca>  
**Sent:** Friday, October 20, 2023 12:57 PM  
**To:** Keith Davis  
**Subject:** Water line

Hi Keith, as per conversation, I would like to meet with counsel to discuss the water line connection along range rd 21-2a. Currently there is an hydrant installed at the corner of hwy 519-and range rd 21-2a, which is owned by Mr Heinen, who gave approval on the connection.

I am asking, based on the interest of several other land owners along the rd, if counsel would allows us to tie-into Mr Heinens line and supply us with water. Each land owner would purchase their own water meter, and have an agreement with the town.

Thanks  
Brian



## 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 18, 2023  
To: Mayor, Council  
From: Aaron Benson

### Re: Lions Park Bathrooms

#### Background:

We have documented the dates that vandalism has happened since the biggining of this year.

**March 31, 2023:** Vandalism occurred in the men's washroom. The toilet was smashed, and the flusher was destroyed.

**July 2023:** The men's washroom toilet was found plugged and required a hydro-vac to flush and clean the line in the men's washroom.

**August 22, 2023:** Spray painting graffiti on the wall in the men's change room and damage to the paper roll dispensers (women's and men's), baby change table and plugged toilets; additional cleaning had to happen.

**October 13, 2023:** Plugged toilets and water overflowing in the men's washroom; additional cleaning had to happen.

#### Recommendation:

Maintain the washrooms open during the daytime but close them at 9:00 p.m. every night, except for when special events happen at night. Monitor over the winter months and see if vandalism still happens. Provide findings to the Council in the springtime if vandalism has stopped as it appears during the nighttime.

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

**Reviewed by:** Keith Davis, CAO



## Request for Decision

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

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

Date: 20 October, 2023  
To: Mayor, Council  
From: CAO

### **Re: Remembrance Day Committee Request – Community Centre Portable Stage**

#### **Background:**

We have received a request from the Remembrance Day Committee to use the portable stage that is in the Community Centre for the Remembrance Day Service.

The Town usually does not loan out equipment within their facilities to the public. With this request there is a low risk of items going missing and or damage occurring to the loaned out stage.

#### **Recommendation:**

1. To allow the Remembrance Day Committee to use the portable stage at the Community Centre for the Remembrance Day Service.

**Submitted by:** Keith Davis, CAO



## Request for Decision

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

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

Date: 20 October, 2023  
To: Mayor, Council  
From: CAO

### **Re: Dr. Recruitment Committee**

#### **Background:**

I think there is enough community interest in this Committee to begin meeting. We have had a number of people express interest in being on the committee. Right now we need to work out when, where and how often the committee would like to meet.

Attached is the Health Professional Recruitment and Retention Terms of Reference bylaw that outlines the rules and regulations of the committee. It states in this bylaw that the committee should meet at least once every three months.

My recommendation is that we would set a time and place for the committee to meet; have interested parties attend; have the interested parties work out how often, when and where they would like to meet; and at the next Council meeting appoint these members to the committee as per the bylaw.

#### **Recommendation:**

1. To set a date for the Health Professional Recruitment and Retention Committee to meet and for administration to invite the interested parties to attend the meeting.

#### **Attachments:**

1. Health Professional Recruitment and Retention Committee Bylaw

**Submitted by:** Keith Davis, CAO

TOWN OF PICTURE BUTTE  
BYLAW NO. 908-21

A BYLAW OF THE COUNCIL OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A HEALTH PROFESSIONAL RECRUITMENT AND RETENTION IN THE TOWN OF PICTURE BUTTE

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate;

AND WHEREAS the Municipal Government Act also provides that a Council may pass bylaws in relation to the establishment and functions of Council committees, and the procedure and conduct of Council committees, and the conduct of Council committees established by the Council;

AND WHEREAS the Council of the Town of Picture Butte considers it expedient to establish a Health Professional Recruitment and Retention Committee to advise them on health professional recruitment and retention matters;

NOW THEREFORE, the Municipal Council of the Town of Picture Butte, hereby enacts as follows:

1. CITATION

- 1.1. This bylaw may be cited as the "Health Professional Recruitment and Retention Committee Bylaw".

2. DEFINITIONS

2.1. In this bylaw:

1. "CAO" means the Chief Administrative Officer of the Town of Picture Butte;
2. "Committee" means the Picture Butte Health Professional Recruitment and Retention Committee;
3. "Council" means the Town of Picture Butte Council;

3. HEALTH PROFESSIONAL RECRUITMENT AND RETENTION COMMITTEE

- 3.1. There is hereby established a Committee to be known as the Picture Butte Health Professional Recruitment and Retention Committee.

4. APPOINTMENTS/TERMS

- 4.1. The Committee shall consist of seven (7) voting members appointed by Council. The said members shall consist of:
1. Two (2) members of Town Council;
  2. One (1) physician representative;
  3. One (1) health professional representative;
  4. Three (3) members living in the Town of Picture Butte;
- 4.2. The Committee shall also consist of three (3) non-voting members. The non-voting members shall consist of:
1. One (1) member of the Town of Picture Butte Administration team appointed by the CAO;
  2. One (1) member of the Rural Health Professions Action Plan;
  3. One (1) Alberta Health Services representative.



- 4.3. All voting members shall be appointed by Council Resolution at the recommendation of the Committee.
- 4.4. Appointments shall be for four (4) years.
- 4.5. All members shall remain in office until their respective successors are appointed by Council.
- 4.6. By mutual consent, the Council and the Committee may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.
- 4.7. Any member may resign at any time upon sending a written notice to the CAO.
- 4.8. A person is disqualified from remaining a member of the Committee if he/she fails to attend, without being authorized by a resolution of the Committee to do so, three (3) consecutive Committee meetings.
- 4.9. If a member of the Committee is disqualified from remaining a member under subsection 5.6., he/she is deemed to have resigned his/her seat on the Committee.

## 5. PROCEEDINGS

- 5.1. Annually, the Committee shall hold a meeting at which time a chairperson and vice-chairperson shall be selected for the ensuing year.
- 5.2. The secretary shall be a member of Town administration. The roll of the secretary is to:
  1. Prepare agendas, with the Chair, for the meeting;
  2. Keep minutes of the meetings and distribute them to the members.
- 5.3. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three (3) months, and at such other times as deemed necessary.
- 5.4. A majority of members of the Committee constitute a committee. Attendance via electronic means is considered acceptable for meeting quorum and attendance requirements.
- 5.5. Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
- 5.6. All minutes, resolutions and policies of the Committee shall be entered in books to be kept by it for that purpose and the books shall be signed by the Chair or Acting Chair.
- 5.7. A copy the minutes shall be distributed, via email, to Committee members within one week of the meeting whenever possible;
- 5.8. Remuneration of the members of the committee shall be established by resolution of Council.

## 6. DUTIES OF THE COMMITTEE

- 6.1. The purpose of the Committee is to build a sustainable system for health profession attraction and retention in collaboration with local health professionals which will ensure ongoing health-care provision to the community;
- 6.2. The Committee's objectives shall be to:
  1. Coordinate attraction and retention of needed health professions amongst the existing providers, Alberta Health Services (AHS), Covenant Health, and the community;
  2. To reduce the need for recruitment by focusing on retention efforts. Retention efforts focus on the following three areas;
    - a. Settling in and integration of health professionals;
    - b. Family integration into the community; and
    - c. Family quality of life interests.
  3. To facilitate community involvement in the attraction and retention process together with health professions and AHS;

- 6.3 Specific powers, duties and responsibilities of the Committee include:
1. Serve as a liaison between Town Council and the community;
  2. In conjunction with Council and Town staff, facilitate health professional retention and recruitment activities for the Town;
  3. Work with stakeholders to retain and recruit health professionals to the Town;
  4. Provide review and comment on health profession retention and attraction efforts to Council;
  5. Make recommendations to Council regarding health profession retention and attraction issues, strategy development and implementation and other initiatives that can be undertaken by the Town to expand and strengthen its health professional's retention and attraction efforts; and
  6. To assist Council in finding funding sources for health professional retention and attraction initiatives.
- 6.4 The Committee Chairperson shall present an annual written report to Council in December of each year.

7. BUDGET

- 7.1 Annually, before the 30<sup>th</sup> of September, the Committee shall submit to the Council for ratification, a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
- 7.2 Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Committee or any member thereof have the power to authorize any expenditure to be charged against the Town.
- 7.3 In the event that there is any deviation of the ratified budget desired by the Committee, application for change from the ratified budget must be made to Council before the change is affected.

8. COMING INTO EFFECT

- 8.1 This Bylaw shall come into effect on the date of the third reading.

READ A FIRST TIME THIS 11<sup>TH</sup> DAY OF JANUARY, 2021. A.D.  
READ A SECOND TIME THIS 11<sup>TH</sup> DAY OF JANUARY, 2021. A.D.  
READ A THIRD TIME AND FINALLY PASSED THIS 11<sup>TH</sup> DAY OF JANUARY, 2021. A.D.

TOWN OF PICTURE BUTTE

  
\_\_\_\_\_  
Cathy Moore  
Mayor

  
\_\_\_\_\_  
Keith Davis  
CAO





## 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: 20 October, 2023

To: Mayor, Council

From: CAO

### **North County Recreation Complex study**

Senaltek are working on a survey that will be issued to user groups in the coming weeks for their opinion on constraints and how the arena can be improved. They are continuing on their other scopes of work.

### **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 has completed an application to apply the sludge to the lands north of the lagoon. We are currently waiting for AE's approval so we can proceed with this work.

### **Sunset Park Phase 2**

Shallow utilities are scheduled to be completed by the end of October. I have not been made aware of any issues there.

### **Electric Chargers**

Reporting on the electric charger installs has been completed.

### **Miscellaneous**

- I attended ICS 200 training in Stirling on the 11<sup>th</sup> and 12<sup>th</sup> of October. This is a mandatory level of training for Deputy DEM's.
- Michelle and I met with benefit representatives as we assess who can provide the best health and benefits to our employees.
- I took some time off between the 28<sup>th</sup> of September and the 5<sup>th</sup> of October.
- The office facia is scheduled to be completed by the end of the week beginning 23<sup>rd</sup> of October. The contractor had to wait for more product to be produced.
- Picture Butte hosted a joint Local Government Administrators of Alberta (LGAA) and Alberta Rural Municipal Administrators Association meeting on the 19<sup>th</sup> of October.
- The library's grant for computers was submitted.

### **HOLIDAY STATUS**

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 29 days

### **Submitted by:**

Keith Davis, CAO



## Town of Picture Butte

**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

# Director of Operations Monthly Report

October 1 – October 18, 2023

## Current Public Works Activity

- § **North County Recreation Complex – Arena:** The arena is opened for another season to the different ice users.
  - 2 full-time staff and 1 seasonal casual are used in the schedule rotation. Another casual is to be hired for only tournaments.
  - The curling Rink is in the process of making ice.
- § Parks and Recreation: All irrigation lines will be blown out by the end of October 20, 2023.
- § **Waste Water Treatment: Lagoon –** The Town is waiting for AEP to approve the biosolids land application sent on October 16, 2023. This is to spread biosolids from cell 1 onto the townland beside the lagoon and farmers' land.
- § A full-time Public Works 1 – Interviews in progress.
- § **Sunset Phase II –** The contractor is on-site working with Atco and Fortis with a proposed completion date at the end of October 2023.
- § Asphalt to the alleyways will be completed by the end of October 2023.
- § **Fire Hydrants:** Flushing of all fire hydrants in the Town is completed.
- § **Rogers Avenue and Highway Avenue:** Sewer Repairs and a water line repair are scheduled for October 24 through 27, 2023. The Town is working with Alberta Transportation and will temporarily shut down the highways and direct traffic through Factory Drive while the contractors complete the residential repairs.
- § **Winter Maintenance:** Public Works is preparing for next week as we are forecasted for our first snowfall.

## RECOMMENDATION:

That Council receives, for information, the Director of Operations report for October 1, 2023 – October 18, 2023

Prepared by: Aaron Benson  
Respectfully presented to Council

Date: October 18, 2023  
Date: October 23, 2023

RECEIVED

OCT 16 2023



SHAUGHNESSY COMMUNITY ASSOCIATION

PO BOX 22, Shaughnessy, AB TOK 2A0

October 5, 2023

Dear: Friends & Neighbours

After 4 long years we are happy to be able to invite you to participate in our 18th annual Fundraising Auction and Supper. It will be held November 4, 2023. We are having a Beef Supper at 6:00. Tickets are \$10.00. A live auction will start at 7:00 with silent auction and raffle items on display and bids placed until near the end of the evening, as well as a Pie Auction.

We are asking for your support by way of a donation of any gift (s) to be placed in the auction. We also hope that you and/or your staff will be able to participate in our fundraiser. Cash donations will also be gratefully accepted.

As you may know, we have acquired the former Shaughnessy School which is now our community Centre. Currently we host a monthly Country Music Jam Session, twice weekly flea markets and monthly pancake breakfasts; we also have community dances, family activities & dinners. Not only do many of Shaughnessy's residents participate in our events, but also people from Picture Butte, Nobleford, Diamond City, Turin, Coaldale, Coalhurst, Taber, Barons, Raymond and Lethbridge just to name a few.

Proceeds of this fundraising event will help with our monthly facility expenses as well as enable us to make some much-needed repairs and improvements.

We value our relationship with your organization and will ensure your contribution to this auction will be recognized throughout the community.

We hope we can count on your support this year. Please contact the undersigned S.C.A. Representative, or you can call Gerrie-Mae at 403 381-3847 by October 26, 2023 and let her know how you will participate in this auction. Our Board Members will be happy to answer any questions you may have about this event.

Doors open at 5:30, dinner at 6PM, Auction at 7PM. Dinner tickets are \$10.00 each, kids age 10 & under \$5.00. A Cash Bar will be available and children are welcome to attend with parents.

Thank you for your support

*Gerrie Mae Zillman*

2023



REPORT TO MUNICIPALITIES  
OUTREACH SERVICES



Strengthening Families in rural Alberta

[www.fcss.ca](http://www.fcss.ca)

Alberta

# OUTREACH SERVICES PRIORITIES

## DEPARTMENT PRIORITIES

### SENIOR SERVICES

**Outcome Statement:** Seniors have increased capacity to enhance their well-being.

- Increase the number of opportunities for social connections between seniors and children/youth.
- Deliver 4-6 opportunities for caregivers.
- Deliver 2-3 presentations (i.e. life-long learning opportunities) within all 16 communities.
- Refine the process for tracking senior clients attending FCSS programs.

### VOLUNTEER SERVICES:

**Outcome Statement:** FCSS volunteers feel valued.

- Increase the number of volunteer hours across the organization by 10%.
- Increase the number of taxes completed through the Community Volunteer Income Tax Program.
- Refine the process for tracking senior clients attending Family and Community Support Services' (FCSS) programs.

### YOUTH SERVICES:

**Outcome Statement:** Youth (6-18) have increased capacity to manage life's challenges through education, collaboration and outreach services.

- Develop an evaluation process for all youth programs.
- Obtain sustainable resources (funding and staffing) on a long-term basis.
- Work with partners to establish 2-3 new community driven initiatives.
- Incorporate mental wellness awareness in all youth programs.

## ▶ SENIOR SERVICES

**546** Individuals supported

**407** Direct service hours (11% increase from 2022)

After attending FCSS programs, **92%** of seniors feel better about their ability to take action towards improving their life.

## ▶ YOUTH SERVICES

**1,410** Direct service hours

**285** youth involved in programs (82% increase from 2022)

After attending FCSS programs, **85%** of youth feel that they are better at solving problems.

## ▶ VOLUNTEER SERVICES

**169** Registered volunteers

**3,855** Volunteer hours (8% increase from 2022)

**494** Tax returns completed (11% increase from 2022)

**58%** of volunteers are between the ages of 6-17

**83%** of volunteers believe that they make a difference when they volunteer.



# MEET THE TEAM



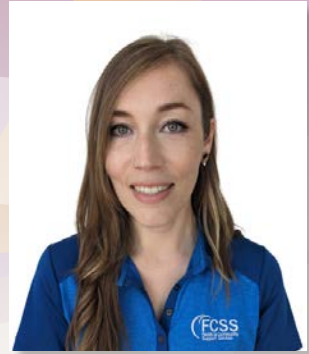
**KAITLYNN WEAVER**

Outreach Services  
Supervisor



**KORI KURYVIAL**

Farm Family  
Outreach Coordinator



**LORENA AHMADI**

Farm Family  
Outreach Worker



**EMILY FREIBERG**

Farm Family  
Outreach Worker



**CINDY LAUWEN**

Volunteer Services  
Coordinator



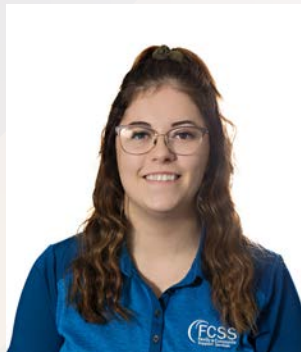
**RENEE WHITE**

Senior Services  
Coordinator



**JILLIAN BOYD**

Youth Development  
Coordinator



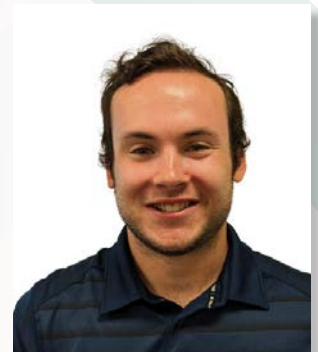
**TRINITY WALKER**

Youth Development  
Coordinator



**ANITA WIEBE**

Youth Development  
Coordinator



**JARRED MEYERINK**

Youth Development  
Coordinator

# PROMOTING FCSS & SUMMER EVENTS

In 2023, FCSS expanded its reach by hosting or supporting 53 summer fun events for all ages, including youth, children, families, and seniors. FCSS also participated in 9 municipal parades.

**9** Parades Barnwell, Barons, Coaldale, Coalhurst, Coutts, Nobleford, Picture Butte, Taber, Vauxhall

**53** Summer fun activities

More than **1,800** individuals participated

Barnwell, Barons, Coaldale, Coalhurst, Coutts, Enchant, Grassy Lake, Iron Springs, Milk River, Monarch, Nobleford, Picture Butte, Raymond, Shaughnessy, Stirling, Taber, Vauxhall, and Warner.



## FCSS and the Town of Milk River have purchased a NeighbourGOOD Trailer

By Garrett Simmons  
FCSS Communications

There are about to be some good times in the NeighbourGOOD this summer! Family and Community Support Services and the Town of Milk River has purchased a NeighbourGOOD Trailer, stocked with all of the necessary ingredients to host a successful event. This trailer was funded by the Community Priorities Fund grant from the Community Foundation of Lethbridge and Southwestern Alberta. The trailer will be out and about all summer at community events, parades and celebrations, so its maiden voyage included a stop at the Coutts community parade. Kelly Lloyd, Chief Administrative Officer, is looking forward to the positivity that the trailer will bring to the community. "The Town of Milk River is excited about this project as it helps to create neighbourhoods that will eventually allow locals to use the trailer to host larger events such as block parties. This year, we're taking it around our communities to demonstrate that it's out there. Next year, however, people will be able to book it through FCSS to use it for their events," said Weaver. Charleen Davidson, Executive Director of the Community Foundation of Lethbridge and Southwestern Alberta, added the trailer will be a fantastic community resource.



PHOTO: SEBASTIAN

Continued on Page 2



With the support of FCSS, the Town of Milk River was successful with a grant request to the Community Foundation of Lethbridge and Southwestern Alberta for a 'NeighbourGOOD Trailer.' The utility trailer is stocked full of family-friendly games, craft supplies, tables, and chairs – everything one would need to host a fun and engaging neighbourhood event. The trailer was hauled to nearly every parade in the region and was featured at multiple Summer Fun activities..



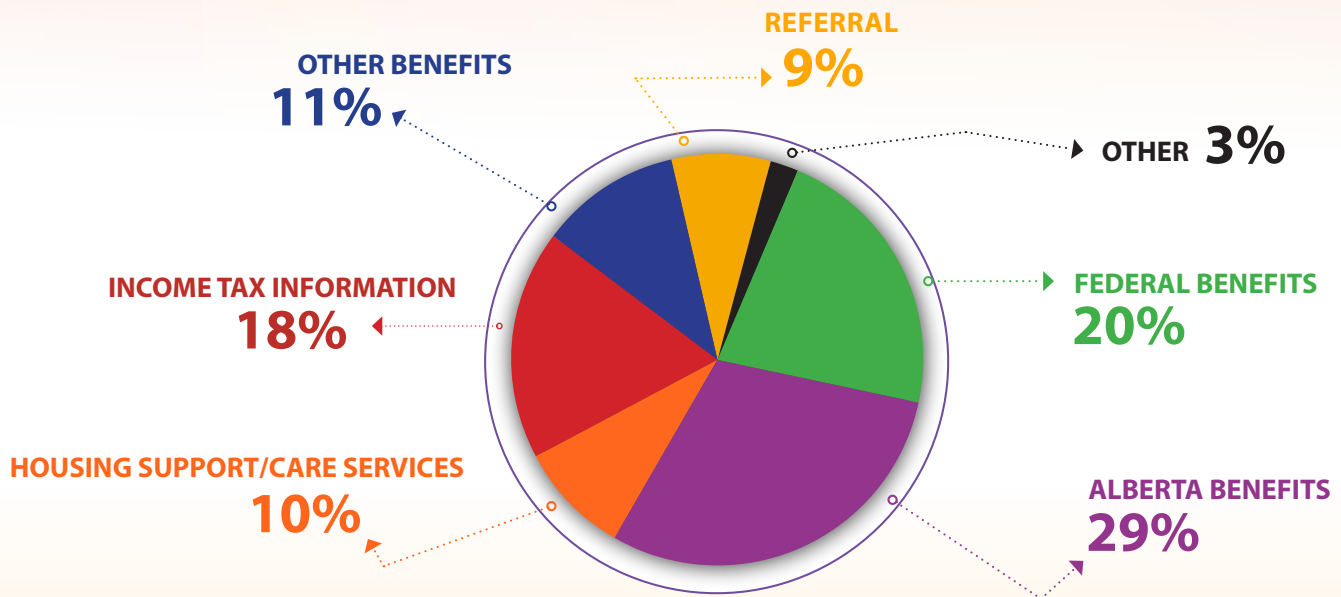


# SUPPORTING SENIORS

## INFORMATION AND SUPPORT

The Senior Services team offers in-person support for seniors who need help filling out paperwork to access their benefits. Staff also offer resources or additional supports to navigate local, provincial, or federal systems.

**546** Individuals directly supported.



**244** Seniors were referred to other organizations or provided with information about resources that they could access outside of FCSS services.

**KEY:**

- **Federal Benefits** = Assistance filling out Old Age Security and Guaranteed Income Supplement.
- **Alberta Benefits** = Assistance filling out Alberta Special Needs Assistance paperwork.
- **Housing Support/Care Services** = Support accessing housing, transportation, and Home Care services.
- **Income Tax Information** = Answering questions about income taxes after tax documentation has been submitted.
- **Other Benefits** = Assistance applying for Income Support, AISH, and other benefits.
- **Referrals** to other organizations.

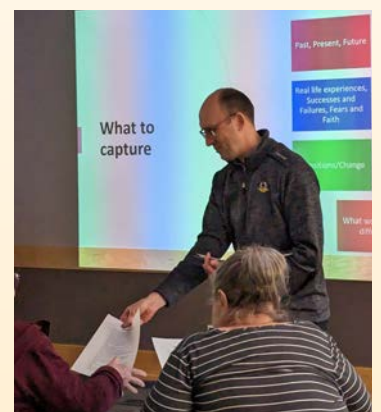
## PROGRAM HIGHLIGHT: SENIOR SPEAKER SERIES

Alongside the Taber Public Library, FCSS offered **10** informative presentations to **95** seniors. Presenters included representatives from the Canada Revenue Agency and Service Canada, lawyers, and experts in decluttering spaces.

*"Thank you, it was very helpful to review this information.*

*Presenter was very knowledgeable" – Senior*

*"I gained some valuable information attending this workshop!" – Senior*



## BETWEEN FRIENDS AND PRECIOUS CONNECTIONS

These programs provide children/youth and seniors with the opportunity to connect with one another.

**Communities Served:** Coaldale, Nobleford, Stirling, & Raymond

**369** Children & **273** Seniors

*"I loved between friends and want to do it again next year."- Youth*

*"Good way to associate with the little ones and get to know them and their moms"- Senior*



**100%** of seniors and **80%** of children now feel more comfortable with people from another generation.

## SENIORS' CONFERENCE

**Communities Served:** Raymond



Funded by the New Horizons' for Seniors Program from the Government of Canada, FCSS hosted the Living Well, Living Rural Seniors' Conference, which was attended by over 100 seniors from the FCSS region. The day included a keynote address from John Carstairs, a catered lunch, and resource tables.

**96%** of seniors reported that, as a result of the conference, they feel better about their ability to take action towards improving their life.

*"Very well organized, food was great, speaker was excellent, entertainment was super" - Senior*

Funded by the  
Government of Canada's  
New Horizons for Seniors Program



## SENIORS' WEEK CELEBRATION

Seniors were invited to Picture Butte's Coyote Flats Pioneer Village to celebrate Seniors' Week with food, music, and fun! Seniors' Week recognizes the contributions seniors make to enhance the quality of life in Alberta.

**60** Seniors



# FARM FAMILY OUTREACH PROGRAM

Funded by the Canadian Red Cross and the Public Health Agency of Canada, FCSS's Farm Family Outreach program helps to support the agricultural community and their families. Farm Family Outreach staff provide system navigation supports, connect farmers and their families to local resources (including FCSS's Counselling Services), and host events to recognize the important contributions of women on the farm.



Over **300** farmers and service providers supported

Financial contribution from



Public Health Agency of Canada

Agence de la santé publique du Canada



## SUCCESS STORY

A farming family reached out to the Farm Family Outreach program looking for resources to assist in resolving a family conflict. The parents, who were quite elderly, wanted to hand the farm down to their two adult sons so that they could relieve themselves of the responsibilities of overseeing the farm. Unfortunately, the sons did not get along and were struggling to work together. The parents were looking for someone to mediate a family meeting to resolve the issues in order to pass the farm down to their sons. The Farm Family Outreach Coordinator referred the family to Counselling Services and the family agreed to counselling. Over the course of three sessions, the conflict was successfully addressed, and all members of the family were pleased with the process. They were also appreciative of the fact that this type of free service was available to them as a farming family and that it was offered in a timely manner. At the moment, the family has not yet decided how the farm will be passed down to the sons. However, it is clear that the family relationship is well on the mend.



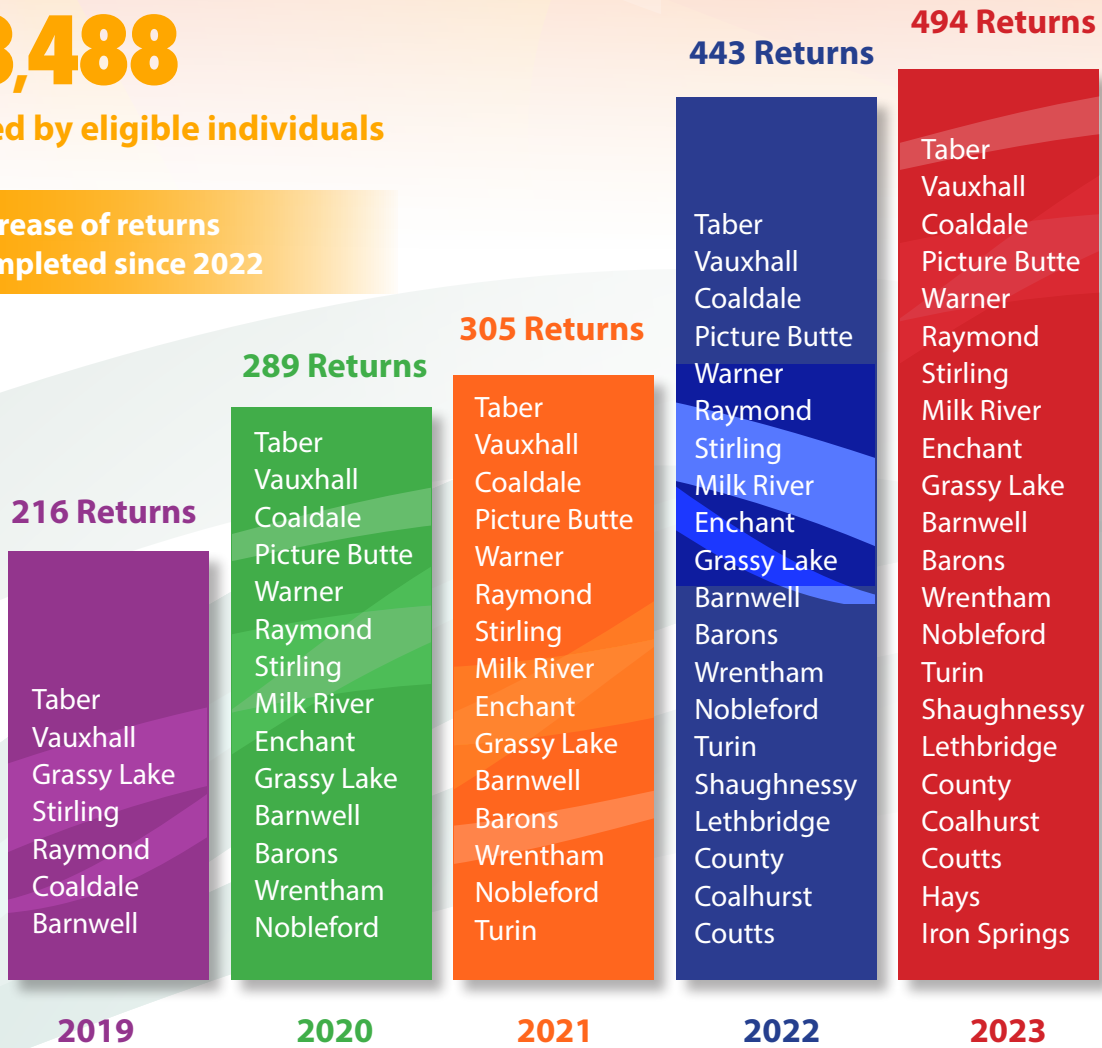
# COMMUNITY VOLUNTEER INCOME TAX PROGRAM

The Community Volunteer Income Tax Program (CVITP) is offered through a partnership between FCSS and the Canada Revenue Agency. The CVITP works with organizations in the community to host free tax preparation clinics. The CVITP arranges for volunteers to complete income tax returns for eligible individuals with a modest income and simple tax situations.

## \$4,843,488

Benefits received by eligible individuals

**11%** Increase of returns completed since 2022



**61%** Female

**18%** Low German Mennonite

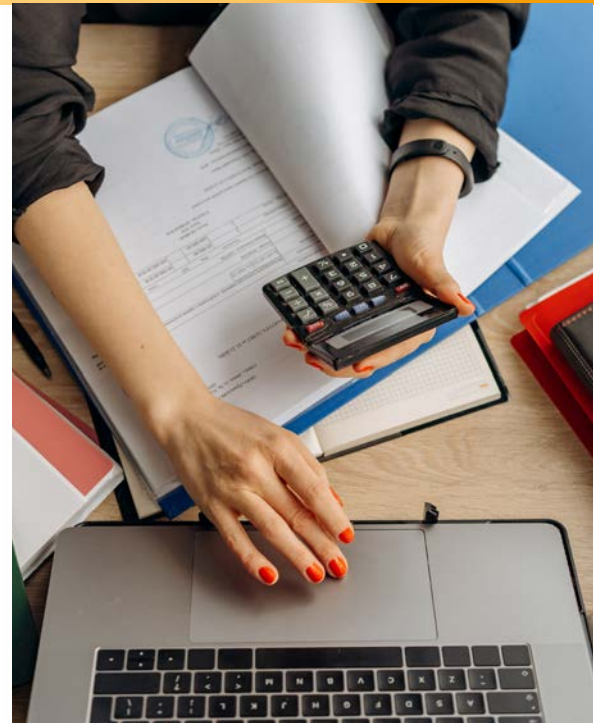
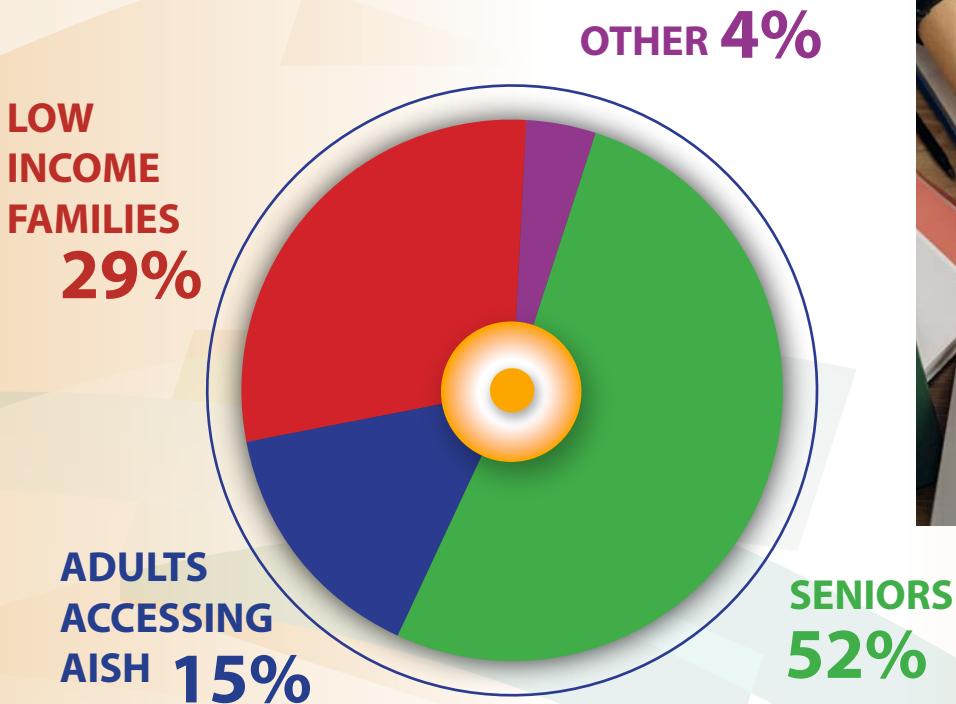
**5%** Indigenous



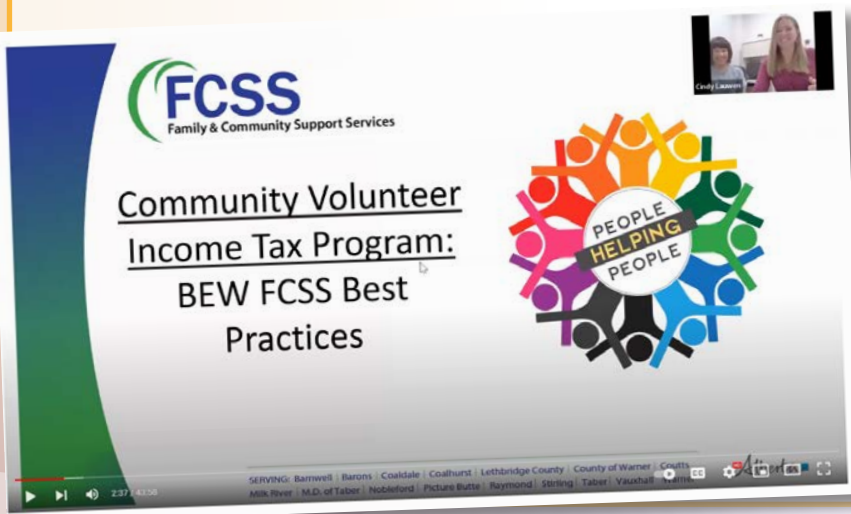
Canada Revenue Agency

Agence du revenu du Canada

## TYPES OF CLIENTS SERVED:



## COMMUNITY VOLUNTEER INCOME TAX PROGRAM: BEW FCSS BEST PRACTICES (FCSSAA WEBINAR)



Cindy Lauwen and Kaitlynn Weaver presented to 35 staff from FCSS programs across the province about the success of BEW FCSS's tax program. They shared their knowledge to help other FCSS's improve the efficiency and integrity of their own tax program.

## VOLUNTEERING WITH FCSS

### TAX PROGRAM

The CVITP was offered in-person by scheduling short appointments for clients to drop off their paperwork across the FCSS service area. This allowed for more clients to receive quick service and gave the CVITP volunteers the freedom to work on the tax refunds on their own schedules.

**5** Volunteers

**239** volunteer hours



### CLOTHING AND TOYFEST

FCSS staff and volunteers collected, organized, and then offered donations to local families for free.

Nobleford • Picture Butte • Stirling • Vauxhall

**184** Non-registered volunteers

**330** volunteer hours

### MEALS ON WHEELS

Volunteers in Coaldale and Picture Butte delivered meals to seniors.

**200** Non-registered volunteers

**356** volunteer hours





# VOLUNTEERING WITH FCSS

The DO Crew and DO Crew Jr. are volunteering and leadership programs for youth ages 11-18 hosted across the FCSS service area.



**125**

Youth participants

DO Crew - 58

DO Crew Jr. - 67



**1,054**

Youth volunteer hours

DO Crew - 807

DO Crew Jr. - 247

(64% increase in volunteer hours)

## COALDALE YOUTH DO CREW BUILDS A LITTLE FREE PANTRY

The Little Free Pantry is a project developed by the Coaldale DO Crew to help address food insecurity in the Town of Coaldale. The development of the Little Free Pantry was made possible through the combined efforts of the DO Crew youth, FCSS, and the Town of Coaldale. Funding for the project was provided by the Coaldale Community Wellness Association.



## VAUXHALL DO CREW JR. CLEANS FIRETRUCKS FOLLOWING A GRASS FIRE



**100%** of youth report that, as a result of this program, they are more confident in their leadership and life skills.

# DEVELOPING YOUTH RESILIENCE

## COALHURST YOUTH CENTRE

39 children and youth participated in the Coalhurst Youth Centre to help youth develop skills in emotional and social regulation and resiliency. Youth were able to connect with Tiki the Therapy Dog who helped youth feel calm and relaxed as they learned to practice self-care.

*"I enjoy meeting new people here!" - Youth Participant*

*"My son enjoys going to the community center on Thursdays. It doesn't matter if it's a small group or a large group of kids. It's given him more independence as he walks from school to the community center. That hour and a half helps him with his ADHD and ODD"- Parent*



## PRESENTATIONS TO INCREASE YOUTH RESILIENCY

The Youth Development Coordinators presented to over 250 youth across the region about the importance of creating and maintaining healthy relationships, responding to peer pressure, and setting healthy boundaries.

**91%** of youth report that, as a result of the presentation, they know adults that they can go to when they need help.

## YOUTH EVENTS

Youth Development Coordinators attended 3 events to promote youth resiliency across the region. This included the Taber Spark Fair, the Horizon School Division's Backpack Program, and McHappy Day.





# GENERAL INTEREST COURSES

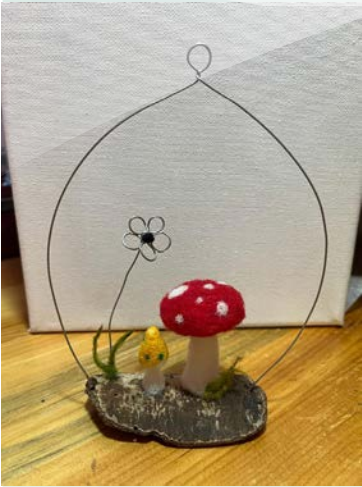
FCSS offered General Interest Courses to residents in the County of Warner. These courses offered a range of fun activities that helped residents develop skills, connect with others, and have fun!

**Communities Served:** Raymond, Stirling, Coutts, Milk River, Warner

**63** participants

*"Well prepared and executed. The small class made interaction with others delightful! Well done, girls. Thank you!"*

*- GIC Participant*



*"Instructor was very engaging and helpful! And artistic!" - GIC Participant*

*"My kids and I loved it" - GIC Participant*



## Chocolatiers hone skills in Warner and Milk River

By Garrett Simmons  
FCSS Communications

Ever wonder how chocolate is made? Just how, exactly, does someone take cocoa beans and turn that into a delicious treat?

Earlier this month, residents in the County of Warner got answers to those very important questions, thanks to Rebekah Moedt, the owner of Eleventeen Bean to Bar.

Moedt ran a Family and Community Support Services General Interest Course (GIC) for county residents, as locals had an opportunity to learn all about the process.

"What I do is I make chocolate from cocoa beans from Ecuador," said Moedt. "In the class, I brought in dark chocolate and white chocolate that I made, so people could mix it and create their own."

The Making Milk Chocolate in Milk River class was a huge hit, according to FCSS Outreach Services Supervisor Kaitlynn Weaver.

"Based on how quickly folks filled up the class, I think it was something that was very popular," she said. "I think having it in their community, being able to participate with their friends and not have to go to Lethbridge, it was really nice."

Amateur chocolate makers will have three more opportunities to learn about the craft, as Moedt is hosting Father's Day themed courses (Dad's Like Chocolate Too) on June 9 in Warner and June 16 in Stirling.

Moedt explained the bean-to-bar concept creates a simple three-ingredient chocolate, much different than store-bought candy. The type of chocolate

she creates is only available locally in Calgary, Fernie and through her Lethbridge-based business.

"They were very surprised to learn about how chocolate is made and where it is made," said Moedt, who added participants were extremely engaged throughout the class. "They were a fun bunch. They were like sponges and asked a ton of really good questions."

Of course, chocolate making is just one of the course offerings FCSS has on tap for County of Warner residents, who have the opportunity to learn about painting, making wire rings, mixed-media art and hammered brass and copper earrings, to name just a few.

"It's an opportunity for residents to learn some new skills and some old skills and connect with other folks in their area," said Weaver of the GIC initiative. "We're connecting with really cool instructors."

Partnerships with communities throughout the county allow FCSS to host the courses in convenient, local venues, to help instructors share their knowledge with people eager to learn something new.

"We're really grateful that instructors like Rebekah are interested in helping out and trying something new with us," said Weaver. "We're really lucky to have good relationships with the municipalities that are hosting the courses."

To view the list of upcoming courses, please visit FCSS's Eventbrite website here: GENERAL INTEREST COURSES or call Kaitlynn at (403) 795-4627.

More information on Eleventeen Bean to Bar can be found here: ELEVENTEEN.





### MOVING IN, MOVING ON & MOVING UP: LIVING WELL IN RURAL CANADA 2023 CONFERENCE

Outreach Services staff presented at a national conference on their experiences working in rural southern Alberta as well as the unique and innovative programs and services offered by FCSS. Emily, Kori, Jillian, and Kaitlynn addressed some of the observed challenges experienced by southern Albertan youth, seniors, and families and offered valuable insight into the realities of rural and remote living.



### YOUTH WELLNESS FORUM

FCSS Youth Services staff attended the 'Voices of Youth Mental Wellness Community Forum' in Lethbridge to share their experiences working with rural and diverse youth in southern Alberta. This event connected youth ages 12-17, parents, government officials, policy makers, and helping professionals working with youth to explore different ways to improve the mental wellness of youth in southern Alberta.



Serving:

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



## **Marketing/Communications Committee Meeting**

Wednesday, October 11, 2023

12:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/83228117323?pwd=Nm5hNOV5d3BRRTkMINKaW9ZQjFNZ>

z09

Meeting ID: 832 2811 7323

Passcode: 329456

### **Agenda**

1. Approval of Agenda
2. Minutes of the Marketing/Communications Meeting of May 31, 2022
3. Policy Review
  - a. Communications
4. Information Package for Library Boards
5. Fundraising/Lobbying Update
6. Library Trustee Training Day
7. Review Marketing Budget (verbal update)
8. READ Awards
9. Next meeting (January/February 2022)
10. Adjourn

*Friends of Chinook Arch AGM to follow*

few weeks. R. Hephner will share the websites at the Executive meeting and the System Board meeting.

#### **4. Marketing/Communications Plan (J. Going)**

The Marketing/Communications Plan is a tool J. Going uses to organize her workflow for the year and collect ideas for the future. The first two quarters of 2023 have been largely focused on the new websites. Other tasks have been moved to quarter three, including visits to libraries and recording video content.

The Foot Traffic Promotions are a perennial library favourite. The next promotion is in June. This usually takes the form of a contest that patrons can enter by visiting their physical library. This increases library usage and engages new and returning patrons.

Joey is running a Pizza Party contest for library staff, to promote the regional programming collection. Every time staff use a programming kit from the collection, they can take a picture, send it to Joey and be entered for a chance to win a pizza party.

#### **5. Fundraising/Lobbying Updates**

##### **a. Fundraising**

The EBSCO Solar Power grant application has been submitted. Grant winners will be announced in late June.

The Healthy Aging Alberta grant application has been submitted. This grant entails a request for \$175,000 across two fiscal years, with a proposed start date of September 2023 for the full-time project coordinator and part-time assistant. The proposed program would follow the model created for the Seniors and Intergenerational Program that was so well-received by libraries and library users.

M. Logan noted that the Digital Navigator program has been very well received by the senior population in Lomond and recommends other communities take advantage of this opportunity.

Chinook Arch was successful in getting Canada Summer Jobs funding for two summer reading program students. This year, we received \$4,200 for two positions.

##### **i. Lobbying**

Letters of congratulation will be sent to local MLAs within the Chinook Arch catchment area once the cabinet positions are announced. R. Hepher will draft the letters and send them to the Committee for review.

The new Chinook Arch swag arrived this week, including pens, notebooks, and canvas bags. The promotional items will be shared at the System Board meeting. J. Going will share information about branded cleaning clothes with the Committee via email.

## **6. Library Board and Council Visits Update**

Chinook Arch staff makes an effort to visit every member library board in a three-year cycle, and to visit member municipal councils at least once every four years. No board or council visits have happened since the last Marketing/Communications Committee meeting.

Planned council visits for this year include:

- Village of Barons
- Village of Coutts
- Village of Hill Spring
- Ranchland MD

R. Hepher recommended hosting a Board Orientation Day at Chinook Arch. This would be an opportunity for member library boards to connect with each other and dedicate time to board development. The Committee was in favour and selected Saturday, October 21<sup>st</sup> for the Board Orientation. R. Hepher will begin planning and share the information with member library boards and at the System Board meeting.

Robin is planning to present to the City of Lethbridge policy committee this year, alongside the LPL CEO and the library board chairs. This will be an opportunity to present a united front to the City.

## **7. Policy Review**

### **a. Corporate Image**

This policy governs aspects of Chinook Arch's corporate image, including the logo and legal name. The logo was last updated in 2018. It continues to work well for the System, as demonstrated by the recent website update. The logo still feels fresh and contemporary.

No changes to the policy were made.

## **8. Next Meeting**

Next meeting is Thursday October 12<sup>th</sup> at 12:00pm in person and via Zoom.

**9. Adjourn**

**Motion:** M. Jensen moved the meeting be adjourned. **CARRIED**

**Signature:** \_\_\_\_\_

## Communications

### Policy

Chinook Arch will ensure System Board members, member councils, member library boards and other stakeholders are well informed about Chinook Arch services and activities. Methods of communication will may include email, newsletters, social media, and both internal and external websites. The internal website for staff and member libraries will provide online access to information about the System and its services. In addition, a variety of print documents will be used to describe services provided.

Commented [RH1]: Is this level of detail necessary in the policy?

~~The Marketing/Communications (M/C) committee will prepare a Marketing Plan which is reviewed every three years and revised when necessary.~~

The Marketing/Communications Committee will regularly review the System's marketing plan.

Last Reviewed:	<del>2 December 2021</del>
	<u>October 2023</u>
Last Revised:	3 December 2020



## Agenda Item 5 – Fundraising/Lobbying Update

### Fundraising

- Final reporting for the Canada Summer Jobs grant has been submitted (with difficulty). Total amount of funding received is approximately \$4,300.
- An application for a CIP grant is being prepared to help defray the cost of the purchase of a new delivery van. The dealer had ordered a two new vans for Chinook Arch, but ordered the wrong model, delaying delivery by 8-10 months. The price for each van has also increased by \$10,000, putting a strain on our vehicle reserve.

### Lobbying

- The library systems' advocacy committee will be meeting in October, 2023. The group has not met since spring.
- Chinook Arch has received word that its submission to the Minister's Awards was not successful (see attached letter).

## Agenda Item 8 – READ Awards

### Background

The READ awards are designed to give Chinook Arch member libraries a chance to submit programs and services that they are proud of, and to have those programs highlighted at the Southern Alberta Library Conference. The Marketing/Communications Committee is responsible for selecting READ award winners.

Traditionally, the READ Awards are given out during the dinner of SALC. In 2024, SALC will be seeing some changes as a result of feedback that was given from attendees. The SALC Planning Committee has opted to try a new venue (the AgriFood Hub), a new date (April 26, 2024), and a new format (a shorter day, which would eliminate dinner).

### Discussion

Given these changes to SALC, how does the Committee wish to grant READ awards this year? The SALC Planning Committee has indicated that the lunch at SALC would be open should the M/C Committee find that an appropriate time.

In the past, approximately \$2,000 has been set aside for READ Award winners. This amount has been budgeted again for 2024.



**CHINOOK**  
**ARCH** REGIONAL  
LIBRARY SYSTEM

# **LIBRARY BOARD TRUSTEE EXTRAVAGANZA!**

**Join other library trustees from across southern Alberta for a day of networking and learning.**

**Be the best library trustee you can be!**

**Registration is FREE and so is LUNCH.**

**Door prizes! Special guests! And more!**

**Saturday, November 18**

**9:00am - 3:00pm**

Chinook Arch Regional  
Library System Board Room

2902 - 7 Avenue North

Lethbridge, AB

**Please register by Wednesday, November 15.**

**Registration is limited,  
save your spot by visiting**

**<https://bit.ly/CA-SaveSpot>**

**For more information, call 403-380-1500 or  
email [rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca)**