



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday 27th November, 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 – 14th November, 2023

4.0 PUBLIC HEARING

5.0 DELEGATION

5.1 Dan Doerksen – Southern Alberta Kanadier Association

6.0 REQUESTS FOR DECISION

6.1 Amend Bylaw 862-17 – credit card payment to pay property taxes

6.2 December Council meeting schedule

6.3

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

10.1 Chamber of Commerce – Countdown to Christmas

11.0 INFORMATIONAL ITEMS

11.1 Reeve Tory Campbell – Food Bank Fundraiser

- 11.2 Southgrow Agrifood Futures Scholarship Press Release
- 11.3 Oldman River Regional Services Commission – Executive Committee Meeting Minutes – 12 October and 2 November, 2023
- 11.4

12.0 CLOSED SESSION

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Tuesday, November 14th, 2023 AT 6:30 PM

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

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 6:55 p.m.

2.0 ADOPTION OF THE AGENDA

302 2311 14 MOVED by Deputy Mayor Papworth that the agenda be approved as amended:
ADD: 12.1 – Closed Session – Southern Alberta Energy from Waste Association

CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – October 23rd, 2023

303 2311 14 MOVED by Councillor Feist that the Regular Council Meeting minutes of October 23rd, 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 Tax Penalty Write Off Tax Roll No: 368000

304 2311 14 MOVED by Councillor de Kok to write-off the \$778.91 tax penalty owing on Tax Roll 368000 for the Canada Post building from 2022 as legislation states that the penalty will not be paid.

CARRIED

6.2 3rd Quarter Variance Report

305 2311 14 MOVED by Deputy Mayor Papworth to approve the 3rd Quarter 2023 Operating and Capital Budget Variance Report as presented.

CARRIED

6.3 Alberta Community Partnership Funding Application

306 2311 14 MOVED by Councillor de Kok to support Lethbridge Regional Waste Management Commission's Alberta Community Partnership grant application for a comprehensive waste management study.

CARRIED

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

307 2311 14 MOVED by Deputy Mayor Papworth to receive and file Bylaw No. 869-18 Council Code of Conduct.

CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

November 3 Attended a Mayors and Reeves meeting
November 6 Attended a meeting with Green Acres re: Piyami Rebuild
November 9 Attended a Chamber of Commerce meeting
November 10 Attended the Picture Butte High School Remembrance Day Ceremony
November 11 Attended the Remembrance Day Ceremony

308 2311 14 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:

November 1 Attended a Family and Community Support Services meeting
November 6 Attended a meeting with Green Acres re: Piyami Rebuild
November 11 Attended the Remembrance Day Ceremony

Councillor de Kok advised Council of his recent activities:

October 27 Attended a Sothern Alberta Energy from Waste Association meeting
November 11 Attended the Remembrance Day Ceremony

Deputy Mayor Papworth advised Council of her recent activities:

October 25 Attended a Green Acres Board meeting
November 6 Attended a meeting with Green Acres re: Piyami Rebuild
November 11 Attended the Remembrance Day Ceremony

Councillor Neels advised Council of her recent activities:

November 10 Attended the Picture Butte High School Remembrance Day Ceremony
November 11 Attended the Remembrance Day Ceremony

309 2311 14 MOVED by Councillor Neels that the Council Reports be accepted as presented.
CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

310 2311 14 MOVED by Deputy Mayor Papworth to accept the CAO Report as presented.
CARRIED

9.1.1 Director of Emergency Services Report

311 2311 14 MOVED by Councillor de Kok to accept the Director of Emergency Services Report as presented.
CARRIED

10.0 CORRESPONDENCE

10.1 Municipal Affairs – Municipal Indicator Dashboard

312 2311 14 MOVED by Councillor de Kok to receive and file Municipal Affairs – Municipal Indicator Dashboard.
CARRIED

10.2 Lethbridge County Council Appointments

313 2311 14 MOVED by Councillor Feist to receive and file Lethbridge County Council Appointments.
CARRIED

10.3 Walk on the Wildside – Picture Butte Reservoir Water Quality

314 2311 14 MOVED by Councillor de Kok to arrange a meeting between the Town, Lethbridge Northern Irrigation District and the Walk on the Wildside Society to discuss the water quality of the Picture Butte reservoir.
CARRIED

11.0 INFORMATIONAL ITEMS

11.1 Barons-Eureka-Warner Family & Community Support Services Board Meeting Minutes – October, 2023

11.2 Fire Underwriters Survey Petition

315 2311 14 MOVED by Councillor Feist to receive and file Informational Items 11.1 & 11.2.
CARRIED

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 21 – Southern Alberta Energy From Waste Association

316 2311 14 MOVED by Deputy Mayor Papworth to close the meeting in accordance with Division 2 Section 21 of the Freedom of Information and Protection of Privacy Act to discuss Southern Alberta Energy From Waste Association at 7:30 p.m.
CARRIED

317 2311 14 MOVED by Councillor de Kok to open the meeting to the public at 7:41 p.m.
CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for November 27th, 2023 beginning at 6:30 p.m.

318 2311 14 MOVED by Deputy Mayor Papworth that the Regular Council Meeting adjourn at 7:49 p.m.
CARRIED

Mayor Moore

Keith Davis
Chief Administrative Officer



REQUEST FOR DECISION

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

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

Date: 27th November, 2023

To: Mayor, Council

From: Director of Corporate Services

Re: Amend Bylaw 862-17 Tax and Tax Penalty

Background:

In September 2023 we moved our credit card payment processing to Option Pay. This allowed us to set up on-line payments on our website as well as paying at facilities such as the campground. With Option Pay the card holder pays the fees that are associated with credit card payments.

With this change we are now wanting to offer the option to pay property taxes by credit card. In order to do this, we must amend the current Bylaw 862-17 Tax and Tax Penalty to accept credit cards. The proposed amendments are either highlighted or struck out with additions in red. The new bylaw will be numbered as Bylaw No. 940-23.

Recommendation Options:

THAT Council conducts the three readings of Bylaw No. 940-23 Tax and Tax Penalty to allow credit card payments.

Submitted by:

Michelle Overbeeke, CPA CMA

Director of Corporate Services

Bylaw No. 862-17 - Amendments

Bylaw No.	Amendment Description	Passed
892-20	To change the penalty applied to outstanding taxes to 1%.	25 May, 2020
929-22	To change the penalty applied to outstanding taxes to 18%.	09 May 2022
940-23	To change that credit card payments will be accepted	27-nov-2023

TOWN OF PICTURE BUTTE

BYLAW NO. ~~862-17~~ 940-23

A BYLAW IN THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, TO PROVIDE REGULATION FOR HOW TAX PAYMENTS ARE COLLECTED AND HOW TO IMPOSE PENALTIES FOR NON-PAYMENT OF TAXES AS PROVIDED BY THE MUNICIPAL GOVERNMENT ACT R.S.A. 2000 CHAPTER M-26.

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Town of Picture Butte imposes taxes annually in respect of property in the Municipality to raise revenue;

WHEREAS in accordance with Sections 344, 345 and 346 of the *Municipal Government Act* Council may pass a bylaw to impose penalties on non-payment of taxes;

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

SECTION 1 DEFINITIONS

1.1 In this bylaw:

- a. "Tax Roll" is the listing of all parcels of land in the Town of Picture Butte in which taxes are imposed.
- b. "Tax Notice" is the Tax / Assessment notice sent by the Town of Picture Butte with all information regarding the tax roll as per the requirements of Section 334 of the *Municipal Government Act*.
- c. "Tax Payment Due Date" is 4:00 p.m. Mountain Standard Time on either July 10th or the last business day prior to July 10th.
- d. "Tax Arrears List" is the list, prepared annually, no later than March 31st, of the parcels of land in the Town of Picture Butte of which there are tax arrears for more than one year as per Section 412 of the *Municipal Government Act*.
- e. "Assessment Appeal" is a written complaint about any assessed property as per Section 460 of the *Municipal Government Act*.

SECTION 2 METHOD OF PAYMENT

2.1 The following are deemed acceptable forms of payment for taxes:

- a. Tax Installment Payment Plan (TIPP)
- b. Cash
- c. Cheque, Bank Draft or Money Order
- d. Interac
- e. Credit card will be accepted **only** if the rate payer pays the services charges associated with using a credit card
- f. Through a Financial Institution with proof being the financial institution's written notification stating the amount paid, the corresponding tax roll and the payment transaction date.

2.2 Payments for the current year's taxes must be deemed received by July 10th or the last business day prior to July 10th, by one of the means listed in Section 2.1. **Credit cards are no longer accepted as a form of payment for taxes as of January 1st, 2013.**

2.3 Payments are deemed received on the earlier of:

- a. The date received at the Town Office
- b. The legible date of the post mark, provided payment was sent via Canada Post

- i) If the post mark is illegible, the date received at the Town Office shall be deemed the payment date.
 - c. Payment date listed on official payment notification provided by a Financial Institution
- 2.4 Receipts issued in acknowledgement of a cheque or other negotiable instrument shall be valid only if the amount of the cheque or instrument has been collected by the Town of Picture Butte (e.g. taxes paid on time by cheques that are returned due to insufficient funds are not deemed to be received on time and are subject to a penalty).
- 2.5 Any property on which the taxes are in arrears is liable to tax recovery proceedings as specified in the *Municipal Government Act*.
- 2.6 In the event a parcel of land is added to the Tax Arrears List, any costs payable by the Town of Picture Butte for land title, search, registration, notification, or discharge of notification fees shall be added to the tax roll to recover the related costs of such charges.
- 2.7 The Town of Picture Butte assumes no responsibility for non-payment or late payment of taxes by a third party including, but not limited to mortgage companies or financial institutions. The property owner accepts responsibility to ensure their property taxes are paid by the tax deadline due date.
- 2.8 An assessment appeal does not provide exemption from paying taxes on time or provide exemption from late payment penalties. If a complaint is successful, the adjustment will be applied to the applicable tax roll. A request for any refund amount from a successful assessment appeal must be applied for in writing.
- 2.9 Payments on all outstanding balances must be made by December 31st in one of the manners listed in Section 2.1 to avoid tax penalties being imposed.
- 2.10 Payments received on a tax roll shall be applied to charges in the following order:
 - a Tax arrears
 - b Amounts transferred to the tax roll
 - c Current taxes

SECTION 3 APPLICATION OF PENALTIES

- 3.1 A penalty of eighteen (18%) of the current tax levy shall be applied to any tax roll where the current tax levy remains unpaid after the tax payment due date shown on the Tax / Assessment Notice.
- 3.2 An interest charge of eighteen percent (18%) shall also be applied to any outstanding balance on any tax roll on any amount remaining unpaid after December 31st.
- 3.3 Any penalty or interest charge imposed under the provision of this bylaw shall be added to and form part of the unpaid taxes.

This Bylaw hereby rescinds Bylaw No. ~~831-12~~ **862-17** and any previous amendments ~~tax and penalty policies~~ and comes into effect after receiving third and final reading.

Read a first time this ~~26th day of June, 2017~~

Read a second time this ~~26th day of June, 2017~~

Read a third time this ~~26th~~ day of June, 2017

TOWN OF PICTURE BUTTE

Mayor

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: 23 November, 2023

To: Mayor, Council

From: CAO

Re: December Council meeting schedule

Background:

One of the scheduled Council meetings in December falls on Christmas Day. I think it is safe to say that no one wants to or will be allowed to come to a Council meeting on Christmas Day. We therefore need to amend our meeting schedule in December.

Current Schedule:

11 th Dec	Regular Council Meeting
18 th Dec	Committee of the Whole
25 th Dec	Regular Council Meeting

Options:

1. Keep the same schedule, other than cancelling the 25th of December Council meeting.
2. Cancel the 18th of December Committee of the Whole meeting
3. Have 2 Council meetings, one on the 11th and then another one on the 18th
4. Schedule one Council meeting in December to be either the 11th or the 18th of December.

Recommendation:

1. Cancel the 11th of December Council meeting
2. Cancel the 18th of December Committee of the Whole meeting
3. Cancel the 25th of December Council meeting
4. Schedule a Council meeting for the 18th of December.

Rationale:

- I don't think we will need a Committee of the Whole meeting in December.
- I don't think we will need back to back Council meeting on the 11th and 18th of December.
- By making the 18th of December the Council meeting we make more time available in December to deal with anything that comes up instead of having it earlier in the month on the 11th.

Submitted by: Keith Davis, CAO



CAO Report

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

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Date: 24th November, 2023

To: Mayor, Council

From: CAO

North County Recreation Complex study

The arena survey is now closed. I have a meeting on Tuesday with Senaltek and will be provided with an update regarding the results of the survey. They have drafted up some conceptual designs to address the functionality of the arena now and into the future. The condition assessments and recommendations are being finalised and will be sent for costings. They are working towards the 31st of December deadline.

Wastewater Project

Aaron and I had a meeting with WSP to go over all of the details that need to be worked out with this project. When we have a schedule to represent these steps we will present that to Council.

Sunset Park Phase 2

I am still waiting to be updated on when the power lines will be relocated. I have been working with Fortis to approve a right of way agreement for their infrastructure to facilitate the powering of the subdivision.

Multi unit residential development drafted Area Structure Plan (ASP)

A developer is proposing on developing a lot of land adjacent from Maple Estates. A drafted ASP has been submitted. I have reviewed this with our Town planner. I am waiting upon the planners summary of areas where we need improvements to the ASP.

Miscellaneous

- I have reached out to LNID regarding Picture Butte reservoir. The manager will be talking with their board and seeing if there is a time that we can their board and our Council can meet. Once I know more I will update Council via email.
- Administratively we have begun meeting about the budget and performance evaluations.

HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 31 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

November 13, 2023 – November 23, 2023

Current Public Works Activity

- **North County Recreation Complex – Arena:** The arena is opened for another season to the different ice users.
 - November 24 – Start of the first tournament to happen.
 - 2 full-time staff and 1 seasonal casual are used in the schedule rotation.
 - Working on training internal staff for the schedule rotation to have a better contingency in place.
- Christmas lights are installed in CorVan Raay gathering place and on Highway Avenue.
- **Meters** – Meter reads starts on November 24, 2023.
- **Waste Water Treatment** – A meeting happened on November 22, 2023, with our consultant regarding the wastewater treatment and the proposed construction for 2024.
- Lagoon – desludging of cell 1 is completed.
 - Maintenance of the aeration system is completed on cell 1.
- A full-time Public Works 1 position – Completed.
- **Sunset Phase II** – A site walkthrough happened on November 23, 2023, for final sign-off with Tollestrup.
 - McNally will need to finish the speed bump as requested by the Town.
 - Fortis will need to energize the site.
- **Budgets** – Working on operations budget for 2024.
- **Streets & Alleys** – Northridge Alley, behind Piron Pl, and the Lions Park parking lot were graded.
- **Library** – Installation of new flooring in the kitchen area is in progress.

RECOMMENDATION:

That Council receives, for information, the Director of Operations report for November 13, 2023 – November 23, 2023

Prepared by: Aaron Benson
Respectfully presented to Council

Date: November 23, 2023
Date: November 27, 2023

Keith Davis

From: Leanne de Kok <buttesfashion@gmail.com>
Sent: Friday, November 17, 2023 12:46 PM
To: flarenflowers; Agemploy Tony; Picture Butte Chamber; Eva Dyck; Scotiabank; Christy Godlonton; Bert Foord; Frank West; susanne Koster; Rocky Mountain Equipment; Keith Davis; pbfassociation@gmail.com; info@kostersbakery.com; North County Liquor; Derrick Pritchard; bzacher@atb.com; Picture Butte Pharmacy; manager@picturebuttehotel.ca; CACTUS PUB; Picture Butte Library; James P; Stephanie Banbur; mark.lowe@pallisersd.ab.ca; Chantel Johnson; wildroseessentials3@gmail.com; Bee Hive Daycare; Butte Motors; Eddie's Cuisne and Pizza; JCST AUTO SUPPLY INC.; Tire Shop; Karol Miller; Carrie Ann Worden; OK Tire /Hevtech Mechanics
Subject: Re: Midnight Madness 2023 (Countdown to Christmas)

Good Afternoon, All!

We have almost everything sorted out for our Countdown to Christmas Event! Please read through the following so you know what is going on that day.

Date: Saturday, December 2nd during everyone's regular business hours.

Community Gift Basket: We only have TWO donations so far. As we do not have help from the Chamber anymore please send someone over to Butte's Fashion with your donation.

Ballots: Kent was going to order these so please pick them up (these will also not be dropped off this year) at Berts AG Foods - remember to give everyone a ballot when they make a purchase on December 2nd. You can bring all your filled in ballots over to Butte's Fashion at the end of the day and we will do the draw here. The gift baskets will be displayed in our front entry as usual.

50/50 Tickets: These are available at Westland the week prior to the event and the proceeds go to the Fire Department.

ATB Silent Auction: Items will be available prior to December 2nd and the auction on Saturday will run from Noon - 5pm. Please bring your donations for the auction directly to ATB, proceeds will go to the Food Bank.

Hot Chocolate & Street Food Items: These will be available in front of Westland - Time window TBD.

Hay Rides and Santa Pictures: Both of these are happening at the Fire Hall from 10-Noon. There will be some refreshments served there but I am waiting to hear back from the high school and someone else.

Free Public Skating: From 6-7pm

Kids Crafts: There will be a kids gift shop and a kids craft corner at the library from 10am until supplies last.

Wine/Spirit Survivor: These tickets can be purchased anytime before November 24th, and the last elimination draws will be happening from 6-7pm on December 2nd.

Advertising: I have contacted the radio stations, the sunny south, and Tony Kok to get all our advertising done. The advertising I am taking care of will be what is outlined above. Each business is responsible for advertising their own specials and store hours that day. If you have not participated in "midnight madness" for a few years, please reach out to the Sunny South so they know you are needing an ad as well. Remember: it is now COUNTDOWN TO CHRISTMAS!

Thanks everyone for all your input so far - let's make it a great day!

Thank you,

Leanne de Kok
Butte's Fashion Connection
325 Highway Avenue
Picture Butte AB T0K1V0

Keith Davis

From: Candice Robison <crobison@lethcounty.ca>
Sent: Wednesday, November 22, 2023 9:09 AM
To: Keith Davis
Subject: Lethbridge County Frozen Food Bank Fundraiser
Attachments: Food Bank Fundraiser 2023_Poster.pdf; Food Bank Fundraiser_Facebook Video.mp4

Good morning Keith, as you may have heard on the radio, Reeve Tory Campbell is asking for donations to the Coaldale and Picture Butte food banks as the holiday season approaches and as a bonus for the donation, ballots are being handed out for the chance to dunk the Reeve in a dunk tank next month. We are inviting the Mayor, if interested to provide a donation of a non-perishable food or monetary donation in support of this fundraiser and join us to have a shot at dunking the Reeve on December 7. Donations are being accepted at the Lethbridge County shop in Picture Butte or ballots are available at the food bank itself as well. Donations will be accepted until November 30.

I have attached a poster and video, if you could possibly share this information on your social media sites that would be appreciated.

If you have any questions or need any further information, please let me know.

Thank you,

Candice Robison
Executive Assistant to CAO & Council
P: 403.380.1585 C: 403.915.1127 E: crobison@lethcounty.ca
www.lethcounty.ca



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Visit whatshappening.lethcounty.ca



In the true spirit of reconciliation, we acknowledge all those who call this land home now and for thousands of years in the past. May we respect each other and find understanding together and recognize the benefits that this land provides to all of us.



FROZEN FOOD BANK



Fundraiser

FOR THE COALDALE & PICTURE BUTTE FOOD BANKS

NOVEMBER 1-30



Bring a non-perishable food or monetary donation to our Lethbridge office (905 4 Ave S). Receive a ballot to enter for the chance to dunk Reeve Tory Campbell in a dunk tank!



Help us feed families in need this holiday season

FOR IMMEDIATE RELEASE

SouthGrow Agri-Food Futures Scholarship Program Announces 2023 Recipients

Lethbridge, AB - November 17, 2023

The SouthGrow Regional Initiative, in partnership with **MNP LLP Taber, Ridge Utilities**, and **Community Futures Lethbridge Region**, is thrilled to announce the recipients of the 2023 SouthGrow Agri-Food Futures Scholarship Program. This annual scholarship program is dedicated to supporting talented local youth pursuing careers in the agri-food industry in southern Alberta. The program awards three scholarships, each valued at \$2,500, to outstanding students attending post-secondary institutions in the region.

The 2023 SouthGrow Agri-Food Futures Scholarship recipients are:

- Abbe Pawluck, University of Lethbridge
- Layton VandeStroet, University of Lethbridge
- Mackenzie Curtis, Lethbridge College

These three individuals have demonstrated a profound commitment to the agri-food industry and an unwavering dedication to utilizing their education to contribute to its growth and development in southern Alberta.

"MNP is proud to sponsor the SouthGrow Agri-Food Futures Scholarship Program. We congratulate the successful applicants for their outstanding achievements. Their passion for the agri-food industry is truly inspiring, and we are excited to see how they will contribute to its success." **Bruce Warkentin, MNP LLP.**

"Ridge Utilities is delighted to be part of the SouthGrow Agri-Food Futures Scholarship Program. We extend our heartfelt congratulations to Abbe, Layton and Mackenzie for being chosen as recipients. We believe in the power of education and look forward to witnessing the positive impact each of these students will make in the agri-food industry." **Scott Donselaar, Ridge Utilities.**

The SouthGrow Agri-Food Futures Scholarship Program emphasizes the importance of nurturing young talent within the agri-food sector. These scholarships are not only a financial reward but also a recognition of the potential these recipients possess to be future leaders and innovators in the industry. The selection committee was highly impressed with the quality of applications received this year and expresses its appreciation to all applicants for their dedication to the agri-food industry.

For more information about the SouthGrow Agri-Food Futures Scholarship Program and its recipients, please contact:

Peter Casurella
Executive Director
SouthGrow Regional Initiative
peter.casurella@southgrow.com
1-403-394-0615

About SouthGrow Regional Initiative:

The SouthGrow Regional Initiative is a collaborative alliance of 30 communities in south-central Alberta. Committed to sustainable economic development, SouthGrow aims to enhance regional prosperity, attract investment, and create diverse opportunities for growth and innovation.

About MNP LLP:

MNP is a leading national accounting, tax, and business consulting firm in Canada. With a focus on helping clients succeed, MNP provides a wide range of services to support businesses across various industries, including the agri-food sector.

About Ridge Utilities:

Ridge Utilities is a reputable utility service provider, committed to delivering reliable and efficient services to communities. As part of their dedication to supporting the regional agri-food industry, Ridge Utilities is proud to contribute to the SouthGrow Agri-Food Futures Scholarship Program through their community investment fund.

About Community Futures Lethbridge Region:

Community Futures Lethbridge Region is a not-for-profit organization dedicated to supporting small businesses and community economic development. They provide a range of programs and services to foster entrepreneurial growth and create opportunities for success.



EXECUTIVE COMMITTEE MEETING MINUTES
October 12, 2023; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 12, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

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

Staff:

Steve Harty, Senior Planner
Raeanne Keer, Executive Assistant
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the October 13, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

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

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. GIS Presentation – Jaime Thomas

J. Thomas, GIS Analyst, presented information on the current GIS system, recently implemented applications accessible within the system, and examples of special projects developed for member municipalities.

b. Chinook Intermunicipal SDAB Mid-Year Report

R. Keer, Executive Assistant, presented the mid-year report for the Chinook Intermunicipal Subdivision and Development Appeal Board to the Committee, highlighting that as of August 29, 2023 10 appeal applications have been received, with 8 hearings held, and 2 appeals withdrawn.

R. Keer noted that currently 34 of the 39 member municipalities are a part of the Chinook Intermunicipal SDAB, with anticipation of another municipality joining soon.

c. Regional Assessment Review Board Report

R. Keer, presented an update on the 2023 Assessment Review Board, highlighting that as of August 29, 2023 27 Assessment Complaints were received, and that the hearings have been scheduled within their respective municipalities through October and November 2023.

R. Keer noted that currently 35 of the 39 member municipalities are a part of the Regional Assessment Review Board for an annual fee of \$225.00, and that ORRSC currently provides services to two municipalities outside of the membership, the Town of Coaldale and Improvement District No. 4 (Waterton) for a higher annual fee of \$500.00.

R. Keer stated that the current annual fee has not been increased for a number of years, and that Administration is recommending increasing the member fee from \$225.00 to \$300.00, and the non-members from \$500.00 to \$650.00, approximately a 30% increase. R. Keer stated that Administration would like direction from the Executive on this increase as it will have implications for the budget process and will be required to initiate updating contracts with the member municipalities regarding this service.

Moved by: Jesse Potrie

THAT the Executive Committee approves the increase for member municipalities from \$225.00 to \$300.00, and non-member municipalities from \$500.00 to \$650.00, approximately a 30% increase, for budget purposes, and for Administration to begin reviewing for contract amendments with the participating municipalities.

The Committee discussed whether the increase to the annual fee should be discussed further as part of the budget deliberations at the next meeting.

J. Potrie withdrew his motion.

Moved by: Christopher Northcott

THAT the Executive Committee directs Administration to review the annual fee increase by 30% for the Assessment Review Board for the 2024 draft budget.

CARRIED

d. Mileage Rate Report

R. Keer presented the Mileage Rate Report to the Committee, highlighting that ORRSC currently uses two different mileage rates for various functions within the organization, the Canada Revenue Agency mileage rate and the Government of Alberta Travel, Meal, and Hospitality Expenses Policy mileage rate.

R. Keer stated that Administration is requesting direction on if the Committee would like to standardize the rate across the organization, and if so, what mileage rate they would like to set.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to implement the Canada Revenue Agency Mileage Rate as the corporate standard, effective for the 2024 Budget.

CARRIED

e. 2024 Operating Budget & 5 Year Capital Plan - Draft

The Executive Committee reviewed the draft 2024 Operating Budget and 5 Year Capital Plan.

The Committee discussed the organization's current financial situation, and potential impacts on the 2024 Operating Budget.

Brad Schlossberger and Christopher Northcott left the meeting at 7:00 p.m. and did not return.

The Committee discussed having a special budget meeting prior to the next monthly Executive Committee meeting.

Moved by: David Cody

THAT the Executive Committee scheduled a Special Budget Executive Committee Meeting for Thursday, November 2, 2023 at 6:00 p.m.

CARRIED

f. 2023 Annual Chief Administrative Officer Performance Evaluation

R. Keer presented the 2023 Annual Chief Administrative Officers Performance Evaluation to the Committee.

The Committee discussed submitting the forms to Chair Wolstenholme for compilation for the November 9th Executive Committee Meeting.

g. Subdivision Activity

- **As of September 30, 2023**

G. Scott, Senior Planner, presented the Subdivision Activity Reports as of September 30, 2023 to the Committee.

5. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- June 2023 - August 2023

(ii) Payments and Credits

- May 2023 - July 2023

Chair Wolstenholme presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approves the Monthly Office Account for June 2023 through August 2023 and the Payments and Credits for May 2023 through July 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of August 31, 2023

(ii) Comparative Income Statement

- As of August 31, 2023

(iii) Details of Account

- As of August 31, 2023

Chair Wolstenholme presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of May 31, 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee approves the Balance Sheet as of August 31, 2023, the Comparative Income Statement as of August 31, 2023, and the Details of Account as of August 31, 2023, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:35 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES

November 2, 2023; 6:00 pm

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

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

Attendance

Executive Committee:

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

Staff:

Raeanne Keer, Executive Assistant
Lenze Kuiper, Chief Administrative Officer

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

L. Kuiper, Chief Administrative Officer, stated that Administration has prepared additions to the Agenda to potentially relieve the need to meet again next week, depending on discussions regarding the proposed 2024 Operating Budget.

L. Kuiper proposed the following additions:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);
- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

Moved by: Neil Sieben

THAT the Executive Committee adopts the November 2, 2023 Executive Committee Meeting Agenda, as amended to include:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);

- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

CARRIED

2. Official Business

a. Chinook SDAB & Regional ARB Annual Fee Analysis

R. Keer, Executive Assistant, presented a fee analysis for the annual fees charged to participating municipalities for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Review Board.

The Committee discussed the administrative roles and responsibilities of maintaining and managing the Chinook SDAB and Regional ARB.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to increase the annual fee for the Regional Assessment Review Board from \$225.00 a year to \$500.00 a year, effective for 2024.

CARRIED

Moved by: David Cody

THAT the Executive Committee directs Administration to leave the annual fee for the Chinook Intermunicipal Subdivision and Development Appeal Board as \$500.00 a year for 2024.

CARRIED

b. 2023 Cash Flow Report

L. Kuiper presented the 2023 Cash Flow Report to the Executive Committee.

c. 2024 Operating Budget & 2023-2027 Capital Budget

L. Kuiper presented the proposed 2024 Operating Budget, highlighting proposed increases to membership fees for planning and GIS, the decreased proposed Fee for Service Revenue, and decreased proposed Subdivision Fees Revenue.

The Committee discussed the 50% subdivision fee reduction received by municipalities, and the loss of income to the organization associated. The Committee discussed the no charge

policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

Moved by: Brad Schlossberger

THAT the Executive Committee directs Administration stop the subdivision fee membership discount of 50% and the no charge policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

CARRIED

L. Kuiper continued presenting the 2024 Operating Budget to the Committee.

The Committee discussed a further increase in membership fees for both planning and GIS.

The Committee discussed further decreasing the proposed revenue for Fee for Service and Subdivision Fees to correlate stronger with recent years.

d. Subdivision Activity

- **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity Reports as of October 31, 2023 to the Committee.

3. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- September 2023

(ii) Payments and Credits

- August 2023

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts for September 2023 and the Payments and Credits for August 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of September 30, 2023

(ii) Comparative Income Statement

- As of September 30, 2023

(iii) Details of Account

- As of September 30, 2023

L. Kuiper presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of September 30, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the Balance Sheet as of September 30, 2023, the Comparative Income Statement as of September 30, 2023, and the Details of Account as of September 30, 2023, as presented.

CARRIED

6. CAO Report

L. Kuiper presented his CAO Report to the Committee

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:46 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER