



# **AGENDA**

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

**Tuesday November 14<sup>th</sup>, 2023 at 6:30 pm**

**1.0 CALL TO ORDER**

**2.0 ADOPTION OF THE AGENDA**

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting Minutes – 23<sup>rd</sup> October, 2023

**4.0 PUBLIC HEARING**

**5.0 DELEGATION**

**6.0 REQUESTS FOR DECISION**

6.1 Tax Penalty Write-off Roll No. 368000

6.2 3<sup>rd</sup> Quarter Variance Report

6.3 Alberta Community Partnership Funding Application

6.4 Bylaw No. 869-18 Council Code of Conduct bylaw

6.5

**7.0 MAYOR'S REPORT**

**8.0 COUNCIL'S REPORT**

**9.0 ADMINISTRATION'S REPORT**

9.1 CAO Report

9.1.1 Emergency Services Report

**10.0 CORRESPONDENCE**

10.1 Municipal Affairs – Municipal Indicator Dashboard

10.2 Lethbridge County Council Appointments

10.3 Walk on the Wildside – Picture Butte Reservoir Water Quality

## **11.0 INFORMATIONAL ITEMS**

- 11.1 Barons-Eureka-Warner Family & Community Support Services Board Meeting Minutes – October, 2023
- 11.2 Fire Underwriters Survey Petition

## **12.0 CLOSED SESSION**

## **13.0 ADJOURNMENT**

**MINUTES**  
OF THE  
**PICTURE BUTTE TOWN COUNCIL MEETING**  
HELD IN  
**COUNCIL CHAMBERS**  
**Monday, October 23<sup>rd</sup>, 2023 AT 6:30 PM**

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

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

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF THE AGENDA**

278 2310 23      MOVED by Deputy Mayor de Kok that the agenda be approved as presented.

CARRIED

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting – October 10<sup>th</sup>, 2023

279 2310 23      MOVED by Councillor Papworth that the Regular Council Meeting minutes of October 10<sup>th</sup>, 2023 be approved as presented.

CARRIED

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

**5.0 DELEGATION**

5.1 Lynsey Robinson – Rural Health Professions Action Plan

Lynsey from the Rural Health Professions Action Plan (RhPAP) discussed with Council about how RhPAP can help the Town attract and retain health care professionals in Picture Butte. She is based in Brooks and helps rural communities create recruitment committees, that can attract and retain health professionals. Some ideas that she shared included putting together welcome baskets for incoming health care professionals to sell the Town, provide and celebrate the doctors and workers in the community with awards and community events. Lynsey emphasised that retention of health care professional is sometimes just as important as attraction. The more Doctors and health care workers feel supported in their community, the more open they will be to be about spreading the word about their community to their peers. RhPAP can help communities apply for grants that can help finance attraction and retention initiatives. RhPAP also partners with high schools and post-secondary institutes. High school students are able to have hands-on interactions with health care activities, speak with professionals in the field, and learn about what is required for those chosen health-related careers. Post secondary students can be hosted by a rural community for a weekend to get experience of what it is like working and living in a rural community. These students could visit work places, meet people in the community and enjoy the fun areas of the community that make it a great place to live.

L. Robinson left the meeting at 6:52 p.m.

5.2 Brian de Kok – Rural Potable Water

B. de Kok entered the meeting at 7:02 p.m.

Brian addressed Council about tying into the existing waterline at the corner of Mr. Heinen’s property and running another 500m of six inch pipe to bring potable water to eight rural properties on Range Road 21-2a. Currently, people living on this road have their raw water turned off during the winter which means they have to haul in water. Brian claims he has permission from Mr. Heinen to tap into the fire hydrant on the corner of his property on Hwy 519. Council requested that he get something in writing. Brian proposed that he would take care of installing the pipe and costs and that the Town would take care of getting agreements with the property owners and installing water meters. The locates have been completed and can start breaking ground at any time.

B. De Kok left the meeting at 7:09 p.m.

**6.0 REQUESTS FOR DECISION**

6.1 Lion’s Park Bathroom

280 2310 23      MOVED by Councillor Papworth to close the Lion’s Park washrooms overnight.  
CARRIED

6.2 Remembrance Day Committee Request – Portable stage

281 2310 23      MOVED by Deputy Mayor de Kok to allow the Remembrance Day Committee to use the portable stage at the Community Centre for the Remembrance Day Service.  
CARRIED

6.3 Dr. Recruitment Committee

Council set a date for the first meeting of the Dr. Recruitment Committee. Administration will invite the parties that have submitted an interest in the committee as well as Lynsey Robinson from Rural Health Professionals Action Plan.

**7.0 MAYOR’S REPORT**

7.1 Mayor’s Report

October 16      Attended a Committee of the Whole meeting

282 2310 23      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:

October 12      Attended a County of Lethbridge Community Learning Council AGM  
October 16      Attended a Committee of the Whole meeting

Deputy Mayor de Kok advised Council of his recent activities:

October 16      Attended a Committee of the Whole meeting

Councillor Papworth advised Council of her recent activities:

October 12      Attended a Picture Butte Chamber of Commerce meeting  
October 16      Attended a Committee of the Whole meeting

October 18      Attended a Green Acres Finance and Audit meeting

283 2310 23      MOVED by Councillor Feist that the Council Reports be accepted as presented.  
CARRIED

## 9.0 ADMINISTRATION'S REPORT

### 9.1 CAO Report

284 2310 23      MOVED by Councillor Feist to accept the CAO Report as presented.  
CARRIED

#### 9.1.1 Director of Operations Report

285 2310 23      MOVED by Councillor Papworth to accept the Director of Operations Report as presented.  
CARRIED

## 10.0 CORRESPONDENCE – None for this meeting

## 11.0 INFORMATIONAL ITEMS

### 11.1 Shaughnessy Community Association – Fundraising Auction and Supper

286 2310 23      MOVED by Deputy Mayor de Kok to donate a gift certificate for one hour of ice rental to the Shaughnessy Community Association Fundraising Auction and Supper.  
CARRIED

### 11.2 FCSS: Report to Municipalities, Outreach Services

### 11.3 Chinook Arch Regional Library System – Marketing/Communications Committee Meeting – October, 2023

287 2310 23      MOVED by Councillor Feist to receive and file Informational Items 11.2 & 11.3.  
CARRIED

## 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

288 2310 23      MOVED by Councillor Papworth to close the meeting in accordance with Division 2 Section 16.1, 19, and 21 of the Freedom of Information and Protection of Privacy Act to discuss Lethbridge County Land Use Bylaw Amendment proposals, Housing Accelerator Fund, and CAO Performance Evaluation at 7:39 p.m.  
CARRIED

M. Overbeeke, C. Johnson and A. Benson left the meeting at 7:57 p.m.

289 2310 23      MOVED by Deputy Mayor de Kok to open the meeting to the public at 8:29 p.m.  
CARRIED

290 2310 23      MOVED by Councillor Feist that the Town is not opposed to Brian de Kok investigating the possibility of providing potable water to the residents on Range Road 21-2a.  
CARRIED

291 2310 23            MOVED by Deputy Mayor de Kok to send feedback to Lethbridge County regarding the proposed changes to the rural fringe area in the Land Use Bylaw.

CARRIED

292 2310 23            MOVED by Councillor Papworth to accept the CAO contract as amended.

CARRIED

**13.0 ADJOURNMENT**

The next Regular Council Meeting is scheduled for November 14<sup>th</sup>, 2023 beginning at 6:30 p.m.

293 2310 23            MOVED by Councillor Feist that the Regular Council Meeting adjourn at 8:30 p.m.

CARRIED

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Mayor Moore

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Keith Davis  
Chief Administrative Officer



## 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: 14<sup>th</sup> November, 2023

To: Mayor, Council

From: Director of Corporate Services

### **Re: Tax Penalty Write -Off Roll# 368000**

#### **Background:**

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

Canada Post payments are under the authority of the Payments in Lieu of Tax Act Canada and the Crown Corporation Payments Regulations. Under this Regulation and Act, payments delayed more than 50 days after receipt of an application are eligible for late payment interest, with the rate of interest set out from the PILT Act.

We received payment for Roll#368000 on July 22, 2022. According to Canada Post regulations they made the payment within the 50-day period for 2022. The outstanding amount is for 2022 penalties only as the property taxes for 2023 were paid without the penalty amount on June 27, 2023.

#### **Recommendation:**

1. That Council write-off the \$778.91 tax penalty for the Canada Post building from 2022 as legislation says that the penalty will not be paid.

#### **Submitted by:**

Michelle Overbeeke, CPA CMA  
Director of Corporate Services



## 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: 14 November, 2023

To: Mayor, Council

From: Director of Corporate Services

### **Re: 2023 3rd Quarter Operating and Capital Variance Report**

#### **Background:**

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

Attached in the variance report for the 3rd Quarter of 2023.

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

#### **Recommendation Options:**

**THAT** Council approves the 3rd Quarter 2023 Operating and Capital Budget Variance reports as presented.

#### **Submitted by:**

Michelle Overbeeke, CPA CMA

Director of Corporate Services



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

Threshold =>

9 /12

**75.00%**

<b>OPERATING REVENUES</b>				<b>OPERATING EXPENDITURES</b>					
	<b>ANNUAL BUDGET</b>	<b>Y.T.D. AMOUNT</b>	<b>%</b>	<b>REASON FOR VARIANCE</b>	<b>ANNUAL BUDGET</b>	<b>Y.T.D. AMOUNT</b>	<b>%</b>	<b>REASON FOR VARIANCE</b>	
10	General Municipal	2,586,440.00	2,688,427.09	103.94%		827,405.00	518,119.35	62.62%	
11	Council	-	-	0.00%		91,800.00	46,670.37	50.84%	
12	General Admin	80,175.00	24,593.74	30.68%	YE Transfer done in Dec	521,570.00	299,729.69	57.47%	
23	Fire	232,000.00	418,575.52	180.42%		391,290.00	319,102.43	81.55%	Wild Fire wages that will be covered by province
24	Disaster Services	27,000.00	150,000.00	0.00%		50,040.00	9,805.85	19.60%	
25	Ambulance	599,365.00	499,542.61	83.35%		598,715.00	471,217.54	78.70%	Test pilot for IFT for AHS
26	Bylaw	1,200.00	1,522.00	126.83%		78,565.00	51,831.72	65.97%	
31	Public Works	-	-	0.00%		352,770.00	226,761.74	64.28%	
32	Streets	30,000.00	-	0.00%		310,610.00	191,579.81	61.68%	
41	Water	725,865.00	593,964.25	81.83%		756,010.00	386,689.13	51.15%	
42	Sewer	209,000.00	168,941.34	80.83%		190,845.00	169,793.00	88.97%	3 sewer repairs in 1st quarter
43	Garbage	227,555.00	165,880.03	72.90%		223,840.00	169,263.26	75.62%	
51	FCSS Requisition	-	-	0.00%		15,440.00	15,440.00	100.00%	Requisition paid in 1st quarter
61	Planning & Zoning	10,100.00	8,176.14	80.95%		56,850.00	35,995.68	63.32%	
66	Land Development	100,000.00	312,491.00	312.49%		144,435.00	38,951.98	26.97%	
72	Recreation	389,170.00	317,986.15	81.71%		787,235.00	572,403.91	72.71%	The chinook arch expenses where higher than budget and we didn't budget enough for natural gas in community centre
74	Library/Community Centre	23,795.00	16,909.68	71.06%	Revenue lower than expected	96,245.00	76,161.20	79.13%	
90	Franchise Fees	252,000.00	188,741.60	74.90%		-	-	0.00%	
	<b>Total</b>	<b>5,493,665.00</b>	<b>5,555,751.15</b>	<b>101.13%</b>		<b>5,493,665.00</b>	<b>3,599,516.66</b>	<b>65.52%</b>	

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

	<b>ANNUAL BUDGET</b>	<b>Y.T.D. AMOUNT</b>	<b>%</b>	<b>REASON FOR VARIANCE</b>
New Phone System	20,000	1,899.99	0.00%	
Electric Charging Stations	110,000	103,922.51	94.48%	
Sunset Park Construction & Design	1,201,370	1,076,313.96	89.59%	
Fire Hydrant Replacement	7,500.00	7,299.65	97.33%	
Water Meter Software	16,000.00	10,285.00	64.28%	
2024 IMP Project - Engineering	50,000.00		0.00%	
Upgrade - Sanitary Trunk Main (2022 project)	-	13,208.34	0.00%	
Sidewalk - Replacement	94,000.00	147,474.65	156.89%	Fed grant \$57,368.36
Replace Ice Resurfacers	175,000.00	5,080.00	2.90%	Ordered will arrive in November 2023
Fire Building Reno Phase 1	997,250.00	1,113,283.37	111.64%	Director of Emergency Services will explain
Replace Extrication Tools	41,100.00		0.00%	
Replace Cardiac Monitor	38,000.00	36,362.52	95.69%	
			#DIV/0!	
		-	#DIV/0!	
			#DIV/0!	
<b>Total</b>	<b>2,750,220.00</b>	<b>2,515,129.99</b>	<b>91.45%</b>	



## 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: November 10, 2023  
To: Mayor, Council  
From: Director of Emergency Services

### RE: Fire Station Expansion Budget Update

#### Background:

As the Fire Station Expansion Phase 1 capital project is nearing completion, Administration would like to provide the following financial update to Council:

Proponent	Contract Price	Change Orders	Current Billed	Remaining
ARFAi	50,086.90	19,537.00	69,623.90	0.00
Premiere Builders	1,685,062.00	160,377.54	1,625,006.30	220,433.24
East Butte Contracting	104,883.00	11,009.60	115,892.60	0.00
Tollestrup Construction Inc.	22,181.79		22,181.79	0.00
<b>Total</b>	<b>1,862,213.69</b>	<b>190,924.14</b>	<b>1,832,704.59</b>	<b>220,433.24</b>
<b>Budget</b>	<b>1,900,000.00</b>	<b>168,506.20</b>		<b>2,053,137.83</b>

Without any additional change orders, the Fire Station Expansion Phase 1 capital project will be \$153,137.83 over the original \$1,900,000.00 budget. Two factors contributed to the overage, first change orders throughout the project, (list attached) were higher than the 10% included contingency by \$22,417.94. Second, the cost to upgrade and install the new underground utility services was much higher than expected. Total cost to install new water, wastewater, storm sewer, and electrical services came to \$167,023.47 when \$40,000 was the original estimation.

Administration will recommend to fund the additional \$153,137.83 as follows:

- \$114,337.83 from the Fire Station Upgrade Restricted Reserves (\$124,148.22 current balance)
- \$38,800.00 donation of fundraising from the Picture Butte Firefighters Association

The Picture Butte Firefighters Association has also contributed \$62,200.00 directly by purchasing the landscaping, turnout gear washer, lockers, and new kitchen cabinets for a total of \$100,000.00 fundraised by the association.

Final numbers and options will be presented to Council at yearend and part of the 2024 Budget review.

#### Submitted by:

Frank West, Director of Emergency Services

<b>Date:</b>	October 23, 2023	
<b>Project:</b>	<b>Project Name:</b> Picture Butte Fire Hall Expansion	<b>ARFAi Project No.:</b> 19935 PTOE
<b>Project Address:</b>	120 - 4 Street North, Picture Butte, AB	
<b>General Contractor Info:</b>	Town of Picture Butte PO Box 670 Picture Butte, AB T0K 1V0	

Contract Amount	<u>\$1,685,062.00</u>
Amount of Approved Change Orders to Date	<u>\$160,377.54</u>
Total Revised Contract Amount	<u>\$1,845,439.54</u>

### Summary of Change Orders

CO NO.	DETAILS	QR NO.	AMOUNT	COMMENT
1	Foundation, screw pile, st steel upgrade	N/A	\$92,612.65	
2	Credit cabinet, hose reel, lockers	N/A	-\$7,517.00	
3	Roof Hatch	N/A	\$8,690.48	
4	Roof Anchor	N/A	\$8,869.05	
5	Exterior Door Hardware	N/A		CANCELLED
6	Steel tubing. Roof anchor install.	N/A	\$5,833.33	
7	Ext. door hardware	NA	\$0.00	
8R1	Aggregate density testing	N/A	\$2,791.67	
9	Int. slab upgrade	N/A	\$11,180.96	
10	Fire Alarm Revisions	N/A	\$8,967.32	
11	Electrical Service	N/A	\$28,949.08	
Total:			\$160,377.54	

### Summary of Progress Certificates

NO.	AMOUNT
1	\$736,470.13
2	\$651,059.37
3R1	\$288,999.79
<b>TOTAL:</b>	\$1,676,529.29



October 19, 2023

Keith Davis, CAO  
Town of Picture Butte  
Box 670  
Picture Butte, Alberta TOK IVO

Re: Alberta Community Partnership (ACP) Funding

Dear Keith,

Please accept this letter as a formal request for the Town of Picture Butte to endorse the County's pursuit of ACP grant funding on behalf of the Regional Waste Commission. As you are aware, applications for ACP funding made through the Intermunicipal Collaboration stream require that each Council passes a motion supporting the project that is the subject of the funding request.

The purpose of this grant application is to conduct comprehensive research on several critical aspects of waste management, including solid waste management, recycling, e-waste, and organic waste diversion.

To ensure the success of this application, we therefore request that the Town of Picture Butte Council consider passing a motion supporting the ACP grant application with Lethbridge County as the managing partner.

If you would like to discuss the grant application before presenting the request to your Council, please do not hesitate to contact me at your convenience.

Thank you for your consideration in this regard.

Sincerely,

Cole Beck  
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: 9<sup>th</sup> November, 2023  
To: Mayor, Council  
From: CAO

### **Re: Council Code of Conduct**

#### **Background:**

Section 146 of the Municipal Government Act states that a Council must establish a code of conduct which govern the conduct of Councillors. Council passed the Town of Picture Butte's code of conduct in 2018. With a new Council I thought it would be a good time for Council to refamiliarize themselves with this bylaw.

#### **Recommendation:**

To receive as information Bylaw No. 869-18 Council Code of Conduct Bylaw.

#### **Submitted by:**

Keith Davis,  
CAO

TOWN OF PICTURE BUTTE  
BYLAW NO. 869-18

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Picture Butte;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Town of Picture Butte in the Province of Alberta, duly assembled, enacts as follows:

**1. Short Title**

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

**2. Definitions**

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the [insert applicable title: e.g. CAO];
- (c) “CAO”, means the chief administrative officer of the Municipality, or their delegate;
- (d) “FOIP” means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) “Investigator” means Council or the individual or body established by Council to investigate and report on complaints;
- (f) “Member” means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (g) “Municipality” means the municipal corporation of the Town of Picture Butte.

**3. Purpose and Application**

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

**4. Representing the Municipality**

4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

## **5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

## **6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **8. Respectful Interactions with Council Members, Staff, the Public and Others**



- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## 9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
  - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
  - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- 9.3. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
  - (a) the security of the property of the Municipality;
  - (b) a proposed or pending acquisition or disposition of land or other property;
  - (c) a tender that has or will be issued but has not been awarded;

- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

## **10. Conflicts of Interest**

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## **11. Improper Use of Influence**

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

## **12. Use of Municipal Assets and Services**

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 12.2. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

## **13. Orientation and Other Training Attendance**

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.

- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

#### **14. Remuneration and Expenses**

- 14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

#### **15. Gifts and Hospitality**

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$500.
- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

#### **16. Election Campaigns**

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

#### **17. Informal Complaint Process**

- 17.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

#### **18. Formal Complaint Process**

- 18.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
  - (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigator;
  - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the

Investigator;

- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

#### **19. Compliance and Enforcement**

- 19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3. No Member shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

**20. Review**


20.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this 28<sup>th</sup> day of May, 2018

READ a Second time this 28<sup>th</sup> day of May, 2018

READ a Third time this 28<sup>th</sup> day of May 2018.

SIGNED AND PASSED this 28<sup>th</sup> day of May 2018.

  
MAYOR

  
CHIEF ADMINISTRATIVE  
OFFICER



## 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: 10<sup>th</sup> November, 2023  
To: Mayor, Council  
From: CAO

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

Senaltek have created a simple survey that has been sent to all arena users. We have also put up posters in the arena with a QR code where ice users can be taken to the survey and have advertised it on Facebook. The intent of the survey is to receive feedback on the functionality of the arena and to receive recommendations for improvement. The survey closes on the 24<sup>th</sup> of November.

### **Wastewater Project**

I have a meeting with WSP on the 22<sup>nd</sup> of November to go over all of the details of the lagoon upgrades and to work out a plan of when the project will be tendered. WSP still have to organise right of ways with landowners. I am suspecting that Alberta Environment will not approve the project until these right of ways have been established.

Desludging of the lagoon occurred in the week of 6<sup>th</sup> of November. The first lagoon is no longer plugged and is operating as it should.

### **Sunset Park Phase 2**

The installation of shallow utilities has been completed. The paving of the two alleyways has been completed. The speed hump has also been enhanced. The remaining work is for Fortis to take down the overhead lines and to energize the site. I am waiting on a response of when this will be occurring.

### **Cell Phone Coverage**

Rogers have provided plans for the installation of the cell phone boosters. These installations require cables to be installed and for the boosters to be put on Fortis power lines. The proposed plan has been approved. Rogers are working on a schedule to install these boosters in the new year.

I also had a meeting with Telus representatives. They do not have capital funds for any improvements in 2023. 2024 capital improvements have not approved yet. They continued to talk about return on investment so I am doubtful that Telus will be make any capital improvements in this area in 2024. They did state that it helps them argue for capital upgrades if customers phone and complain about their cell phone coverage. They also informed me that the cell phone coverage for most of the Town does not meet the Federal governments standards and that there is some funding available to areas that do not meet the standards. I need to look into this funding to see if we could apply.

### **Miscellaneous**

- The Town has a 20 year franchise agreement with Fortis that was signed in 2015. The agreement was broken down into three terms. The first term of the agreement expires on the 31<sup>st</sup> of December, 2024. This agreement has been renewed for the second term.
- We have seen an increase in the amount that benefits is costing the Town and the employees so Michelle investigated to see if we were paying a competitive price. It has been determined that the benefits that we are providing our staff are at a competitive rate. We looked at switching to AB Municipalities but there were not any cost savings if we were do that.

- I attended a meeting with some council members and some Green Acres board members regarding the Piyami lodge proposed rebuild.
- Michelle ran the election on the 7<sup>th</sup> of November. We think we had a pretty good turn out of voters and the process went smoothly. Chantel and I assisted Michelle on the day.
- The Turin 4H club gave more than \$6,000 to sponsor Sunday public skates. The unused money will be used to sponsor Sunday public swims at the pool.
- Coffee with a cop has been scheduled for the 28<sup>th</sup> of November at 6:30 p.m. in the Community Centre.
- Feedback was provided to Lethbridge County regarding their proposed Land Use bylaw amendments.
- The Imperial Oil land agent and I have been playing phone tag and we have not yet discussed Imperial Oil's intention with the land.
- Lions Park bathrooms are being shut overnight as per Council's direction. We have not experienced any vandalism since this has occurred.

#### HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 29 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: November 10, 2023  
To: Mayor, Council  
From: Director of Emergency Services

### RE: Emergency Services Report –September 2023

Year-to-Date Emergency Events (Jan-Sep)						
Fire		Medical		Motor Vehicle Collisions		Total
Town	County	Town	Other	Town	County	
10	70	288	695	4	19	1086

#### Fire Services

Fire crews responded to 34 events in September including 2 structure fires, 3 motor vehicle collisions, 1 outside fire, 4 alarms, 3 tender assists, 18 medical emergencies, 1 public assist, 1 electrical hazard, and 1 machinery entrapment TRT response.



On September 9, 2023 our firefighters responded to a residential structure fire in the 500 block of Rogers Avenue in Picture Butte. Thanks to the quick response and actions of our firefighters the fire was contained to attic of the structure and damage is estimated at \$21,000. Our EMS crew treated 2 patients and transported 1 adult male to hospital in stable condition.

The Fire Station Expansion capital project has been substantially completed with the generator install and alarm completion still remaining with the engineers having signed off on the other structural and mechanical inspections.



## Emergency Medical Services

Our EMS crews responded to 71 emergency events in September and completed 28 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, dozens of weed/tree notices, 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				
	July	August	September	Year-to-date Totals
Dog Control Bylaw	3	3	3	29 files
Traffic Bylaw	6	15	15	38 files
Noise Bylaw	-	-	-	-
Unsightly Premises Bylaw	12	6	6	55 files
Public Information	2	3*	3*	12 files
Business License Bylaw	-	1	1	10 files
Animal Regulation	-	-	-	1 file
Fire Protection Bylaw	-	-	-	-
Utility Bylaw	-	-	-	-
Land Use Bylaw	-	-	-	1 file
Urban Hen Bylaw	1	-	-	12 files
<b>Total</b>	<b>24 files</b>	<b>28 files</b>	<b>28 files</b>	<b>158 files</b>
<b>Development Files</b>	<b>11 files</b>	<b>12 files</b>	<b>12 files</b>	<b>104 files</b>

\*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 met a few times and is currently working on draft bylaws and agreements for Council presentation before yearend.

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

## Keith Davis

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**From:** Municipal Information Services <ma.updates@gov.ab.ca>  
**Sent:** Monday, October 30, 2023 3:18 PM  
**To:** Keith Davis  
**Cc:** Michelle Overbeeke; Municipal Information Services  
**Subject:** 2022 Municipal Indicator Results: Town of Picture Butte (0249)

Keith Davis  
Chief Administrative Officer  
Town of Picture Butte

Dear Keith,

Alberta Municipal Affairs annually reports a performance measure that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non-critical indicators.

The ministry compiled and verified the data collected from Alberta's municipalities for the 2022 financial year and is pleased to inform you that your municipality did not flag any indicators for this year's municipal indicator results reporting.

Municipal indicator results are available on the online Municipal Indicator Dashboard ([www.alberta.ca/municipal-indicators](http://www.alberta.ca/municipal-indicators)).

If you would like to discuss your results or the future release of these results on the Municipal Affairs website, please contact the Municipal Services Division at toll-free 310-0000, then 780-427-2225, or via email at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca).

Thank you,

Gary Sandberg  
Assistant Deputy Minister

cc: Michelle Overbeeke,

Classification: Protected A



RECEIVED

NOV 01 2023

TOWN OF  
PICTURE BUTTE

October 19, 2023

Keith Davis, CAO  
Town of Picture Butte  
Box 670  
Picture Butte, Alberta T0K 1V0

Dear Keith:

This is to advise that the Council of Lethbridge County held their Organizational Meeting on October 19, 2023, and appointed the following members to represent the County on the following committees:

**Emergency Advisory Committee:**

Mark Sayers  
Box 1361, Lethbridge T1J 4K1  
Res: 403-327-9673  
[msayers@lethcounty.ca](mailto:msayers@lethcounty.ca)

John Kuerbis  
Box 122, Coalhurst T0L 0V0  
Cell : 403-715-2926  
[jkuerbis@lethcounty.ca](mailto:jkuerbis@lethcounty.ca)

Eric Van Essen  
Box 191, Picture Butte T0K 1V0  
Cell: 403-330-7847  
[evanessen@lethcounty.ca](mailto:evanessen@lethcounty.ca)

**Lethbridge County/Town of Coaldale Intermunicipal Committee:**

Tory Campbell  
Box 665, Coaldale T1M 1M6  
Cell: 403-308-2769  
[tcampbell@lethcounty.ca](mailto:tcampbell@lethcounty.ca)

Lorne Hickey  
72075 Rge Rd 204  
Lethbridge County T1K 8G8  
Cell: 403-315-3880  
[lhickey@lethcounty.ca](mailto:lhickey@lethcounty.ca)

Mark Sayers  
Box 1361, Lethbridge T1J 4K1  
Res : 403-327-9673  
[msayers@lethcounty.ca](mailto:msayers@lethcounty.ca)

**Lethbridge Regional Waste Management Services Commission:**

John Kuerbis  
Box 122, Coalhurst T0L 0V0  
Cell: 403-715-2926  
[jkuerbis@lethcounty.ca](mailto:jkuerbis@lethcounty.ca)

Klaas VanderVeen  
Box 231, Picture Butte T0K 1V0  
Cell: 403-308-2150 Res: 403-732-4380  
[kvanderveen@lethcounty.ca](mailto:kvanderveen@lethcounty.ca)

Yours truly,

  
\_\_\_\_\_  
Cole Beck  
Chief Administrative Officer

RECEIVED

OCT 27 2023

TOWN OF  
PICTURE BUTTE

October 27, 2023

Board Members of Lethbridge Northern Irrigation District  
2821 – 18 Avenue North  
Lethbridge, AB T1H 6T5

Sirs,

**RE: Quality of Water from Picture Butte Reservoir**

At our Walk on the Wild Side Meeting on September 20<sup>th</sup> a discussion of Lethbridge Northern Irrigation District's concerns with the quality of water was brought up. We understand that you are reviewing options to improve water quality for irrigators to the east of the Picture Butte reservoir.

The Walk on the Wild Side has seen significant increase in use by area residents of the pathway in the last few years as the upgrades have made it an attractive amenity. The reservoir is a hot spot for biodiversity and the pathway has improved access for birdwatchers, runners, walkers, bicyclists, dog walkers, children, and seniors. We would also like to see the water quality in the reservoir improved for kayakers and anglers. The water weeds have gotten worse the last few years and that has impacted all the users on the lake.

As the board and staff review options to improve water quality, we would encourage you to include other users and jurisdictions such as County of Lethbridge and the Town of Picture Butte to share their concerns and provide input on this topic.

Our suggestion is that the public and local jurisdictions be invited to come to the table with the hope of providing options and work collaboratively to offer input before any final projects are decided on. By including all parties, solutions would be supported by the local community and reservoir could continue to support irrigators, residents, businesses, and wildlife. A project with a wider scope that addresses multiple goals may have accessibility to loans or grant funds available to share the cost of this project.

This is an important undertaking that could have positive impacts on the area and future generations.

Thank you.

John Kolk, President  
Walk on the Wild Side Society  
Box 670 Picture Butte AB T0K 1V0

c: Alan Harrold CEO, Lethbridge Northern Irrigation District  
Picture Butte Fish and Game Association  
Joseph Schow MLA, Minister of Tourism and Sport  
Keith Davis CAO, Picture Butte Town Council  
Cole Beck CAO, Lethbridge County

**Barons-Eureka-Warner Family & Community Support Services (FCSS)  
Minutes of Board Meeting – Wednesday, October 4, 2023  
Coaldale Hub (2107-13<sup>th</sup> Street)  
In-person and Online**

**Attendance (in-person)**

**Board Members:**

Bekkering, Garth – Town of Taber  
Chapman, Bill - Town of Coaldale, Vice-Chair  
Degenstein, Dave – Town of Milk River  
Doell, Daniel – Village of Barons  
Feist, Teresa - Town of Picture Butte  
Foster, Missy – Village of Barnwell  
Heggie, Jack – County of Warner  
Hickey, Lorne – Lethbridge County  
Jensen, Kelly – Town of Raymond  
Jensen, Melissa – Town of Nobleford  
Kirby, Martin – Village of Warner

**Attendance (on-line):**

Montina, Lyndsay – Town of Coalhurst  
Payne, Megan – Village of Coutts

**Absent – Board Members**

Harris, Merrill – M.D. of Taber, Board Chair  
Nilsson, Larry – Village of Stirling  
Plumtree, Margaret - Town of Vauxhall

**Staff (in-person):**

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

**Call to Order**

B. Chapman called the meeting to order at 4:11 p.m.  
**Carried Unanimously**

**Approval of Agenda**

T. Feist moved the Board approved the agenda as amended.  
2 b) Business Arising from Minutes  
6 c) Lease Improvements  
**Carried Unanimously**

**Minutes**

J. Heggie moved the minutes of the September 6, 2023, FCSS Board meeting be approved as presented.



**Carried Unanimously**

**Business Arising from Minutes**

Z. Morrison discussed the Alberta Community Partnership Funding Proposal submission process with the Board.

Z. Morrison will update the Board when notice is received regarding the outcome of the proposal.

Z. Morrison asked the Board to pass on his thanks to each of the CAO's for their role in assisting with the letters of support.

B. Chapman thanked the Board for their support for the funding proposal.

G. Bekkering moved the Board received the information regarding the Alberta Community Partnership Funding Proposal for information.

**Carried Unanimously**

**Delegation**

Kaitlynn Weaver, Outreach Services Supervisor reviewed the Draft Report to Municipalities – Outreach Services 2023.

The Board discussed the Draft Report to Municipalities – Outreach Services 2023.

L. Hickey asked if FCSS has enough volunteers to run the income tax program in 2024.

K. Weaver responded we currently have 5 Volunteers but could always use more.

B. Chapman suggested Kaitlynn contract Canadian Food Grain Banks, they are available as supports for agriculture.

Kaitlynn Weaver left the meeting at 4:35 pm.

D. Degenstein moved the Board approve the Draft Report to Municipalities – Outreach Services 2023 as presented and requested Administration distribute the report to our Municipalities and Alberta Government funders.

**Carried Unanimously**

**Correspondence**

The following correspondence was presented for information:

- 2023 September Family and Community Support Services Association of Alberta (FCSSAA) News
- 2023-09-21 – Email from Judy Macknee, Executive Assistant, FCSSAA regarding Inviting MLAs to the FCSSAA Conference.

A handwritten signature in black ink, appearing to be 'J. Macknee', is located in the bottom right corner of the page.

L. Hickey moved the Board direct Administration to invite our MLAs to the 2023 Family and Community Support Services Association of Alberta (FCSSAA) FCSSAA AGM breakfast.

**Carried Unanimously**

M. Kirby moved to receive the correspondence for information.

**Carried Unanimously**

## Reports

### Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- Seniors' Expo, October 25, 2023, from 2:00pm - 6:00pm, Taber Community Centre Auditorium.
- Grief Support Group starting in Coaldale, October 19<sup>th</sup> from 7:00 pm - 8:30 pm.
- On-line group facilitation group for Autism and Downs syndrome.

G. Bekkering moved the Board to approve the Executive Director's Report as presented.

**Carried Unanimously**

### Financial Report

Z. Morrison reviewed the Financial Report.

L. Hickey moved the Board approve the June 2023 Financial Report including:

- Financial statement for August 31, 2023;
- Monthly accounts for August 1-31, 2023;
- Mastercard statement for August 12 to September 13, 2023.

**Carried Unanimously**

## New Business

### 2023-2024 FCSS Association Membership Invoice

The 2023-2024 FCSS Association Membership Invoice was discussed.

T. Feist moved the Board approve payment of the FCSSAA Membership Invoice #1716 for September 1, 2023, to August 31, 2024.

**Carried Unanimously**

### FCSSAA Annual Conference

B. Chapman indicated the annual FCSSAA Conference will be held November 22-24, 2023, in Edmonton. Board attendance at the conference is done on a rotating basis with four members budgeted to attend the FCSSAA Conference yearly.





The FCSSAA Conference attendance and two voting delegates will be added to the November 1, 2023 Board agenda.

Lease Improvements:

Z. Morrison discussed the office space housing Administration.

The Board discussed the Administration office space.

L. Hickey asked the length of the lease with the Town of Coaldale

E. Florence-Greene responded that the current lease with the Town is from 2022 to 2027.

Concern was expressed over the Town of Coaldale increasing the rent.

D. Degenstein moved the Board approve leasehold improvements to the Administration office area in the amount of \$18,650.

**Carried Unanimously**

**Round Table:**

Z. Morrison noted the Strategic Plan has been printed in a booklet format and is available to any Board members who would like a copy.

Z. Morrison asked the Board if they would be interested in having a yearly group photo done. The photo, at the Board's discretion, could be used on the website or as otherwise directed by the Board.

The Board decided a photo should be taken in November of each year.

M. Kirby highly recommended attending the FCSSAA Conference.

**Date of Next Meeting**

The date of the next regular Board meeting will be November 1, 2023, at the Coaldale Hub (2107-13<sup>th</sup> Street) in-person and online (via Teams) starting at 4:00 p.m.

**Adjournment**

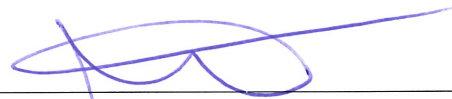
J. Heggie moved the meeting adjourn at 5:15 p.m.

**Carried Unanimously**



Chairperson

D. DEGENSTEIN



Executive Director

## Fire Underwriters Survey supports Canada's volunteer firefighters, our first responders

*To continue protecting lives and property and ensuring a minimum level of public fire safety in Canada, we strongly invite you to add your voices to this wake-up call initiative of the Canadian Association of Fire Chiefs*

71% of firefighters in the Country are part-time, that's more than 90,000 firefighters. This essential profession no longer attracts these valiant workers we desperately need, because of their low pay, if any. It is only their passion that motivates them: **Protecting our communities**. But that's no longer enough in today's inflationary world. Their remuneration often consists of an annual tax credit of \$3,000 when they fight a minimum of 200 hours per year. And when they exceed that threshold, the tax credit decreases!!

Please take a minute to sign this petition proposed by the Canadian Association of Fire Chiefs to the Government of Canada <https://cafc.ca/page/Bill-C310-Petition> to support Bill C-310's amendments to the Income Tax Act to increase the amount of the tax credit from \$3,000 to \$10,000.

## Petition in Support of Volunteer Firefighters and Search and Rescue personnel

Advocacy » National Issues for the Fire Service » Petition in Support of Bill C-310



**Petition in Support of Bill C-310:**  
An Act to Amend the Income Tax Act  
(Volunteer Firefighting and  
Search and Rescue Volunteer Tax Credit)

**Pétition à l'appui du projet de loi C-310 :**  
Loi modifiant la Loi de l'impôt sur le revenu  
(services de pompier volontaire et  
de volontaire en recherche et sauvetage)

[Click here to view and sign the e-petition](#)

Pour la version en français, veuillez [appuyer ici](#)



CANADIAN ASSOCIATION  
OF FIRE CHIEFS

ASSOCIATION CANADIENNE  
DES CHEFS DE POMPIERS

<https://www.cbc.ca/news/canada/new-brunswick/volunteer-firefighter-shortage-new-brunswick-1.6865721>

<https://globalnews.ca/news/9754788/canada-firefighter-shortage-recruitment/#:~:text=But%20the%20number%20of%20volunteers,census%20report%20for%202022%20showed>

## Le Service d'inspection des assureurs incendie appuie les pompiers à temps partiel, nos premiers répondants

*Pour continuer à assurer une sécurité incendie publique minimale au pays et protéger nos vies et nos biens, nous vous invitons ardemment à joindre vos voix à ce cri d'alarme, en appuyant cette initiative de l'Association canadienne des chefs de pompiers*

71% des pompiers au pays sont à temps partiel, ce sont plus de 90 000 pompiers. Ce métier essentiel n'attire plus ces valeureux intervenants à cause de leur faible rémunération, quand ils en obtiennent une. C'est uniquement leur passion qui les motive : **protéger nos communautés**. Mais ce n'est plus suffisant dans le contexte inflationniste d'aujourd'hui. Leur rémunération bien souvent consiste à obtenir un crédit d'impôt annuel de 3 000 \$ lorsqu'ils combattent un minimum de 200 heures par année. Et quand ils les dépassent, le crédit diminue !!!

Nous vous invitons à prendre une minute pour signer cette pétition proposée par l'Association canadienne des chefs de pompiers à l'intention du Gouvernement du Canada <https://cafc.ca/page/Loi-C310-Petition> afin qu'il appuie le projet de loi C-310 proposant une modification de la Loi de l'impôt sur le revenu afin d'augmenter le montant du crédit d'impôt de 3 000 \$ à 10 000 \$.

## Pétition à l'appui des pompiers volontaires et du personnel de recherche et de sauvetage



**Petition in Support of Bill C-310:**  
An Act to Amend the Income Tax Act  
(Volunteer Firefighting and  
Search and Rescue Volunteer Tax Credit)

**Pétition à l'appui du projet de loi C-310 :**  
Loi modifiant la Loi de l'impôt sur le revenu  
(services de pompier volontaire et  
de volontaire en recherche et sauvetage)

Click here to view and sign the e-petition

For the english version, please [click here](#)



CANADIAN ASSOCIATION  
OF FIRE CHIEFS

ASSOCIATION CANADIENNE  
DES CHEFS DE POMPIERS

Étude 2023 de l'Association des gestionnaires en sécurité incendie et civile du Québec (AGSICQ) sur Les enjeux de relève chez les pompiers : <https://www.newswire.ca/fr/news-releases/l-agsicq-publie-un-portrait-des-impacts-de-la-penurie-de-main-d-oeuvre-chez-les-pompiers-859614744.html>