



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 27th January, 2025 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 – 13th January, 2025

4.0 PUBLIC HEARING

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

6.1 Bylaw No. 953-25 Tax Exemptions bylaw

6.2 AB Munis 2025 Spring Municipal Leaders Caucus

6.3 Bylaw No. 954-25 Ad Hoc Centennial Celebration Committee

6.4 February Committee of the Whole Meeting

6.5

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

9.1.1 2024 Emergency Services Annual Report

10.0 CORRESPONDENCE

10.1 Health Professional Attraction and Retention Committee Meeting Minutes – 7th October, 2024

10.2 Health Professional Attraction and Retention Committee Meeting Minutes – 2nd December, 2024

10.3 Leslie Martin – Bee Hive Child Care Center Tour Invitation

- 10.4 Natural Resources Conservation Board – Vanden Dool Farms – Manure Storage Application Notification

11.0 INFORMATIONAL ITEMS

- 11.1 Oldman River Regional Services Commission – Executive Meeting Minutes – 14 November, 2024

11.2

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 21 – Funding for Piyami Lodge

12.2

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, January 13th, 2025 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 of Parks and Recreation – C. Van Dorp

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

001 2501 13 MOVED by Councillor Feist that the agenda be approved as presented.
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – December 16th, 2024

002 2501 13 MOVED by Councillor Neels that the Regular Council Meeting minutes of
December 16th, 2024 be approved as presented.
CARRIED

4.0 PUBLIC HEARING – None for this meeting

5.0 DELEGATION

5.1 Dr. Alexandar Darku – Associate Director, Prentice Institute, FCSS
research

Dr. Darku informed Council that the Prentice Institute have been hired by Barons-Eureka-Warner Family and Community Support Services (FCSS) to conduct a study on the needs of the community; How the programs FCSS currently operate address those needs; and to identify where there may be needed resources to address other needs in the community. The first step in the study is to ask community leaders their opinions on needed services in their communities. Dr. Darku asked Council to participate in one on one interviews that ascertain their opinions on needed services in the community. Council requested that the interview questions be sent prior to the interviews and that they would sign up for the interviews in order for FCSS's study to be successful.

6.0 REQUESTS FOR DECISION – None for this meeting

7.0 MAYOR’S REPORT

7.1 Mayor’s Report

- December 17 Attended a Lethbridge Regional Waste Management Commission board meeting
- December 19 Attended a meeting with the RCMP
- December 20 Attended a Council and Staff Christmas lunch
- January 6 Attended a Health Professional Attraction and Retention Committee meeting
- January 9 Attended a Picture Butte and District Chamber of Commerce board meeting
- January 9 Attended a meeting with the Green Acres Foundation chair, CEO, community members and Town CAO.

003 2501 13 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 Neels advised Council of her recent activities:

- December 17 Attended a Lethbridge Regional Waste Management Commission board meeting
- December 20 Attended a Council and Staff Christmas lunch

Councillor Feist advised Council of her recent activities:

- December 18 Attended a Lethbridge Southgrow board meeting
- January 6 Attended a Health Professional Attraction and Retention Committee meeting

Councillor de Kok advised Council of his recent activities:

- December 20 Attended a Council and Staff Christmas lunch

Deputy Mayor Papworth advised Council of her recent activities:

- December 20 Attended a Council and Staff Christmas lunch
- January 6 Attended a Health Professional Attraction and Retention Committee meeting
- January 9 Attended a meeting with the Green Acres Foundation chair, CEO, community members and Town CAO.

004 2501 13 MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented.
CARRIED

9.0 ADMINISTRATION’S REPORT

9.1 CAO Report

005 2501 13 MOVED by Councillor de Kok to accept the CAO Report as presented.
CARRIED

9.1.1 Director of Corporate Services Report

006 2501 13 MOVED by Deputy Mayor Papworth to accept the Director of Corporate Services Report.
CARRIED

9.1.2 Director of Parks and Recreation Report

007 2501 13 MOVED by Councillor Feist to accept the Director of Corporate Services Report.
CARRIED

10.0 CORRESPONDENCE – None for this meeting

11.0 INFORMATIONAL ITEMS

11.1 Chinook Arch Regional Library System – Board Report
December 2024

008 2501 13 MOVED by Councillor Feist to receive and file Informational Item 11.1
CARRIED

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 16 – Sunset Park Entrance Landscaping
Quote

12.2 FOIP Act Division 2 Section 21 – Memorandum of Understanding –
Recreation Agreement Extension

12.3 FOIP Act Division 2 Section 16 – Southern Alberta Energy from
Waste – Contract Drafts

12.4 FOIP Act Division 2 Section 21 – Green Acres – Piyami Lodge
Funding

12.5 FOIP Act Division 2 Section 16 – Tax Roll No. 718001

009 2501 13 MOVED by Councillor Neels to close the meeting to the public in
accordance with Division 2 Section 16, 21 & 27 of the Freedom of
Information and Protection of Privacy Act to discuss Sunset Park Entrance
Landscaping quote, Recreation Funding Agreement Memorandum of
Understanding, Southern Alberta Energy from Waste's Memorandum of
Understanding, Green Acres Piyami Lodge funding and Tax Roll No. 718001
at 7:14 p.m.

CARRIED

010 2501 13 MOVED by Councillor Neels to open the meeting to the public at 8:26 p.m.
CARRIED

011 2501 13 MOVED by Councillor Neels to cancel the Sunset Park Entrance
Landscaping project and instead direct Administration to plant grass seed in
the spring and to look at putting a park bench on Tax Roll No. 718001.
CARRIED

012 2501 13 MOVED by Deputy Mayor Papworth to approve the Recreation Funding
Agreement Memorandum of Understanding with Lethbridge County.
CARRIED

013 2501 13 MOVED by Councillor de Kok to direct Administration to respond to Local
Rentals that their proposal for Tax Roll No. 718001 was not accepted.
CARRIED

014 2501 13 MOVED by Councillor de Kok to direct Administration to write a letter to
Alberta Transportation requesting the speed limit on Highway 25 from 5th
Street North to 2nd Street North be reduced to 30 km/h.
CARRIED

015 2501 13 MOVED by Mayor Moore to direct Administration to write a letter to
Shantone Vermeulen in response to their submitted letter.
CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for January 27th, 2025 beginning at 6:30 p.m.

016 2501 13 MOVED by Councillor de Kok that the Regular Council Meeting adjourn at 8:32 p.m.

CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer



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: 25th January, 2025

To: Mayor, Council

From: CAO

Re: Bylaw No. 953-25 Tax Exemptions bylaw

Background:

The attached bylaw outlines the process on how property owners building new units and new non-residential structures can qualify for tax exemptions. This was presented to Council at the Committee of the Whole meeting on the 20th of January and Council's recommended changes are represented in this document. The changes include:

- Newly built units qualify. This includes semi-detached dwellings, multi-unit dwellings and row houses as defined in the Land Use Bylaw;
- Only new non residential structures that increase the assessment of the property by more than \$300,000 qualify; and
- The application fee requirement was removed.

If a property qualifies they are eligible for tax exemptions from the time the building is completed and as outlined below:

- | | |
|----------------|-----------------------------|
| 1. First Year | 100% Property Tax Exemption |
| 2. Second Year | 75% Property Tax Exemption |
| 3. Third Year | 50% Property Tax Exemption |
| 4. Fourth Year | 25% Property Tax Exemption |

This bylaw does not have to be advertised and therefore Council can do all three readings of the bylaw if so desired.

Recommendation:

1. To conduct one or more readings of Bylaw No. 953-25 Tax Exemptions bylaw.

Attachment:

1. Drafted Bylaw No. 953-25 Tax Exemptions bylaw

Submitted by: Keith Davis, CAO

TOWN OF PICTURE BUTTE
BYLAW NO. 953-25

BEING A BYLAW OF THE TOWN OF PICTURE BUTTE TO ESTABLISH A
DEVELOPMENT TAX INCENTIVE.

WHEREAS, Section 364.2(1) of the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended, allows a Council to, by bylaw, for the purpose of encouraging residential development and the provision of housing in the residential assessment class for the general benefit of the municipality, provide full or partial exemptions from taxation or deferrals of the collection of taxes;

AND WHEREAS, Section 364.2(2) of the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended, allows a Council to, by bylaw, for the purpose of encouraging development of properties in the non-residential assessment class, for the general benefit of the municipality, provide full or partial exemptions from taxation or deferrals of the collection of taxes;

AND WHEREAS, the Council of the Town of Picture Butte deems it appropriate to provide for property tax incentives for new multi-unit residential and new non-residential properties in the form of property tax exemptions to encourage development within the boundaries of the Town of Picture Butte;

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 Tax Exemptions Bylaw.

2. PURPOSE:

2.1. The purpose of the Tax Exemptions bylaw is to:

1. Establish an incentive program to encourage new Multi-Unit Residential and new Non-Residential Developments in the Town.

3. DEFINITIONS

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

1. "Act" means the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended.
2. "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units including all employees who operate under the leadership and supervision of the CAO.
3. "Applicant" means a person who applies for an Exemption or their Agent as authorized by the land owner through an agent authorization or director's resolution;
4. "Assessed Person" means an assessed person as that term is defined under Section 284(1)(a) of the Act.
5. "Chief Administrative Officer" or "CAO" means the chief administrative officer as appointed by Council, including the CAO's delegates;
6. "Complete Application" means an application submitted pursuant to this Bylaw that includes the Application Form as set out in Schedule "A" attached hereto;
7. "Completed" means the date of final inspection of the building permit for the Development where Occupancy is permitted.
8. "Council" means the Municipal Council of the Town of Picture Butte.
9. "Development" means the construction of a new Multi-Unit Dwelling or Non Residential Structure.
10. "Dwelling(s) or Units" means a self-contained living premises with cooking, eating, living, sleeping and sanitary facilities for domestic use

for one or more individuals but does not include travel trailers, motor homes, or recreational vehicles.

11. "New Construction" means the Development of a new Residential Multi-Unit Dwelling(s) or a Non Residential Structure(s) constructed on lands where there were no previously existing Structure(s) or where previously existing Structures have been demolished and removed.
12. "Non Residential" means any property that is assessed as Non-Residential.
13. "Residential Multi-Unit means a property that is zoned Residential Multi-Unit – R5 according to the Town's Land Use Bylaw and that has a Dwelling that received a development permit.
14. "Structure" means a building or other thing erected or placed in, on, over or under land, whether or not it is so affixed to the land as to become transferred without special mention by a transfer or sale of the land.
15. "Tax Exemption" means an exemption from the municipal portion of taxes for New Construction as defined in this bylaw. For purposes of clarity, the exemption from taxation applies only to taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions
16. "Town" means the Municipal Corporation of the Town of Picture Butte.

4. CRITERIA FOR EXEMPTION

- 4.1. To qualify for an Exemption, the property must meet the following criteria:
 1. Be located within the geographical boundaries of the Town;
 2. Have the Development occur after the coming into effect of this Bylaw;
 3. Have the assessment class of Residential or Non-Residential.
 4. Development is in compliance with the requirements of the Town's Land Use Bylaw and any other applicable municipal bylaw or regulation, as amended from time to time;
 5. The Development must qualify as New Construction as defined by this bylaw;
 6. For Non Residential properties New Construction must increase the assessment of the property by at least \$300,000.
 7. All outstanding property taxes (including amounts added to the tax roll pursuant to the Act) on the property have been paid in full and are not in arrears.
 8. All required Town development approvals concerning the development of the property must have been issued.
- 4.2. Tax Exemptions apply to the municipal portion of property taxes only.
- 4.3. To apply for a Tax Exemption, an Applicant must meet the following criteria:
 1. The Applicant must be the Assessed Person of the property that is the subject of the application; and
 2. The Applicant must have no outstanding monies owing to the Town of Picture Butte; and
 3. The Applicant must submit a complete application in accordance with the terms of this bylaw.

5. APPLICATION FOR AN EXEMPTION:

- 5.1. Applicants must submit a complete application to Administration. The application form is attached in "Schedule A".
- 5.2. Applications must be made within ONE (1) year of the date of assessment notice issued with respect to the property which reflects the New Construction.
- 5.3. Notwithstanding the application requirements set out in this Bylaw, Administration may require any additional information that, at the discretion of Administration, is necessary to complete the application.
- 5.4. Administration will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration shall become the property of the Town and may not be returned.

- 5.5. Administration has the discretion to reject applications that are incomplete or illegible.
- 5.6. Administration will advise Applicants in writing with reasons if their application is rejected.

6. CONSIDERATIONS OF APPLICATIONS

- 6.1. Administration shall review the Complete Application to determine if it meets the criteria and requirements for a Tax Exemption and provide a written report, with recommendations, to Council.
- 6.2. Council shall review the Complete Application and Administration's report and may:
 1. Pass a resolution allowing a Tax Exemption for the qualifying property;
or
 2. Pass a resolution refusing the Tax Exemption Application.

7. TAX INCENTIVE NOTICE

- 7.1. Where Council has passed a resolution approving a Tax Exemption, Administration shall notify the Applicant in writing and specify:
 1. The taxation years to which the Tax Exemptions apply, which must not include any taxation year earlier than the taxation year in which the Tax Exemption is granted;
 2. Any condition, the breach of which will result in cancellation and the taxation year or years to which the condition applies.
 3. The extent of the Tax Exemption for each taxation year to which the Exemption applies shall be as such;

| | |
|----------------|-----------------------------|
| 1. First Year | 100% Property Tax Exemption |
| 2. Second Year | 75% Property Tax Exemption |
| 3. Third Year | 50% Property Tax Exemption |
| 4. Fourth Year | 25% Property Tax Exemption |
 4. A Tax Exemption approved by Council shall be honoured notwithstanding this Bylaw being amended or repealed.
 5. A resolution refusing an application must include the reason(s) for refusal.
 6. Administration shall provide written notice of a refusal to an Applicant, including the resolution passed under section 6.2.2.

8. CANCELLATION OF TAX INCENTIVE AGREEMENT:

- 8.1. If at any time, after a Tax Exemption is granted under this Bylaw, Administration determines that the property did not meet or has ceased to meet a criterion referred to in Section 4, Council may cancel the Tax Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.
- 8.2. When Council cancels a Tax Exemption, Administration will send a written notice to the Applicant stating the reason for the refusal or cancellation and, if a review of the decision is available, the date by which any application for that review must be made.

9. REVIEW OF DECISION:

- 9.1. Where a decision made under this bylaw under Section 8 in respect of a Tax Exemption is the subject of an application for judicial review, the application must be filed with the Court of King's Bench and served not more than 60 days after the date of the decision.

10. SEVERABILITY:

10.1. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this Bylaw is deemed valid.

11. EFFECTIVE DATE:

11.1. This Bylaw shall come into force and take effect upon receiving the third reading.

12. COMING INTO EFFECT

12.1. This Bylaw shall come into effect on the date of the third reading.

READ A FIRST TIME THIS DAY OF , 2025.
READ A SECOND TIME, THIS DAY OF , 2025.
READ A THIRD TIME AND PASSED THIS DAY OF , 2025.

TOWN OF PICTURE BUTTE

Cathy Moore
Mayor

Keith Davis
CAO

SCHEDULE A

APPLICATION FORM FOR TAX INCENTIVE

| | |
|--|--|
| Owners Name: | |
| Mailing Address: | |
| Email Address: | |
| Phone Number: | |
| Registered Corporate Name: (if applicable) | |
| Corporate Registry Office Address of Applicant: | |
| Qualifying Property Information | |
| Street Address of Property: | |
| Legal Description: | |
| Tax Roll No. | |
| Development Permit No. | |
| Type of Development: | |
| Date Construction will be completed: | |
| Occupancy Date: | |

Date

Signature of Owner

Printed Name of Owner

- Notes:
- 1. Complete applications must be received within ONE (1) year of the date of assessment notice issued with respect to the property which reflects the New Construction.
 - 2. Applications and materials may be included in reports to Council and Council agenda packages. All Qualifying Properties may be subject to inspection by the Town Administration to ensure the validity of the application.

Personal Information required by the Town of Picture Butte application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your applications(s). Please be advised that your name, address and details related to your application may be included in reports that are available to the public as requires or allowed by legislation. If you have any questions, please get in touch with the Town's FOIP Head at Michelle Overbeeke, Director of Corporate Services @ 403-732-4555.

FOR OFFICE USE ONLY

Date Application Received

Name of Recipient

Date Application Approved/Refused



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: 24th January, 2025

To: Mayor, Council

From: CAO

Re: Alberta Municipalities Spring 2025 Municipal Leaders Caucus

Background:

This year the caucus is being held in Edmonton on the 6th and 7th of March. Alberta Municipalities are also hosting a President's Summit on the 5th of March. I am interested in attending at least the President's Summit on the 5th of March. This years agenda looks interesting and is around managing conflict and civil social behaviour.

Traditionally, Council has sent two individuals to the Spring Municipal Leaders Caucus, usually the Mayor and CAO if they are available to attend. If Council would like individuals to attend the caucus we will need a motion. Administration will then register those individuals.

Financial Implications:

- The cost for attending the both the President's summit and Municipal Leaders Caucus is \$375. \$215 for just the President's Summit and \$215 just for the Municipal Leaders Caucus.
- If caucus is attended in person the costs include:
 - Mileage to Edmonton plus
 - Two Hotel rooms plus
 - Disbursements plus
 - Council remuneration

Recommendation:

To make a motion allowing two members from Picture Butte to attend the Spring 2025 Municipal Leaders Caucus and President's Summit.

Alternate Options:

- To send more or less representatives from the Town than what has historically been done.

Attachments:

- Email from Tyler Gandam, president of Alberta Municipalities
- Draft agenda for the President's Summit
- Draft agenda for the Municipal Leaders Caucus

Submitted by: Keith Davis, CAO

Keith Davis

From: Tyler Gandam <president@abmunis.ca>
Sent: Friday, January 10, 2025 12:32 PM
To: Keith Davis
Subject: Join me at ABmunis President's Summit and Municipal Leaders Caucus
Attachments: Draft Agenda for 2025 Spring Municipal Leaders' Caucus.pdf; Draft Agenda for 2025 President's Summit.pdf

Dear Mayors, Councillors and CAOs,

As a Mayor and President of Alberta Municipalities, I know firsthand the pressure you face as a leader and member of your community. We are facing increased conflict with our constituents, as well as our peers in the council chambers. That's why our 2025 Alberta Municipalities President's Summit is focused on the topic of civility.

Our President's Summit on March 5 provides the opportunity for in-depth, in-person discussions on various aspects of civility in municipal leadership, including promoting a civil social media landscape, harassment in council chambers and the workplace, and ways to look after yourself and others.

By attending, you will have the opportunity to learn from experts and peers, as well help shape the future of municipal leadership across our province to ensure safe and healthy workplaces for years to come.

To help save on travel costs, we're holding President's Summit alongside Spring Municipal Leaders Caucus (MLC) which follows the Summit on March 6 & 7. Over those two days, you will engage with your colleagues on important topics including resources for the upcoming municipal election, a session dedicated to policing, and breakout session specific to your municipality type. MLC also provides the opportunity to hear from the Premier, Minister of Municipal Affairs, and Leader of the Opposition.

It's going to be fun. It's going to be informative. It's going to be engaging. Don't miss out.

[Register today!](#)

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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

Agenda for Spring 2025 President's Summit
March 5, 2025
Westin Hotel, 10135-100 Street NW, Edmonton
Subject to Change

| Wednesday, March 5 | | |
|--------------------|---|---|
| Time | Topic | Session Description |
| 8:00 a.m. | Registration and Breakfast | |
| 9:00 a.m. | Opening remarks | President Tyler Gandam to bring remarks on civility. |
| 9:15 a.m. | Plenary: Common Ground Toolkit | <p>Common Ground Politics has been undertaking significant research into Alberta's political landscape over the past few years. The initiative includes a toolkit which builds common vocabulary for problems facing civil dialogue in politics.</p> <p>Dr. Wesley will speak to the Common Ground Toolkit and how to effectively use the kit in local government. ABmunis is a supporting partner of the Common Ground initiative.</p> |
| 10:15 a.m. | Break | |
| 10:30 a.m. | Breakout session: From Discord to Harmony: Mastering Conflict in Local Government | <p>Municipal elected officials often face conflicts in decision-making and interpersonal dynamics.</p> <p>This session will explore practical strategies for managing disagreements, fostering collaboration, and maintaining professional relationships in the face of political tension. Participants will gain tools for effective communication, conflict resolution, and navigating reactions in real time.</p> |
| 10:30 a.m. | Breakout session: Promoting a civil social media landscape | <p>Social media plays a key role in political discourse and has been blamed for degradation in community conversations and abuse of elected officials and staff.</p> <p>Join our speakers to gain insight into developing strategies to help manage social media and how current elected officials are engaging and utilizing AI.</p> <p>This session will bring key take-aways to shaping a more positive political environment.</p> |
| 12:00 p.m. | Lunch | |

| | | |
|-----------|---|--|
| 1:00 p.m. | Plenary – Canadian Barometers Project | <p>The Canadian Barometers research partnership focuses on understanding and improving municipal democracy by routinely surveying local elected officials on their experience with abuse and their level of satisfaction in the role.</p> <p>The plenary will dive into preliminary insights into their more recent survey and the ways in which this data helps support community leaders.</p> |
| 1:20 p.m. | Plenary – Harassment in the Council Chamber and Workplace | <p>Municipal councillors are facing increased levels of harassment both in and outside of council chambers. Due to the unique nature of their role, they are not protected under workplace laws in the same way as a municipal employee. It is also challenging to hold councilors accountable should they create an unsafe workplace for municipal staff.</p> <p>This session will feature legal, law and policy perspectives on harassment in the municipal workplace.</p> |
| 2:20p.m. | Break | |
| 2:30 p.m. | Breakout sessions: Looking after yourself and your colleagues | <p>Leaders are often called on to support others, but they also need to look after themselves.</p> <p>This session will focus on concrete ways to care for yourself and others during times of difficulty.</p> |
| 2:30 p.m. | Breakout Session: Acting in the moment: How, when and why | <p>This session aims to help participants identify harm that happens in their workplaces and council activities, and considerations for addressing that harm in real-time or after the fact.</p> <p>Through practical tools and discussions, participants will gain confidence in being a positive bystander, helping to prevent harm and fostering a culture of accountability and respect in their communities.</p> |
| 4:00 p.m. | Break | |
| 4:15 p.m. | Preparing Alberta's Future Municipal Leaders | <p>A session focused on the realities of running for municipal office. This panel will feature unique perspectives including:</p> <ul style="list-style-type: none"> - Living through tumultuous times at the council level - Choosing to run for council during difficult transitions - Hiring a new CAO and developing a relationship |
| 4:45 p.m. | Closing remarks | |

Agenda for Spring 2025 Municipal Leaders' Caucus
March 6 and 7, 2025
Westin Hotel, 10135-100 Street NW, Edmonton
Subject to Change

| Thursday, March 6 | |
|--------------------------|---|
| 8:30 a.m. | Registration and Breakfast/CAO Breakfast |
| 9:30 a.m. | President's Opening Remarks and Transition from President's Summit |
| 9:45 a.m. | Minister of Municipal Affairs' Remarks |
| 10:00 a.m. | Update from Federation of Canadian Municipalities |
| 10:05 a.m. | Break |
| 10:20 a.m. | Plenary Session on Water |
| 11:20 a.m. | Plenary Session on Resources for Municipal Election |
| 11:50 a.m. | Opposition Leader's Remarks |
| 12:00 p.m. | Lunch |
| 1:00 p.m. | Municipal Breakout Sessions: <ul style="list-style-type: none"> • Cities • Towns • Villages & Summer Villages – (healthcare to be one topic among other interactive discussions) |
| 2:20 p.m. | Premier's Remarks |
| 2:35 p.m. | Ministers Dialogue Session I |
| 3:35 p.m. | Break |
| 3:45 p.m. | Ministers Dialogue Session II |
| 4:45 p.m. | Closing Remarks |
| 5:00 - 6:30 p.m. | Ministers' Reception sponsored by RMRF |

| Friday, March 7 | |
|------------------------|---|
| 8:00 a.m. | Registration and Breakfast |
| 9:00 a.m. | Plenary Session on Municipal Finance Research Project |
| 9:25 a.m. | Plenary Session on Resolutions |
| 9:50 a.m. | Requests for Decision |
| 10:05 a.m. | President's Report and Update from AMSC |
| 10:30 a.m. | Break |
| 10:45 a.m. | Plenary Session on Policing |
| 11:45 a.m. | Closing Remarks and Lunch to Go |



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: 24th January, 2025

To: Mayor, Council

From: CAO

Re: Bylaw No. 954-25 Centennial Celebration Committee

Background:

Last year Council decided to recognise 1926 as the settlement of Picture Butte and thus celebrate 100 years of settlement in 2026.

Council should establish an official Council Committee in order to plan for and organise events in the centennial year.

The Procedural Bylaw (Bylaw No. 902-20) defines a Committee of Council as “a committee, board or other body established by Council”. These are different to committee’s that Council appoint members to.

Attached is a drafted bylaw, Bylaw No. 954-25 Ad Hoc Centennial Celebration Committee. A summary of the bylaw that has been drafted includes:

- That the committee is an Ad Hoc Committee and will dissolve on the 31st of December, 2026;
- Committee members up to 30 people. This number should be discussed;
- Outlines what kind of individuals and organisations should be on the committee;
- Outlines member responsibilities;
- Chair shall be a member of Council; and
- Duties, goals and objectives of the Committee are outlined.

If Council is okay with the drafted bylaw they can accept it as presented or as amended.

An advertisement for committee members can be circulated and the informal group currently meeting can be transformed into a Committee of Council and be officially established.

Recommendation:

1. To provide feedback to Council regarding the drafted Bylaw No. 954-25 Centennial Celebration Committee.
2. If the bylaw is acceptable pass first reading of Bylaw No. 954-25 Centennial Celebration Committee. Second and third reading can occur if there are no proposed changes. Otherwise I would suggest doing first reading, allowing Administration to make amendments and then conduct second and third reading next Council meeting.

Attachments:

1. Draft Bylaw No. 954-25 Centennial Celebration Committee bylaw.

Submitted by: Keith Davis, CAO

TOWN OF PICTURE BUTTE
BYLAW NO. 954-25

A BYLAW OF THE COUNCIL OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN AD HOC CENTENNIAL CELEBRATION COMMITTEE IN THE TOWN OF PICTURE BUTTE

WHEREAS Section 145 of the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended, provides that a Council may pass bylaws in relation to the establishment and functions of Council Committees and the procedures to be followed by Council committees;

WHEREAS Section 146(a) of the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended, provides that a Council Committee may consist entirely of Councillors;

WHEREAS Council wishes to establish an Ad Hoc Council Committee to plan a coordinated approach to celebrating the Town's Centennial anniversary;

NOW THEREFORE, the Municipal Council of the Town of Picture Butte, hereby enacts as follows:

1. CITATION

1.1. This bylaw may be cited as the Ad Hoc Centennial Celebration Committee.

2. DEFINITIONS

2.1. In this bylaw:

1. "CAO" means the Chief Administrative Officer of the Town of Picture Butte;
2. "Committee" means the Ad Hoc Centennial Celebration Committee;
3. "Council" means the Town of Picture Butte Council;

3. AD HOC CENTENNIAL CELEBRATION COMMITTEE

3.1. There is hereby established an Ad Hoc Council Committee to be known as the Centennial Celebration Committee.

4. MEMBERSHIP

4.1. The Committee membership should consist of **no more than 30 members** from the community who can support the purpose of the Committee. Suggested membership is to include, but not be limited to:

1. Members of Town Council (3);
2. Member of Lethbridge County Council (1);
3. Town of Picture Butte staff (1);
4. School Board Representatives (2);
5. Picture Butte & District Chamber of Commerce (1);
6. Community Not for Profit Organisations (2);
7. Town residents (3);
8. Lethbridge County residents (2);
9. **TOTAL (15)**

4.2. The following qualifications will be considered for appointing members to the Committee:

For Organisations:

1. Organisational mandate aligns with the goals and objectives of the Committee.
2. Demonstrated experience in partnership activities, special event delivery and community engagement.

For Individuals:

1. Experience working in teams, with community groups, not for profit boards or organisations;
2. Demonstrated experience in partnership activities, special event delivery and community engagement.

4.3 Member responsibilities shall include:

1. Attend and actively participate in all scheduled and special Committee meetings and any Sub-Committee meetings that they are a member;
2. Be an active participant in delivering the goals and objectives of the Committee;
3. Attend Town of Picture Butte and other community organisation's events and initiatives, where appropriate and when available;
4. Solicit and share feedback from the public on the Committee's plans and activities;
5. Be a resource to Town staff in their area of expertise.

4.4 Town of Picture Butte representatives responsibilities include:

1. Act as the Committee lead, chair and schedule meetings, booking meeting space, moderate discussions and summarise meeting discussions.
2. Contribute to Committee discussions and work with Committee members to establish the Town wide plan and program for the Centennial celebration of Picture Butte in 2026.
3. Connect organisations to each other to build partnerships and to share information about the Centennial celebration plans.
4. Develop and execute Town run programs, events and services that celebrate the Town's Centennial anniversary.
5. Provide updated on Town initiatives that relate to the goals and objectives of the Committee.

4.5 Members shall be appointed until the 31st of December 2026.

4.6 By mutual consent, the Council and the Committee may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.

4.7 Any member may resign at any time upon sending a written notice to the CAO.

4.8 A person may be disqualified from remaining a member of the Committee if he/she fails to attend, without being authorized by a resolution of the Committee to do so, three (3) consecutive Committee meetings.

4.9 If a member of the Committee is disqualified from remaining a member under subsection 5.6., he/she is deemed to have resigned his/her seat on the Committee

5. SUB-COMMITTEES

5.1. Sub-Committees may be formed to provide additional support to the Committee. Individuals and organisations not part of the Committee are eligible to be part of sub-committees.

5.2. Sub-Committees will be determined, as necessary, when the Town's Centennial Celebration plan has been developed and additional support and areas of focus are determined.

5.3. Sub-Committees may be created for the following areas:

1. Marketing and Communications
2. Events
3. Community Engagement
4. Volunteers
5. Youth
6. Seniors
7. Sponsorships and Funding
8. Tourism

6. PROCEEDINGS

- 6.1. The Chairperson of the Committee shall be a Town Councillor.
- 6.2. The secretary shall be a member of Town administration. The roll of the secretary is to:
 1. Prepare agendas, with the Chair, for the meeting;
 2. Keep minutes of the meetings and distribute them to the members.
- 6.3. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee.
- 6.4. A majority of members of the Committee constitute a committee. Attendance via electronic means is considered acceptable for meeting quorum and attendance requirements.
- 6.5. Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
- 6.6. Minutes of the Committee shall take place at each meeting and will be maintained as an official record of the Town.
- 6.7. A copy the minutes shall be distributed, via email, to Committee members within one week of the meeting whenever possible.

7. DUTIES OF THE COMMITTEE

- 7.1. The purpose of the Committee is to:
 1. Plan a coordinated approach to celebrate the Town's Centennial anniversary in 2026.
 2. Bring members of the community together to develop a Town wide plan to celebrate the Town's Centennial anniversary in 2026.
 3. To serve as the community table at which local leaders and organisations will provide input, collaborate, plan and execute events, activities and initiatives that will take place in 2026.
- 7.2. The goals and objectives of the Committee are as follows:
 1. Provide input and support to Town Council and staff to develop a Town wide plan for the Town's Centennial celebration.
 2. Provide input and support to Town Council and staff to develop communications and outreach plans for the Town's Centennial celebration.
 3. Assist in planning and delivering the Centennial celebration events and initiatives as needed.
 4. Collaborate and determine partnership opportunities between community members and the community leading up to and during the anniversary year.
- 7.3. All members of the Committee are expected to abide by the following principles for partnership and partner engagement:
 1. Be open and respectful;
 2. Be inclusive and accessible;
 3. Foster collaborations to spur action; and
 4. Be responsible to the needs of the community.

8. BUDGET

- 8.1. Any requirement for funds to deliver events and initiatives by the Town is subject to the approval of Town Council.
- 8.2. Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the Committee or any member thereof have the power to authorize any expenditure to be charged against the Town.

9. MEDIA & COMMUNICATIONS

- 9.1. All media contact shall be made through Town Council or staff including the provisions pertaining to the use of the corporate logo, letterhead, website, social media, media advertisements and the like.

10. COMMITTEE TERM

- 10.1. The Committee shall be dissolved effective 31st December, 2026.

11. COMING INTO EFFECT

- 8.1 This Bylaw shall come into force and effect on the date of the third reading.

READ A FIRST TIME THIS DAY OF JANUARY, 2025. A.D.
READ A SECOND TIME THIS DAY OF JANUARY, 2025. A.D.
READ A THIRD TIME AND FINALLY PASSED THIS DAY OF JANUARY,
2025. A.D.

TOWN OF PICTURE BUTTE

Cathy Moore
Mayor

Keith Davis
CAO



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: 24th January, 2025

To: Mayor, Council

From: CAO

Wastewater Project

Submissions for responding to resident concerns has been submitted to Alberta Environment. An environmental impact study will be occurring when the weather is suitable.

Dr. Recruitment

Dr Edegbe will be taking appointments for his practice on the 29th of January and will begin patient consultations on the 5th of January. This has been advertised on Facebook.

Carpet Install at the Library

This project has been completed. The walls in the library were painted while the shelves were out and new carpet has been installed. The library is still closed throughout January until all of the books are replaced. The project went quite smoothly and was well organised.

Municipal Development Plan

Kattie is working on the background information and is planning on arranging a meeting with the working group at the end of February.

Miscellaneous Items since last Council meeting

- I have finished performance evaluations with all the staff that report directly to me.
- Kristin Rice, our new Administrative Assistant will begin work on the 27th of January and will be at the Council meeting.
- We offered a job to Colin Clarke who has the necessary experience to become our Water and Wastewater operator. He is scheduled to begin on the 3rd of February.
- A couple of Land Use Bylaw amendments (Home Occupations in Large Lot Residentials and a Direct Control Zoning for 862 Crescent Avenue) will be presented to Council on the 24th of February.
- The Millenium Capsule date is the 19th of August, 2000. This was most likely done at Jamboree Days in 2000. We will further discuss this project at next Council meeting on the 10th of February.
- I contacted Land Titles regarding the historical ownership of the land where Piyami lodge is located. At time of writing I have not heard back from them. The historical title did not have the information back further enough to deduct if and when the Town owned the property.
- Michelle and I have had budget meetings with all department heads. All department heads are preparing budget presentations for the 17th of February Committee of the Whole Meeting.
- A Safety Codes Council audit is occurring this week so I have prepared documents for their review and will be having meetings this week in regards to this. This a routine audit and nothing has trigged it. It is just our lucky turn to go through the process.
- Feedback was given to SAEWA regarding their drafted Memorandum of Understanding.
- All municipalities have signed the Recreation Agreement MOU extension.
- I hosted a CAO breakfast at Eddies with all of the CAO's in Lethbridge County on Thursday the 23rd of January.

- Nobleford and Coalhurst CAO's met with Frank and I and discussed the upcoming Fire Services Agreement discussion scheduled for Wednesday of this week with Lethbridge County.
- It has been a very busy month and I don't think February is looking at being any less busy.

HOLIDAY STATUS

Days in lieu used 0 hrs out of 70 hrs

Accrued Holidays 38 days

Submitted by: Keith Davis, CAO



PICTURE BUTTE EMERGENCY SERVICES

2024 ANNUAL REPORT



@picturebutteemergencyservice



@PictureButteFireDept



@PButteFire

CONTACT US:



120 - 4th Street North, Picture Butte



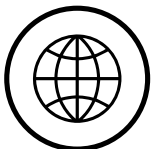
P.O. Box 1065, Picture Butte, AB T0K 1V0



403-732-4100



fireprevention@picturebutte.ca



<https://www.picturebutte.ca/>

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Table of Contents

A Message From the Fire Chief 2

A Year in Review 3

Calls To Service 5

Event Statistics 6

Operational Highlights 11

Life Safety Initiatives 13

2024 Recruits 15

Your PB Firefighters Hard at Work 16

Community Safety 17

Looking Forward 18

A MESSAGE FROM THE FIRE CHIEF

A Year of Pride in Service

It is once again a privilege to present the 2024 Annual Report on behalf on the members of Picture Butte Emergency Services. This report aims to highlight the extraordinary work your Picture Butte firefighters, paramedics, and officers do on a daily basis to serve this community and make the Picture Butte area a great community to live in.

This past year brought a consistent work load of fire and rescue calls with emergency medical events finally seeing a decline after several years of unprecedented growth. Our members remained steadfast in their commitment to continual improvement through training, education, and research. Our community should be particularly proud of our EMS division for achieving another 4-year Qmentum Accreditation through Accreditation Canada in 2024. This recognition shows our departments commitment to quality improvement in emergency medical services and displays our value of providing high-quality patient-centered care with an emphasis on patient safety. I want to congratulate our paramedics and EMS leaders for achieving this national recognition!

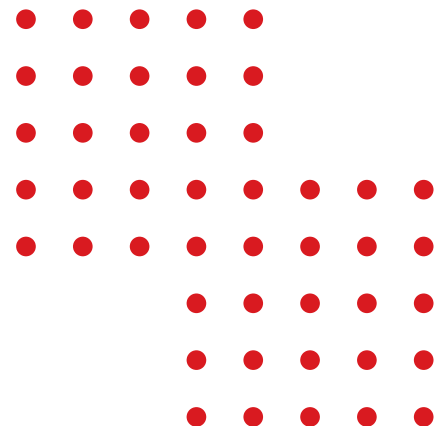
As we look ahead to 2025 and beyond, I am excited to see many regional collaboration projects working towards completion including the regionalization of our emergency management programs with our partners in Coalhurst, Nobleford, Barons, and Lethbridge County. This new regional program will provide increased collaboration between our municipal governments and focus on improved preparedness in our communities for the next potential disaster. We are also working towards implementation of our regional fire response plans and regional fire prevention programs through Community Connect (stay tuned!). On behalf of the members of Picture Butte Emergency Services, I hope you enjoy the 2024 Annual Report on the activities of your fire department.

Sincerely,

Fire Chief Frank West

Fire Chief Frank West

Director of Emergency Services



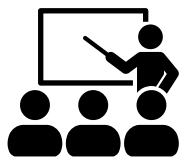
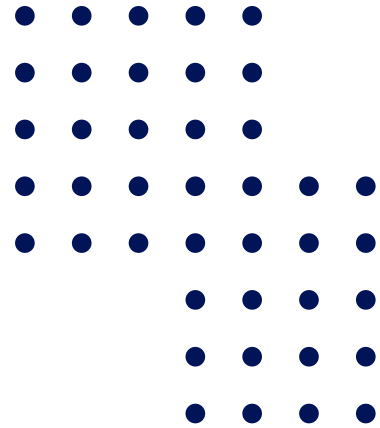
YEAR IN REVIEW



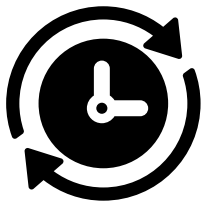
| | | | |
|---|-------------------------------|-----|-----------|
|  | Motor Vehicle Collisions | 30 | |
|  | Structure Fires | 16 | |
|  | Vehicle Fires | 8 | • • • • • |
|  | Wildland/Outdoor Fires | 21 | • • • • • |
|  | Technical Rescues | 4 | • • • • • |
|  | Tender Responses (Mutual Aid) | 21 | • • • • • |
|  | Ambulance Responses | 868 | • • • • • |
|  | Fire Medical Responses | 145 | • • • • • |

This year, even though there was a decline in call volume, we remained active with a total of 1,021 service calls, marking this year as the fourth in departmental history to exceed 1,000 events. Notably, we experienced a 0.7% rise in structure fire calls, a 0.6% increase in motor vehicle collision responses, a 1.13% uptick in wildland/outdoor fires, a 0.2% growth in technical rescue responses, and a 2% increase in fire medical responses.





5 Certification Courses



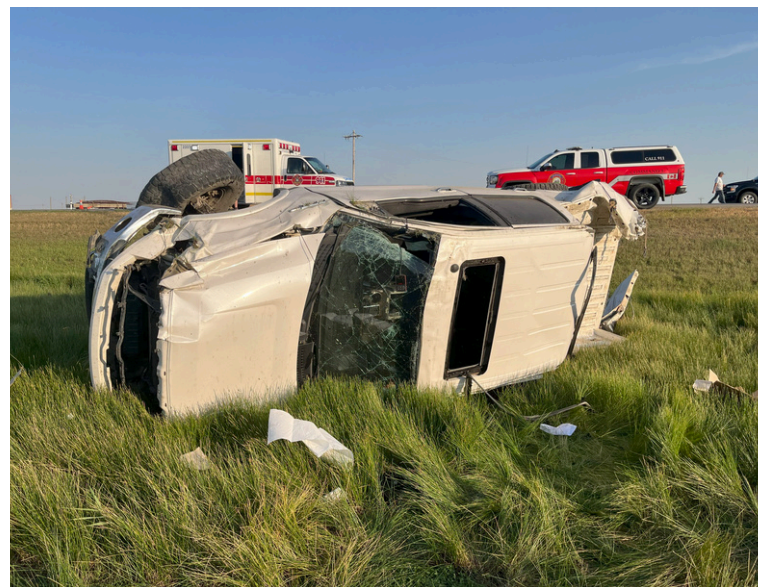
2 445 Training Hours



16 Community Events



3770.5 Volunteer Hours



PBES

Annual Report

CALLS TO SERVICE

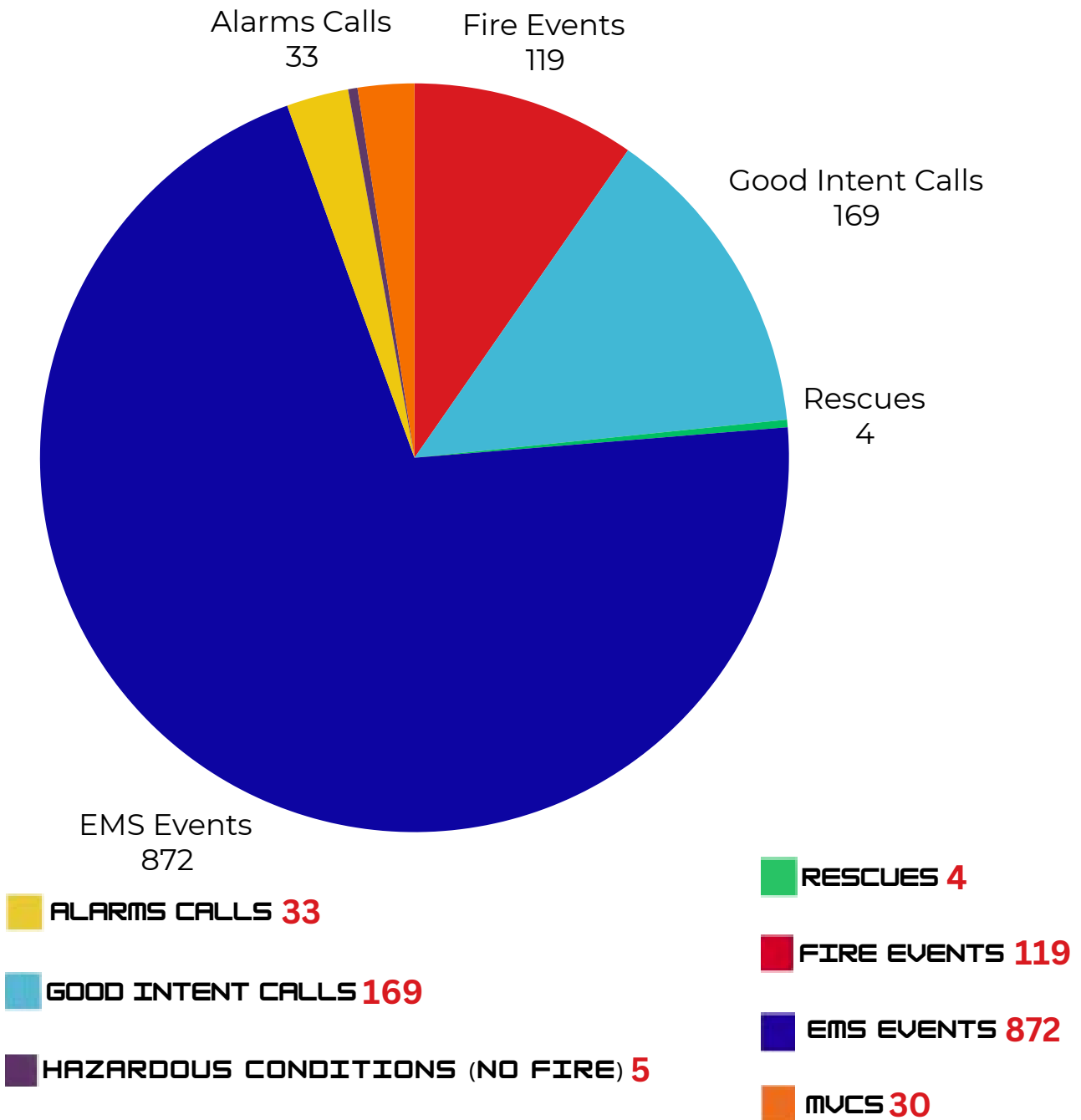


1021 EVENTS



1113 UNIT RESPONSES

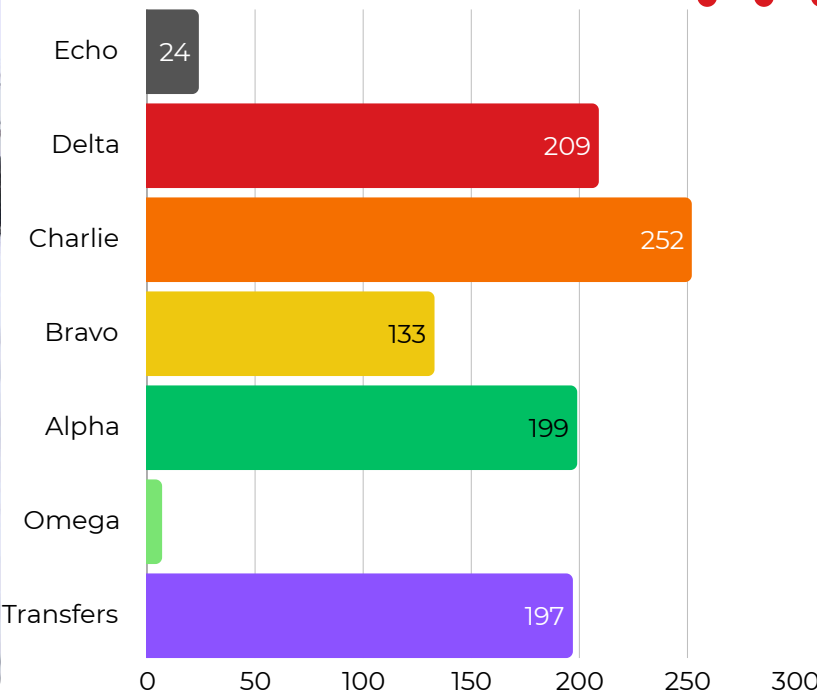
INCIDENT TYPES



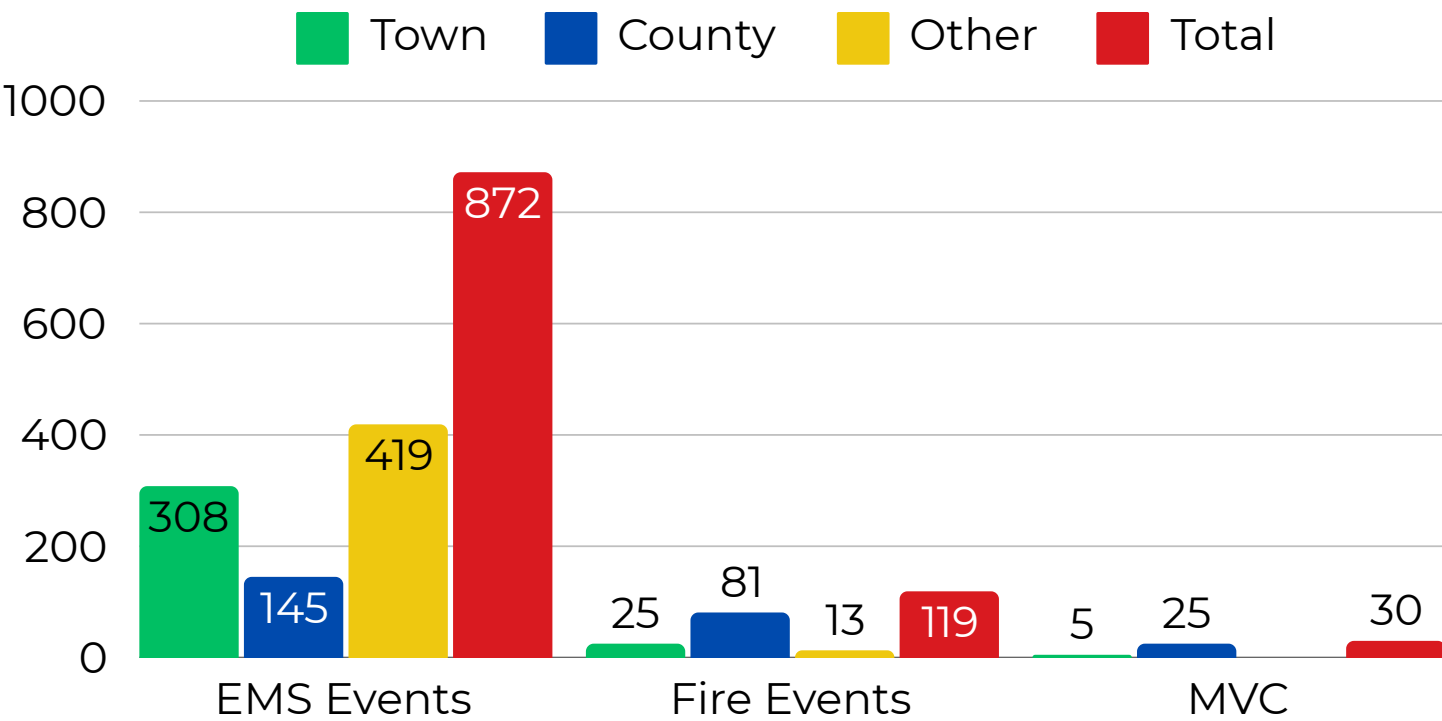
Event Statistics 2024



INCIDENT SEVERITY

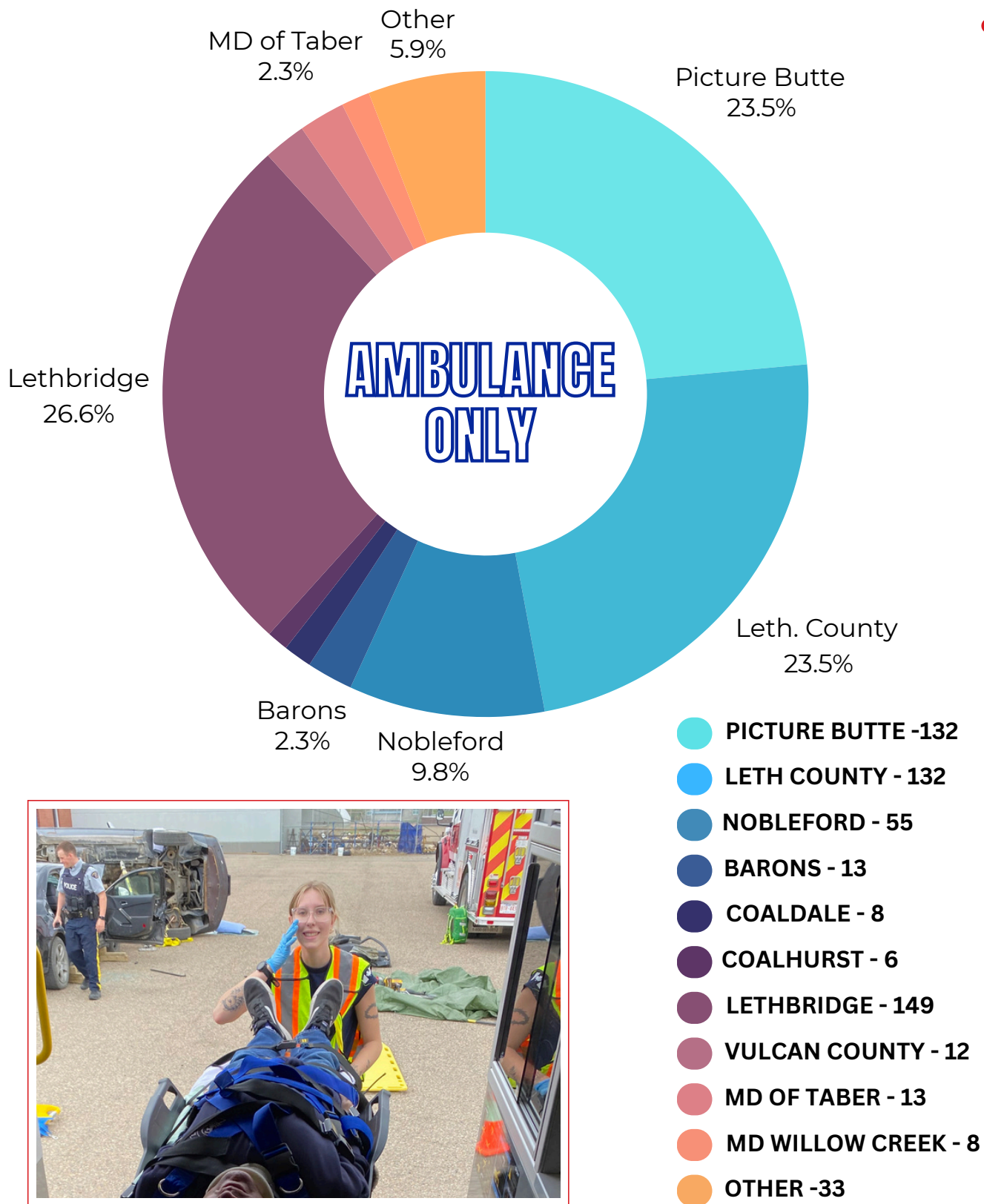


CALL VOLUME PER AREA

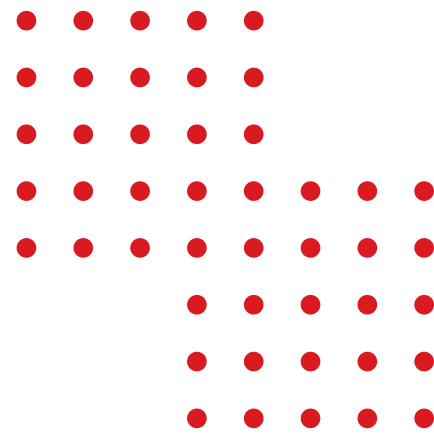
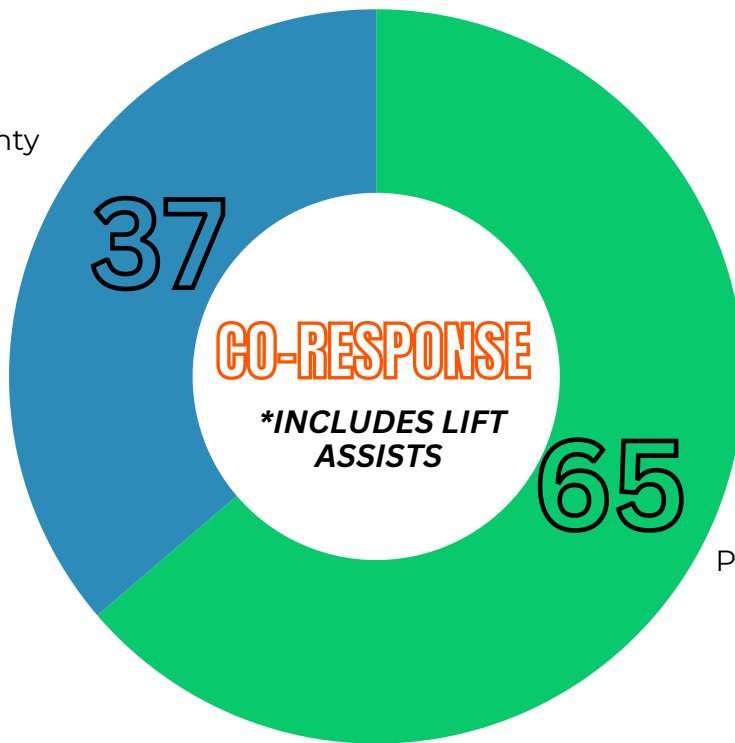


Event Statistics 2024

BREAKDOWN OF MEDICAL RESPONSES



Lethbridge County
36.3%

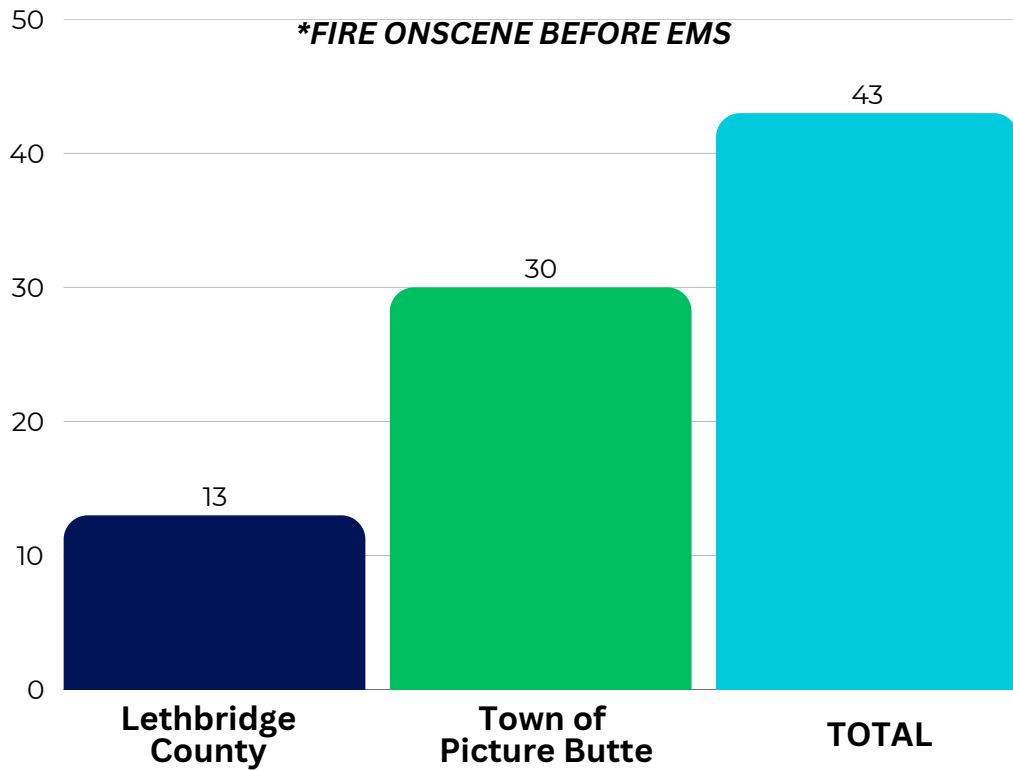


Picture Butte
63.7%



MEDICAL FIRST RESPONSE

**FIRE ONSCENE BEFORE EMS*

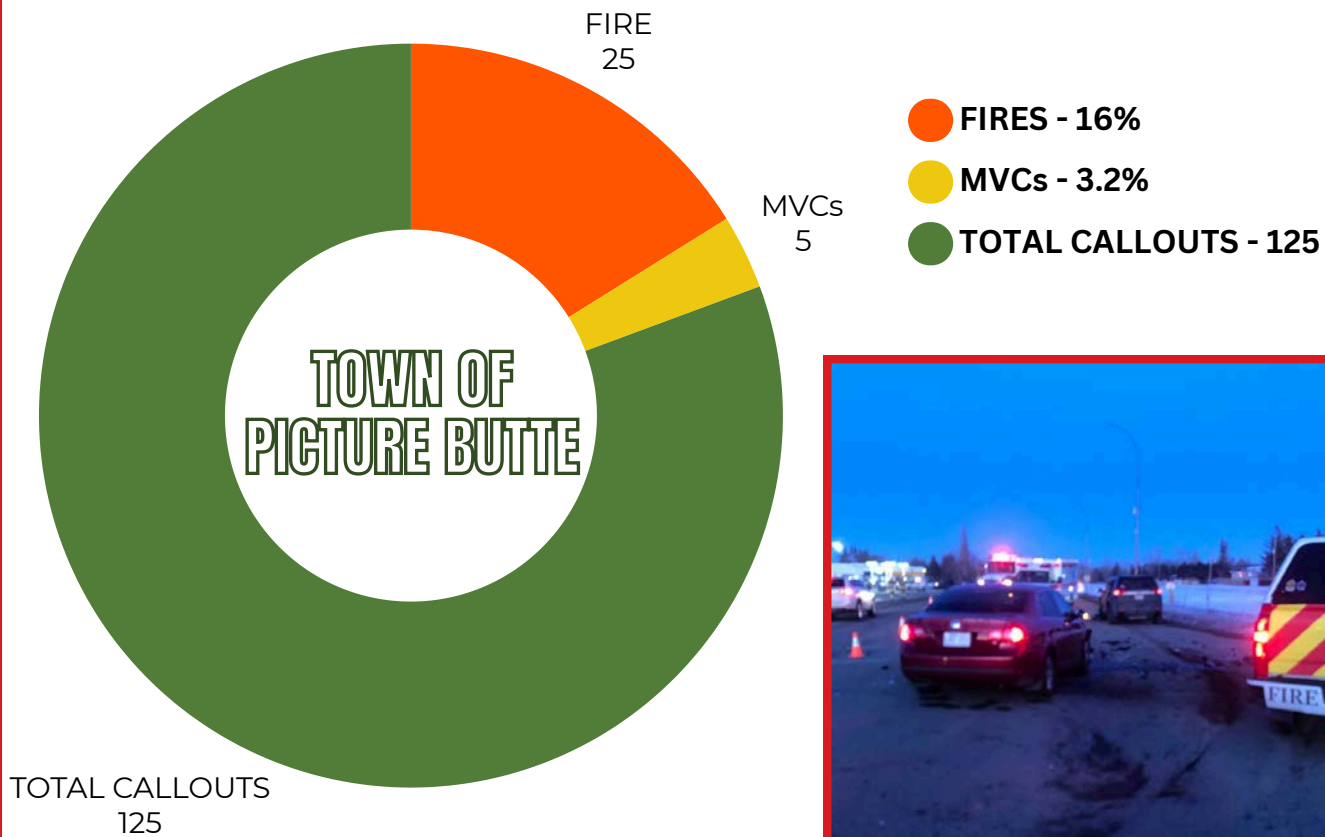


PBES

Annual Report

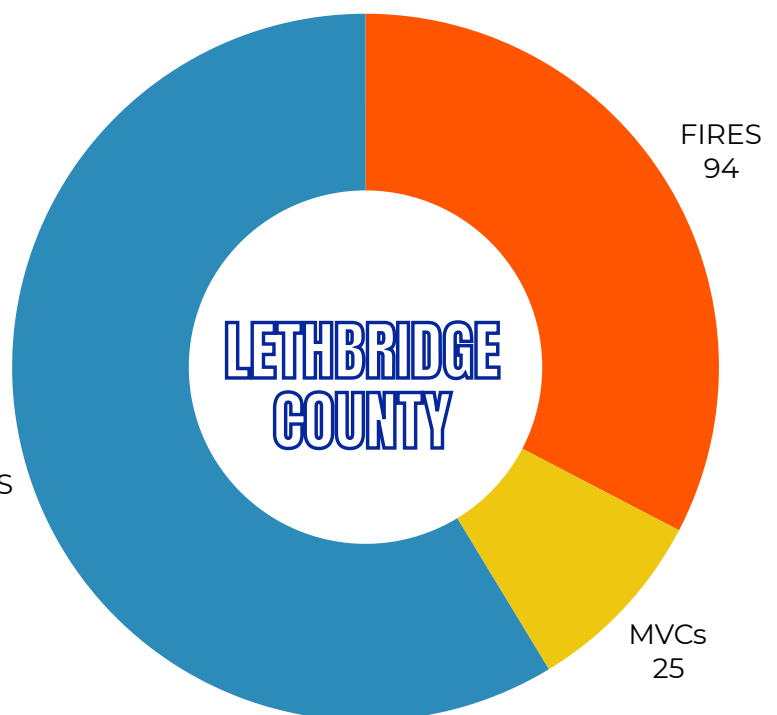
Event Statistics 2024

BREAKDOWN OF FIRE RESPONSES PER REGION



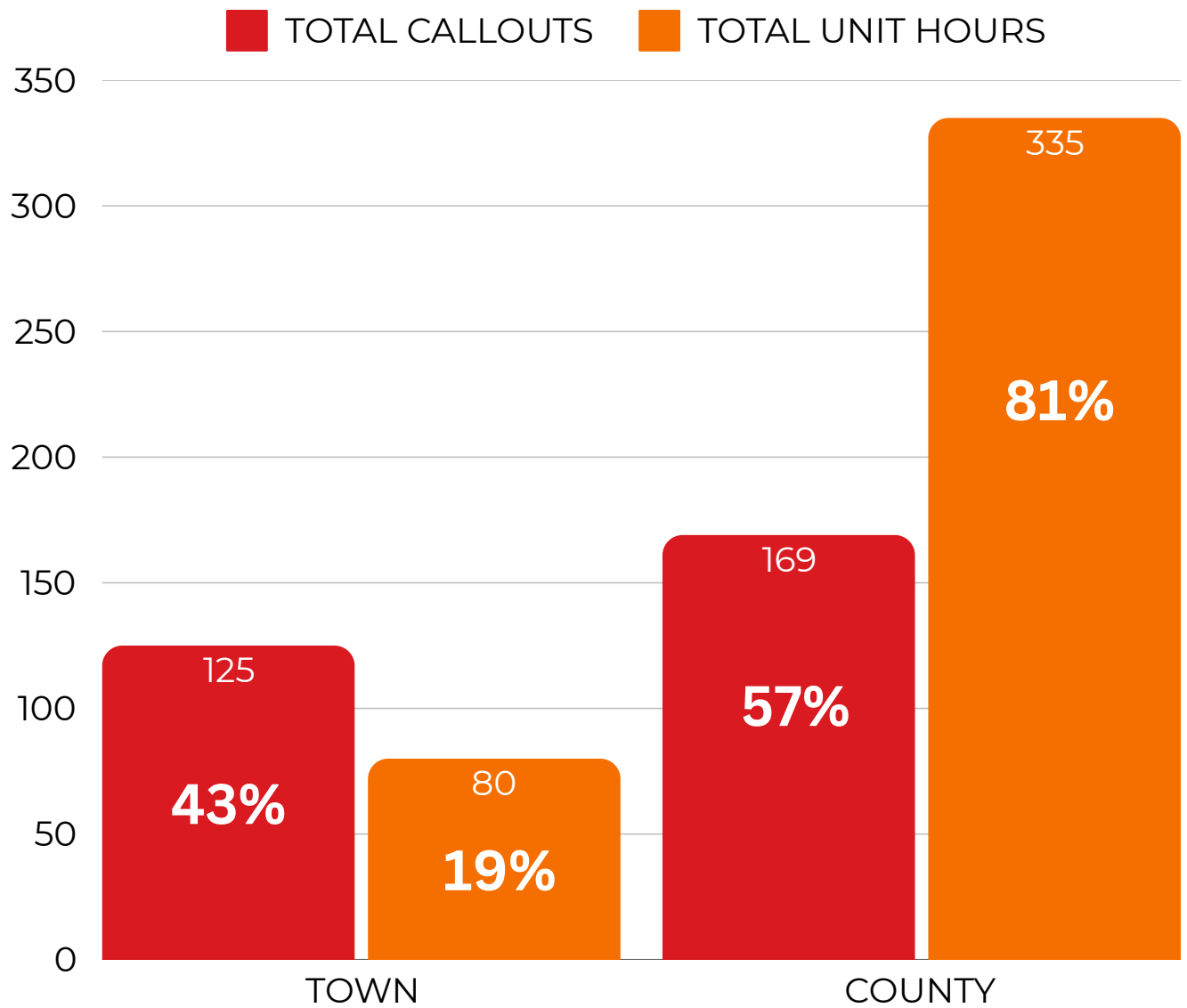
TOTAL CALLOUTS
169

- FIRES - 33%
- MVCs - 9%
- TOTAL CALLOUTS - 169



PBES

Annual Report



OPERATIONAL HIGHLIGHTS

NEW EQUIPMENT

In 2024 we added two Zoll Cardiac Monitors and a Zoll Autopulse to our equipment inventory.



OPERATIONAL ACHIEVEMENTS

IN 2024, THE INCREASE IN AVAILABLE AMBULANCE RESOURCES IN THE PROVINCE, RESULTED IN A **50%** REDUCTION IN OUT OF COMMUNITY EMS CALLS (SUCH AS OUR AMBULANCE RESPONDING TO EMERGENCY EVENTS IN THE CITY OF LETHBRIDGE).

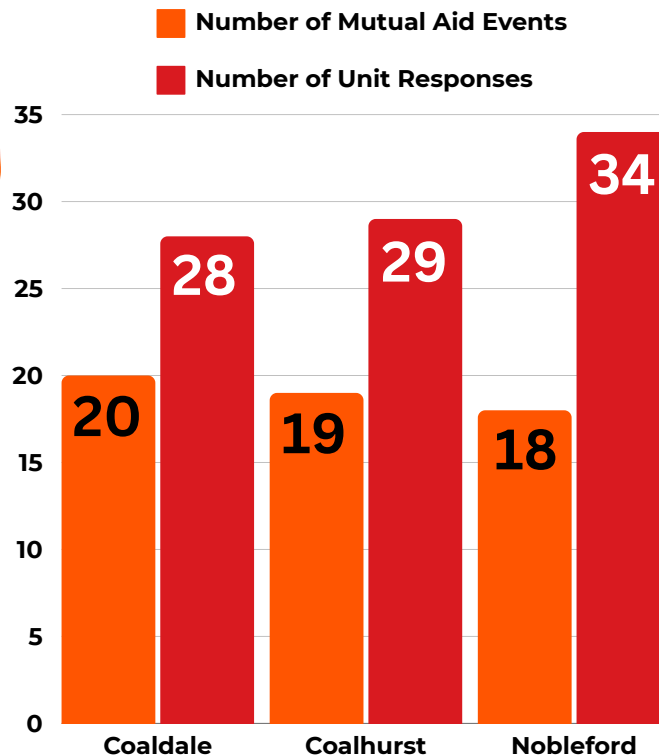
AS A RESULT, THERE WAS A REDUCTION IN “CODE RED” (WHERE THERE IS NO AVAILABLE AMBULANCE) EVENTS, RESULTING IN FEWER MEDICAL FIRST RESPONSE CALLS BY:

40% IN THE TOWN OF PICTURE BUTTE

30% IN OUR RESPONSE DISTRICT



MUTUAL AID RESPONSES



PROMOTIONS



Lieutenant Dylan DeRick

Firefighter Dylan DeRick was promoted to the rank of Lieutenant, now serving as the lieutenant of C Platoon.



Qualified Officer Edric VandeBruinhorst

Firefighter Edric VandeBruinhorst was promoted to the rank of Qualified Officer



Senior Firefighters Katie Maclean, Layton Vande Stroet, & Kailey Jakober

This year, three firefighters were promoted to Senior Firefighters after completing all the qualifications.



LIFE SAFETY INITIATIVES

IN 2024, OUR FIRE PREVENTION TEAM AND FIREFIGHTERS PARTICIPATED IN A NUMBER OF COMMUNITY EVENTS AND LIFE SAFETY INITIATIVES, INCLUDING:

- **GEMS Group Station Tour**
- **Lethbridge County Learning Council Fire Safety Presentations**
- **Piyami Lodge Seniors Station Tour**
- **Community Bike Rodeo**
- **PARTY Program Mock Collision**
- **Senior's Week Celebrations at Piyami Lodge**
- **DDS Kindergarten Class Station Tour**
- **Lethbridge County 60th Anniversary Daycare Station Tours**
- **Job Fair Recruitment Booth**
- **Fire Prevention Week 2024**

And many more impromptu station tours, school fire drills, and safety inspections.



Senior's Week celebrations at Piyami Lodge - June 6, 2024



DDS Kindergarten Field Trip Station Tour- June 11, 2024



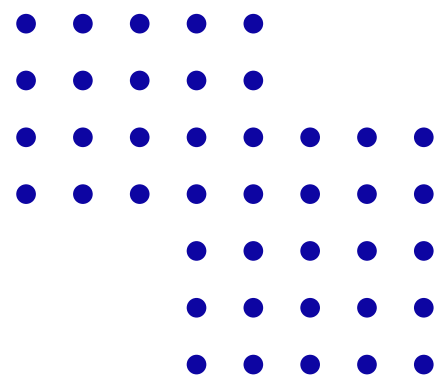
Lethbridge County's 60th Anniversary event in Shaughnessy - July 12, 2024



Daycare Station Visit - October 31, 2024



COMMUNITY EVENTS



Community Bike Rodeo in Partnership with AHS, Peace Officers, RCMP, and Southwest Alberta Road Safety Society.

May 30, 2024



PARTY Program Mock Collision scenario hosted in partnership with Alberta Health Services and RCMP for grade 9-12 students at Picture Butte High School.

June 3, 2024



PBES

Annual Report

2024 RECRUITS



FF Kyle Arnoldussen



FF Jared Evers



FF Kaden Zmeko



YOUR PICTURE BUTTE FIREFIGHTERS HARD AT WORK

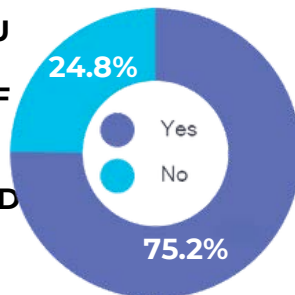


COMMUNITY SAFETY

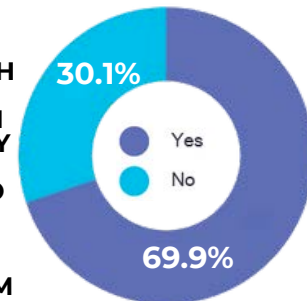
In an effort to enhance community safety and address residents' concerns, the bylaw services completed a comprehensive review of local bylaws, incorporating feedback from two public surveys. Out of the 145 respondents, valuable insights led to significant changes set to take effect in 2025. Among the updates, residential speed limits will be reduced to 40 km/hr, aligning with the harmonization of school and playground zones to 30 km/hr from 0700 - 2300 hrs, 365 days a year to ensure a safer environment for the children of our community. Additionally, to improve intersection safety and traffic flow, 3rd Street North and 5th Street North will transition to one-way streets. These changes reflect the community's input and aim to foster a safer and more cohesive neighbourhood environment.

TRAFFIC BYLAW SURVEY RESULTS

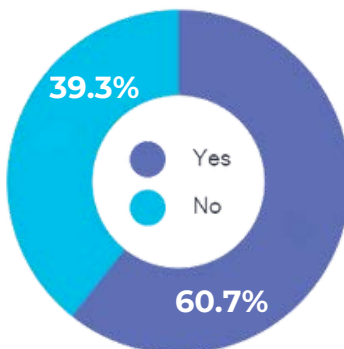
WOULD YOU BE IN SUPPORT OF A SET TIME FOR PLAYGROUND ZONES?



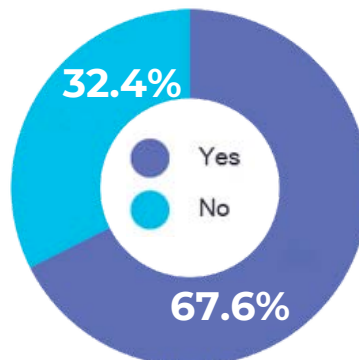
WOULD YOU SUPPORT MAKING 5TH STREET NORTH A ONE-WAY STREET WITH TRAFFIC ONLY BEING ALLOWED TO TRAVEL NORTH TO CRESCENT AVENUE FROM HIGHWAY 25?



WOULD YOU BE IN SUPPORT OF HARMONIZED SPEED ZONES FOR SCHOOL AND PLAYGROUND ZONES?



WOULD YOU BE IN SUPPORT OF LOWERING THE SPEED LIMIT IN ALL RESIDENTIAL AREAS FROM 50KM/HR TO 40KM/HR?



WHEN PARTICIPANTS WERE ASKED WHAT SUGGESTIONS THEY HAD TO IMPROVE SAFETY WHILE CROSSING THE STREET IN TOWN, THE NUMBER ONE RESPONSE WAS "SPEED CONTROL"



LOOKING FORWARD

In 2025, our community is excited about the anticipated advancements in road safety and emergency medical services. A significant development is the ordering of a new ambulance to replace our existing frontline unit, which, despite a two-year build process, is expected to arrive by 2027. This new addition promises to enhance our emergency response capabilities significantly.

Furthermore, we are optimistic about expanding our medical services by training all of our firefighters to a minimum level of an Emergency Medical Responder (EMR). This initiative is contingent on the success of our grant funding application, which, if approved, will allow us to provide comprehensive training in-house for our members.

These changes underscore our commitment to improving public safety and ensuring our community is well-equipped to handle emergencies efficiently and effectively.



MINUTES
OF THE
HEALTH PROFESSIONAL ATTRACTION & RETENTION
COMMITTEE MEETING
HELD AT
PICTURE BUTTE TOWN OFFICE
Tuesday, October 7th, 2024 AT 6:30 PM

PRESENT: Mayor Cathy Moore, Deputy Mayor Cynthia Papworth, Dave Feist, Teresa Feist, Boyd Folden, Curtis Watson, Mattie Watson, Susan O'Donnell, Gloria Elashuk

ALSO PRESENT: Keith Davis, Town Administration

1.0 CALL TO ORDER

Boyd Folden called the meeting to order at 6:30 p.m.

2.0 ADOPTION OF THE AGENDA

MOVED by Deputy Mayor Papworth to accept the agenda as presented. CARRIED

3.0 MEETING MINUTES

MOVED by Teresa to accept the 7th of October meeting minutes as presented. CARRIED

4.0 DISCUSSION ITEMS

4.1 Retention and Attraction Activities

Hello and Goodbye Event
The committee discussed the event to thank the current and existing doctors including Dr. Bowden, Dr. Leishman and Dr. Mohammed for their service and at the same time welcoming the new doctors including Dr. Edegbe and Dr. Lowry to the community.

The committee decided to host an event in January, 2025.

MOVED by Curtis to request the Picture Butte and District Chamber of Commerce to make Dr. Bowden, Dr. Leishmann and Dr. Mohamed the citizen's of the year for 2025. CARRIED

4.2 Doctor Recruitment Update

Keith informed the committee that the Town had completed their agreement with Dr. Edegbe for assistance for a medical office assistant/manager. The Town will be contracting a hiring company to assist in the advertising and hiring of the medical office assistant for Dr. Edegbe. The doctor is working towards practicing in Picture Butte in December.

It was suggested that a doctor profile is done when Dr. Edegbe begins in Picture Butte.

5.0 NEXT MEETING DATE & ADJOURNMENT

The next committee meeting is scheduled for the 2nd December, 2024 beginning at 6:30 p.m.

The meeting was adjourned at 7:02 p.m.

MINUTES
OF THE
HEALTH PROFESSIONAL ATTRACTION & RETENTION
COMMITTEE MEETING
HELD AT
PICTURE BUTTE TOWN OFFICE
Monday 2nd December, 2024 AT 6:30 PM

PRESENT: Mayor Cathy Moore, Deputy Mayor Cynthia Papworth, Dave Feist, Teresa Feist, Boyd Folden, Mattie Watson, Susan O'Donnell, Gloria Elaschuk, Lorne Hickey

ALSO PRESENT: Keith Davis, Town Administration

1.0 CALL TO ORDER

Boyd Folden called the meeting to order at 6:30 p.m.

2.0 ADOPTION OF THE AGENDA

MOVED by Mayor Moore to accept the agenda as presented.

CARRIED

3.0 MEETING MINUTES

MOVED by Lorne to accept the 7th of October meeting minutes as presented.

CARRIED

4.0 DISCUSSION ITEMS

4.1 Doctor Recruitment Update

Mayor Moore and Keith updated the committee on the progress that the Dr. Edegbe is making in preparing the space in order to operate his clinic. His wife, son and he came to Picture Butte in early November and toured the clinic to see what work still needed to occur and what equipment was there. He met with Dr. Mohamed who toured him through the space and advised him on how Dr. Mohamed operated the space. Town Council representatives met with Dr. Edegbe and his family and took them out to lunch.

Hire Standard have been advertising and screening applicants for the Medical Office manager. Dr. Edegbe has met with one of the candidates and will be meeting a couple of other candidates that have gone through Hire Standard's screening process.

Dr. Edegbe will be in Town at the clinic on the 9th of December and was wondering if anyone would be willing to help him move some things around in the clinic.

Committee members offered assistance. Keith to let the committee members know what time Dr. Edegbe would like them at the clinic.

Keith also explained that the doctor is looking for a cleaning company that he can hire to take care of the clinic cleaning. Suggestions included Dave and Terry Cobb and the cleaners that clean the lab.

4.2 Retention and Attraction Activities

Hello and Goodbye Event

The committee discussed this event and decided that the 29th of March 1-4 p.m. would be a good tentative date to plan for the event. Mattie will bring a list of things that will need to be organised in order for the event to happen and be successful. The committee will begin working on the event throughout February and March.

The committee also discussed inviting the nurse practitioners and Phil Mac to the event.

MOVED by Mattie to add Phil Mac to the list of individuals that the committee thinks should be recognised as citizens of the year for 2025.

CARRIED

Mattie will send an amended letter to the Chamber of Commerce. Cathy will find out when a decision will be made around the Citizen's of the Year for 2025.

Keith to ask Lindsay about grant money from RhPaP and to see if the Community Centre is available for the 29th of March, 2025.

5.0 NEXT MEETING DATE & ADJOURNMENT

The next committee meeting is scheduled for the 6th of January, 2025 beginning at 6:30 p.m.

The meeting was adjourned at 7:11 p.m.

Boyd Folden
Chairperson

Keith Davis
Secretary

Leslie Martin
Box 102
Shaughnessy, Alberta, T0K 2A0
leslie.v.martin14@gmail.com
403-382-8967

January 23, 2025

Mayor Cathy Moore
Council Members
Town of Picture Butte
120 – 4 Street North
Picture Butte, Alberta, T0K 1V0

Dear Mayor Cathy Moore and Members of Council,

Re: Invitation to Tour Bee Hive Child Care Center

I am writing to formally invite you to visit the Bee hive Child Care Center for a tour of our facility prior to your next council meeting on February 10, 2025.

As a cornerstone of our community, Bee Hive Child Care Center is dedicated to providing high-quality early learning childcare services that support the development and well-being of children in Picture Butte and surrounding areas. This visit will offer you an opportunity to observe firsthand the programs, resources, and services we provide, the space we provide it in, as well as to engage with our staff and board members and understand the impact of our work on local families.

We currently have a waitlist of over 40 families waiting to access quality childcare from the community and surrounding areas. While we would love to provide care for all families, our current location is limiting us. We believe this tour will provide valuable insights as you continue to shape our community. We are flexible and happy to accommodate your schedule on that day to ensure your visit is convenient and productive.

Please let us know your availability and if there are any specific areas of interest you would like us to highlight during the tour. We look forward to welcoming you and sharing more about how Bee Hive Child Care Center contributes to our vibrant community.

Thank you for considering our invitation. If you have any questions or require additional information, please do not hesitate to contact me at 403-382-8967 or leslie.v.martin14@gmail.com.

Yours sincerely,
Lesle Martin,

Board President,
Bee Hive Child Care Center

January 21, 2025

sent by email

To Referral Agencies:

- Alberta Environment & Protected Areas
- Lethbridge Northern Irrigation District
- Town of Picture Butte

**Re: Application LA25007 – Determined Complete
Vanden Dool Farms Ltd.
NW 10-11-21 W4M**

Please be advised that we have received the Part 1 and Part 2 of an application for a manure storage facility on the NW 10-11-21 W4M. The application is to construct two pens, each 40 m x 30 m and two shelters. The total proposed dimensions are 80 m x 30 m. The shelters are within the footprint of the pens and are not separate facilities. The applicant is not proposing an increase in animal numbers.

As a courtesy, we are providing you with information about this application as your ministry/organization may have a regulatory interest.

You may wish to communicate with the applicant directly in response to this application. If you plan on sending a response to the NRCB, please do so by February 19, 2025.

If you have any questions or concerns, please contact me at 403-340-5358 or lynn.stone@nrcb.ca.

Yours truly,



Lynn Stone
Approval Officer

Encl. Determined Complete Application

Part 1 — General Information & Disclosure

Application under the *Agricultural Operation Practices Act* (AOPA) for a confined feeding operation (CFO), manure collection area, or manure storage facility permit

NRCB USE ONLY

☐ Approval ☐ Registration ☒ Authorization

NRCB Application Number

LA25007

Date stamp

**NRCB APPLICATION
21 JAN 25
RECEIVED**

CONTACT INFORMATION

| | | |
|--|--|------------------------|
| Applicant information | | |
| Name Peter Vanden Dool | Corporate name (if applicable) Vanden Dool Farms Ltd. | |
| Address (Street/P.O. Box) P.O. Box 610 | | |
| City/town Picture Butte | Province AB | Postal code T0K 1V0 |
| Agent consent (if applicable) | | |
| I, _____, hereby give consent for _____ (name of applicant) (name of agent and company) | | |
| to act on my behalf or as my agent for this application. | | |
| Signed this ____ day of _____, 20____. | | |
| _____ Signature of Applicant | | |

LOCATION OF PROPOSED DEVELOPMENT

| | |
|---|--|
| Legal land description(s) | (Qtr-Sec-Twp-Rg-W Mer) NW-10-11-21-W4 |
| Municipality | Lethbridge County |
| Registered landowner(s) | Is the applicant the registered landowner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, please attach letter of consent, ensure that it is signed by all landowners) |
| Does this legal land description have an existing permit or permits for CFO facilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

NRCB USE ONLY – existing permit(s), livestock number(s) and related comments

Part 1 – General Information & Disclosure

Describe what is being proposed, including changes to facilities, changes to animal numbers, or changes to types of livestock, e.g., beef, dairy, hog, poultry, etc.

We are proposing to construct 2 corrals 125' by 90' with 36' by 75' open sided shelters for our dry cows. The base of the shelter and a majority of the corral will be dirt floor with a 16' concrete apron behind the feed bunk.

Livestock Numbers: (Include all permitted and proposed livestock). Note: If total livestock numbers increase in your Part 2 application, a new Part 1 application must be submitted which may result in a loss of priority for minimum distance separation (MDS).

| Livestock category and type (Available in the Schedule 2 of the Part 2 Matters Regulation) | Permitted livestock numbers | Proposed increase or decrease in number (if applicable) | Total |
|---|-----------------------------|--|-------|
| Dairy Cows(plus dries and replacements) | 520 | | 520 |
| | | | |
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APPLICATION DISCLOSURE

I, the applicant, or agent of the applicant, am responsible for confirming that this proposed development can meet the municipality's land use planning requirements (Municipal Development Plan, Intermunicipal Development Plan, etc.) and municipal setback requirements, and is not located in a right of way.

I acknowledge that this information is collected under the authority of the *Agricultural Operation Practices Act*, is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, and shall be deemed public unless the NRCB grants a written request that certain sections remain private.

From the date Part 1 is accepted by the NRCB, I, the applicant, or agent of the applicant, have **six months** to complete and submit Part 2 of this application, together with any supporting documentation I need to complete the application, unless an extension is granted. I, the applicant, acknowledge that failure to meet the six-month timeframe may result in denial of the application by the NRCB.

I, the applicant, or agent of the applicant, acknowledge that any construction prior to obtaining the required AOPA permit is an offence and subject to enforcement action, including prosecution.


I, the applicant, or agent of the applicant, have read and understand the statements herein and acknowledge that the information provided in this application is true to the best of my knowledge.

January 16, 2025

Date of signing

Vanden Dool Farms Ltd.

Corporate name (if applicable)



Signature

Peter Vanden Dool

Print name



Part 1 — General Information & Disclosure

The required information below is not for public disclosure and is only for NRCB, municipal, and referral agency use.

NRCB USE ONLY

Application Number _____

Applicant contact information

Name

Peter Vanden Dool

Preferred phone number(s)

403-317-3911

Email

peterd.dool@gmail.com

Agent contact information (if applicable)

Name

Corporate name (if applicable)

Preferred phone number(s)

Email

Note: Correspondence will be sent electronically unless otherwise requested.

Part 2 — Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

| | | |
|---|--------------------|------------------------|
| NRCB USE ONLY | Application number | Legal land description |
| <input type="checkbox"/> Approval <input type="checkbox"/> Registration <input checked="" type="checkbox"/> Authorization <input type="checkbox"/> Amendment | <u>LA25007</u> | <u>NW 10-11-21 W4M</u> |

APPLICATION DISCLOSURE

This information is collected under the authority of the *Agricultural Operation Practices Act (AOPA)*, and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This information is public unless the NRCB grants a written request that certain sections remain private.

Any construction prior to obtaining an NRCB permit is an offence and is subject to enforcement action, including prosecution.

I, the applicant, or applicant's agent, have read and understand the statements above, and I acknowledge that the information provided in this application is true to the best of my knowledge.

January 16, 2025

Date of signing

Vanden Dool Farms Ltd.

Corporate name (if applicable)

Signature

Peter Vanden Dool

Print name

GENERAL INFORMATION REQUIREMENTS

| | |
|---|--|
| Proposed facilities: list all proposed confined feeding operation facilities and their dimensions. Indicate whether any of the proposed facilities are additions to existing facilities. (attach additional pages if needed) | |
| Proposed facilities | Dimensions (m) (length, width, and depth) |
| 2 corrals | 40x30x1 |
| 2 shelters with an open south side in the corrals | 23x11x3.75 |
| AO Note: The applicant is proposing 2 pens, each 40 m x 30 m. The total proposed dimensions are 80 m x 30 m. The shelters are within the footprint of the pens and are not separate facilities | |
| | |

| | | |
|--|--|----------------------|
| Existing facilities: list ALL existing confined feeding operation facilities and their dimensions | | |
| Existing facilities | Dimensions (m) (length, width, and depth) | NRCB USE ONLY |
| LA24038 | | |
| | | |
| | | |
| NRCB USE ONLY | | |


Existing Facilities

| | | dimensions in (m) |
|----|--------------------------|--|
| 1 | Old dairy barn | 76 x 20.8 |
| 2 | Calf barn 1 | 10 x 23 |
| 3 | old maternity barn | 21.8 x 10.8 |
| 4 | old EMS | 19.3 x 33 x 3.6 |
| 5 | old dry cow barn | 14.2 x 24 |
| 6 | New dairy barn | 31.9 x 182.8 + 21.6 x 114.6 |
| 7 | new EMS | 100 x 45 x 3.6 (actual size 115 x 66 x 6.5 deep) |
| 8 | old catch basin | 40 x 40 x 3.6 |
| 9 | feed pens | 20 x 46 + 141.6 x 30 + 17 x 44.5 + 86 x 24 + 23 x 30.5 |
| 10 | solid manure storage pad | 6.1 x 7.3 |
| 11 | New calf barn | 31.7 x 19.5 + 7.3 x 3 |
| 12 | New catch basin | 75 x 50 x 6 |
| 13 | Proposed corrals | 80*30 |

Untitled Map

Write a description for your map.

Legend

 Polygon Measure



your map.



Part 2 — Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

If a new facility is replacing an old facility, please explain what will happen to the old facility and when. ☐ N/A

Construction completion date for proposed facilities December 2026

Additional information

Livestock numbers: Complete only if livestock numbers are different from what was identified in the Part 1 application. Note: if livestock numbers increase in your Part 2 application, a new Part 1 application must be submitted which may result in a loss of priority for minimum distance separation (MDS).

| Livestock category and type (Available in the Schedule 2 of the Part 2 Matters Regulation) | Permitted number | Proposed increase or decrease in number (if applicable) | Total |
|--|------------------|---|-------|
| no changes | | | |
| | | | |
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Last updated September 11, 2023

Part 2 — Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

DECLARATION AND ACKNOWLEDGMENT OF APPLICANT CONCERNING WATER ACT LICENCE

issued by Alberta Environment and Protected Areas (EPA) for a confined feeding operation (CFO)

Date and sign one of the following four options

OPTION 1: Applying through the NRCB for both the AOPA permit and the Water Act licence

I **DO** want my water licence application coupled to my AOPA permit application.

Signed this ____ day of _____, 20____.

Signature of Applicant or Agent

OPTION 2: Processing the AOPA permit and Water Act licence separately

1. I (we) acknowledge that the CFO will need a new water licence from EPA under the *Water Act* for the development or activity proposed in this AOPA application.
2. I (we) request that the NRCB process the AOPA application **independently of** EPA's processing of the CFO's application for a water licence.
3. In making this request, I (we) recognize that, if this AOPA application is granted by the NRCB, the NRCB's decision will not be considered by EPA as improving or enhancing the CFO's eligibility for a water licence under the *Water Act*.
4. I (we) acknowledge that any construction or actions to populate the CFO with livestock pursuant to an AOPA permit in the absence of a *Water Act* licence will **not** be relevant to EPA's consideration of whether to grant the *Water Act* licence application.
5. I (we) acknowledge that any such construction or livestock populating will be at the CFO's sole risk if the *Water Act* licence application is denied or if the operation of the CFO is otherwise deemed to be in violation of the *Water Act*. This risk includes being required to depopulate the CFO and/or to cease further construction, or to remove "works" or "undertakings" (as defined in the *Water Act*).
6. **AS RELEVANT:** I (we) acknowledge that the CFO is located in the South Saskatchewan River Basin and that, pursuant to the *Bow, Oldman and South Saskatchewan River Basin Water Allocation Order* [Alta. Reg. 171/2007], this basin is currently closed to new surface water allocations.
7. **Provide:** Water licence application number(s) _____

Signed this ____ day of _____, 20____.

Signature of Applicant or Agent

OPTION 3: Additional water licence not required

1. I (we) declare that the CFO will not need a new licence from EPA under the *Water Act* for the development or activity proposed in this AOPA application.
2. **Provide:** Water license number(s) or water conveyance agreement details _____
C121111060NW

Signed this 16 day of January, 2025.


Signature of Applicant or Agent

Part 2 — Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

OPTION 4: Uncertain if *Water Act* licence is needed; acknowledgement of risk (for existing CFOs only)

1. At this time, I (we) do not know whether a new water licence is needed from EPA under the *Water Act* for the development or activity proposed in this AOPA application.
2. If a new *Water Act* licence is needed, I (we) request that the NRCB process the AOPA application **independently of** EPA's processing of the CFO's application for a water licence.
3. In making this request, I (we) recognize that, if this AOPA application is granted by the NRCB, the NRCB's decision will not be considered by EPA as improving or enhancing the CFO's eligibility for a water licence under the *Water Act*.
4. I (we) acknowledge that any construction or actions to populate the CFO with additional livestock pursuant to an AOPA permit in the absence of a *Water Act* licence will **not** be relevant to EPA's consideration of whether to grant my *Water Act* licence application, if a new water licence is needed.
5. I (we) acknowledge that any such construction or livestock increase will be at the CFO's sole risk if the *Water Act* licence application is denied or if the operation of the CFO is otherwise deemed to be in violation of the *Water Act*. This risk includes being required to depopulate the CFO and/or to cease further construction, or to remove "works" or "undertakings" (as defined in the *Water Act*).
6. **AS RELEVANT:** I (we) acknowledge that the CFO is located in the South Saskatchewan River Basin and that, pursuant to the *Bow, Oldman and South Saskatchewan River Basin Water Allocation Order* [Alta. Reg. 171/2007], this basin is currently closed to new surface water allocations.
7. **Provide:** Water license number(s) or water conveyance agreement details _____

Signed this ____ day of _____, 20____.

Signature of Applicant or Agent

Part 2 – Technical Requirements

Application under the Agricultural Operation Practices Act for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

GENERAL ENVIRONMENTAL INFORMATION

(complete this section for the worst case of the existing facility which is the closest to water bodies or water wells and for each of the proposed facilities)

Facility description / name (as indicated on site plan)

Existing: Catch Basin (old)

Proposed 1: corrals

Proposed 2: _____

Proposed 3: _____

| Facility and environmental risk information | | Facilities | | | | NRCB USE ONLY | |
|---|--|--|--|---|--|---|----------|
| | | Existing | Proposed 1 | Proposed 2 | Proposed 3 | Meets requirements | Comments |
| Flood plain information | What is the elevation of the floor of the lowest manure storage or collection facility above the 1:25 year flood plain or the highest known flood level? | <input checked="" type="checkbox"/> >1 m <input type="checkbox"/> ≤ 1 m | <input checked="" type="checkbox"/> >1 m <input type="checkbox"/> ≤ 1 m | <input type="checkbox"/> >1 m <input type="checkbox"/> ≤ 1 m | <input type="checkbox"/> > 1 m <input type="checkbox"/> ≤ 1 m | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption | |
| | | | | | | | |
| Surface water information | How many springs are within 100 m of the manure storage facility or manure collection area? | None | None | | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption | |
| | How many water wells are within 100 m of the manure storage facility or manure collection area? | None | None | | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption | |
| | What is the shortest distance from the manure collection or storage facility to a surface water body? (e.g., lake, creek, slough, seasonal) | 30m to Canal | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption | |
| Groundwater information | What is the depth to the water table? | <10m | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption | |
| | What is the depth to the groundwater resource/aquifer you draw water from? | None | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption | |

Additional information (attach supporting information, e.g. borehole logs, records, etc. you consider relevant to your application)

Part 2 — Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

DISTANCE OF ANY MANURE STORAGE FACILITY (EXISTING OR PROPOSED) TO NEIGHBOURING RESIDENCES

| Neighbour name(s) | Legal land description | Distance (m) | NRCB USE ONLY | | | | |
|-------------------|------------------------|--------------|-----------------------|--------------------|--------------|-------------------------------|-------------------|
| | | | Zoning (LUB) category | MDS category (1-4) | Distance (m) | Waiver attached (if required) | Meets regulations |
| Lyle Adams | SE-9-11-21-W4 | 560 | | | | | |
| Brendan Grisnich | NE-10-11-21-W4 | 1144 | | | | | |
| unknown | NW-3-11-21-W4 | 908 | | | | | |
| | | | | | | | |
| | | | | | | | |

LAND BASE FOR MANURE AND COMPOST APPLICATION (complete only if an increase in livestock or manure production will occur)

| Name of land owner(s)* | Legal land description | Usable area** (ha) | Soil zone *** | NRCB USE ONLY | |
|------------------------|------------------------|--------------------|---------------|------------------|----------------------------------|
| | | | | Usable area (ha) | Agreement attached (if required) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total | | | | | |

* If you are **not** the registered landowner, you must attach copies of land use agreements signed by all landowners.

** Available manure spreading area (excluding setback areas from residences, common bodies of water, water wells, etc. as identified in Agdex 096-5 [Manure Spreading Regulations](#))

*** Brown, dark brown, black, grey wooded, or irrigated

Additional information (attach any additional information as required)

Part 2 – Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

SOLID MANURE, COMPOST, & COMPOSTING MATERIALS: Barns, feedlots, & storage facilities - Naturally occurring protective layer

(complete a copy of this section for **EACH** barn, feedlot, and storage facility for solid manure, composting materials, or compost with a naturally occurring protective layer for the liner)

Facility description / name (as indicated on site plan)

- 2 corrals
- LA24038

Manure storage capacity

| | Length (m) | Width (m) | Depth below ground level (m) | NRCB USE ONLY Estimated storage capacity (m ³) |
|----------------|------------|-----------|------------------------------|--|
| 1. | 80 | 30 | 0 | |
| 2. | | | | |
| TOTAL CAPACITY | | | | |

☐ I plan to use a short-term solid manure storage (STMS) as part of my manure storage and handling plan for this CFO. (The AOPA requirements for STMS are set out in the NRCB [Short-Term Solid Manure Storage Requirements Fact Sheet](#).)

Surface water control systems

Describe the run-on and runoff control system
There is minimal run-on water. The run-off water will go to the catch basin in LA24038

Naturally occurring protective layer details

| | | | |
|---|--|--|--|
| Thickness of naturally occurring protective layer | 10.7 (m) | Provide details (as required) | |
| Soil texture | % sand | % silt | % clay |
| Hydraulic conductivity - naturally occurring protective layer | Depth and type of soil tested 10.7 clay | Hydraulic conductivity (cm/s) 4.6 x 10 ⁻⁸ cm/s | Describe test standard used falling head test |

Additional information (attach copies of soil test reports)

NRCB USE ONLY

Requirements met: ☐ YES ☐ NO
Condition required: ☐ YES ☐ NO
Report attached: ☐ YES ☐ NO

July 24, 2017

Amec Foster Wheeler File: BX30484

Vanden Dool Farms Ltd.
P.O. Box 610
Picture Butte, AB T0K 1V0



Attention: Mr. Peter Vanden Dool

**Re: Geotechnical Review and Evaluation
Proposed Catch Basin
NW-10-11-21-W4, near Picture Butte, Alberta**

As requested, Amec Foster Wheeler Environment & Infrastructure has carried out a geotechnical review and evaluation of the above captioned site relative to the required protection of the groundwater resource, as required by the Agricultural Operation Practices Act, AB Reg. 267/2001 (hereinafter referred to as "AOPA"). This letter encompasses the soil conditions associated with the proposed catch basin, to be located north of an existing lagoon, as illustrated on Figure 1.

In order to demonstrate the suitability of the natural clay soils for consideration as a naturally occurring protective layer, a series of three boreholes were advanced at the site on June 14, 2017. The boreholes were advanced at the approximate locations illustrated on Figure 1.

The boreholes were advanced by a truck-mounted drill rig, and extended to depths of 7.6 m below existing grades. Chilako Drilling Services returned to the site on July 14, 2017 in order to redrill and install a new test well in borehole BH17-02. At this time, borehole BH17-02 was extended to 10.7 m depth. These boreholes were logged by an Amec Foster Wheeler EIT (see attachments).

In general, the soils encountered in the boreholes were predominantly clay till, with lacustrine medium plastic clay observed to about 3 m depth. No groundwater resource (as defined by the AOPA) was identified within the 10.7 m drilling depth.

In order to demonstrate the permeability of the subsurface soils, a 50 mm diameter PVC monitoring well was constructed in borehole BH17-02. The test well was screened from 6.9 m to 10.1 m depth. Well saturation of the 50 mm diameter monitoring well was carried out by filling the monitoring well to the top of the well for several consecutive days. After several days, the 24 hour water drop in the standpipe at BH17-02 was measured to be about 1.47 m.

In order to calculate the permeability of the screened portion of the clay stratum at the test well location, a modified falling head test (as outlined in the USBR *Engineering Geology Field Manual Volume 2* [2001]) was used. The input variables and output data are outlined on the *In Situ Permeability Test* report, attached. As outlined on the report, the results of the *in situ* permeability testing indicate a hydraulic conductivity, k_s , of 4.6×10^{-6} cm/s.

Using the measured permeability of the clay stratum, the 3.1 m portion of clay which has been screened at borehole BH17-02 has been estimated to represent an equivalent of about 67 m of naturally occurring materials having a hydraulic conductivity of 1×10^{-6} cm/s. This represents

Amec Foster Wheeler
Environment & Infrastructure
469 - 40 Street South
Lethbridge, AB, CANADA T1J 4M1
Tel +1 (403) 327-7474
Fax +1 (403) 327-7682

www.amecfw.com

Page 34 of 42



natural material protection in excess of the minimum requirements outlined by the AOPA for catch basins (minimum 5 m, Section 9.5-b).

Conclusion

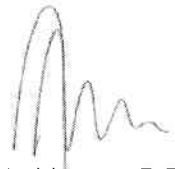
Based on the results of the current investigation and permeability testing, and our understanding of the site and proposed development at the site, it is Amec Foster Wheeler's opinion that the naturally occurring materials at the site satisfy the requirements for a naturally occurring 'protective layer' for the proposed catch basin, as outlined in the AOPA.

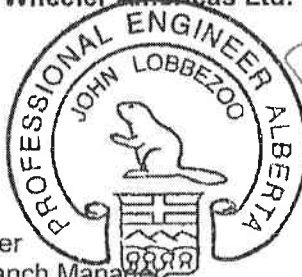
While a naturally occurring protective layer was ascertained for the site, it is noted that localized silty sand lenses were encountered at about 1.3 m depth in one of the boreholes. Following excavation of the lagoon, the base and sideslopes should be reviewed, and any sandy layers observed should be subexcavated to a minimum depth of 1.0 m and replaced with well compacted low permeable clay soils. The extent of excavation will require field determination at the time of construction. Amec Foster Wheeler can assist further in this regard.

We trust this satisfies your present requirements. If you have questions or require further information or clarification, please don't hesitate to contact the undersigned.

Respectfully submitted,

Amec Foster Wheeler Environment & Infrastructure
A division of Amec Foster Wheeler Americas Ltd.

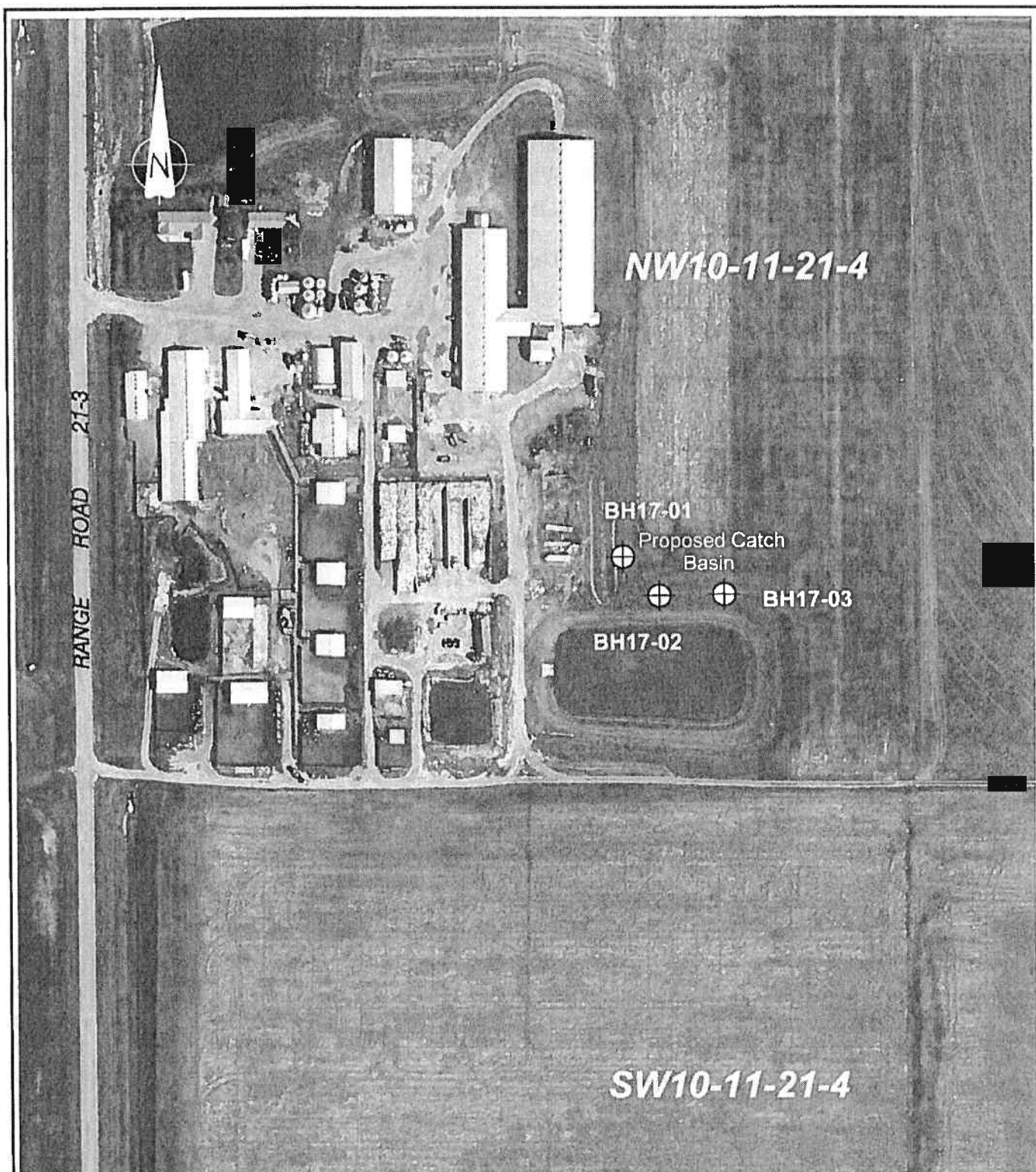

John Lobbezoo, P.Eng.
Senior Geotechnical Engineer
Lethbridge/Medicine Hat Branch Manager



APEGA Permit: P04546

Attachments:

- Figure 1 – Borehole Location Plan
- In Situ* Permeability Test Calculations
- Borehole Logs
- Explanation of Symbols and Terms used on Logs



| | | | | | |
|--|--|---------------------|------------------------|------------------------|--|
| Amec Foster Wheeler Environment & Infrastructure 469 - 40th Street South Lethbridge, Alberta CANADA T1J 4M1 Tel. (403) 327-7474 Fax (403) 327-7682 | | amec foster wheeler | | Vanden Dool Farms Ltd. | |
| TITLE BOREHOLE LOCATION PLAN | | DWN BY: BJ | DATUM: NA | DATE: JUNE 2017 | |
| PROJECT Vanden Dool NRCB Permeability Testing NW10-11-21-W4M near Picture Butte, Alberta | | CHK'D BY: BM | PROJECT NO: BX30484 | FIGURE 1 | |
| | | SCALE: NTS | | | |

Page 36 of 42

BH17-02

In Situ Permeability Test



Modified Falling Head Permeability Equation

$$K_s = \frac{r^2}{2\ell\Delta t} \left[\frac{\sinh^{-1} \frac{\ell}{r_c}}{2} \ln \left[\frac{2H_1 - \ell}{2H_2 - \ell} \right] - \ln \left[\frac{2H_1H_2 - \ell H_2}{2H_1H_2 - \ell H_1} \right] \right]$$

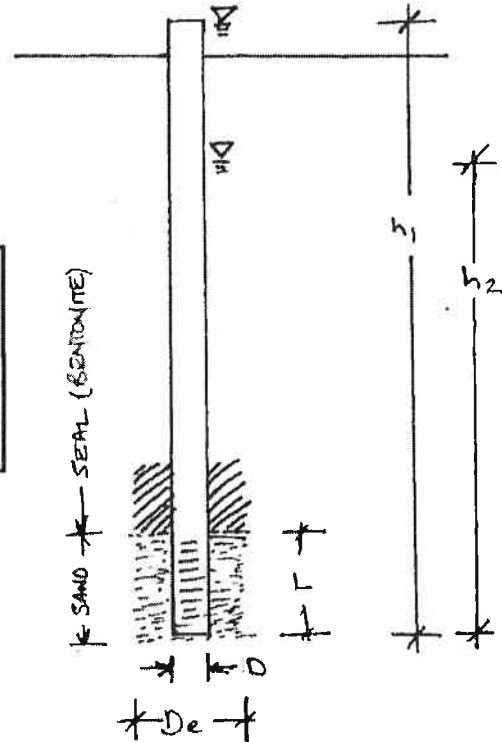
taken from USBR Engineering Geology Field Manual Volume 2 (2001)

BH 17-02 - Vanden Dool Farms Ltd.

Amec Foster Wheeler File: BX304B4

| INPUT VARIABLES | Terms | Value | Definition |
|-----------------|-------|--------|--|
| | D | 0.0520 | diameter of standpipe (m) |
| | De | 0.1500 | diameter of borehole (m) |
| | L | 3.10 | length of sand section (m) |
| | h1 | 10.60 | initial height of water above base of hole (m) |
| | h2 | 9.13 | final height of water above base of hole (m) |
| | t | 24.0 | time of test (h) |

Ks = 4.6E-08 cm/sec



| | | | | | |
|---|--|--|--|--|--|
| PROJECT: Vanden Dool NRCB Permeability Testing | | DRILLER: Biantoo Environmental Services Inc. | | BOREHOLE NO: BH17-01 | |
| CLIENT: Vanden Dool Farms Ltd. | | DRILL/METHOD: Truck Mounted Drill/SSA | | PROJECT NO: BX30484 | |
| LOCATION: Near west edge of proposed catch basin; Refer to Figure 1 | | | | ELEVATION: -- | |
| SAMPLE TYPE <input checked="" type="checkbox"/> Shelby Tube | | <input checked="" type="checkbox"/> No Recovery | | <input checked="" type="checkbox"/> SPT Test (N) | |
| <input type="checkbox"/> Grab Sample | | <input type="checkbox"/> Split-Pen | | <input type="checkbox"/> Core | |
| BACKFILL TYPE <input checked="" type="checkbox"/> Bentonite | | <input type="checkbox"/> Pea Gravel | | <input type="checkbox"/> Slough | |
| <input type="checkbox"/> Grout | | <input checked="" type="checkbox"/> Drill Cuttings | | <input type="checkbox"/> Sand | |

| Depth (m) | STANDARD PEN (N) | SOIL SYMBOL | SOIL DESCRIPTION | SPT (N) | SAMPLE NO | SLOTTED PIEZOMETER | OTHER TESTS COMMENTS | Depth (m) |
|-----------|------------------|-------------|--|---------|-----------|--------------------|----------------------|-----------|
| 0 | | | TOPSOIL (300 mm thick) | | | | | 0 |
| 0.5 | 25 | | CLAY -medium plastic, silty, sandy, mottled brown, moist | | S1 | | PP=1.5 kg/cm2 | 0.5 |
| 1.5 | 30 | | | | S2 | | PP=1.5 kg/cm2 | 1.5 |
| 2.5 | 35 | | CLAY TILL -medium plastic, silty, sandy, trace gravel mottled brown, moist | | S3 | | PP=2.0 kg/cm2 | 2.5 |
| 3.5 | 40 | | ...softer at 2.9m depth | | S4 | | PP=1.0 kg/cm2 | 3.5 |
| 4.5 | 45 | | ...coal and oxide inclusions below 3.0m depth | | S5 | | PP=2.0 kg/cm2 | 4.5 |
| 5.5 | 50 | | | | S6 | | PP=2.0 kg/cm2 | 5.5 |
| 6.5 | 55 | | ...intermittent sand stringers from 5.1m to 5.5m depth, loose | | S7 | | | 6.5 |
| 7.5 | 60 | | ...softer from 6.1m to 7.4m depth | | S8 | | PP=1.0 kg/cm2 | 7.5 |
| 8.5 | | | End of Borehole at 7.6 m depth | | S9 | | | 8.5 |
| 9.5 | | | | | S10 | | PP=1.5 kg/cm2 | 9.5 |
| 10.5 | | | | | | | | 10.5 |
| 11.5 | | | | | | | | 11.5 |
| 12.5 | | | | | | | | 12.5 |
| 13.5 | | | | | | | | 13.5 |
| 14.5 | | | | | | | | 14.5 |
| 15.5 | | | | | | | | 15.5 |

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| REVIEWED BY: JL | COMPLETION DATE: 14/6/17 |

Page 1 of 1

Page 38 of 42

| | | | | | |
|--|--|---|--|----------------------|--|
| PROJECT: Vanden Dool NRCB Permeability Testing | | DRILLER: Blantco Environmental Services Inc./Chilako | | BOREHOLE NO: BH17-02 | |
| CLIENT: Vanden Dool Farms Ltd. | | DRILL/METHOD: Truck Mounted Drill/SSA | | PROJECT NO: BX30484 | |
| LOCATION: Near center of proposed catch basin; Refer to Figure 1 | | | | ELEVATION: -- | |
| SAMPLE TYPE | | <input checked="" type="checkbox"/> Shelby Tube <input type="checkbox"/> No Recovery <input checked="" type="checkbox"/> SPT Test (N) <input type="checkbox"/> Grab Sample <input type="checkbox"/> Split-Pen <input type="checkbox"/> Core | | | |
| BACKFILL TYPE | | <input type="checkbox"/> Bentonite <input type="checkbox"/> Pea Gravel <input type="checkbox"/> Slough <input type="checkbox"/> Grout <input type="checkbox"/> Drill Cuttings <input type="checkbox"/> Sand | | | |

| Depth (m) | | SOIL SYMBOL | SOIL DESCRIPTION | SPT (N) | SAMPLE TYPE | SAMPLE NO | WELL INSTALLATION | OTHER TESTS COMMENTS | Depth (m) |
|-----------|--|-------------|--|---------|-------------|-----------|-------------------|----------------------|-----------|
| | | | | | | | | | |
| 0 | | | TOPSOIL (300 mm thick) | | | | | | 0 |
| 0.5 | | | CLAY -medium plastic, silty, sandy, dark brown, moist | | | | | | 0.5 |
| 1 | | | ...brown below 0.7m depth | | | S1 | | | 1 |
| 1.5 | | | | | | S2 | | | 1.5 |
| 2 | | | ...sand/silt lens (200mm thick) at 1.3m depth | | | S3 | | PP=0.5 kg/cm2 | 2 |
| 2.5 | | | ...softer below 1.5m depth | | | S4 | | PP=0.5 kg/cm2 | 2.5 |
| 3 | | | CLAY TILL -medium plastic, silty, sandy, trace gravel, coal and oxide inclusions, brown, moist | | | S5 | | PP=0.5 kg/cm2 | 3 |
| 3.5 | | | | | | S6 | | PP=0.5 kg/cm2 | 3.5 |
| 4 | | | | | | S7 | | | 4 |
| 4.5 | | | | | | S8 | | | 4.5 |
| 5 | | | | | | S9 | | PP=1.5 kg/cm2 | 5 |
| 5.5 | | | | | | S10 | | PP=1.5 kg/cm2 | 5.5 |
| 6 | | | ...sand stringer at 6.7m depth | | | | | | 6 |
| 6.5 | | | | | | | | | 6.5 |
| 7 | | | | | | | | | 7 |
| 7.5 | | | | | | | | | 7.5 |
| 8 | | | | | | | | | 8 |
| 8.5 | | | | | | | | | 8.5 |
| 9 | | | ...becoming grey (basal till) below 9.2m depth | | | | | | 9 |
| 9.5 | | | | | | | | | 9.5 |
| 10 | | | | | | | | | 10 |
| 10.5 | | | | | | | | | 10.5 |
| 11 | | | End of Borehole at 10.7 m depth | | | | | | 11 |
| 11.5 | | | Notes: | | | | | | 11.5 |
| 12 | | | 1. Borehole log to be read in conjunction with Amec Foster Wheeler report BX30484. For definitions of terms and symbols used on logs refer to sheets following logs. | | | | | | 12 |
| 12.5 | | | 2. Near surface seepage & sloughing (1.3m) | | | | | | 12.5 |
| 13 | | | 3. 50mm monitoring well installed by Chilako Drilling on July 14, 2017; Machine screen from 7.0m to 10.0m depth; Sand bedding from 6.95m to 10.05m depth. Bentonite plug from 2m to 6.95m. | | | | | | 13 |
| 13.5 | | | | | | | | | 13.5 |
| 14 | | | | | | | | | 14 |
| 14.5 | | | | | | | | | 14.5 |
| 15 | | | | | | | | | 15 |

| | | |
|---|-----------------|--------------------------|
| Amec Foster Wheeler Environment & Infrastructure | LOGGED BY: BM | COMPLETION DEPTH: 7.60 m |
| | REVIEWED BY: JL | COMPLETION DATE: 14/6/17 |
| Page 1 of 1 | | |

| | | | | | |
|---|--|---|--|----------------------|--|
| PROJECT: Vanden Dool NRCB Permeability Testing | | DRILLER: Biantco Environmental Services Inc. | | BOREHOLE NO: BH17-03 | |
| CLIENT: Vanden Dool Farms Ltd. | | DRILL/METHOD: Truck Mounted Drill/SSA | | PROJECT NO: BX30484 | |
| LOCATION: Near east edge of proposed catch basin; Refer to Figure 1 | | | | ELEVATION: -- | |
| SAMPLE TYPE | | <input checked="" type="checkbox"/> Shelby Tube <input type="checkbox"/> No Recovery <input checked="" type="checkbox"/> SPT Test (N) <input type="checkbox"/> Grab Sample <input type="checkbox"/> Split-Pen <input type="checkbox"/> Core | | | |
| BACKFILL TYPE | | <input type="checkbox"/> Bentonite <input type="checkbox"/> Pea Gravel <input type="checkbox"/> Slough <input type="checkbox"/> Grout <input checked="" type="checkbox"/> Drill Cuttings <input type="checkbox"/> Sand | | | |

| Depth (m) | <div style="text-align: center;"> STANDARD PEN (N) 20 40 60 80 PLASTIC M.C. LIQUID 20 40 60 80 </div> | SOIL SYMBOL | SOIL DESCRIPTION | SPT (N) | SAMPLE TYPE | SAMPLE NO | OTHER TESTS COMMENTS | Depth (m) |
|-----------|--|-------------|---|---------|-------------|-----------|---------------------------------|-----------|
| 0 | | | TOPSOIL (300 mm thick) | | | | | 0 |
| 1 | | | CLAY -medium plastic, trace organics to 0.7m depth, silty, sandy, dark brown, moist ...brown below 0.7m depth | | | S1 | PP=0.5 - 2.0 kg/cm ² | 1 |
| 2 | | | | | | S2 | PP=0.5 - 2.0 kg/cm ² | 2 |
| 3 | | | | | | S3 | PP=2.0 kg/cm ² | 3 |
| 4 | | | | | | S4 | PP=2.0 kg/cm ² | 4 |
| 5 | | | CLAY TILL -medium plastic, silty, sandy, trace gravel, coal and oxide inclusions, brown, moist | | | S5 | PP=0.5 kg/cm ² | 5 |
| 6 | | | | | | S6 | PP=1.0 kg/cm ² | 6 |
| 7 | | | | | | S7 | PP=1.5 kg/cm ² | 7 |
| 8 | | | | | | S8 | PP=1.0 kg/cm ² | 8 |
| 9 | | | | | | S9 | PP=1.5 kg/cm ² | 9 |
| 10 | | | | | | S10 | PP=1.5 kg/cm ² | 10 |
| 11 | | | End of Borehole at 7.6 m depth | | | | | 11 |
| 12 | | | Notes: 1. Borehole log to be read in conjunction with Amec Foster Wheeler report BX30484. For definitions of terms and symbols used on logs refer to sheets following logs. 2. Borehole open upon completion, surface water entry during drilling. 3. Borehole backfilled with drill cuttings. | | | | | 12 |
| 13 | | | | | | | | 13 |
| 14 | | | | | | | | 14 |
| 15 | | | | | | | | 15 |

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| LOGGED BY: BM | COMPLETION DEPTH: 7.60 m |
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Page 1 of 1

| MODIFIED UNIFIED CLASSIFICATION SYSTEM FOR SOILS | | | | | | | | | |
|---|--|------------------------------------|--------------|-------------|---------------------|---|--|---|---|
| MAJOR DIVISION | | GROUP SYMBOL | GRAPH SYMBOL | COLOUR CODE | TYPICAL DESCRIPTION | LABORATORY CLASSIFICATION CRITERIA | | | |
| COARSE GRAINED SOILS (MORE THAN HALF BY WEIGHT LARGER THAN 75µm) | GRAVELS MORE THAN HALF THE COARSE FRACTION LARGER THAN 4.75mm | CLEAN GRAVELS (LITTLE OR NO FINES) | GW | | RED | WELL GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES | $C_u = \frac{D_{60}}{D_{10}} > 4$; $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}} = 1 \text{ to } 3$ | | |
| | | | GP | | RED | POORLY GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES | NOT MEETING ABOVE REQUIREMENTS | | |
| | | DIRTY GRAVELS (WITH SOME FINES) | GM | | YELLOW | SILTY GRAVELS, GRAVEL-SAND SILT MIXTURES | CONTENT OF FINES EXCEEDS 12 % | | |
| | | | GC | | YELLOW | CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES | | ATTERBERG LIMITS BELOW "A" LINE OR P.I. LESS THAN 4 | |
| | SANDS MORE THAN HALF THE COARSE FRACTION SMALLER THAN 4.75mm | CLEAN SANDS (LITTLE OR NO FINES) | SW | | RED | WELL GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES | $C_u = \frac{D_{60}}{D_{10}} > 6$; $C_c = \frac{(D_{60})^2}{D_{10} \times D_{60}} = 1 \text{ to } 3$ | | |
| | | | SP | | RED | POORLY GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES | NOT MEETING ABOVE REQUIREMENTS | | |
| | | DIRTY SANDS (WITH SOME FINES) | SM | | YELLOW | SILTY SANDS, SAND SILT MIXTURES | CONTENT OF FINES EXCEEDS 12 % | | |
| | | | | SC | | YELLOW | | CLAYEY SANDS, SAND-CLAY MIXTURES | ATTERBERG LIMITS BELOW "A" LINE OR P.I. LESS THAN 4 |
| | | | | | | | | ATTERBERG LIMITS ABOVE "A" LINE P.I. MORE THAN 7 | |
| FINE GRAINED SOILS (MORE THAN HALF BY WEIGHT SMALLER THAN 75µm) | SILTS BELOW "A" LINE NEGLECTIBLE ORGANIC CONTENT | $W_L < 50\%$ | ML | | GREEN | INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY SANDS OF SLIGHT PLASTICITY | CLASSIFICATION IS BASED UPON PLASTICITY CHART (SEE BELOW) | | |
| | | $W_L < 50\%$ | MH | | BLUE | INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS, FINE SANDS OR SILTY SOILS | | | |
| | CLAYS ABOVE "A" LINE NEGLECTIBLE ORGANIC CONTENT | $W_L < 30\%$ | CL | | GREEN | INORGANIC CLAYS OF LOW PLASTICITY, GRAVELLY, SANDY OR SILTY CLAYS, LEAN CLAYS | | | |
| | | $30\% < W_L < 50\%$ | CI | | GREEN-BLUE | INORGANIC CLAYS OF MEDIUM PLASTICITY, SILTY CLAYS | | | |
| | | $W_L > 50\%$ | CH | | BLUE | INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS | | | |
| | ORGANIC SILTS & CLAYS BELOW "A" LINE | $W_L < 50\%$ | OL | | GREEN | ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY | WHENEVER THE NATURE OF THE FINES CONTENT HAS NOT BEEN DETERMINED, IT IS DESIGNATED BY THE LETTER "P", E.G. SP IS A MIXTURE OF SAND WITH SILT OR CLAY | | |
| | | $W_L > 50\%$ | OH | | BLUE | ORGANIC CLAYS OF HIGH PLASTICITY | | | |
| | HIGHLY ORGANIC SOILS | | Pt | | ORANGE | PEAT AND OTHER HIGHLY ORGANIC SOILS | STRONG COLOUR OR ODOR, AND OFTEN FIBROUS TEXTURE | | |

| SPECIAL SYMBOLS | | |
|-----------------|--|-------------------------|
| LIMESTONE | | OILSAND |
| SANDSTONE | | SHALE |
| SILTSTONE | | FILL (UNDIFFERENTIATED) |

| SOIL COMPONENTS | | | |
|--|--------------------------|----------|---|
| FRACTION | U.S. STANDARD SIEVE SIZE | | DEFINING RANGES OF PERCENTAGE BY WEIGHT OF MINOR COMPONENTS |
| | PASSING | RETAINED | |
| GRAVEL | | | |
| COARSE | 75mm | 19mm | 35-50 |
| FINE | 19mm | 4.75mm | |
| SAND | | | 20-35 |
| | COARSE | 4.75mm | |
| | MEDIUM | 2.00mm | |
| | FINE | 425µm | |
| FINES (SILT OR CLAY BASED ON PLASTICITY) | 75µm | | 1-10 |

PLASTICITY CHART FOR SOILS PASSING 425 µm SIEVE

NOTES:

- ALL SIEVE SIZES MENTIONED ON THIS CHART ARE U.S. STANDARD ASTM E 11
- COARSE GRAIN SOILS WITH 5 TO 12% FINES GIVEN COMBINED GROUP SYMBOLS, E.G. GW-GC IS A WELL GRADED GRAVEL SAND MIXTURE WITH CLAY BINDER BETWEEN 5 AND 12% FINES

| OVERSIZED MATERIAL | |
|-----------------------|------------------------------------|
| ROUNDED OR SUBROUNDED | NOT ROUNDED: |
| COBBLES 75mm to 250mm | ROCK FRAGMENTS > 75mm |
| BOULDERS > 250mm | ROCKS > 0.75 CUBIC METRE IN VOLUME |

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EXPLANATION OF TERMS AND SYMBOLS

The terms and symbols used on the borehole logs to summarize the results of field investigation and subsequent laboratory testing are described in these pages.

It should be noted that materials, boundaries and conditions have been established only at the borehole locations at the time of investigation and are not necessarily representative of subsurface conditions elsewhere across the site.

TEST DATA

Data obtained during the field investigation and from laboratory testing are shown at the appropriate depth interval.

Abbreviations, graphic symbols, and relevant test method designations are as follows:

| | | | |
|-----------------|--|----------------|---------------------------------------|
| *C | Consolidation test | *ST | Swelling test |
| D _R | Relative density | TV | Torvane shear strength |
| *k | Permeability coefficient | VS | Vane shear strength |
| *MA | Mechanical grain size analysis and hydrometer test | w | Natural Moisture Content (ASTM D2216) |
| N | Standard Penetration Test (CSA A119.1-60) | w _l | Liquid limit (ASTM D 423) |
| N _d | Dynamic cone penetration test | w _p | Plastic Limit (ASTM D 424) |
| NP | Non plastic soil | E _f | Unit strain at failure |
| pp | Pocket penetrometer strength (kg/cm ²) | γ | Unit weight of soil or rock |
| *q | Triaxial compression test | γ _d | Dry unit weight of soil or rock |
| q _u | Unconfined compressive strength | ρ | Density of soil or rock |
| *SB | Shearbox test | ρ _d | Dry Density of soil or rock |
| SO ₄ | Concentration of water-soluble sulphate | C _u | Undrained shear strength |
| | | → | Seepage |
| | | ▼ | Observed water level |

* The results of these tests are usually reported separately

Soils are classified and described according to their engineering properties and behaviour.

The soil of each stratum is described using the Unified Soil Classification System¹ modified slightly so that an inorganic clay of "medium plasticity" is recognized.

The modifying adjectives used to define the actual or estimated percentage range by weight of minor components are consistent with the Canadian Foundation Engineering Manual².

Relative Density and Consistency:

| <u>Cohesionless Soils</u> | | <u>Cohesive Soils</u> | | |
|---------------------------|---------------|-----------------------|---|---------------------------|
| Relative Density | SPT (N) Value | Consistency | Undrained Shear Strength c _u (kPa) | Approximate SPT (N) Value |
| Very Loose | 0-4 | Very Soft | 0-12 | 0-2 |
| Loose | 4-10 | Soft | 12-25 | 2-4 |
| Compact | 10-30 | Firm | 25-50 | 4-8 |
| Dense | 30-50 | Stiff | 50-100 | 8-15 |
| Very Dense | >50 | Very Stiff | 100-200 | 15-30 |
| | | Hard | >200 | >30 |

Standard Penetration Resistance ("N" value)

The number of blows by a 63.6kg hammer dropped 760 mm to drive a 50 mm diameter open sampler attached to "A" drill rods for a distance of 300 mm.

¹ "Unified Soil Classification System", Technical Memorandum 36-357 prepared by Waterways Experiment Station, Vicksburg, Mississippi, Corps of Engineers, U.S. Army. Vol. 1 March 1953.

² "Canadian Foundation Engineering Manual", 4th Edition, Canadian Geotechnical Society, 2006.

EXECUTIVE COMMITTEE MEETING MINUTES
November 14, 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, November 14, 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
Christopher Northcott, Virtual
Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk

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 November 14, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Christopher Northcott

THAT the Executive Committee approves the October 10, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Chief Administrative Officer Performance Evaluation

Moved by: Don Anderberg

THAT the Executive Committee moves Agenda Item 4.a – Chief Administrative Officer Performance Evaluation to Closed Session under the *Freedom of Information and Protection of Privacy Act* under Section 19: Confidential Evaluations.

CARRIED

b. Board of Directors – Election and Organizational Meeting

R. Keer stated that the Organizational Meeting and Elections will be at the Board of Directors meeting scheduled for December 5, 2024. She stated that nomination forms will be distributed on November 15, 2024 to the Board.

The Committee discussed who would be interested in submitting their names forward for re-election.

c. Subdivision Activity – As of October 31, 2024

L. Kuiper presented Subdivision Activity as of September 30, 2024 to the Committee.

d. Budget

(i) 2025 Operating Budget and 3-Year Rolling Budget

S. Sayer presented the original budget proposed by the Executive Committee following the October 17, 2024 Budget Workshop which used the 2024 Total Equalized Assessment (TEA) values, the proposed budget with the 2025 TEA values, and an amended budget which Administration believes captures the goals set out by the Executive Committee following the Budget Workshop with the intent to keep the fee increase as equitable as possible.

The Committee reviewed additional budget scenarios with various mill rates and fee ceilings.

Moved by: Don Anderberg

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025 Operating Budget, with the .025 Mill Rate increase, the Floor of \$5,000 and the Ceiling increasing 35% to the Board of Directors for approval as presented.

CARRIED

(i) 2025-2029 Capital Budget & Plan

R. Keer and S. Sayer presented the 2025-2029 Capital Budget and Plan to the Committee.

The Committee discussed reviewing the Capital Plan in greater detail in 2025.

Moved by: Neil Sieben

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025-2029 Capital Budget and Plan to the Board of Directors for approval, as presented.

CARRIED

5. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for September 2024 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for September 2024, as presented.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheets and Comparative Income Statements for September 2024 and the Details of Account for September 2024 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for September 2024 and the Details of Account for September 2024, as presented.

CARRIED

6. New Business

There was no new business for discussion.

Moved by: David Cody

THAT the Executive Committee moves into Closed Session to prevent the disclosure of:

- Confidential Evaluations, Section 19 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED AT 7:30 PM

7. Closed Session

a. Succession Plan & Organization Summary

Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.a – Succession Plan & Organizational Summary: Lenze Kuiper, Chief Administrative Officer, R. Keer, Executive Assistant, and S. Sayer, Accounting Clerk.

b. Chief Administrative Officer Performance Evaluation

Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to section 197(6) of the *Municipal Government Act*, there were no members of Administration in attendance for Agenda Item 7.b – Chief Administrative Officer Performance Evaluation.

Moved by: David Cody

THAT the Executive Committee moves into Open Session.

CARRIED AT 8:01 PM

8. CAO's Report

L. Kuiper presented CAO Report to the Committee.

9. Round Table Discussions

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

- 10. Next Meeting** – Board of Directors – December 5, 2024;
Executive Committee – December 12, 2024
Executive Committee – January 9, 2025

11. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:12 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER