



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 26th August, 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 – 24th June, 2024

4.0 PUBLIC HEARING

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

6.1 2nd Quarter Variance Report

6.2 Ice User Arena Policy

6.3 Tax Roll No. 537000 – Auction Date Adjournment

6.4 Tax Penalty Waiver Fee Requests

6.5 Bylaw No. 951-24 Animal Regulations Bylaw

6.6 Terry Fox Run

6.7

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

9.2 Property Tax Update

10.0 CORRESPONDENCE

- 10.1 Public School Betterment Society of Picture Butte – Harvest Celebration Dinner and Fundraising Gala
- 10.2 Southern Alberta Energy from Waste Association – Alberta Community Partnership Grant funding
- 10.3 Government of Alberta Arts, Culture and Status of Women Community Facility Enhancement Program funding letter
- 10.4 Municipal Affairs – Canada Community Building Fund
- 10.5 Resident letters – 9th Street Traffic Speeds
- 10.6 Town of Taber – Rural Renewal Program
- 10.7 County of Lethbridge Community Learning Council – 2024 Annual General Meeting
- 10.8 Town of Nobleford - Open House Invitation
- 10.9

11.0 INFORMATIONAL ITEMS

- 11.1 Oldman River Regional Services Commission – 2023 Annual Report
- 11.2 Oldman River Regional Services Commission – Periodical – Hamlets
- 11.3

12.0 CLOSED SESSION

- 12.1 FOIP Act Section 24 – Union Negotiations
- 12.2 FOIP Act Section 21 – Regional Emergency Management Agreement
- 12.3 FOIP Act Section 25 – Sunset Park Entrance Landscaping
- 12.4 FOIP Act Section 21 – Southern Alberta Energy from Waste Association – Request for Information

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, June 24th, 2024 AT 6:30 PM

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

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

226 2406 24 MOVED by Deputy Mayor Papworth that the agenda be approved as amended:
ADD: 6.3 Jamboree Days
12.2 Staffing

CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – June 10th, 2024

227 2406 24 MOVED by Councillor Neels that the Regular Council Meeting minutes of June 10th, 2024 be approved as presented.

CARRIED

4.0 PUBLIC HEARING – None for this meeting

5.0 DELEGATION

5.1 Library Board – Cheryl Garratt

Cheryl discussed an incident that happened that resulted in an employee filing an incident report. In the process of demolition the library's lunch room a drain pipe was not capped off and resulted in sewer gas escaping and causing an employee to feel ill. When identified the drain pipe was capped off. Cheryl stated that when the toilet was reinstalled after the flooring was replaced that it was not reinstalled properly.

Cheryl applied for the Community Foundation Grant for a renovation of the kitchen in the Library. The grant was denied. She is now looking to see what is the process for getting the kitchen completed. She had a quote from Ikea for \$5,000 for new kitchen cupboards. They need a kitchen sink and are currently washing their dishes in the bathroom sink.

6.0 REQUESTS FOR DECISION

6.1 Chamber of Commerce Requests

228 2406 24 MOVED by Councillor de Kok to direct Administration to communicate to the Picture Butte & District 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.

CARRIED

6.2 Office Lunch Hour

229 2406 24 MOVED by Deputy Mayor Papworth to approve the closure of the Town Office from 12:30 – 1:30 p.m. for lunch for a 6-month trial.

CARRIED

6.3 Jamboree Days

230 2406 24 MOVED by Councillor de Kok to approve the regular requests for Jamboree Days for the remainder of the Council Term:

- a. Allow use of the Arena and Curling Rink free of charge for the Pancake Breakfast and Stop n' Shop
- b. Allow use of the Arena free of charge for Movie in the Park, in case of inclement weather

CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

- June 17 Attended a Committee of the Whole meeting
- June 17 Attended a Municipal Planning Commission meeting
- June 21 Attended a Mayors & Reeves meeting

231 2406 24 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 17 Attended a Committee of the Whole meeting
- June 17 Attended a Municipal Planning Commission meeting

Councillor de Kok advised Council of his recent activities:

- June 17 Attended a Committee of the Whole meeting
- June 17 Attended a Municipal Planning Commission meeting
- June 20 Attended a SouthGrow meeting

Deputy Mayor Papworth advised Council of her recent activities:

- June 13 Attended a Picture Butte & District Chamber of Commerce meeting
- June 17 Attended a Committee of the Whole meeting
- June 17 Attended a Municipal Planning Commission meeting
- June 20 Attended a tour of a Green Acres facility
- June 24 Attended a Jamboree Days Committee meeting

232 2406 24 MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented.

CARRIED

233 2406 24 MOVED by Councillor Neels to direct Administration to bring back quotes for the library kitchen and for the Town to complete the renovation.

CARRIED

9.0 ADMINISTRATION'S REPORT – None for this meeting

10.0 CORRESPONDENCE

- 10.1 Lethbridge County – Discretionary Development Permit Application in Urban Fringe District
- 234 2406 24 MOVED by Councillor de Kok to respond to Lethbridge County that the Town of Picture Butte has no concerns with Development Permit Application Number: 2024-105.
CARRIED
- 10.2 Municipal Affairs – Meet with the Minister
- 235 2406 24 MOVED by Councillor Feist to receive and file correspondence 10.2 Municipal Affairs – Meet with the Minister.
CARRIED
- 10.3 Lethbridge County – Invitation to 60th Anniversary Celebrations
- 236 2406 24 MOVED by Councillor Neels to receive and file correspondence 10.3 Lethbridge County – Invitation to 60th Anniversary Celebrations.
CARRIED
- 10.4 Alberta Municipalities – Alberta Day Funding
- 237 2406 24 MOVED by Councillor de Kok to receive and file correspondence 10.4 Alberta Municipalities – Alberta Day Funding.
CARRIED
- 10.5 Picture Butte & District Chamber of Commerce – Jamboree Days Parade Invite
- 238 2406 24 MOVED by Deputy Mayor Papworth to direct Administration to register the Town float for Jamboree Days.
CARRIED
- 10.6 Carmangay Annual Parade Invite
- 239 2406 24 MOVED by Councillor Neels to receive and file correspondence 10.6 Carmangay Annual Parade Invite.
CARRIED

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
- 240 2406 24 MOVED by Councillor Feist to receive and file Informational Items 11.1 – 11.4.
CARRIED

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 16(1) – Doctor Recruitment
- 12.2 FOIP Act Division 2 Section 16(1) – Staffing
- 241 2406 24 MOVED by Councillor Neels to close the meeting to the public in accordance with Division 2 Section 16(1) of the Freedom of Information and Protection of Privacy Act to discuss Doctor Recruitment and Staffing at 7:19 p.m.
CARRIED

242 2406 24 MOVED by Deputy Mayor Papworth to open the meeting to the public at
7:37 p.m. CARRIED

13.0 ADJOURNMENT

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

243 2406 24 MOVED by Councillor de Kok that the Regular Council Meeting adjourn at
7:37 p.m. CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer



REQUEST FOR DECISION

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

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

Date: 26 August, 2024

To: Mayor, Council

From: Director of Corporate Services

Re: 2024 2nd Quarter Operating and Capital Variance Report

Background:

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

Attached in the variance report for the 2nd Quarter of 2024.

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

Recommendation Options:

THAT Council approves the 2nd Quarter 2024 Operating and Capital Budget Variance reports as presented.

Submitted by:

Michelle Overbeeke, CPA CMA

Director of Corporate Services

**TOWN OF PICTURE BUTTE
OPERATING REVENUE & EXPENDITURES
January - June 2024**

Threshold =>

6 / 12

50.00%

OPERATING REVENUES				OPERATING EXPENDITURES				REASON FOR VARIANCE	
	ANNUAL BUDGET	Y.T.D. AMOUNT	%	REASON FOR VARIANCE	ANNUAL BUDGET	Y.T.D. AMOUNT	%		
10	General Municipal	2,830,367.00	2,580,693.17	91.18%		780,002.00	434,844.97	55.75%	Green Acres & Policing requisition paid 1st quarter
11	Council	-	-	0.00%		90,650.00	27,326.00	30.14%	
12	General Admin	28,350.00	22,663.97	79.94%		501,020.00	234,962.48	46.90%	
23	Fire	253,475.00	164,177.40	64.77%		427,850.00	229,817.40	53.71%	Extra training \$ due to getting the prov training grant
24	Disaster Services	23,725.00	410.00	0.00%		46,585.00	10,937.65	23.48%	
25	Ambulance	777,060.00	427,860.93	55.06%		776,655.00	345,697.72	44.51%	
26	Bylaw	2,025.00	3,362.00	166.02%		84,145.00	39,562.93	47.02%	
31	Public Works	-	-	0.00%		347,165.00	160,136.14	46.13%	
32	Streets	5,000.00	154.50	0.00%		340,890.00	159,490.90	46.79%	
41	Water	673,465.00	308,921.79	45.87%	Wet spring so less water used	707,830.00	264,940.30	37.43%	
42	Sewer	266,340.00	154,158.06	57.88%		263,335.00	134,471.75	51.06%	Lift station issues
43	Garbage	238,935.00	118,493.33	49.59%		238,570.00	117,062.28	49.07%	
51	FCSS Requisition	-	-	0.00%		15,500.00	15,440.00	99.61%	Requisition paid 1st quarter
61	Planning & Zoning	49,100.00	3,926.46	8.00%	Transfer for MDP not done until Dec	111,190.00	36,291.63	32.64%	
66	Land Development	100,000.00	298,403.00	298.40%		146,670.00	21,410.68	14.60%	
72	Recreation	463,610.00	129,374.46	27.91%	Pool Revenue low in June will increase for July & Aug	962,820.00	373,916.01	38.84%	
74	Library/Community Centre	23,490.00	17,452.05	74.30%		149,065.00	41,766.14	28.02%	
90	Franchise Fees	255,000.00	130,227.01	51.07%		-	-	0.00%	
Total		5,989,942.00	4,360,278.13	72.79%		5,989,942.00	2,648,074.98	44.21%	

**TOWN OF PICTURE BUTTE
CAPITAL PROJECTS
January - June 2024**

	ANNUAL BUDGET	Y.T.D. AMOUNT	%	REASON FOR VARIANCE
Sunset Park		7,991.92	0.00%	
Put new box of 2009 Dodge 5500	40,000	16,847.74	42.12%	
Fire Hall Expansion (2023 project)		40,838.04		Remaining cost from Fire Hall Expansion
Hydrant Replacement	7,500		0.00%	
Water Meter Replacement Plan	150,000		0.00%	
Upgrade Sanitary Sewer Trunk Highway Ave to Crescent Ave	525,000	27,368.47	5.21%	
Lagoon Upgrades Design	110,000	30,955.23	28.14%	
Lagoon Upgrade	10,100,000		0.00%	
Sidewalk Replacement	50,000		0.00%	
Replace Ice Resurfacers	170,000	161,435.68	94.96%	
Sound System - Arena	-	11,668.04	0.00%	The cost is being shared by minor hockey, figure skating, Ag Society and North County Oldtimers & us
2023 John Deere Tractor Z994R0	-	10,900.00	0.00%	It was cheaper to replace the tractor than to repair it. A tractor was scheduled to be replaced in 2025
Autopulse	20,000	18,099.91	90.50%	
Installation of Stretchers		1,367.12	0.00%	Prov Grant funds
Total	11,172,500	327,472.15	2.93%	



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: August 26, 2024

To: Mayor, Council

From: Director of Parks & Recreation

Re: Ice User Policy Amendments

Background:

Attached to this memorandum is an amended Arena Ice Rental Policy. The changes are represented in red with deletions struck out.

The major amendments include:

- Changing Director of Operations to Director of Recreation
- Non Reoccurring Ice Users must prepay to confirm all bookings. Example to book multiple ice slots for the season User must prepay in order to secure booking. (Will allow for 2024 season to prepay for three months in advance)
- The Town will try to fill cancelled ice at full price until 3 business days before said cancelled ice, which if the Town is unsuccessful the Town will reduce rental rate by 50% and the Reoccurring Ice User will still be responsible for the remaining 50%.
- Teams are required to vacate dressing rooms 30 minutes after the end of the booking. Users that fail to follow this and results in employees working overtime will be charged an additional \$100 on their next invoice.

Recommendation: To accept amendments to Arena Ice Rental Policy as presented.

Attachments:

1. Arena Ice Rental Policy

Submitted by:

Curtis Van Dorp

Director of Parks & Recreation

Reviewed by:

CAO



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NAME: Arena Ice Rental Policy

SECTION: 500 No: 509

COUNCIL MOTION NUMBER: 196 2306 26

UPDATED: August 2024

1. Purpose

- 1.1. To establish general guidelines for the rental and operation of the North County Recreation Complex.

2. Definitions

1. **Adult Group** means an organisation or individual that rents ice from the Town and has the majority of their Ice users over the age of 18.
2. **Arena** means the North County Recreation Complex.
3. **Arena Operator** means the individual or organisation that **is employed** signs a contract with the Town to operate, clean, supervise and maintain the Ice Rink during the skating season.
4. **Concession Operator** means the individual or organisation that has a signed contract with the Town to operate the Concession in the Arena.
5. **Good Standing** means an Ice User that has paid any outstanding amounts prior to the 1st of May of every year and has no history of defaulting on any ice booking payments or having any ice booking cancelled due to late payments **for a period of five years** as per **Section 5.2**.
6. **Ice Rink** means the skating rink, change rooms, bleachers, foyer, bathrooms and any other area that is not considered the Curling Side of the North County Recreation Complex.
7. **Ice Season** means the six month period of time when ice is available to be booked. This is usually defined as the 1st of October until the last Sunday in March.
8. **Ice User(s)** means any group or individual that rents ice from the Town.
9. **Non Picture Butte Youth Group** means an organisation or individual that does not live within the municipal boundaries of the Town and rents ice from the Town that will be used by a majority of people that are under the age of 18.
10. **Non Reoccurring Ice User** means an Ice User that is not a Reoccurring Ice User.
11. **Picture Butte Youth Group** means an organisation or individual that has a mailing address in Picture Butte and provides programming to youth, under the age of 18, at the North County Recreation Complex.
12. **Reoccurring Ice User** means Reoccurring Adult Groups and Reoccurring Picture Butte Youth Groups.
13. **Reoccurring Adult Group** means an Adult Group that has been in Good Standing with the Town for five previous Ice Seasons.
14. **Reoccurring Picture Butte Youth Group** means a Picture Butte Youth Group that has been in Good Standing with the Town for five previous Ice Seasons.
15. **Town** means the Town of Picture Butte.
16. **Written** means by letter or by email.



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3. Management

- 3.1. The Facility shall be operated and maintained by the Town of Picture Butte and shall be operated according to the needs and interests of the community as outlined in this policy.
- 3.2. The Town will have ice available for rent from the 1st of October until the last Sunday of March.
 - 3.2.1. The Ice Season may be shortened or lengthened depending upon bookings and when the last Sunday of March falls each year. The decision to either lengthen or shorten the Ice Season will be made by the Director of Parks and Recreation in consultation with the Chief Administrative Officer.
 - 3.2.2. The Ice Rink will be closed on Christmas Eve
- 3.3. The CAO, **Director of Parks and Recreation** and Director of Corporate Services and/or their delegates, and the Arena Operator has the authority to refuse admission to any individual or group in accordance with this policy.
- 3.4. The **Director of Parks and Recreation** or delegate is responsible for:
 - 3.4.1. Allocating ice times to Reoccurring Ice Users as per this policy.
 - 3.4.2. The operation and maintenance of the Arena.
 - 3.4.3. Coordinating with the Arena Operator regarding any maintenance issues related to the operation of the Arena.
 - 3.4.4. Meeting with the Reoccurring Ice Users prior to the beginning of the Ice Season to:
 - 3.4.4.1. Communicate any changes in policy or procedures
 - 3.4.4.2. Present a drafted schedule
 - 3.4.4.3. To listen to any concerns that the Reoccurring Ice Users may have
 - 3.4.5. Finalising an ice rental schedule and to make any adjustments after the Reoccurring Ice Users cancellation date.
 - 3.4.6. Coordinating with the Concession Operator regarding any maintenance issues related to the operation of the Concession.
- 3.5. The Director of Corporate Services or delegate is responsible for:
 - 3.5.1. Ensuring that all invoices are sent to Reoccurring Ice Users.
 - 3.5.2. Ensuring that all payments for ice rentals are received by the Town.
 - 3.5.3. Overseeing the process of selling ice to Non Reoccurring Ice Users as per this policy.
 - 3.5.4. Updating the ice schedule to include ice rental sales.
 - 3.5.5. To communicate confirmed ice rental sales to the Arena Operator and Concession Operator as per this policy.

4. Ice Applications and Allocations of Ice

- 4.1. Reoccurring Ice Users must submit their applications for ice allocation(s) to the Town Office. Applications for ice in the Ice Season must be received in writing, by August 31st of the current year.
 - 4.1.1. Any ice request, in an application from a Reoccurring Ice User, that is not submitted before August 31st will only be considered after all other Reoccurring Ice User requests are considered.
 - 4.1.2. Any ice given up by a Reoccurring Ice User immediately reverts back to the Town of Picture Butte to be re-allocated as outlined in this policy.
- 4.2. The **Director of Parks and Recreation**, or delegate will create a yearly ice schedule by allocating ice times to Reoccurring and Non Reoccurring Ice Users according to the following order of priority:
 - 1st priority – Town of Picture Butte
 - 2nd priority – Reoccurring Picture Butte Youth Group
 - 3rd priority – Picture Butte Youth Group
 - 4th priority – Reoccurring Adult Groups
 - 5th priority – Adult Groups



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6th priority – Non Picture Butte Groups

- 4.2.1. Requests for additional ice time from any Reoccurring Ice User will not be allocated until all Reoccurring Ice User requests have been considered.
- 4.2.2. Notwithstanding the priority listing found in this section, historical use of previous years ice time allocations, Good Standing, and conduct within the facility will also be considered when allocating ice times.
- 4.2.3. The order of priority will not be considered when ice is already booked or scheduled to be used by another Ice User.
- 4.3. If ice time becomes available at a time and /or date that may be more suitable to a Reoccurring Ice User then a written request to change to that time will be considered.
 - 4.3.1. In the event that more than one request is received from a Reoccurring Ice User to change to another ice time, then the **Director of Parks and Recreation** will make a decision based upon Section 4.2 of this policy.
 - 4.3.2. In the event there are no outstanding requests for ice time, then additional requests from Reoccurring Ice Users will be considered as per the priorities outlined in this policy.
- 4.4. The Town may request Ice Users to provide a list of any person that will be using the ice under their booking.
 - 4.4.1. Information that can be requested may include: Name, age, email address, phone number and residential address of each person.
 - 4.4.2. When this information is requested the Ice User must provide this information at the time of the booking or for Reoccurring Ice Users within 30 days.
- 4.5. Any ice time, not allocated to Reoccurring Ice Users who submit applications prior to August 31st will be available for rent. The following procedure will be followed when renting ice to Non Reoccurring Ice Users:
 - 4.5.1. Available ice times will be made known to Non Reoccurring Ice Users in the following priority:
 - 4.5.1.1. Ice that is within the normal operating hours of the arena.
 - 4.5.1.2. Ice that is not within the normal operating hours of the arena but precedes or follows an already confirmed rental.
 - 4.5.1.3. Ice that does not precede or follow an already confirmed rental.
 - 4.5.2. A ~~Ten~~ **Fifteen** minute ice cleaning time frame must be left between two different Ice Users.
 - 4.5.3. A Non Reoccurring Ice User **must prepay to confirm an ice booking.** ~~may tentatively book an open ice time.~~
 - 4.5.3.1. ~~A tentative booking is not confirmed until an Ice User Agreement for Arena Bookings form is completed and the rental payment has been paid in full at least 24 hours prior to the booking.~~
 - 4.5.3.2. ~~A tentative booking can be sold to another Ice User when the Ice User Agreement for Arena Bookings is completed and paid for before the other Ice User.~~
 - 4.5.4. Once a ~~tentative~~ booking has been confirmed then the Town office will notify the Arena Operator and Concession Operator of the confirmed booking ~~at least 24 hours prior to the booking.~~
- 4.6. All Ice Users must sign an Ice User Agreement for Arena Bookings prior to their ice time.

Cancellations

- 4.7. **Picture Butte Minor Hockey** For Reoccurring Ice Users, cancellations of scheduled ice times will be allowed up to October 31st **to cancel ice bookings without penalty. All other Reoccurring Ice Users shall have up to seven days after the opening of the arena to cancel ice without penalty. and Minor Hockey will have Two Weeks.** After this date, any ice that is cancelled by a Reoccurring Ice User shall not be refunded or credited unless the



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Town is able to resell the said allocation with no loss in revenue to the Town. **The Town will try to fill cancelled ice at full price until 3 business days before said cancelled ice, which if the Town is unsuccessful the Town will reduce rental rate by 50% and the Reoccurring Ice User will still be responsible for the remaining 50%.**

- 4.8. For Non Reoccurring Ice Users, once a booking has been confirmed and payment has been received a refund will not be given to the Ice User if they cancel their booking.
 - 4.8.1. At the discretion of the Director of Corporate Services or delegate a booking for a Non Reoccurring Ice User that is cancelled can be rescheduled any time between October 1st and the last Sunday of March in the same season that the ice was booked. A cancelled ice time can not be rescheduled after the Ice Season.
- 4.9. The Town reserves the right to cancel any ice booking for the purpose of emergency repairs to the building, mechanical plant and/or the ice surface. The **Director of Parks and Recreation** or Arena Operator, with approval from the **Director of Parks and Recreation** reserves the right to cancel any ice booking in what they consider extreme weather conditions.
- 4.10. In the event of such a cancellation, the groups affected will be notified by the **Director of Parks and Recreation**, his delegate or the Arena Operator. If the Town cancels a Non Reoccurring Ice User time then the Town will refund the rental payment in full or if the Non Reoccurring Ice User agrees reschedule their ice time as per 5.2.1.

5. Fees and Charges

- 5.1. The rental of the Ice Rink shall be in accordance with the fees and charges approved by Picture Butte Town Council. All rental rates shall be subject to review on an annual basis by Council.
 - 5.1.1. This review will occur prior to a final annual budget being passed by Council.
 - 5.1.2. Any new ice rental rates will not take place until the Arena reopens. ~~on the 1st of October.~~
- 5.2. Reoccurring Ice Users will be invoiced monthly, payable within 30 days of the date upon which an invoice is mailed to the user.
 - 5.2.1. Any disputed billing amount will be considered as per the 30 Day Invoice Dispute Period Policy.
 - 5.2.2. The individual whose name appears on the contract shall be responsible for the rental payment to the Town.
 - 5.2.3. Outstanding amounts after the 30 days will accrue a late payment charge at the rate set by Council.
 - 5.2.4. If an outstanding amount extends beyond a two-month period, the Town may cancel the Ice Users ice time until the outstanding amount is paid in full and the **User will become Non Reoccurring Ice User.**
- 5.3. The Town will not rent ice at a youth rate to any Ice User with adult players that may operate under the umbrella of a youth organisation.
- 5.4. Rental rates for booking in excess of one (1) hour will include stoppages during the event for ice cleaning. One cleaning time shall be required after each hour of play.
- 5.5. Failure to comply to this policy may result in an Ice User's booking being cancelled by the Town.
- 5.6. **Teams are required to vacate dressing rooms 30 minutes after the end of the booking. Users that fail to follow this and results in employees working overtime will be charged an additional \$100 on their next invoice.**



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6. Tournaments and/or Group Special Events

- 6.1. Applications for tournaments and/or group special events shall be received at the Town Office in writing, by August 31st of the current year.
- 6.2. The scheduling of tournaments and/or group special events shall be at the discretion of the **Director of Parks and Recreation** and must take into account the impact of these events on other activities within the facility.
- 6.3. Rental rates for tournaments and/or group special events will include stoppages during the event for ice cleaning as per Section 6.4.
- 6.4. Cancellations for tournaments and/or group special events will be in accordance with Section 5 of this policy.



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 August, 2024
To: Mayor, Council
From: CAO

Re: Tax Arrears Sale – Lot 5, Block 5, Plan 5110EO: Tax Roll No. 537000

Background:

On the 8th of April at the regular Council meeting, Council passed a motion setting the auction date for the sale of Tax Roll No. 537000 for the 13th of September. This date and the auction have been advertised in the Alberta Gazette as required by legislation. Since setting the auction date the Local Government Administrators of Alberta (LGAA), of which I am the Zone 1 director, have set their strategic meeting to the same date of the auction. I would like to attend the LGAA strategic meeting and am requesting Council if we could adjourn the auction date to the 20th of September. This is exactly one week after the scheduled date.

It is legislatively allowed for Council to adjourn the auction to any date within 2 months after the advertised date. The adjournments are usually done so that a municipality can meet the advertising deadlines but there is nothing preventing a municipality for adjourning the auction and no reason needs to be given.

Regardless of Council's decision we can still meet the advertising requirements for the sale of the property if the auction proceeds on the 13th or the 20th of September.

Recommendation:

1. To adjourn the tax arrears auction date from the 13th of September, 2024 to the 20th of September, 2024.

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: 21 August, 2024

To: Mayor, Council

From: CAO

Re: Tax Penalty Refund Requests

Background:

If taxes are not received by the Town on the 10th of July we apply an 18% penalty to taxes amounts that have not been paid, on the 11th of July, and in accordance with Bylaw No. 940-23 Tax and Tax Penalty bylaw. The penalty is instituted to encourage people to pay their taxes before the deadline so that the municipality has operational money until next time taxes are due. According to the Municipal Government Act, Council has the authority to waive taxes.

We have received two tax penalty refund requests from property owners. I will outline each residents request and offer a recommendation on each request.

1. Witdouck Farms Properties

- a. The Town received the cheque for payment of three properties owned by Witdouck Farms on the 30th of July, 2024.
- b. A penalty was applied to the three properties that did not have their property taxes paid for before the deadline.
- c. We received an email from Sherrie Wang requesting the tax penalties to be removed on the 30th of July, 2024.
- d. Upon investigation it was determined:
 - i. That Witdouck Farms had made out a cheque to the Town of Picture Butte for the total amount owing;
 - ii. Mailed the cheque to 120 4th Street North instead of P.O. Box 670 Picture Butte, which was received at the post office on the 2nd of July, 2024.
 - iii. The Post Office sent the cheque back to Witdouck Farms where upon they corrected the mistake and sent it to the Town with the right address.
 - iv. We received the cheque for the payment of taxes on the 30th of July, 2024.

Upon investigating the Witdouck Farms request I came to the conclusion that they took the steps to send payment prior to the deadline but made the mistake of sending the cheque to the Town' street address instead of the mailing address. This cheque was received at the Post Office on the 2nd of July according to the post mark on the envelope we received. I concluded that an honest mistake had been made and that the evidence demonstrated that the property owners intended and put effort into paying the property taxes before the deadline. I jumped the gun with this request and approved that the tax penalty should be refunded. I should not have done this and instead should have brought the request and recommendation to Council. If Council disagrees with this decision then the penalty can be reapplied and I will communicate that to the property owner.

Keith Davis

From: Sherrie Wang <sherrie@witdouckfarms.com>
Sent: Wednesday, July 31, 2024 1:14 PM
To: Keith Davis
Cc: Michelle Overbeeke; Rhonda Trechka
Subject: RE: Property Taxes 2024

Thank you so much, Keith! We really appreciate the help in this matter.
Have a wonderful rest of your day!
Sherrie

From: Keith Davis <keith@picturebutte.ca>
Sent: Wednesday, July 31, 2024 12:15 PM
To: Sherrie Wang <sherrie@witdouckfarms.com>
Cc: Michelle Overbeeke <michelle@picturebutte.ca>; Rhonda Trechka <rhonda@picturebutte.ca>
Subject: RE: Property Taxes 2024

Hi Sherrie

We have looked into this and we will waive the penalty that was applied to the 3 properties. We are doing this because we have the evidence that the cheque was made out to the Town of Picture Butte, posted and received by the Post Office on the 2nd of July, 2024. We have come to the conclusion that the only mistake that was made was that you did not use the Town's postal address on the cheque.

With these things considered we are confident that a honest mistake was made and the intent and effort to pay the taxes prior to the deadline was there. We will therefore remove the applied penalties for late taxes.

If you have any further questions regarding this please let us know.

Regards
Keith Davis
CAO
Town of Picture Butte
(W) 403-732-4555

From: Sherrie Wang <sherrie@witdouckfarms.com>
Sent: Tuesday, July 30, 2024 1:19 PM
To: Keith Davis <keith@picturebutte.ca>
Subject: Property Taxes 2024

Good afternoon Keith,

We received the notification for payment receipt, showing the payment we sent out on June 26th was just received by the office – CK#309 for \$7,921.46 for 3 properties in Picture Butte.

I spoke to the lovely ladies at the office and we wonder if there was a Canada post delay.

I looked further into our records. The following cheques were issued and mailed out on the same day:

2024-06-25	V1187--Town of Picture Butte	309	CAD	7,921.46
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2024-06-25	V0981 [REDACTED]	308	CAD	[REDACTED]
2024-06-25	V0709 [REDACTED]	306	CAD	[REDACTED]

These were cashed during the first week of July:

Jul 4, 2024 [Cheque - 306](#)

Jul 5, 2024 [Cheque - 308](#)

Our intension was to have all the accounts paid in full before the due date, but seem like something out of our control has caused the delay. Considering the situation and Witdouck Farms past record, would the council consider waiving the penalty charges on our account this one time please?

Any help would be greatly appreciated! If there is anything else I can provide, please let me know.

Thanks again, Ketih.

Sherrie

Witdouck Farms

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe]

2. Tax Roll No. 247010

- a. The owners of Tax Roll No. 247010 paid their taxes on the 15th of July, 2024
- b. We received a letter on the 8th of August from the property owners requesting that the tax penalty be waived (Letter is attached)
- c. Life circumstances resulted in the property owners not meeting the deadline to pay their taxes.

Recommendation:

- While sympathetic to the property owners personal situations I am recommending that the tax penalty does not get waived for Tax Roll No. 247010.

Rationale:

1. Many individuals have difficult and extenuating circumstances that could result in them missing the tax payment deadline.
2. I don't think Council should set the precedent of determining whose circumstances are dire enough for tax penalties to be waived.

Submitted by:

Keith Davis, CAO

AUG 08 2024

TOWN OF
PICTURE BUTTE

G. Calvin Allebone
Beverley A. Allebone

Box 1211
Picture Butte, AB
Canada T0K 1V0

August 6, 2024

Mayor in Council
Town of Picture Butte
120 – 4th Street
North Picture Butte AB

2024 Taxation Notice

Roll Number : 247010
Civic Address: Unit 10 333 Cowan Avenue South

Dear Sir/Madam,

I respectfully request that the 18% penalty in the amount due of \$658.61 be waived after your review of the following facts and circumstances.

We closed on the sale of the property on March 4, 2024. At that time, we had the intention of returning to Picture Butte and occupying our new house on or about the 1st of June. Medical circumstances intervened and we could not return to Picture Butte until the afternoon of July 8, 2024.

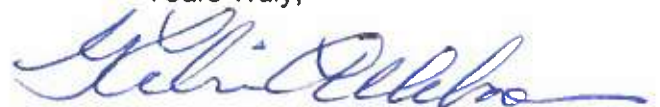
We are not covered by Alberta Health Care until we become permanent residents. We are both Canadian citizens but must use our US Medicare coverage until we finally return to Alberta. We owned a farm property (15 acres) north of Picture Butte from 2008 to 2021. We were consistently current with our property taxes with the County of Lethbridge.

Today I am in Las Vegas for an appointment with a urologist. I am 76 years old and are being treated for chronic lymphocytic leukemia and rheumatoid arthritis. Blood and urine tests done on April 23, May 20 and June 18 confirmed my ongoing problems and identified a possible new situation that forced me to be seen by the urologist here. I should be clear for the foreseeable future but in the meantime, my 83-year-old wife, who has had two artificial hip replacements remains confined to a wheelchair. I am her only and prime caregiver.

Upon opening our Picture Butte mailbox and realizing that our tax payment was overdue, I went to the town office and paid the \$3,658.96 amount due as of July 10, 2024.

Again, I respectfully request that the 18% penalty in the amount due of \$658.61 be waived

Yours Truly,



(703) 577-5163 (Cell-CA)
(702) 528-8079 (Cell-BA)



Request for Decision

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

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

Date: 20 August, 2024

To: Mayor, Council

From: CAO

Re: Animal Control Bylaw Amendments

Background:

On the 17th of June Council was presented with some options for an amendment to our Animal Control Bylaw. Administration were directed to make amendments that represented similar rules that Lethbridge County has outlined in their animal control bylaw within hamlets.

Attached is a drafted Bylaw No. 951-24 Animal Control bylaw, which if passed will rescind the current animal control bylaw. All additions to the bylaw are represented in red with deletions ~~struck out~~.

Next Steps:

Administration can present the proposed Bylaw No. 951-24 Animal Control bylaw with or without amendments to Council for 1st reading on the 26th of August. At this meeting Council can conduct all three readings or only conduct 1st reading and then seek feedback from residents and the high school before proceeding to second and third reading.

Recommendation:

To conduct 1st reading of Bylaw No. 951-24 and then present the proposed bylaw to the public and the high school for feedback prior to conducting 2nd and 3rd reading.

Attachments:

1. Council memo presented on the 17th of June
2. Drafted Bylaw No. 951-24 Animal Control Bylaw

Submitted by:

Keith Davis, CAO

Information presented to Council on the 17th of June.

Background:

Mark Lowe, principal of the Picture Butte high school, made a presentation to Council on the 13th of May requesting Council to consider amending bylaw number 851-16 Animal Regulations bylaw. The request is to allow up to 12 large livestock on their property for the purpose of enhancing their FarmEd program currently being offered at the high school.

On the 27th of May Council directed Administration to make amendments to our animal regulations bylaw to facilitate this request.

I have researched other municipalities bylaws and how they govern educational institutes that have livestock as part of their educational offerings. Some are as simple as “x college is exempt from the regulations of this bylaw” to extensive regulations governing livestock at educational institutions or within their municipality.

To regulate the number of livestock that the High School can have on their site, I am proposing that we use Lethbridge County’s regulations found within their bylaw.

Within a hamlet, Lethbridge County allows no more than 5 animal units for lots greater than 4 acres. One animal unit is equivalent to the following:

- *One horse, donkey, or mule over a year old*
- *Two colts up to one year old One llama/alpaca*
- *Two ostrich, emu, or other ratite*
- *One cow or steer over one year old*
- *Two calves up to one year old*
- *One elk or bison/buffalo*
- *Fifty (50) broiler chickens*
- *Fifteen (15) chickens (layers)*
- *Ten (10) ducks, turkeys, pheasants, geese or other similar fowl or in combination thereof*
- *Three sheep or goats over a year old*
- *Two swine over a year old*
- *Twenty (20) rabbits or other similar rodents*

These numbers are fairly consistent with what the high school has requested. If these numbers were allowed the high school could have up to 10 calves up to one year old or 5 cows over one year old. These numbers however are not consistent with our Urban Hen Bylaw and could allow 250 broiler chickens or 75 chickens (layers). These numbers could be adjusted or omitted to be consistent with our Urban Hen bylaw. However, I like this kind of set up as the high school continues to transition from one idea to another so if this kind of regulation was implemented they could transition between different animals as long as they kept within the total limits.

Within the County bylaw there are different allowances for properties found within subdivisions that have parcels sizes larger than one acre up to seven acres or greater. If these greater numbers were applicable to the school then they would be able to have 16 animal units. This would allow 16 cows over one year old or 32 calves up to one year old. This could be considered an alternate to the numbers outlined above.

If Council is okay with this kind of regulation, I will draft up an animal regulation bylaw that implements regulations around the numbers allowed, where they are allowed and how they are to be regulated.

Attachments:

- 1. Lethbridge County Bylaw No. 22-020*
- 2. Town of Picture Butte Bylaw No. 851-16 Animal Regulations Bylaw*

Submitted by:

Keith Davis, CAO

TOWN OF PICTURE BUTTE
BYLAW NO. ~~921-21~~951-24

BEING A BYLAW OF THE TOWN OF PICTURE BUTTE RESPECTING THE REGULATION, LICENCING AND CONTROL OF ANIMALS IN THE TOWN OF PICTURE BUTTE

WHEREAS Section 7 the Municipal Government Act, Statutes of Alberta enables a Council to pass bylaws in regards to the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Section 7 of the Municipal Government Act, Statutes of Alberta enables a Council to pass bylaws to regulate wild and domestic animals and activities in relation to them;

WHEREAS Bylaw No. 885-19 Dog Control Bylaw and Bylaw No. 912-21 Urban Hen Bylaw regulates dogs and chickens in Town;

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

1. CITATION:

1.1. This bylaw may be cited as the Animal Regulations Bylaw.

2. DEFINITIONS

2.1. For the purpose of this Bylaw, the following words mean:

1. "Act" means the MUNICIPAL GOVERNMENT ACT, RSA 2000, c, M-26.1, section 541, as amended.
2. "Administrator" means the Chief Administrative Officer of the Town of Picture Butte.
3. "Animal" means any bird, reptile, amphibian or mammal excluding Humans and wildlife;
4. "Council" means the Municipal Council of the Town of Picture Butte.
5. "Designated Officer" means the Chief Administrative Officer, Bylaw Enforcement Officer, R.C.M.P. Officer, Community and Development Officer and or a Peace Officer
6. "Livestock" includes, but is not limited to:
 1. a horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep or goat;
 2. domestically reared or kept deer, reindeer, moose, elk, or bison;
 3. farm bred fur bearing Animals including foxes or mink;
 4. Animals of the bovine species;
 5. Animals of the avian species including, turkeys, ducks, geese, or pheasants; and
 6. all other Animals that are kept for agricultural purposes, but does not include cats, dogs, exotic birds, fish, reptiles, domesticated rabbits, Guinea pigs, gerbils, hamsters, ferrets or chickens.
7. "Order" means a written order in accordance with subsection 545 of the Act.
8. "Owner" means any natural person or body corporate;
 1. who is the licensed Owner of the Animal;
 2. who has legal title to the Animal;
 3. who has possession or custody of the Animal, either temporarily or permanently; or
 4. who harbours the Animal, or allows the Animal to remain on his premises;
9. "Provincial Court" means The Provincial Court of Alberta;
10. "Town" means the Municipal Corporation of the Town of Picture Butte.

3. LIVESTOCK

- 3.1. No person shall keep Livestock within the Town of Picture Butte except when;
1. Any livestock is kept on a temporary basis in veterinary clinics and the Rodeo grounds or in auction marts, livestock sales yards, slaughter houses or similar establishments where such animals are held temporarily and for short periods of time and are held in pens used exclusively for purposes which are incidental to the business conducted on the premises provided that such pens or other enclosures meet with the approval of the bylaw officer; or
 2. The Livestock is part of the Town’s Jamboree Days annual parade and celebrations.
 3. The Livestock is kept at the Picture Butte High School for educational purposes and the number of Livestock does not exceed five (5) Animal Units.
 4. ~~A parcel of land is zoned Public – P in the Town’s Land Use Bylaw; The approved use of land is for educational purposes; The land parcel is 0.40 hectares (1 acre) or greater in size; The land owner adheres to the permitted number of animal units as outlined in the table below; The number of animal units does not exceed five (5) animal units on the parcel; and permission to receive an exemption to this bylaw, as outlined in this Section is received from Council.~~

Allowable Number of Animal Units per parcel size		
Parcel size in hectares	Parcel size in acres	Allowable number of animal units
0.0—0.39 hectares	0.0—0.99 acres	0.25
0.4—0.80 hectares	1.0—1.99 acres	1
0.81—1.21 hectares	2.0—2.99 acres	2
1.22—1.61 hectares	3.0—3.99 acres	3
1.62+ hectares	4.0+ acres	5

- 3.2. ~~For the purpose of Section 3.1.3 “one animal unit” equals the following:~~
1. ~~One horse, donkey, or mule over a year old~~
 2. ~~Two colts up to one year old~~
 3. ~~One llama/alpaca~~
 4. ~~Two ostrich, emu or other ratite~~
 5. ~~One cow or steer over one year old~~
 6. ~~Two calves up to one year old~~
 7. ~~One elk or bison/buffalo~~
 8. ~~Ten ducks, turkeys, pheasants, geese or other similar fowl or in combination thereof~~
 9. ~~Three sheep or goats over a year old~~
 10. ~~Two swine over a year old~~
 11. ~~Twenty rabbits or hares~~

~~Urban Hens as governed under the Town’s Urban Hen Bylaw will not count to the five (5) allowable number of animal units for the Picture Butte High School. as outlined in Section 3.1.3 and Section 3.2.~~

- 3.3. ~~Owners are responsible for ensuring the following are complied with:~~
1. ~~Feces or manure must not be stockpiled, must be properly managed and contained on premise, and regularly disposed of in a healthy, safe manner and shall not run-off, contaminate or cause a nuisance to other lands or water sources;~~
 2. ~~Dead animals must be promptly and properly removed or disposed of immediately after death to minimise odours, flies and transmission of disease to other animals or humans.~~
 3. ~~No animal bedding, feed, feathers, or fur shall be permitted to blow onto other properties or create a nuisance in any way.~~
 4. ~~Livestock are to be fenced in a secure area that prevents free roaming and is constructed in accordance with any laws or~~

regulations for livestock containment and to the satisfaction of Council.

4. PENALTIES AND ENFORCEMENT

- 4.1. Where a Bylaw Enforcement Officer or a Peace Officer believes that a person has contravened any provision of this Bylaw, they may commence proceedings by issuing a summons by means of a violation ticket in accordance with Part 2 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34.
- 4.2. When the person responsible fails to comply with a written notice issued by a Designated Officer of the Town, the Town may remedy the violation at the expense of the Owner. Any unpaid expenses and cost incurred by the Town will be added to the Tax Roll if they remain unpaid 90 days after the fine has been issued.
- 4.3. Any person violating any of the provisions of this Bylaw shall be subject to a fine as outlined in Schedule A.
- 4.4. A Designated Officer is hereby authorized and empowered to issue a violation ticket pursuant to Part 2 of the Provincial Offences Procedure Act of the Statutes of Alberta 1988, being Chapter P-21.5 and as amended.

5. COMING INTO EFFECT

- 5.1. **This bylaw rescinds Bylaw No. 926-22 Animal Regulation Bylaw and any amendments to that bylaw.**
- 5.2. This Bylaw shall come into effect on the date of the third reading.

READ A FIRST TIME THIS DAY OF , 2024.
 READ A SECOND TIME, THIS DAY OF AUGUST, 2024.
 READ A THIRD TIME AND PASSED THIS DAY OF AUGUST, 2024.

TOWN OF PICTURE BUTTE

 Cathy Moore
 Mayor

 Keith Davis
 CAO

SCHEDULE A

Violation Fine (per offence)	\$250.00
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Request for Decision

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

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

Date: 23 August, 2024

To: Mayor, Council

From: CAO

Re: Terry Fox Run

Background:

Administration received a request from the organiser of the Terry Fox Run, Sarah Van Gunst, for the following items:

- Use of the Lions Park Multipurpose Area free of charge;
- Provision of garbage bins for the breakfast;
- Permission to post signage up advertising the event on Town property

The run is planned so that participants will only use Town sidewalks and thus there is no need for any road closures. See below for the maps for the 2k and 5k runs.



Recommendation:

1. To direct Administration to waive the rental fee for the Lions Park Multipurpose room; provide garbage bins for the event; to allow signage to be posted on Town property conditional upon the signage being removed within 24 hours of the event; and that these requests for the annual Terry Fox run are granted until the end of this Council's term.

Attachments:

1. Email from Sarah Van Gunst

Submitted by:

Keith Davis, CAO

Keith Davis

From: Sarah Van Gunst <sarahvangunst@yahoo.com>
Sent: Monday, August 12, 2024 10:50 AM
To: Keith Davis
Subject: 2nd Annual Terry Fox Run Request

Good morning, Keith!

I hope your summer is going well. I am reaching out to you to request the Town's continued ongoing support of the Picture Butte Terry Fox Run. I'm hoping this can be brought to your committee of the Whole meeting on August 19th.

After last years success we are confident that we can keep the run going annually and are hoping the town will continue to show its support for this great cause! We are asking for the use of the Garage/Shelter building (attached to the bathrooms) the day of the run - Saturday, September 21st, extra garbage bins for the breakfast as well as permission to post the yard signage on Town Property (lions park, dog park, etc.).

If Council is agreeable to this we can ensure that all signage will be cleaned up day of the run, all garbage and the outbuilding will be cleaned and stored away properly and we will make sure that all used park areas are left cleaned as well! I am also asking that the towns support will continue for as long as the Run is held (annually) or until the Town chooses not to support the run any longer.

If you have any questions, please let me know and I would be happy to clarify anything. you very much for your time and I look forward to hearing back from you.

Sincerely,

Sarah Van Gunst
Terry Fox Organizer
403-315-0817

[Sent from Yahoo Mail for iPhone](#)



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: 23 August, 2024

To: Mayor, Council

From: CAO

North County Recreation Complex study

This report has been finalised, finally. I will be presenting this report to Council at an upcoming Council meeting.

Wastewater Project

We have not heard anything from the ministers that we sent letters to. I think we should be requesting meetings with the appropriate ministers at Alberta Municipalities if possible.

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

Concrete work should have started last week

Sunset Park Phase 2

The power lines have been removed. We are working at removing the dirt piles that were supporting the power poles. We are still going through the formal process of getting the part of Crescent Avenue that is already closed, officially closed.

Dr. Recruitment

Dr. Edegbe has begun his Preliminary Clinical Assessment and which will be completed October 29. We will stay in contact with Dr. Edegbe to ensure his transition to Picture Butte is as smooth as possible.

Union Negotiations

We have been preparing for union negotiations as per the Closed session information. We meet with the union on the 28th of August.

Fire Services Agreement renewal with Lethbridge County

We have begun meeting with Lethbridge County for renewing the fire services agreement we have with them.

Miscellaneous Items since last Council meeting

- Chantel is working on the final touches for the New Resident Guide as per Council feedback and in order to have it ready for printing. We will bring this to Council with pricing to have it printed.
- The road right of way near 425 Willow Place was been weed whipped.

HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 37 days

Submitted by: Keith Davis, CAO



Town of Picture Butte

Our Vision: Providing sustainable growth that results in a safe, vibrant and inclusive community while embracing our heritage.

Our Mission: By serving Picture Butte, Town Council will continually strive to ensure a thriving and vibrant community that improves the lives of Town Residents

Director of Recreation Monthly Report

July – August, 2024

Current Parks & Recreation Activity

- **Parks maintenance-** Mowing, weed whipping and watering trees. Locates have been submitted to install chain and post along 4th street by the lions park.
- **Jamboree Days-** Annual preparation for Jamboree days
- **New Staff member-** Hired local Logan Jurrius to fill the Parks and Recreation 2 position, and the casual arena operator has also been filled.
- **4th street trees-** Three new trees were planted in front of the convenience store and post office to replace vandalized trees.
- **North County Recreation Complex** – New Sound system has been installed. Annual cleaning and general repairs have begun and plant will be turned on Sept 5th to begin ice making for an opening date of September 23,2024. Draft schedule has been made for the 24/25 season. Arena roof has been resealed in problem areas.
- **Cor Van Raay Aquatic Centre-** Pool Sunshades were purchased and installed. Pool is staying open an extra week to September 2, 2024. Pool Satisfaction survey has been posted. There is believed to be a leak in one of the water feature lines will be conducting more tests once the pool has closed for the season.

RECOMMENDATION:

That Council receives, for information, the Director of Recreation report for July to August, 2024

Prepared by: Curtis Van Dorp
Respectfully presented to Council

Date: August 15, 2024
Date: August 26, 2024



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: August 26, 2024
To: Mayor, Council
From: Director of Corporate Services

Re: Property Tax Update

Background:

Provide Council with an update as to our property taxes outstanding. Also, provide information about the number of residents that are taking part in our TIPP program.

Year	Tax Levies \$	Bal \$ on Jul 11/24	% Outstanding	# on TIPP	Approx Tipp \$	% of TIPP \$ to Tax Levy	# properties put on Tax Notice
2024	\$2,438,407.00	\$200,259.01	8.21%	168	\$507,624.24	20.82%	5
2023	\$2,289,330.00	\$175,966.87	7.69%	164	\$459,590.88	20.08%	6
2022	\$2,109,893.90	\$112,618.35	5.34%	147	\$421,684.39	19.99%	1
2021	\$1,995,295.00	\$163,314.13	8.18%	150	\$345,169.44	17.30%	2
2020	\$1,905,797.92	\$166,431.56	8.73%	139	\$324,123.90	17.01%	2
2019	\$1,831,250.04	\$82,178.83	4.49%	135	\$317,212.08	17.32%	9
2018	\$1,765,887.64	\$142,634.59	8.08%	103	\$236,037.48	13.37%	4

January 2025 8 new TIPP applications: approx.

Recommendation:

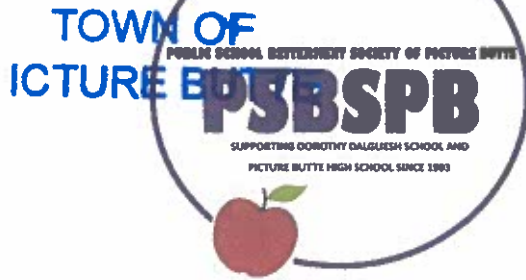
That Council receive this for information.

Submitted by:

Michelle Overbeeke, CPA CMA
Director of Corporate Services

RECEIVED

JUL 25 2024



Public School Betterment Society of Picture Butte
P.O. Box 70
Carmangay, AB
TOL ONO

To Whom It May Concern,

The Public School Betterment Society of Picture Butte (PSBSPB) is busy planning the sixth bi-annual **Harvest Celebration Dinner and Fundraising Gala** which directly benefits each student at Dorothy Dalgliesh School in Picture Butte, Alberta and we could use your support. Over the past twelve years, Gala proceeds have been used to build a new playground, sensory room, purchase accessories for classrooms such as Chromebooks, classroom libraries and fans, bringing in hands-on activities for all classes like Smudge Art, Director's Cut and Scientists in Schools, host motivational speakers like Chris Koch and has enabled all students to go on exciting field trips. We were also honoured to contribute funds towards the outdoor classroom in memory of our trustee, Don Boras.

Our plans for the 2024 Fundraising Gala include a catered dinner, live and silent auctions, travel voucher raffle and a live band. The 2024 Gala will take place on **Saturday October 26, 2024.**

We would greatly appreciate if you would consider a donation of any type (product, service or monetary) to support our event. All donors will be acknowledged throughout the evening with signage and with an announcement in the local newspaper after the event.

The continued support of our community is the driving force behind the ongoing success of our bi-annual fundraising event. We hope you will consider a donation to this year's **Harvest Celebration Dinner and Fundraising Gala**. Please contact Michelle Marti at (403) 795-8585 or jmmarti@shaw.ca if you have any questions.

Sincerely,

Kelly McLeod

Chair

Public School Betterment Society of Picture Butte

**** The Public School Betterment Society of Picture Butte is a non-profit society dedicated to raising money to augment, enhance and support the two public schools located in Picture Butte, Alberta. Since 1993, the students at Dorothy Dalgliesh School and Picture Butte High School have received donations from the PSBSPB including such things as playground equipment, sound systems, A/V equipment, band instruments, iPads, electronics, library books, team uniforms, guest speakers, educational events and many other items that directly benefit students at each school. ****

Thank you for your support of the Betterment Society and the students at DDS

Keith Davis

From: Sherry Poole <sannpoole@gmail.com>
Sent: Tuesday, August 06, 2024 2:52 PM
Subject: SAEWA Request to Members for LOS for ACP Grant Oct 1, 2024 Intake
Attachments: Template for ACP 2024.10.01 Intake Letter of Support.docx

Good afternoon Members,

SAEWA in partnership with Wheatland County as the Funding Sponsor will be submitting an application to the Alberta Community Partnership Grant Fund for the October 1, 2024 intake to begin the Regional Waste Agreement Discussions & Engagement Process. As part of that process we must identify regional impact through Letters of Support for the application.

The next steps once the New Technology Vendor has been selected by the Board to move forward with, will be to formalize a member and waste authority engagement process to directly discuss waste attainment to satisfy moving forward with the selected Technology Vendor.

Please see attached the ACP Letter of Support Template.

A copy of the LOS can also be filed directly with the ACP Program Administration.

We thank our members for their support in advance.

Sincerely appreciated.

Sherry Poole, Executive Director, **SAEWA**

Southern AB Energy from Waste Assoc.

Email: sherry@saewa.ca

www.saewa.ca



[DATE]

Alberta Community Partnership Program
Regional Grant Programs Alberta Municipal Affairs, Grants and Education Property Tax Branch 15th
Floor, 10155 - 102 Street,
Edmonton AB T5J 4L4
acp.grants@gov.ab.ca

Re: Southern AB Energy from Waste Association SAEWA and “ACP Application Partner”
ACP Application to the 2024 – 2026 grant period intake seeking funding to facilitate a

**- Regional Municipal Stakeholder & Partnership Engagement Process
to Secure Feedstock Agreements and EFW Economic investment Partnership**

The ACP – Intermunicipal Collaboration Fund Initiative intake October 1, 2024

Dear Sir/Madam.

The [Member Municipality Council] is providing this letter to support the Southern AB Energy from Waste Association’s (SAEWA) and Wheatland County as the Member Municipality Application Partner in their application to the ACP Grant program October 1, 2024 intake.

SAEWA’s mission is to develop an Energy from Waste (EFW) Facility in Southern Alberta as an alternative to landfilling that will result in over 7,000,000 tonnes of GHG reduction. An Energy-from-Waste (EFW) facility will significantly help the Province of Alberta reach its goals set towards 30% reduction of GHG’s by 2030.

SAEWA in early 2024 upon direction of the Board were required to go back to the public seeking interest in investment of an Energy from Waste Facility (EFW). The call for expressions of interest far exceeded expectations and as a result the Board has now closed the submission process effective July 1, 2024 to move forward with a fair screening and short-listing process with the intent of selecting a preferred proponent for development of an EFW Facility at the Newell Regional Landfill site.

The Southern Alberta Energy from Waste Association as part of completing the Technology Vendor preferred partner selection must undertake its most comprehensive work to date through a regional engagement process within the membership footprint of fifty-one (51) members and (4) waste authority stakeholders in order to establish waste agreements.

As a long-standing member we support this project and application.

Keith Davis

From: Community Grants <CommunityGrants@gov.ab.ca>
Sent: Friday, July 26, 2024 9:21 AM
To: pat.bodnar@shaw.ca; Keith Davis
Cc: Cardston.Siksika@assembly.ab.ca
Subject: ATTN: Government of Alberta – Community Facility Enhancement Program (CFEP) Small - CFEP-00118923 - Picture Butte and District Happy Old Timers – Notification
Attachments: Picture Butte and District Happy Old Timers.pdf

Dear Pat Bodnar,

On behalf of Honourable Tanya Fir, Minister of Arts, Culture and Status of Women, congratulations on your successful application to the Community Facility Enhancement Program (CFEP) Small.

Attached is your notification letter from Honourable Tanya Fir, Minister of Arts, Culture and Status of Women.

Your organization is to be commended on its actions to support community initiatives in Alberta.

If you have any questions, please contact the program office at 1-800-642-3855.

Sincerely,

Kristine Telenko

Acting Director, Community Grants
Ministry of Arts, Culture and Status of Women

Community Grants
Ministry of Arts, Culture and Status of Women
1-800-642-3855 | CommunityGrants@gov.ab.ca

Please visit the new web tool found [here](#) to find out more about how Alberta's government can support your non-profit or charitable organization.



ALBERTA
ARTS, CULTURE AND
STATUS OF WOMEN

Office of the Minister

Pat Bodnar
President
Picture Butte and District Happy Old Timers
P.O. Box 534
Picture Butte, AB T0K 1V0

Dear Pat Bodnar:

RE: Community Facility Enhancement Program (CFEP) Small Grant

I am happy to advise that your Community Facility Enhancement Program (CFEP) Small Grant Application No. CFEP-00118923 to assist the Picture Butte and District Happy Old Timers with facility upgrades to the Picture Butte and District Happy Old Timers Seniors Centre has been approved for \$25,558. An electronic transfer of funds will be sent to your bank account in the coming weeks and notification will follow.

As the Minister of Arts, Culture and Status of Women, I am extremely honoured to support the work of non-profit organizations that aim to foster healthy, vibrant communities across Alberta. The Government of Alberta is proud to support organizations that improve the quality of life in our communities.

Acceptance and use of the grant funds will confirm your agreement with the terms and conditions of the Grant Agreement in your application. The final reporting templates are available on the Alberta Arts, Culture and Status of Women website at <https://www.alberta.ca/community-facility-enhancement-program-small>.

Please note that you will be required to file a statement of accounting and final report upon project completion or within 18 months of the payment date. If you have any inquiries, please contact program administration at 1-800-642-3855.

I wish you continued success with your important work.

Sincerely,

Honourable Tanya Fir
Minister of Arts, Culture and Status of Women

cc: Honourable Joseph Schow, MLA
Cardston-Siksika



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR115493

July 23, 2024

Her Worship Catherine Moore
Mayor
Town of Picture Butte
PO Box 670
Picture Butte AB T0K 1V0

Dear Mayor Moore:

I am pleased to announce that Canada and Alberta have signed an agreement renewing the Canada Community-Building Fund (CCBF) to March 31, 2034. I can also confirm that Alberta will receive \$265 million in funding in 2024 under the newly negotiated CCBF agreement. This partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

To that end, I am happy to confirm the allocation amounts to your community for the CCBF program. For the Town of Picture Butte, the 2024 CCBF allocation is \$162,436.

Payments to local governments are anticipated to flow by the end of summer, as communities meet the payment criteria.

CCBF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at open.alberta.ca/publications.

Your community's allocation reflects an updated allocation formula under the CCBF agreement, which ensures base funding for all local governments, with the remainder of funds allocated on a per capita basis.

In addition, the renewed CCBF agreement involves several other changes, including to local government reporting and new housing-related reporting requirements for larger local governments. Municipal Affairs will share the updated CCBF program guidelines reflecting these changes as soon as possible.

.../2

The department will also be providing a Memorandum of Agreement for the renewed CCBF. Execution of this agreement is a condition to receive your community's 2024 CCBF allocation.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Keith Davis, Chief Administrative Officer, Town of Picture Butte



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: 22 August, 2024

To: Mayor, Council

From: CAO

Re: Residents letter re: Sunset Park traffic and speeds

Background:

We received a letter from 15 property owners in Sunset Park about their concerns regarding the volume of traffic and the speed of traffic along 9th Street North. They have requested Council to consider what can be done to limit traffic and to slow it down. They provided the following suggestions:

- Reducing the speed limit to 30 or 40 km/h
- Installing traffic calming measures like bump outs
- Increase in RCMP presence
- Closing Gibbons Ave at the 3 way stop of 8th Street and Gibbons.

In regards to their request to limit traffic volumes. We have always viewed the full build out of 9th Street North as a positive thing. The main positive of the full build out of 9th Street North is that it will take traffic away from 7th Street North and away from the congested school zone in front of St. Catherines. Whatever measures are taken to reduce the speed of people using 9th Street North should be considered in the context that we do not want to detract people from wanting to use 9th Street North. This is not what the residents want to hear but we want people using 9th Street North instead of 7th Street North. The increase in volume of people using 9th Street North as a “shortcut” or alternate to 7th Street North is actually a positive thing as it takes less vehicles away from a school zone.

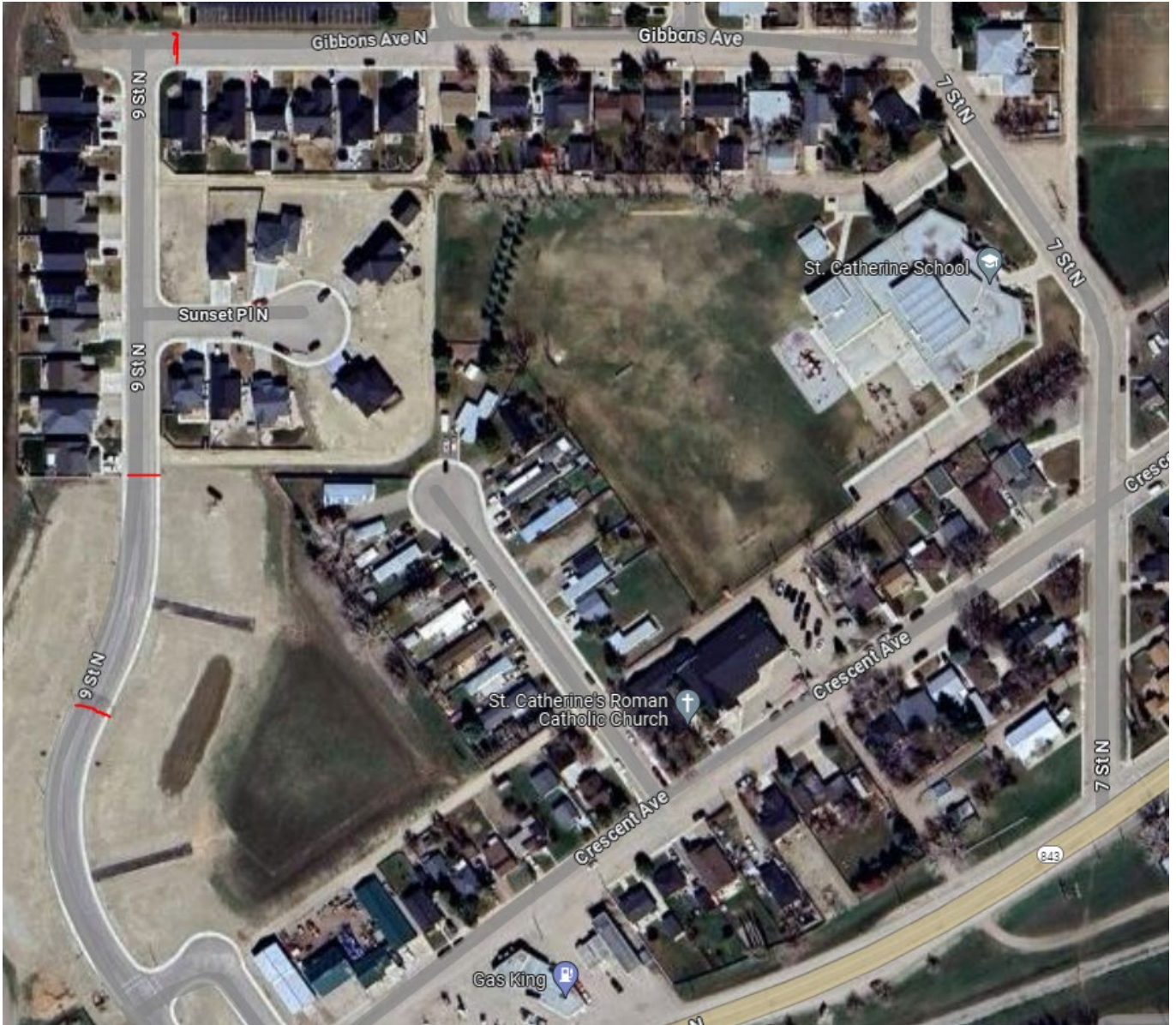
In regards to the reducing the speed limits of people that drive through the area we are always supportive of people following the speed limits. Reducing the speed limits to 30 or 40 km/h will only help if it is enforced by the RCMP. We can and will request the RCMP for greater enforcement in this area. If they are present and enforce the speed limit it will have an impact on reducing the speed of vehicles through the area.

Traffic calming measures can be installed with a financial commitment. We have installed one speed hump which currently seems to be too far away from the residents in Sunset Park Phase 1 to notice a difference. I think as Phase 2 gets built out and more vehicles are parked on the road we will see a natural decrease in traffic speeds in this area. However, this will not become noticeable for some time. If we were to install more traffic bumps I would recommend that we only install two more. One in front of 336 Sunset and one on Gibbons Ave in front of 811 Gibbons as identified in the map below. This would get northbound traffic slowing down as they approach the built up residential area and southbound traffic coming off Gibbons Ave slowing down as they turn onto 9th Street North. Currently, southbound traffic coming off Gibbons Ave. do not have to stop as they turn onto 9th Street North off Gibbons Ave.

We have received preliminary pricing for some speed bumps from the company that does our pavement patches and each speed bump is about \$500-\$800 plus signage.

Recommendation:

- To direct Administration to request the RCMP to have more presence enforcing speed limits on local roads and in particular 9th Street North and any other roads Council is aware of.
- If Council would like to implement measures to reduce the speed of traffic on 9th Street North that they direct Administration to install a speed bump at the locations identified in the attached map.
- To not install more than two extra speed bumps as this may prevent people from using 9th Street and instead divert them to 7th Street North which is something that we do not want.



The red lines indicate where traffic speed bumps are and are suggested.

Submitted by:
Keith Davis, CAO

Keith Davis

From: m watson <mclare813@gmail.com>
Sent: Tuesday, July 09, 2024 7:50 PM
To: Cathy Moore; Henry deKok; Teresa Feist; Cynthia Papworth; Crystal Neels | Town of Picture Butte
Cc: Keith Davis
Subject: Traffic Concerns on 9th Street in Sunset Park
Attachments: Sunset Park Traffic Concerns_Letter to Council_July 2024.pdf

Picture Butte Council,

Since 9th Street was opened to the highway last summer, residents of Sunset Park have noted serious concerns with the volume of traffic and speed of vehicles on our residential street.

Please find attached 15 letters from homeowners in Sunset Park, requesting Council consider options to reduce traffic volumes and slow vehicles, for the safety of residents, pedestrians and children playing in the area. It can be noted that every home that was presented with a letter during our distribution, signed one.

If you would like a representative from our subdivision to attend a future Council meeting to provide additional details or context on our concerns, please let us know.

Thank you for your time,

Curtis and Mattie Watson
Sunset Park homeowners and residents

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

Re: Vehicle Traffic and Excessive Speeds on 9th Street in Sunset Park Subdivision

Dear Council,

We are writing this letter as homeowners in the new Sunset Park subdivision with serious concerns over the high traffic volume and excessive speeds on 9th Street that we witness on a daily basis.

Since connecting with Highway Avenue last summer, 9th Street in Sunset Park has become a main thoroughfare for most people accessing the northwest portion of Picture Butte. We appreciate the convenience of this connection, however we feel that the area in which we chose to purchase our home has become inundated with vehicles that drive much too fast for a residential area.

According to the Town's Traffic Bylaw, the speed limit for this street is 50km/hr, however we routinely see vehicles travelling at speeds we perceive to be higher than this, even when children are out playing. The vast majority (if not all) of these vehicles are from outside of our subdivision. Some of us in the neighbourhood have had to shout at passing vehicles speeding past children, only to be met with anger from drivers. We worry this is going to lead to altercations between residents.

Sunset Park was marketed by the Town as a great place for families, however with the excessive speeds we regularly experience, we don't believe it's a safe place for children at all. Most of the homes in the subdivision have children, and families from around Picture Butte frequently walk, bike, rollerblade, skateboard, etc. through Sunset Park as well. The speed bump at the south end of 9th Street does nothing to slow down drivers in the part of the subdivision where the homes currently are.

We would respectfully ask Council to consider what can be done to slow traffic in Sunset Park and potentially limit some of the large volumes we're seeing from other residents using it as a shortcut, without regard for the safety of pedestrians and children in the area. Some options we have discussed include:

- Reducing the speed limit to 30 or 40km/hr
- Installing traffic calming measures like bump-outs
- Having an RCMP presence during peak traffic times (Saturdays and Sundays seem to be the worst days for volume and speeding)
- Closing Gibbons Avenue at the 3-way stop by the church to eliminate 9th Street as a thoroughfare

Thank you for considering our request for a review into options to make Sunset Park a safer neighbourhood for all residents, especially our youngest ones.

Sincerely,

Signature:



Name(s):

Patti Watson
Curtis Watson

Date:

July 8, 2024

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Sincerely,

Signature:



Name(s):

Thomas Vanderkoo
Hannah Vanderkoo

Date:

July 8/24

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Sincerely,

Signature:



Name(s):

Phil Vanderhant

Date:

July 8 / 24

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Sincerely,

Signature: 

Name(s): John & Helena
Reimer

Date: July 8, 2024

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Thank you for considering our request for a review into options to make Sunset Park a safer neighbourhood for all residents, especially our youngest ones.

Sincerely,

Signature:



Name(s):

J Saaiman

Date:

8/July/2024

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Thank you for considering our request for a review into options to make Sunset Park a safer neighbourhood for all residents, especially our youngest ones.

Sincerely,

Signature:


Name(s):

Jacob Harms.

Date:

July 8 2024.

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Thank you for considering our request for a review into options to make Sunset Park a safer neighbourhood for all residents, especially our youngest ones.

Sincerely,

Signature: 

Name(s): Andy Hildebrandt
Anna Hildebrandt

Date: July 8, 2024

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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- Closing Gibbons Avenue at the 3-way stop by the church to eliminate 9th Street as a thoroughfare

Thank you for considering our request for a review into options to make Sunset Park a safer neighbourhood for all residents, especially our youngest ones.

Sincerely,

Signature:



Name(s):

Devan Kolk

Date:

July 8, 24

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

Re: Vehicle Traffic and Excessive Speeds on 9th Street in Sunset Park Subdivision

Dear Council,

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Sincerely,

Signature:



Name(s):

Adrian & Anneriete
Hengstmengel

Date:

July 8, 2024

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Sincerely,

Signature:



Name(s):

Mike +
Brandy
Dekok

Date:

July 8, 2024

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Sincerely,

Signature:



Name(s):

Elizabeth Reimer

Date:

July 8, 2024

Picture Butte Council
120 – 4th Street North / Box 670
Picture Butte, Alberta
TOK 1V0

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Sincerely,

Signature:



Name(s):

EMM Reimer

Date:

July 8, 2024

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120 – 4th Street North / Box 670
Picture Butte, Alberta
T0K 1V0

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Sincerely,

Signature:



Name(s):

Shawn Van Nistelrooy

Date:

July 8th 2024.

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120 – 4th Street North / Box 670
Picture Butte, Alberta
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Sincerely,

Signature:



Name(s):

JAN BREDEWEG
LELAINA BREDEWEG

Date:

July 8, 2024

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Sincerely,

Signature: 

Name(s): Isaac & Lydia Epp
Abraham (4 years old)
Ezra (1.5 years old)

Date: July 8, 2024

Keith Davis

From: Allred, Amy <Amy.Allred@taber.ca>
Sent: Wednesday, August 07, 2024 2:57 PM
To: Bryce Surina; cameron.mills@coaldale.ca; mdunphy@town.vauxhall.ab.ca; robinson@raymond.ca; Joseph Hutter; Kelly Lloyd; Joshua@cardston.ca; Mattie Watson; Keith Davis
Cc: Mountstephen, Taylor; Howard, Rylan; Thibault, Derrin
Subject: AAIP Program Update

Hi Everyone,

The province has announced some changes in the Rural Renewal Program as of today. With the high volume of applications that they have received, they have opted to temporarily pause the program to re-evaluate their application process. They will be releasing more information about their revised application process on September 30th.

For candidates that were in the process of applying, or have been approved but haven't received their letters yet, unfortunately they will now have to wait until September 30th to determine their ongoing eligibility.

Thank you for being such great partners in this program, and we look forward to an improved application process that will be easier for employers and candidates.

Thank you, Amy



AMY ALLRED
Economic Development Manager

P: 403-223-5500 x 5514

C: 403-308-5877

www.movetotaber.ca

Address: A - 4900 50th Street, Taber, AB, T1G 1T1

Web: www.taber.ca **Social Media:** @TownofTaber

Keith Davis

From: CLCLC Office <clclcoffice@gmail.com>
Sent: Wednesday, June 19, 2024 11:57 AM
Subject: CLCLC AGM Save the date

Good morning,

CLCLC's 2024 Annual General Meeting will be held on Thursday, October 3 at 1pm. Lunch will be served prior. Please save the date and we will send out further details in September.

We would love your input on adult learning needs in Lethbridge County!

Have a great summer!


SAVE THE DATE!
2024 Annual General Meeting
Date: **Thursday, October 3, 2024**
Time: **1:00 pm (lunch served prior)**
Where: **Coaldale, AB**
Details to come!

--



Roxanne Samoleski, Program Coordinator
County of Lethbridge Community Learning Council
Box 1207, 2014 - 18 Street, Coaldale, AB T1M 1N1
Office: 403-345-6009
Cell: 403-915-3145



Open House

September 12, 2024

Please join the Town of Nobleford for an opportunity to mingle and discuss local matters with local Council members and Chief Administrative Officers. Appetizers and wine will be served at 7:00 pm and continue throughout the evening.

Town of
NOBLEFORD
231 King Street

RSVP by September 3
cao@nobleford.ca



www.orrsc.com

2023 Annual Report

**Oldman River
Regional Services
Commission**



■ About ORRSC

The Oldman River Regional Services Commission (ORRSC) provides a spectrum of land use planning, subdivision, GIS, drone photography, and assessment review services to municipalities spanning the Oldman, Milk and Bow River watersheds.

ORRSC's history is deeply rooted in southern Alberta and has evolved from various forms since 1955 when it first started as the Lethbridge District Planning Commission.

2023 marked our 68th year anniversary of embodying an exemplary shared services approach to regional service delivery. We are comprised of 39 member municipalities, 40 appointed members to the Board of Directors, and 21 staff members.

Cover: Town of Cardston
Below: ORRSC Office



■ Our Intent

Established under Part 15.1 of the Municipal Government Act, this service commission is a cooperative effort of its member municipalities in southern Alberta who have created an organization to provide municipal planning advice to its members.


To continue to champion municipal perspectives sustaining the legacy of southern Alberta as a region where meaningful connections are experienced.



■ What We Do?

The Municipal Government Act requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory long-range planning documents.

ORRSC is contracted by its member municipalities and provides professional advice and assistance to Administration and Council regarding land use planning, subdivision, and other related planning concerns.



Above: Cardston County

■ Our Services

But ORRSC is not only planning services, we are also comprised on a strong GIS Department who offers a multifaceted approach to the world of displaying and providing geographic information to our GIS member municipalities and their residents. The GIS Department also provides services such as developing maps, plotting, GPS acquisition, and a variety of geographic analysis tools and modules.

Statutory Plans
Subdivision Processing & Finalization
Regional Subdivision and Development
Appeal Board
Regional Assessment Review Board
Quarterly Periodical
Development Officer Training
Professional Planning Advice
GIS Services & Data Aquisition
Mapping Services
Drone Photography

■ Message from the Chair & CAO

“Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work.”

– Vince Lombardi

It is with great pleasure that we present to you our 68th annual report, encapsulating our journey, achievements, and aspirations over the past year. As Chair and Chief Administrative Officer of the Oldman River Regional Services Commission, we are immensely proud of the strides we have made and the transformative impact we continue to have in our municipalities and beyond.

As we approach another milestone in our journey together, we find ourselves filled with gratitude and admiration for each one of you. In the face of challenges and triumphs alike, it is your unwavering dedication, resilience, and innovation that continue to propel us forward.

Throughout the year, we have achieved significant milestones across all facets of our operations. From optimizing our subdivision, development, and GIS processes, to enhancing operational efficiencies, each accomplishment reflects our unwavering dedication to driving positive change and creating long-term value for all stakeholders.

Our commitment to innovation remains at the forefront of our endeavors. By harnessing the power of emerging technologies, fostering strategic partnerships, and nurturing a culture of continuous improvement, we have positioned ourselves as experts in our profession and trusted advisors, poised to navigate new opportunities and future challenges with confidence.

Furthermore, our dedication to municipal social responsibility continues to guide our actions and decisions. Whether it be through our sustainability initiatives, community engagement programs, new plans, or through ethical professional practices, we remain steadfast in our commitment to making a meaningful difference in the municipalities that surround us.

As we reflect on the past year and look ahead to the future, we are filled with optimism and excitement for what lies ahead. With a talented team, a strong cooperative spirit, and a shared vision for success, there is no limit to what we will achieve as an organization.

In closing, we extend our heartfelt gratitude to our Executive, our Board, our colleagues, and our member municipalities for their unwavering support and dedication. It is through our collective efforts and collaboration that we continue to drive progress, inspire innovation, and create a brighter future for all.

Thank you for your continued trust and confidence in ORRSC. Together, let us embrace the opportunities that lie ahead and continue to write the next chapter of our success story. Here's to another year of growth, success, and meaningful impact.



Lenze Kuiper, Chief Administrative Officer



Gord Wolstenholme, Chair

■ Executive Committee

The Executive Committee is elected by their peers on the Board of Directors and are delegated the responsibility of financial and administrative matters, such as budget preparation, approval of accounts, and policy and procedure review.

In accordance with its governing Bylaw, the Board of Directors works to elect a minimum of 2 Rural and 2 Urban Members to ensure their is equal representation of all Member Municipalities. At the Organizational Meeting held on December 1, 2022, the following members were elected:

Below: Village of Cowley



- **Gord Wolstenholme** Chair, Town of Fort Macleod
- **Don Anderberg** Vice Chair, Town of Pincher Creek
- **David Cody** County of Warner
- **Jesse Potrie** Town of Coalhurst
- **Christopher Northcott** Vulcan County
- **Brad Schlossberger** Town of Claresholm
- **Neil Sieben** Town of Raymond

"Leadership and learning are indispensable to each other."

John F. Kennedy

■ Board of Directors

As of December 31, 2023, including former members of 2023

Colin Bexte

Village of Arrowwood

Kent Bullock

Village of Barnwell –Former Member

Jake Hiebert

Village of Barnwell

Dan Doell

Village of Barons

Mike Wetzstein

Town of Bassano

Ray Juska

City of Brooks

Roger Houghton

Cardston County

Allan Burton

Town of Cardston

Sue Dahl

Village of Carmangay

James F. Smith

Village of Champion

Brad Schlossberger

Town of Claresholm

Jesse Potrie

Town of Coalhurst – Former Member

Scott Akkermans

Town of Coalhurst

Tanya Smith

Village of Coutts

Dave Slingerland

Village of Cowley

Dean Ward

Municipality of Crowsnest Pass

Dave Filipuzzi

Municipality of Crowsnest Pass

Stephen Dortch

Village of Duchess

Gord Wolstenholme

Town of Fort Macleod

Mark Peterson

Village of Glenwood

Suzanne French

Village of Hill Spring

Morris Zeinstra

Lethbridge County

Brad Koch

Village of Lomond

Gerry Baril

Town of Magrath

Peggy Losey

Town of Milk River

Dean Melnyk

Village of Milo

Victor Czop

Town of Nanton

Marinus de Leeuw

Town of Nobleford

Teresa Feist

Town of Picture Butte

Tony Bruder

Municipal District of Pincher
Creek

Don Anderberg

Town of Pincher Creek

Ron Davis

Municipal District of Ranchland

Neil Sieben

Town of Raymond

Don Norby

Town of Stavely

Matthew Foss

Village of Stirling

John DeGroot

Municipal District of Taber

Ray Coad

Town of Vauxhall

Christopher Northcott

Vulcan County

Richard DeBolt

Town of Vulcan

David Cody

County of Warner

Marty Kirby

Village of Warner

Evan Berger

Municipal District of Willow
Creek

ORRSC Staff

Administration

Lenze Kuiper
Chief Administrative
Officer (2005)

Sherry Johnson
Bookkeeper (1981)

Raeanne Keer
Executive Assistant (2022)

Planning

Mike Burla*
Senior Planner (1978)

Steve Harty
Senior Planner (1998)

Diane Horvath
Senior Planner (2000)

Bonnie Brunner
Senior Planner (2007)

Gavin Scott
Senior Planner (2007)

Ryan Dyck
Planner (2013)

Jennifer Maxwell
Subdivision Technician (2015)

Maxwell Kelly
Planner (2019)

Madeleine Baldwin
Planner (2019 - March 2023)

Kattie Schlamp
Planner (2022)

Jack Shipton
Planner (March - Sept. 2023)

Tristan Scholten
Planning Intern (June 2023)

GIS

Jaime Thomas
GIS Analyst (2005)

Mladen Kristic
CAD/GIS Technologist (2006)

Jordan Thomas
GIS Analyst (2006)

Kaylee Sailer
CAD/GIS Technologist (2013)

Yueu Majok
CAD/GIS Technologist (2017-April 2023)

Carlin Groves
GIS Technician (2019)

121

bylaw amendments were
implemented for
Intermunicipal
Development Plans, Land
Use Bylaws, and Municipal
Development Plans in
2023**

*M. Burla retired in February 2022, and has continued as a contracted employee.

**as of December 31, 2023

■ Planning Projects

Below: Municipal District of Ranchland



With rising inflation and interest rates in 2023, riding on the coattails of the COVID-19 pandemic, many industries were impacted, such as development, construction, agriculture, and government. As a result, the Oldman River Regional Services Commission felt the trickle down, like many organizations, as the desire to subdivide land softened and an aversion to spending on Fee for Service projects due to economic conditions was felt. That being said, the Commission continues to provide strong professional support to our member municipalities, and foster opportunities for collaboration with outside agencies and landowners.

In 2023, we completed numerous statutory plans such as Municipal Development Plans and Area Structure Plans. Also, collaborative efforts have begun in several communities to amend and review Intermunicipal Development Plans.

Work continued with a variety of new, and amended Land Use Bylaws, to ensure that each member municipality's unique land use needs continue to be monitored and addressed. We also provided planning advice and support to assist our member's with intermunicipal matters, annexation discussions and applications, subdivision and development appeal board hearing, as well as participation in Provincial Board Hearings including the Land and Property Rights Tribunal, Natural Resources Conservation Board, and Alberta Utilities Commission. This year has also allowed for a number of new projects to be initiated such as land use strategies, policy reviews, and joint-use and planning agreements.

Our Planners continued to work closely with entities like the Miistakis Institute in developing various tools and studies. The results of these projects can be leveraged by our members and help facilitate bringing people and ideas together to promote healthy communities and landscapes. To this end, our quarterly periodical on various planning topics provides a conversation starter that can act as a bridge between municipalities, community stakeholders, academics, and other levels of government.

Moving into 2024, our Planners look forward to working diligently to provide valuable planning support to our members while completing and initiating important projects.

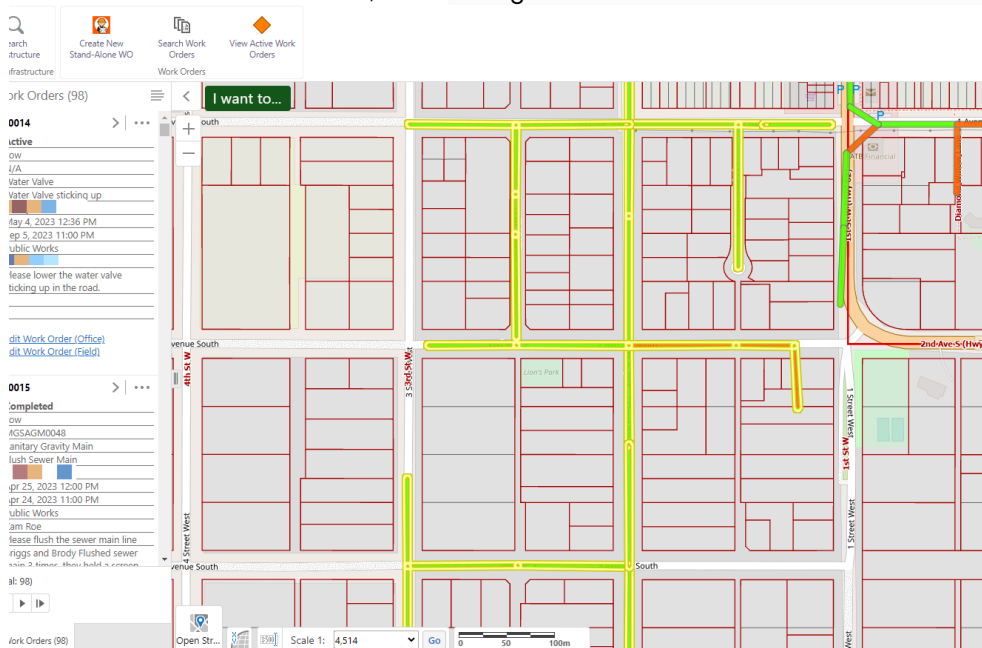
Geographic Information System (GIS) Projects

GIS staff completed three large projects in 2023, which resulted in great enhancements for the user experience.

The first project was adding the ability to attach documentation to all infrastructure features in the GIS. This functionality already existed for the property layer, but the demand existed to also add it to infrastructure features. Upon completion, users now can attach unlimited files to any infrastructure feature of their choice. Users may choose to simply attach photos of hydrants and curb stops or attach a full as-built drawing to a specific area.

GIS Staff made major enhancements to the existing cemetery layer in the GIS providing municipal staff the ability to not only add their own records but edit existing records using a customizable edit form tailored to their specific needs.

Photo: GIS Work Order Module, Town of Magrath



Cemetery information varies greatly from one cemetery to another, we worked alongside municipal staff to ensure each edit form was fully customized to meet the needs on their specific cemetery. Municipal staff can now add documents to specific plots (purchase agreements, headstone photos) and track the financing and purchasing directly in the GIS.

The largest undertaking by GIS staff in 2023 was the creation of the Work Order module within the GIS. This new module allows users to create, track and edit work orders from the office or in the field. A work order can be created on either a pre-existing infrastructure asset or a user defined area. The system then prompts a user to enter details about the work required to be completed such as priority, dates of completion, materials, and a detailed description of the project. The system then sends an auto-generated email to select employees responsible for conducting the work and at the same time, creates a new layer on the GIS showing the area of interest. The module comes equipped with capabilities to search work orders by status, priority, department, employee, and dates, and spatially creates a visual inventory of what work orders have been created and completed. This module has been highly successful and has been utilized very heavily by a number of municipalities who now rely solely on this module for their work order system.

2024 will bring another major enhancement to the GIS system as staff are in the preliminary steps of adding an asset management module to the GIS system. This module will assist municipalities with their annual Tangible Capital Asset (TCA) reporting as well as provide information on replacement valuation and long-term infrastructure capital planning.

■ Recognition of Service

Board of Directors

5+ Years

Tanya Smith
Dean Ward
Suzanne French
Morris Zeinstra
Peggy Losey
Marinus de Leeuw
Don Norby
David Cody

10+ Years

Dave Filipuzzi
Don Anderberg

15+ Years

Gord Wolstenholme

20+ Years

Brad Koch

40+ Years

Ron Davis



Above: Town of Clareholm

■ Recognition of Service

ORRSC Staff

5+ Years

Jennifer Maxwell

10+ Years

Ryan Dyck
Kaylee Sailer

15+ Years

Bonnie Brunner
Mladen Kristic
Lenze Kuiper
Gavin Scott
Jaime Thomas
Jordan Thomas

20+ Years

Steve Harty
Diane Horvath

40+ Years

Mike Burla
Sherry Johnson

Subdivision Statistics

A total of 160 Subdivision applications were processed during the 2023 calendar year. The status of these applications, as of December 31, 2023 are as follows:

144 Approved or Approved on Condition

14 Pending

1 Refused

1 Withdrawn

MEMBER MUNICIPALITY	# of Subdivisions	Boundary Line Adj	DECISION				NEWLY CREATED LOTS (By Use)								
			A or A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	TOTAL
Cardston County	14	1	11	1	-	2	-	-	-	18	3	-	-	-	21
City of Brooks	3	-	2	-	-	1	-	2	-	-	1	-	-	-	3
County of Warner No. 5	11	-	9	-	-	2	-	-	1	12	2	-	-	-	15
Lethbridge County	29	17	28	-	-	1	3	4	16	12	2	-	-	-	37
Municipal District of Pincher Creek No. 9	9	1	9	-	-	-	5	-	-	6	-	-	-	-	11
Municipal District of Ranchland No. 66	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Municipal District of Willow Creek No. 26	15	10	13	-	1	1	-	-	6	7	2	-	-	-	15
Municipal District of Taber	19	5	18	-	-	1	-	-	-	14	2	-	-	-	16
Municipality of Crowsnest Pass	10	3	8	-	-	2	20	-	-	-	-	-	6	-	26
Town of Bassano	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Town of Cardston	4	1	4	-	-	-	12	2	3	-	-	-	-	-	17
Town of Claresholm	3	1	3	-	-	-	1	1	-	-	-	-	-	-	2
Town of Coalhurst	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Fort Macleod	7	-	4	-	-	3	10	-	2	-	-	1	2	-	15
Town of Magrath	4	1	4	-	-	-	8	-	-	-	-	-	-	-	8
Town of Milk River	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Town of Nanton	1	-	1	-	-	-	1	2	-	-	-	-	-	-	3
Town of Nobleford	2	-	2	-	-	-	1	1	-	-	-	-	-	-	2
Town of Picture Butte	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Pincher Creek	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1
Town of Raymond	3	2	3	-	-	-	14	-	-	-	-	-	-	-	14
Town of Stavely	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Vauxhall	4	-	4	-	-	-	8	-	3	-	-	-	-	-	11
Town of Vulcan	1	-	1	-	-	-	-	1	-	-	-	-	-	-	1
Village of Arrowwood	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Village of Barnwell	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Barons	1	-	1	-	-	-	-	-	-	-	-	1	-	-	1
Village of Carmangay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Champion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Coutts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Cowley	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Duchess	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Glenwood	1	-	1	-	-	-	4	-	-	-	-	-	-	-	4
Village of Hill Spring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Lomond	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Milo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Stirling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Warner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Vulcan County	15	16	14	-	-	1	1	1	-	7	2	-	-	-	11
TOTAL	160	61	144	1	1	14	89	14	31	76	14	2	8	0	234

■ Chinook Intermunicipal SDAB

The Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB) is a quasi-judicial board comprised of appointed persons from participating municipalities. The Chinook Intermunicipal SDAB is a regional board which provides municipalities with shared access to a large pool of certified board members and board clerks. ORRSC offers regular in-house training to board members to ensure the legislative requirement is met.

13 SDAB Appeals Received

10 SDAB Hearings Held

13 SDAB Members Trained (new and recertified)

49 Board Members Appointed

■ Regional Assessment Review Board

The Regional Assessment Review Board (ARB) is long-standing quasi-judicial board established under the Municipal Government Act, and is responsible for making decisions regarding property assessment complaints. The Regional ARB is comprised of both appointed lay-members and Councillors from participating municipalities who have completed the provincially mandated training.



7 Hearings Held*

*11 Appeals were held concurrently in 1 Hearing



22 Residential Complaints Filed

8 Commercial Complaints Filed



10 Complaints Withdrawn

Right: Town of Coalhurst



■ ORRSC Periodical

2023 Editions

Spring 2023

Campgrounds

Summer 2023

Temporary Uses

Fall 2023

Liquor and Land Use

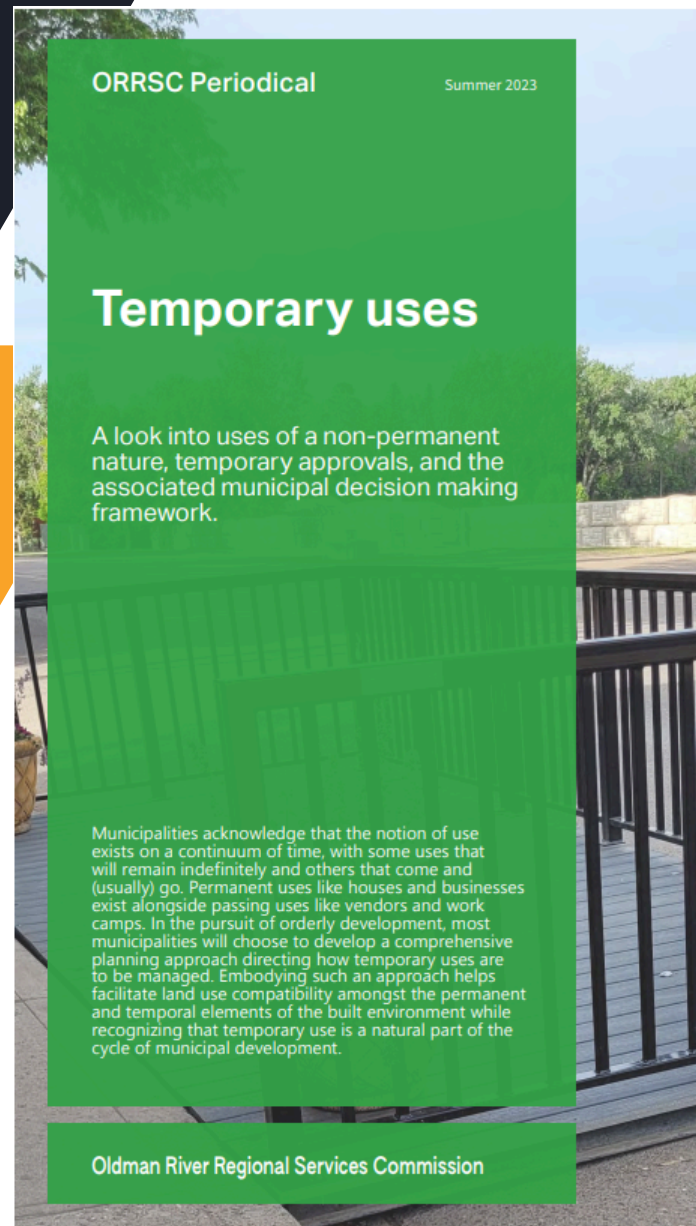
Winter 2023

Slope Adaptive Development

■ What is the Periodical?

The ORRSC Periodical is a quarterly publication focusing on planning topics of a regional interest and the promotion of best practices.

The Periodical is researched, written, and designed in house by ORRSC staff.



Copies of the current and past editions of the Periodical can be found at www.orrsc.com.

Financial Statements

The following pages consist
of the Independent Auditor's
Report prepared by KPMG LLP.

Financial Statements of

**OLDMAN RIVER REGIONAL
SERVICES COMMISSION**

And Independent Auditor's Report thereon

Year ended December 31, 2023



KPMG LLP
3410 Fairway Plaza Road South
Lethbridge, AB T1K 7T5
Canada
Telephone 403 380 5700
Fax 403 380 5760

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2023, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 11, 2024

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

DRAFT

December 31, 2023, with comparative information for 2022

	2023	2022
Financial assets		
Cash and short-term deposits	\$ 215,450	\$ 460,068
Accounts receivable (note 4)	62,895	51,631
Cash not available for current operations	192,986	350,035
	<u>471,331</u>	<u>861,734</u>
Financial liabilities		
Accounts payable and accrued liabilities	\$ 225,957	\$ 241,114
Deferred revenue	20,000	20,000
Debt	40,000	40,000
	<u>285,957</u>	<u>301,114</u>
Net financial assets	185,374	560,620
Non-financial assets		
Prepaid expenses and deposits	7,522	11,356
Capital assets (note 5)	630,982	502,140
	<u>638,504</u>	<u>513,496</u>
Accumulated surplus (note 10)	823,878	1,074,116
Commitments (note 6)		

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 13)	2023 Actual	2022 Actual
Revenue:			
Municipal contributions	\$ 985,947	\$ 985,948	\$ 941,570
GIS member fees	560,753	526,463	556,608
Application fees	310,000	203,605	249,815
Other revenue	59,700	96,523	99,058
Service fees	400,000	127,557	85,759
Finalization fees	-	56,780	64,144
Interest income	12,000	47,353	24,509
Extention fees	-	5,520	6,210
	2,328,400	2,049,749	2,027,673
Expenses:			
Salaries and benefits	2,071,015	1,995,158	1,855,012
Occupancy costs	34,700	59,436	48,193
Equipment	104,000	55,294	44,384
Repairs and maintenance	15,001	41,971	36,855
Telephone	16,000	24,931	27,895
Staff travel	13,000	15,415	13,945
Miscellaneous	1,250	11,207	22,798
Professional fees	13,000	10,450	9,000
Members' fees	5,000	7,383	6,144
Members travel	8,000	7,105	1,646
Consulting fees	1	6,720	11,465
Advertising	5,000	6,338	4,863
Janitorial	6,000	6,000	7,502
Public relations	2,000	4,924	10,513
Staff training and conferences	7,000	4,792	5,170
Printing and duplicating	4,500	2,134	4,937
Land titles office	2,500	2,051	3,008
Office and general	5,500	1,376	8,233
Interest and bank charges	-	647	1,014
Postage	7,500	16	4,135
Amortization	-	36,119	39,804
	2,320,967	2,299,467	2,166,516
Deficiency of revenues over expenses before the undernoted item	7,433	(249,718)	(138,843)
Other expense:			
Loss on sale of capital assets	-	(520)	-
Deficiency of revenues over expenses	\$ 7,433	\$ (250,238)	\$ (138,843)

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Deficiency of revenue over expenses	\$ (250,238)	\$ (138,843)
Items not involving cash:		
Amortization	36,119	39,804
Loss on sale of capital assets	520	-
	(213,599)	(99,039)
Changes in non-cash operating working capital:		
Accounts receivable	(11,264)	14,452
Prepaid expenses and deposits	3,834	4,333
Accounts payable and accrued liabilities	(15,157)	(25,081)
	(236,186)	(105,335)
Capital activities:		
Purchase of capital assets	(165,481)	(8,072)
Decrease in cash and short-term deposits	(401,667)	(113,407)
Cash and short-term deposits, beginning of year	810,103	923,510
Cash, end of year	\$ 408,436	\$ 810,103
Cash is represented by:		
Cash and short-term deposits	\$ 215,450	\$ 460,068
Cash not available for current operations	192,986	350,035
	\$ 408,436	\$ 810,103

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	Budget	2023	2022
Excess of revenue over expenses	\$ 7,433	\$ (250,238)	\$ (138,843)
Acquisition of tangible capital assets	--	(165,481)	(8,072)
Loss on disposal of tangible capital assets	--	520	--
Amortization of tangible capital assets	--	36,119	39,804
	7,433	(128,842)	31,732
Decrease in prepaid expenses	--	3,834	4,333
Change in net financial assets	7,433	(375,246)	(102,778)
Net financial assets, beginning of year	560,620	560,620	663,398
Net financial assets, end of year	\$ 568,053	\$ 185,374	\$ 560,620

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2023

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan called the Local Authorities Pension Plan ("LAPP"). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2023 the Commission did not have any liabilities associated with contaminated sites.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2024, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3400 - Revenue :

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This standard has been deferred by PSAB and is now effective for fiscal years beginning on or after April 1, 2023

(ii) PSG-8 - Purchased Intangibles:

The Canadian Public Sector Accounting Board issued a new guideline, PSG 8 - Purchased Intangibles. This new guideline explains the scope of the intangibles now allowed to be recognized in financial statements given the removal of the recognition prohibition relating to purchased intangibles in Section PS 1000. The key aspects of this guideline are:

- A definition of purchased tangibles.
- Examples of items that are not purchased intangibles.
- References to other guidance in the PSA Handbook on intangibles.
- Reference to the asset definition general recognition criteria and the GAAP hierarchy for accounting for purchased intangibles.

(iii) PS 3160 - Public Private Partnerships:

The Canadian Public Sector Accounting Board issued a new standard, PS 3160, Public Private Partnerships in April 2021. This section establishes standards for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements.

This section is effective for fiscal years beginning on or after April 1, 2023 and may be applied retroactively with or without prior period restatement. Early adoption is permitted.

3. Change in accounting policy :

Effective January 1, 2023, the Commission adopted the new accounting standard PS 3280 Asset Retirement Obligations and applied the standard using the modified retroactive approach. The adoption had no effect on the financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

4. Accounts receivable:

	2023		2022	
Trade receivables	\$	51,254	\$	46,990
Goods and services tax		11,641		4,641
	\$	62,895	\$	51,631

5. Capital assets:

	2023		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	407,324	366,073
General contents	408,053	272,851	135,202
Other equipment	13,678	13,097	581
Vehicles	83,140	54,691	28,449
Computer	171,216	150,539	20,677
	\$ 1,529,484	\$ 898,502	\$ 630,982

	2022		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	392,071	381,326
General contents	280,461	267,448	13,013
Other equipment	13,678	13,097	581
Vehicles	53,411	42,499	10,912
Computer	173,446	157,138	16,308
	\$ 1,374,393	\$ 872,253	\$ 502,140

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

6. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2022.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

7. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately \$7,284.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it is to continue on a year to year basis until written notice of termination on December 31, 2024.

8. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, as such, the Commission is economically dependent on its members.

9. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2023	2022
Total debt limit	\$ 1,024,874	\$ 1,013,836
Total debt	(40,000)	(40,000)
Amount of debt limit unused	\$ 984,874	973,836
Debt servicing limit	\$ 204,975	202,767
Debt servicing	(40,000)	(40,000)
Amount of debt servicing limit unused	\$ 164,975	\$ 162,767

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

10. Accumulated surplus

	2023	2022
Net assets:		
Unrestricted	-	221,941
Investment in capital assets	630,982	502,140
Internally restricted	192,896	350,035
	823,878	1,074,116

Internally restricted net assets is comprised of the following:

	2023	2022
Operating reserve fund	175,228	175,017
Capital reserve fund	17,668	175,018
	192,896	350,035

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

11. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 291,259 employees of approximately 437 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 8.45% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.23% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.23% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2023 were \$147,035 (2022 - \$137,670). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2023 were \$130,483 (2022 - \$123,539).

At December 31, 2022 the Plan disclosed an actuarial surplus of \$12.7 billion.

12. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

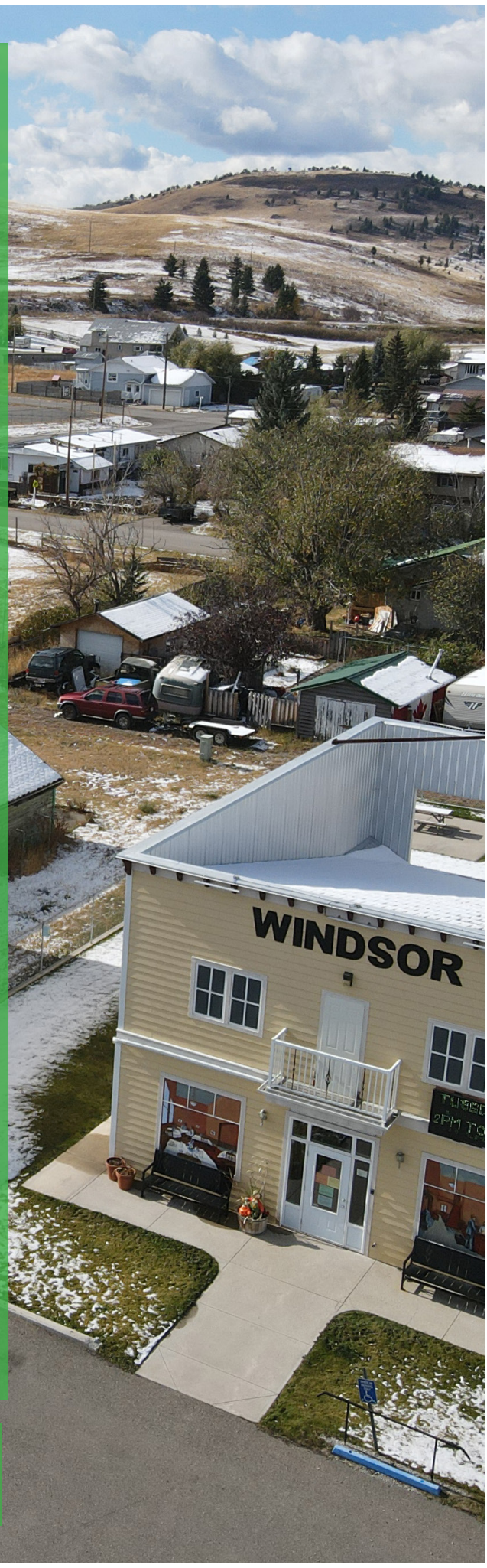
13. Budget information:

The budget information was approved by the Executive on November 10, 2022.

Hamlets

The urban element of rural planning and its potential for sustained growth.

Hamlets are common throughout southern Alberta and exist in all shapes and sizes in the jurisdiction of rural municipalities. For a typical hamlet to thrive, key ingredients must be provided – some of which will not be present unless substantial investment is made. Where a hamlet is in decline, it can be preserved through careful land use management to provide for these lasting settlements to maintain their potential for renewed significance.



Hamlet Context

In Alberta, municipalities are incorporated as entities including cities, towns, villages, municipal districts & counties, and specialized municipalities. The benefits of incorporation are conventional and well-understood, the most obvious of which is autonomy – the ability to manage an entity’s own affairs to the extent afforded to it by the province. On the other side of the coin, unincorporated communities are commonplace and come in a variety of forms spanning the spectrum from informal to organized and small to big - even Gasoline Alley in Red Deer County or the Vegas Strip in Clark County! Unincorporated communities include localities (any place or area with scattered population), townsites (federally administered villages), improvement districts and special areas (governed by the province), and hamlets. This periodical looks to examine the characteristics, challenges and opportunities pertaining to hamlets common to the ORRSC Region and the process of becoming and/or departing from this form.

Hamlets are usually small population centres that typically don’t exceed 1000 people (although many exceptions exist) and are governed by the rural municipality within which they exist. In this framework, the notion of a hamlet boundary is somewhat of an oxymoron. Still, boundaries can be useful for the administration and planning of these settlements and can be established by resolution of Council when a hamlet is designated. In reverse fashion, a municipality becomes unincorporated when it goes through a dissolution process and foregoes its governance structure in favour of the municipality that takes it over.

If hamlets don’t have control over their own land use and administrative decisions what’s the point of congregating together in a fashion that might incite land use conflict? Humans settle together to enjoy the social and economical benefits of proximity to one another. As these settlements grow, so do the concerns and challenges that come with proximity, which is why it’s sometimes desired to take control of the matters that directly affect them. For many hamlets, formation (incorporation into a municipality) is unrealistic, which means that hamlets will continue to be fixtures on the rural municipal landscape.

Legislative Framework & Dissolution

Part 4 of the *Municipal Government Act* (MGA) deals with the form of municipalities – including formation, amalgamation, annexation and dissolution. Specifically, Section 77 of the MGA provides for the formation of a: municipal district, village, town, city or specialized municipality. Formation can be initiated by a municipality but is ultimately at the behest of the Minister of Municipal Affairs. Despite the ability for new municipalities to form, no new formations have taken place since 2001. Of note are Summer Villages, which continue to exist despite that new Summer Villages cannot officially be created.

Most hamlets were established as rail siding communities, agricultural service centres or coal mining communities and have since receded in population after the associated economic activity was no longer viable or disappeared. For example, in Lethbridge County, the origins of Kipp are initially associated with a trading post in the area called Fort Kipp. Diamond City has a history going back over 100 years as it became a village in 1910 and just two years after incorporation as a village it was incorporated as a town with a population of 800 people. Its fortunes as a community were tied to the coal mine, and when the business foundered in the 1920s, the population began to decline.



Source: ORRSC

Notable Designated Hamlets in ORRSC Region:

Grassy Lake – 856
(MD of Taber)

Granum – 557
(MD of Willow Creek)

Shaughnessy – 388
(Lethbridge County)

Burdett – 331
(County of Forty Mile)

Lundbreck – 289
(MD of Pincher Creek)

Monarch – 217
(Lethbridge County)

Diamond City – 204
(Lethbridge County)

Hays – 196
(MD of Taber)

Moon River Estates – 145
(MD of Willow Creek)

Mountainview – 87
(Cardston County)

Beaver Mines – 85
(MD of Pincher Creek)

Source: Statscan 2021 Census

Dissolution, on the other hand, is the process where a municipality disbands as a corporate entity. The MGA stipulates procedural requirements respecting dissolution, for the purpose of ensuring that it is not undertaken whimsically and without due process. A viability review must be undertaken if requested by the municipality, if a sufficient petition is submitted (30% of electors of the municipality) or if the Minister believes a review is warranted. The viability review process includes an in-depth look at the financial affairs of a municipality and engagement with the rural municipality that would prospectively inherit the subject municipality should it dissolve. Following submission of the review the Minister can elect to initiate an Order in Council to address matters stemming from the review or hold a vote of electors respecting dissolution. If the vote is in the affirmative, the Minister will recommend that the Lieutenant Governor in Council dissolve the municipality.

A dissolution order will stipulate the effective date of the dissolution and address governance and financial matters. Like with annexation, the plans and bylaws of the former municipality remain in place until the receiving municipality elects to change them. For example, the Land Use Bylaw of the former Town of Granum (dissolved in 2020) will remain in place until/if the MD of Willow Creek decides to establish new zoning and standards for it within the MD's Land Use Bylaw.

Hamlet Scenarios and Challenges

The Municipality of Crowsnest Pass – a specialized municipality created in 1979 that brought together 4 former urban municipalities and Improvement District No. 5 – is an interesting case study on unincorporated community management. The CNP scenario is so unique that the Crowsnest Pass Regulation (repealed in 2022) was brought into place to address the geographical and organizational circumstances, including the calculation of grants and distinguishing between urban and rural fire service areas. When a municipality dissolves, like in the case of Blairmore, Coleman, Bellevue and Frank, its former boundary typically continues to have meaning – whether it is formalized or not. This is often reflected in some type of urban oriented zoning to distinguish developed areas from fringe areas. The CNP used a system of 3 wards in attempt to provide distinct political representation and resource allocation for different areas of the municipality up until 1998 when it was abandoned in favour of a single political system. Similarly, in terms of zoning, the CNP's Land Use Bylaw uses a standard set of urban districts applicable to all urban areas within the municipality. Although eligible to be designated as hamlets, the fact that the municipality has not gone about this process begs the question of whether there is still value in doing so in Alberta.

The presence of hamlets across rural municipalities owes its existence to pioneering industries like mining, farming and most of all, the railway. The sprawling Canadian Pacific Railway (now Canadian Pacific Kansas City - CPKC) was built largely between the late 1800s to 1930. Settlements



Source: ORRSC

were strung out along the railway lines like beads on a string, at separation distances of 5 to 10 miles to maintain accessible distances for steam engine functionality. This also served farmers by providing a reasonable distance to get their crops to market. Some of these settlements flourished while just as many gradually lost prominence. This effect is readily apparent along the CPKC lines including the mainline that traverses in an east-west orientation through the County of 40 Mile, MD of Taber, Lethbridge County, MD of Willow Creek and MD of Pincher Creek – where a linear pattern of settlement exists. The close proximity of competing service centres led to many settlements falling out of favour. For those that didn't incorporate, hamlet status often means a countdown to eventual abandonment.

While dying with dignity is the reality for some hamlets, many others are enjoying growth and the amenities that come with it. In the MD of Taber, the hamlets of Hays, Enchant and Grassy Lake (former village dissolved in 1996) have the benefit of piped water (including water meters) and wastewater utility systems operated by the MD through partnership with the Highway 3 Regional Water Services Commission and the Vauxhall & District Water Services Commission. The provision of municipal services is an obvious facilitator of growth, with the MD continuing to develop residential subdivisions in response to the demand – having the effect of increasing the population of Grassy Lake to well beyond its pre-dissolution level. In the case of the former Town of Granum in the MD of Willow Creek, an infrastructure assessment was undertaken as part of the dissolution study, revealing the need for infrastructure improvements that the MD funded using a Special Tax levied against hamlet landowners under Section 382 of the MGA.

Whereas small urban municipalities often struggle with the financial burden of developing and maintaining infrastructure, rural municipalities may be better equipped to handle such an undertaking. The old adage of “if you build it they will come” is a double edged sword as it relates to land development done by municipalities. Although a private developer is free to take market risks as it sees fit, a municipal council must be more careful as a public entity answerable to the electorate. Still, the case for hamlet servicing as a means of community revival is unlikely to attract the attention of a private developer. A municipality equipped with the financial resources may choose to invest in its hamlets, and if so should be sure to have in place the benefit of hamlet specific planning to support and guide the investment.

For many municipalities the existence of a post office, grain elevator or school is reason enough to invest. With the post office comes a reason to come to “town” and perhaps stay for coffee at the cafe. With the grain elevator a place to do business. But with a school a sense of community is strengthened and can be a foundation upon which further investment in the hamlet is justified. With schools comes housing and sports facilities which can garner pride, citizen driven volunteerism and a real sense of place. Within the ORRSC Region ten hamlets have schools.



Source: Livingstone Range School Division

Municipal Government Act

59(1) The council of a municipal district or specialized municipality may designate an unincorporated community described in subsection (2) that is within its boundaries to be a hamlet.

(2) An unincorporated community may be designated a hamlet if the community

a. consists of 5 or more buildings used as dwellings, a majority of which are on parcels of land smaller than 1850 square metres,

b. has a generally accepted boundary and name, and

c. contains parcels of land that are used for non-residential purposes.

(3) The designation of a hamlet must specify the hamlet's name and boundaries.

Planning and Regulating Hamlets

Lethbridge County recently completed hamlet growth studies for 8 of its hamlets. The studies took stock of existing conditions, providing a yardstick of future opportunities in the face of current challenges. In terms of scope, a hamlet will identify growth opportunities like servicing capacity, vacant lots, employment opportunities, growth areas and recreational amenities, against a review of contaminated sites, servicing shortfalls, and conflict with existing land uses like confined feeding operations. While these documents don't have statutory standing on their own, Lethbridge County linked these studies in its municipal development plan, thereby giving standing to the vision established in the hamlet studies. The implementation of the growth studies included bestowing Urban Fringe zoning to help safeguard certain growth areas until needed for urban hamlet expansion.

The land use bylaws of rural municipalities typically contain one or more hamlet land use districts that address their hamlets as a whole, or in some cases, individually. For example, in addition to its uniform hamlet districts, the MD of Willow Creek's Land Use Bylaw deals with the Hamlet of Moon River Estates in a separate land use district – providing for a custom solution to the unique circumstances of the community. Given the variable nature of hamlet servicing scenarios, most districts will be clear about parcel sizes for serviced (or partially serviced) hamlet lots as well as for unserviced lots. For example, the County of Warner's Land Use Bylaw requires a 929 m² (10,000 ft²) lot where it has only piped sewer, but 1,858 m² (20,000 ft²) where no services or only water service is provided. This lot size range aligns with the MGA requirement for hamlets, and the unserviced lot size can be thought of as the absolute minimum needed for a soil based private sewage disposal systems – depending on a multitude of considerations like system size and soil composition - and comes from early versions of the *Planning Act*.

Given their sparse population, and low land prices, hamlets can be magnets for hoarding, derelict properties and challenging socioeconomic situations. It's important that a rural municipality set clear expectations in the form of an unsightly premises or community standards bylaw to ensure that hamlets don't succumb to the downward pressure that sometimes exists. The regulation of recreational vehicles (RVs) is another matter that often comes to light in the hamlet context. A rural land use bylaw should be clear about RV storage and RV use in a hamlet, necessitating clear definitions and corresponding development standards. For instance, the Vulcan County Land Use Bylaw allows for the use of one RV on a developed hamlet parcel for a period not exceeding 72 hours, either consecutively, or cumulatively within a 7-day period.

The Planning of rural municipalities takes on a duplicity of thought one rural and one urban. Urban planning need not be equated to the needs of cities and towns, but needs to have enough standards to create a foundation for investment.



Source: ORRSC

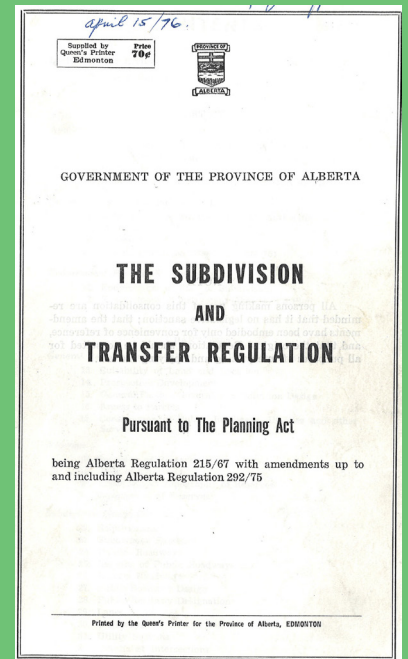
Grassy Lake: A Story of Change

It's clear that the corporate status of a community isn't a pre-requisite to its ability to grow, as evidenced by the significant growth the Hamlet of Grassy Lake has experienced over the past 25 years. At the time of dissolution in 1996, Grassy Lake had a population of 327 persons. According to the 2021 federal census, Grassy Lake's population is 856. The Hamlet serves an important role in advancing the MD of Taber's Municipal Development Plan goals to accommodate higher density residential development within hamlets and bolster their economic viability and service centre function.

Concluding Remarks

Hamlets exist in a no-man's land on the spectrum of organized communities – with some ability for recognition but little in terms of status. For rural municipalities, promoting hamlet development helps to serve the objective of preserving farmland, while also allowing for some diversification of the assessment base. When a hamlet thrives, it can be a useful service centre with employment generating uses and recreational amenities. A strong sense of place is attached to historic hamlets that sometimes contain nothing more than a general store, community hall and a postal box (like Twin Butte in the MD of Pincher Creek). Whether or not a hamlet is on a growth trajectory to reach critical mass and an opportunity for incorporation is irrelevant to the fact that hamlets must continue to be safeguarded as an important part of the rural municipal landscape.

It is common for hamlets to be unserved or partially serviced with water and sewer. The lot size requirements found in most Land Use Bylaw's in the ORRSC Region come from the 1967 Subdivision and Transfer Regulation pursuant to the Planning Act. The Act stipulated a minimum lot size for single-unit residential use of 10,000 ft² for lots with only sewer servicing; 15,000 ft² for lots with only water servicing; and 20,000 ft² (or 0.45 acres – the same as is in Section 59 of the MGA) for lots not having any services.



For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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