



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, November 25th 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 – 12th November, 2024

4.0 PUBLIC HEARING

4.1 Aggressive Dog Classification Appeal

5.0 DELEGATION

5.1 Maddy From – Food Cycle Science – 7:30 p.m.

6.0 REQUESTS FOR DECISION

6.1 Council Meeting Schedule over Christmas

6.2 Town Centennial Celebration

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 Parks and Recreation Report

10.0 CORRESPONDENCE

10.1 SouthGrow – Letter of Support Request

10.2 Alberta Irrigation Districts Association Letter re: Provincial Water Availability Engagement

10.3

11.0 INFORMATIONAL ITEMS

- 11.1 Shaughnessy Community Association – Thank you
- 11.2 Oldman River Regional Services Commission – Executive Committee Meeting Minutes – October 2024

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 22 – CUPE and Town of Picture Butte Memorandum of Settlement

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Tuesday, November 12th, 2024 AT 6:30 PM

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

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

1.0 CALL TO ORDER

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

2.0 ADOPTION OF THE AGENDA

353 2411 12 MOVED by Councillor Feist that the agenda be approved as amended:
ADD: 6.7 Decorate Christmas Tree
6.8 Visit with Seniors at Piyami
12.3 Wastewater Project Funding

CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – October 28th, 2024

354 2411 12 MOVED by Deputy Mayor Papworth that the Regular Council Meeting minutes of October 28th, 2024 be approved as presented.

CARRIED

4.0 PUBLIC HEARING

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

6.1 Town Centennial Celebration

355 2411 12 MOVED by Deputy Mayor Papworth to have Councillor Feist meet with an informal Town History Committee to research when to celebrate the Town's Centennial.

CARRIED

6.2 Council Committee Appointments

356 2411 12 MOVED by Deputy Mayor Papworth to appoint Councillor Feist to the Community Futures Committee board.

CARRIED

6.3 External Organizational Committee Reimbursements

357 2411 12 MOVED by Councillor de Kok to direct Administration to review and update Policy 108 Council Honorariums & Per Diems.

CARRIED

358 2411 12 MOVED by Deputy Mayor Papworth to authorize Councillor Neels to attend Chinook Arch Extravaganza on November 16, 2024.

CARRIED

6.4 Green Acres Financial Support

359 2411 12 MOVED by Councillor de Kok to send a letter of support to Green Acres for the Rebuild of Piyami Lodge.

CARRIED

360 2411 12 MOVED by Councillor Feist to receive and file Green Acres Financial Support for information.

CARRIED

6.5 CAO Performance Evaluation

Moved to Closed Session

6.6 3rd Quarter Variance Report

361 2411 12 MOVED by Councillor Neels to approve the 3rd Quarter 2024 Operating and Capital Budget Variance reports as presented.

CARRIED

6.7 Decorate the Christmas Tree

Council will decorate the Christmas tree after the Committee of the Whole meeting to have it ready for Midnight Madness.

6.8 Visit Seniors at Piyami Lodge

Mayor Moore will contact Roberta at Piyami to set up dates for Councillors to visit seniors at Piyami Lodge.

7.0 MAYOR’S REPORT

7.1 Mayor’s Report

- November 1 Attended a Mayors and Reeves meeting
- November 4 Met with Dr. Edegbe at the Medical Clinic
- November 8 Attended the Remembrance Day Ceremony at Picture Butte High School
- November 11 Attended Remembrance Day Ceremony at the Cenotaph

362 2411 12 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 6 Attended a Family and Community Support Services meeting
- November 7 Attended the Job Fair by Chamber of Commerce

Councillor de Kok advised Council of his recent activities:

- October 30 Attended an Economic Development Committee meeting
- November 11 Attended Remembrance Day Ceremony at the Cenotaph

Deputy Mayor Papworth advised Council of her recent activities:

- October 30 Attended a Green Acres Board meeting
- November 4 Met with Dr. Edegbe at the Medical Clinic
- November 11 Attended Remembrance Day Ceremony at the Cenotaph

Councillor Neels advised Council of her recent activities:

- November 8 Attended the Remembrance Day Ceremony at Picture Butte High School
- November 11 Attended Remembrance Day Ceremony at the Cenotaph

363 2411 12 MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented.
CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

364 2411 12 MOVED by Councillor de Kok to accept the CAO Report as presented.
CARRIED

9.1.1 Director of Emergency Services Report

365 2411 12 MOVED by Councillor Feist to accept the Director of Emergency Services Report as presented.
CARRIED

10.0 CORRESPONDENCE

10.1 Picture Butte and District Chamber of Commerce - Midnight Madness request for donations

366 2411 12 MOVED by Councillor de Kok to donate a gift certificate for one hour of ice rental for the Midnight Madness Community Gift basket.
CARRIED

10.2 Natural Resources Conservation Board – Referral – Lagoon Expansion

367 2411 12 MOVED by Councillor de Kok to respond to the Natural Resources Conservation Board that the Town of Picture Butte has no concerns with Application LA24038 – Lagoon Expansion.
CARRIED

10.3 Oldman River Regional Services Commission – Annual Membership Contribution Fee Increase

368 2411 12 MOVED by Councillor Neels to receive and file Oldman River Regional Services Commission – Annual Membership Contribution Fee Increase.
CARRIED

10.4 Picture Butte Fire Department – Awards Ceremony & Christmas Dinner Invitation

369 2411 12 MOVED by Councillor Feist to receive and file Picture Butte Fire Department – Awards Ceremony & Christmas Dinner Invitation.
CARRIED

10.5 Southern Alberta Energy from Waste Association – Project Update

370 2411 12 MOVED by Councillor Neels to receive and file Southern Alberta Energy from Waste Association – Project Update.
CARRIED

10.6 Alberta Municipalities – Outstanding Resolutions

371 2411 12 MOVED by Deputy Mayor Papworth to receive and file Alberta Municipalities – Outstanding Resolutions.
CARRIED

11.0 INFORMATIONAL ITEMS

- 11.1 Chinook Arch Regional Library System – Board Report – August 2024
- 11.2 Regional Emergency Partnership News Release
- 11.3 Alberta Interim Police Advisory Board Communique
- 11.4 Barons-Eureka-Warner Family & Community Support Services – Board Meeting Minutes – October, 2024

372 2411 12 MOVED by Councillor de Kok to receive and file Informational Items 11.1 - 11.4.

CARRIED

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 19 – CAO Performance Evaluation and Contract
- 12.2 FOIP Act Division 2 Section 21 – Alberta Environment Investigation
- 12.3 FOIP Act Division 2 Section 21 - Wastewater Project Funding

373 2411 12 MOVED by Deputy Mayor Papworth to close the meeting to the public in accordance with Division 2 Section 19 & 22 of the Freedom of Information and Protection of Privacy Act to discuss CAO Performance Evaluation and Contract, Alberta Environment Investigation, and Wastewater Project Funding at 7:41 p.m.

CARRIED

374 2411 12 MOVED by Councillor de Kok to open the meeting to the public at 8:04 p.m.

CARRIED

MOVED by Deputy Mayor Papworth to approve the CAO's performance evaluation and to increase his salary as recommended in the performance evaluation for 2024.

CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for November 26th, 2024 beginning at 6:30 p.m.

375 2411 12 MOVED by Councillor de Kok that the Regular Council Meeting adjourn at 8:05 p.m.

CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer

Monty Cahoon Aggressive Dog Order Report

- February 22nd 2024

- Received initial complaint from Cheryl Garratt stating she had an encounter with Monty's dog Milo. The dog was exhibiting aggressive behavior toward her.
 - Garratt will explain complaint in more detail
- Once I received the complaint from Garratt, I called Monty Cahoon to speak with him regarding the complaint. I explained to Monty that this would be an official warning regarding the dog and its behavior and if I was to receive future complaints, I would proceed with an aggressive dog order and conditions would be placed on the dog.
- After speaking with Cahoon I e-mailed Garratt letting her know that I had spoken to Monty and that if she had more encounters with the dog or any other complaints that I would proceed with the aggressive dog order.
 - It is worth noting that in the e-mail I sent to Garratt I did state that at the time I did not believe Milo to be an aggressive dog as I had seen him and Monty around town several times and had never received a complaint until this incident.

- September 7th 2024

- E-mail was sent to me from Wayne Hawthorne detailing another encounter with Monty and Milo with Milo continuing with the aggressive behavior, this time chasing Wayne on his bike with what seemed like an intention to bite him.
 - Hawthorn will explain complaint in more detail
 - I did not see this complaint until Monday September 9th

- September 9th 2024

- Received an e-mail from Marilyn Cortez detailing one encounter with Milo at the United Church on August 24th 2024 and a 2nd encounter which a date was not provided. Both encounters involved Milo displaying aggressive behavior.
 - Cortez will explain complaint in more detail
- I responded to Marilyn in an e-mail stating that I would be proceeding with an aggressive dog order and placing conditions on the dog.

- September 10th 2024

- The Dog Control Bylaw (Bylaw # 885-19) defines an aggressive dog as:
 - 1.1 – Aggressive dog means any dog whatever its age whether on public or private property which has:
 - 1.1.3 - Without provocation chased, injured, or bit a person or any other domestic animal,
 - 1.1.4 – Without provocation threatened or created the reasonable apprehension of a threat to a person or to any other domestic animal.

- I felt that from the nature of the complaints. Monty’s dog Milo fit the definition of an aggressive dog and I proceeded with the order.
 - Drafted Aggressive Dog Order for Monty Cahoon and his dog Milo. The order contained conditions to be placed on the dog as well as all the complaints I had received up to this point
 - The Order conditions were:
 - Pay an aggressive dog license fee (\$150)
 - Muzzle the dog when out in Public (Later removed in an amended version)
 - Dog must be on a leash no longer than a meter
 - I also included in the order that if complaints continued/worsened or the conditions are not followed that further action may be taken. I explained in the order that I do not want this situation to escalate into the dog being removed from the home or for it to be euthanized and I relayed this to Monty when he spoke with me at the office.
 - The Dog control Bylaw states:
 - “When a dog is declared an aggressive dog by a Bylaw Enforcement Officer a notice must be sent to the owner within 3 days. The notice may impose following conditions regarding an aggressive dog:
 - 4.3.1 – That the dog will be euthanized
 - Euthanizing the dog was never an intention of the Town unless there were extreme circumstances. The conditions placed were in response to the nature of the complaints received.

- **September 12th 2024**

- Monty had come to the Town Office to speak with me about the order. I had a sit down with him and we went over the order and the conditions. Monty understandably disagreed with the order and wanted changes made/the order rescinded. I explained to Monty his options for appealing the order to council and that it would require a \$200 deposit (this was stated in the order). Monty also did not want to pay any license fee; I told him I would speak to the CAO and see if there was anything we could do regarding the fee.
- Once Monty left the office, I spoke with Keith regarding Monty’s concerns with the cost and if there was anything we could do. Keith informed me he could appeal the fee to council and it would be up to them on how to proceed. I relayed this information to Monty.

- **September 23rd 2024**
 - o Council meeting was held and Monty's appeal regarding the license fee was considered. Council decided to lower the fee to \$75 for 2024 but the fee would remain \$150 for subsequent years.
- **September 24th 2024**
 - o I sent a notice of decision to Monty outlining councils' decision and to have the license fee paid by October 1st 2024. No license fee has been paid to date.
- **October 15th 2024**
 - o Monty Cahoon and Karen Hann attended Council meeting to speak to the aggressive dog order. Hann and Cahoon were instructed by Council to follow the appeal process and pay the \$200 deposit to have an official appeal hearing.
- **October 22nd 2024**
 - o The town received an official letter and the \$200 deposit from Monty to officially appeal the aggressive dog order.
- **October 31st 2024**
 - o A notice was sent to Monty stating that the appeal hearing had been set for November 25th 2024
 - o Notices were delivered to complainants as well
- **Closing**
 - o I believe I executed my duties properly and to the language of the Bylaw. From the nature of the complaints, I believe the conditions placed on the dog are fair. I have made concessions and removed the muzzle condition from the order, the fee has been lowered for this year. Monty has every right to appeal the order and I will respect Councils decision should they feel the order needs to be rescinded. Should no further complaints be received for the duration of 2025, I recommend council remove the aggressive dog order and all conditions placed on the dog.



Picture Butte

Picture Perfect!

Monty Cahoon
244 Crescent Avenue
Picture Butte, AB.
TOK 1V0

RE: Aggressive Dog

The Town of Picture Butte has received several complaints regarding your dog's aggressive behavior. Complaints have been attached to this notice. The following changes will need to occur or the possibility of the dog being put down or removed from the home may occur.

Pursuant to the Dog Control Bylaw (#885-19) the following conditions must be followed:

- Sec. 4.3.2.1) The payment of an annual aggressive dog licence fee pursuant to the Services, Fees, Rates and Charges Bylaw as passed by Council is received by the Town;
 - o \$150 fee, to be paid annually. You may write a letter to Council requesting a lower annual fee. However, if they deny your request, the \$150 annual fee will have to be paid or fines will be issued.
 - o Letter can be addressed to: Town of Picture Butte – 120 4th Street, P.O. Box 670 Picture Butte, AB. TOK 1V0
- Sec. 4.3.2.6) That, at all times, when off the property of the owner, such dog is harnessed or leashed on a lead which length shall not exceed one (1) metre in a manner that prevents it from chasing, injuring or biting other domestic animals or humans as well as preventing damage to public or private property, and that the dog is under the control of a person over the age of eighteen (18) years.
 - o The dog is not to be left alone at any time when in Public Space, if this clause of the order is not abided by. The muzzle restriction will be placed upon the dog or it may be restricted to owners property located at 244 Crescent Avenue.

Please note: Sec 4.4-4.5) The owner of a dog who has received a notice under Subsection 4.3 may object to the determination that the dog is an Aggressive Dog by delivering a written notice of objection addressed to the Chief Administrative Officer at the Town of Picture Butte – 120 4th Street, P.O. Box 670 Picture Butte, AB. TOK 1V0. The notice shall be accompanied by a deposit as outlined in the Services, Fees, Rates and Charges Bylaw that will be returned to the owner if an appeal is successful in reversing the declaration that the dog is an Aggressive Dog. The objection shall be heard by the Aggressive Dog Appeal Committee, providing the owner has deposited, concurrently with the notice of objection, the required deposit. (\$200)

The following are the complaints received leading to this order:

1. "On the morning of Tuesday, February 20, 2024, I was exiting Bert's Foods when a dog charged at me to the full extent of his leash. The dog was growling and barking while standing on its hind legs straining against the leash in an effort to attack me. The leash was tied to the owner's scooter. Unfortunately, there was a truck parked with its wheels up to the curb so that the front was taking up part of the sidewalk making it too narrow to avoid the dog. While the dog was threatening me the owner was calling it by the name of Milo, but the dog ignored him. I asked friends who are long time members of Picture Butte as to the owner's name and was told it is Monty Calhoun. I stood still and then managed to squeeze past the dog and the truck. I was extremely frightened for my safety and firmly believe that I have a right to walk safely in the town I reside in.
2. "Today (Saturday, Sept 7 11:15 a.m.) I pedaled north on 5A St. S onto the path through the park. A grizzled looking character was on an Electric Mobility scooter. Off to his right there was a gray dog snuffling around in the grass. As I passed on the extreme far left the dog barked and snarled with fangs bared as it came racing for my leg. I gave it a good stout kick in the head before it could grab me. The owner yelled at Milo but did not utter a word of apology."
3. "On August 24, 2024, at approximately 1:30 P.M., I rounded the corner to enter the front door of the United Church on Maple Drive. I was heading east as I approached the church. There is a large tree at the west corner of the sidewalk to the entrance to the church which blocks the view to the church entrance. As I stepped around the tree onto the sidewalk to the church, a dog that was tied to an electric scooter lunged at me snarling and barking. I quickly jumped to my right narrowly avoiding being bitten by the dog. As I entered the church, the owner was walking toward the exit. I said to him: "Your dog is vicious." He did not respond but walked past me and left the premises. I did advise the church custodian, Sandra Hergenhein, of my encounter as I was badly shaken. One of the volunteers, Linda, came over and hugged me. This is not my first encounter with this animal. On another occasion, the owner had the dog tied to his scooter that was parked at the entrance to the town hall. The dog started snarling and barking as I started up the town hall steps. I hesitated leary of his aggressive behavior. The owner came out of the building and immediately left with the animal."

If these conditions are not followed or the Town continues to receive complaints, further action will be taken. I do not want this situation to turn into the dog being removed the home or euthanized. Please take measures to rectify this situation and ensure all dogs on your property are compliant with the Dog Control Bylaw.

Thank You.

Ryan Mosby
Municipal Enforcement Officer

Picture Butte Bylaw

From: Cheryl Garratt <cgarratt@picturebuttelibrary.ca>
Sent: February 22, 2024 12:36 PM
To: Picture Butte Bylaw
Subject: dog incident

On the morning of Tuesday, February 20, 2024, I was exiting Bert's Foods when a dog charged at me to the full extent of his leash. The dog was growling and barking while standing on its hind legs straining against the leash in an effort to attack me. The leash was tied to the owner's scooter. Unfortunately, there was a truck parked with its wheels up to the curb so that the front was taking up part of the sidewalk making it too narrow to avoid the dog.

While the dog was threatening me the owner was calling it by the name of Milo, but the dog ignored him. I asked friends who are long time members of Picture Butte as to the owner's name and was told it is Monty Calhoun.

I stood still and then managed to squeeze past the dog and the truck. I was extremely frightened for my safety and firmly believe that I have a right to walk safely in the town I reside in.



Cheryl Garratt
Manager
Picture Butte Municipal Library
403-732-4141

From: [Picture Butte Bylaw](#)
To: [Cheryl Garratt](#)
Subject: RE: dog incident
Date: February 22, 2024 1:08:00 PM
Attachments: [image001.gif](#)

Cheryl,

I have spoken with the dog owner about the incident and went over the details with him. I have given him an official warning regarding the dog and instructed him to be more vigilant and aware when out with the dog to prevent any further issues. If there are further issues that constitutes a pattern of behaviour then we can proceed with labelling the dog as dangerous and place conditions on the dog.

I see Monty out around town almost daily with his dog and at the dog park and have not received any complaints regarding the dog so I do believe this will be an isolated incident.

I am sorry you had to be involved in an incident like this and if you require anything further or have any further issues with the dog, please let me know as soon as possible.

Thank You.

Ryan Mosby
Bylaw Officer
Town of Picture Butte
Office: 403-732-4555
Cell: 403-894-9400

From: Cheryl Garratt <cgarratt@picturebuttelibrary.ca>
Sent: February 22, 2024 12:36 PM
To: Picture Butte Bylaw <bylaw@picturebutte.ca>
Subject: dog incident

On the morning of Tuesday, February 20, 2024, I was exiting Bert's Foods when a dog charged at me to the full extent of his leash. The dog was growling and barking while standing on its hind legs straining against the leash in an effort to attack me. The leash was tied to the owner's scooter. Unfortunately, there was a truck parked with its wheels up to the curb so that the front was taking up part of the sidewalk making it too narrow to avoid the dog.

While the dog was threatening me the owner was calling it by the name of Milo, but the dog ignored him. I asked friends who are long time members of Picture Butte as to the owner's name and was told it is Monty Calhoun.

I stood still and then managed to squeeze past the dog and the truck. I was extremely frightened for my safety and firmly believe that I have a right to walk safely in the town I reside in.

logoGIF

Cheryl Garratt

Manager

Picture Butte Municipal Library

403-732-4141

A vicious dog is a dog that has a tendency to attack, injure, or endanger people or other animals, or has already done so:

- **Signs of aggression**

A dog may be aggressive if it:

- Barks, bites, nips, lunges, or strains
- Growls or bares its teeth
- Blocks the path of people or other dogs
- Demands attention
- Stands still with its ears forward, mouth closed, tail high, and hackles raised

- **Classification**

Some jurisdictions classify vicious dogs into levels based on the severity of their behavior:

- **Level 1:** Menaces, chases, or displays threatening behavior towards domestic animals, or has been found running at large multiple times in a year
- **Level 2:** Menaces, chases, or otherwise endangers the safety of a human
- **Level 3:** Bites a human or kills a domestic animal without provocation
- **Level 4:** Attacks a human resulting in serious injury or death, or bites a human multiple times, or attacks and kills another domestic animal multiple times

From: [Marilyn Cortez](#)
To: [Picture Butte Bylaw](#)
Subject: Vicious Dog
Date: September 9, 2024 7:03:24 AM
Attachments: [image.png](#)

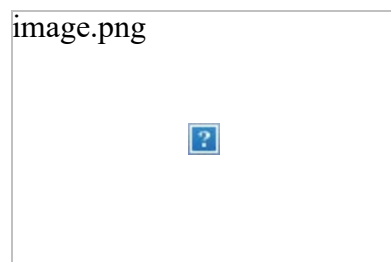
Morning Ryan:

On August 24, 2024, at approximately 1:30 P.M., I rounded the corner to enter the front door of the United Church on Maple Drive. I was heading east as I approached the church. There is a large tree at the west corner of the sidewalk to the entrance to the church which blocks the view to the church entrance. As I stepped around the tree onto the sidewalk to the church, a dog that was tied to an electric scooter lunged at me snarling and barking. I quickly jumped to my right narrowly avoiding being bitten by the dog. As I entered the church, the owner was walking toward the exit. I said to him: "Your dog is vicious." He did not respond but walked past me and left the premises. I did advise the church custodian, Sandra Hergenhein, of my encounter as I was badly shaken. One of the volunteers, Linda, came over and hugged me.

This is not my first encounter with this animal. On another occasion, the owner had the dog tied to his scooter that was parked at the entrance to the town hall. The dog started snarling and barking as I started up the town hall steps. I hesitated leary of his aggressive behavior. The owner came out of the building and immediately left with the animal.

I know the dog's name is Milo but do not know the owner's name. The owner of the dog is elderly, like myself. I am aware of the dog's name because my boss at the library, Cheryl Garratt, had a similar encounter with this animal at Bert's and lodged a complaint. She was told the dog's name was Milo.

I do not know the breed. It is grey in colour and looks much like the image below that I found online.



This animal is vicious. The owner is irresponsible.

I realize there has been a delay in the time between reporting this incident and my report. I had I had sent in the report but could find no trace of it in my email. Perhaps I deleted it before sending it. I am not sure.

When my husband was attacked by this same animal I realized the danger this animal imposes and the necessity of you being made aware.

Thank you, Ryan for looking into this situation.

Sincerely,

Marilyn Cortez
636 Maple Drive South
Picture Butte, AB T0K1V0
403-732-4169

From: [Wayne Hawthorne](#)
To: [Picture Butte Bylaw](#)
Subject: Milo is at it AGAIN
Date: September 7, 2024 6:44:12 PM

Hello Ryan,
My wife Marilyn's complained to the town office staff about Milo lunging at her at the United Church. You were not available.

Cheryl Garratt at the Town Library reports that Milo also attacked her outside Bert's Grocery entrance.

Today(Saturday, Sept 7 11:15 a.m.) I pedaled north on 5A St. S onto the path through the park. A grizzled looking character was on an Electric Mobility scooter. Off to his right there was a gray dog snuffling around in the grass. As I passed on the extreme far left the dog barked and snarled with fangs bared as it came racing for my leg. I gave it a good stout kick in the head before it could grab me.

The owner yelled at Milo but did not utter a word of apology.

Milo is a vicious out-of-control dog on an endless leash and not muzzled.

This is a vicious dog.

The charge under your bylaw:

iv) On a leash which is not in the hands of a competent person or securely fixed to an immovable object.

j) VICIOUS – means bites or molests, pedestrians upon the streets, parks or other public places in the Town.

Your enforcement duties include

c) Capture and impound or cause to be captured and impounded all dogs he deems required to be impounded pursuant to the provisions of this Bylaw of any statute of Canada, or of the Province of Alberta, or of any regulations made thereunder:

h) Collect from the person or persons liable all fees and charges levied pursuant to the provisions of this Bylaw as authorized by this Bylaw and remit all such fees and charges to the Municipal Administrator as required;

i) Dispose of all dogs as provided in this Bylaw in a manner approved by the Municipal Administrator

Ryan, I am willing to appear as your witness in a court of law. Milo is a vicious dog that needs to either leave town or be put down.

Sincerely,

Wayne Hawthorne



Picture Butte

Picture Perfect!

September 24th, 2024

Re: NOTICE OF DECISION – Dog License Fee Reduction Request

Dear Mr. Cahoon

During the Council meeting on September 23rd 2024, Councillors considered your request to lower the \$150 Aggressive Dog License fee. Councillors came to a decision to reduce the fee to \$75 for this year, but the fee will remain \$150 for subsequent years. Please have the fee paid by October 1st 2024.

As I have informed you before, you can appeal the Aggressive Dog order that was issued to you. You may submit a letter to Council like you did with this appeal but it will require a \$200 deposit. If you are successful on your appeal, the \$200 deposit will be returned.

Sincerely
Ryan Mosby
Municipal Enforcement Officer
Town of Picture Butte

Madame Mayor and Picture Butte Town Council
Town of Picture Butte
20 – 4th Street North
Box 670 Picture 1Butte Alberta T0K 1V0

SUBJECT: Aggressive Dog Owned by Monty Cahoon

According to the Animal Humane Society (animalhumanesociety.org), dog aggression is defined as “the threat of harm to an individual involving snarling, growling, snapping, biting, barking, or lunging.” The dog owned by Mr. Cahoon has displayed 5 of the 6 behaviors outlined above on two separate occasions. This animal is aggressive and vicious.

My first encounter with Mr. Cahoon’s dog occurred a few months ago in front of the town office. The dog was tied to a scooter that was parked at the top of the wheelchair ramp. As I walked up the front steps the dog started barking ferociously while pulling on his leash, lunging at me. I hesitated leary of his aggressive behavior. At this time, the owner came out as I was halfway up the steps and rode away with the dog in the basket attached to his scooter.

The second encounter occurred on August 24, 2024, at approximately 1:30 P.M. I rounded the corner to enter the front door of the United Church on Maple Drive. I was heading east as I approached the church. There is a large tree at the west corner of the sidewalk to the entrance to the church which blocks the view to the church entrance. As I stepped around the tree onto the sidewalk to the church, a dog that was tied to an electric scooter lunged at me snarling and barking. I quickly jumped to my right narrowly avoiding being bitten by the dog. As I entered the church, the owner was walking toward the exit. I said to him: “Your dog is vicious.” He did not respond but walked past me and left the premises. I did advise the church custodian, Sandra Hergenhein, of my encounter as I was badly shaken. One of the volunteers, Linda Bond, came over and hugged me.

I am an elderly woman with dual hip replacements. Should I have fallen as a result of this dog’s aggression, I could have been seriously injured resulting in hospitalization and possible surgery.

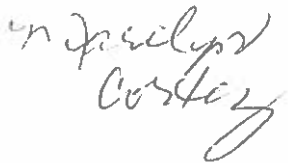
In summary, on two separate occasions, this dog challenged me with snarling, growling, snapping, barking, and lunging without any provocation. According to my research and my experience, this dog is most definitely aggressive.

I am a dog lover and have owned dogs for nearly 30 years. As a responsible dog owner should any of my dogs have displayed this type of aggression toward a person unprovoked, that animal would have been destroyed.

In the past 4 years, I have been attacked in this community by aggressive dogs 5 times. I trust that you Madame Mayor, and town councillors will take these incidents most seriously. Children and seniors need to be safe and feel safe on our streets.

I welcome the opportunity to attend the council meeting on Monday, November 26, 2024, to present my case.

Sincerely,

A handwritten signature in black ink, appearing to read "Marilyn Cortez". The signature is written in a cursive style with a large, sweeping flourish at the end.

Marilyn Cortez
636 Maple Drive South
Picture Butte, Alberta T0K1V0

Box 1066-636 Maple Dr. S
Picture Butte, AB T0K1V0
15 November, 2024

Dear Picture Butte Town Councilors,

I am writing to reinforce my opinion that Monty Cahoon's dog Milo should be designated as a dangerous, vicious, aggressive dog for life.

Saturday, Sept 7, 11:15 a.m., I pedaled north on 5A St. S onto the path through the park. A grizzled looking character was on an Electric Mobility scooter ahead of me. Off to his right there was a gray dog on an endless 30 foot leash snuffling around in the grass. As I passed on the extreme far left, the dog charged across 30 feet of grass and across the width of the pathway. The dog roared and snarled with mouth wide open and fangs bared as it came racing for my bare leg. As it lunged at my leg I gave it a good stout kick in the head before it could grab me.

The owner yelled at either me or Milo but did not utter a word of apology.

I shudder to think of an innocent child toddling up to pet the nice doggy. The kid would be physically and mentally scarred for life.

I feel this vicious dog should not be allowed off the owner's property without a short chain leash and wearing a basket muzzle and never left unattended. An even better solution would be to have the dog banned from Picture Butte public places.

To illustrate the serious nature of dangerous dogs, here are three news articles in 2024.

- (1) The license fee for a dangerous dog is \$250 per year in Edmonton.
- (2) The Alberta Court of Justice handed down a decision in a dangerous dog case. **The owner must obtain \$1 million in liability insurance and retain ownership for the dog's lifetime. If the owner breaches any conditions, the dog will be surrendered and euthanized.**
- (3) The owner of three pit bulls who were euthanized after they attacked and killed an 86-year-old woman faces a new criminal charge after police discovered more dogs despite a court order prohibiting animal ownership, CBC News has learned.

In May, Denis Bagaric, 36, was fined \$18,000 and banned from owning animals for 15 years after pleading guilty to bylaw offenses of allowing an animal to attack and injure a person and allowing dogs to run at large. Calgary police confirm that on October 10, Bagaric was charged with breaching a court order.

Madam Mayor and Councilors, if you fail to keep Picture Butte residents safe from attacks by dangerous dogs, it negatively reflects on our status as a safe community and exposes you to lawsuits for neglecting to address this serious matter.

This is the beginning of a safer community when you reject Cahoons appeal, double the annual fee for keeping a dangerous dog and require a basket muzzle on all dangerous dogs.

If I had not successfully thwarted the attack and the dog had drawn blood, I would have been medically required to receive tetanus inoculation and possibly rabies shots which would be injected into my abdomen. Furthermore the dog would be impounded in quarantine for 30 days to determine if it carried the rabies virus after which the dog could be legally euthanized.

This is a serious situation that deserves your serious thought and action.

Respectfully Submitted,



Wayne Hawthorne



FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food Waste.



ABOUT US

Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal / Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail** Canada's **Top Growing Companies** ('21, '22, and '23)
- **Deloitte Fast 50 CleanTech** award winners ('21, '22, and '23)
- **Approved supplier** with Canoe Procurement Group of Canada



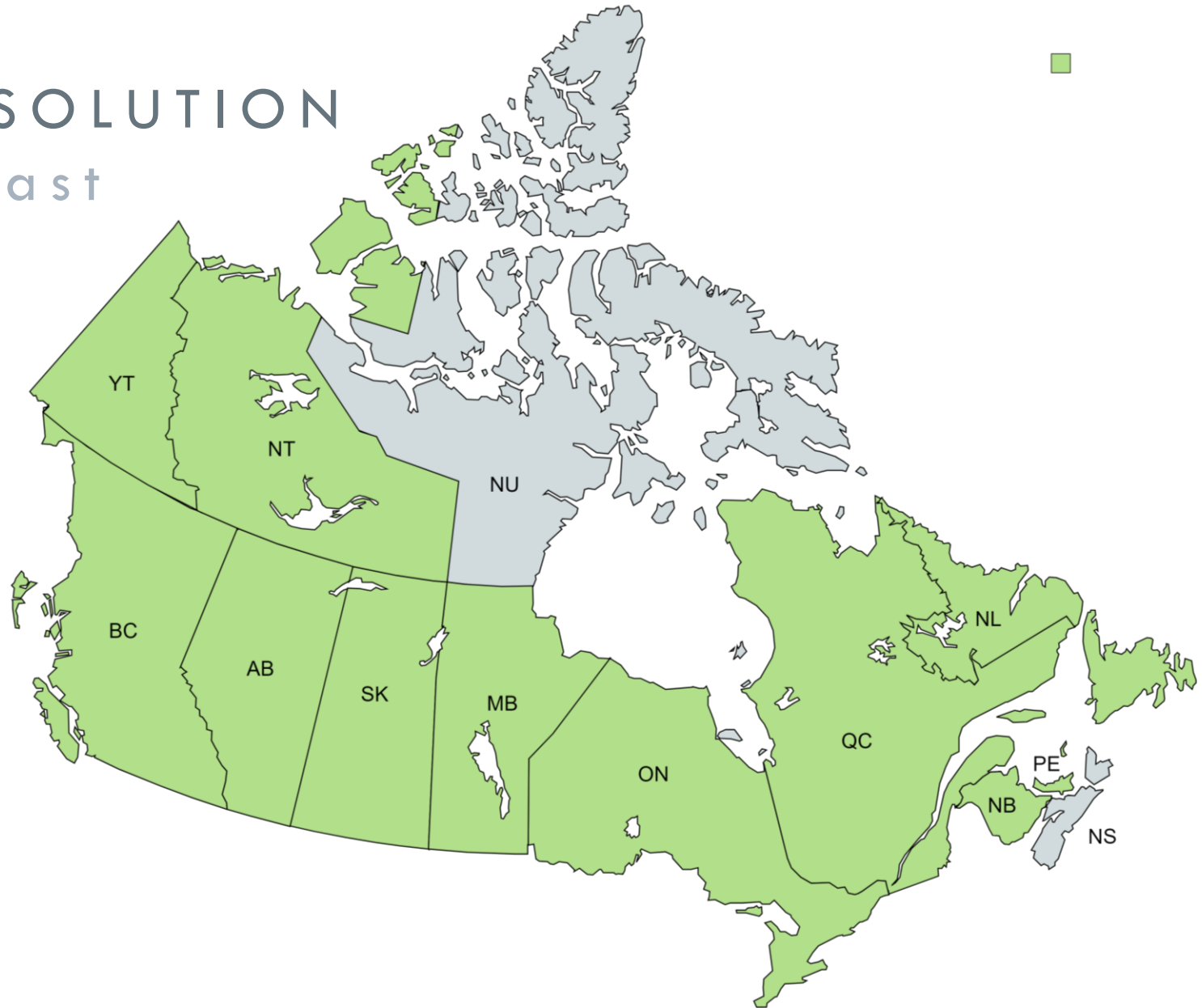
TRUSTED CANADIAN SOLUTION

Coast to Coast to Coast

150
Canadian
Municipal
Partnerships

○ **9 Provinces**

○ **2 Territories**



THE PROBLEM – FOOD WASTE

- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



MUNICIPAL IMPACT

Waste is a municipal responsibility

LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO₂
- 1 tonne of food waste is equivalent to 1 car on the road for one year



COMMUNITY

Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

HAVEN'T WE SOLVED THIS ALREADY?



GREEN BINS

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**
- **Service disruptions** due to labour strikes, vehicle breakdowns, or inclement weather

BACKYARD COMPOST

- **Space, ability, and know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odours**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly

LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

THE SOLUTION? THE FOODCYCLER



THE FOODCYCLER PRODUCT FAMILY

FoodCycler™ Eco 3



3.5 L

VOLUME CAPACITY

5.0 L

19.5 L

UNIT VOLUME

28.9 L

4-8 HOURS

PROCESSING TIME

6-8 HOURS

0.9 kWh

POWER CONSUMPTION
PER CYCLE

1.3 kWh

1
REFILLABLE
FILTER

ODOUR CONTROL

1
REFILLABLE
FILTER

1-3

HOUSEHOLD SIZE

3+

FoodCycler™ Eco 5



90% FOOD WASTE REDUCTION

Full bucket of wet,
smelly food waste

3.5L / 5L



Handful of dry, sterile, odourless
& nutrient-rich by-product

100 g / 200 g



4-8 HOURS
(Overnight)

0.8-1.5 kWh
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle
(\$2-4 per month)

FOODILIZER™ : BENEFICIAL USES

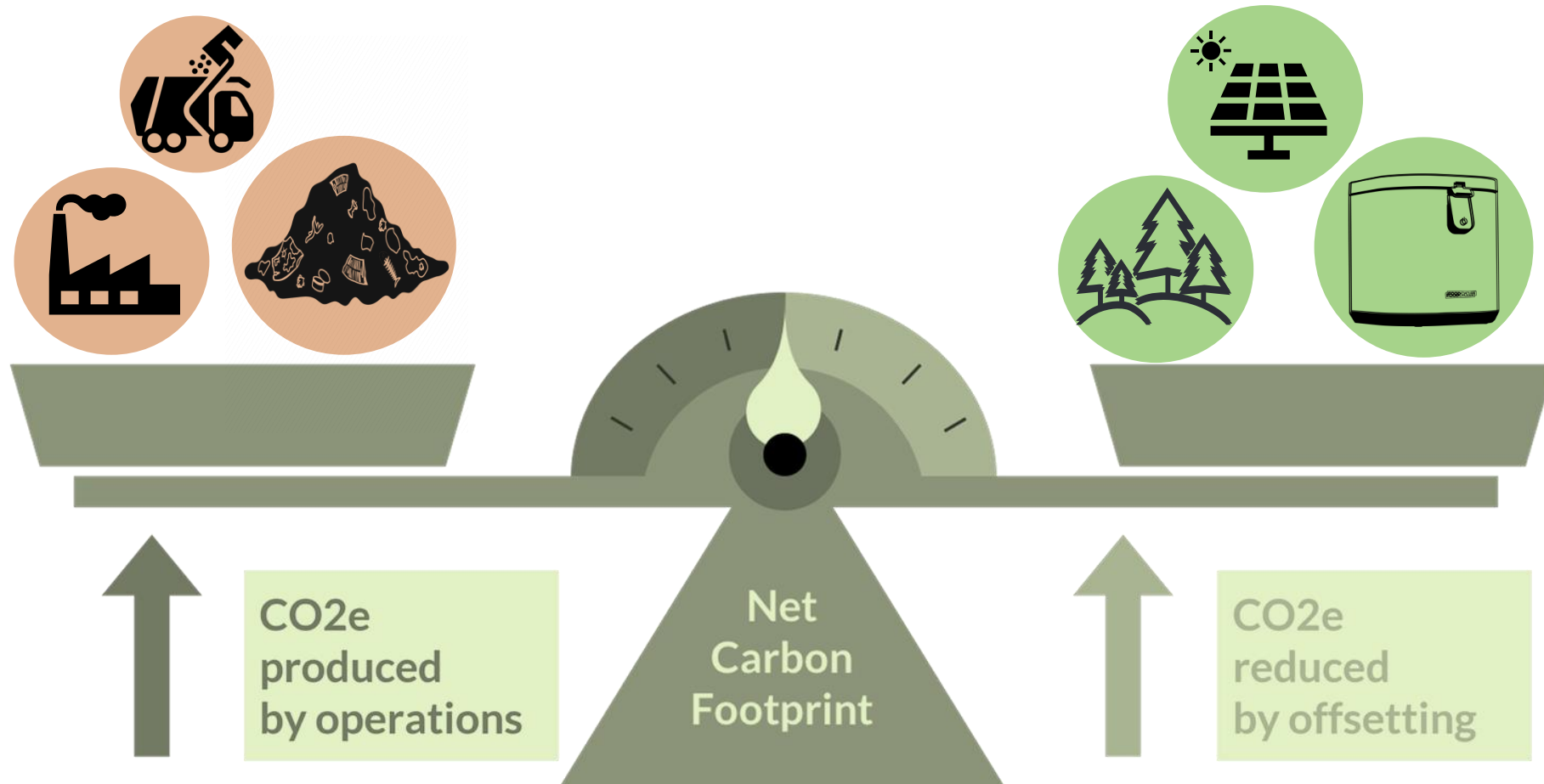
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

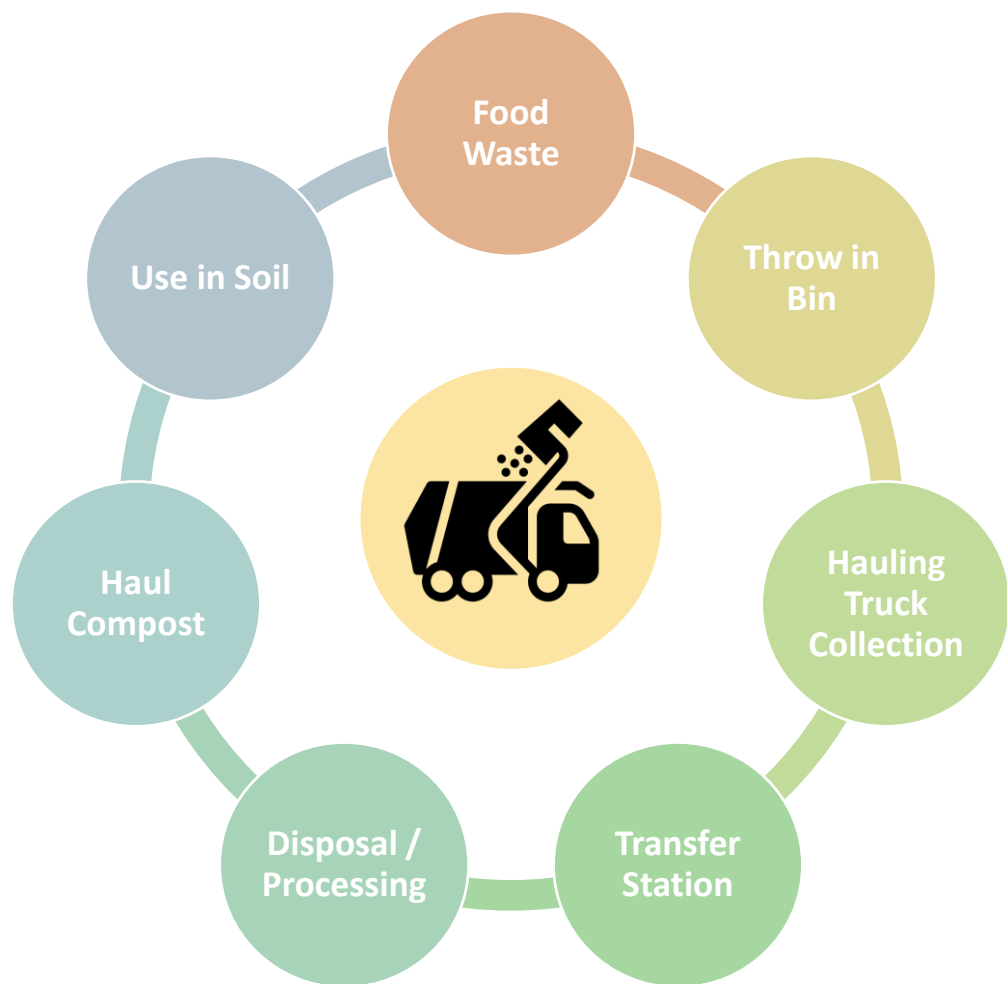


IMPACT: ENVIRONMENT

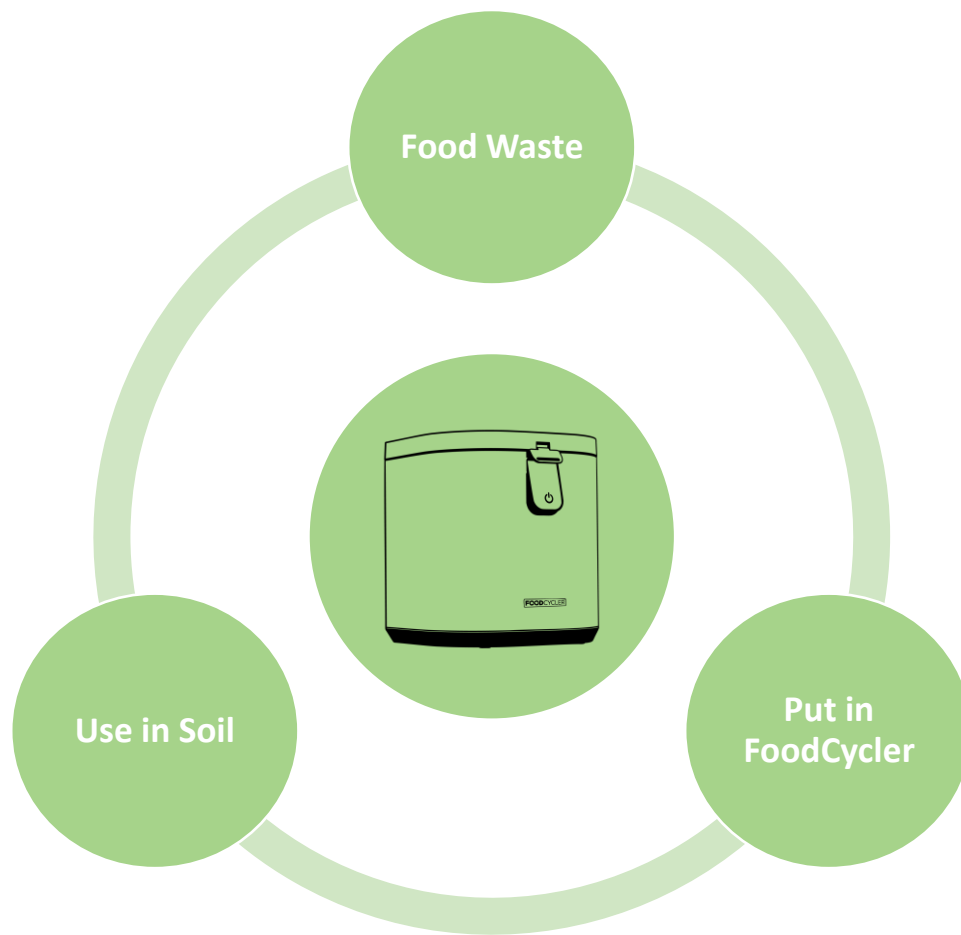
The Path to Net Zero



IMPACT: ECONOMIC



Traditional Waste Management



FoodCycler

IMPACT: PRESSURE

Regulatory + Social

THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."

Deputy Mayor Lyle Warden, (South Glengarry ON)

"We were extremely happy with this program and loved that it made us aware of our daily waste."

Pilot participant in South Glengarry

"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."

Pilot participant in Hornepayne

"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."

**Kylie Hissa, Strategic Initiatives Officer
(Kenora, ON)**

THE FOODCYCLER PILOTS

The results are in.

We've heard from:

10,000+
Households

80+
Municipalities



Participation Rate **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

Recommendation Rate **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

User Experience Rating **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

Net New Diversion **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

Awareness + Prevention **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

PILOT PROGRAM

12 Weeks from Start to Finish

PILOT TIMELINE

START

Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)

12 WEEKS

Participants use the unit for a period of 12 weeks.

Number of cycles per week are tracked to estimate total diversion achieved.

END

Participants fill out an exit survey, providing their review of the program and any other feedback.

Survey results used to evaluate program success.

NEXT STEPS

Tailored program design and implementation.

Grants may be available, with support from Food Cycle Science.

PILOT PROGRAM PRICING

Municipal Subsidy Model



FOODCYCLER™
Eco 3

\$ 600

-\$ 300

\$ 100

\$ 200

RETAIL PRICE

MUNICIPAL
DISCOUNT

MUNICIPAL
SUBSIDY

RESIDENT
COST

\$ 800

-\$ 400

\$ 100

\$ 300



FOODCYCLER™
Eco 5

FUNDED PILOT PROGRAM OPTIONS

Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
> 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- **Plus shipping costs and applicable taxes**



PARTNERSHIP BENEFITS

Why pilot with us?

- 🍃 Opportunity to trial a food waste diversion solution at a **cost well below market prices**
- 🍃 Immediate impact of reduced residential waste volumes thus **increasing diversion rates**
- 🍃 **Reduced costs** associated with waste management (collection, transfer, disposal, and landfill operations)
- 🍃 The **reduction of greenhouse gas (GHG)** emissions from transportation and decomposition of food waste in landfills
- 🍃 Extend the **life of your landfill(s)**
- 🍃 Opportunity to support **Canadian innovation** and clean tech
- 🍃 Opportunity to provide **residents** with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🍃 Obtaining **data** that could be used to develop a **future organic waste diversion program**



THANK YOU!
ANY QUESTIONS?

Maddy From

Municipal Partnerships Representative

Email: maddyf@foodcyclr.com

Phone: (613) 390-1036

The Municipal Solutions Team

municipal@foodcyclr.com





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: 19 November, 2024

To: Mayor, Council

From: CAO

Re: December Council meeting schedule

Background:

Our regular Council meeting schedule for December and the New Year is as follows:

9 th Dec	Council Meeting
16 th Dec	Committee of the Whole
23 rd Dec	Council Meeting
13 th Jan	Council Meeting

Does Council want to amend this regular schedule?

Options:

1. Keep the same schedule, other than cancelling the 23rd of December Council meeting.
2. Cancel the 16th of December Committee of the Whole meeting
3. Have 2 Council meetings, one on the 9th and then another one on the 16th
4. Schedule one Council meeting in December to be either the 9th or the 16th of December.

Recommendation:

1. Cancel the 9th of December Council meeting
2. Cancel the 16th of December Committee of the Whole meeting
3. Cancel the 23rd of December Council meeting
4. Schedule a Council meeting for the 16th 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 9th and 16th of December.
- By making the 16th 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 9th.
- I am taking holidays from the 7th of December to the 18th of December so the one meeting will be better for my staff to fill in for.

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: 21st November, 2024

To: Mayor, Council

From: CAO

Re: 100 year centennial celebration

Background:

When to celebrate the 100 year centennial for the Town of Picture Butte was requested to be brought up again at the Committee of the Whole meeting on the 11th of November. At this meeting information was presented suggesting that the post office opened in 1926 and we should thus celebrate the 100 year centennial for the settlement of Picture Butte in 1926.

Upon looking into this date I came across the history book called Coyote Flats: Historical Review 1905-1965. A link to this book is now on the Town website. This book gives a very good history of the settlement of this area and within this history it outlines the following:

- 1912 - Post office opened five miles east of present town of Picture Butte by T. McDonald (p. 334)
- 1916 – Post office closed
- 1916 – 1923 – E.J Larter handled the mail in Picture Butte area
- 1923 – Post office closes
- April 15, 1926 – Post office reopened in what is now known as Picture Butte.
- That Picture Butte was one of the last existing urban areas to be developed.
 - Turin, Iron Springs, Diamond City and Nobleford were all settled prior to Picture Butte.
 - Picture Butte didn't start to be populated until the late 1920's.
- 1925
 - Koepke's hall was built.
 - 1925 railway from Diamond City to Turin was completed (p 275)
- That in 1926 (p 275)
 - There were two dwellings in Picture Butte (Koepke and Cogglan)
 - School began in Koepke's hall
 - Sunday school class began
 - First store opened
 - Post office reopens in Koepke's hall
- 1928-1934
 - 1928 - Severe hail storm destroyed wheat crops (p.276)
 - 1929
 - Stock market crashed
 - Beets started to be grown in area
 - Businesses started to fold and people moved away, "For a while it seemed that Picture Butte would end up a ghost town like many of her neighbours" (p. 277).
- 1935
 - Sugar Factory announced and construction began.
 - Picture Butte starts to boom, restaurants, houses, up to 300 workers at peak (p.277).

- 1939 – War breaks out
- 1943
 - Incorporated as a Village.
 - J.M. Gibbons first mayor
 - New subdivisions opened up
 - Sewer and water and hard surfaces installed.
 - Hospital built
- 1960 – Incorporated as a Town.

Recommendation:

My recommendation is staying the same and I think the Town should celebrate their centennial when it became incorporated.

Rationale:

1. I have not been able to find any Council motions regarding the celebration of the settling of the area or at the Town’s incorporation for a 25, 50 or 75 year celebration.
 - a. Its interesting that there is little evidence of any kind of celebration for the settling or incorporation of the Town of Picture Butte. In contrast Coaldale and Stirling have historically called their annual celebratory eventsSettlers Days... and have historically celebrated their settlement. In contrast Picture Butte has little historically reference to celebrating either its settlement or incorporation.
2. If Council declares 1926 to be the date that we will celebrate the settling of the community it will last for perpetuity and thus should have some justified reasoning that is based on facts.
3. Incorporation dates for a village and Town are official and less arbitrary.
4. In the historical account there does not seem to be a lot of difference between 1925 and 1926.
5. A Town centennial should be a big event and meaningful in my opinion. If 1926 is the declared the centennial then the years 2043 and 2060 will be dates that are secondary to 1926, 2026 and future anniversary dates.
6. The Picture Butte area and homesteaders went through hard times between 1926 and when it was incorporated into a village. The history sheds some light on why there was a longer gap between being settled and incorporated officially. During those hard times it was questioned if Picture Butte would survive. Once it was clear that Picture Butte would survive and was thriving it was incorporated into a Village.

Alternate Option:

1. If Council wants to declare a date that the Town was settled then 1926 seems like as good as year as any other because of the things that occurred in that year according to the history as outlined in Coyote Flats: Historical Review 1905-1965.
2. Our Municipal Development Plan (2004) states that in 1926 the Hamlet of Picture Butte came into being.

Submitted by: Keith Davis, CAO

Information presented on the 7th of November, Council meeting

Background:

At the regular Council meeting held on the 28th of October, Council discussed when the Town should celebrate the 100 year centennial. This issue has previously been brought up by Council in February, 2023. At the time a memorandum was prepared and is included in this memorandum. The memorandum was received and filed by Council, meaning there were no action items required. At the time there was agreement that the Town's centennial should be celebrated 100 years after Picture Butte was incorporated as a village in February of 1943. This would mean that the 100 year celebration for the Town would be in 2043.

We asked other municipalities in the area when they celebrate their anniversary years. This is represented in the table below.

<i>Town/City</i>	<i>1st Settled</i>	<i>Village Status</i>	<i>Town/City Status</i>	<i>100 year Celebration</i>
<i>Bow island</i>	<i>1900</i>	<i>1910</i>	<i>1912</i>	<i>2012</i>
<i>Burdett</i>	<i>1908</i>	<i>1913</i>	<i>N/A</i>	<i>2013</i>
<i>Taber</i>	<i>1903</i>	<i>1905</i>	<i>1907</i>	<i>2005</i>
<i>Coaldale</i>	<i>1904</i>	<i>1919</i>	<i>1952</i>	<i>2019</i>
<i>Coalhurst</i>	<i>?</i>	<i>1913</i>	<i>1995</i>	<i>2013</i>
<i>Picture Butte</i>	<i>1925</i>	<i>1943</i>	<i>1960</i>	<i>?</i>

Recommendation:

- 1. To make a motion stating that the Town will celebrate their centennial 100 years after Picture Butte was incorporated as a village/municipality.*

Rationale:

- 7. This is consistent with what other municipalities do.*
- 8. There is significant planning that is required for a centennial celebration and in 2023 there was no direction from Council to prepare for a 100 year centennial celebration in 2025.*

Additional notes

- 1. The time capsule that is located in the front of the arena is due to be opened in 2025. This will be a community event that will need to be planned for in 2025.*
- 2. We did not release a survey asking the opinion of the residents of when the Town should celebrate their centennial.*

Memorandum presented to Council on the 6th February, 2023

Date: 6 February, 2023

To: Mayor, Council

From: CAO

Re: 100 year centennial

Background:

At previous Council meetings there has been some discussion on Picture Butte's incorporation and 100 year centennial. Rhonda did some digging and found the official paperwork of when Picture Butte became a village. The Ministerial order to make the Village of Picture Butte a municipal entity was made on the 4th of February 1943. The first Council meeting of the Village of Picture Butte was held on the 22nd of February 1943.

Prior to becoming a village the homesteads and buildings in the Picture Butte area were a part of the municipal district of Barons.

The Village of Picture Butte became the Town of Picture Butte on the 1st of January, 1960.

The 100 year centennial of the creation of what is now the Town of Picture Butte should be celebrated in 2043. This will be 100 years from when Picture Butte was recognized as a municipality.

Attachments:

- 1. Ministerial Order of the creation of the Village of Picture Butte.*
- 2. Ministerial Order for the creation of the Town of Picture Butte.*

Submitted by: Keith Davis, CAO



1

Urgency of Physician Training and Recruitment in Southern Alberta

Family Doctors Accepting New Patients

Region	2020	2023
North	91	57
Edmonton	285	33
Central	67	26
Calgary	389	75
South	55	6
All Zones	887	197

Source: albertafindadoctor.ca

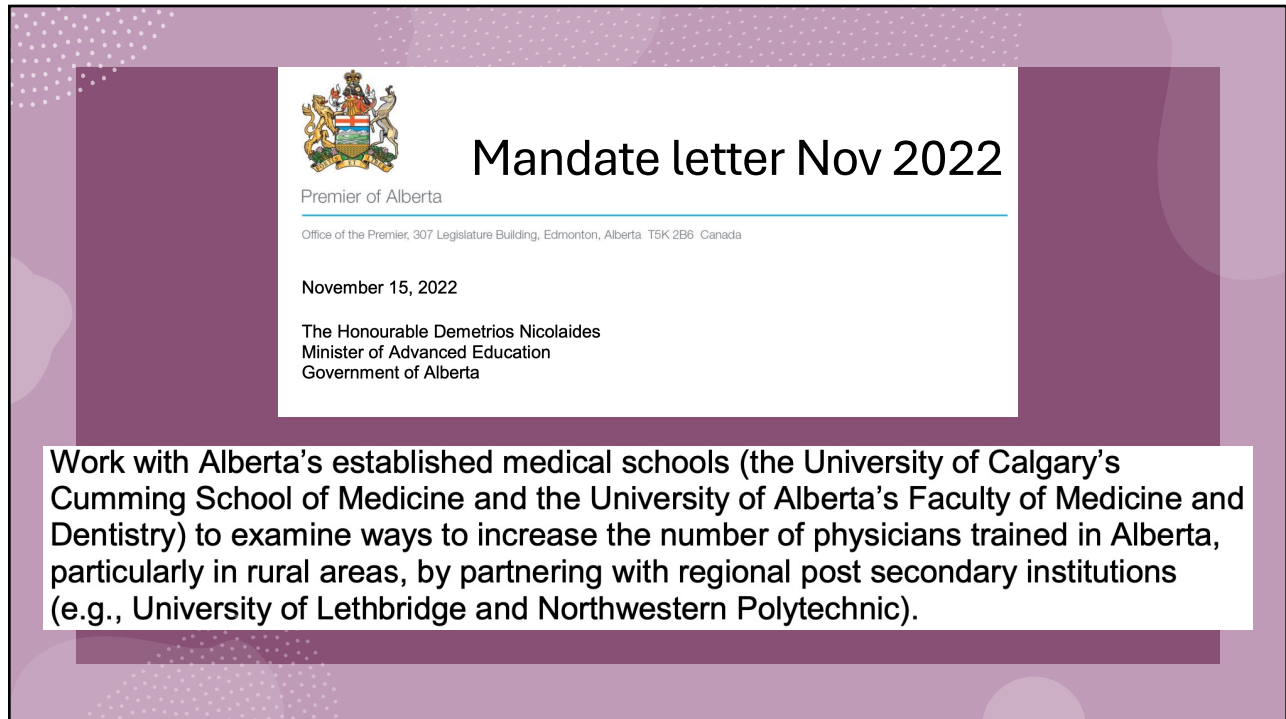
Number of Physicians (per 100,000)

Year	Alberta	BC	Ontario	Quebec	Canada
1970	127	145	155	165	150
1980	135	165	175	185	165
1990	172	195	205	215	195
2000	185	215	225	235	215
2010	215	235	245	255	235
2020	257	262	270	280	262

Source: Canadian Institute for Health Information: Statistics Canada

- 140 doctors left Alberta in 2022
- 41 doctors left between 2019 & 2021 from southern Alberta
- 24 family physicians left Lethbridge in 2022
- Increase in population growth in AB
- GoA estimates - up to 3,000 new Family Physicians are needed to serve the health needs, with **critical shortages in many rural communities.**

2



The graphic features a purple background with a white central box. On the left of the box is the Alberta coat of arms. To the right is the title 'Mandate letter Nov 2022'. Below the title is the text 'Premier of Alberta', followed by a horizontal line and the address 'Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada'. The date 'November 15, 2022' is centered below the address. At the bottom of the box is the name and title of the Minister of Advanced Education: 'The Honourable Demetrios Nicolaidis, Minister of Advanced Education, Government of Alberta'. Below the white box is a white text block with a purple border containing the mandate text.

Mandate letter Nov 2022

Premier of Alberta

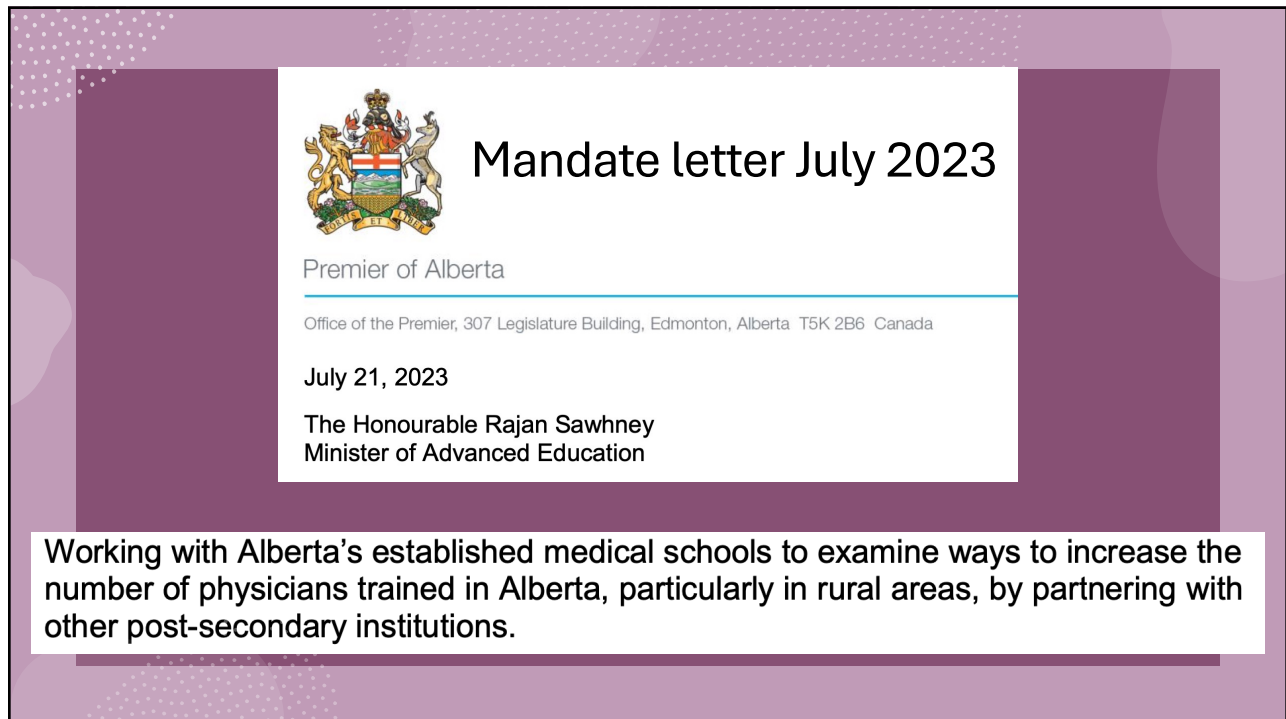
Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 15, 2022

The Honourable Demetrios Nicolaidis
Minister of Advanced Education
Government of Alberta

Work with Alberta’s established medical schools (the University of Calgary’s Cumming School of Medicine and the University of Alberta’s Faculty of Medicine and Dentistry) to examine ways to increase the number of physicians trained in Alberta, particularly in rural areas, by partnering with regional post secondary institutions (e.g., University of Lethbridge and Northwestern Polytechnic).

3



The graphic features a purple background with a white central box. On the left of the box is the Alberta coat of arms. To the right is the title 'Mandate letter July 2023'. Below the title is the text 'Premier of Alberta', followed by a horizontal line and the address 'Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada'. The date 'July 21, 2023' is centered below the address. At the bottom of the box is the name and title of the Minister of Advanced Education: 'The Honourable Rajan Sawhney, Minister of Advanced Education'. Below the white box is a white text block with a purple border containing the mandate text.

Mandate letter July 2023

Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

July 21, 2023

The Honourable Rajan Sawhney
Minister of Advanced Education

Working with Alberta’s established medical schools to examine ways to increase the number of physicians trained in Alberta, particularly in rural areas, by partnering with other post-secondary institutions.

4

Our Vision: Solving Rural Physician Shortages

While just over 15% of Albertans live in rural communities – less than 7% of the province’s physicians work in those communities.

Access to health also remains a challenge for Indigenous and racialized communities in rural Alberta.



University of
Lethbridge



**UNIVERSITY OF
CALGARY**

5

Envisioning the Feasibility of DME



Received \$1M funding to explore the feasibility of DME (Jan 2023)

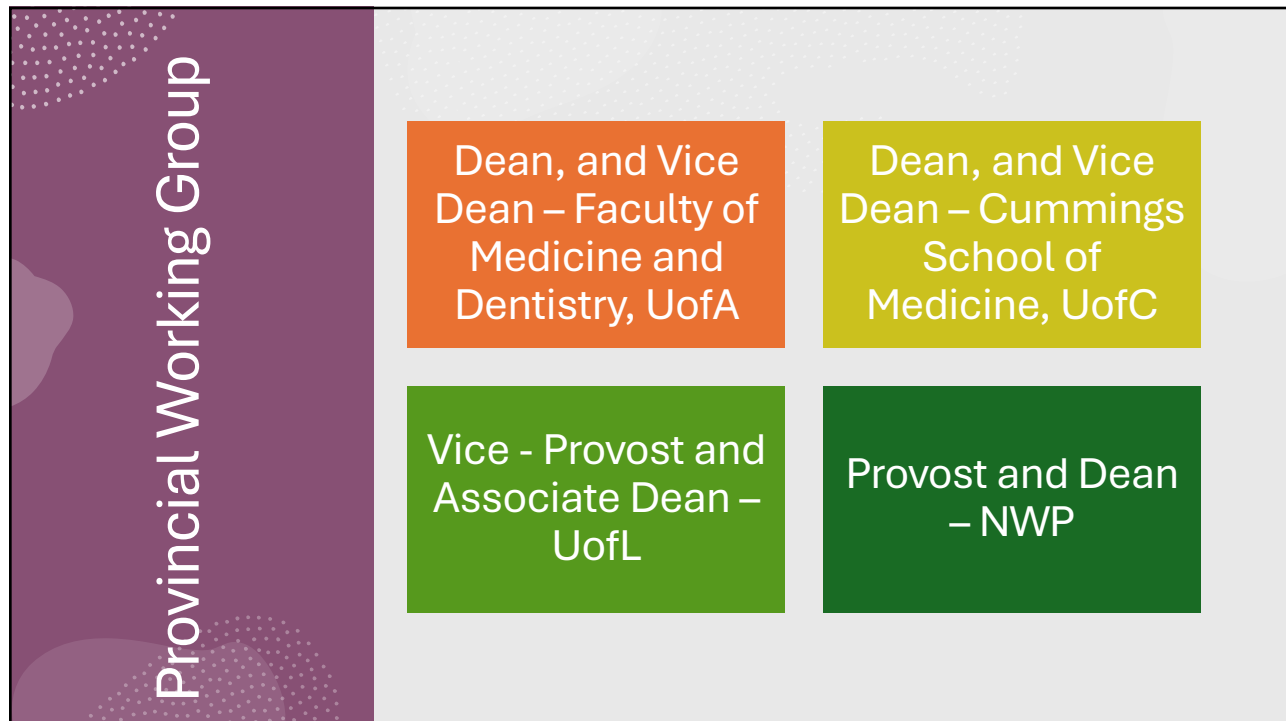


4 institutions and collaborative work - UofC + UofL and UofA + NWP

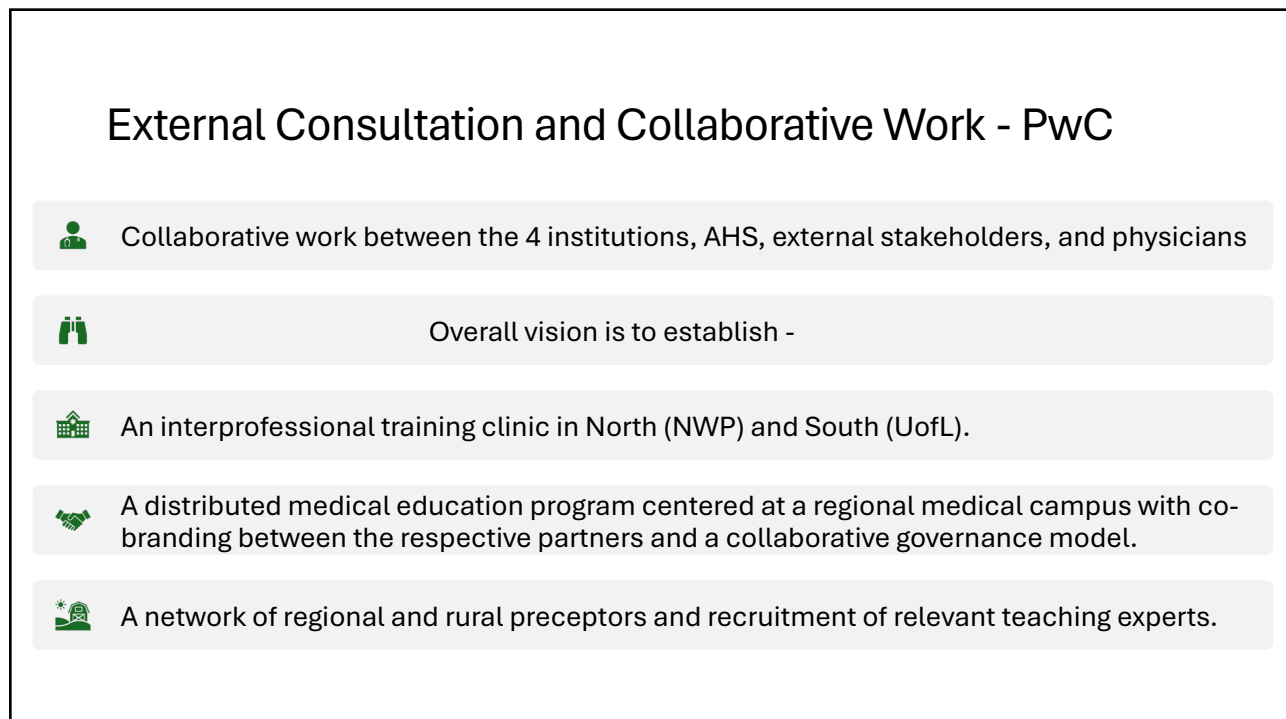


Received \$42.5 million in funding for infrastructure development at UofL + \$27M for DME and \$13.5M for clinics over 3 years at UofC for operations (Mar 2024). Additional support from AH for physicians and residents.

6

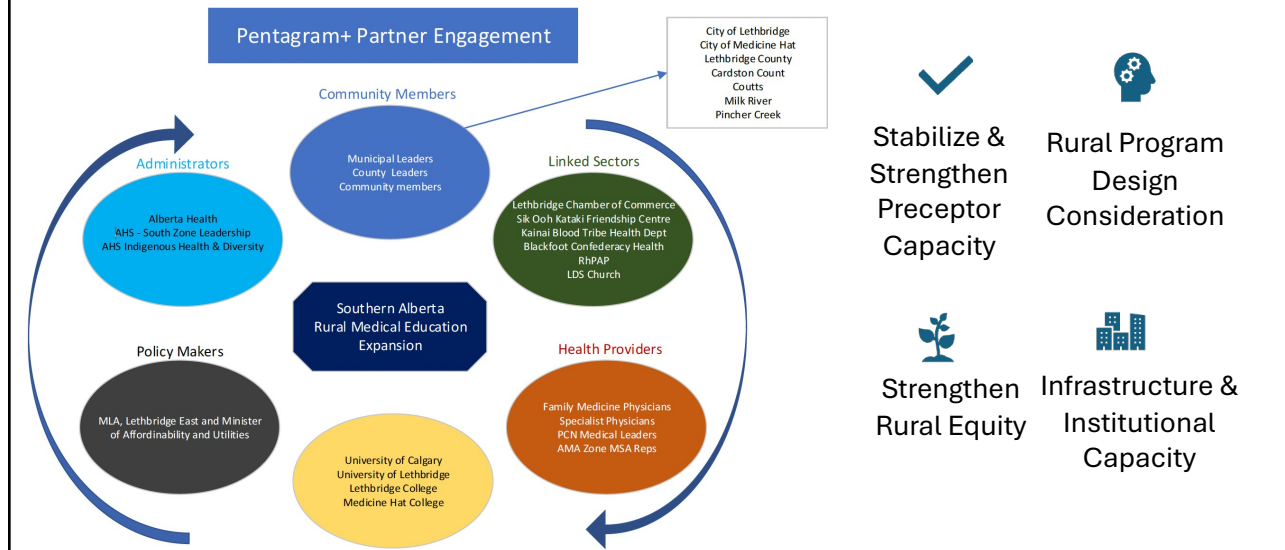


7



8

External Consultation and Collaborative Work - DBC



9

Southern Alberta (UofL/UofC) Working group

Established by the provincial committee to enable more specificity and community involvement.

* Identify barriers to establishing medical training in Southern Alberta and infrastructure needs.

* Develop strategies to recruit and retain rural and indigenous students.

* Recommend policy and strategic direction to the Provincial Steering Committee.

Members – UofL and UofC representatives (including a student), AHS, the medical community, the Cities of Lethbridge, Medicine Hat and Pincher Creek, and local Indigenous community members working in Indigenous health.

10

Southern Alberta Medical Program



Collaboration
A long-term collaboration of partners

Innovation
Leading the future of healthcare delivery in regional and rural locations

Outcomes
Training the next generation of rural/regional physicians, in rural/regional Alberta

Equity
Creating opportunities to choose a career in rural medicine, closer to home

11

The SAMP curriculum is designed with rural Alberta in mind.



Photo: U

12

Where Are We At?

 <p>Continue Advocacy for Provincial Support</p>	 <p>Operational and Infrastructure Planning for DME</p>	 <p>MOU Signed Between UofL & UofC</p>
 <p>Affiliation Agreement Under Development</p>	 <p>Building Renovation Team Hired</p>	 <p>Regional Lead and Project Manager Positions (<i>almost</i>) Filled</p>
 <p>Working Groups Established</p>	 <p>Additional Key Staff Hiring Underway</p>	 <p>Rural Admissions and Curriculum Process Ongoing</p>

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SAMP Offers Unique Opportunities!



Training More Physicians - Improved Healthcare Access & Quality in Lethbridge and Southern Alberta	Multi-disciplinary Teaching Clinics - Support Health Care Providers and Community
Indigenous Partnerships	Educational Opportunities of Students from Southern Alberta
Interdisciplinary Collaborations & Research Opportunities	Cultural and Intellectual Enrichment
International Influence and Student/Faculty Recruitment	Economic Impact

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Call to Action!

Partnering for a Healthier Rural Alberta

- Funding Advocacy
- Infrastructure Support
- Affordable Short-Term Housing
- Cultural and Social Integration Opportunities.

Together, we can help provide access to quality healthcare in every corner of Southern Alberta!

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CAO Report

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

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

Date: 21 November, 2024

To: Mayor, Council

From: CAO

Wastewater Project

The mayor and I meet with Minister Dreeshen's team. Minister Dreeshen was not able to make the meeting because he was still in session. From the staff it was recommended to send a letter to Minister Dreeshen outlining the cost estimates and life cycles of a pipeline to the City of Lethbridge and upgrading our lagoons. Other ideas were to approach City of Lethbridge and County of Lethbridge to see if there was any appetite to make a regional system.

Phase 3 Sanitary Main Install (4th Street from Hwy 25 to Crescent Ave.)

This project is substantially complete. Final billing has to be finalised and approved. This will come to Council as there is site occupancy payments that we can withhold.

Dr. Recruitment

The mayor informed me of a grant that was announced on the 12th of November with a 30th of November deadline. The grant is called the Rural Team Recruitment Grant Program and provides matching funding for rural medical clinics to add staff and build capacity for a two year period. The criteria is for existing clinics but I applied regardless as I feel the intent of what the program is trying to achieve is very similar to the intent of our agreement with Dr. Edegbe. If successful the Town would receive matching funds for the payment of the Medical Office manager for a two year period.

- Hire standard are interviewing prospective candidates for the Office Manager position currently being advertised.
- I'm working with AHS to have boxes removed that Dr. Mohamed left but is no longer allowed to remove.
- Dr. Edegbe purchased two examination beds to add to his practice.

Carpet Install at the Library

- I met with Cheryl and worked out that it would be best to close the library during January. We are going to work so that all of the books, shelves, furniture and equipment are out of the library in the first week and a half of January with the carpet installers coming in on the 16th of January and then have all of the shelves, furniture and books back in place by the end of the month. This will be an all hands on deck job and hopefully the community can get behind the library and assist in moving everything in and out.

Miscellaneous Items since last Council meeting

- I have requested scope of work options with prices for a new Municipal Development Plan from Katie Schlamp our planner from ORRSC. She is working to have this in place so that we can begin this work in January 2026.
- We held our staff Christmas lunch at the Hotel on Friday. This was our staff Christmas celebration.
- I have reached out to Coalhurst for them to see if they have capacity for providing residential garbage collection to the Town and Town of Nobleford. I do not think they will have numbers that

we can consider by the next Regional Waste Management Commission meeting and will likely have those numbers in January 2026 if they determine there is a desire to provide this service.

- I met with the Mayor, Deputy Mayor, John Kolk and Rick Casson about how we can support Green Acres in getting government approval for the redevelopment of Piyami Lodge. The next steps is that we will be requesting a meeting with Green Acres to determine the next steps we can both take to get this project approved.

HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 43 days

I am taking 8 holiday days from the 9th to the 18th of December off for holidays.

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 Recreation Monthly Report

November, 2024

Current Parks & Recreation Activity

- **Parks Maintenance-** Christmas lights installed at Van Raay Park and on Streetlights. Outdoor rink to be flooded for ice to be ready for Midnight Madness. Submitted application to Fortis Alberta to install brackets and Banners on light poles on Highway Avenue.
- **New Trees-** Grant application was submitted for Tree Canada's Community Tree Grants program.
- **North County Recreation Complex** – Equipment for Live Barn has arrived with be installed in coming weeks. Holiday ice schedule was finalized adding more Public Skating and Shiny Hockey. Duct cleaning on bleacher heaters is scheduled for November 27th.
- **Cor Van Raay Aquatic Centre-** Toddler Slide has been ordered.

RECOMMENDATION:

That Council receives, for information, the Director of Recreation report for September, 2024

Prepared by: Curtis Van Dorp
Respectfully presented to Council

Date: November 21, 2024
Date: November 21, 2024

Project Title: Community Economic Development Supports for the SouthGrowth Region.

The Problem: In 2020, there were 6 full-time Economic Development Officers employed by communities in the SouthGrowth Region of Southern Alberta. However, the economic impacts of the pandemic, changing government policies, and decreasing funding for municipal operations the provincial government took a heavy toll on this capacity. Today, there is **one** full-time Economic Development Officer in the same region. (This does not include the team (12) at Economic Development Lethbridge or the SouthGrowth employees (4). The impact has been a significant decrease in regional capacity to deliver community level economic development. SouthGrowth has traditionally been focused on purely regional economic development, lacking the mandate or capacity to directly focus on community work, yet we have always attempted to help our communities at this level where and when we can. In 2023, we did a matchmaking project with our communities and an investment attraction profile project. Through both projects we heard loud and clear that most of our communities are not able to meaningfully advance community level economic development. SouthGrowth has the experience to do something about this IF we can find the financial and human capacity to do so, and if our work proves meaningful and valuable, we may be able to sustain it going forward.

The Proposal: SouthGrowth is applying to the Northern and Regional Economic Development Program and Prairies Canada to support a three-year project to build and implement community level economic development plans for our 30 member municipalities. For our larger communities that do have economic development plans, we would work to support them in their implementation so that every member gets help at the community level to advance their own plans.

The project structure would look something like this:

2025 - 2026: Community Economic Development Plans

- SouthGrowth retains subcontractor supports and opens investigations into each of its 30 municipal members to develop data-informed, realistic, and achievable multi-year economic development plans for each of its member communities.
- Working with our staff who has extensive knowledge of the region and our communities, the subcontractor will conduct literature reviews, stakeholder consultations, and workshops in each community.
- Subcontractors will be hired on a term basis for the heavy front-end of the project estimated to take less than 2 years.
- Community staff will be strongly included in the plan development.
- Subsequently, the subcontractor and staff will build out custom economic development plans for each community and present them to their staff and councils.

2026: Training Supports

- Subsequent to the rollout of the plans, SouthGrowth will provide a program of regional training for staff and councils on community economic development. We will leverage existing training programs available through the Economic Developers Alberta Training program and provide preferential rate training to staff and councillors.

2026-2027: Follow up and Coaching

- The Subcontractor will remain engaged in the project for a full three years with a mandate to provide routine follow ups and support to our municipalities on these plans. This will involve strategizing with the CAOs about how to implement various projects, find matching grant funding, helping to setup Economic Development Committees, providing those committees with tools and resources to help inform their work, problem solving specific issues, and tracking the advancement of outcomes.

The Cost: The cost of this program can be adjusted somewhat based on later deliberations. A high-level overview pegs the price at \$300,000.

2025	
Subcontractors	115,000
Travel	\$5,000
Contingency	\$2,500
	122,500
2026	
Subcontractors	115,000
Travel	\$5,000
Contingency	\$2,500
	\$122,500
2027	
Subcontractors	50,000
Travel	\$2,500
Contingency	\$2,500
	55,000
Total	300,000

How do we Pay for it?:

1. \$135,000 NRED 2025.
2. \$30,000 from SouthGrow Member Funds
3. \$135,000 from Prairies Canada CEDD funding stream.

Advantages

1. All communities will get direct economic development support.
2. Communities paying much more for similar services may be able to economize their spend.

3. Officers can build collaborations between communities as needed to pull off impactful community level projects.
4. Partnership forming will have a natural expression.
5. Communities will have the capacity to chase opportunities and someone knowledgeable to coordinate them.

How can you help?

Please sign and send a letter of support for our grant applications! (See attached)

Don't hesitate to reach out if you have any questions.

Sincerely,

Peter Casurella
1-403-394-0615

NAME OF COMMUNITY

DATE

RE: SouthGrow Community Economic Development Planning and Implementation Project

Dear Jobs, Economy and Trade,

Please consider this letter as an indication of our support for the proposed Community Economic Development Planning and Implementation project being advanced by the SouthGrow Regional Initiative.

With constrained budgets and many pressures on our staff time, it is hard to find either the capacity or expertise to develop and implement economic development strategies that are data driven and achievable at our community scale. We have come to rely on SouthGrow as a resource in this critical space, and although we value the regional work being done by them we are eager to engage their expertise at the community level so that we can advance opportunities unique to our community.

We also want to emphasize the efficiencies that this proposed project presents. Communities seldom need a full-time economic development officer, but they do need a well-informed plan and experts on call to coach staff and council members on the implementation of that plan. SouthGrow has the potential to provide such plans and coaching to all of its member communities with this program and we hope you will seriously consider its merits.

Thank you for consider our support of this project. Please don't hesitate to reach out if you have any questions about our support.

Sincerely,

NAME OF CAO

Provincial Water Availability Engagement

The Provincial government has recently launched an engagement on provincial water availability. The government is requesting all Albertans share their thoughts on ways to increase water availability and improve the water management system in Alberta. Outcomes of this consultation may include amendments to the Water Act as well as changes to the current water licencing system.

The [provincial water availability engagement webpage](#) has specific information on the engagement including 'issue sheets' on a number of topics. Several of the issue sheets and the considerations within them, would have a material impact on irrigation districts and their irrigators.

The AIDA and its member districts have been engaging with government officials since we were first informed of the extent of the engagement. We have communicated concerns and the risk of potential amendment considerations on districts and their irrigators. We have also provided a list of sector-endorsed suggestions to improve water management in Alberta. The sector's areas of concern along with suggestions to improve access to water are detailed in an AIDA white paper titled [Provincial Water Availability Engagement: Identified concerns of possible amendments and suggestions to improve water access in Alberta](#) available for download from the AIDA website or from your irrigation district. We strongly encourage all irrigators to review this document.

AIDA and districts will have additional meetings over the coming months with the government. However, we need your help to reinforce our concerns and our suggestions and to share any thoughts and opinions you have. Not only is the engagement period very short, ending on January 10, 2025, but it also falls over the Christmas holiday season.

There are several ways to assist including

- attending one of the in-person or virtual engagement open houses taking place over the next week.
 - November 26, 6:30 pm - [Southern Alberta virtual public open house](#)
 - November 28, 5:30pm - [In-person open house in Lethbridge at the Sandman Signature Lethbridge Lodge](#)
 - December 3, 5:30pm – [In-person open house in Red Deer at the Alberta Sports Hall of Fame](#)
- providing written feedback to epa.water@gov.ab.ca.
- providing feedback to your local MLA via email or in-person.

We've attached a key messaging document that provides some important economic information on the irrigation sector and summarizes the most significant concerns and the top suggestions to improve the water management system in Alberta.

Irrigation Sector Key Messaging on Provincial Water Availability Engagement

Key Takeaways:

Irrigation Provides Significant Economic and Social Benefits - Irrigation in Alberta is highly efficient and provides sustainable production of food to supply the nation and the globe. Additionally, the irrigation distribution system supports water access for municipalities, industry and to support wildlife, wetlands, and recreational opportunities.

The System is not Broken – The South Saskatchewan River Basin just faced two difficult years (more so in 2023 than in 2024), yet water users, specifically large senior license holders, worked together to mitigate drought with the result being two successful water management years.

Mitigation Steps for Droughts and Floods - Proactively planning for droughts and floods is essential in Alberta and can be achieved through increased water storage and retention. Investments in reservoirs would eclipse any new water efficiency efforts in stabilizing water supplies for Alberta.

Sharing Water Allocation - Stripping large license holders of allocation would restrict Alberta's economy. What might be seen as unused allocation is actually an essential buffer for large license holders to deal with inclement weather. Stripping the licenses would effectively shrink Alberta's agriculture sector, which has proven to be the bedrock of Alberta's economy. To make water go further, added storage is the key rather than stripping allocation from efficient, productive, large license holders.

The following section provides information on irrigation's influence on the provincial economy and summarizes some key messages of the [AIDAs white paper](#) on increasing water access in Alberta.

1. Irrigation district water licence allocation significantly supports the Alberta economy.

Irrigation practiced in Alberta's 11 irrigation districts represents only 4.4% of Alberta's cultivated land base but has significant contributions to the regional and provincial economy. The *Economic Value of Alberta's Irrigation Districts* shows that irrigation related activities in Alberta irrigation districts contribute:

- \$5.4 billion annually to provincial GDP. 80% accrues to the region and province and 20% to irrigation producers.
- \$3.2 billion annually in labour income and supporting almost 50,000 full-time equivalent positions.
- 27% of the province's total primary agricultural sales.
- 38% of Alberta's total livestock sales.

Irrigated crop production generates about 4.5 times more revenue per hectare than dryland crop production. 48% of the total feeder cattle in the province are associated with irrigation districts.

2. Reducing water licence allocations to irrigation districts and shifting allocation to other users does not make more water available and will increase water availability shortages to irrigators and other district users in average water supply years.

- Current Irrigation district allocations were set several years ago through a process that was based on the infrastructure and operational needs of districts. Those allocation limits considered future efficiency gains and irrigation expansion within districts.
- The large allocation volumes of irrigation district licences guarantees water availability to irrigation districts in low precipitation, high temperature years when projected water supply is sufficient. This is essential to not just to grow food, but also to justify the tremendous investment we have seen in the value-added food processing industry in our province.
- When water supply is projected to be lower than average or when instream river flow thresholds may not be met, irrigation districts and other large licence holders voluntarily reduce their diversion to ensure all users (including the river environment) have water, irrespective of whether such users have large or small water licence allocations, or senior or junior priority. This is authentic water sharing.

3. Unnecessary restrictions on irrigation district licences to provide water for other purposes should be removed.

- Within irrigation district service areas, irrigation infrastructure is often the only practical way for many potential non-irrigation water users to access water.
- Many districts have received amendments to their water licenses to allow them to provide water within their areas for other uses such as municipal, commercial, industrial, and agricultural use. However, the conditions for amending licenses to provide water for these purposes force restrictive or precise quantities of water to be stated. These conditions are unnecessarily restrictive and can limit opportunities for economic development within the areas served by irrigation districts if the amended quantities fall short of the water needed in the future.

4. Mandatory volumetric pricing schemes are simply a tax on water similar to the federal carbon tax.

- Such schemes would remove funds that irrigation districts use for water infrastructure rehabilitation/modernization investment required to increase sector water efficiencies. Increased costs from volumetric pricing would be passed onto irrigators and other district water users, decreasing affordability.
- As irrigators are already incentivized to maximize irrigation efficiencies due to the variable power cost of running irrigation, any additional tax would actually result in less funds being available for on-farm investment in sustainable irrigation practices including precision irrigation opportunities. The result is a negative impact on future water efficiency gains.

5. Mandatory setting of sector water conservation, efficiency and productivity targets by the provincial government is comparable to targets set by the federal government to reduce greenhouse gas emissions. Such schemes will force a pace of rehabilitation on districts

which may be financially unattainable.

- Irrigation districts and irrigators have been voluntarily increasing water efficiencies for over 50 years by investing in infrastructure rehabilitation and on-farm system changes.
 - The sector has achieved efficiency and productivity gains of over 40% since 2005. These gains are larger than those achieved by any other water using sector in the province.
 - For the period 2011 to 2019, \$474 million dollars was invested in irrigation infrastructure rehabilitation. Collectively irrigation districts funded 63% of the total and the government of Alberta 37%.
 - The current round of investment of \$933 million is an investment in water efficiency and security. 70% of this investment has been funded by irrigation districts. Irrigation farmers have and continue to heavily invest in water efficiency, water security and water sustainability.
- Recent and ongoing increases in the cost of supplies and labour have already affected the quantity of annual rehabilitation activities districts can complete. Setting unrealistic rehabilitation targets will result in the associated costs being passed onto irrigators and other district water users decreasing revenue and affordability.
- The potential setting of mandatory goals by government to use specific on-farm technology (ie. sub-surface drip irrigation) would impact the current irrigated crop mix (which would impact the agri-food processing sector) and shift the decision of how to best irrigate a crop from the farmer to the government.

6. The existing market-based transfer provisions within the Water Act are the most effective way to reallocate water in basins closed to new licences (such as the South Saskatchewan Basin (SSRB))

- Under this system the transferee receiving the new allocation will typically provide financial compensation to the transferor. Several districts have participated in this market system. Where districts are the transferor, the funds received through such a transfer are directed to infrastructure rehabilitation activities which result in the actual conservation of water.
- This system should continue to be recognized as the best alternative to reallocate water in a closed basin such as the SSRB.
- Eliminating the existing conservation holdbacks on water licence transfers would reduce the cost to the transferee or allow them to receive more water for the same cost.
- The Irrigation Districts Act requires irrigation districts to hold plebiscites for all transfers. An amendment to the IDA to allow a maximum threshold value, for example a maximum percentage of a district's licenced allocation for which plebiscites would not be required, could help alleviate the administrative burden on districts to facilitate licence transfers to others without having a material effect on actual water availability within a district.

Keith Davis

From: news @ Inid.ca <news@Inid.ca>
Sent: Wednesday, November 20, 2024 3:04 PM
To: Inid@telus.net
Subject: LNID CALL TO ACTION: All Water Users Need to Participate in AEPA Water Availability Engagement
Attachments: AIDA_Irrigation Sector Call to Action & Messaging - Water Availability Engagement.pdf

LNID WATER USERS, PARTNERS, STAKEHOLDERS, AND VENDORS...

LNID, as a member of the Alberta Irrigation Districts Association (AIDA), was notified recently by Alberta Environment and Protected Areas that they have opened a review and engagement of the Water Act. This may result in amendments affecting Water Licences for LNID, private irrigators, feedlots, and the entire irrigated agriculture sector.

We are requesting your involvement in the engagement process. This initiative needs a strong response, and so we ask LNID irrigators, and all the entire irrigated agriculture sector, to step up to reinforce the work of the LNID Board and staff, AIDA, as well as our municipal and industrial partners in voicing concerns and suggestions.

What can you do?

Attend regional open houses:

Southern Alberta dates

- November 26 at 6:30 pm – [Southern Alberta virtual public open house](#)
- **November 28 at 5:30 pm – [In-person open house – Lethbridge](#) at the Sandman Signature Lethbridge Lodge**

Central and northern Alberta dates

- November 18 at 6:30 pm – [Northern Alberta virtual public open house](#)
- November 21 at 5:30 pm – [In-person open house – Peace River](#)
- December 3 at 5:30 pm – [In-person open house – Red Deer](#)

Complete Online Surveys:

[Brief Survey](#)

[Detailed Survey](#)

Why is this important?

There is a **risk of clawback of our water licences** under the misperception that we do not use our full licenced allocation.

We are responsible stewards of our licences in reducing use when supply is low and placing the needs of our communities, industry and livestock sustenance first. We should not be punished for this. Our licences are sized to allow for a high demand/ high supply year, such as using 94.9% of our licenced volume in 2001. We used 55% of our licence this year in response to low water supply in 2023 and extending into early 2024.

The Alberta government and individual irrigators have invested heavily over decades in the development, rehabilitation and modernization of irrigation storage, conveyance and on-farm irrigation infrastructure, as well as specialized equipment and facilities for value-added crop development and livestock production.

Any clawback of our water licences now or in future will reduce yield and quality potential, and potentially set up the irrigated agriculture sector for disaster. This risk extends from our irrigators to processors, seed/fertilizer/equipment suppliers, financial, insurance and other secondary services, and ultimately to the communities that grow and thrive in our region as a result of this investment.

Additional Information:

AIDA prepared a document summarizing the Provincial Water Availability Engagement and outlining key messages for the Irrigation Sector. The document has been attached to this email, and has been made available on the LNID website at [this link](#).



**FOR YOUR GENEROUS DONATION
WITH YOUR HELP WE RAISED
OVER 15,950.00**

The Shaughnessy Community Association



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

October 10, 2024; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 10, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee

Gordon Wolstenholme, Chair

Scott Akkermans

Brad Schlossberger

Christopher Northcott, Virtual

Absent

Don Anderberg, Vice Chair

David Cody

Neil Sieben

Staff

Raeanne Keer, Executive Assistant

Stephanie Sayer, Accounting Clerk

Chairman Wolstenholme called the meeting to order at 6:08 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the October 10, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Scott Akkermans

THAT the Executive Committee approves the July 11, 2024 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. Chief Administrative Officer Performance Evaluation

R. Keer handed out the Chief Administrative Officer Performance Evaluation form to the Committee and advised that she would send out a digital copy as well.

R. Keer stated that in October & November every year the Committee completes the Performance Evaluation of the Chief Administrative Officer.

b. Organizational Meeting & Elections – December 5, 2024

R. Keer stated that the Organizational Meeting and Elections will be at the Board of Directors meeting scheduled for December 5, 2024. She stated that nomination forms will be going out mid to late November for the Executive Committee.

c. Subdivision Activity – As of September 30, 2024

R. Keer presented Subdivision Activity as of September 30, 2024 to the Committee.

d. 4-Year Rolling Budget Discussion

S. Sayer presented the 4-Year Rolling Budget options that were provided to the Committee following the September Budget Workshop. She requested direction from the group in order to be prepared for the October Budget Workshop on October 17, 2024.

The Committee discussed a 3-year and 4 -year rolling budget options, succession within the organization, membership fee increases, regional opportunities, and future financial planning for the organization.

5. Accounts

a. Office Accounts

R. Keer presented the Monthly Office Accounts for June to August 2024 and the Payments and Credits for June to August 2024 to the Committee.

b. Financial Statements

R. Keer presented the Balance Sheets and Comparative Income Statements for June to August 2024 and the Details of Account as of August 31, 2024 to the Committee.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts, the Payments and Credits, Balance Sheets and Comparative Income Statements for June to August 2024 and the Details of Account as of August 31, 2024, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

R. Keer presented CAO Report to the Committee.

8. Round Table Discussions

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

9. Next Meeting – Board of Directors – December 5, 2024;
Executive Committee – November 14, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:41 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER