



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, June 24th, 2024 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 - June 10th, 2024

4.0 PUBLIC HEARING

5.0 DELEGATION

5.1 Library Board

6.0 REQUESTS FOR DECISION

6.1 Chamber of Commerce Requests

6.2 Office Lunch hour

6.3

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

10.0 CORRESPONDENCE

10.1 Lethbridge County – Discretionary Development Permit Application in Urban Fringe District

10.2 Municipal Affairs – Meet with the Minister

10.3 Lethbridge County – Invitation to 60th Anniversary Celebrations

10.4 Alberta Municipalities – Alberta Day funding

10.5 Picture Butte and District Chamber of Commerce – Jamboree Days Parade invite

10.6 Carmangay Annual Parade Invite

11.0 INFORMATIONAL ITEMS

- 11.1 Municipal Affairs – Canada Community Building Fund
- 11.2 Barons Eureka Warner Family & Community Support Services – Board Meeting Minutes – April, 2024
- 11.3 Family & Community Support Services – Report to Municipalities
- 11.4 Oldman River Regional Services Commission Board Meeting Minutes – December 7, 2023

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 16(1) – Doctor Recruitment

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, June 10th, 2024 AT 6:30 PM

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

ABSENT: Councillor C. Neels

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

211 2406 10 MOVED by Councillor de Kok that the agenda be approved as presented.
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – May 27th, 2024

212 2406 10 MOVED by Deputy Mayor Papworth that the Regular Council Meeting
minutes of May 27th, 2024 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 Remuneration Policy

213 2406 10 MOVED by Deputy Mayor Papworth to approve the amendments to the
Expense Reimbursement Policy as presented.
CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

May 30 Attended a North County Health Foundation meeting
June 5 Attended the Senior's Appreciation Dinner

214 2406 10 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.
CARRIED

8.0 COUNCIL'S REPORT

8.1 Council's Report

Councillor Feist advised Council of her recent activities:
June 5 Attended the Senior's Appreciation Dinner

Councillor de Kok advised Council of his recent activities:
May 31 Attended a Southern Alberta Energy from Waste Association meeting
June 5 Attended the Senior's Appreciation Dinner

Deputy Mayor Papworth advised Council of her recent activities:
May 29 Attended a Green Acres Board meeting
May 30 Delivered donuts to medical professionals with RPAP Representative
June 5 Attended the Senior's Appreciation Dinner
June 10 Attended the Piyami Lodge Senior's Week Video Awards

215 2406 10 MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented. CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

216 2406 10 MOVED by Councillor Feist to accept the CAO Report as presented. CARRIED

9.1.1 Director of Operations Report

217 2406 10 MOVED by Deputy Mayor Papworth to accept the Director of Operations Report. CARRIED

9.1.2 Director of Emergency Services Report

218 2406 10 MOVED by Councillor Feist to accept the Director of Emergency Services Report. CARRIED

10.0 CORRESPONDENCE

10.1 Happy Old Timers Request – Defibrillator in the Community Centre

219 2406 10 MOVED by Councillor de Kok to direct Administration to advise the Happy Old Timers to request a sponsorship from the North County Health Foundation for the purchase of a defibrillator and to direct the Happy Old Timers to come back to Council if they are unsuccessful with their sponsorship request. CARRIED

11.0 INFORMATIONAL ITEMS

11.1 Alberta Advantage Immigration Program – June Statistics

11.2 EMS Foundation – Memorial Invitation

220 2406 10 MOVED by Councillor de Kok to receive and file Informational Items 11.1 – 11.2. CARRIED

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 21- Regional Emergency Management Agreement

12.2 FOIP Act Division 2 Section 21 – Wastewater Upgrade Funding

221 2406 10 MOVED by Councillor Feist to close the meeting to the public in accordance with Division 2 Section 21 of the Freedom of Information and Protection of Privacy Act to discuss Regional Emergency Management Agreement and Wastewater upgrade funding at 6:55 p.m.

CARRIED

222 2406 10 MOVED by Deputy Mayor Papworth to open the meeting to the public at 7:23 p.m.

CARRIED

223 2406 10 MOVED by Councillor de Kok to approve the signing of the Regional Emergency Management Partnership Agreement.

CARRIED

224 2406 10 MOVED by Councillor de Kok to direct Administration to send the drafted letter to the Minister of Transportation and Economic Corridors as amended.

CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for June 24th, 2024 beginning at 6:30 p.m.

225 2406 10 MOVED by Deputy Mayor Papworth that the Regular Council Meeting adjourn at 7:34 p.m.

CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer

RECEIVED

MAY 28 2024

TOWN OF
PICTURE BUTTE



PO Box 1130 Picture Butte AB T0K 1V0
(403)732-4141

May 28, 2024

Picture Butte Town Council
120 - 4th Street North
Picture Butte, AB

This is to request a delegation meeting with Town Council at your earliest convenience concerning renovations to the Kitchen/Sorting room.

Thank you,



Cheryl Garratt
Picture Butte Municipal Library Manager



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: 12 June, 2024
To: Mayor, Council
From: CAO

Re: Chamber of Commerce requests

Background:

At the 22nd of May Council meeting, the Chamber of Commerce made a number of requests to Council regarding Jamboree Days. These requests included:

1. Having a Town representative be the chair of the Jamboree Days Organising Committee.
2. Assisting the Chamber with organising the Parade by:
 - a. Doing the paperwork for the permit to close the two highways;
 - b. To provide flag people on the highways if required by Alberta Transportation; OR
 - c. Overtaking the operation of the parade completely.
3. To have a member of Council sit on the Chamber's executive committee.
4. To provide office space for the Chamber's executive to operate from.
5. To provide storage space for the Chambers documents.

I will now address each of these requests:

1. Having a Town representative be the chair of the Jamboree Days Organising Committee.
 - a. Administratively, we are open to this idea however we would not be able to facilitate this request this year. I would be recommending our Director of Parks and Recreation to be this person however, Curtis has just started in this position, we have a new employee beginning on Monday and a lot of catch up work that needs to occur. Administratively, we would be able to take on this responsibility in 2025.
 - b. With the Town possible chairing this committee we would make it clear that we are only facilitating the organising of the events that are being organised by the community organisations in Town. We do not have the current capacity to organise all of the events of Jamboree Days.
 - c. The Ag. Society is going to inform me if they want to be the organisation that organises Jamboree Day events or if they are okay with the Town being that organisation.
2. Assisting the Chamber with organising the parade:
 - a. We will be able to assist the Chamber with applying for highway closures from Alberta Transportation.
 - b. If Alberta Transportation requires flag people there will be a cost. We will have to work out who is responsible for this cost.
 - c. The Chamber has stated they would be okay and would be willing to have the Town overtake the organising of the parade. We are open to being responsible for organising the parade in 2025 however, we do not have the expertise, time or capacity to do this in 2024.

3. To have a member of Council sit on the Chamber's executive committee.
 - a. This commitment would be over and above the commitment that a Council member attend their monthly meeting.
 - b. Their bylaws allow for this kind of appointment and they currently have Councillor Eric Van Essen from Lethbridge County on their executive committee.
 - c. This request impacts Council member's time and would have to be committed to by Council.
4. To provide office space for the Chamber's executive to operate from.
 - a. The Town does not have any office space for the Chamber to work from. The only option is the Chamber could rent the office downstairs. They already use this space and are not charged for it.
5. To provide storage space for the Chambers documents.
 - a. The Town does not have any available space where the Chamber can store and access their documents.

Recommendation:

1. To communicate to the Chamber of Commerce that the Town:
 - a. Will provide an individual to chair the Jamboree Days Organising Committee and to coordinate the events of the 2025 Jamboree Days conditional upon the Ag. Society also agreeing to this request;
 - b. Will apply for the highway closures with Alberta Transportation;
 - c. Will assist in the cost of providing flag people, if required by Alberta Transportation for the 2024 parade.
 - d. Will overtake the organising of the parade in 2025 as requested by the Chamber of Commerce.
 - e. Will appoint a member of Council to be apart of the Chamber's Executive Committee at Council's 2024 Organisational meeting held in October;
 - f. Does not have additional office space that can be used on a permanent basis; and
 - g. Does not have any storage space where the Chamber can store or access their documents.

Submitted by:

Keith Davis, CAO



REQUEST FOR DECISION

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

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

Date: 24 Jun 2024

To: Mayor, Council

From: Director of Corporate Services

Re: Office Lunch Hour

Background:

Currently, three of the staff rotate when they take lunch so that there is coverage during the lunch hour. Chantel and Rhonda usually have set lunch hours: Chantel 12:00 – 1:00 pm and Rhonda 1:00 – 2:00 pm. Michelle's lunch hour is usually 12:30 – 1:30 pm, but can vary at times depending if someone is away or if for some other reasons her lunch hour may be delayed. Keith and Curtis' lunch hours are not consistent so it can be difficult for people seeking them to know when to come in.

If one of the main staff that man the front desk has her lunch hour delayed, it then delays the rest of the staff's lunch hours. This can also cause customers to come in seeking a specific person to have to wait or to come back due to the normal lunch hour being delayed.

Another reason for the closure is that over the last several years, foot traffic at lunch time has become minimal with numerous times there are no customers. Now that there are many ways to pay for utilities, taxes and other services being available on-line, this has reduced the total foot traffic coming to the Town Office as a whole.

Administration feels that if the Town Office closes from 12:30 to 1:30, then customers will know when to come in and they will usually be able to talk to the person they are seeking rather than having to come back or wait while the person they are wanting to see is still at lunch. We feel that this will offer an efficiency for our citizens.

Administration would like to try a 6-month trial to see how the closed for lunch will affect our customers. We would then report back to Council the results of this trial.

Recommendation Options:

THAT Council approves the closure of the Town Office from 12:30 – 1:30 for lunch for a 6-month trial.

Submitted by:

Michelle Overbeeke, CPA CMA

Director of Corporate Services



Development Application Circulation

Date: June 17, 2024

To: Leah Olsen, Alberta Transportation and Economic Corridors
Keith Davis, Town of Picture Butte

RE: Development Permit Number: 2024-105 (Home Occupation 2 (Trucking) and Accessory Building (Shop) with Setback Waiver to Centre of Provincial Highway)

Location: Plan 1213150 Block 1 Lot 9 (4, 212029 HWY 519)

Description:

Lethbridge County has received an application to open a trucking business and construct a shop on a parcel in the Urban Fringe District. The proposed trucking business has no non-resident employees, typically leaving once in the morning and returning in the evening. There is one truck and one trailer proposed, with no outdoor storage beyond parking. The applicant has requested that the 230ft setback from HWY 519 to the shop be waived to 154ft. Otherwise, the proposed development meets all setbacks of the Urban Fringe District.

As Home Occupation 2s and Setback Waivers are considered discretionary, adjacent landowners are being notified.

If you have any comments or concerns regarding this application, please contact me by July 2, 2024.

Regards,

Nathan Hill, Development Planner

Enclosures





FORM A: DEVELOPMENT PERMIT APPLICATION
 Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Application No: <u>2024-105</u>	Roll No: <u>4247.01.00</u>	Use: <input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ <u>\$500</u>	Date Paid: <u>JUNE 7</u>	Land Use District: <input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Hamlet Residential <input checked="" type="checkbox"/> Urban Fringe <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Business Light Industrial <input type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Hamlet <input type="checkbox"/> Rural Recreational <input type="checkbox"/> Transitional/Agricultural <input type="checkbox"/> Direct Control
Application Received /Complete: <u>JUNE 17</u>		
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
AER Abandoned well information provided: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<u>Home Occ 2 & Accessory Bldg (Shop) w/ Waiver to H/W</u>
Site Plans or drawings Submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		Site Visit Conducted: <input type="checkbox"/> No <input type="checkbox"/> Yes Date:

1. APPLICANT & LAND INFORMATION

Applicant's Name: Jacobs and Irma Reimer
 Phone/Cell Phone: 403-382-9761 Email: irmareimer19@gmail.com
 Mailing Address: PO Box 767 Picture Butte AB T0K 1V0
Registered Owner's Name: Irma Reimer
 Phone/Cell Phone: 403-382-9761 Email: irmareimer19@gmail.com
 Mailing Address: PO Box 767 Picture Butte AB T0K 1V0

Applicant's interest in the proposed development if not the registered owner:
 Agent Contractor Tenant Other: _____

Quarter: N.E 1/4 Section: 34 Township: 10 Range: 21 W4M
 Lot(s) 9 Block: 1 Plan: 1213150
 Municipal/Street address: 212029 HWY 59 Lot 3

* Subject to Municipal Address Bylaw 1315, if there is currently not a municipal address on the parcel a municipal address application must be submitted.

Area of Parcel: 1.6 Acres _____ Hectares Land Use District: _____

2. DEVELOPMENT INFORMATION

(1) Existing Development

Please list the existing buildings, structures and use(s) on the land. (Please indicate if any are to be removed or relocated.)

House and Garage

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

(2) Proposed Development

Please describe the proposed development including uses, buildings, structures, and any planned renovations and additions that are to be constructed on the lot; including the dimensions of each.

We propose to build 40 x 100 shop for storage and repair and maintenance of equipment for our business use

For **residential** development please check the applicable box below:

- Single-detached dwelling (site built) Manufactured Home 1 Manufactured Home 2
 Single-detached dwelling (Ready-to-move) Semi-detached dwelling
 Moved-in dwelling (previously occupied) Accessory Building/Structure (e.g.: deck/garage/shop)
 Other Dwelling Type: _____ Addition: _____
 Does dwelling application include an attached garage? Yes No

For **non-residential** development please check the applicable box below if the proposed development is for one of the following **AND** complete the supplementary form:

- Home Occupation (Form A1) Commercial/Industrial (Form A2) Sign(s) (Form A3) Demolition (with other proposed development) (Form A4)

Building Details

Size/Dimensions	Principal Building or Addition	Accessory Building or Addition	Office Use
Building or Addition Size	4000 <input type="checkbox"/> m ² <input checked="" type="checkbox"/> sq. ft	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	
Height of Building (grade to peak)	24' 8" <input type="checkbox"/> m <input checked="" type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Attached Garage Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	N/A	
Proposed Setbacks from Property Lines	Principal Building	Accessory Building	
Front	180 154 <input type="checkbox"/> m <input checked="" type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	60 95 <input type="checkbox"/> m <input checked="" type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	100 <input type="checkbox"/> m <input checked="" type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	100 <input type="checkbox"/> m <input checked="" type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type: Lot	<input checked="" type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner	
Development Details: Access & Cost			
Approach or driveway required to the development? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (specify)			
Estimated cost of development: \$ 400,000			

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

(3) Exterior Finish, Fencing & Landscaping

(a) Not applicable to this development

(b) Applicable - Describe generally the types, colors, and materials, as applicable, of:

Exterior finishes of the proposed building(s): Metal, light gray or light brown

Proposed fencing and height: N/A

Proposed landscaping: N/A

Describe any proposed improvements to the exterior of the dwelling where application is for a previously occupied dwelling (moved-in or manufactured home): _____

(4) Services

Indicate the existing or proposed sewer system and potable water supply:

Sewer System:

Water Supply:

Private Septic Municipal Communal
(specify): _____

Cistern Water well Dugout Municipal/Co-op
 Other (specify): _____

Other Services: Indicate as follows: **A**= available **R** = required

Natural gas (A) Electricity (A)

(5) Details of Vehicle Parking and Access (for commercial/industrial proposals, see supplementary form)

Describe the **number** _____ and **size** _____ of all existing and proposed **parking spaces** _____, and **driveways** _____ on site (or N/A if not applicable).

(Indicate locations of same on a scaled PLOT PLAN.)

(6) Waivers

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested? No Yes

If yes, please specify: _____

(7) Other - for parcels outside of Hamlet districts (Please indicate to the best of your knowledge)

(a) Are any of the following within a 1-mile (1.6 km) of the proposed development?

Provincial Highway Confined Feeding Operation Sour gas well or pipeline
 Sewage treatment plant Waste transfer station or landfill

(b) Is the proposed development to be situated within 500 metres (1,640 ft.) of an established anhydrous ammonia bulk storage facility? Yes _____ No Don't Know _____

(c) Is the development located in proximity of a coulee bank/break/slope? Yes _____ No

If "yes", please provide details on the building sites' setback distance from the front edge of the valley or coulee break (escarpment rim).

Estimated **Commencement** Date: July 15, 2024 Estimated **Completion** Date: Oct 15, 2024

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

3. DECLARATION OF APPLICANT

I/We have read and understand the terms noted below and hereby apply for a development permit to carry out the development described within this application including any attached supplementary forms, plans, and documents.

I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.

*Further I/We hereby give my/our consent to allow authorized persons the **right to enter** upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.*

Date: 6/3/24 Applicant's Signature: *[Signature]*

Registered Owner's Signature: _____
(Required, if different from applicant)

2. The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
3. Site plans and building drawings, in sufficient detail to enable adequate consideration of the application, must be submitted with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent, and is without prejudice to the decision in connection with the formal application.
5. Any development started before the issuance of a development permit and expiration of the appeal period is at the applicant's own risk.
6. **If a decision is not made within 40 days** from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, **the applicant may deem the application to be refused** and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
7. A development permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken after approval of this development permit application may be regulated by the **Alberta Safety Codes**. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.

*FOIP STATEMENT: Personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected here will be used to by Lethbridge County for the purposes of reviewing the Development Permit application. **This form is a public record that is available to anyone.** All information contained on this form (including personal information) is disclosed by Lethbridge County to anyone requesting a copy in accordance with Lethbridge County Policy No. 173 (Freedom of Information and Protection of Privacy (FOIP)). For further information about the collection and use of this information please contact the Lethbridge County FOIP Coordinator at foip@lethcounty.ca or call (403) 328-5525 or come into the office #100, 905-4th Avenue South, Lethbridge Alberta, T1J 4E4.*



FORM A1: HOME OCCUPATION APPLICATION

Supplement to Development Permit Application
Pursuant to Land Use Bylaw No. 24-007

OFFICE USE	
Permit Application No: (to match Form A) <u>2024.105</u>	Roll No: <u>4247.0100</u>
<input type="checkbox"/> Home Occupation 1	<input checked="" type="checkbox"/> Home Occupation 2
<input type="checkbox"/> Home Occupation 3	

This supplementary form A1 must be completed in addition to Form A: Development Permit Application if you are applying for a development permit for a Home Occupation.

1. APPLICANT INFORMATION

Applicant's Name: Jacob and Irma Reimer Phone: 403-382-9761

Mailing Address: PO Box 767 Picture Butte, AB, T0K 1V0

(1) This business will be an: On-site Business Off-site/Mobile Business

Please attach a site plan or floor plan for the proposed business: Attached Site Plan/Floor plan

Please describe the proposed business including any goods and/or services provided:

A place to service and maintain equipment used for business purposes including storage one truck one operator leave in the morning come back and evening, Mostly local some longhops.

(2) Where will the business operate from? In-home Accessory building

(3) Is there another home occupation already operating out of the residence or on the premises? Yes No

(4) Days and hours of operation: Monday To Saturday 14 to 16 hours a day

Number of non-resident employees: 0 Number of estimated clients/customers per day: 0

How many parking spaces for clients, employees, and deliveries will be available? 0

(5) Will the business involve commercial vehicles/trailers on site in conjunction with the business? No Yes

If yes, describe the use, number, type and size (weight), of all commercial vehicles visiting the site:

2012 Peterbilt with trailers

(6) Are any outdoor storage areas proposed? No Yes

If Yes, please describe type and amount of items to be stored and indicate location on an attached site plan:

(7) Will there be any flammable or hazardous material on the premises as a result of the business?

No Yes (please list materials and quantity) _____



FORM A1: HOME OCCUPATION APPLICATION

Supplement to Development Permit Application
Pursuant to Land Use Bylaw No. 24-007

(8) Are any signs proposed for the home business? No Yes

If yes, please specify number, type, size and location and indicate on an attached site plan: (for a window sign in residence only, indicate as such in space below)

2. DECLARATION of APPLICANT/OWNER

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Home Occupation. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

Date: 6/3/24

Applicant's Signature: *Anna Palmer*

Registered Owner's Signature: _____
(if different from applicant)

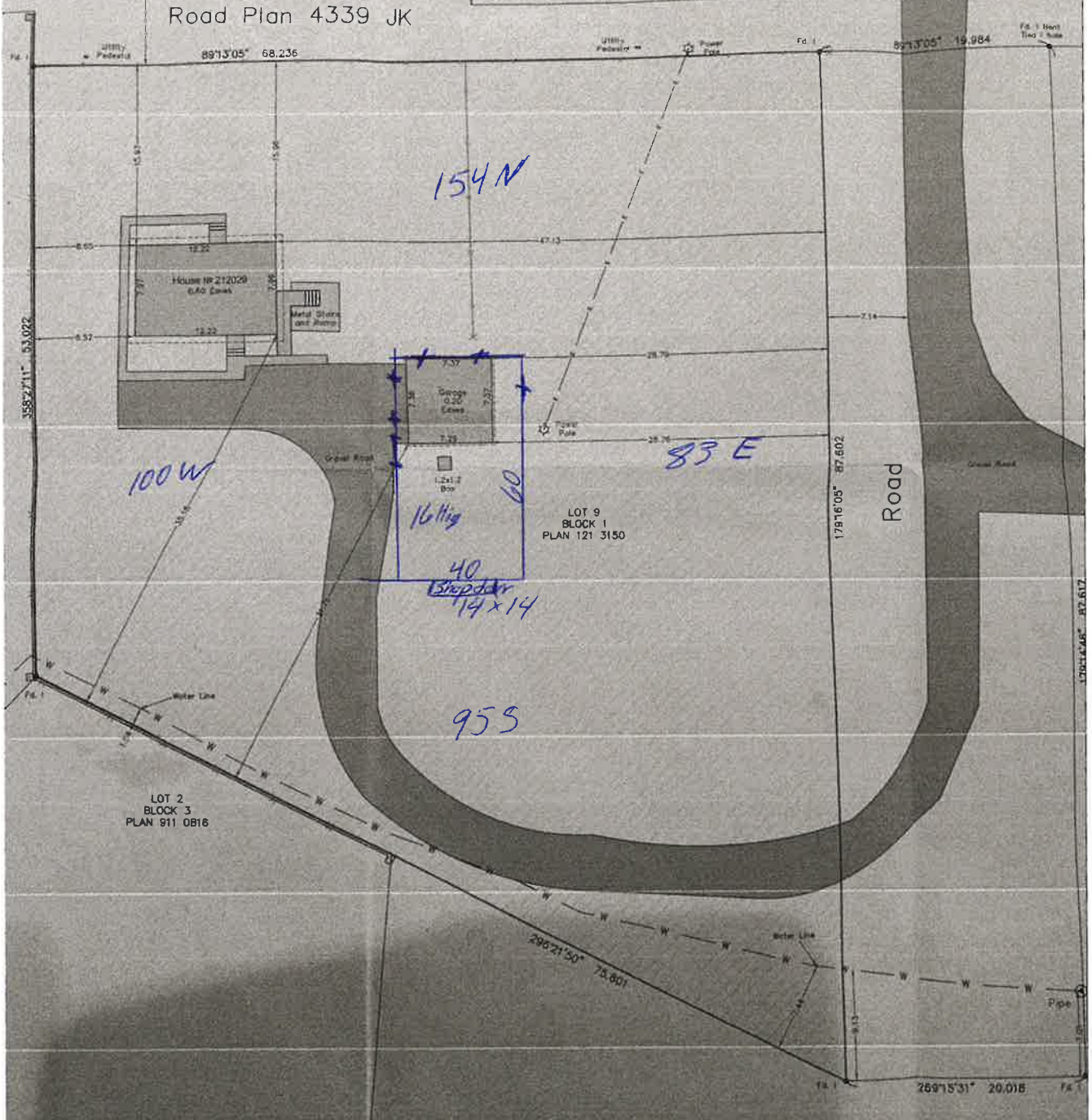
NOTE:

This Form A1 is supplementary and is in conjunction with a completed Form A: Development Permit Application. Refer to Bylaw No. 24-007 Part 5, section 22 for specific Home Occupation criteria and Standards of development.

Government Road Allowance (Secondary Highway 519)

Road Plan 4443 JK

Road Plan 4339 JK



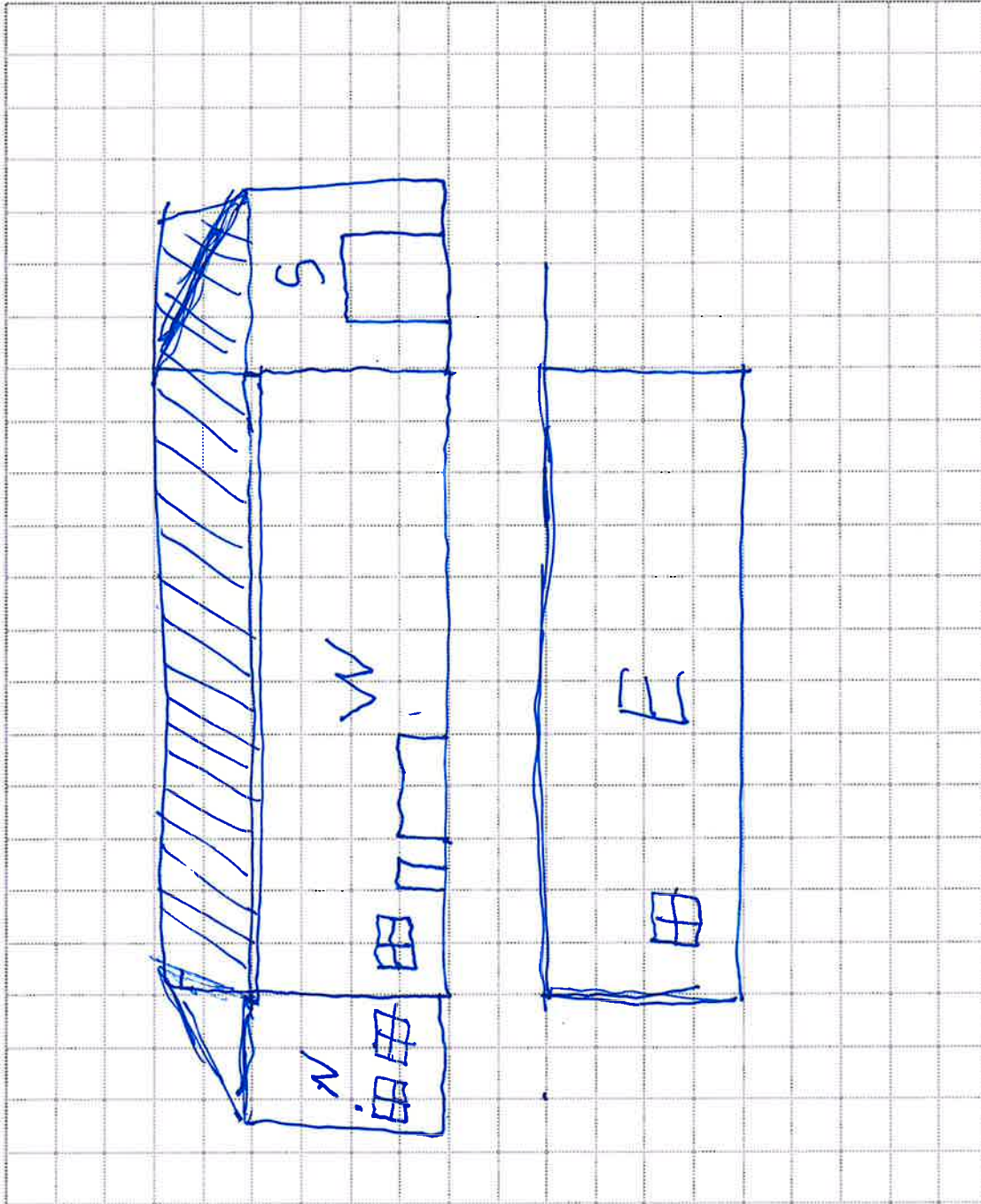
N.E. 1/4 SEC. 34 - 10 - 21 - W4M

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

Site Plan

(or attach separate site plan)



(Please draw to scale and indicate north arrow)

RGE RD 212A



154ft

Keith Davis

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: Friday, June 14, 2024 11:37 AM
To: MA Engagement Team
Subject: Meeting request with Minister Mclver – ABmunis Fall 2024 Convention

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric Mclver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.

Should your council wish to meet with Minister Mclver during the convention, please submit a request by email with potential topics for discussion to ma.engagement@gov.ab.ca no later than **July 12, 2024**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister Mclver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs





Town of Picture Butte

120 4 St N, Picture Butte, Alberta, T0K 1V0

Re: Join us in celebrating 60 years of Lethbridge County!

We would like to formally invite you to attend one (or both!) of our community events this summer to celebrate our 60th Anniversary.

Since first incorporating as a municipality in 1964, Lethbridge County has grown to become Alberta's agricultural leader. Our producers generate billions in economic activity and we are incredibly proud of the innovation, determination and hard work that our citizens and businesses exemplify each and every day.

We want to celebrate the past 60 years of success and growth by inviting the community to celebrate with us. We are hosting outdoor events at the Shaughnessy Community Hall on Friday, July 12th from 3:00 – 7:00 p.m. and at the McNally Community Hall on Friday, July 19th from 3:00 – 7:00 p.m.

These come-and-go events will have fun for all ages, including food trucks, games and prizes, music, an equipment petting zoo, local fire departments and other family-friendly activities.

Please feel free to stop in and enjoy the festivities, visit with our residents and help us celebrate everything that makes Lethbridge County a great place to live.

We look forward to seeing you this summer!

Sincerely,



Reeve Tory Campbell
Lethbridge County



Let's celebrate



years together!

Come enjoy:

- \$5 pulled pork & fries
- Family-friendly fun & games
- Facepainting & balloon animal artist
- Tractor & machinery petting zoo
- Birds of Prey exhibit
- Live DJing by Hiway

Shaughnessy Community Centre
Friday, July 12 | 3-7 p.m.

and

McNally Community Centre
Friday, July 19 | 3-7 p.m.

Celebrating growth and innovation since 1964.

lethcounty.ca



Keith Davis

From: Exec. Assistant on behalf of Dan Rude <EA_DRude@abmunis.ca>
Sent: Monday, June 10, 2024 11:05 AM
To: Keith Davis
Subject: Alberta Day 2024
Attachments: EOI Guidelines 2024.pdf; EOI Form.pdf; Festival In A Box.pdf

Good day, Mayors, Reeves and CAOs,

I am sending this out on behalf of Alberta Culture.

The Government of Alberta recently established September 1 as Alberta Day in perpetuity. Alberta Day is a chance to celebrate who we are as Albertans and what we can achieve together.

To create a province-wide celebration of our heritage and cultural identity, Alberta's Government is providing funding through Alberta Municipalities to eligible Alberta municipalities to host local Alberta Day events on any day of their choice between Friday, August 30 to Monday, September 2, 2024.

Funding will be distributed across three categories based on a per capita model as follows:

- Municipalities with populations greater than 20,000 will be eligible for up to \$10,000;
- Municipalities with populations between 1,000 and 20,000 will be eligible for up to \$5,000; and
- Municipalities with populations less than 1,000 will be eligible for \$1,500.

Municipalities are encouraged to submit a completed Expressions of Interest Application to culture.event@gov.ab.ca, with details about the activities they are planning, by **June 24, 2024**.

Municipalities must enter their Alberta Day events on the Culture Calendar located [here](#) by August 12, 2024.

Should you be interested in this opportunity, the Expression of Interest Application Form and Guidelines, as well as "Festival in a Box" guiding document are attached.

We look forward to your participation as Alberta Day will be another chance for communities across Alberta to celebrate everything that makes this province special.

For more information, please visit alberta.ca/AlbertaDay or contact culture.event@gov.ab.ca.

Dan Rude | Chief Executive Officer

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca
300-8616 51 Ave Edmonton, AB T6E 6E6

Toll-Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Alberta Day Festival Planning Guide



Table of Contents

- Overview of Alberta Day
- Key Components for Festival in a Box
- Communications Expectations
- Sample Site Layout
- Sample Festival Schedule
- Sample Entertainment Schedule
- Local Action Plan
- Extra Details to Consider
- Checklist

Overview

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, the Government of Alberta established September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our province.

Celebrating Alberta Day will give Albertans the chance to come together, build community and celebrate everything that makes Alberta special.

Alberta's government is inviting communities to take part in this celebration. We have created this document to assist municipalities in organizing a local Alberta Day event.

This document contains suggested components of the celebration, including but not exclusive to the following: Alberta artist concert; Market Place; Multicultural programming; Youth programming; Indigenous components; Alberta Showcase display; and articulate lights displays.

Key Components Your Alberta Day Event Might Include

Main Stage

- Speeches
- Indigenous ceremony and performances
- Various multicultural/Francophone performances.
- Performances and presentations by community groups
- Concerts by Alberta musicians
- Headliner

Family Programming

- Arts and Crafts, Games, Inspiration Wall, Face Painting
- Workshops (i.e. Dream Catchers, Ukrainian Easter Egg colouring, jam making...)
- Games and Activities

Indigenous Programming

- Story telling, Tipi demonstration, Round dances

Alberta History Showcase

- Regional historical artifacts and photographs
- Municipal government display of programs
- Indigenous history

Market Place/Showcase of Alberta Products

- Alberta products
- Indigenous products
- Local food vendors and/or food trucks

Lights Display

- Concluding your event

Communications guidelines and expectations

Alberta Day

The following guidelines will help you promote your events and align with Alberta Day messaging.

Messaging

This high-level messaging will help you draft descriptions of your events and make sure that your promotions align with the spirit of Alberta Day:

- Alberta Day is a chance to celebrate who we are as Albertans, and what we can achieve together.
- Since Alberta became a province on September 1, 1905, it has been defined by the innovation, bravery and community spirit of its people.
- Establishing Alberta Day gives us the chance to take pride in this province and celebrate our heritage and cultural identity.

Communications guidelines and expectations, cont'd..

Promotions

The Government of Alberta will be promoting Alberta Day event on the [Alberta Day web page](#), on social media, with paid advertising, and at a media kickoff event. To help us promote your event, please submit a description of your event to culture.event@gov.ab.ca by August 12, 2024.

Please include the hashtag #AlbertaDay in all social media posts about the event, and encourage attendees to do the same on their social media accounts.

Branding

Social media graphics and other branded assets will be provided closer to ensure a standard look and feel for Alberta Day events across the province.

Sample Program Elements

Family Corner

Arts and Crafts
Inspiration Wall
Workshops
Face Painting and Henna
Indigenous Storytelling



Tipi Storytelling

Storytelling
Round dances



Alberta Showcase

Local Historical Artifacts / Photographs
Provincial / Municipal Display of Programs
Indigenous History



Main Stage

- Cultural and Indigenous Performances
- Speeches
- Presentations
- Local bands and Musical artists
- Dance groups

Alberta Marketplace

Local Products
Alberta Products
Indigenous Products



Food and Beverage

Food Trucks
Local Vendors
Food Producers

Sample Festival Schedule

The following sample schedule will help organize your event.

Location	Start Time	End Time	Activities
Main Stage	12:00 pm	9:00 pm	Speeches, Local Performers, Cultural Performances, Headliner
Family Corner	12:00 pm	6:00 pm	Tent of Arts and Crafts, Workshops (i.e. Dream Catchers, Ukrainian Easter Egg colouring, Jam Making, etc...)
Indigenous Programming	12:00 pm	6:00 pm	Storytelling, Round Dance, Crafts, Bannock Making
Alberta Showcase	12:00 pm	9:00 pm	Local and Provincial Government Display Programs, Historical Artifacts, Photographs, Indigenous history
Alberta Marketplace	12:00 pm	9:00 pm	Marketplace of Alberta Products
Food & Beverage	12:00 pm	9:00 pm	Local Vendors/Concessions and Food Trucks
Lights Display	9:00 pm	9:20 pm	Drone or Pyrotechnic Display that concludes event

Sample Entertainment Schedule

Location	Start Time	End Time	Entertainment
Main Stage	12:00	12:05 pm	MC Opens the event
	12:05	12:25 pm	Indigenous ceremony
	12:15	1:00 pm	Speeches
	1:00	2:00 pm	First local artist performs
	2:00	2:30 pm	Indigenous Performance
	2:30	3:00 pm	Cultural Performance TBD
	3:00	4:00 pm	Second local artist performs
	4:00	5:00 pm	Third local artist performs
	5:00	5:30 pm	Cultural Performance TBD
	5:30	6:00 pm	Cultural Performance TBD
	6:00	7:00 pm	Fourth local artist performs
	7:00	7:30 pm	Cultural Performance TBD
	7:30	8:00 pm	Final Cultural Performance
	8:00	9:00 pm	Headliner performs

Local Action Plan

Government Involvement

Invite local MLA and MP.
Mayor and Council Members could participate and speak.

Indigenous Components

Invite a local elder to perform a blessing at start of event.
Invite local Indigenous artists and groups to participate in showcase, storytelling, round dance, drumming, and other performance elements throughout the day.
Invite local Indigenous crafters and artisans to participate in the Marketplace.
Work with local Indigenous groups to ensure that their history and artifacts are included in Showcase displays.
Run Indigenous games/activities/crafts in Family Programming area.

Displays and Activities

Work with local museum or historical sites to contribute to Alberta Showcase displays.
Work with local libraries, agricultural societies, cultural organizations, dance schools, and/or churches to presents a variety of cultural showcase performances on the Cultural Stage.
Work with local crafting or artist guilds, invite them to present and sell their work.

Alberta Culinary Promotions

Connect with local agricultural producers and farmers markets to sell and promote their products.
Invite local food trucks and restaurants to participate in the food and beverage area. Encourage local restaurants to feature Alberta recipes and cuisine August 30 - September 2

Media Partner Promotions

Submit an event listing to local media organizations.
Connect with local radio stations and newspapers. Invite them to cover your Alberta Day event.
Invite local radio station on site to MC event and set up promotional table or booth.
Encourage local radio stations to play Alberta based and/or local artists August 30 to September 2.
Encourage local paper to run an Alberta themed essay or colouring contest before event.

Extra Details to Consider

Vendors and Merchants

Confirm that all vendors have their own insurance.
Make sure all food vendors are inspected and/or approved by Alberta Health Services. Make sure all food vendors follow safe food-handling practices.
If vendors are providing their own tents and tables make sure that they are properly and safely secured.

Artists and Performers

Confirm that artists and performers have their own insurance.
Sign contracts in advance with artists and presenters.
Make arrangements to sell performer merchandise or provide a location for them to sell their own merchandise.

Site Logistic

Create your own individual site map in advance of event.
Make sure that all cords and cables are safely covered.
Obtain appropriate number of Port-a-Potties for your site.
Obtain appropriate number of wash stations for your site.

Miscellaneous

Provide a variety of parking and transportation options for attendees.
Have a contingency plan in case of bad weather.
Have a first aid station.
Have a lost and found location.

Checklist

Please use this checklist as a guideline for planning and organizing your event:

- Create an Organizing Committee;
- Create a budget;
- Select your event site;
- Identify community organizations to work with;
- Recruit volunteers;
- Identify local businesses to partner with;
- Contract artists and vendors;
- Promote your event.

ALBERTA DAY 2024 EXPRESSION OF INTEREST GUIDELINES



OVERVIEW

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, Alberta's government established September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our province.

Alberta's government is inviting municipalities to take part in this celebration. This document has been created to assist municipalities in organizing a local Alberta Day event. Municipalities within the province of Alberta are encouraged to apply for funding to host an Alberta Day celebratory event showcasing Alberta's cultural identity.

Funding will be distributed across three categories based on a per capita model as follows:

- Municipalities with populations greater than 20,000 will be eligible for up to \$10,000;
- Municipalities with populations between 1,000 and 20,000 will be eligible for up to \$5,000; and
- Municipalities with populations less than 1,000 will be eligible for \$1,500

PROCEDURE FOR SELECTING MUNICIPALITIES

Selection Process

Staff within Alberta Municipalities and Arts, Culture and Status of Women will assess municipalities that qualify.

Selection Criteria

The following criteria will be considered in the selection of a municipality:

1. Population of Municipality
2. Financial Resources
3. Proposed Programming

SUBMISSION TIMELINES

1. Expression of Interest Invitation

- An "Expression of Interest" document will be sent to Alberta Municipalities June 6, 2024.

2. Expression of Interest Preparation and Submission

- Complete and submit the Expression of Interest document which includes a Budget Worksheet.
- Assistance in the preparation of the Expression of Interest document is available by contacting culture.event@gov.ab.ca.
- Expression of Interest must be emailed to culture.event@gov.ab.ca by **4:30 p.m. on June 24, 2024**

3. Expression of Interest Selection

- Alberta Municipalities and Arts, Culture and Status of Women staff, will review the submissions, and recommend successful municipalities based on the Selection Criteria.

4. Awarding of Funding

- The successful municipalities will be announced the **week of July 1, 2024**.

**Completed applications must be received by 4:30 pm on
June 24, 2024**

Please email submissions to: culture.event@gov.ab.ca

Applicant Information

Name of Municipality (Please use incorporated/legal name)

Address of Municipal Office

City/Town/Postal Code

Mailing / Delivery Address (If different from above)

Project Contact (This is the person we will call for project information)

Name

Title

Daytime Telephone

Evening Telephone

Email Address

Project Overview

Eligible funding is based on a per capita model as follows:

- Municipalities with populations greater than 20,000 will be eligible for up to \$10,000.
- Municipalities with populations between 1,000 and 20,000 will be eligible for up to \$5,000.
- Municipalities with populations less than 1,000 will be eligible for \$1,500.

Amount Applying For (based on population size)

Name of Event Venue/Facility/Site

Project Website/Facebook Link

Instagram

Twitter

Please give us an overview of the activities you plan on organizing for Alberta Day 2024.

Please provide an overview of your advertising and marketing plan for this event.

--

Signing Authority Contact (This is the legal/financial authority for the municipality)

Name		Title
Daytime Telephone	Evening Telephone	Email Address

Attachment Checklist

Please use this checklist to ensure all items are included within your expression of interest package.

- COMPLETED EXPRESSION OF INTEREST FORM** - Please include a completed expression of interest form.
- PROGRAMMING** - An outline of what events and activities the organizing committee intends to offer. Events and activities must be held during the Alberta Day **weekend August 30 to September 2, 2024**.
- BUDGET** - Please use the budget template to provide a brief budget outlining revenues and expenses.
- MARKETING** - An outline of your advertising and marketing plan for this event.

Your expression of interest package must be received by: **June 24, 2024 at 4:30 p.m.**

The Applicant represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Applicant to the Agreement.

I agree to/with all the statements above.

Date (yyyy-mm-dd)

Name

Expression of Interest Agreement Section 1 of 2

Incorporated (Legal) Name of Municipality:

The Municipality declares that the information contained in this application and supporting documents ("Application") is true and accurate and endorsed by the Municipality.

The Municipality understands and agrees that should this Application be approved, any funding awarded is subject to the Municipality complying with the terms and conditions of this Agreement.

The Municipality agrees to the following terms and conditions:

1. The program Guidelines ("Guidelines") and Application form part of this Agreement and the Municipality agrees to be bound by the requirements set out in them.
2. The Municipality will use all funding awarded for the stated purpose(s) identified in the Project Overview ("Purpose") within its Application. If the Municipality wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
3. The Municipality must comply with all applicable laws. The Municipality agrees that it is and will be bound by the provisions of the Community Development Grants Regulation.
4. This Agreement commences the date of the application and binds both parties upon deposit of the funding until the date the funding reporting has been approved by the ministry or the funding has been repaid.
5. Any part of the funding not spent as set out in the Guidelines or upon termination of this Agreement must be repaid to the Government of Alberta. The funding may be terminated upon:
 - a. Mutual consent;
 - b. 30 days written notice by either party;
 - c. Demand by the ministry for immediate repayment in the event of a breach of any term or condition of the agreement; or
 - d. If the Municipality becomes insolvent.
6. The Municipality acknowledges that it will be liable for the full amount of the funding and will be bound to the terms of this Agreement, even if the Municipality has paid all or part of the funding to a third party who has spent the money.
7. The Municipality agrees to give the ministry, and/or its authorized agents, access to examine the Municipality's operation and/or premises to verify the funding has been used for the Purpose and will provide access to all financial statements and records having any connection with the funding or the Purpose during the Term of this Agreement and for seven (7) years after the termination of this Agreement.
8. The Municipality acknowledges that the *Freedom of Information and Protection of Privacy ("FOIP Act")* applies to records submitted by the Municipality to the ministry in relation to the Expression of Interest application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act.
9. The Municipality agrees that any information relating to the funding and the Municipality's compliance with the obligations set out in this Agreement may be disclosed to other ministries within the Government of Alberta.
10. The Municipality agrees to indemnify and hold harmless the Government of Alberta, including the Minister, Government of Alberta employees, and agents from any and all claims, demands, actions, and costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or willful acts by the Municipality or its employees or agents. Such indemnification shall survive the termination of this Agreement.
11. This Agreement shall be governed and interpreted in accordance with the laws enforced in the Province of Alberta.
12. This Agreement is not intended to and does not make either part the agent or partner of the other for any purpose or create a joint venture.
13. This Agreement may not be assigned by the Municipality.
14. The Municipality will recognize the source of the funding as required by the Guidelines.
15. The Municipality represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Municipality to this Agreement.

Expression of Interest Agreement Section 2 of 2

I hereby acknowledge that:

- The information contained in this Expression of Interest and the accompanying documents is true, accurate, and complete.
- I am a representative with designated signing authority/decision-making authority in our Municipality.
- I have read the Alberta Day Expression of Interest Agreement Section 1 of 2 which outlines the terms and conditions of the agreement and by signing the Alberta Day Expression of Interest Agreement Section 2 of 2, I am agreeing to all of the terms and conditions outlined in Section 1 of 2.

Mr. Mrs. Ms. Other:

Signature of Authorized Representative Date Daytime Phone

Authorized Representative Name (printed) Position Title Email

Optional:

I agree to allow Arts, Culture and Status of Women, on occasion, to contact the applicant as identified on this application form to provide information about ministry initiatives or announcements related to the following topics:

- Program changes, funding announcements, and opportunities to provide input/opinion on programs; and
- Awareness of ministry resources available to the nonprofit sector, including ministry sector events.

Completed expressions of interest are to be emailed to:

culture.event@gov.ab.ca

Alberta Day 2024: Budget Template

Municipality Name: _____

Revenue

FUNDING	\$ VALUE	SOURCE/COMPANY
Requested Funding Amount		
Funding from other partners (if applicable)		
Total Revenue		

Expenditures

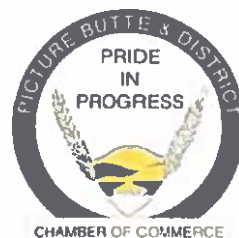
ITEM DESCRIPTION ALBERTA DAY FUNDING	AMOUNT	POTENTIAL VENDOR
Total Other Costs		
BALANCE		

RECEIVED
JUN 11 2024
TOWN OF
PICTURE BUTTE

**PICTURE BUTTE & DISTRICT
CHAMBER OF COMMERCE**

**Box 517, Picture Butte, AB T0K 1V0
587-821-8544**

chamber@picturebutte.ca



June 10, 2024

Dear Mayor and Councillors:

Re: Picture Butte Jamboree Days Parade – Saturday, August 17, 2024

You are invited to take part in the Picture Butte 2024 Jamboree Days Parade, presented by the Picture Butte Chamber of Commerce. As in past years, we invite you to enter your float and/or have Dignitaries, Council, or Board members participate in the parade. This year's theme is "Kicking it Country".

The Parade particulars are as follows:

7:00am to 10:00am: Pancake Breakfast by the North County Sportsplex

10:00am to 11:00am: Parade assembly in front of Dorothy Dalgliesh School grounds (400 – 6th St. N). There will be no judging of entries this year.

11:00am: Parade begins

It would be great to see you participate and help us celebrate Jamboree Days. Please find a registration form attached for information and parade organization purposes. This should be submitted before Aug. 13.

If you have questions, please contact Picture Butte Chamber at 587-821-8544 or chamber@picturebutte.ca

We look forward to seeing you August 17.

Yours sincerely,

Rita Palawaga

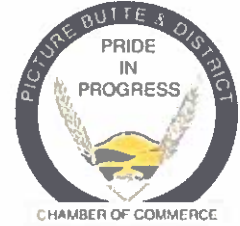
Executive Director

Picture Butte & District Chamber of Commerce

Picture Butte Jamboree Days Parade

“Kicking it Country” Theme

No Entry Fee



Registration Form

Name of Entry	
Contact Person	
Address	Postal Code
Phone	Cell
Email	

Please check all the categories that apply:

<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Children /Individual	<input type="checkbox"/>	Heavy Equipment/Agricultural
<input type="checkbox"/>	Club/Organization	<input type="checkbox"/>	Antique	<input type="checkbox"/>	
<input type="checkbox"/>	Municipality	<input type="checkbox"/>	Horse- includes rider or hitched	<input type="checkbox"/>	

Please give a brief description of the entry.

On behalf of the business/organization name above and all participants in the entry, I, the undersigned, agree that neither the Picture Butte Chamber of Commerce, the Town of Picture Butte nor the M.D. of Picture Butte, or any agent, employee, or volunteer of these groups, assume any responsibility from any claims which may be made for any cause whatsoever arising as a result of or in connection with the participation of me or my child or member of my group in connection with the Picture Butte Jamboree Days Parade however caused.

By signing this application form, we acknowledge that we have read and will conform to, all rules, regulations established for this event. Please be aware of possible media coverage, possible use of pictures for advertisement of Jamboree Days, and on social media.

Name -Printed	Signature
Date	

This Form **MUST** be signed by the person in charge of this entry.



Picture Butte

Saturday August 17, 2024

Parade line up at Dorothy Dalglish School

Parade lineup 10:00 AM

Parade starts at 11:00 AM

No Entry Fee

Registration by August 13, 2024

Return to chamber@picturebutte.ca

Phone 587-821-8544

Jamboree Days Parade Rules and Regulations

Picture Butte & District Chamber of Commerce reserves the right to reject any entry deemed not suitable for this event.

All participants must comply for both the participants and the spectator's safety!

Marshalling starts @ 10:00 am along 6th Ave. facing south starting at the Dorothy Dalglish Elementary School.

Animal entries are requested to unload in the campground

1. All entries will follow the parade marshals' instructions .
2. All vehicles must be properly registered and licensed.
3. All drivers must be licenced.
4. Candy or other treats must be wrapped and handed out they **CANNOT BE THROWN**.
5. Protective equipment, including helmets, must be worn for anyone operating bicycles, motorcycles and off-road vehicles.
6. Smoking is **NOT** permitted on or near floats or motorized entries.
7. Alcohol, cannabis and prohibited drugs are forbidden
8. Entries must continue to the completion of the parade route unless special circumstances arise.

PLEASE RETAIN THESE RULES FOR THE FLOAT OPERATOR OR OTHER PERSON RESPONSIBLE FOR YOUR ENTRY

Rita Palawaga, Executive Director
Picture Butte & District Chamber of Commerce
Box 517
Picture Butte, AB T0K 1V0
chamber@picturebutte.ca
587-821-8544

Picture Butte Info

From: Valleri Okos <vokos@shaw.ca>
Sent: June 18, 2024 10:36 AM
To: Picture Butte Info
Subject: Come FLOAT with us August 3 Carmangay Annual Parade Summer FUN

Dearest Picture Butte Neighbor,

The Carmangay Horticultural Association is excited to host the Carmangay Annual Sports Day and Fair August 1-3 2024.. We would be honoured to have Picture Butte be a part of our parade on August 3 !!

This years **THEME is SUMMER FUN.**

On August 3,the Parade line up is scheduled for 9:00- 9:30 am , judging starts at 9:30 and the Parade begins at 10 am. For more information please contact Valleri Okos at vokos@shaw.ca or 587-777-3927.

So much going on August 1-3 .. Watch the Village of Carmangay Facebook page for up to date event line ups. The Carmangay Curling Association is hosting their annual Bonspiel with cash prizes and beer gardens. The Volunteer Fire Department i hosting their annual BBQ on Friday August 2 , The Lions Club Pancake Breakfast is August 3 at 9 am Carmangay Community Center. Of course the Parade at 10 am ..

Thank-you for your time . We look forward to hearing from you.

Sincerely,

Carmangay Horticultural Association



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114222

Dear Chief Elected Officials:

The Government of Alberta administers federal funding through the Canada Community-Building Fund (CCBF) to provide Alberta communities with flexible capital funding to invest in local infrastructure priorities. As you may be aware, the Canada-Alberta agreement for the CCBF for 2014-24 expired on March 31, 2024. The Alberta government is in active negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

The Government of Canada sent a draft renewal agreement to Alberta late in 2023, and the agreement has several aspects that are concerning for Alberta and for local governments. As a result, we are standing up for the interests of Alberta in negotiations and doing our utmost to ensure funding continues to flow to local governments with as much flexibility as possible to address local priorities without unnecessary administrative burdens. As these negotiations are ongoing, there may be delays in the 2024 program, including the notification of allocation amounts and timing of payments to local governments.

As discussions with the federal government continue, we are working with the municipal associations to ensure the Alberta government understands the perspectives of local governments. We will continue to advocate for your interests and the interests of the province, and I will provide more information on the signing of the agreement as soon as possible.

Thank you for your understanding and patience during this renewal process.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, April 3, 2024
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Board Members:

Degenstein, Dave – Town of Milk River, Chair
Chapman, Bill - Town of Coaldale, Vice-Chair
Bekkering, Garth – Town of Taber
Coad, Ray – Town of Vauxhall
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
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling

Attendance (on-line):

Jensen, Melissa – Town of Nobleford
Payne, Megan – Village of Coutts

Absent

Caldwell, Heather – Town of Coalhurst
Harris, Merrill – M.D. of Taber

Staff (in-person):

Morrison, Zakk – Executive Director
DeBow, Petra – Manager
Hashizume, Linda – Executive Assistant
Florence-Greene, Evelyn – Accounting Assistant

Call to Order

D. Degenstein called the meeting to order at 4:03 p.m.

Approval of Agenda

G. Bekkering moved the Board approve the agenda as amended.
Delegation: Supports for Newcomers to a) and Auditor to b).
Addition: 6b) Seniors Week

Carried Unanimously

Minutes

J. Heggie moved the minutes of the March 6, 2024, FCSS Board meeting be approved as presented.

Carried Unanimously



Delegation

Supports for Newcomers

Margarita Penner, Newcomer Services Supervisor presented information on support for newcomers through FCSS.

The Board discussed the Supports for Newcomers.

L. Hickey moved the Board receive the presentation on Supports for Newcomers as information.

Carried Unanimously

Margarita Penner left the meeting at 4:13 pm.

Audited Financial Statements

Daniel Bosters, KPMG presented the Year End Audited Financial Statement for December 31, 2023.

The Board discussed the Draft Year End Audited Financial Statement for December 31, 2023.

L. Hickey moved the Board to approve the Year End Audited Financial Statement for December 31, 2023, as presented.

Carried Unanimously

Daniel Bosters left the meeting at 4:41 p.m.

Correspondence

The following correspondence was presented for information:

- Family and Community Support Services Association of Alberta (FCSSAA) – Board Meeting Highlights from January 19, 2024
- FCSSAA March 2024 News
- Southern Alberta Kanadier Association (SAKA) Committee minutes from March 20, 2024

Z. Morrison noted that the FCSSAA South Region Meeting will be held June 5, 2024 in Lethbridge. Once the details are finalized, he will send out the information to the Board.

L. Nilsson moved the Board to receive the correspondence presented for information.

Carried Unanimously

Reports

Executive Director

Z. Morrison reviewed the Executive Director's report.



The following was highlighted:

- National Volunteer Week is April 15 – 19, 2024. FCSS Monthly Message at <https://fcss.ca/monthly-message/national-volunteer-week-2/>

T Feist moved the Board to approve the Executive Director's Report as presented.

Carried Unanimously

Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

B. Chapman moved the Board approve the April 2024 Financial Report including:

- Financial statement for February 29, 2024;
- Monthly accounts for February 29, 2024;
- ATB Mastercard statement February 13, 2024 to March 12, 2024

Carried

M. Jensen left the meeting at 5:02 pm.

New Business

Signing Authority

K. Jensen moved the Board authorize the removal Linda Hashizume, Executive Assistant and Eva Penner, Administrative Assistant from signing authority effective June 5, 2024.

Carried Unanimously

M. Kirby moved the Board to authorize the addition of Michael Fedunec, Counselling Services Supervisor and Kaitlynn Weaver, Outreach Services Supervisor for signing authority effective June 5, 2024.

Carried Unanimously

B. Chapman asked Z. Morrison if FCSS Senior events could be held at the Coaldale Senior Center instead of at the HUB.

Z. Morrison responded Seniors groups in all our communities are given the option to choose where they would like their monthly meetings and/or events. Z. Morrison will follow up with FCSS staff regarding the request.



Round Table:

L. Hickey reported that another organization he is part of have moved to digital signatures only for signing documents, and asked if FCSS has considered this option.

B. Chapman attended a presentation at the University of Lethbridge regarding the Alberta government investing millions to train more physicians in rural areas.

T. Feist reported:

- Seniors speaker series in Picture Butte is going really well.
- Clothing & Toy Fest will be held April 13.
- Tax Program is being utilized.
- Recruiting a new Doctor for the Town.

Date of Next Meeting

K. Jensen moved the Board to cancel the May 1, 2024 Board meeting.

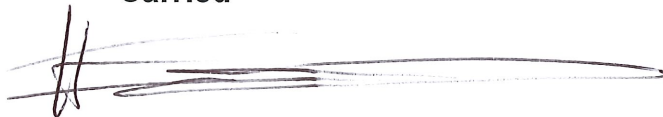
Carried

The date of the next regular Board meeting will be June 5, 2024, at the Coaldale Hub (2107-13th Street) in-person and online (via Teams) starting at 4:00 p.m.

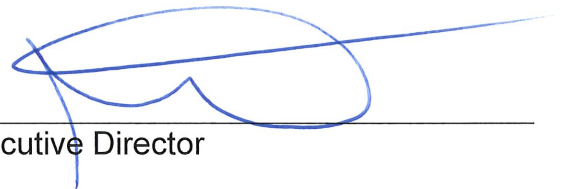
Adjournment

T. Feist moved the meeting adjourn at 5:19 p.m.

Carried



Chairperson



Executive Director





REPORT TO MUNICIPALITIES

COUNSELLING SERVICES 2024



Goal 1

Timely and Relevant Direct Service Delivery

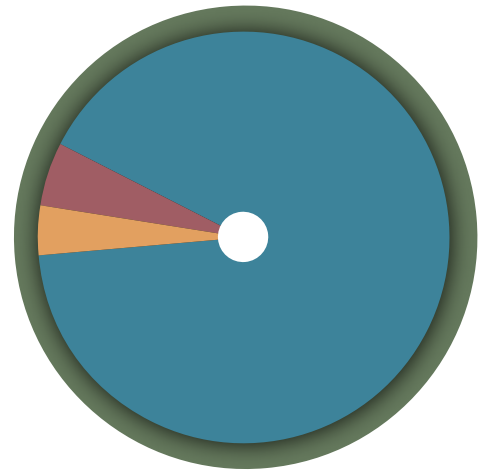
Deliver accessible and evidence-informed services to meet community needs throughout the lifecycle of residents.

► MENTAL HEALTH SUPPORTS

ONE-ON-ONE

COUNSELLING
SERVICES FORMATS:

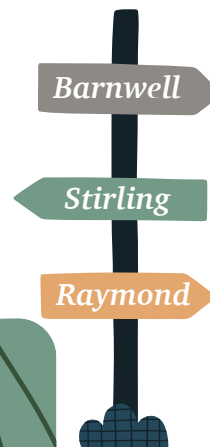
In-Person	91%
Phone	5%
Online	4%



450 CLIENTS SUPPORTED

3,517 SERVICE HOURS

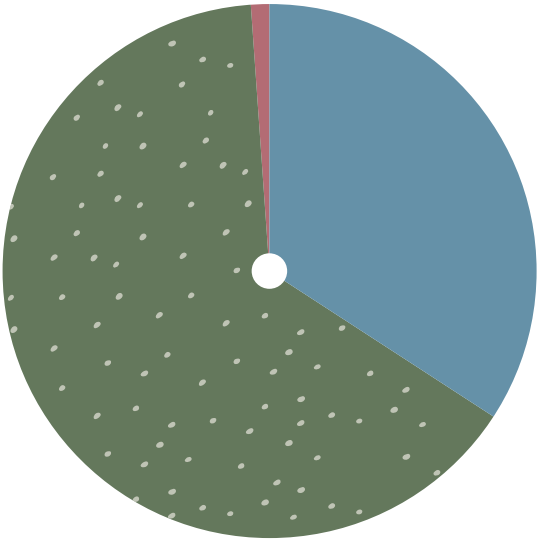
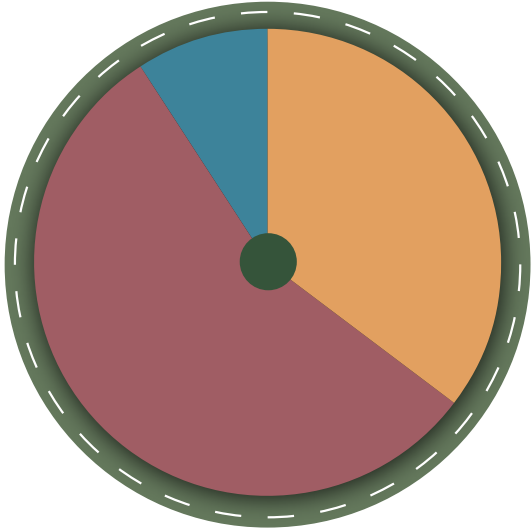
2,662 SERVICE VISITS



CLIENT DEMOGRAPHICS

AGES:

Adult (18–54)	57%
Children/Youth (0-17)	33%
Seniors (55+)	10%



GENDER:

Females	64%
Males	35%
Non-binary or Transgender	1%



GROUP PROGRAMS

173 CLIENTS SUPPORTED

477 SERVICE HOURS

425 SERVICE VISITS

Taming Worry Dragons

This group program is designed to help children ages 8-12 and their parents identify signs and impacts of anxiety. It provides them with essential tools and strategies to better cope with life stressors.

Circle Of Healing

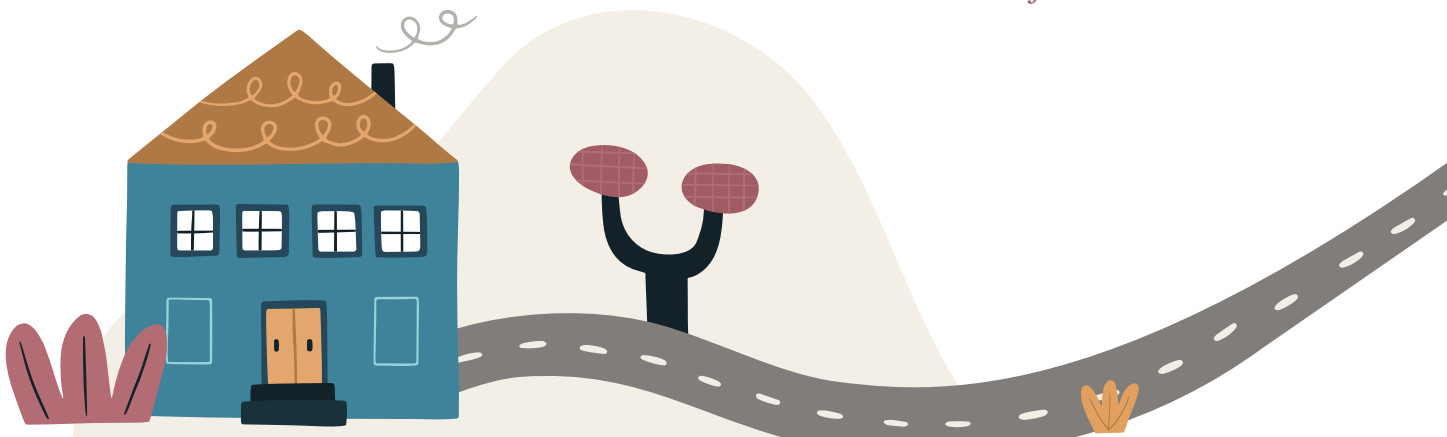
Utilizing the use of drums, this program helps individuals of all ages heal from anxiety, depression, trauma, grief/loss and provide a sense of belonging.

Rainbows For All Children

Rainbows is an 8 week program that helps children who are grieving a loss of someone due to death, divorce, deployment, incarceration, or trauma.



Circle of Healing with Seniors



Thrive (New)

A therapeutic group designed to help new parents navigate the early days of parenthood. The focus of this group is on building coping strategies to promote perinatal mental wellness.

Mom and Baby Thriving Together (New)

An educational group designed to help parents learn more about parenting and early childhood development. The focus on the group is both to build mental wellness as well as to promote healthy attachments between parents and children. This program is a collaboration between Counselling and Family Services.

Blue Christmas: Therapeutic Drumming (New)

A support group for families dealing with grief/loss during the holiday season that utilizes drumming to help participants regulate emotions and provide them with a sense that they are not alone in their grief.

Rainbows For All Children

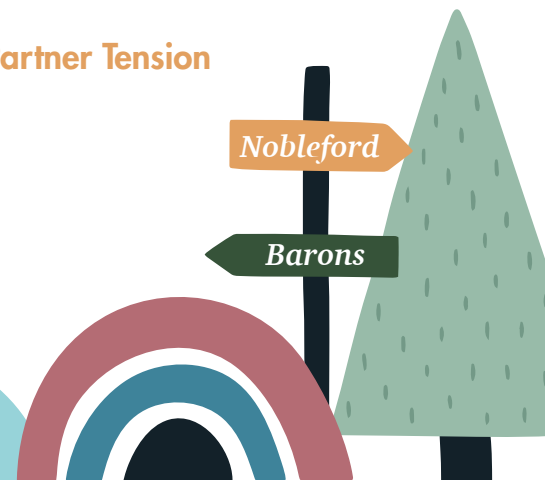
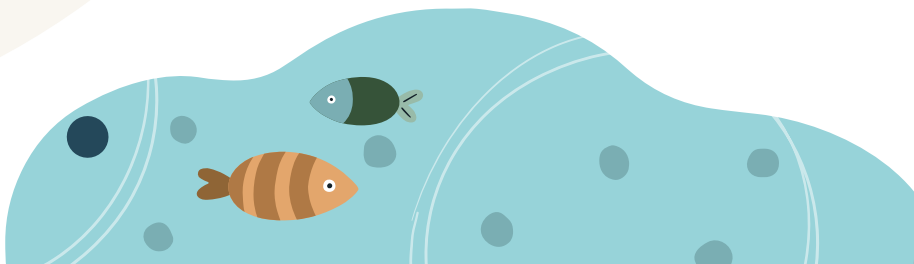


TOP 10 REASONS CLIENTS SEEK COUNSELLING SERVICES:

- **INDIVIDUAL**
Anxiety, Stress, Grief/Loss
- **FAMILY**
Family/Domestic Violence, Parent/Adult Child Conflict
- **COUPLE/RELATIONSHIP**
Communication, Conflict Resolution, Spousal/Partner Tension
- **SCHOOL/EMPLOYMENT**
Stress Management, Interpersonal Skills

Nobleford

Barons



Goal 2

Enhance Community Spirit

Recognize the uniqueness of each municipality with an inclusive approach.

► COMMUNITY AWARENESS AND ENGAGEMENT

199 SERVICE HOURS

1,446 SERVICE VISITS

EVENTS

- Low German Mennonite (LGM) Information Night
- Alberta Irrigation Districts Association Conference
- Newcomers Resource Fair

COMMUNITY COLLABORATION

- SAKA (Southern Alberta Kanadier Association)
- Healthy Together Initiative
- Palliser School Division Clinical Consultation

PRESENTATIONS

- Youth Employment Program
- Farming Mental Health
- Circle of Healing through Drumming
- Caregiver Café-Love Languages
- Baby and Me
- Senior Appreciation Day
- Emergency Service Provider Counselling



Coffee Chat with Seniors

Hola



► VOLUNTEERING

Two Counselling Practicum Student Placements.

81 CLIENTS SUPPORTED BY PRACTICUM STUDENTS

423 SERVICES HOURS PROVIDED BY PRACTICUM STUDENTS

537 SERVICES VISITS



MEREL KROSS
Practicum Student
Yorkville University



KAITLYNN MORIN
Practicum Student
Gonzaga University

► CULTURAL PROGRAMMING

115 CLIENTS SUPPORTED

761 SERVICE HOURS

675 SERVICE VISITS



Newcomers Resource Fair



Goal 3

Entry Point for Supports

Connect residents to supports at the earliest opportunity through a person-centred approach.

► INFORMATION AND REFERRALS

COUNSELLING SERVICES PROVIDERS MADE **156** INTERNAL REFERRALS
AND **32** EXTERNAL REFERRALS

TOP EXTERNAL REFERRALS

- AHS Addictions and Mental Health
- ICS (Integrated Coordinated Access)
- Lethbridge Family Services



In the most recent 90 days, the Counselling Services webpage has received the following visits.

525 VISITS **327** UNIQUE VISITORS

1 MINUTE & 44 SECONDS AVERAGE DURATION ON THE PAGE



► COMMUNITY CAPACITY BUILDING

PARTNERSHIP HIGHLIGHTS

AGKNOW

- The FCSS Counselling Team is working with AgKnow to address the mental health needs of the local agricultural community.
- The FCSS Counseling Services Supervisor:
 - Serves as a Represented on the AgKnow's Provincial Advisory Committee.
 - Is the trained facilitator in southern Alberta to provide the Introduction to Suicide Prevention for Agriculture workshop.
 - Is a member of the AgKnow Therapists Network.

FIRST RESPONDER SUPPORTS

- The FCSS Counselling Team is available to provide regular mental health check-ins and Trauma Counselling for the Taber Police Services staff and their families.
- The FCSS Counselling Services Supervisor has met with Taber Police Service and Stirling Fire Department to discuss the Emergency Response Provider Counselling service.
- The FCSS Counselling Service Team has provided a confidential online counselling request form on the FCSS webpage.





Goal 4

Capture Impact

Measure the positive impact of programs and services.

► INFORMATION STUDY AND RESEARCH

623 TOTAL # OF CLIENTS SUPPORTED

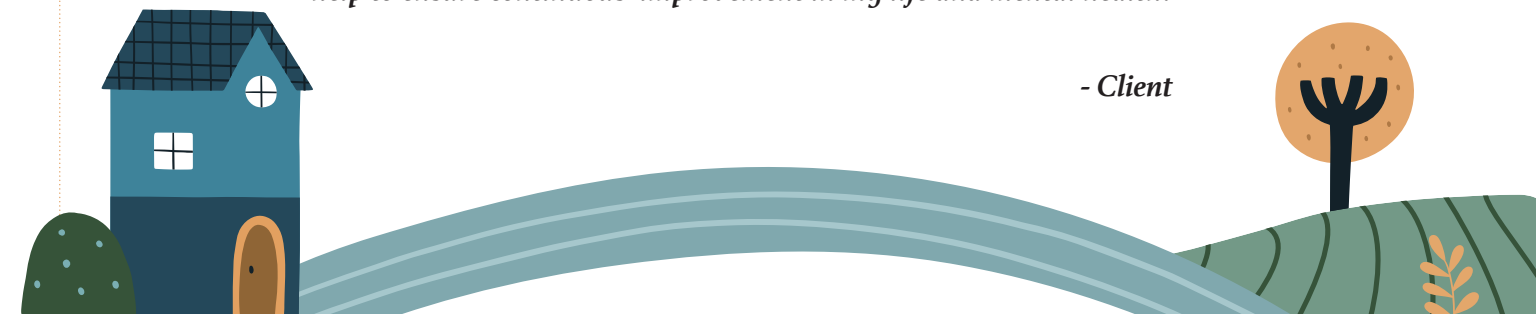
4,193 TOTAL # OF SERVICE HOURS

4,533 TOTAL # OF SERVICE VISITS

► CLIENT TESTIMONIALS

“ *I am extremely thankful and relieved for the free counseling sessions through FCSS. If these were not available, I would not have been able to afford the help. Having the access to talk to a professional has been very helpful, for my well being and mental health. When I first went I was at the point of exhaustion! I was unsure of where to turn or what to do. My mental health was the worst it had ever been. Through my counsellor's knowledge, support and compassion, I have gained strategies and supports which have been very beneficial for my overall well-being. These will also help to ensure continuous improvement in my life and mental health.* ”

- Client



“ As a couple who’s been married over twenty years, we can attest to the fact that a good marriage relationship requires work. However, knowing what type of tools are required to make it work can be a challenge. We are farmers in the Coaldale, AB area. Over the course of six months, we have accessed FCSS’s free counseling services, and are so grateful for the resources that it provides. With no cost barriers, and a counsellor who understood the pressures of the agriculture industry, we have gained valuable insights to help our relationship weather the ups and downs of another farming season on the horizon. A big, “Thank you” goes to our counsellor and FCSS for their support. ”

- Client

“ I am writing to you to let you know what a great experience I had with my counsellor at FCSS. I sought counselling at a low point in my life. I was dealing with my adult son who is fighting addictions and I was living with an Alcoholic boyfriend. I had a panic attack one night but thought it was a heart attack and ended up in emergency overnight.

I started doing counselling every two weeks at FCSS. I have coverage with my employment but certainly not enough for the counselling I received from my FCSS counsellor. It took some months but I am on a very good path right now. It was never a problem getting in to see my counsellor and he was very professional. My son is now in treatment and I have left the boyfriend. I don’t know if I would have had the courage to move forward without the counselling I received. ”

- Client



► ONE-ON-ONE PRE AND POST SURVEYS

ADULT CLIENTS

	Pre-surveys	Post-surveys
I am good at handling whatever comes my way	65%	78%
I am optimistic about my future	42%	77%
My relationship with my family is enjoyable	65%	76%

YOUTH CLIENTS

	Pre-surveys	Post-surveys
I am better at solving problems	52%	83%
I know adults that I can go to when I need help	77%	91%
I understand that it is ok to be myself	69%	88%

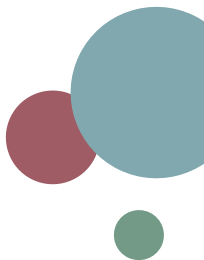
► GROUP PROGRAMMING SURVEYS

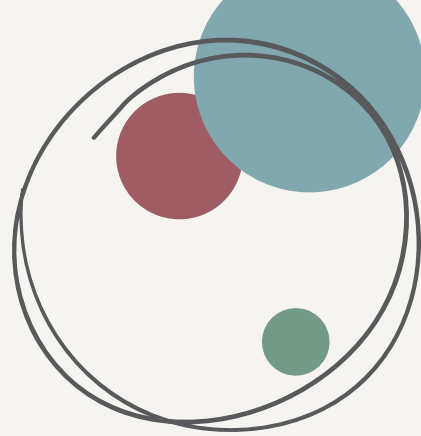
ADULT CLIENTS

I am able to better handle whatever comes my way	100%
I am more optimistic about my future	100%
My relationship with my family is more enjoyable	100%

YOUTH CLIENTS

I am better at solving problems	94%
I know adults that I can go to when I need help	100%
I understand that it is ok to be myself	97%
I am treated with respect at my school/community	94%
I look for opportunities to help others in my school/community	88%
My parents listen to my ideas and opinions	94%





FCSS

Family & Community
Support Services

www.fcss.ca





OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING MINUTES

Thursday, December 7, 2023 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Colin Bexte (Virtual).....Village of Arrowwood
 Jake Hiebert (Absent) Village of Barnwell
 Dan Doell (In Person)..... Village of Barons
 Mike Wetzstein (Virtual)..... Town of Bassano
 Ray Juska (In Person) City of Brooks
 Roger Houghton (In Person)..... Cardston County
 Allan Burton (Absent) Town of Cardston
 Sue Dahl (Virtual)..... Village of Carmangay
 James F. Smith (Absent) Village of Champion
 Brad Schlossberger (In Person)..... Town of Claresholm
 Scott Akkermans (In Person) Town of Coalhurst
 Tanya Smith (In Person)..... Village of Coutts
 Dave Slingerland (Absent) Village of Cowley
 Dave Filipuzzi (Virtual) Mun. Crowsnest Pass
 Dean Ward (Virtual)..... Mun. Crowsnest Pass
 Stephen Dortch (In Person) Village of Duchess
 Gordon Wolstenholme (In Person).....Town of Fort Macleod
 Mark Peterson (In Person)..... Village of Glenwood
 Suzanne French (Virtual) Village of Hill Spring
 Morris Zeinstra (Absent)Lethbridge County

Brad Koch (Absent) Village of Lomond
 Gerry Baril (In Person) Town of Magrath
 Peggy Losey (In Person) Town of Milk River
 Dean Melnyk (Virtual)..... Village of Milo
 Victor Czop (In Person) Town of Nanton
 Marinus de Leeuw (Absent)..... Town of Nobleford
 Teresa Feist (Absent) Town of Picture Butte
 Tony Bruder (Virtual) M.D. of Pincher Creek
 Don Anderberg (In Person) Town Pincher Creek
 Ronald Davis (Absent)..... M.D. of Ranchland
 Neil Sieben (Absent) Town of Raymond
 Don Norby (In Person) Town of Stavely
 Matthew Foss (Absent)..... Village of Stirling
 John DeGroot (Absent) MD of Taber
 Raymond Coad (In Person) Town of Vauxhall
 Christopher Northcott (In Person)..... Vulcan County
 Richard DeBolt (In Person) Town of Vulcan
 David Cody (In Person)..... County of Warner
 Marty Kirby (In Person)..... Village of Warner
 Evan Berger (In Person) M.D. Willow Creek

STAFF:

Mike Burla Senior Planner
 Ryan Dyck Planner
 Carlin Groves GIS Technologist
 Steve Harty Senior Planner
 Raeanne Keer Executive Assistant
 Lenze Kuiper Chief Administrative Officer

Jennifer Maxwell Subdivision Technician
 Kattie Schlamp..... Planner
 Gavin Scott Senior Planner
 Tristan Scholten.....Intern Planner
 Jaime Thomas.....GIS Analyst

Being the Organizational Meeting, Chief Administrative Officer Lenze Kuiper called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Richard DeBolt

THAT the Board adopts the Agenda for December 7, 2023, as presented.

CARRIED

2. ADOPTION OF LIST OF MEMBERS AND ALTERNATE MEMBERS FOR 2023-24

Moved by: Tanya Smith

THAT the Board adopts the List of Members and Alternate Members for 2023-2024, as presented.

CARRIED

3. ELECTION OF EXECUTIVE COMMITTEE FOR 2023-2024

a. Nomination Information

L. Kuiper presented the Executive Committee Election process to the Board and presented the list of nominations received during the nomination period.

b. Election of Chair

L. Kuiper stated that Administration received 1 nomination for Chair, Gord Wolstenholme of the Town of Fort Macleod, and inquired if there were any nominations from the floor for the position of Chair, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the position of Chair, and there were none.

Mr. Gord Wolstenholme of the Town of Fort Macleod was proclaimed Chair of the Oldman River Regional Services Commission Board of Directors.

c. Election of Vice Chair

L. Kuiper stated that Administration received 1 nomination for Vice Chair, Don Anderberg of the Town of Pincher Creek, and inquired if there were any nominations from the floor for the position of Vice Chair, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the position of Vice Chair, and there were none.

Mr. Don Anderberg of the Town of Pincher Creek was proclaimed Vice Chair of the Oldman River Regional Services Commission Board of Directors.

d. Election of Executive Committee.

L. Kuiper stated that Administration received 5 nominations for Executive Committee members David Cody of the County of Warner, Christopher Northcott of Vulcan County, Brad Schlossberger of the Town of Claresholm, Neil Sieben of the Town of Raymond, and Scott Akkermans of the Town of Coalhurst, and inquired if there were any nominations from the floor for the Executive Committee, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the Executive Committee, and there were none.

David Cody of the County of Warner, Christopher Northcott of Vulcan County, Brad Schlossberger of the Town of Claresholm, Neil Sieben of the Town of Raymond, and Scott Akkermans of the Town of Coalhurst were proclaimed members of the Executive Committee for the Oldman River Regional Services Commission Board of Directors.

4. APPROVAL OF MINUTES

e. Minutes of September 7, 2023

Moved by: Gerry Baril

THAT the Board adopts the minutes of September 7, 2023, as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. REPORTS

a. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

7. BUSINESS

a. Proposed 2024 Operating Budget & Proposed 5-year Capital Plan 2023-2027

L. Kuiper presented the proposed 2024 Operating Budget and 5-Year Capital Plan to the Board, highlighting an increase to membership fees for both planning and GIS, and a decrease in projected revenue for Fee for Service and Subdivision.

Moved by: Scott Akkermans

THAT the Board approves the 2024 Budget and 5 Year Capital Plan, as presented.

CARRIED

- b. Subdivision Activity**
 - **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity statistics as of October 31, 2023 to the Board.

- c. Assessment Appeal Activity**

L. Kuiper presented the 2023 Assessment Appeal Board Statistics to the Board for information purposes.

- d. Subdivision and Development Appeal Board Activity**
 - **As of November 23, 2023**

L. Kuiper presented the 2023 Subdivision and Development Appeal Board Statistics to the Board as of November 23, 2023.

- e. ORRSC Periodical – Slope Adaptive Development**

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Slope Adaptive Development

8. ACCOUNTS

- a. Balance Sheet and Comparative Income Statement**
 - **As of October 31, 2023**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of October 31, 2023.

Moved by: Brad Schlossberger

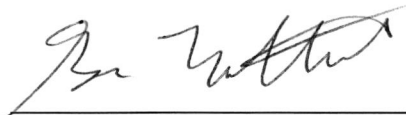
THAT the Board approves Balance Sheet and Comparative Income State, as of October 31, 2023, as presented.

CARRIED

- 9. NEXT MEETING – March 7, 2024**

10. ADJOURNMENT

With no further questions and nothing further to discuss, L. Kuiper adjourned the meeting, the time being 8:10 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer