



# **AGENDA**

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

**Monday, 28 October, 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 – 15<sup>th</sup> October, 2024

### **4.0 PUBLIC HEARING**

4.1 Bylaw No. 952-24 Land Use Bylaw No. 841-15 Amendment – Manufactured Homes within Manufactured Home Parks

### **5.0 DELEGATION**

5.1 SouthGrow Regional Initiative – Peter Casurella

### **6.0 REQUESTS FOR DECISION**

6.1 Bylaw No. 952-24 Land Use Bylaw No. 841-15 Amendment – Manufactured Homes within Manufactured Home Parks – Second and Third Reading

6.2 Policy No. 507 Community and Seniors Centre and Lions Park Building Rental Policy Update

6.3 Shaughnessy Community Association – Request for donation

6.4

6.5

### **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

9.1.2 2024 Pool Report

9.2 Family & Community Support Services – Report to Municipalities – Outreach Services, 2024

## **10.0 CORRESPONDENCE**

- 10.1 North County Health Foundation – Shade donation
- 10.2 Picture Butte High School – Remembrance Day Ceremony
- 10.3

## **11.0 INFORMATIONAL ITEMS**

- 11.1 Oldman River Regional Services Commission – Executive Committee Meeting Minutes – July, 2024
- 11.2 Oldman River Regional Services Commission – Board of Director Meeting Minutes – June, 2024
- 11.3

## **12.0 CLOSED SESSION**

- 12.1 FOIP Act Division 2 Section 22 – Union Negotiations
- 12.2 FOIP Act Division 2 Section 19 – CAO Evaluation
- 12.3

## **13.0 ADJOURNMENT**

**MINUTES**  
OF THE  
**PICTURE BUTTE TOWN COUNCIL MEETING**  
HELD IN  
**COUNCIL CHAMBERS**  
**Tuesday, October 15<sup>th</sup>, 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  
Director Emergency Services – F. West  
Administrative Assistant – C. Johnson

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF THE AGENDA**

301 2410 15 MOVED by Councillor de Kok that the agenda be approved as amended:  
ADD: 6.4 Requests from Remembrance Day Committee  
12.4 CAO Evaluation  
CARRIED

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting – September 23<sup>rd</sup>, 2024

302 2410 15 MOVED by Councillor Feist that the Regular Council Meeting minutes of  
September 23<sup>rd</sup>, 2024 be approved as amended:  
CHANGE:  
Councillor Neels – September 17 - Picture Butte Library Board Meeting  
CARRIED

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

**5.0 DELEGATION**

5.1 Monty Cahoon – Aggressive Dog Complaint / Information

Mr. Cahoon and Karen Hann attended the meeting to share their side of the story regarding the aggressive dog complaints. They shared their research into the definition of an Aggressive dog and how it compared to our municipality's definitions. Ms. Hann agreed that our definition is consistent and correct. Mr. Cahoon and Ms. Hann went over in detail the events that lead to the three complaints that lead to the aggressive dog classification. They reiterated that the dog was scared and has a loud, shrill bark that can scare people. The dog has not bitten anyone and should not be listed as aggressive. Mr. Cahoon has abided by the Bylaw Officer's orders of not leaving the dog unattended outside the home and shortening the lead. Mr. Cahoon had a complaint that prior to receiving the letter regarding the dog becoming classified as aggressive, he did not speak to the Bylaw Officer regarding any formal complaints. This came as a shock. Council will look into whether Mr. Cahoon received notification about the complaints before the classification. Mr. Cahoon and Ms. Hann are aware that they should be appealing this case to the Aggressive Dog Committee and paying the fee, however they wanted to make sure Council was made aware of the issue and did not know who was on the committee.

303 2410 15 MOVED by Councillor Feist to direct Administration to send a letter to Mr. Cahoon outlining the aggressive dog appeal process and explain that the fee will be returned if he is successful in the appeal; if the fee is a financial hardship, a waiver can be requested but no guarantee of it being granted.  
CARRIED

## 6.0 REQUESTS FOR DECISION

### 6.1 Emergency Services Department Commendation Policy

304 2410 15 MOVED by Councillor de Kok to accept the Department Commendations Policy as presented.

CARRIED

### 6.2 Economic Development Committee Application – Evert Van Essen

305 2410 15 MOVED by Councillor de Kok to appoint Evert Van Essen as a member of the Economic Development Committee.

CARRIED

### 6.3 Traffic Bylaw No. 927-22

306 2410 15 MOVED by Councillor Neels to approve the first reading of Traffic Bylaw No. 927-22.

CARRIED

### 6.4 Requests from Remembrance Day Committee

307 2410 15 MOVED by Deputy Mayor Papworth to allow the Remembrance Day Committee to use the portable stage at the Community Centre for the Remembrance Day Service.

CARRIED

## 7.0 MAYOR'S REPORT

### 7.1 Mayor's Report

September 24-27 Attended Alberta Municipalities Conference  
October 4 Attended a Mayors and Reeves meeting  
October 7 Attended a Health Professional Attraction and Retention meeting  
October 8,10,11 Attended CUPE Negotiations

308 2410 15 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:

September 24-27 Attended Alberta Municipalities Conference  
October 7 Attended a Health Professional Attraction and Retention meeting

Councillor de Kok advised Council of his recent activities:

October 3 Attended a SouthGrow meeting  
October 4 Attended a Southern Alberta Energy from Waste Association meeting  
October 8,10,11 Attended CUPE negotiations

Deputy Mayor Papworth advised Council of her recent activities:

September 24-27 Attended Alberta Municipalities Conference  
September 25 Attended a Green Acres Board meeting  
October 2 Attended a Remembrance Day Committee meeting  
October 15 Attended a North County Health Foundation meeting

Councillor Neels advised Council of her recent activities:

September 24-27 Attended Alberta Municipalities Conference  
October 9 Attended a Chinook Arch Marketing meeting  
October 9 Attended a Friends of Chinook Arch AGM



309 2410 15            MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented.  
CARRIED

## 9.0 ADMINISTRATION'S REPORT

### 9.1 CAO Report

310 2410 15            MOVED by Deputy Mayor Papworth to accept the CAO Report as presented.  
CARRIED

#### 9.1.1 Director of Emergency Services Report

311 2410 15            MOVED by Councillor de Kok to accept the Director of Emergency Services Report as presented.  
CARRIED

## 10.0 CORRESPONDENCE

### 10.1 City of Lethbridge Mayor Blaine Hyggen – Physician Recruitment and Retention

312 2410 15            MOVED by Deputy Mayor Papworth to approve the signing of the Physician Recruitment and Retention Advocacy letter and return to the City of Lethbridge to be forwarded to the Minister of Health.  
CARRIED

### 10.2 Lethbridge Northern Irrigation District Operational update

313 2410 15            MOVED By Councillor de Kok to receive and file correspondence Lethbridge Northern Irrigation District Operational update.  
CARRIED

### 10.3 Resident Feedback re: Speed bumps on 9<sup>th</sup> Street North

314 2410 15            MOVED by Councillor Neels to direct Administration to send a letter to the resident stating that the speed bumps will be staying on 9<sup>th</sup> Street.  
CARRIED

### 10.4 Minister of Municipal Affairs, Ric McIver – Carbon Tax Impacts

315 2410 15            MOVED by Councillor de Kok to receive and file correspondence Minister of Municipal Affairs, Ric McIver – Carbon Tax Impacts.  
CARRIED

### 10.5 Letter re: Cat Cruelty

316 2410 15            MOVED by Councillor Feist to direct Administration to follow up with Cat Task Force to see if they have any capacity in their stray cat program for 2025.  
CARRIED

## 11.0 INFORMATIONAL ITEMS

### 11.1 Picture Butte Municipal Library – Wine and Cheese Treasure Hunt Invitation

317 2410 15            MOVED by Councillor de Kok to allow any Council members to attend the Picture Butte Municipal Library Wine and Cheese Treasure Hunt.  
CARRIED

- 11.2 Barons-Eureka-Warner Family & Community Support Services – Board Meeting Minutes – September 4<sup>th</sup>, 2024
- 11.3 Oldman River regional Services Commission Periodical – Home Occupations

318 2410 15            MOVED by Councillor de Kok to receive and file Informational Items 11.2 & 11.3.  
CARRIED

**12.0 CLOSED SESSION**

- 12.1 FOIP Act Division 2 Section 16 – Southern Alberta Energy from Waste Association – Vender Proposals
- 12.2 FOIP Act Division 2 Section 21 – Regional Emergency Management Agreement
- 12.3 FOIP Act Division 2 Section 22 – Green and Inclusive Community Building Application
- 12.4 FOIP Act Division 2 Section 19 – CAO Evaluation

319 2410 15            MOVED by Councillor Neels to close the meeting to the public in accordance with Division 2 Section 16, 21 and 22 of the Freedom of Information and Protection of Privacy Act to discuss Southern Alberta Energy from Waste Association Veder Proposals, Regional emergency Management Agreement, and Green and Inclusive Community Building Application at 8:32 p.m.  
CARRIED

320 2410 15            MOVED by Councillor Feist to open the meeting to the public at 8:57 p.m.  
CARRIED

321 2410 15            MOVED by Deputy Mayor Papworth to approve the signing of the updated Regional Emergency Management Partnership Agreement.  
CARRIED

322 2410 15            MOVED by Councillor de Kok to approve the GICB application as prepared by Administration.  
CARRIED

K. Davis and C. Johnson left the meeting at 8:58 p.m.

323 2410 15            MOVED by Deputy Mayor Papworth to close the meeting to the public in accordance with Division 2 Section 19 of the Freedom of Information and Protection of Privacy Act to discuss CAO Evaluation at 8:58 p.m.  
CARRIED

324 2410 15            MOVED by Councillor Neels to open the meeting to the public at 9:30 p.m.  
CARRIED

**13.0 ADJOURNMENT**

The next Regular Council Meeting is scheduled for October 28<sup>th</sup>, 2024 beginning at 6:30 p.m.

325 2410 15            MOVED by Councillor de Kok that the Regular Council Meeting adjourn at 9:30 p.m.  
CARRIED

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Cathy Moore  
 Mayor

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Keith Davis  
 Chief Administrative Officer

# Memo

**To:** Keith Davis, CAO Town of Picture Butte  
Town of Picture Butte Council

**File:** 5D-86

**From:** Kattie Schlamp, ORRSC Planner

**Date:** October 23, 2024

**Re:** Proposed Bylaw No. 952-24 Land Use Bylaw Amendment – Manufactured Housing within approved Manufactured Home Parks

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Bylaw No. 952-24 proposes to amend Land Use Bylaw No. 841-15 for the purpose of streamlining the approval process for dwellings categorized as a Manufactured home 2 that are proposed to be located within an approved Manufactured home park.

Manufactured homes are separated into two categories in Land Use Bylaw 841-24 and are defined as follows:

**Manufactured home 1** (Single-detached dwelling) means a new dwelling unit or portions of a dwelling unit that is built in a factory or portions of dwelling units that are built in a factory or location other than on the lot intended for occupancy. These are a new factory built structure that is manufactured in accordance with CSA and the Alberta Building Code, is transportable in one or more sections, and is used as a place for human habitation; but which is not constructed with a permanent hitch, chassis or other device allowing transport of the unit other than for the purpose of delivery to a permanent site. Single-detached manufactured homes include the following: manufactured, modular, and prefabricated, but this definition does not include ready-to-move, manufactured home 2 (as defined in this Bylaw), park model recreational units, park model trailers or travel trailers.

**Manufactured home 2** (Single-detached dwelling) means a manufactured home that has been either previously occupied, is new or does not meet the definition or standards of Manufactured home 1. These are commonly or have previously been referred to as “Mobile homes” and may consist of “Double-wide”, which means a manufactured home consisting of two sections, moved separately, that are joined together into one integrated dwelling unit on site, or “Single-wide” which means a manufactured home designed to stand alone as a single dwelling unit. This definition does not include ready-to-move, manufactured home 1 (as defined in this Bylaw), park model recreational units, park model trailers or travel trailers.

Currently Manufactured home 1 is a permitted use, permits are issued by the Development Officer, and Manufactured home 2 is a discretionary use requiring approval by the Municipal Planning Commission. This amendment would allow the Development Officer to approve applications for Manufactured home 2 where it is to be sited within an approved Manufactured home park on lands designated as Manufactured Home – R2. The Manufactured home 2 must meet the eligibility criteria established in Section 2 of the R2 land use district, including the requirement to be no older than 10 years.

Where the dwelling does not meet the age eligibility requirement but will be located within an approved Manufactured home park it is proposed the use may be considered by the Development Officer as a Discretionary Use Type B. This would require the circulation of the application to adjacent landowners for comment prior to a decision being made in accordance with Part 1, Section 33 of the Land Use Bylaw. If the dwelling is proposed to be located outside of an approved manufactured home park, or a manufactured home park where each dwelling is sited on its own titled lot, the application will continue to be treated as a Discretionary Use Type A and referred to the Municipal Planning Commission for their consideration.

As Manufactured home parks are a discretionary use, listed only within the R2 land use district, adjacent landowners have the ability to comment on the proposed manufactured home park prior to its approval and during the land use bylaw amendment process should the parcel require redistricting to the R2 land use district. Furthermore, manufactured homes being sited within an approved manufactured home park require approval from the landowner, or park manager, prior to being located on the site. Administration feels that with these steps in place for the public to comment on the manufactured home park and the required approval from the park's owner or manager, that the permit process for Manufactured home 2 could be streamlined by allowing the use to be permitted when the specific requirements outlined above are met.

Bylaw 952-24 also proposes an amendment to the definition of Manufactured home park in order to provide clarity by establishing a Manufactured home park is to be developed on a single title and does not include instances where each lot within the manufactured home park is privately owned. This has been proposed to ensure it is clear what constitutes a Manufactured home park for the purposes of determining when the Development Officer has the authority to use the permit as a permitted use.

Notice of proposed Bylaw 952-24 was placed in the newspaper for two consecutive weeks following first reading of the bylaw to notify the public of the Public Hearing for consideration of this bylaw. Additionally, the proposed bylaw was circulated to Lethbridge County for their comment in accordance with the Intermunicipal Development Plan between the Town and County.

### **Resident Comments**

No comments from the public had been received at the time of writing this report.

### **Lethbridge County Comments**

Attached.

### **RECOMMENDATION**

That Council complete second and third reading to adopt Bylaw No. 952-24 as presented.

Respectfully submitted,



Kattie Schlamp  
ORRSC Planner

## Keith Davis

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**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Monday, October 07, 2024 2:54 PM  
**To:** Keith Davis  
**Subject:** RE: Land Use Bylaw Amendment No. 952-24 Notification

Keith,  
Thank you for the referral. Lethbridge County has no concerns with the proposed amendment.

Regards,



**Hilary Janzen, RPP, MCIP**  
Manager, Planning and Development  
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca  
[www.lethcounty.ca](http://www.lethcounty.ca)

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

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**From:** Keith Davis <keith@picturebutte.ca>  
**Sent:** Wednesday, September 11, 2024 10:49 AM  
**To:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Subject:** Land Use Bylaw Amendment No. 952-24 Notification

Hi Hilary

Town of Picture Butte Council passed 1<sup>st</sup> reading of Bylaw No. 952-24 an amendment to the land use bylaw (LUB). The proposed amendment is to allow Manufactured Homes 2 (as defined in the LUB) to be a permitted use on unsubdivided lots within an approved manufactured home park (single title).

Attached is the public notice and proposed bylaw amendment. If you have any feedback that you would like to be considered please let me know by the 24<sup>th</sup> of October.

If you have any questions please let me know.

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

**TOWN OF PICTURE BUTTE  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 952-24**

**A BYLAW OF THE TOWN OF PICTURE BUTTE IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 841-15, BEING THE MUNICIPAL LAND USE BYLAW.**

**WHEREAS** the Council of the Town of Picture Butte wishes to amend the Land Use Bylaw to allow used manufactured homes within approved manufactured home parks on a single title to be a permitted use.

**AND WHEREAS** a Public Hearing, as required by Section 692 of the Municipal Government Act, will be held prior to second reading of this Bylaw;

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Picture Butte, in the Province of Alberta, duly assembled does hereby enact the following:

1. Part 2, Land Use Districts, Map and Regulations, Manufactured Home – R2, Permitted Uses is amended by adding the following text:

*Manufactured Home 2 - both double-wide and single wide on an unsubdivided leased plot within approved Manufactured home parks (single title)*

2. Part 2, Land Use Districts, Map and Regulations, Manufactured Home – R2, Section 2, Eligible Homes is amended by adding the following text as subsection 3 and existing text for sequential numbering.

(3) *Used factory-built manufactured homes to be located on an unsubdivided leased plot within approved Manufactured home parks (single title) that meet the age requirement in subsection (2) shall be processed as a permitted use. Any manufactured homes to be located on an unsubdivided leased plot within approved Manufactured home parks (single title) requesting a waiver to the dwelling's age shall be processed as a Discretionary Use Type B.*

3. Part 6, Definitions, Manufactured home park be amended by adding the underlined text:

**Manufactured home park** means a single parcel of land maintained and operated by an owner or a manager providing multiple or grouped spaces on unsubdivided leased plots for the long-term parking and occupancy of manufactured homes and spaces for ancillary facilities including recreation area.

4. Bylaw No. 841-15 being the Land Use Bylaw is hereby amended and consolidated.

5. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 9<sup>th</sup> day of September 2024.

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**Mayor** – Cathy Moore

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**Chief Administrative Officer** – Keith Davis

READ a **second** time this \_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
**Mayor** – *Cathy Moore*

\_\_\_\_\_  
**Chief Administrative Officer** – *Keith Davis*

READ a **third** time and finally passed this \_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
**Mayor** – *Cathy Moore*

\_\_\_\_\_  
**Chief Administrative Officer** – *Keith Davis*



## Municipal Policy Manual

**NAME:** Community / Seniors Centre/ **Lions Park Building** Rental Policy

**SECTION: 500 No: 507**

**COUNCIL MOTION NUMBER:** 813 2012 14

**UPDATED:** December 14, 2020

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### **1. PURPOSE**

- 1.1. To establish general guidelines for the rental and operation of the Town of Picture Butte Community / Seniors/ **Lions Park Building** Centre.

### **2. POLICY**

- 2.1. 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.
- 2.2. All persons using the facility, other than those with an ongoing rental agreement, must complete and sign a rental agreement, with all rental fees and damage deposit paid in advance of their rental date.
- 2.3. The damage deposit must be paid by **cheque**, cash or credit card preauthorization.
- 2.4. Use of the Picture Butte Community / Seniors Centre/ **Lions Park Building** shall be confined to the area(s), date(s) and time(s) stated on the rental application form.
- 2.5. A renter may not sublet the Picture Butte Community / Seniors Centre/ **Lions Park Building**, nor may the application or rental privileges be transferred or assigned.
- 2.6. No bookings are deemed confirmed or considered final until payment is received in full by the Town of Picture Butte Administration Office minimum of 48 hours prior to booking.
- 2.7. Each group using the Picture Butte Community / Seniors Centre/ **Lions Park Building** shall designate one person responsible for signing the rental agreement as well as being responsible for signing keys out and returning them to the Town Office. This person will be used as point of contact for the organization / booking party.
- 2.8. Keys must be picked up at the Town Office no later than 3:00 p.m. on the day of the booking and returned by 12:00 p.m. the next day. Keys may be dropped off in the Town Office mailbox located at the Town of Picture Butte Administration Building after regular business hours.
- 2.9. The Town of Picture Butte will not release keys to the Picture Butte Community / Seniors Centre/ **Lions Park Building** until full payment for facility use, the damage deposit and a copy of the liquor license / permit (if necessary) have been received.
- 2.10. In the event the function is serving alcohol, it is the responsibility of the renter, at their sole cost and expense to:
  - 2.10.1. Obtain an appropriate liquor license / permit
  - 2.10.2. Post the liquor license / permit in accordance with AGLC requirements.
  - 2.10.3. Provide the Town of Picture Butte with a copy of the liquor license / permit prior to the rental date.





## Municipal Policy Manual

- 2.11. The organization / booking party is responsible to supply their own materials including paper towels, dishcloths, tea towels, dish soap, bowls, pots and pans, casserole dishes, and tablecloths when booking the kitchen.
- 2.12. The renter shall leave the Picture Butte Community / Seniors Centre/ **Lions Park Building** and grounds in the same or better condition as it was prior to the booking. This includes completing all items on the checklist provided at the time of booking. Should damage exist or cleaning be required, Town staff will perform the necessary tasks and will charge the cost to the renter.
- 2.13. In the event of damage, negligence in cleaning, or missing items, funds required to repair, replace, or clean the area in question will be deducted from the damage deposit before return. If a full damage deposit is not returned, a written explanation of deductions will be presented to the renter.
- 2.14. Decorations, streamers, wall hangings, etc. may only be hanged from the walls using low-adhesive tape. Staples, nails, tacks, pins or glue are expressly prohibited. Any damage to walls or paint that results from items hanged on the walls will be deducted from the renter's damage deposit, regardless of the material used.
- 2.15. No animals are permitted in the Picture Butte Community / Seniors Centre/ **Lions Park Building**, with the exception of service dogs, as defined in the Service Dogs Act.
- 2.16. If the Community Centre/ **Lions Park Building** rental is cancelled 10 days before the rental date then 75% of the rental cost will be refunded. If the Community Centre/ **Lions Park Building** rental is cancelled 3 days before the rental date then 50% of the rental cost will be refunded. A cancellation of the Community Centre/ **Lions Park Building** that is less than 3 days before the rental no refund will be given. Applicants must complete and submit a refund application form to the Town Office for any refunds requested.
- 2.17. The booking party shall be responsible for the care, custody and control of the Picture Butte Community / Seniors Centre/ **Lions Park Building** and shall also be responsible for the safekeeping and safety of the people on the premises during the event. The booking party shall be responsible to provide their own liability insurance protection for their event. All booking parties must supply adequate supervision while on Town of Picture Butte property.



## SHAUGHNESSY COMMUNITY ASSOCIATION



PO BOX 22, Shaughnessy, AB T0K 2A0

October 2, 2024

Dear: Friends & Neighbors

We are very happy to invite you to participate in our 19th annual Fundraising Auction and Supper. It will be held November 2, 2024. We are having a Beef Supper at 6:00. Tickets are \$10.00. A live auction will start at 7:00 with silent auction and raffle items on display and bids placed until near the end of the evening, as well as a Pie Auction.

We are asking for your support by way of a donation of any gift (s) to be placed in the auction. We also hope that you and/or your staff will be able to participate in our fundraiser. Cash donations will also be gratefully accepted.

As you may know, the former Shaughnessy School is now our community Centre. Currently we host two monthly Country Music Jam Sessions, twice weekly flea markets and monthly pancake breakfasts; we also have community dances, family activities & dinners as well as a yearly Memorial Car Show & Shine and indoor pickle ball groups. Not only do many of Shaughnessy's residents participate in our events, but also people from Picture Butte, Nobleford, Diamond City, Turin, Coaldale, Coalhurst, Taber, Barons, Raymond and Lethbridge just to name a few.

Proceeds of this fundraising event will help with our monthly facility expenses as well as enable us to make some much-needed repairs and improvements.

We value our relationship with your organization and will ensure your contribution to this auction will be recognized throughout the community.

We hope we can count on your support this year. Please contact the undersigned S.C.A. Representative, or you can call Gerrie-Mae at 403 381-3847 by October 24, 2024 and let her know how you will participate in this auction. Our Board Members will be happy to answer any questions you may have about this event.

Doors open at 5:30, dinner at 6PM, Auction at 7PM. Dinner tickets are \$10.00 each, kids age 10 & under \$5.00. A Cash Bar will be available and children are welcome to attend with parents.

Thank you for your support

*Gerrie Mae Zillman*



**Saturday,  
November 2nd, 2024  
Annual Dinner  
& Auction Night**

**DOORS 5:30PM/DINNER 6PM/AUCTION 7PM**

**DINNER \$10.00 AND CHILDREN 10 AND UNDER \$5.00**

(Children are welcomed accompanied by adult)

**Dinner for Volunteers is Complimentary. If you have Volunteered  
contact 403-381-3589 in advance for your ticket.**

**Cash Bar**

**Live, Silent & Pie Auction**

**Come Out &**

**Support**

**our Community!**





## 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: 24 October, 2024  
To: Mayor, Council  
From: CAO

### **Wastewater Project**

We have not heard anything from the ministers that we sent letters to.

### **Phase 3 Sanitary Main Install (4<sup>th</sup> Street from Hwy 25 to Crescent Ave.)**

This project is substantially complete. There are a couple of things that residents have complained about that we are working through. Final billing also has to be finalised and approved.

### **Dr. Recruitment**

- I have entered into an agreement with Hire Standard out of Lethbridge to assist the Dr. Edegbe and the Town in hiring an Office Manager. This was organised late last week.
- Dr. Edegbe is coming to visit Town on the 3<sup>rd</sup> and 4<sup>th</sup> of November. I have lined up Dr. Mohamed to meet us at Piyami at 9:00 a.m. to give us an orientation of the clinic and equipment.
- I reached out to Clayton Koster re: rentals but have not heard back from him.

### **Miscellaneous Items since last Council meeting**

- I have been very busy and have been sick for the past couple of weeks.
- I have attended a number of meetings that have taken time away from doing projects I am not getting to. The meetings include all day union negotiation meetings, ambulance accreditation meeting, recruiting agency meetings, meeting with landowners re: future development and a Regional Waste Management Commission meeting.
- Mr. Cahoon has paid for an appeal for the aggressive dog classification. We will schedule an appeal hearing so Council can consider both sides of the argument.
- All the participating municipalities have signed the regional emergency management bylaw.
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### **HOLIDAY STATUS**

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 41 days

**Submitted by:** Keith Davis, CAO



## Director of Parks and Recreation 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: 24 October, 2024

To: Mayor, Council

From: Director of Parks and Recreation

### **Current Parks & Recreation Activity**

- **Parks Maintenance-** Irrigation lines have been blown out, pool winterized, parks equipment serviced and put in storage for winter. New cameras have been purchased for the Lions park bathrooms and contractors have begun the installation process.
- **Sunset Park-** Town owned lots have been seeded with grass
- **New Trees-** 25 trees have been purchased and will be planted in the coming weeks
- **North County Recreation Complex** – Curling arena has been turned on and club is currently making ice. Signed an Agreement with Live Barn to install their system so users will now be able to subscribe and watch games and events from there phone. System will be installed in the next few months.

**Cor Van Raay Aquatic Centre-** Prepared annual pool report. Received a donation from North County Health Foundation of \$5000 for the purchase of more sun shades

**Submitted by:** Curtis Van Dorp



## Memorandum

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

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

Date: October 22, 2024

To: Mayor, Council

From: Curtis Van Dorp

### Re: Cor Van Raay Community Aquatic Centre

#### Summary:

2024 Pool season review, attendance, pool survey, revenue and expenses. 2025 recommendations are purchase more pool shades, pool toys, fix beach entry to be less slippery. Programming highlights Aquafit was offered Mondays and Wednesdays and had a total of 62 admissions, Lane swim was offered Tuesdays and Thursdays and had a total of 52 admissions. My recommendation for the 2025 season programming is we extend hours for more public swimming, offer adult lessons add more aquafit and lane swim.

#### Recommendation:

That Council receives the 2024 documentation of the pool season as information and directs the Administration if comments are required.

#### Background:

##### *Yearly Passes and Swimming Lessons*

| Year | Yearly Passes |               |       | Swimming Lessons |               |       |
|------|---------------|---------------|-------|------------------|---------------|-------|
|      | Residents     | Non-Residents | Total | Residents        | Non-Residents | Total |
| 2020 | 34            | 7             | 41    | 0                | 0             | 0     |
| 2021 | 58            | 56            | 114   | 145              | 130           | 275   |
| 2022 | 66            | 19            | 85    | 289              | 265           | 554   |
| 2023 | 89            | 22            | 111   | 187              | 305           | 492   |
| 2024 | 62            | 26            | 88    | 185              | 266           | 451   |

##### *Daily Admissions and Summary*

| Year | Daily Admissions |               |       | Admission Summary |               |       |
|------|------------------|---------------|-------|-------------------|---------------|-------|
|      | Residents        | Non-Residents | Total | Best Day #        | Daily Average | Total |
| 2020 | 2,648            | 1,998         | 4,646 | N/A               | 183           | 5,321 |
| 2021 | 2,694            | 3,037         | 5,731 | 321               | 129           | 8,513 |
| 2022 | 2835             | 2314          | 5149  | 234               | 90            | 7407  |
| 2023 | 2667             | 2272          | 4939  | 196               | 89            | 7349  |
| 2024 | 2983             | 2927          | 5910  | 266               | 91            | 8476  |

- Non-residents' estimates could be higher due to human error at the reception desk.

### Hourly Rentals

|      | Hourly Rentals |                 |
|------|----------------|-----------------|
| Year | Schools        | Private Lessons |
| 2020 | 0              | 0               |
| 2021 | 0              | 0               |
| 2022 | 19             | 16              |
| 2023 | 15             | 20              |
| 2024 | 17.5           | 18              |

### Revenues

|      | Revenues   |               |                  |           |            |
|------|------------|---------------|------------------|-----------|------------|
| Year | Lessons \$ | Admissions \$ | Other Revenue*** | Expenses  | Total      |
| 2020 | 0          | \$7,338       | \$42,328         | \$212,490 | \$-162,824 |
| 2021 | \$14,520   | \$30,048      | \$98,397         | \$258,491 | \$-115,526 |
| 2022 | \$32,490   | \$27,622      | \$140,070        | \$331,707 | \$-131,525 |
| 2023 | \$25,975   | \$27,914      | \$87,073         | \$321,809 | \$-180,847 |
| 2024 | \$27,913   | \$30,776      | \$92,308         | \$234,571 | \$-68,253  |

- The County of Lethbridge started to fund the Town due to non-residents using the facilities in 2021.
- The Pool Loan was paid off in Fall of April 2024 in the amount of \$270,459.69
- Twelve guards received signing bonus
- Eight guards received an end of season bonus (Three guards didn't meet required hours and one quit).
- We believe the signing bonuses and year end bonus increased applicants as we had a much more easier hiring process compared to previous years.



## Pool User Satisfaction Survey

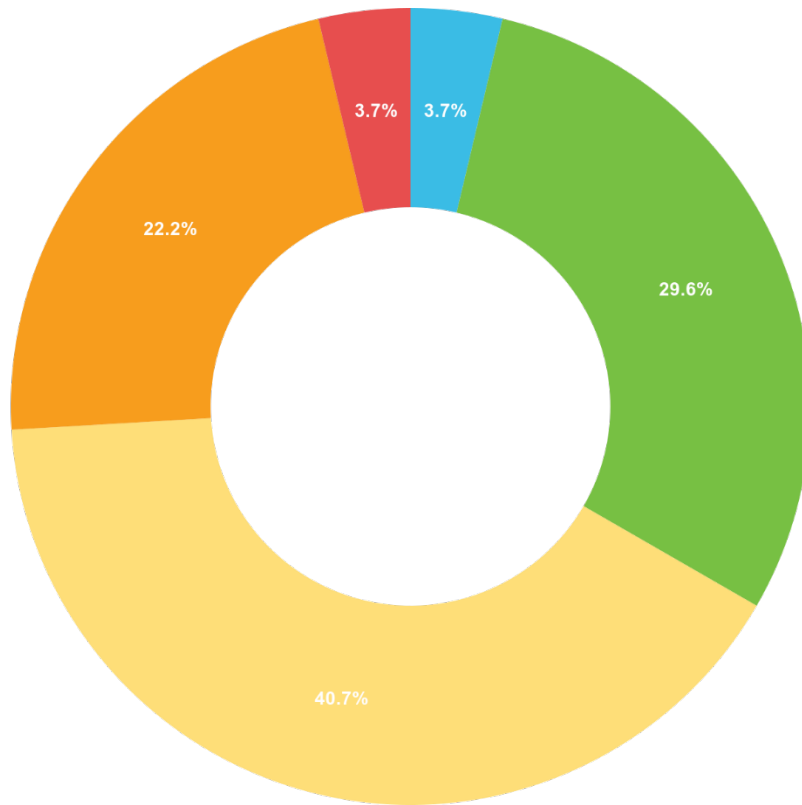
We want your feedback! The Town of Picture Butte is completing a survey from the users of the Cor Van Raay & Community Aquatic Centre for the 2024 season. Let us know how you thought the season went, what improvements could be made and any other feedback you have.

**Q1** What is your age group?

Multiple Choice

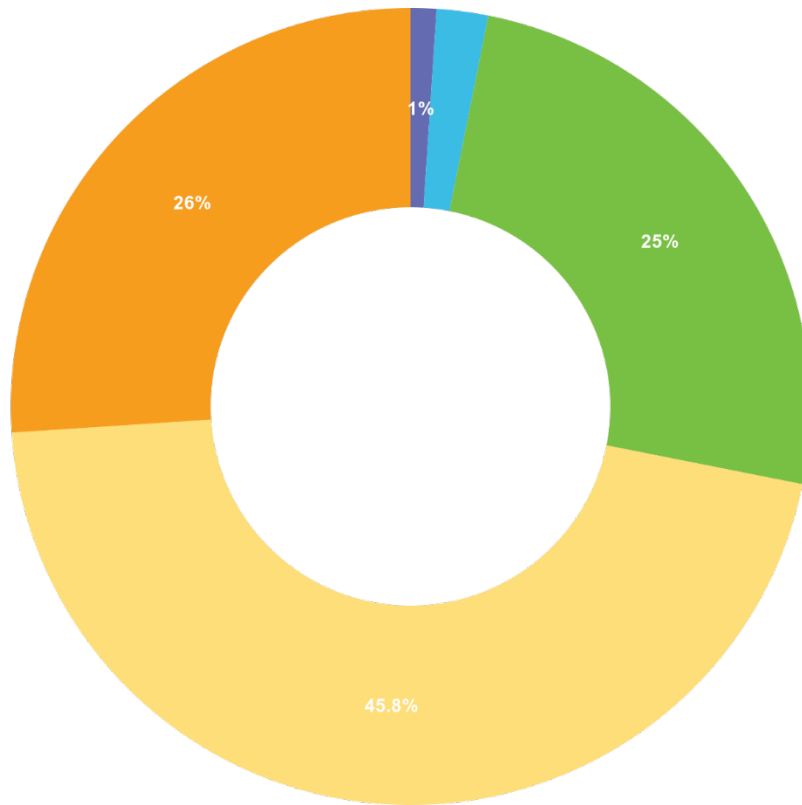
|   | <b>Choice</b> | <b>Totals</b> |
|---|---------------|---------------|
| ● | 0-18 years    | 0             |
| ● | 19-24 years   | 1             |
| ● | 25-34 years   | 8             |
| ● | 35-49 years   | 11            |
| ● | 50-64 years   | 6             |
| ● | 65+ years     | 1             |





**Responses** 27 **Answered** 27 **Unanswered** 0

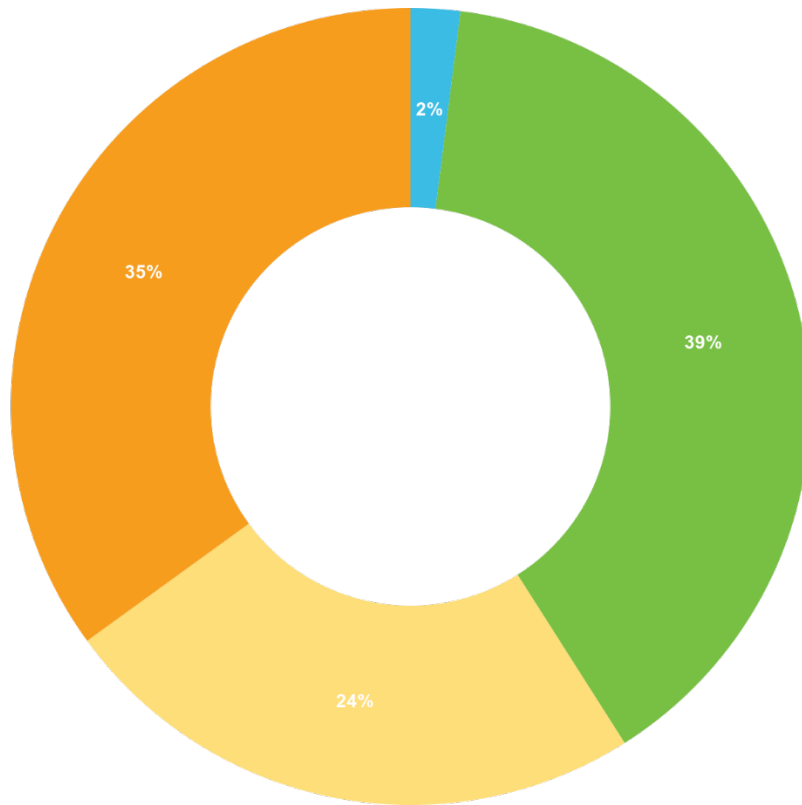
**Q2** How would you rate your overall experience at the Pool this season?  
Rating



|   | Value | Label     | Rating | Total |
|---|-------|-----------|--------|-------|
| ● | 1     | Poor      | 1      | 1     |
| ● | 2     | Not Great | 2      | 1     |
| ● | 3     | Okay      | 24     | 8     |
| ● | 4     | Great     | 44     | 11    |
| ● | 5     | Excellent | 25     | 5     |

Responses 27 Answered 26 Unanswered 1 Rating Average 4 — Great

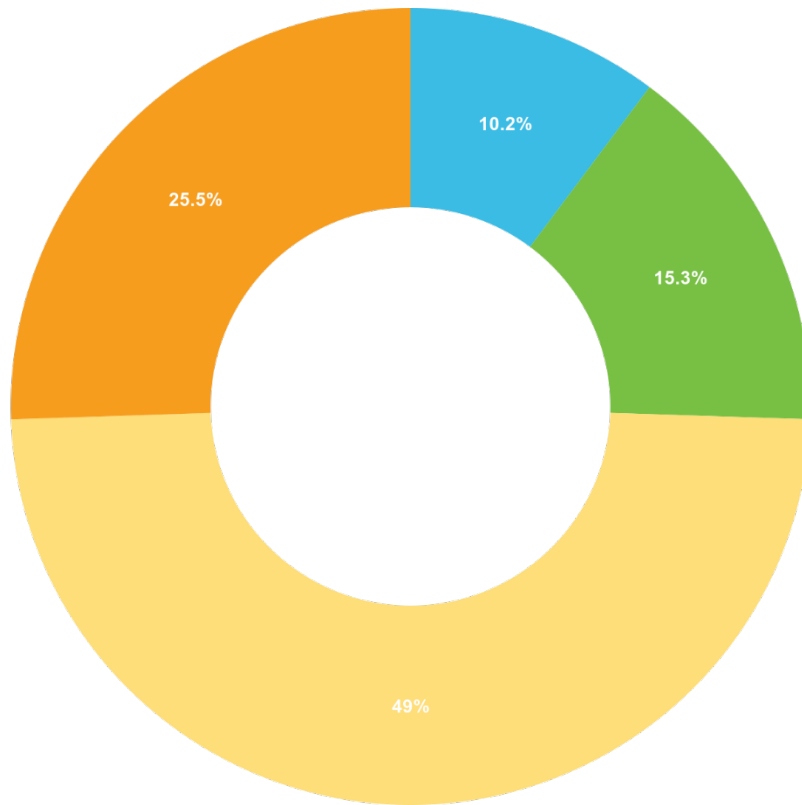
**Q3** How would you rate the cleanliness of the Pool this season?  
Rating



|   | Value | Label         | Rating | Total |
|---|-------|---------------|--------|-------|
| ● | 1     | Poor          | 0      | 0     |
| ● | 2     | Below Average | 2      | 1     |
| ● | 3     | Average       | 39     | 13    |
| ● | 4     | Above Average | 24     | 6     |
| ● | 5     | Excellent     | 35     | 7     |

Responses 27 Answered 27 Unanswered 0 Rating Average 4 — Above Average

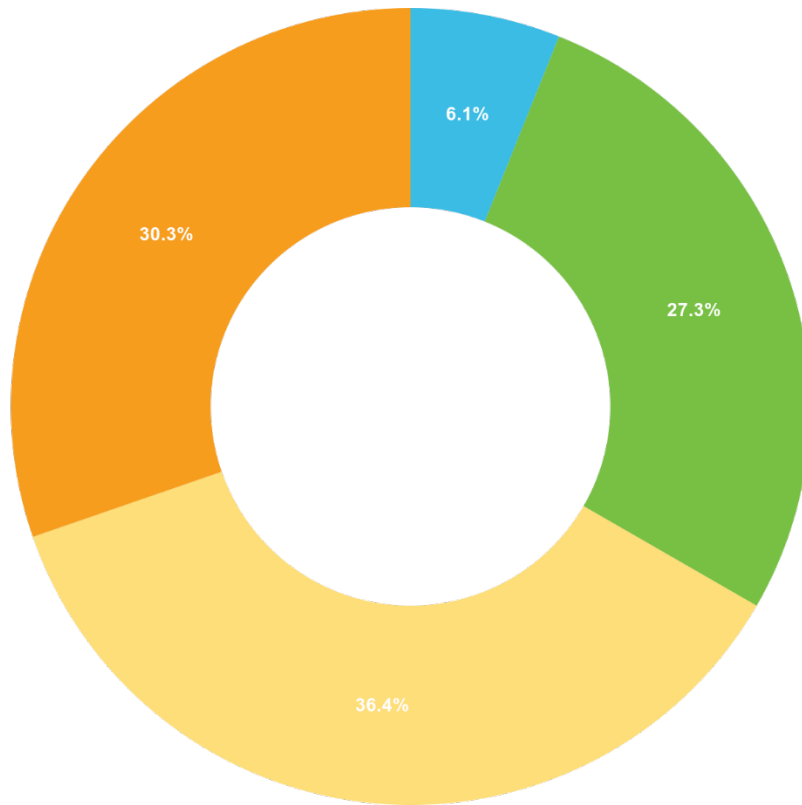
**Q4** How would you rate the staff at the Pool this season? Were they friendly and helpful?  
Rating



|   | Value | Label                  | Rating | Total |
|---|-------|------------------------|--------|-------|
| ● | 1     | Poor                   | 0      | 0     |
| ● | 2     | Could have been better | 10     | 5     |
| ● | 3     | Okay                   | 15     | 5     |
| ● | 4     | Great                  | 48     | 12    |
| ● | 5     | Excellent              | 25     | 5     |

Responses 27 Answered 27 Unanswered 0 Rating Average 4 — Great

**Q5** What was your experience with accessing information about the Pool? ie. Pool schedules, swimming lessons, special events?  
Rating



|   | Value | Label   | Rating | Total |
|---|-------|---|--------|-------|
| ● | 1     | Terrible, could not find any information outside of physically going to the pool. | 0      | 0     |
| ● | 2     | Hard to find, got information through word of mouth.                              | 6      | 3     |
| ● | 3     | Not easy. Information was inconsistent or hard to find.                           | 27     | 9     |
| ● | 4     | Good, easy to find.   | 36     | 9     |
| ● | 5     | Excellent, I had no issues finding any information.                               | 30     | 6     |

**Responses 27** **Answered 27** **Unanswered 0** **Rating Average 4** — Good, easy to find.

**Q6** What types of upgrades to the pool would you like to see?

Essay

| Date                       | Response  |
|----------------------------|---|
| September 11, 2024 3:12 AM | None  |
| September 4, 2024 3:17 AM  | Lane ropes for lane swimming. I am sure there were some years ago. Better times for senior swim times - I suggested that the senior and mom & tots could happen at the same time. Seniors don't want to lane swim at 7 pm when it's cooling off outside   |
| August 30, 2024 7:15 PM    | Nothing would help  |
| August 25, 2024 7:13 PM    | Small slide in kiddy pool   |
| August 24, 2024 10:05 PM   | None  |
| August 17, 2024 3:19 AM    | Bigger deep end   |
| August 17, 2024 12:15 AM   | Aquafit back at lunch time, not just 4 evenings. More trees   |
| August 16, 2024 5:46 PM    | None  |
| August 15, 2024 3:22 AM    | N/a   |
| August 14, 2024 5:01 AM    | Fix the shower floors to make them less slippery. Make the beach entrance less slippery as well.  |
| August 14, 2024 4:51 AM    | Toddler slide, more flotation toys  |
| August 14, 2024 12:16 AM   | Possibly a climbing wall?   |
| August 13, 2024 11:41 PM   | Better swimming lesson instructors.   |
| August 13, 2024 11:12 PM   | Splash area   |
| August 13, 2024 10:57 PM   | Some shade to sit under   |
| August 13, 2024 3:43 PM    | More shade  |
| August 7, 2024 1:12 AM     | A bit more shade and a lazy chair for grandma 🛋️  |
| August 7, 2024 12:17 AM    | Maybe some more toys for kids   |
| August 6, 2024 8:28 PM     | Have the accessories work Example, orange ball does nothing   |
| August 5, 2024 2:23 PM     | I liked that you added the shade part to the pool. That was well done. I do find it very disrespectful of the town not to acknowledge where the money came from to build the pool. Some families donated upwards of 100k and there is no recognition anywhere. You go to other towns and they have walls of plaques with donors. There is lots of room. I think the town should do the right thing and acknowledge the people who helped build it |
| August 3, 2024 8:34 PM     | Toddler slide, chairs (reclining chairs would be  |

| Date                   | Response   |
|------------------------|--|
| August 3, 2024 4:53 AM | amazing), more picnic tables, proper infant change table in all change rooms   |
| August 3, 2024 4:37 AM | Vending machine, bottled water   |
| August 3, 2024 4:37 AM | The family change rooms need garbage bins. After changing a baby's diaper you have to go into the womens change room or back into the outside pool area to throw it away.                  |
| August 3, 2024 1:50 AM | A retractable roof or just an in closed pool would bring in more revenue and attraction for our town.  |
| August 2, 2024 9:45 PM | Toddler pool or toddler slide. More activities for kinds not old enough to use the big slide   |
| August 2, 2024 9:27 PM | Open more hours. Offer more adult lessons.   |
| August 2, 2024 9:25 PM | NONE. This pool cost \$3000000. Check the price of Vauxhall's pool. Nicer for \$800000. Coaldale upgrades. Nicer \$500000. Bad decisions were made right from the start of this money pit. |

**Responses** 27 **Answered** 27 **Unanswered** 0

**Q7** Would you like to see any changes to the scheduled hours of programming? Our scheduled hours of programming this season are:

Essay

| Date                       | Response   |
|----------------------------|--|
| September 11, 2024 3:12 AM | It would be very nice to see public swim go a bit later until 8 at the earliest, but 9 would be very nice  |
| September 4, 2024 3:17 AM  | I'd love to see more lane swimming times. And seniors swim at the same time as parents and tots  |
| August 30, 2024 7:15 PM    | More private rentals   |
| August 25, 2024 7:13 PM    | Yes, longer public swim  |
| August 24, 2024 10:05 PM   | Having an adult swim time would be really nice for people without children. The pool is a great Town amenity and everyone should be able to enjoy it.  |
| August 17, 2024 3:19 AM    | Public swim 7-9 so families can swim with husband/dads.  |
| August 17, 2024 12:15 AM   | Aquafit/lane swim at 1 along with the parents and tots it would utilize the pool more efficiently. More accessible for seniors at the lunch time than only at night  |
| August 16, 2024 5:46 PM    | No   |
| August 15, 2024 3:22 AM    | Earlier public swim on the weekends  |
| August 14, 2024 5:01 AM    | No it's OK. But maybe stay open longer.  |
| August 14, 2024 4:51 AM    | Public swim could be broken up with a half hour to hour break so the kids can get food and hydration and life guards can do the same. If admission is paid (not meaning swimming pass), then it would be the whole day if public was broken up. But then public swim could go to 8 and the exercise classes could go till 9. |
| August 14, 2024 12:16 AM   | I don't think so   |
| August 13, 2024 11:41 PM   | No   |
| August 13, 2024 11:12 PM   | No   |
| August 13, 2024 10:57 PM   | Maybe a sensory time for kids who get over whelmed by crowds   |
| August 13, 2024 3:43 PM    | Yes I would like to see Aquafit offered from 7 am to 8 am Mon-Friday   |
| August 7, 2024 1:12 AM     | No   |
| August 7, 2024 12:17 AM    | No   |
| August 6, 2024 8:28 PM     | Longer rental times available  |
| August 5, 2024 2:23 PM     | NA   |



| Date                   | Response  |
|------------------------|---|
| August 3, 2024 8:34 PM | No  |
| August 3, 2024 4:53 AM | Good  |
| August 3, 2024 4:37 AM | Most toddlers require a nap in the early afternoon so the parent and tot swim is not ideal in the 1-2pm time slot |
| August 3, 2024 1:50 AM | It's fine   |
| August 2, 2024 9:45 PM | N/A   |
| August 2, 2024 9:27 PM | Open earlier in the morning.  |
| August 2, 2024 9:25 PM | No  |

**Responses** 27 **Answered** 27 **Unanswered** 0

**Q8** What changes would you like to see to programming? ie. Alternate Aquafit and lane swim days, teen swim, adult swim lessons etc?

Essay

| Date                       | Response   |
|----------------------------|--|
| September 11, 2024 3:12 AM | None   |
| September 4, 2024 3:17 AM  | Already mentioned  |
| August 30, 2024 7:15 PM    | Adult swim lessons   |
| August 25, 2024 7:13 PM    | None   |
| August 24, 2024 10:05 PM   | Adults only swim times/pool party  |
| August 17, 2024 3:19 AM    | Unsure   |
| August 17, 2024 12:15 AM   | Aquafit and lane swim on weekends too  |
| August 16, 2024 5:46 PM    | More lane swim options.  |
| August 15, 2024 3:22 AM    | Adult swim   |
| August 14, 2024 5:01 AM    | It's good  |
| August 14, 2024 4:51 AM    | Teen swim 13-17, midnight swim (lights can be put on deck to see the bottom of the pool).  |
| August 14, 2024 12:16 AM   | Maybe offer swim patrol?   |
| August 13, 2024 11:41 PM   | None   |
| August 13, 2024 11:12 PM   | A late night swim/fun night  |
| August 13, 2024 10:57 PM   | Family swim would be nice to keep the crowds down a little   |
| August 13, 2024 3:43 PM    | Aquafit 7-8 am Mon- fri  |
| August 7, 2024 1:12 AM     | None   |
| August 7, 2024 12:17 AM    | No   |
| August 6, 2024 8:28 PM     | Open earlier in the d a  |
| August 5, 2024 2:23 PM     | Specialized events would be fun to bring kids in. Theme swim etc.  |
| August 3, 2024 8:34 PM     | Adult swim lessons or maybe like an intro to lane swim or something for those of us too shy to go try to figure it out ourselves. Haha! Preteen swim would be awesome, more fun/ activity days throughout the season |
| August 3, 2024 4:53 AM     | None   |
| August 3, 2024 4:37 AM     | None   |
| August 3, 2024 1:50 AM     | No   |
| August 2, 2024 9:45 PM     | Mom & tot days   |

**Date**

August 2, 2024 9:27 PM

August 2, 2024 9:25 PM

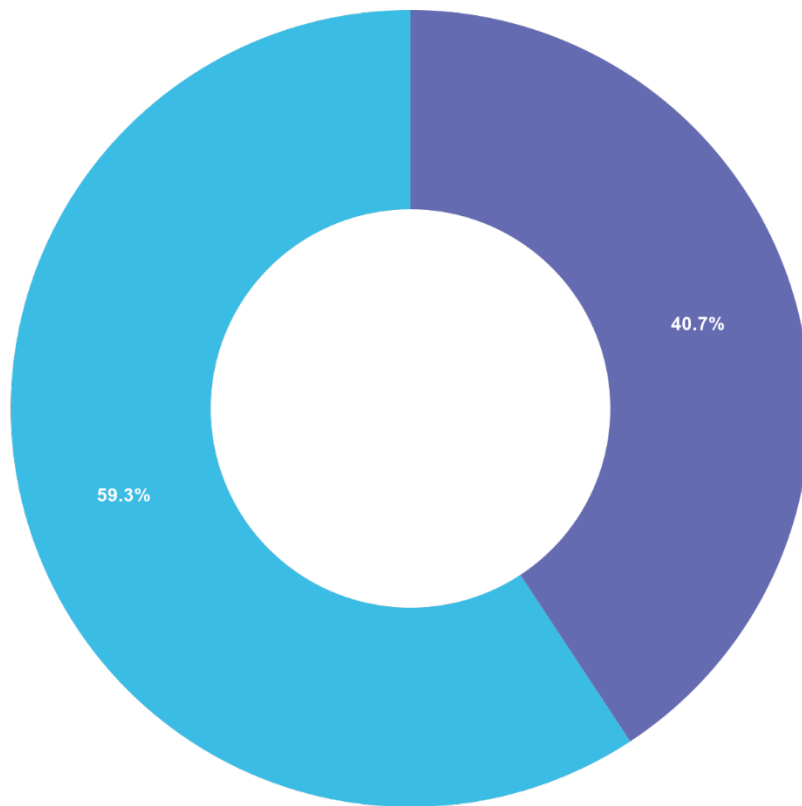
**Response**

Adult swim lessons

None

**Responses** 27 **Answered** 27 **Unanswered** 0

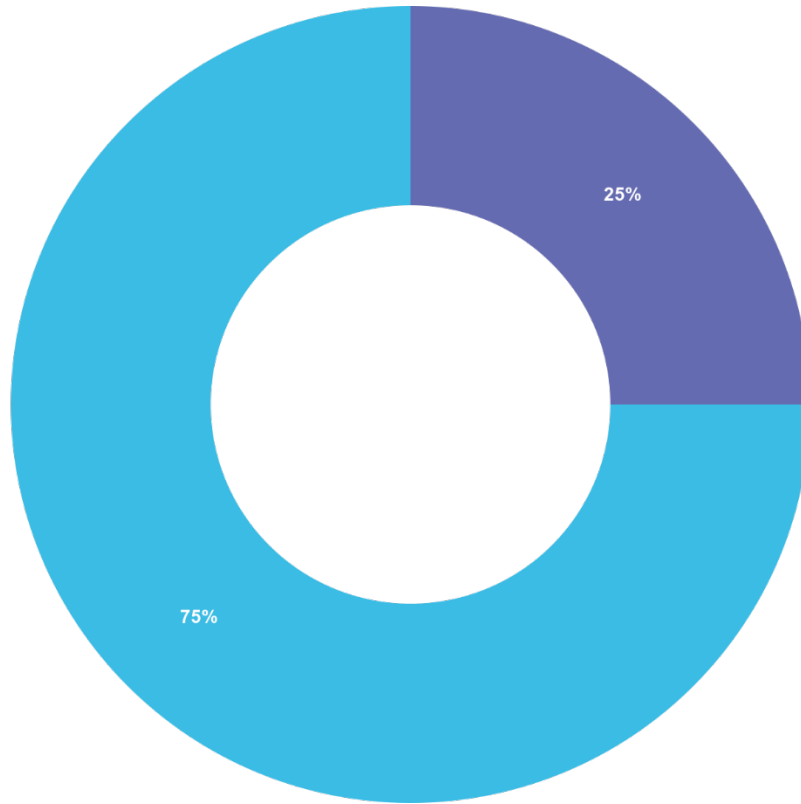
**Q9** Did you have children in swimming lessons?  
Multiple Choice



|   | <b>Choice</b> | <b>Totals</b> |
|---|---------------|---------------|
| ● | Yes           | 11            |
| ● | No            | 16            |

**Responses** 27 **Answered** 27 **Unanswered** 0

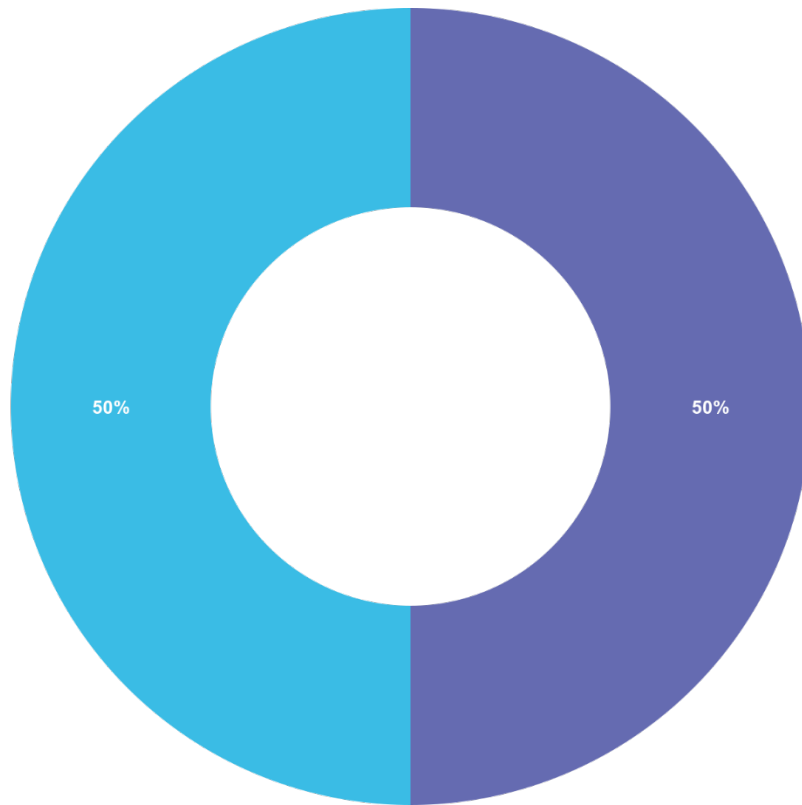
**Q10** Did you find there was enough feedback from the instructors during swimming lessons?  
Multiple Choice



| Choice   | Totals |
|--|--------|
| ● Yes, they connected during the lessons and gave an update on progress. | 4      |
| ● No, I never heard from them until the lessons were over.               | 12     |

**Responses 27   Answered 16   Unanswered 11**

**Q11** Were you satisfied with the instruction received during swimming lessons? Was the instructor prepared and conduct the class effectively?  
Multiple Choice



|   | <b>Choice</b> | <b>Totals</b> |
|---|---------------|---------------|
| ● | Yes           | 11            |
| ● | No            | 11            |

**Responses 27   Answered 22   Unanswered 5**

**Q12** Do you have any other comments?  
 Essay

**Date**

September 11, 2024 3:12 AM

**Response**

Thanks for running a great program at a great pool.

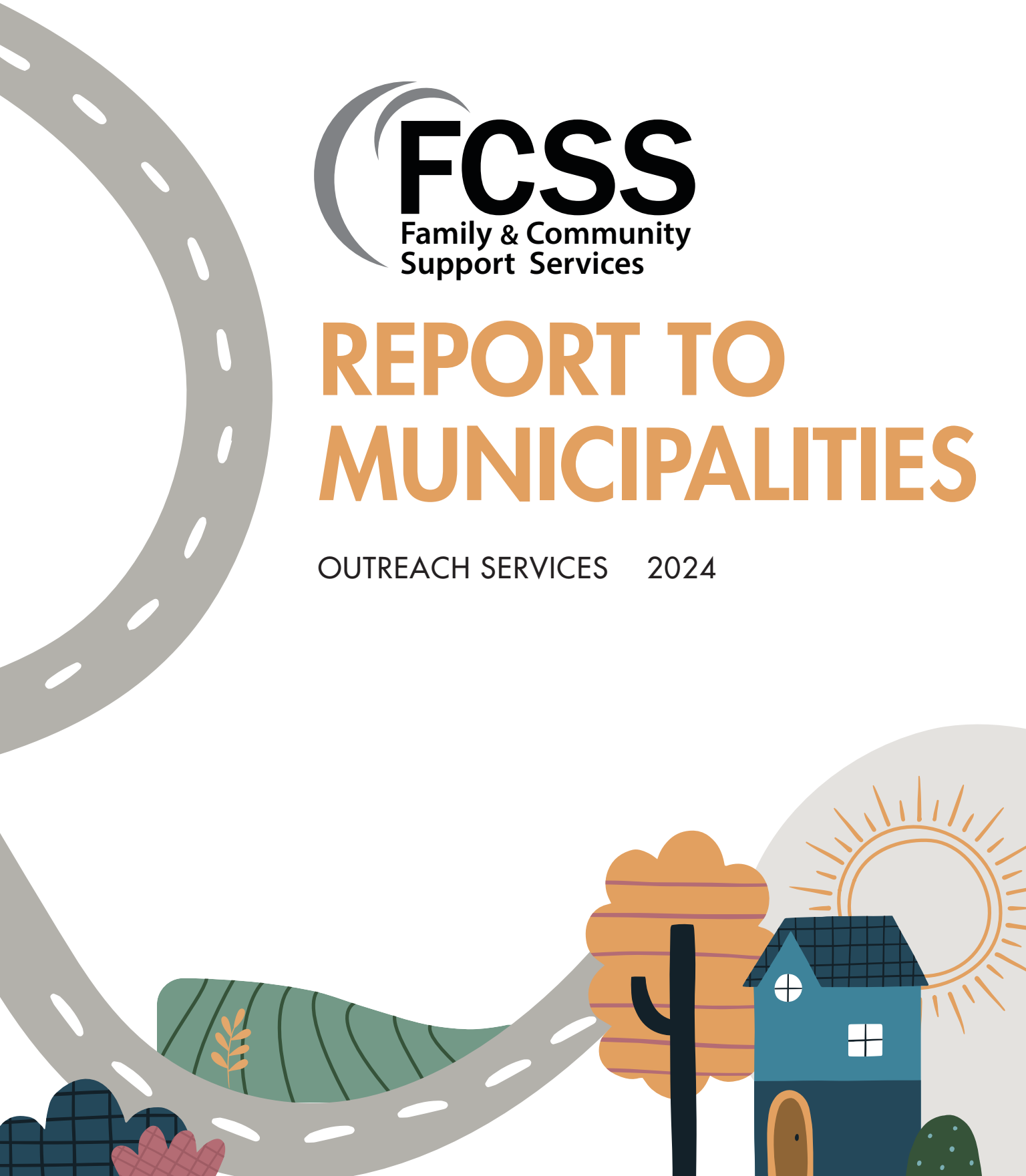
| Date                     | Response  |
|--------------------------|---|
| August 25, 2024 7:13 PM  | The lifeguards were really great this year. They let the kids have a bit of fun and we're more relaxed than last years group.   |
| August 17, 2024 3:19 AM  | Improve landscaping around pool. The grass was either bone dry or else soaking wet, very inconsistent and not well taken care of. The sprayers(especially in the middle pool) limit use of the pool as well since many people do not like the sprays and avoid using the area that has constant spray.                                |
| August 17, 2024 12:15 AM | More control of unruly teens during public swim would make adults more comfortable and willing to come  |
| August 16, 2024 5:46 PM  | I am thankful for the opportunity we had to spend so much time in the pool this summer between swim lessons and public swim. The confidence my kids gained was no doubt from time spent in the water, rather than the instruction given. I hope to see improved instruction for them next year when signing them up for more lessons. |
| August 15, 2024 3:22 AM  | I think you're doing a great job. The facility was always clean for lessons first thing in the morning. I aporeciate the various ways of engaging the community (boat races, floaty day etc).   |
| August 14, 2024 12:16 AM | Get better instructors. My kids swim at home all the time and they have definitely improved in the last year but yet according to the instructors they did worse. However they completed each task that was required with ease.   |
| August 13, 2024 11:41 PM | The groundskeeping was sub par the grass was always cut wet/long and the clippings left behind to either get drug into pool or onto concrete and change rooms.. get a rake or a grass sweep and clean up the clippings or mow more regularly so it's less clippings left.   |
| August 3, 2024 8:34 PM   | No  |
| August 3, 2024 4:53 AM   | Needs to be better supervision during swim lessons, kids not in lesson were often in the small pool, parents should of been spoken too. Also lessons should have 1 instructor for the duration, not 2 or 3 different ones.  |

**Responses** 27 **Answered** 11 **Unanswered** 16



# REPORT TO MUNICIPALITIES

OUTREACH SERVICES 2024





# Introduction

*The Outreach Services team provides timely and relevant services to youth, seniors, and volunteers, the purpose for which are as follows:*

## SENIOR SERVICES

To improve the health and wellness of seniors and assist them in maintaining optimal levels of independence without undue risk.

## YOUTH SERVICES

To provide resources, expand individual coping strategies, and create safe spaces for youth to develop their skills for success in life.

## VOLUNTEER SERVICES

To enrich and extend the amount and variety of FCSS services with the assistance of volunteers.

Throughout 2023 and 2024, the Outreach Services department prioritized the following goals and sub-goals to align with the 2023 Strategic Plan.

### GOAL 1: Timely and Relevant Direct Service Delivery

- Addressing Social Isolation
- Collaborative Youth Programming

### GOAL 2: Enhance Community Spirit

- Community Awareness and Engagement
- Volunteering

### GOAL 3: Entry Point for supports

- Information and Referral
- Community Capacity Building

### GOAL 4: Capture Impact

- Information study and research



# Goal 1

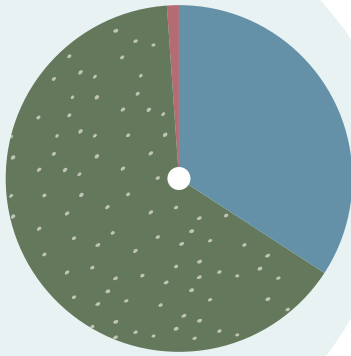
# Timely and Relevant Direct Service Delivery

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

## ▶ WHO WE SERVE

**817** UNIQUE CLIENTS SUPPORTED

**3,312** SERVICE HOURS

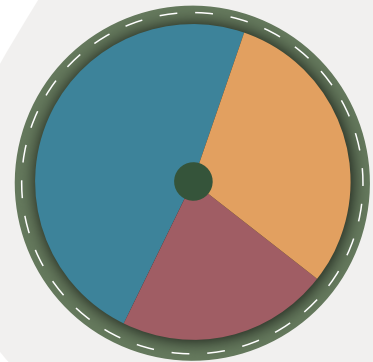


### GENDER:

|                           |     |
|---------------------------|-----|
| Females                   | 59% |
| Males                     | 40% |
| Non-binary or Transgender | 1%  |

### AGES:

|                       |     |
|-----------------------|-----|
| Children/Youth (0-17) | 20% |
| Adult (18–54)         | 25% |
| Seniors (55+)         | 55% |



### CULTURAL COMMUNITY:

|                      |     |                 |     |
|----------------------|-----|-----------------|-----|
| Low German Mennonite | 16% | Do not identify | 68% |
| Newcomer             | 7%  | Other           | 4%  |
| Indigenous           | 5%  |                 |     |

## ▶ HOW WE SERVE

**89%** IN PERSON

\* Data used in this report was collected between September 1, 2023 – August 31, 2024

# Goal 1.1

## ► ADDRESSING SOCIAL ISOLATION

### SENIORS' PROGRAMS

Research shows that an estimated 30% of Canadian seniors are at risk of becoming socially isolated. The following programs help to keep rural seniors socially connected.

#### Senior Speaker Series – 31 Presentations

- Milk River • Taber • Coaldale • Raymond • Picture Butte

**300** ATTENDEES

#### Memory Café

- Milk River

**18** ATTENDEES

#### Seniors' Expo

- Taber

**95** ATTENDEES

#### Ice Cream Social

- Coalhurst • Coutts
- Taber

**77** ATTENDEES



### WOMEN IN FARMING

The Women in Farming Conference offered a valuable opportunity for women to connect with peers, discover resources for navigating challenging times, and experience a sense of appreciation and recognition.

**38** ATTENDEES    **5** CHILDREN

Financial contribution from



Public Health Agency of Canada    Agence de la santé publique du Canada

“ *Loved the ability to connect to other women.  
The time spent on reflection & setting some goals.* ”

-- Participant



# Goal 1.2

## ▶ COLLABORATIVE YOUTH PROGRAMMING

### CREATIVE LEADERS YOUTH CONFERENCE

Funded by Canada Service Corps., the Creative Leaders Conference provided an opportunity for youth to connect with like-minded peers and learn more about their leadership styles. Emma Morrison, the first Indigenous women in 72 years to win the title of Miss World Canada, gave an inspiring and engaging keynote address.



**60** YOUTH ATTENDEES



*“ I liked that we were able to talk with kids from other schools. I'd like to learn more about them and for these events to happen more often. ”*

– Youth

### SUMMER DAY CAMPS

#### FCSS

- Coalhurst • Nobleford • Vauxhall

**43** YOUTH ATTENDEES



### Family Ties Summer Camps

- Picture Butte • Stirling • Coalhurst



**39** YOUTH ATTENDEES





# Goal 2

# Enhance Community Spirit

Recognize the uniqueness of each municipality with an inclusive approach.

## Goal 2.1

### ► COMMUNITY AWARENESS AND ENGAGEMENT

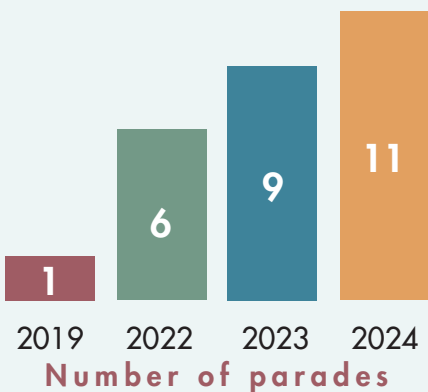
#### PROMOTING FCSS AT MUNICIPAL EVENTS

##### 11 Parades

- Barnwell • Barons • Coaldale • Coalhurst • Coutts • Nobleford
- Picture Butte • Stirling • Taber • Vauxhall • Warner

**17** MUNICIPAL EVENTS SUPPORTED

**209** SUMMER DROP-IN PROGRAM PARTICIPANTS

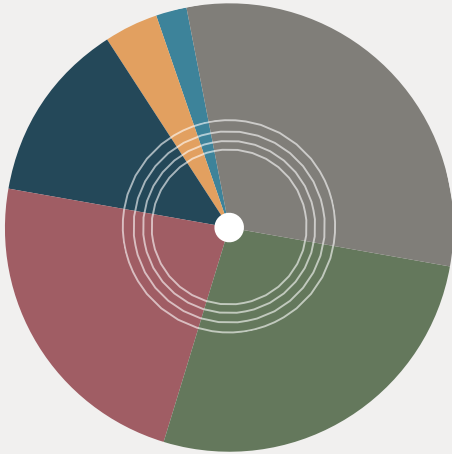


# Goal 2.2

## ▶ VOLUNTEERING

### 7,174 VOLUNTEER HOURS

86% INCREASE FROM PREVIOUS YEAR



- 31% Precious Connections and Between Friends Volunteers
- 27% DO Crew Volunteers
- 23% Practicum student volunteers
- 13% Meals on Wheels Volunteers
- 4% Tax Volunteers
- 2% Other volunteering opportunities  
*(Clothing and Toy Fest, Event Set up, etc.)*

### HIGHLIGHT • TABER LITTLE FREE PANTRY

The Little Free Pantry is a project developed by the Taber DO Crew to help address food insecurity in the Town of Taber. The development of the Little Free Pantry was made possible through the combined efforts of the DO Crew youth, FCSS, and the Town of Taber. Funding for the project was provided by the Town of Taber.



### 1,880 DO CREW VOLUNTEER HOURS

### 258 TAX VOLUNTEER HOURS

Barnwell

Stirling

Raymond

# Goal 2.3

## ► COMMUNITY AWARENESS

### CELEBRATING SENIORS DURING SENIORS' WEEK

- Coaldale – 100 attendees
- Taber – 50 attendees
- Vauxhall – 40 attendees



### TIM HORTON'S SMILE COOKIE WEEK

This year, FCSS's seniors' services was selected to be the recipient of the 2024 Smile Cookie Week in Taber. The Smile Cookie fundraiser took place between April 29-May 5, and raised over \$7,400!



## NATIONAL VOLUNTEER WEEK

This year, FCSS launched the 'Cheers to Volunteers' initiative, which provided residents with an opportunity to nominate deserving volunteers in one of three categories: youth, individual, and group. Each winner received a plaque and an individualized celebration, which allowed them to celebrate in a way that felt meaningful to them.



### WINNERS

#### STEWART FOSS (Individual Award)

*“ It is an honour and humbling. It means a lot to me. I think it is important to recognize people who do good things. I look forward to seeing who gets highlighted in years to come because as I look around my town (of Raymond), I see dozens and dozens of people who put in countless hours giving back in church and community groups (in Raymond), sports associations or serving on town committees. Volunteers are so important to the success of any community, but they are often unsung and unheralded for their efforts. ”*

#### TABER DO CREW (Group Award)

- Sophia Reyes
- Felicity Johnston
- Kennedy Planger
- Alexis Baier
- Kynlee Fallon
- Zoey Villanueva
- Cedd Domingo



*“ Volunteering is important to us because we value our community. We all need each other’s help and volunteering fosters a culture of collaboration and wholesomeness. We also want to influence the next generation to be more empathetic and work towards a “we” mentality and not a “me” mentality. Receiving this means a lot to us because it serves as a beacon of hard-work, hope, and integrity. In addition to that, it is proof that every small effort adds up and that when we come together as volunteers, a huge impact can be made on the world around us! ”*



## ADRIENA VAN LIERE (Youth Award)

“ I really enjoy the work I do at the Picture Butte Library, the people I work with are awesome, and I also enjoy the interaction with the community. I’m not usually very outgoing so this helps me get out and talk to other people more. I think it’s really cool to win this award because it was completely unexpected and it’s awesome to know that the work I do is appreciated. ”



### FCSS volunteers need and deserve some recognition

By Garrett Simmons, FCSS

In many ways, volunteers make the world go round. They are integral to organizations throughout southern Alberta, daily lives.

More often than not, volunteers get involved simply to make a difference in their communities. But every once in a while, it's nice to be recognized for your efforts.

Family and Community Support Services has a new initiative designed to honor those who have made significant positive impacts in their communities.

Cherry Awards 2024 is an opportunity for community members to nominate volunteers to win one of three Outstanding Volunteer Awards.

"This year, we are starting a new initiative," said Cindy Lawrence, FCSS Volunteer Services Coordinator for FCSS. "It will be region wide, including all 16 municipalities in the FCSS region - including the City of Lethbridge. We are asking people to nominate an individual, a group or a youth who is an outstanding volunteer in one of these communities."

Nomination guidelines are available online or can be picked up in person at FCSS offices in Lethbridge County, the M.D. of Taber or the County of Warburg.

Nominations will be gathered, an external judging committee will analyze the submissions, and once three winners are selected, they'll be honored during National Volunteer Week.

"And how those celebrations will look, will be up to the winners, FCSS," said Kimberly Warner, Outreach Services Supervisor for FCSS. "The celebration will be customized for them so that it is meaningful for the volunteer."

That is just one of the creative aspects of Cherry Awards 2024. An initiative Warner hopes will encourage locals to give back to their communities.

"We want to inspire volunteers and we're hoping that having something official in place will get people more excited about volunteering," said Warner. "It's something that people can put on their resumes as a source of accomplishment and fulfillment."

Spokane youth, James Boyd, Youth Development Coordinator for FCSS, added young people have an important role to play in terms of giving back to their community through volunteering.

"I work with high school students and I think it's integral for youth to have a presence in the community and to help their communities demonstrate to the community the youth's value, and I think the community important to do, they often rise to that challenge and it's very rewarding for them."

Trinity Walker, Youth Development Coordinator for FCSS, who organizes the 100 Crew JR group in Valhalla, added young people have a lot to offer.

With some of the past events we've had, we've had young people here and Little Sisters, they were a big help, and without them events probably wouldn't have happened," she said. "Their ideas and creativity gives them a chance to show us they're successful."

To nominate a volunteer, visit [www.fcss.ca](http://www.fcss.ca), click on the link building for a nomination package, or contact Lindsay at [lindsay@fcss.ca](mailto:lindsay@fcss.ca) or 403-411-7862.

March 31 is the deadline to nominate an individual, youth or group.

Welkom



# Goal 3

## Entry Point for Supports

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

### ► INFORMATION AND REFERRALS

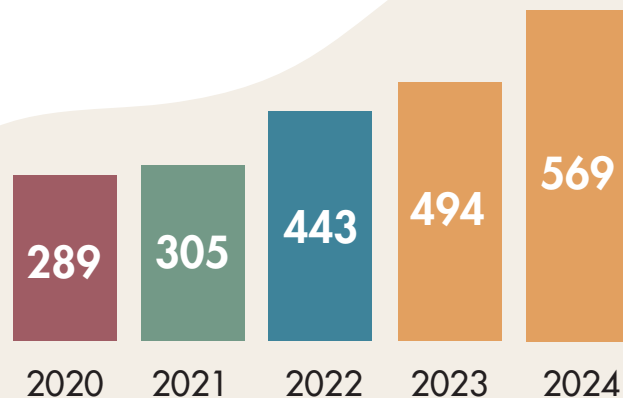
#### COMMUNITY VOLUNTEER INCOME TAX PROGRAM

The Community Volunteer Income Tax Program (CVITP) is offered through a partnership between FCSS and the Canada Revenue Agency. The CVITP works with organizations in the community to host free tax preparation clinics. The CVITP arranges for volunteers to complete income tax returns for eligible individuals with a modest income and simple tax situations.

**\$5,845,344**

**BENEFITS RECEIVED BY ELIGIBLE INDIVIDUALS**

**15% INCREASE SINCE 2023**



Number of returns

Coaldale

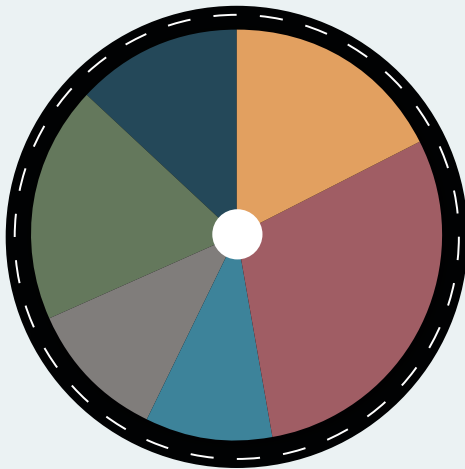
Taber

Lethbridge County

## Goal 3.1

### ► INFORMATION AND REFERRALS

The Outreach team offers in-person support for seniors and adults who need help filling out paperwork to access their benefits. Staff also offer resources or additional supports to navigate local, provincial, or federal systems.



### 491 INDIVIDUALS DIRECTLY SUPPORTED

- 32% Provincial benefits
- 20% Income Tax Information
- 19% Federal benefits
- 14% Other Benefits
- 12% Housing Support
- 11% Other

### 1,000 INDIVIDUALS WERE REFERRED TO OTHER ORGANIZATIONS OR PROVIDED WITH INFORMATION ABOUT RESOURCES THEY COULD ACCESS OUTSIDE OF FCSS SERVICES

#### KEY:

- **Provincial Benefits:** Assistance filling out Alberta Special Needs Assistance paperwork.
- **Income Tax Information:** Answering questions about income taxes after tax documentation has been submitted.
- **Federal Benefits:** Assistance filling out Old Age Security and Guaranteed Income Supplement.
- **Other Benefits:** Assistance applying for Income Support, AISH, and other benefits.
- **Housing Support/Care Services:** Support accessing housing, transportation, and Home Care services.
- **Other:** Anything else we can help with

## ► COMMUNITY CAPACITY BUILDING

The Outreach Team connects and partners with local organizations to promote FCSS, create additional opportunities for residents to access support, and ensure that there is no duplication of services.

### HEALTHY AGING ALBERTA

- FCSS partnered with Healthy Aging Alberta to host the South Regional Gathering. Over 50 service providers, including FCSS Senior Services' staff, attended the gathering to learn more about seniors supports that are taking place across Alberta.



### ALBERTA HEALTH SERVICES – HEALTHIER TOGETHER PROGRAM

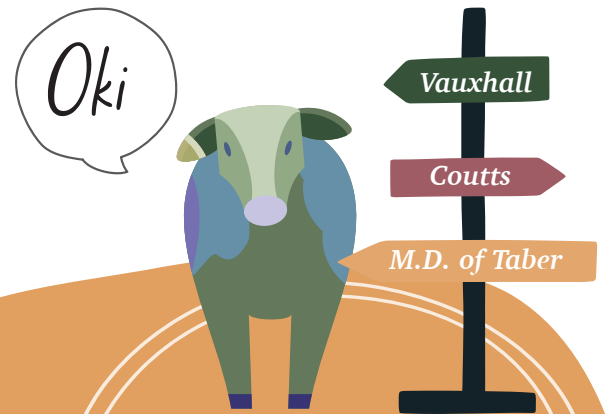
- Through the Healthier Together initiative, FCSS and AHS connected with school and Village administration in Barons to identify needs and gaps in the community. Together, the group identified that the Village was in need of picnic tables to help create an outdoor learning space for students and to be enjoyed by Baron's residents.



### INTERAGENCY COMMITTEES

FCSS attends the following interagency committees to learn about community trends, share program and service information, and provide opportunities for collaboration.

- Coaldale Seniors' Advisory Committee
- Coalhurst Celebration Committee
- Grassy Lake Recreation Committee
- Picture Butte Interagency
- Taber Community Action Prevention Society



# Goal 4

## Capture Impact

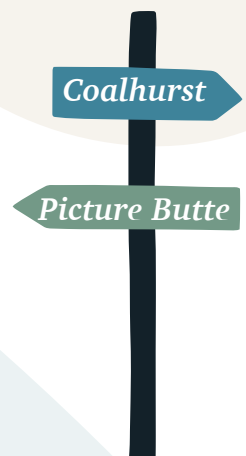
Measure the positive impact of programs and services.

### ► INFORMATION STUDY AND RESEARCH

#### CLIENT STORY

A client started coming to FCSS to get support accessing basic needs and to get his taxes done. The client was unhoused and living out of his car. After getting support from FCSS, he is now receiving all of his entitled senior benefits and is in the process of getting his housing applications completed. When asked about his experience, the client said the following:

*“ The service is outstanding. I’ve never seen anyone in my life that has jumped on things like they did. FCSS gives me a reason to give more respect for people. They’re very professional. I like that. They’re really good at their job. They’ve helped me with every day life. I don’t talk too well for myself anymore, so having FCSS to help me explain what I need is great. ”*



## YOUTH PROGRAMS

**96%** OF YOUTH AGREE THAT THEY UNDERSTAND IT IS OKAY TO BE THEMSELVES AS A RESULT OF FCSS'S YOUTH PROGRAMS.

**93%** OF YOUTH AGREE THAT THEY ARE MORE LIKELY TO ACCEPT PEOPLE FOR WHO THEY ARE AS A RESULT OF THE PROGRAM.

*“This program is a great program because it teaches us a lot about leadership and that will be very helpful for the future when an individual wants to get a job. ”*

– Youth Participant

*“I really enjoyed all the activities that were planned and organized for us to enjoy [at the Creative Leaders Conference]. The gift bag is full of valuable resources. Thank you so much. ”*

– Youth Participant

## INTERGENERATIONAL PROGRAMS

**85%** OF INDIVIDUALS REPORTED THAT THEY FELT MORE COMFORTABLE WITH PEOPLE FROM OTHER GENERATIONS.

*“I enjoyed talking with the seniors and hearing their stories of when they were little. ”*

– Youth Participant

*“I enjoyed spending time with the boys and girls. ”*

– Senior Participant

## SENIORS' PROGRAMS

**93%** OF SENIORS KNOW MORE PEOPLE AND RESOURCES THAT THEY CAN RELY ON FOR HELP.

**90%** OF SENIORS FEEL BETTER ABOUT THEIR ABILITY TO TAKE ACTION TOWARDS IMPROVING THEIR LIVES.

*“ The Senior’s Expo allowed seniors to gain information all in one area without being on phones for hours and no human to speak for advice. ”*

– Senior Attendee

## VOLUNTEERING WITH FCSS

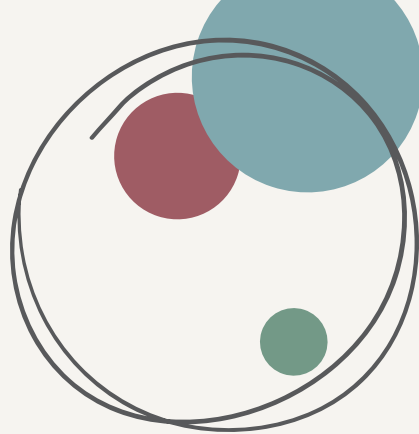
**80%** OF YOUTH ARE MORE LIKELY TO CONTINUE VOLUNTEERING.

*“ This year I raised my hand to assist FCSS with the tax program. I enjoy making a difference for our seniors and low-income households in Southern Alberta. Volunteering gives me a feeling of satisfaction, a sense of purpose and a way to use my skills and abilities, as well as a sense of accomplishment. I feel that this makes an impactful difference in the residents’ lives. I am looking forward to volunteering next year with them. ”*

– Corrie Krueger, CVITP Volunteer

*“ I had the pleasure of speaking at the Creative Leaders Conference with FCSS, and it was an outstanding experience. The diverse group of attendees from various backgrounds connected remarkably well, and it was heartwarming to see so many smiles, laughter, and new friendships formed. The staff’s hospitality was exceptional, making my first visit to Taber truly memorable. The experience was nothing short of extraordinary. ”*

– Emma Morrison, Miss World Canada



# FCSS

Family & Community  
Support Services

[www.fcss.ca](http://www.fcss.ca)







North County Health Foundation  
Box 430 Picture Butte, AB T0K 1V0

October 22, 2024

Chantel Johnson  
Town of Picture Butte

Dear Chantel,

North County Health Foundation has committed funds not to exceed \$5,000 for the purchase of sun shades for the Cor Van Raay Aquatic Centre.

The Foundation is holding the funds and will reimburse upon receipt of the invoices. We do not fund any GST.

The Foundation billing address is : North County Health Foundation  
Box 430  
Picture Butte, AB. T0K 1V0

Shari Barendregt  
Co-Chair, North County Health Foundation

## Keith Davis

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**From:** Chantel Johnson  
**Sent:** Thursday, October 24, 2024 1:55 PM  
**To:** Cathy Moore  
**Cc:** Keith Davis  
**Subject:** Remembrance Day at PBHS

Kasie Bosch called from the Picture Butte High School asking if a representative from the Town would be available to lay the wreath at their Remembrance Day Ceremony. It is being held on Friday, November 8<sup>th</sup> at 10:45 a.m.

Her contact number is 403-795-9906



*Chantel Johnson | Administrative Assistant*

Phone: (403) 732-4555  
Fax: (403) 732-4334  
Email: [admin@picturebutte.ca](mailto:admin@picturebutte.ca)  
Website: [www.picturebutte.ca](http://www.picturebutte.ca)

Address:  
120 4<sup>th</sup> Street North  
Box 670 Picture Butte  
Alberta, T0K 1V0



## EXECUTIVE COMMITTEE MEETING MINUTES

July 11, 2024; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, July 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

### **Attendance**

#### **Executive Committee**

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair, Virtual  
Scott Akkermans  
David Cody  
Brad Schlossberger  
Neil Sieben, Virtual

#### **Absent**

Christopher Northcott

#### **Staff**

Bonnie Brunner, Senior Planner  
Diane Horvath, Senior Planner  
Raeanne Keer, Executive Assistant  
Stephanie Sayer, Accounting Clerk  
Gavin Scott, Senior Planner

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

### **1. Approval of Agenda**

**Moved by: Scott Akkermans**

THAT the Executive Committee adopts the June 11, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### **2. Approval of Minutes**

**Moved by: Brad Schlossberger**

THAT the Executive Committee approves the May 9, 2024 Executive Committee Meeting Minutes, as presented.

**CARRIED**

### **3. Business Arising from the Minutes**

There was no business arising from the minutes.

#### 4. Official Business

##### a. Staff Updates

R. Keer advised the Committee that 2 new Assistant Planners would be joining in August. She stated that they have been hired on 1-year contracts and that we hope that they will be a good fit long term to help with the existing heavy workload on staff.

##### b. New Service Investigation: Development Processing and Support Position

R. Keer announced that Administration has sent out a letter to the Member's Chief Administrative Officers to inquire if there was an appetite for ORRSC to offer a new service in which a dedicated staff member would be available to process development permits and provide development support to those who are interested in participating. She advised at this time Administration had received various levels of interest from 19 municipalities. R. Keer stated that Administration has requested all interested parties to complete an initial survey to help ORRSC understand what level of service our members would like to see from this position to help us draft a proposal to ensure that the role is sustainable from both a financial and work load perspective.

D. Horvath stated that the need for this position has come out the need to alleviate some of the day-to-day workload that the Planners are experiencing as over the last few years as they have been assisting with Development Officer work in their municipalities will has taken away their ability to complete larger projects which carry a larger impact to the Fee For Service budget. She stated that in addition Administration believe that this position would be a benefit to the membership to help those Members who require assistance when there are changes in staff, or for municipalities where the CAO is also the Development Officer.

R. Keer advised that once the survey results are in from all of the interested parties, Administration will work to develop a proposal to present to the Members to further gauge their level of interest based on the proposal level of service and associated fees.

##### c. Regional Assessment Review Board Member Appointments

R. Keer stated that the Regional Assessment Review Board is low on lay members this year due to a limited number of appointments and a further limited number of members who were able to complete the mandatory training with the Land and Property Rights Tribunal (LPRT). She advised that correspondence will be going out to the membership in the coming weeks asking that Members consider the opportunity to advertise for lay members for this Board to assist with next years hearings. R. Keer acknowledged that this is a difficult board to recruit for as the training opportunities are limited through LPRT and can be onerous on appointees.

R. Keer stated that she does have a lay member who currently sits on the City of Lethbridge Assessment Review Board who attending a training session hosted by ORRSC in the Spring who is interested in joining the Regional Board and inquired if any Committee members

believe their municipality would be interested in appointing him to help ensure we have enough experienced lay members for hearings this Fall.

S. Akkermans suggested contacting the Town of Coalhurst CAO as they may be interested given the proximity of the Town.

**d. ORRSC Periodical - Hamlets**

G. Scott presented the Summer 2024 ORRSC Periodical on Hamlets to the Committee.

**e. Subdivision Activity – As of June 30, 2024**

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

**f. 2025 Initial Budget Discussion**

R. Keer stated that Administration wanted to open up the conversation around the 2025 Budget and budget process with the Committee early this year to help Administration determine what the Committee would like to see going forward, such as membership fee rates, existing membership caps, salaries, reports, and the budget process.

The Committee discussed the current Fee for Service revenue budget of \$200,000.00 compared to the \$27,674.51 that is currently received as of May 31, 2024. The Committee discussed the benefit of receiving a project status list moving forward to assist with budget development.

R. Keer advised that she would work with S. Sayer to develop a project tracking system for the next meeting.

The Committee discussed reviewing the standards and amounts used for developing Fee for Service projects and increasing them to better meet the value of the work that is being produced.

The Committee discussed determining the revenue required to sustain the proposed Development Processing and Support position.

The Committee discussed the need to see the actuals for the current year and previous years for various revenues and expenses to help better budget. The Committee also discussed the need to stabilize income to ensure fixed expenses are covered appropriately with the Membership fees. The Committee discussed the difficulty of predicting and relying on subdivision and fee for service to balance the budget when they are too variable to be used. The Committee discussed determining what membership fees would need to be increased too to properly cover the fixed expenses for the organization and using subdivision and fee for service to cushion the organization and restore reserves.

S. Sayer advised that she is currently working on a new budget format to better capture and represent the actuals of the organization.

The Committee discussed how increasing fees could impact the membership and the organization and the long term affects of not increasing fees appropriately.

The Committee discussed concerns around staffing levels, the workload and work capacity on existing staff and salaries to help retain and attract staff to help the organization function appropriately.

The Committee discussed the importance meeting with member municipality Councils and CAO's to help keep the relevance of ORRSC in the forefront of the municipalities, and to allow the opportunity for members to provide feedback on the services they receive.

The Committee advised Administration that they would like to hold a separate meeting to go through the budget in detail outside of a Regular Executive Committee meeting to have a larger conversation.

The Committee discussed the need for review what types of services are being done at no-charge to the Members that could be potential place of revenue for the organization.

R. Keer advised that she would reach out to discuss setting up a date for the budget deliberations in the near future.

**5. Accounts**

**a. Office Accounts**

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

**b. Financial Statements**

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

**Moved by: Don Anderberg**

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

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

R. Keer presented CAO Report to the Committee.

**8. Round Table Discussions**

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

**9. Next Meeting** – Board of Directors – September 5, 2024 ; Executive Committee – August – Cancelled; September 12, 2024

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:18 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER





OLDMAN RIVER REGIONAL SERVICES COMMISSION

**BOARD OF DIRECTORS' MEETING MINUTES**

**Thursday, June 13, 2024 – 7:00 p.m.**

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

**BOARD OF DIRECTORS:**

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

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

**STAFF:**

Bonnie Brunner.....Senior Planner  
 Mike Burla .....Senior Planner  
 Ryan Dyck ..... Planner  
 Carlin Groves ..... CAD/GIS Technologist  
 Steve Harty .....Senior Planner  
 Diane Horvath.....Senior Planner  
 Raeanne Keer .....Executive Assistant

Lenze Kuiper .....Chief Administrative Officer  
 Jennifer Maxwell.....Subdivision Technician  
 Stephanie Sayer ..... Accounting Clerk  
 Kattie Schlamp ..... Planner  
 Rachel Schortinghuis .....Assistant Planner  
 Gavin Scott .....Senior Planner

Chair Gordon Wolstenholme called the meeting to order at 7:00 pm.



**1. APPROVAL OF AGENDA**

**Moved by: Scott Akkermans**

THAT the Board adopts the Agenda for June 13, 2024, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Richard DeBolt**

THAT the Board approves the meeting minutes of December 7, 2023, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**4. PRESENTATION**

**a. 2023 Financial Statements & Auditor's Report – Derek Taylor, KPMG LLP**

Derek Taylor, of KPMG LLP, presented the 2022 Financial Statements and Auditor's Report to the Board.

**5. REPORTS**

**a. 2023 Annual Report**

L. Kuiper, Chief Administrative Officer, presented the 2022 Annual Report to the Board.

**Moved by: Dean Ward**

THAT the Board of Directors have reviewed and ratified the Executive Committee Approval of the ORRSC Annual Report and Financial Statements for the Year ending December 31, 2023.

**CARRIED**

**b. Executive Committee Report**

Chair Wolstenholme presented the Executive Committee Report to the Board.

**6. BUSINESS**

**a. Staffing Update**

L. Kuiper announced the retirement of Sherry Johnson, Bookkeeper, at the end of April 2024 following 40+ dedicated years with the Commission. He then introduced Stephanie Sayer, Accounting Clerk, and Rachel Schortinghuis, Assistant Planner, to the Board as new staff to ORRSC.

**b. New ORRSC Member – County of Forty Mile No. 8**

L. Kuiper announced and welcomed the County of Forty Mile No. 8 as the newest member to the Oldman River Regional Services Commission and welcomed their Board Member Joan Hughson.

**Moved by: Brad Schlossberger**

THAT the Board of Directors approves membership in 2024 of the following Municipality to the Oldman River Regional Service Commission:

County of Forty Mile No. 8

**CARRIED**

**c. Subdivision Activity  
- As of May 31, 2024**

L. Kuiper presented the Subdivision Activity statistics as of May 31, 2024 to the Board.

**d. Year End Financial Performance Reports and Presentation**

L. Kuiper presented the Year End Financial Performance Reports and Presentation to the Board.

The Board discussed ensuring that the Commission is charging appropriate membership fees to ensure the financial viability of organization and ensuring that the valuable and knowledgeable staff within the Commission are retained given the support they provide to the membership.

**e. ORRSC Periodical – Hamlets**

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Hamlets.

**7. ACCOUNTS**

**a. Balance Sheet and Comparative Income Statement  
- As of April 30, 2024**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of April 30, 2024

**Moved by: Peggy Losey**

THAT the Board approves Balance Sheet and Comparative Income State, as of April 30, 2023, as presented.

**CARRIED**

**8. NEXT MEETING** – Thursday, September 5, 2024

**9. ADJOURNMENT**

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:01 pm.



\_\_\_\_\_  
Gordon Wolstenholme, Chair



\_\_\_\_\_  
Lenze Kuiper, Chief Administrative Officer