



# **AGENDA**

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

**Monday, 13<sup>th</sup> of February, 2023 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 – 23<sup>rd</sup> January, 2023

### **4.0 PUBLIC HEARING**

### **5.0 DELEGATION**

5.1 Closed Session FOIP Act Division 2 Section 16 – Union Grievance

5.2 S/Sgt Mike Numan

### **6.0 REQUESTS FOR DECISION**

6.1 Bylaw No. 932-23 Land Use Bylaw No. 841-15 Amendment – Land Use Redesignation – 1<sup>st</sup> Reading

6.2 The Green and Inclusive Community Buildings Program

6.3 Town of Picture Butte 100 year Centennial

6.4 Committee of the Whole meeting time

6.5 Sunset Park Phase 2 Engineered Drawings

6.6 Alberta Coordinated Action for Recycling Enterprises Conference Attendance

6.7

### **7.0 MAYOR'S REPORT**

### **8.0 COUNCIL'S REPORT**

### **9.0 ADMINISTRATION'S REPORT**

9.1 CAO Report

9.1.1 Director of Operations Report

## **10.0 CORRESPONDENCE**

- 10.1 AB Municipalities Elected Officials Training – Asset Management
- 10.2 Barons-Eureka-Warner FCSS – All Council Meeting Invitation

## **11.0 INFORMATIONAL ITEMS**

- 11.1 Barons-Eureka-Warner FCSS Board Meeting Minutes – December 2022
- 11.2 Town of Fox Creek – Ambulance Services
- 11.3 AHS Interim President – 811
- 11.4 Chamber of Commerce – Piyami Lodge
- 11.5 Southern Alberta Energy from Waste Association – Media Release
- 11.6 Town of Smoky Lake - Letter of Support for Denied Application for Camrose Casino Relocation

## **12.0 CLOSED SESSION**

- 12.1 FOIP Act Division 2 Section 16 – Union Grievance

## **13.0 ADJOURNMENT**

**MINUTES**  
OF THE  
**PICTURE BUTTE TOWN COUNCIL MEETING**  
HELD IN  
**COUNCIL CHAMBERS**  
**Monday, January 23<sup>rd</sup>, 2023 AT 6:30 PM**

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

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

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF THE AGENDA**

003 2301 23 MOVED by Councillor Feist that the agenda be approved as presented.  
CARRIED

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting – December 19<sup>th</sup>, 2022

004 2301 23 MOVED by Deputy Mayor de Kok that the Regular Council Meeting minutes of December 19<sup>th</sup>, 2022 be approved as presented.  
CARRIED

**4.0 PUBLIC HEARING**

Administration spoke to the proposed Bylaw No. 931-22 Land Use Bylaw No. 841-15 Amendment – Temporary Shipping Containers.

4.1 Submissions

4.1.1 In Person Submissions

4.1.1.1 Ask for Those in Favour

There was no one was present to speak in favour of the proposed bylaw.

4.1.1.2 Ask for Those Opposed

There was no one was present to speak in opposition of the proposed bylaw.

4.1.2 Written Submissions

4.1.2.1 Ask for Those in Favour

There were no written submissions in support of the proposed bylaw.

4.1.2.2 Ask for Those Opposed

There were no written submissions opposed to the proposed bylaw.

4.2 Adjourn Public Hearing

Mayor Moore adjourned the public hearing at 6:32 p.m.

**5.0 DELEGATION – None for this meeting**

## 6.0 REQUESTS FOR DECISION

### 6.1 Bylaw No. 931-22 Land Use Bylaw No. 841-15 Amendment – Temporary Shipping Containers

005 2301 23      MOVED by Deputy Mayor de Kok to approve the second reading of Bylaw No. 931-22 Land Use Bylaw No. 841-15 Amendment – Temporary Shipping Containers.

CARRIED

006 2301 23      MOVED by Councillor Thomson to approve the third and final reading of Bylaw No. 931-22 Land Use Bylaw No. 841-15 Amendment – Temporary Shipping Containers.

CARRIED

## 7.0 MAYOR'S REPORT

### 7.1 Mayor's Report

Mayor Moore advised Council on her recent activities:

January 6      Attended a Mayors and Reeves meeting

January 16     Attended a Committee of the Whole meeting

January 23     Attended a Community Futures A/R Committee meeting

007 2301 23      MOVED by Mayor Moore that the Mayor's Report be accepted as presented.

CARRIED

## 8.0 COUNCIL'S REPORT

### 8.1 Council's Report

Deputy Mayor de Kok advised Council of his recent activities:

January 16      Attended a Committee of Whole meeting

Councillor Feist advised Council of her recent activities:

January 16      Attended a Committee of the Whole meeting

Councillor Papworth advised Council of her recent activities:

December 21    Attended the Blackrock Terrace Green Acres Christmas Dinner

January 5       Attended a Remembrance Day Committee meeting

January 12      Attended a Picture Butte & District Chamber of Commerce meeting

January 16      Attended a Committee of the Whole meeting

Councillor Thomson advised Council of his recent activities:

January 16      Attended a Committee of the Whole meeting

January 19      Attended the PrairiesCan News Conference

008 2301 23      MOVED by Councillor Papworth that the Council Reports be accepted as presented.

CARRIED

009 2301 23      MOVED by Councillor Papworth to allow Councillor Thomson to attend the PrairiesCan News Conference on January 19<sup>th</sup>, 2023 and to allow Mayor Moore to attend the Indigenous Ceremony/Treaty 7 Acknowledgment at the Coaldale RCMP detachment on January 24<sup>th</sup>, 2023.

CARRIED

## 9.0 ADMINISTRATION'S REPORT

### 9.1 CAO Report

010 2301 23      MOVED by Deputy Mayor de Kok to accept the CAO Report as presented.

CARRIED

9.1.1 Director of Emergency Services Report

011 2301 23                    MOVED by Councillor Papworth to accept the Director of Emergency Services Report as presented.  
CARRIED

**10.0 CORRESPONDENCE**

10.1 Picture Butte & District Chamber of Commerce - Best of Butte Awards Sponsorship Request

012 2301 23                    MOVED by Deputy Mayor de Kok to purchase a silver sponsorship to the Picture Butte & District Chamber of Commerce Best of Butte Awards.  
CARRIED

013 2301 23                    MOVED by Mayor Moore to give the sponsorship dinner ticket to the Best of Butte Awards to Councillor Papworth.  
CARRIED

10.2 Prairies Economic Development Canada – Invitation

014 2301 23                    MOVED by Councillor Thomson to receive and file Correspondence 10.2 Prairies Economic Development Canada – Invitation.  
CARRIED

10.3 Village of Barons – New Chief Administrative Officer

015 2301 23                    MOVED by Deputy Mayor de Kok to receive and file Correspondence 10.3 Village of Barons – New Chief Administrative Officer.  
CARRIED

**11.0 INFORMATIONAL ITEMS**

- 11.1 Picture Butte & District Chamber of Commerce – November 10, 2022 Meeting Minutes
- 11.2 Picture Butte & District Chamber of Commerce – Society Bylaws
- 11.3 Letter to Minister Copping – Alberta Ambulance Service
- 11.4 Oldman River Regional Services Commission - Executive Committee Meeting Minutes – January 12, 2023
- 11.5 Alberta Health – Healthcare Improvement Update – December, 2022
- 11.6 Oldman River Regional Services Commission – Regular Meeting Minutes – December, 2022
- 11.7 Alberta Health Services Interim President and CEO – Update
- 11.8 Chinook Arch Regional Library System – Board Report – December, 2022
- 11.9 Assessment Review Board Decision – December, 2022

016 2301 23                    MOVED by Councillor Feist to receive and file Informational Item 11.1 – 11.9.  
CARRIED

**12.0 CLOSED SESSION**

12.1 FOIP Act Division 2 Section 19 – Water & Wastewater Operator Wages

017 2301 23                    MOVED by Councillor Thomson to close the meeting in accordance with Division 2 Section 19 of the Freedom of Information and Protection of Privacy Act to discuss Water & Wastewater Operator Wages at 6:53 p.m.  
CARRIED

C. Johnson left the meeting at 6:53 p.m.

018 2301 23                    MOVED by Councillor Papworth to open the meeting to the public at 7:21 p.m.  
CARRIED

**13.0 ADJOURNMENT**

The next Regular Council Meeting is scheduled for February 13<sup>th</sup>, 2023 beginning at 6:30 p.m.

019 2301 23

MOVED by Councillor Thomson that the Regular Council Meeting adjourn at 7:21p.m.

CARRIED

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Mayor Moore

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Keith Davis  
Chief Administrative Officer



2023-01-30

S/Sgt. Mike Numan  
Detachment Commander  
Coaldale-Picture Butte

Dear Mayor Moore,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Picture Butte Detachment spanning the October 1<sup>st</sup> to December 31<sup>st</sup>, 2022 reporting period. This report is a key tool to address any questions or concerns you may have, as part of our continued commitment to engage with your leadership team and the constituents you represent.

As we embark on 2023, the top priority for the Alberta RCMP remains the safety and security of all Albertans. Thus, this letter and attached appendixes will provide for you an update on our Next Generation 9-1-1 (NG911) upgrades in our Operational Communications Centers (OCC). The Alberta RCMP OCC Program provides response to police emergencies and routine calls for service to approximately 1.3 million citizens of Alberta, including 22 First Nations communities. The OCC provides police dispatch and call-taking services supporting 117 RCMP detachments and several contracted and/or integrated units. Our call-taking services also serve as a Secondary Public Safety Answering Point (PSAP) for Alberta's 9-1-1 system.

The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated the replacement of the current Enhanced 9-1-1 service in Canada with NG911. This change will enhance public safety communications in an increasingly wireless society and will fundamentally change 9-1-1 and emergency services operations as it exists today. The evolution of NG911 future improvements are anticipated to include:

- 9-1-1 Real-time Text (RTT) by Spring 2024.
- Further location improvements including the potential addition of azimuth to enhance coordinates, vehicle telematics, and building schematics.
- The potential to communicate with 911 operators via video call.

As early adopters of this transition to NG911, the Alberta RCMP's lead in modernizing public safety communications demonstrates our commitment to the safety and security of all Albertans.

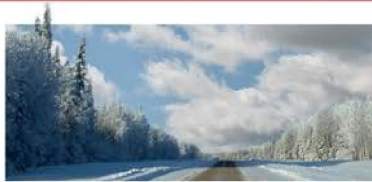


As a further update, we are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, I will be working directly with you to craft the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

The attached reporting along with your valued feedback will help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

S/Sgt. Mike Numan  
Detachment Commander  
Coaldale-Picture Butte





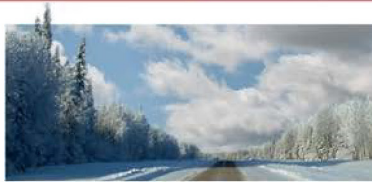
## RCMP Provincial Policing Report

<b>Detachment</b>	Picture Butte
<b>Detachment Commander</b>	S/Sgt. Mike Numan
<b>Quarter</b>	Q3 - October - December 2022
<b>Date of Report</b>	2023-01-30

### Community Consultations

<b>Date</b>	2022-11-08
<b>Meeting Type</b>	Meeting with Stakeholder(s) <input type="button" value="v"/>
<b>Topics Discussed</b>	Education session
<b>Notes/Comments</b>	Attended a full scal mock exercise at the Lethbridge Airport to test the airport Emergency Response Plan.

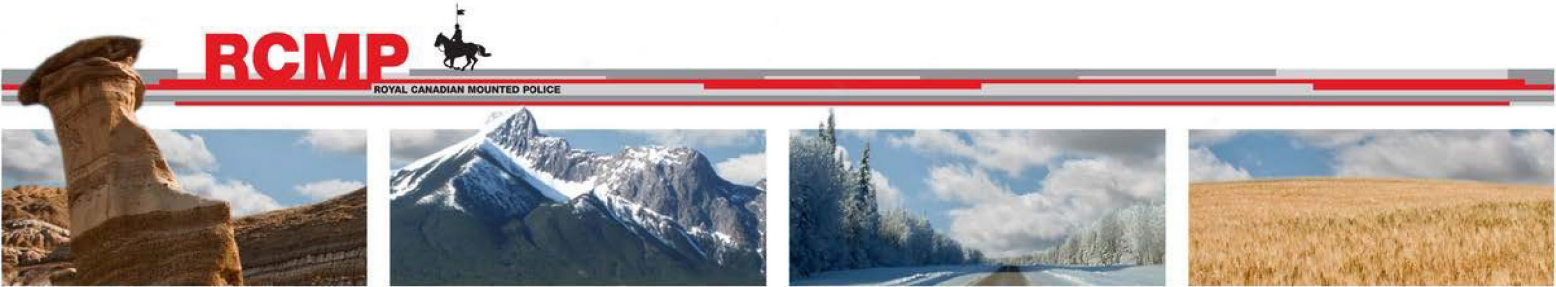
<b>Date</b>	2022-11-10
<b>Meeting Type</b>	Town Hall <input type="button" value="v"/>
<b>Topics Discussed</b>	Education session
<b>Notes/Comments</b>	Participated in a town hall at the Picture Butte's Community Center.



<b>Date</b>	2022-11-23
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Regular reporting
<b>Notes/Comments</b>	Attended Nobleford Community Center to meet with the Nobleford Mayor, Counsel, and the CAO, for Quarterly presentation of STATS. This was followed by Question and Answer session. Inquiries about ongoing stunting and vandalism in the community, installation of security camera's on Town property, better lighting in town area's, development of a Neighborhood watch/COP group for Nobleford.

Delete Last Community Consultation

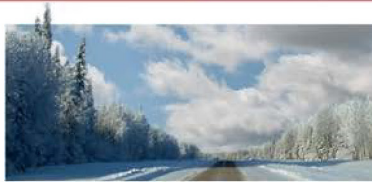
Add Additional Community Consultation



## Community Priorities

<p><b>Priority 1</b></p>	<p>Traffic - Enhance Road Safety</p>
<p><b>Current Status &amp; Results</b></p>	<p>October - Pedestrian safety          November - Child Seat Safety          December - Checkstops          The above monthly traffic initiatives and activities were focused on during this last quarter. This has been successful at engaging the public and working to improve driving behaviors through education and enforcement. This Priority is on-track for the final quarter and will likely continue to be a focus for next years plan as well.</p>
<p><b>Priority 2</b></p>	<p>Police/Community Relations/Police Visibility</p>
<p><b>Current Status &amp; Results</b></p>	<p>Various events for the Christmas Holidays were held including Checkstops and roving impaired stops were conducted. In addition, the Coaldale-Picture Butte Detachment participated in the Impaired Enforcement Day by conducting various check-points, MAS, and community presence. A large amount of activities occurred this quarter including various partner agency meetings, Checkstops, "Coffee with a Cop", Community Hall Engagement Meetings. These have been very successful and have established a positive dialogue with political partners, community members, and other police. This objective is well on track for the final quarter.</p>
<p><b>Priority 3</b></p>	<p>Crime Prevention - Prolific Offender Management</p>
<p><b>Current Status &amp; Results</b></p>	<p>No new prolific offender files were created this quarter, RCMP SAD CRU and RCMP SAD GIS Teams have conducted various operations on key offenders in the area this past quarter resulting in arrests and charges. We are continuing to monitor any known released offenders by conducting condition checks (eg: curfew, residence checks). This objective is on-track for the final quarter.</p>

Delete Last Priority
Add and go to Priority



## Crime Statistics<sup>1</sup>

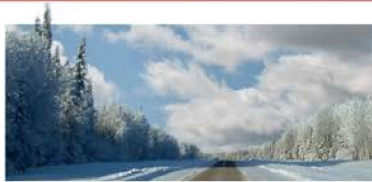
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2021	2022	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	62	49	-21%	281	290	3%
<i>Persons Crime</i>	21	11	-48%	59	57	-3%
<i>Property Crime</i>	32	25	-22%	178	162	-9%
<i>Other Criminal Code</i>	9	13	44%	44	71	61%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	2	1	-50%	5	3	-40%
<i>Provincial Code Traffic</i>	232	51	-78%	961	364	-62%
<i>Other Traffic</i>	1	1	0%	5	3	-40%
<b>CDSA Offences</b>	0	0	N/A	1	0	-100%
<b>Other Federal Acts</b>	0	0	N/A	3	2	-33%
<b>Other Provincial Acts</b>	41	20	-51%	131	105	-20%
<b>Municipal By-Laws</b>	0	2	N/A	25	13	-48%
<b>Motor Vehicle Collisions</b>	32	33	3%	90	108	20%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

Other Criminal Code Offences are trending upwards from 2021 numbers. This can be attributed to many offenders with addictions traveling and crossing police jurisdictions to commit crimes. We continue to target enforcement actions on these subjects and will continue to work with our district CRU/GIS teams, neighboring detachments, and Lethbridge and Blood Tribe Police Services.



## Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	5	3	2	1
Detachment Support	2	1	1	0

<sup>2</sup>Data extracted on December 31, 2022 and is subject to change over time.

<sup>3</sup>Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup>Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

**Police Officers:** Of the five established positions, three officers are working with two on special leave (two medical leave). There is one hard vacancy.

**Detachment Support:** Of the two established positions, one resource is working with one on special leave (leave without pay). There are no hard vacancies.

## Quarterly Financial Drivers

This past quarter continued to be a challenge from a human resource perspective. Due to a variety of health reasons, there were multiple soft vacancies that occurred at different points throughout the quarter. The unusual amount of absences necessitated an increased amount in overtime payments to ensure appropriate Police service/coverage. Overall, the outlook going forward is cautiously optimistic and additional costs due to overtime are hoped/expected to drop significantly.



## Picture Butte Provincial Detachment Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		4	0	3	2	2	-50%	0%	-0.2
Other Sexual Offences		5	1	0	2	0	-100%	-100%	-0.9
Assault		9	11	8	10	9	0%	-10%	-0.1
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		3	3	5	3	0	-100%	-100%	-0.6
Uttering Threats		4	5	2	4	0	-100%	-100%	-0.9
<b>TOTAL PERSONS</b>		<b>25</b>	<b>20</b>	<b>18</b>	<b>21</b>	<b>11</b>	<b>-56%</b>	<b>-48%</b>	<b>-2.7</b>
Break & Enter		9	2	2	8	5	-44%	-38%	-0.2
Theft of Motor Vehicle		6	4	3	2	4	-33%	100%	-0.6
Theft Over \$5,000		4	2	2	0	0	-100%	N/A	-1.0
Theft Under \$5,000		14	8	11	3	6	-57%	100%	-2.1
Possn Stn Goods		1	1	2	2	2	100%	0%	0.3
Fraud		8	10	9	5	2	-75%	-60%	-1.7
Arson		0	0	0	1	0	N/A	-100%	0.1
Mischief - Damage To Property		0	11	6	9	5	N/A	-44%	0.8
Mischief - Other		8	0	1	2	1	-88%	-50%	-1.2
<b>TOTAL PROPERTY</b>		<b>50</b>	<b>38</b>	<b>36</b>	<b>32</b>	<b>25</b>	<b>-50%</b>	<b>-22%</b>	<b>-5.6</b>
Offensive Weapons		0	1	2	1	1	N/A	0%	0.2
Disturbing the peace		3	1	5	4	1	-67%	-75%	-0.1
Fail to Comply & Breaches		6	1	5	4	8	33%	100%	0.7
<b>OTHER CRIMINAL CODE</b>		<b>5</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>-40%</b>	<b>N/A</b>	<b>-0.5</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>14</b>	<b>4</b>	<b>15</b>	<b>9</b>	<b>13</b>	<b>-7%</b>	<b>44%</b>	<b>0.3</b>
<b>TOTAL CRIMINAL CODE</b>		<b>89</b>	<b>62</b>	<b>69</b>	<b>62</b>	<b>49</b>	<b>-45%</b>	<b>-21%</b>	<b>-8.0</b>



## Picture Butte Provincial Detachment

### Crime Statistics (Actual)

Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.2</b>
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		0	0	0	0	0	N/A	N/A	0.0
<b>TOTAL FEDERAL</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.4</b>
Liquor Act		1	2	0	0	0	-100%	N/A	-0.4
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		8	4	5	15	7	-13%	-53%	0.9
Other Provincial Stats		17	16	25	26	13	-24%	-50%	0.2
<b>Total Provincial Stats</b>		<b>26</b>	<b>23</b>	<b>30</b>	<b>41</b>	<b>20</b>	<b>-23%</b>	<b>-51%</b>	<b>0.6</b>
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		2	6	4	0	2	0%	N/A	-0.6
<b>Total Municipal</b>		<b>2</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0%</b>	<b>N/A</b>	<b>-0.7</b>
Fatals		1	0	1	0	0	-100%	N/A	-0.2
Injury MVC		5	3	1	4	5	0%	25%	0.1
Property Damage MVC (Reportable)		31	45	40	24	28	-10%	17%	-2.7
Property Damage MVC (Non Reportable)		5	2	6	4	0	-100%	-100%	-0.8
<b>TOTAL MVC</b>		<b>42</b>	<b>50</b>	<b>48</b>	<b>32</b>	<b>33</b>	<b>-21%</b>	<b>3%</b>	<b>-3.6</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>150</b>	<b>429</b>	<b>285</b>	<b>232</b>	<b>51</b>	<b>-66%</b>	<b>-78%</b>	<b>-39.5</b>
<b>Other Traffic</b>		<b>1</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0%</b>	<b>0%</b>	<b>-0.3</b>
<b>Criminal Code Traffic</b>		<b>8</b>	<b>13</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>-88%</b>	<b>-50%</b>	<b>-2.5</b>
<b>Common Police Activities</b>									
False Alarms		9	4	5	5	9	0%	80%	0.1
False/Abandoned 911 Call and 911 Act		10	20	22	17	13	30%	-24%	0.3
Suspicious Person/Vehicle/Property		9	14	15	9	5	-44%	-44%	-1.3
Persons Reported Missing		3	2	2	0	2	-33%	N/A	-0.4
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		11	9	12	6	9	-18%	50%	-0.7
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0



## **A. Who we are....**

The Alberta RCMP has two 9-1-1 call taking centres located in Edmonton and Red Deer. Each centre employs 75 highly trained 9-1-1 call taker / dispatchers, responding to police emergency and routine calls. Employees working in RCMP Emergency Communications has successfully completed a mandatory national certification program consisting of 320 hours of facilitator led classroom and another 700 hours of on-the-job training with a Field Coach.

## **B. What we do....**

The RCMP Provincial Operational Communications Centres (OCC) are the secondary answering point for approximately 1.3 million Albertans, and dispatching 117 RCMP detachments/units.

In 2021, we received and processed 236,669 9-1-1 and 361,271 complaint (routine/non-emergency) calls, which equates to about 1,600 calls per day. Approximately 60% of these calls will result in the creation of a police file which will be dispatched to a front-line police officer.

Call takers are tasked with asking numerous questions to ensure an appropriate response. These questions will focus on your/the incident location (exact address expedites the process), what is occurring and who is involved. You can expect questions regarding weapons, alcohol and drugs, to ensure everyone's safety. And don't worry, often while we are continuing to ask questions, we have already dispatched a police officer who is enroute.

## **C. How it happens....**

When you call 9-1-1, you can expect the first response to be "9-1-1 what is your emergency?", followed by "what is your exact location?". At this point dependant upon your response, you may be transferred to the correct emergency service provider (i.e. Police, Fire or Ambulance). You will then be asked a 2<sup>nd</sup> time for your exact location. The more specific you are, will expedite our ability to generate a file for dispatch.

The call taker is generating an electronic file .....

## **D. How you can help....**

1. Know your location. A specific address is always best.
2. Be patient and respond to the questions asked. There is no delay in emergency service response but we must ensure the most appropriate personnel, equipment are enroute to you and make sure everyone is safe.





## **E. What's next....**

The Canadian Radio-television and Telecommunication Commission (CRTC) is the Government of Canada body that regulates telephone and cellular service companies. These companies create networks that make it possible to connect 9-1-1 calls to call centres. These centres then dispatch emergency responders, such as police, firefighters and paramedics.

On March 7, 2019, the CRTC directed that all telecommunication service providers and incumbent local exchange carriers (phone, cable & wireless services) must evolve their current networks to provide Internet Protocol-based capabilities by 2025. The new and improved platform is known as Next Generation 9-1-1 or NG9-1-1.

NG9-1-1 networks and services will allow Canadians access to new, improved and innovative emergency services. The design and related interconnection arrangement of NG9-1-1 networks are secure, reliable, resilient and cost-effective for stakeholders.

## **F. How will NG9-1-1 changes impact me....**

The Next Generation 9-1-1 network and related communications technology will provide emergency service providers with new opportunities to keep the public and field responders safer, while also giving 9-1-1 Emergency Dispatch Centres tools to make them more effective and efficient within their communities.

Some of the improvements that will assist in providing improved and safer service delivery will include, better location accuracy (three-dimensional mapping showing which floor of a high rise etc.); improved crash data (vehicle telematics etc.); real-time video and picture sharing; text with 9-1-1 for the deaf and hard of hearing community; new services such as language assistance/translation services; downlinks to smartphone applications (i.e. medical records etc.); and improved coordinated responses and information sharing amongst emergency service providers.

## **G. To find out more....**

To find out more about Next Generation 9-1-1, you can visit the [CRTC website](#).

To find out more about RCMP 9-1-1 Call Taking/Dispatch jobs, please visit our [website](#).

# NG911 FOR EMS

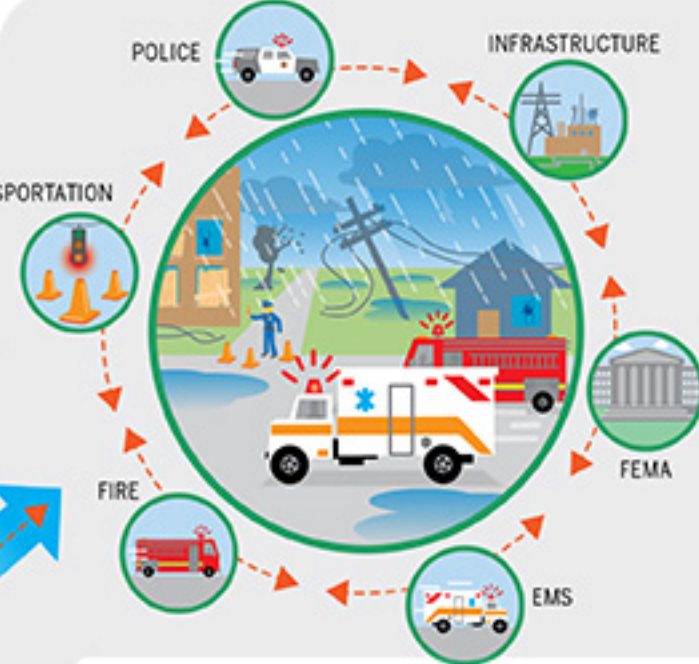
## How EMS Benefits from Next Generation 911

Next Generation 911-related technologies will provide new opportunities to keep EMS providers and communities safer. The following scenarios provide a non-technical depiction of how new technologies will provide information leaders need to ensure safe, efficient and effective responses to a variety of incidents.



### Improved Location Accuracy

With improved location accuracy, responders will reach victims sooner and triage the scene more efficiently. This is especially important in challenging environments like rural areas or parks, densely populated urban areas or on freeways. Mobile callers may also not be aware of their exact location, hindering first responders' ability to reach them quickly. Because minutes count with critical patients, faster treatment improves outcomes and survival rates.

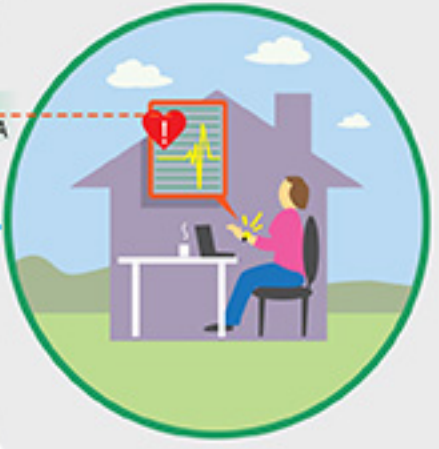


### Multi-Agency Interoperability

During a natural disaster or other large-scale emergency, the NG911 system protects against call overload by re-routing calls, texts and data to alternative call centers. The system also allows for better communication with first responders, allowing for better coordination between other emergency services and agencies.

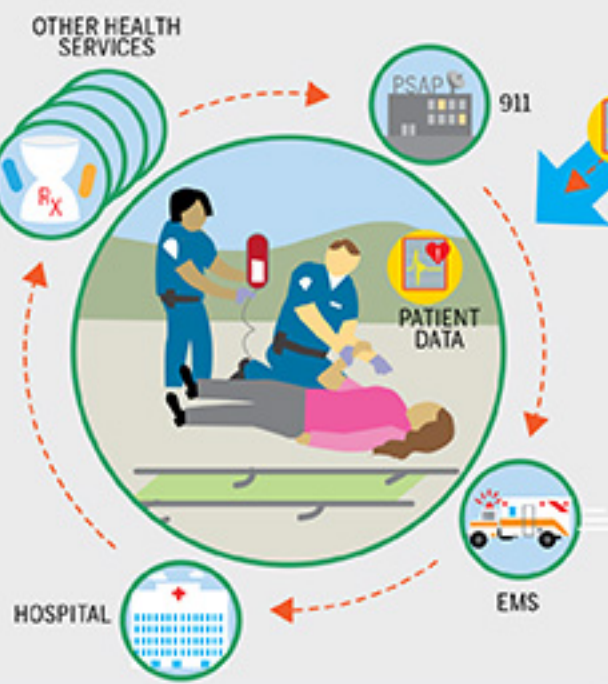
### Accurate Pre-Arrival Data

Monitoring technology worn by patients may automatically alert 911 within seconds of a life-threatening medical event. Responders can access time-sensitive patient health data and incident information before they arrive at the scene, improving patient outcomes and survival rates.



### Continuity of Patient Data

In the NG911 environment, EMS would have access to more detailed medical history for a patient. In the future, the ability to merge medical data with 911 call data will give providers better on-scene information to improve patient care. Including outcome data within the patient record will provide a more complete picture to support performance improvement. Better data would translate to better overall patient care as well as the advancement of entire EMS systems.



### Better Crash Data

Telematics, now integrated into many vehicles, notify 911 with precise location information, data on airbag deployment and more. This data, available at dispatch, helps EMS and fire services prepare appropriate equipment and provides medics with key information for faster transport to the appropriate hospital or trauma center.





## 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: 7 February, 2023

To: Mayor, Council

From: CAO

**Re: Bylaw No. 932-23 Land Use Bylaw No. 841-15 Amendment – Land Use Redesignation**

### **Background:**

The Town has received an application for a land use bylaw amendment to redesignate (rezone) 643 Crescent Avenue from Residential R-1 to Residential Multi Unit – R5.

The process for a land use bylaw amendment to redesignate land is:

1. Council considers if the application and bylaw can receive first reading.
2. A public hearing has to occur
3. The public hearing is advertised for two weeks whereupon individuals may submit feedback regarding the application.
4. Council considers all of the information and must make a decision regarding the application and should consider the following when making the decision:
  - a. Compliance with applicable standards and provisions of the Land Use Bylaw;
  - b. Consistency with any adopted statutory plans;
  - c. Compatibility with adjacent users;
  - d. Development potential/suitability of the site;
  - e. Availability of facilities and services and potential impacts to levels of service to existing development;
  - f. Potential impacts on local roads;
  - g. Setback distances contained in Subdivision and Development Regulation;
  - h. Supply of suitably designated land;
  - i. Public comment and any applicable review agency comments; and
  - j. Any other matters deemed pertinent.

For the consideration of 1<sup>st</sup> reading Administration will comment on the criteria that Council should be considering when deciding upon a land use bylaw amendment application.

1. Compliance with applicable standards and provisions of the Land Use Bylaw (R5)
  - The application is generally in compliance with the provisions of the Land Use Bylaw as detailed in the following table.
    - i. The height and off site parking requirements can be worked out at the development permit stage of the application.

<b>Land Use Bylaw Requirement</b>		<b>Application</b>	<b>Meets Min. Requirement</b>
Lot Size	6,000 sq. ft.	9865.87 sq. ft.	Yes
Lot Width	60 ft.	60 ft.	Yes
Lot Length	100 ft.	125 ft.	Yes
Front Set Back	25 ft.	25ft.	Yes
Side Set Back	5 ft.	5 ft.	Yes
Rear Set Back	25 ft.	60 ft.	Yes
Max Site Coverage	50%	41% (Principle + Accessory)	Yes
Floor Area	800 sq. ft. per unit	1,385 sq. ft. per unit	Yes
Max Height	33 ft.	Not specified	No
Off Site Parking	2 per unit (8 Total)	7	No

2. Consistency with any adopted statutory plans
  - The application does not go against any of our adopted statutory plans.
3. Compatibility with adjacent users
  - Adjacent lands are zoned Residential – R-1. Although in this block, including one of the adjacent neighbours, are a number of semi-detached dwellings on Crescent Avenue including 645, 647, 649 and 651 Crescent.
  - There is one Residential Multi Unit – R5 property on Crescent Avenue located at 140 Crescent Avenue.
4. Development potential/suitability of the site
  - This site should be suitable for the proposed development.
5. Availability of facilities and services
  - Services are available at the site. Upgrades would need to occur. This would be established in a development agreement.
6. Potential impacts on local roads.
  - Crescent Avenue is a main road in Town. I do not think this development will have a significant impact on the traffic of Crescent Avenue.
7. Setbacks distances.
  - Application meets setback requirements.
8. Supply of suitably designated land.
  - There is no land currently dedicated to Residential Multi-Unit – R5 in Town.
9. Public comment and any applicable review agency comments
  - To be added if first reading proceeds.
10. Any other matters deemed pertinent.

Council is not deciding on the development proposal, only the redesignation of lands from Residential – R1 to Residential Multi-Unit R5 however the development proposal has to be considered to make the decision to rezone the lands.

If this redesignation of lands proceeds a development permit for the multi-unit dwelling must be applied for. A servicing agreement/development agreement will also have to be entered into for the provision of services to the proposed Residential Multi-Unit dwelling.

**Recommendation:**

For Council to conduct 1<sup>st</sup> reading of Bylaw No. 932-23 Land Use Bylaw Amendment – Land Use Redesignation.

**Attachments:**

1. Bylaw No. 932-23
2. Land Use Bylaw Amendment Application
3. Sunnysouth advertisement for Public Hearing

**Submitted by:** Keith Davis, CAO

**TOWN OF PICTURE BUTTE  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 932-23**

BEING a bylaw of the Town of Picture Butte in the Province of Alberta, to amend Bylaw No. 841-15, being the municipal Land Use Bylaw.

WHEREAS the purpose of the proposed amendment is to redesignate land legally described as: Lot 21, Block 5, Plan 1141FM, (643 Crescent Ave) from 'Residential – R1' to 'Residential Multi-unit – R5', as shown on the map in Schedule 'A' attached hereto to accommodate the development of a multi-unit rowhouse residential building;

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

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

1. The land described as Lot 21, Block 5, Plan 1141FM as shown on the attached Schedule 'A' be designated as Residential Multi-unit – R5.
2. That the Land Use Districts map of the Town of Picture Butte Land Use Bylaw No. 841-15 be amended to reflect this designation.
3. Bylaw No. 841-15 being the Land Use Bylaw is hereby amended.
4. Final formatting and consolidation shall take place following the passage of the bylaw.
5. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Mayor – Cathy Moore**

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

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Mayor – Cathy Moore**

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

READ a **third** time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Mayor – Cathy Moore**

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



Town of Picture Butte
Box 670, Picture Butte, AB T0K 1V0

APPLICATION FOR A
LAND USE BYLAW AMENDMENT

Date of Application: January 25, 2023

Table with 2 columns and 2 rows for office use only, containing fields for Bylaw No. and Date Deemed Complete.

A refusal is not appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 6 months after the date of refusal.

IMPORTANT NOTE: Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: James & Manna Middelton
Mailing Address: 641 Crescent Ave N
Phone: (403) 635-3271
Municipality: Picture Butte
Postal Code: TOK 0V0

Is the applicant the owner of the property? [X] Yes [ ] No
IF "NO" please complete box below

Form box for owner information including Name of Owner, Mailing Address, Municipality, Postal Code, Phone, and Applicant's interest in the property (Agent, Contractor, Tenant, Other).

Lot 21
Block 5
Plan 111FM

PROPERTY INFORMATION

Municipal Address: 643 Crescent Ave N
Legal Description: Lot(s) 21 Block 5 Plan 1141FM
OR Quarter Section Township Range

**AMENDMENT INFORMATION**

What is the proposed amendment?

Text Amendment

Land Use Redesignation

**IF TEXT AMENDMENT:**

For text amendments to the *Land Use Bylaw*, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

**IF LAND USE REDESIGNATION:**

Current Land Use Designation: Residential R-1

Proposed Land Use Designation  
(if applicable): Residential Multi Unit R-5

Map Attached

Section 51 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please attach a descriptive narrative detailing:

- the proposed designation and future land use(s);
- if and how the proposed redesignation is consistent with applicable statutory plans;
- the compatibility of the proposal with surrounding uses and zoning;
- the development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire and police protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land from Urban Reserve to another district;
- multiple parcels of land are involved;
- several pieces of fragmented land are adjacent to the proposal;
- internal public roads would be required;
- municipal services would need to be extended; or
- required by Council or the Subdivision and Development Authority.

The Designated Officer or the Subdivision and Development Authority may also require a:

- geotechnical report; and/or
- evaluation of surface drainage and any other information

if deemed necessary.



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**SITE PLAN**

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Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in duplicate with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

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**DECLARATION OF APPLICANT/AGENT**

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

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

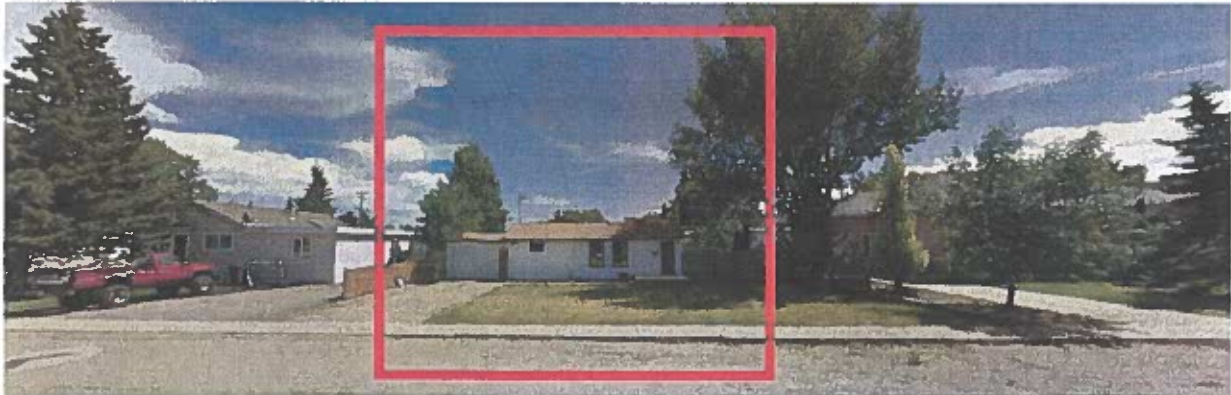
  
\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
Registered Owner (if not the same as applicant)

The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. If you have any questions about the collection or use of the personal information provided, please contact the Chief Administrative Officer at the Town of Picture Butte

**SUBJECT PROPERTY / ADJACENT PROPERTIES**

**SUBJECT PROPERTY AND NEIGHBORS - facing SW**



641 CRES AVE

643 CRES AVE

645 CRES AVE

**NEIGHBORING PROPERTIES - Across street facing NW**



646 CRES AVE

644 CRES AVE

642 CRES AVE

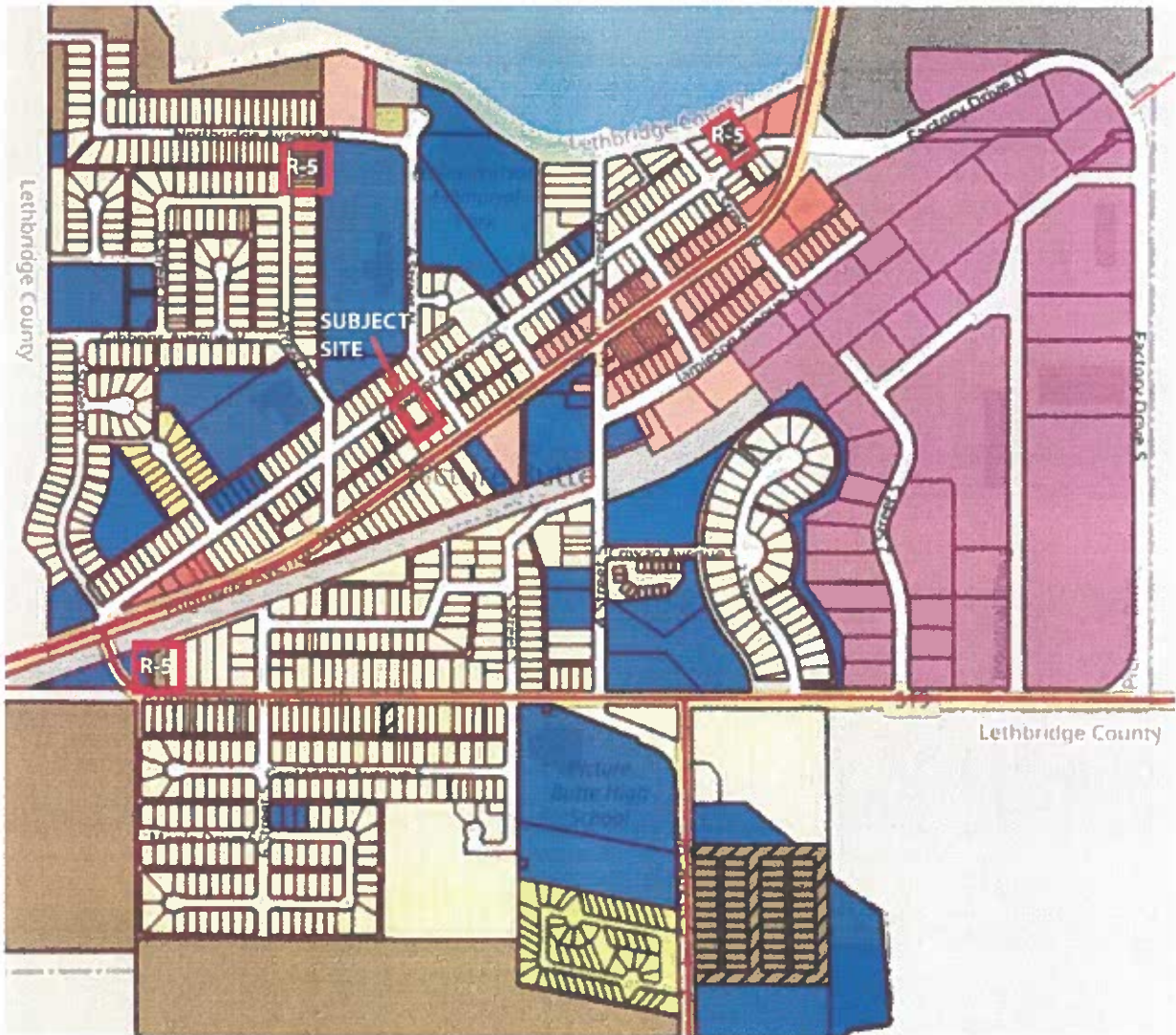
**NEIGHBORING PROPERTIES - Across back lane facing NW**



614 HIGHWAY AVE

610 HIGHWAY AVE

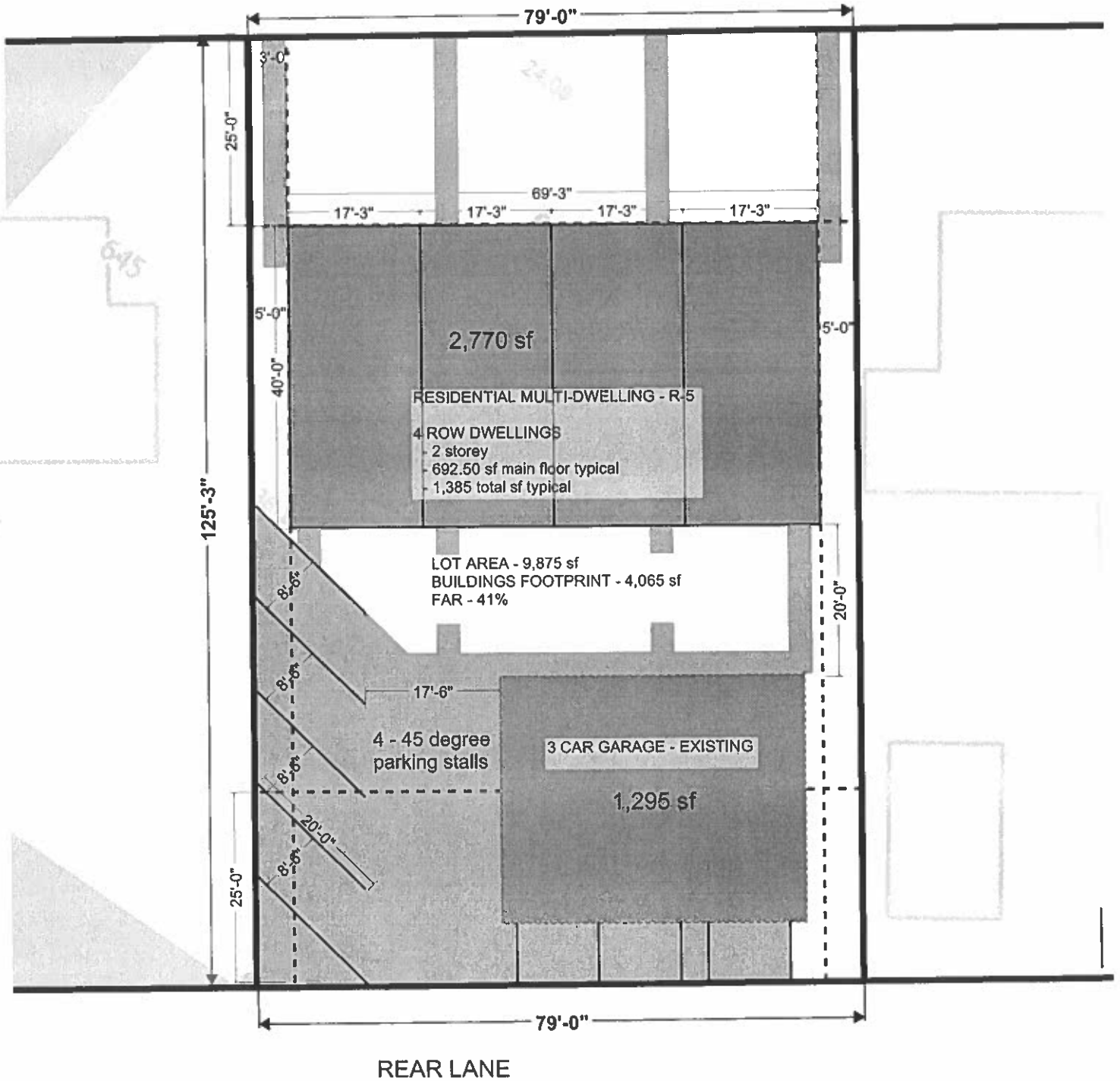
**SUBJECT PROPERTY/LOCATION OF R-5 LANDS**



# PROPOSED LAND USE DESIGN PLAN

643 Crescent Avenue N  
Lot 21, Block 5 Plan 1141FM

CRESCENT AVENUE N



**DESCRIPTIVE NARRATIVE**  
 Land Use Redesignation 643 Crescent Ave N  
 Lot 21, Block 5, Plan 1141FM

**1. Proposed Land Use**

The present land use of the subject lands is R-1.

The application is for an R-5 Residential Multi Unit designation to accommodate a 4 unit attached row, 2 storey townhouse development.

**2. Applicable Statutory Plans**

The Municipal Sustainability Plan 5.3.2 – Diversity of Housing calls for the ‘encouragement of rental housing units’.



**5.3.2 Diversity of Housing**

Goal: Provide an environment that encourages a continuum of housing that meets the needs of Town residents			
Strategies (We Will...)		Desired Result(s) or Achievement(s)	
a)	Work with industry to create an environment that encourage the growth of rental housing units.	a) Understand of what the Town can do to create an environment that encourages rental accommodation unit growth. b) The number of rental accommodation units grows.	
Performance Measures			
Strategy	Measure	Target Time	Lead Role
a)	Meet with developers to determine what they require to build more rental accommodation.	2017 Q3	CAO
a)	Complete a needs assessment to determine housing demand for the near future (five years).	2016 Q3	Dir. Operations
a)	Council considers a policy that has the goal of attracting developers to build more units of suitable rental housing.	2019 Q1	Council
High Priority		Moderate Priority	Low Priority

The Municipal Development Plan (“MDP”) section 7 refers to an ‘aging housing stock’ is indicative of redevelopment. Further it indicates that ‘96% of the housing is in the form of single-family units’. It concludes ‘if housing is to accommodate both the diversity of economy and aging population, the variety of housing types should change.

---

## 7.1 FUTURE HOUSING

### Issues

- Population growth has been steady if slow over the years. The town will need to provide nearly 40 acres for residential uses over the plan period.
- The housing stock is aging indicating that redevelopment and rehabilitation of housing will occur more in the future.
- More than 96 percent of the housing is in the form of single dwelling units. If housing is to accommodate both the diversity of economy and the aging population, the variety of housing types should change.
- No detailed plans exist for the large areas of land in the south and west of town. An old plan for the area south of town is only a sketch and has not incorporated the annexed land to the west.
- Housing diversity needs to be addressed in the future.

### Policies

- 7.1.1 The priority for housing in the future should be:
- continue toward the south,
  - infill the northwest,
  - the area south and west,
- as shown on Guide Map 4.
- 7.1.2 An area structure plan be prepared for all the area south and west of the town. The land is private land and therefore the town may assist in the preparation of an area structure plan, but will have to work closely with the property owners.
- 7.1.3 Developers should be encouraged to provide a diversity of housing types. A variety of housing may be promoted in areas of town such as:
- in new area structure plans being adopted by council,
  - on sites where existing houses are to be redeveloped,
  - on larger sites that may become available such as the hospital site or the former water reservoir site,
  - area of land east of the manufactured home park – the town owns some of this land.

The MDP further indicates that ‘Council should consider being more active in the provision of multi-family housing developments.’

- 7.1.4 Council should consider being more active in the provision of multi-dwelling housing developments by either entering into some private-public partnership or actually develop projects. Particular interest for council may be to provide low-maintenance, higher-density housing aimed at older segments of the population.
- 7.1.5 Some additional lots should be considered if an annexation occurs. This would be in conjunction with a solution for the access issue in the northwest as discussed in policy 7.4.3.
- 7.1.6 Council should test the soils in the site of the reclaimed water reservoir site. A design can be prepared to allow for infill housing.
- 7.1.7 The approval authorities should use its discretion to relax development standards when considering applications that would result in a considerable improvement to an existing lot that requires redevelopment.

In conclusion, the proposed application for multi units is consistent the with municipal planning objectives of the Town of Picture Butte.

### **3. Compatibility of the Proposal with Surrounding Land Uses**

The immediate surrounding neighborhood is dominantly single-family single storey product with an R-1 land use. As suggested, the existing stock is aged with some redevelopment occurring.

The existing land use of R-1 provides for principal building heights of 33 feet, which practically speaking would accommodate 2 storey homes with pitched roofs, which is the dominant new development form in the broad market place of housing which would reasonably be anticipated as a result of redevelopment.

The proposed R-5 land use for the subject lands provides for a height of the principal building of 36 feet which is substantially the same or not noticeably dissimilar, for practical purposes as R-1. As such, the proposed land use will be compatible or consistent with what will occur as the community redevelops and would blend visibly well with the community.

### **4. Development Suitability**

- The lands are substantially flat with a rear lane in addition to Crescent Avenue. We are confident that with proper grading that there will be no issues with site drainage and storm run-off within the constraints of the current system.
- There are no site constraints, easements or restrictions which will impair the lands to be development consistent with the land use reclassification and the proposed concept and design plan.

### **5. Availability of Services**

- While the building permit application will confirm sizing of services, all services run adjacent to the subject lands, and we believe that the sizing will accommodate the proposed land use redesignation and proposed development.



## 6. Potential Impact on Public Roads

The proposed land use redesignation and development would provide for 4, two-bedroom townhouses which would be accessed variably from Crescent Avenue and the rear lane with most resident parking from the lane and visitor parking from the street. The subject site is also one block from Highway Avenue. As such, we project that the development and resulting vehicular traffic will readily be accommodated without any noticeable impact on the road infrastructure.

It should be noted that we would be providing 4 angled surface parking stalls, accessed from the rear lane as well as 3 vehicles withing the existing 3 car garage. As such, we will be deficient by one stall to the required 2 stalls per unit. As such, we are requesting an accommodation such that one stall be allowed for as on-street resident parking.





# NOTICE OF PUBLIC HEARING

## TOWN OF PICTURE BUTTE IN THE PROVINCE OF ALBERTA

### *PROPOSED BYLAW No. 932 - 23*

To be held at 6:30 p.m., February 27th, 2023

### Town Of Picture Butte Council Chambers

Pursuant to the Municipal Government Act the Council of the Town of Picture Butte hereby gives notice of its intention to consider Bylaw No. 932 - 23, being an amendment to Land Use Bylaw No. 841-15.

The Council of the Town of Picture Butte has been requested to redesignate (rezone) a parcel of land located at **643 Crescent Avenue North** and legally described as **Lot 21, Block 5, Plan 1141FM**, from "Residential - R1" to "Residential Multi-unit - R5" as shown below.

The purpose of the proposal is to accommodate the development of a four-unit rowhouse type dwelling as part of a multi-unit building to provide diversity of housing in Picture Butte.



#### **How to Submit Comments**

If you would like to submit comments or require further information on this proposed bylaw please email [keith@picturebutte.ca](mailto:keith@picturebutte.ca) or call 403-732-4555, during normal business hours.

Please forward written submissions on or before February 23rd at 4:00 PM.

#### **How to Attend or View the Public Hearing**

A public hearing to consider the proposed Bylaw will be held in person in Council Chambers at the Town office 6:30 p.m. on February 27th, 2023.

If you would like to speak at the public hearing or listen in, please contact Keith Davis at [keith@picturebutte.ca](mailto:keith@picturebutte.ca) by 4:00 p.m. on February 27th, 2023.

DATED at the Town of Picture Butte in the province of Alberta this 31st day of January 2023.

Keith Davis  
Chief Administrative Officer



## Request for Decision

- Our Vision:** *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*
- Our Mission:** *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency.*

Date: 6 February, 2023  
To: Mayor, Council  
From: CAO

### Re: Green and Inclusive Community Buildings Program

#### Background:

The Government of Canada has dedicated \$1.5 billion in federal funding over five years. The program was announced in December 2020. I believe the first round of intakes occurred in 2021. The funding program is accepting applications until the 28<sup>th</sup> of February, 2023. The program supports retrofits, repairs or upgrades of existing publicly accessible community buildings and the construction of new publicly accessible community buildings. Funding for retrofits up to \$10,000,000 will be funded 80%. I believe this is the second intake and costs that are incurred up to 31<sup>st</sup> of March, 2026 are eligible.

The grant application requires specifics that the Town does not currently have and we are therefore unable to put in a grant application at this time. I have emailed the grant administrators and they have not confirmed whether there will be another intake next year.

However, I believe the Town should prepare for, if not another intake of this program, but any other grant that becomes available for a recreational facility such as the arena. In my experience these funding programs habitually get offered for recreational facilities. Without a plan we will never be prepared to apply for funding like the funding available now.

We would like Council to consider dedicating \$150,000 to an engineering or architectural study that will give the Town an upgrade plan for the North County Recreation Complex. We would like to engage this professional in 2023 and to be completed by the end of the year so that if there is another intake for the federal funding, we will be prepared to submit an application.

The risk is that we may not be successful in the grant application and not have the engineering study covered by a grant. However, if we do not have a plan it is highly unlikely we will get future grants.

#### Recommendation:

Direct Administration to propose a funding proposal that can be included in the 2023 budget for an engineering or architectural study for a renovation to the North and County Recreation Complex.

#### Attachments:

1. Green and Inclusive Community Buildings – Applicant Guide

**Submitted by:** Keith Davis, CAO

# Green and Inclusive Community Buildings

Applicant Guide

Version Date: December 2022



Infrastructure  
Canada

Canada

## What is the objective of the Green and Inclusive Community Buildings Program?

The Green and Inclusive Community Buildings (GICB) Program is a national merit-based program with the objective of improving the availability and condition of community buildings in Canadian communities experiencing higher needs and who are currently underserved. At the same time, the Program helps to stimulate the economy while creating good job opportunities and aligning to the goals of Canada's strengthened climate plan.

The Program advances the Government's climate priorities by improving energy efficiency, reducing GHG emissions, and enhancing the climate resilience of community buildings.

## How does the Program work?

The Government of Canada announced up to \$1.5 billion in federal funding over five years to establish the GICB Program. The Program support retrofits, repairs or upgrades of existing publicly-accessible community buildings and the construction of new publicly-accessible community buildings that serve underserved and high-needs communities across Canada.

Community buildings are non-commercial community-oriented structures and spaces that provide open, available, and accessible community services to the public. With this Program, the Government of Canada is making investments to improve the availability and condition of community buildings – in particular in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, resilient, and high performing.

The Program focuses on publicly accessible community buildings with a recognition that these structures and spaces are at the heart of community vitality: they are the places where Canadians gather, access essential services, and learn and play. The quality, availability and location of these spaces – along with the services that they sustain – play a meaningful role in fostering inclusion in society and combating systemic inequities.

## How does this Program fit in with Canada's fight against climate change?

The GICB Program is part of Canada's strengthened climate plan, which was introduced in December 2020 as the Healthy Environment and a Healthy Economy. The Program supports the first pillar of the plan by improving the places where Canadians live and gather – which will cut pollution, make life more affordable and create thousands of jobs in construction.

Funding through this Program will build and adapt community buildings to reduce carbon emissions, advance best practices to implement GHG mitigation measures, foster awareness and alignment to green building standards nationally and internationally, and encourage best practices in building design for climate change resilience. Investments in the repair and construction of community buildings will generate employment and community development opportunities, helping communities to recover from the economic impacts of COVID-19.

## Who can apply to the GICB Program?

Funding under the GICB Program is provided directly by Infrastructure Canada to recipients at the local community level.

**Eligible applicants** include:

- A municipal or regional government established by or under provincial or territorial statute
- A provincial or territorial government
- A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly-owned by a province, territory, municipal or regional government, including, but not limited to:
  - Municipally-owned corporations (e.g. autonomous organizations owned by municipalities, used to produce or deliver local public services outside the local bureaucracy, such as water management, economic development or tourism agencies)
  - A provincial or territorial organization that delivers municipal services (e.g. community health services)
  - Any other form of local governance that exists outside of the municipality description (e.g. local service districts)
- Federally or provincially incorporated not-for-profit organizations and registered charities
- Indigenous recipients
  - Indigenous Governing Body, including the following:
    - A band council within the meaning of section 2 of the [Indian Act](#)
    - A First Nation, Inuit or Metis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between His Majesty the King in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation
    - A First Nation, Inuit or Metis government that is established by or under legislation whether federal or provincial that incorporates a governance structure
  - A federally or provincially incorporated not-for-profit organization whose primary mandate is to serve Indigenous peoples (e.g. Friendship centres, aboriginal women's associations)
  - Not-for-profit Indigenous development corporations

**Ineligible applicants** include, but are not limited to:

- Commercial and for-profit organizations
- Individuals and private citizens
- Federal entities, including federal Crown corporations

To be considered eligible for funding, applicants must demonstrate that they have the required authority to undertake the project on the building/asset or land.

**Please Note:**

- The **Primary Contact** must be directly affiliated with the applicant organization and duly authorized to submit an application.
- The **Secondary Contact** may be a third party engaged to support in the completion of an application (as applicable).

## What kinds of projects are eligible for funding?

The GICB Program funds two types of projects:

- **Retrofits, repairs and upgrades to existing community buildings.** Retrofits are changes to an existing building/asset that seek to renovate, upgrade, or repair aspects of the building/asset in a manner that improves environmental outcomes. Retrofits must be to a facility that is fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of retrofit projects and their conditions for eligibility, see the section below "[Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings.](#)"
- **The construction of new community buildings.** New builds must be of a building/asset that is open and fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of new build projects and their conditions for eligibility, please see the section below "[New builds - Applying for funding for the construction of new community buildings.](#)"

To be eligible for funding, retrofitted and new buildings must be in areas with underserved populations experiencing higher needs and be the site of programming and/or activities that demonstrably serve these populations.

## Types of projects and funding streams

The GICB Program has two main funding streams: a continuous, non-competitive intake for small and medium retrofits, and a scheduled, competitive intake process for large retrofits and new builds.

Continuous intake stream for small and medium **retrofit projects** across Canada.

- **Small retrofit projects** are those that range in size from \$100,000 to \$249,999 in total eligible costs.
- **Medium retrofit projects** are those that range in size from \$250,000 to \$2,999,999 in total eligible costs.

Scheduled competitive intake for **large retrofits** and **new buildings** across Canada.

- **Large retrofit projects** are those that range in size from \$3,000,000 to \$25,000,000\* in total eligible costs.
- **New build projects** are those that range in size from \$3,000,000 to \$25,000,000\* in total eligible costs.

\* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

A minimum of \$150 million will be allocated on a distinctions-basis to Indigenous projects being led by and for Indigenous populations and communities. Indigenous applicants are encouraged to apply for projects of all types and sizes.

## How do I apply?

Applications will be accepted **until February 28, 2023 at 15:00 (Eastern Time)** through Infrastructure Canada's online and accessible application portal. Applicants who are unable to apply through the portal are asked to reach out to the GICB Program team at [gicbp-pbcvi@infcc.gc.ca](mailto:gicbp-pbcvi@infcc.gc.ca)

Eligible applicants must submit a separate application for each project they wish to have considered for funding.

In case of multiple applications from a single applicant, applicants must provide ranking information regarding the priority of each project.

## Continuous intake stream

Applicants with **small and medium retrofit projects** to existing community buildings ranging in total eligible cost from \$100,000 to \$2,999,999 are accepted on a continuous basis **until February 28, 2023 at 15:00 (ET)**.

The selection of projects for funding is based on eligibility criteria and the achievement of a minimum merit threshold as well as the availability of funding. For more details on eligibility and merit criteria for the continuous intake stream, please see "[How will my application for retrofit funding be evaluated?](#)"

## Scheduled intake stream

Applications for **large retrofit projects** to existing community buildings or **new community building projects** with total eligible costs ranging from \$3 million to \$25 million\* are accepted through a scheduled, competitive intake process **until February 28, 2023 at 15:00 (ET)**.

\* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

The selection of projects for funding is based on eligibility criteria and the competitive evaluation of all applications using merit criteria. For more details on eligibility and merit criteria for the scheduled intake stream, please see "[How will my application for retrofit funding be evaluated?](#)" and "[How will my application for funding for a new building project be evaluated?](#)"

### **How is the size of my project determined?**

*The size of a project is based on total eligible costs. This figure is lower than total project costs because certain expenses will not be reimbursed by Infrastructure Canada (e.g., land, lease of building, staff salaries, maintenance and operations, etc.)*

*Please refer to the sections **What costs are eligible?** and **What costs are ineligible?** to determine the federal contribution for your project and the balance of funds your organization will need to secure for your project.*

*The maximum federal contribution amount approved is described in the section entitled **How much of my costs will this program cover?** Any cost increases or overruns for the project will be the responsibility of funding recipients.*

## What are the minimum requirements for buildings?

The following are required for projects of all types, sizes and streams:

- The building/asset must be a non-commercial community-oriented structure or space that provides open, available, and publicly-accessible community services.
- The building/asset must be located in an area with underserved populations experiencing higher needs and be the site of the publicly-accessible programming and/or activities that demonstrably serve these populations.
- The building/asset must be an eligible asset type.
- At least two-thirds of the building/asset's floor space must be used for publicly open and accessible services. Please see section below on [Mixed-Use Buildings](#).
- The applicant must have authority over the building/asset either as the owner or have secured an agreement with the asset owner for a minimum of 6 years, to carry out the project. (**Note:** Asset ownership will be confirmed for all approved projects through the provision of a signed proof of ownership, a declaration or written authority that the applicant has permission from the owner to undertake the project.)
- Applicants must award contracts in a way that is fair, transparent and competitive. If you have or are planning to award non-competitive contracts (sole source) as part of your project, you must receive authorization from the Government of Canada for these costs to be deemed eligible for federal reimbursement. See section below on [Non-competitive Procurement \(Sole Sourcing\)](#).
- The project must be implemented no earlier than April 1<sup>st</sup>, 2021, and completed no later than March 31<sup>st</sup>, 2026.
- Applications for completed projects will not be considered for funding.
- The applicant must submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software (retrofits only).
- The project must not lead to an increase in the building's operational GHG emissions (retrofits only).
- Applicants for new construction projects must demonstrate that a climate risk assessment was conducted and mitigation measures are identified for the project. For retrofit projects, applicants must demonstrate that climate data was examined to identify the risks and associated mitigation measures for the project.
- The applicant must commit to securing the necessary capital to proceed if approved for federal funding.
- The applicant must attest to the manner in which the project conforms to relevant building and construction laws and regulations. This includes the completion (or planned completion) of an environmental assessment, as well as public and Indigenous consultation as may be required by federal and provincial/territorial governments.
- The applicant must attest to the manner in which the project aligns with building standards and codes that apply to the jurisdiction of the existing building and, as applicable, those set out in the section entitled "[What are the required construction standards for new buildings?](#)"
- All new build project applicants must attest that the project will, at a minimum, meet the highest published accessibility standard(s) – as defined in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) or relevant provincial or territorial building codes, or municipal by-laws.



## What are the specific application requirements?

### Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings

#### What kinds of buildings can be retrofitted?

The GICB Program provides funding towards retrofits, repairs, and upgrades to the space of a community building that is accessible to the public and provides a community service.

The expansion or addition of 30% or greater of an existing building's footprint\* is considered a new build project. Projects involving the demolition of over 30% of an existing building's footprint are also considered new build projects. Projects involving the demolition and/or rebuilding of under 30% of an existing building's floor space and reconstruct/renovate/rebuild up to 30% of the building's baseline footprint are considered retrofit projects.

\* A building's footprint provides the outline of a building drawn along the exterior walls, with a description of the exact size, shape, and location of its foundation. Floorspace is the surface area of the floor(s) in a building.

The following community buildings/assets are eligible for retrofit projects:

- Community, culture and recreation facilities (e.g. community centres, public sports and recreation facilities; cultural buildings; libraries; child and youth centres; community adult learning centres; seniors activity centres)
- Community health and wellness facilities (e.g. food safety and security, community food storage facilities, greenhouses and food banks; community health centres; addictions and mental health centres; rehabilitation centres, etc.)
- Indigenous health and social infrastructure facilities (e.g. short-term medical recovery facilities, long-term care facilities/elders lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

#### What kinds of buildings cannot be retrofitted?

The following types of buildings cannot be funded under the GICB Program:

- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (places operating for religious worship, training or study; places administering or promoting organized religious activities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken in a federally-owned building
- Public Works buildings and associated facilities (utilities, water treatment plants, etc.)

## What types of retrofit measures are eligible?

Eligible retrofits must include **green** retrofit measures, and, where applicable, must include measures that increase the overall **accessibility and/or safety** of the building.

## Green retrofit measures and requirements

Green retrofit measures are those that renovate, upgrade, and/or repair aspects of a physical building in a way that improves environmental outcomes.

In order to be eligible for funding consideration, all retrofit projects are encouraged to achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption. Projects with greater energy efficiency improvements will receive a higher score and are more likely to be selected for funding.

Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the building's baseline will receive a higher score.

Examples of retrofit measures could include:

- Sealing with caulking or spray foam
- Adding insulation
- Upgrading lighting systems
- Replacing window glazing
- Updating low-flow faucets with sensors and automatic shut-offs
- Installing sub-metering
- HVAC upgrades
- Implementation of new operating mechanisms such as:
  - An energy management system
  - Building automation system
  - Sensors
  - Control equipment
  - Metering equipment
- Related communication systems to support above renovations

Other examples of retrofits can include but are not limited to:

- Significant reconfigurations to the interior for the purpose of energy savings
- Roof replacement
- Climate resilience retrofits
- Adding or rearranging windows to increase interior sunlight
- Renewable energy retrofits
- Solar PV array
- Wind turbines
- Geothermal exchange systems

Applicants are encouraged to consider including retrofit measures that will increase the resilience of the building to climate change impacts. For example, projects located in a high wind area might consider using wind resistant material or design, and projects located in areas with high risks of flooding may consider flood-resilience design elements.

While resiliency measures and improvements are not required for a project, applicants must demonstrate that they have considered future potential climate impacts on their project, and the current resilience of the asset to those potential impacts.

## Accessibility and/or safety retrofit measures and requirements

Retrofit measures that increase an eligible building's accessibility and/or safety are eligible for funding under the GICB Program, as long as the project **also** meets the green retrofit measures criteria (e.g., ambitious energy efficiency improvements).

Please consider the [definitions](#) of "disability" and "barriers" per the [Accessible Canada Act](#) (2019) in your application.

- **Barrier:** means anything—including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice—that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation.
- **Disability:** means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.

Accessibility measures within retrofits or renovations can include, but are not limited to the following:

- Wheelchair ramps for accessibility
- Visual fire safety devices
- Firm, slip resistant floor finishes, with no glare or busy patterns
- Widened doorways
- Washroom renovations for wheelchair access
- Automated doorways
- Tactile walking surface indicators
- Installing screen readers
- Assistive listening and communication enhancement technologies
- Constructing a universally designed space
- Smooth, ground level entrances without stairs
- Surface textures that require low force to traverse on level, less than 5 pounds force per 120 pounds rolling force
- Single-hand operation with closed fist for operable components including fire alarm pull stations
- Auditory output redundant with information on visual displays
- Visual output redundant with information in auditory output
- Choice of language on speech output
- Ramp access in swimming pools
- Instruction that presents material both orally and visually
- Labels in large print and/or braille on equipment control buttons

Retrofit projects that intend to include improved accessibility measures are encouraged to meet the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) or relevant provincial or territorial building codes, or municipal by-laws.

## What kinds of retrofit measures are ineligible?

The following measures and activities are **ineligible** under the GICB Program:

- Electricity and/or energy production, transmission, and distribution
  - Electricity production for sale on the market(except in jurisdictions that require energy to be sold back to the grid)
  - Transmission and distribution infrastructure (district energy)
- Low-emission fuels
  - Fuel transportation infrastructure
  - Production of low emissions fuels for sale on the market
- Research, Development and Demonstration (RD&D)
  - Any RD&D projects aimed at demonstrating the effectiveness of a product or technology used as part of the project must conclude prior to the application. Any concurrent RD&D activities cannot be included in the project scope and costs. Exceptions may be given to certain technologies at the discretion of INFC.

## How will my application for retrofit funding be evaluated?

Continuous and Scheduled intake (Small/medium retrofits & Large retrofits)

- Small/Medium retrofit projects with total eligible project costs between \$100,000 and \$2,999,999 are evaluated on a continuous basis, with projects needing to meet or exceed a minimum merit score threshold in order to be granted funding.
- Large retrofit projects with total eligible project costs between \$3,000,000 and \$25,000,000 are evaluated on a competitive basis, with projects being scored and ranked against one another.

Retrofit projects that meet all mandatory eligibility criteria are evaluated based on the strength of the application and will receive a merit score in relation to the following criteria:

### **Located in and demonstrate the ability to serve one or more communities with high needs:**

Projects that provide greater benefits to high need communities will receive a higher score.

**Increased accessibility:** Projects that increase accessibility and projects that commit to including accessibility elements that meet the highest standards for accessibility will receive a higher score.

**GHG Reductions:** Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the buildings baseline will receive a higher score.

**Energy Savings:** Projects that will achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption, as calculated with the RETScreen Expert software, will receive a higher score.

**Climate resiliency and adoption of best practices:** Projects that demonstrate strong climate resiliency considerations and measures will receive a higher score. Applicants must consult climate data to identify climate risks relevant to their project/building location. Projects that provide clear, reasonable and accurate detail for why climate resiliency is already addressed/ not within the scope of the project will not be subject to this criterion and will be assessed relative to other project merits.

**Confidence in delivery/risk:** Applicants who can demonstrate strong project risk identification and propose practical mitigation measures will receive a higher score. Other factors considered under this criterion include: outcomes of community consultation(s) undertaken, permits identified/obtained, phase of the project's design.

## New builds - Applying for funding for the construction of new community buildings

The construction of new community buildings is eligible under the GICB Program in cases where construction will fill a missing or distinct gap in a service requirement of high needs communities where critical community infrastructure is lacking.

### What kinds of buildings can be newly constructed?

Eligible new buildings construction projects must be facilities that are accessible to the public and that provide a community service. They include the following:

- Community, culture and recreation facilities (e.g. community centres; libraries, public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors' activity centres)
- Indigenous health and social infrastructure facilities (e.g. community health centres, long-term care facilities/elders' lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

All new building projects must be planned to be completed within the timeframe between April 1, 2021 and March 31, 2026.

### What types of new buildings are ineligible?

The following types of buildings cannot be funded under the GICB Program:

- Community health and wellness facilities (e.g. Community health centres, community greenhouses, etc.) except Indigenous facilities specified as eligible.
- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (places operating for religious worship, training or study; places administering or promoting organized religious activities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken in a federally-owned building
- Public Works buildings and associated facilities (utilities, water treatment plants, etc.)

### What are the required construction standards for new buildings?

On June 21, 2022 the Canada Green Building Council (CAGBC) introduced the latest version (v3) of its Zero Carbon Building (ZCB) Design Standard. In accordance with the requirements set by the CAGBC, all buildings in Canada seeking the ZCB-Design Standard certification must register and certify the design of their building under the new ZCB-Design Standard v3.

All applications for New Build projects under the GICB Program's second scheduled intake will be required to meet the ZCB-Design Standard v3. Exceptions to this requirement will be granted if a project was registered with the CAGBC's ZCB-Design Standard v2 prior to the September 29, 2022 deadline for version 2.

New construction projects will be required to meet the minimum standards below.

#### **Built to be net-zero carbon**

- A net-zero carbon building means a highly energy efficient building that produces onsite, or procures, carbon-free renewable energy or high-quality carbon offsets in an amount sufficient to offset the annual carbon emissions associated with building materials and operation without the need for a transition plan.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the project is designed to meet the Zero Carbon Building Design Standard V3 without the need for a net-zero carbon transition plan is required. The attestation letter is intended to provide the required level of assurance that the project will be able to obtain ZCB-Design V3 certification.

**OR**

#### **Built to be net-zero-carbon-ready**

- A net-zero-carbon-ready building is one that has been designed and built to a level of performance such that in accordance with a transition plan it will, i.e. with the addition of solar panels or other renewable energy technologies, achieve net-zero performance in carbon emissions.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the project is designed to meet the Zero Carbon Building Design Standard V3 with a transition plan is required. The transition plan for achieving net-zero-carbon performance is also required as part of the application.

**OR**

#### **Be exempt from net-zero-carbon and net-zero-carbon-ready and built to the highest standard**

- Applicants from remote and/or Northern communities, (including all communities in the territories and typically [climate Zone 8](#) - communities with more than 7000 Heating Degree Days, as identified in the 2017 National Energy Code of Canada for Buildings) may seek an exemption to the net-zero requirement for new builds if the project is in a location where standards cannot be met due to geographical or logistical constraints.
- In cases where an applicant is seeking an exemption, their new building must be built to a 'high efficiency standard,' that will allow the building's energy performance to exceed the [2017 National Energy Code of Canada for Buildings](#), or the provincial or territorial code (where the project site is located), whichever code is the higher standard.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the building is designed to exceed the energy performance of the 2017 National Energy Code of Canada for Buildings (or the newest energy code published) or the provincial or territorial code (where the project site is located), whichever code is the higher standard, is required. The specific design measures being implemented for the building are also required as part of the application.

## What other criteria does my new building project need to meet?

### Climate resiliency

To be eligible for funding, new building projects must demonstrate they have conducted a climate risk assessment and identify measures mitigating all medium and high risks. The data sources used in the risk assessment must be cited, and explanations provided for identified climate risks.

For instance, new buildings in areas prone to flooding or wildfires, should take into account the effects these events can have on the building and should include resiliency measures in their building's design to mitigate the risks that these events will pose to the building and to the community.

### How will my application for funding for a new building project be evaluated?

All new build projects will be evaluated on a competitive basis, with projects being scored and ranked against one another.

New build projects that meet all mandatory eligibility criteria are evaluated based on the strength of the application and will receive a merit score in relation to the following criteria:

**Located in and demonstrates the ability to serve one or more communities with high needs:** Projects that provide greater benefits to high needs communities will receive a higher score.

**Accessibility.** All new build projects must meet the highest published accessibility standard(s) – as defined in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) – or relevant provincial or territorial building codes, or municipal by-laws.

**Zero carbon design standard:** Projects that are designed to meet net-zero carbon performance without the need for a transition plan will receive a higher score. Applicants may seek an exemption from this requirement, however the project will receive a lower score.

**Climate resiliency and best practices adoption:** Projects that demonstrate strong climate resiliency considerations and mitigation measures will be scored higher. Applicants that consult and cite climate data sources to identify climate risks relevant to their building/location will receive a higher score.

**Confidence in delivery/risk:** Projects that demonstrate a strong risk assessment and mitigation measures will receive a higher score. Factors considered under this criterion include the amount of information provided in the budget, outcomes of any community consultation(s) undertaken, whether permits have been identified/obtained, and the internal capacity to manage and deliver the project.

## Additional Information

### How much of my costs will this program cover?

The GICB Program will provide funding up to the following limits of total eligible project costs.

Table 1: Project cost share, by project type and size		
Total Eligible Project Cost	General program (up to % max from program)	In the territories and for Indigenous communities* (up to % max from program)
Retrofits up to \$9,999,999	80%	100%
Retrofits costs \$10,000,000 +	60%	100%
New builds up to first \$9,999,999 of costs	60%	100%
New build costs \$10,000,000 +	50%	100%

\*All Indigenous eligible recipients as defined in the terms and conditions of this program are eligible for up to 100% federal stacking.

The maximum amount permitted from all Government of Canada sources is 100% of eligible costs.

The maximum amount permitted from Canadian governments combined (including municipal, provincial and territorial) is 100% of eligible costs.

#### Note:

- **Applicants are responsible for considering Inflation when deciding on project costs for projects.**
- The application of the maximum level of funding provided by the program towards eligible costs will be implemented on a marginal dollar value basis whereby the total eligible project costs up to the first \$9,999,999 will have the higher maximum % funding rate applied and for every dollar above \$10,000,000 the lower % rate applied. For example: a retrofit project with \$12,000,000 in eligible costs would be provided a maximum of  $\$9,999,999 \times .80 + \$2,000,001 \times .60 = (\$7,999,999.20) + (\$1,200,000.60) = \$9,199,999.80$  in funding from GICB towards eligible costs.

**Special Consideration:** Applicants are responsible for considering Government of Canada funding program eligibility criteria and funding limits as project costs cannot necessarily be stacked or duplicated across multiple programs.

If you have applied for, or have received funding from any other Infrastructure Canada program, you are advised to email us at [gicbp-pbcvi@infcc.gc.ca](mailto:gicbp-pbcvi@infcc.gc.ca).



## When will I know if I my project has been selected for funding?

Applicants are able to track the status of their application using the online application portal. Once a decision has been made on project funding, Infrastructure Canada will notify successful and unsuccessful applicants of the outcome of the process. If a project is approved for funding, Infrastructure Canada will contact the project's primary contact and indicate next steps for moving forward with a funding agreement. This notification does not necessarily guarantee that federal funding will be provided. Funding may be subject to certain conditions, such as the completion of an environmental impact assessment, regulatory authorizations/permits, or consultations with Indigenous Peoples.

## How will I receive funding – as a grant or as a contribution?

Funding amounts are determined based on an assessment of the recipient's planned activities and budget submission, previous financial performance and the capacity of the recipient to achieve results.

The type of funding received (grant or contribution) is determined based on the type of project and the amount of funds being requested.

In general, funding is provided as a grant for small retrofit projects seeking \$100,000 to \$249,999. In some cases, retrofit projects under \$250,000 may be funded through contribution agreements.

Funding is provided as a contribution for all projects above \$250,000.

## What is the maximum amount payable under this program?

The maximum amount allocated to any **retrofit** project under this program is \$250,000 in grant funding and \$25 million in contribution funding.

Larger retrofits and new build projects (above \$25 million in total eligible costs) may also be considered in cases where the federal investment can be effectively delivered by March 31, 2026, either to complete the project or bring the project to a next phase of funding for completion where the investments are secured.

## What costs are eligible?

Eligible costs are those considered by Infrastructure Canada to be direct and necessary for the successful implementation of an eligible project. Eligible expenditures for both grant funding and contribution funding under the GICB Program are as follows:

- costs that are incurred between April 1, 2021, and March 31, 2026
- costs to build, renovate, expand or improve fixed capital assets and community buildings
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the renovation, expansion or improvement work or new builds of eligible infrastructure, including planning and energy audit costs
- costs of environmental assessments, monitoring and follow up activities as required by the *Impact Assessment Act* or equivalent legislation

- costs associated with a public announcement and official ceremony or of required temporary or permanent signage that includes the cost of creation and posting of signage
- costs for the purpose of Indigenous consultation/engagement activities
- other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance by the Government of Canada
- salaries, wages and other incremental costs (i.e. materials or equipment) of the recipient provided that:
  - the recipient confirms and substantiates that it is not economically feasible to tender a contract
  - the costs are incurred and directly in respect to the work that would have been subject of the contract, and
  - costs are approved in advance and are included (in a contribution agreement)

Applicable to Indigenous and not-for-profit recipients only:

- legal fees (excluding those related to litigation) up to the amount specifically identified within contribution agreement.

## What costs are ineligible?

Ineligible costs include:

- project costs incurred prior to April 1, 2021, or after March 31, 2026
- services or work that is normally provided by the recipient or a related party
- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Expenditures
- in-kind contributions (goods or services)
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates
- cost of leasing of equipment by the recipient except for as indicated in eligible costs above
- legal fees (except as specifically indicated as eligible for Indigenous, non-government and not-for-profit recipients)
- purchase or lease of real property (land or building), or any interest therein, and related costs
- collateral on mortgage financing and payment of interest charges
- structural renovations not specific to the project
- costs related to marketing activities and business promotion
- costs for activities intended to directly influence/lobby governments
- travel costs for recipients (except costs that are necessary for the successful implementation of the project)
- operations and maintenance costs, and
- other costs not specifically related for the project.

## How will I be reimbursed for eligible project costs?

### Contributions

Eligible project costs can be reimbursed to the recipient if a contribution agreement is signed by Infrastructure Canada and the recipient, and once all application payment conditions have been met.

Under a contribution agreement, costs must first be incurred by the recipient, and if deemed eligible, will then be reimbursed at the prescribed percentage of the federal contribution.

### Grants

Funding will be provided at the signature of the grant agreement between INFC and the recipient. Infrastructure Canada reserves the right to hold back a portion of grant funding to be released once all reporting conditions have been met.

## RETScreen® software requirements

### About RETScreen®

Developed by Natural Resources Canada (NRCAN), the software is free to download and works as a comprehensive 'decision support tool' for energy efficiency, renewable energy and cogeneration project feasibility analysis, as well as ongoing energy performance analysis.

A completed RETScreen® Assessment provides an overview of a building's current or baseline energy consumption, fuel consumption, energy cost savings, GHG emissions reductions, and the financial viability and risk analysis of a proposed project.

**All retrofit** projects applying for funding under the GICB Program **are required to** submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software.

Applicants are required to enter information regarding their building and project into RETScreen® including: site location, building characteristics, current or baseline energy consumption, proposed measures, project costs, etc.

Please consult [Using RETScreen for your GICB application with Infrastructure Canada](#) to complete your draft RETScreen. Applicants are encouraged to consult Natural Resources Canada at [RETScreen@nrcan-rncan.gc.ca](mailto:RETScreen@nrcan-rncan.gc.ca) for advice and clarification prior to submitting their RETScreen Assessment.

**New build** projects may create a RETScreen profile for their building(s) as well, but it is **not required**.

For more information, please visit the [RETScreen Capacity Building Page](#).

## Non-competitive Procurement (Sole Sourcing)

### Are non-competitive procurement processes (“sole-source” contracts) allowed?

All contracts must be awarded in a way that is fair, transparent and competitive. When non-competitive contracts are necessary for the implementation of a project, Infrastructure Canada's approval of the contract as an eligible expenditure is required before the signature of the contract.

The Minister of Intergovernmental Affairs, Infrastructure and Communities may approve projects involving non-competitive contracts that:

- have an estimated value below \$40,000 for construction or goods contracts, or \$100,000 for service contracts; or
- are with a public sector entity; or
- can only be performed by one person or entity; or
- are with an Indigenous organization and or governing body and there is a benefit to an Indigenous community.

If you are seeking a non-competitive procurement process outside of the Minister's delegation cited above, Infrastructure Canada will need to seek approval from the Treasury Board of Canada (TB). Obtaining Treasury Board approval is a lengthy and resource intensive process that may take several months and will require a strong rationale for the non-competitive procurement process as well as more complex and in-depth information requirements.

## Mixed Use Buildings

Community buildings often serve multiple purposes and can include uses that are not eligible as stand alone buildings. For example, a community centre could include a portion of its space for a daycare, or a building could also provide some offices for administrative use but also include a majority of the space for a community hall. As noted above, at least two-thirds of the building or asset's floor space must be used for publicly open and accessible services in order to be eligible. This permits some flexibility in determining eligibility of mixed use buildings.

Note that the amount of funding requested may be adjusted to account for the amount of space that is used for publicly open and accessible services. Furthermore, some types of buildings remain ineligible (e.g., hospitals, police, fire, paramedic/ambulatory stations, schools and post-secondary facilities).

## Environmental assessments

An Environmental Assessment ensures that project impacts are carefully reviewed before a federal department or agency recommends whether a proposed project may proceed. Depending on where the project is located and the potential for adverse effects, an environmental impact assessment may be required prior to undertaking construction activities.

Applicants are responsible for providing information to determine whether their project may require an impact assessment under the federal [Impact Assessment Act \(IAA\)](#), or an environmental assessment under Modern Treaties or Northern Regimes.

If you are unsure of the legislative responsibilities, please consult the appropriate provincial or territorial government for environmental assessment requirements and the Impact Assessment

Agency of Canada's (IAAC's) [website](#) for the basics of federal IA requirements. Under the IAA, projects may be designated (s.8) or may be subject to requirements if they are on federal lands (s.82). **EA requirements must be met for a project to proceed.**

## Duty to consult

The Government of Canada may have a legal duty to consult with, and if applicable, accommodate, Indigenous Peoples when it contemplates conduct that might adversely impact Indigenous or treaty rights. These rights include, but are not limited to, the right to hunt, fish, and practice traditional activities and ceremonies. Infrastructure Canada will assess potential impacts of projects on these constitutionally protected Indigenous and treaty rights to ensure that those affected are properly notified, consulted and, where required, accommodated.

While the duty to consult is an obligation that rests with the Crown, the Government of Canada will expect funding recipients under the GICB program to carry out certain procedural aspects of consultation on a proposed project, where appropriate ( e.g. providing notification letters to, and organizing consultation sessions with, Indigenous communities that will be affected by the proposed project).

## Reporting and audit requirements

All recipients of grant funding and contribution funding must provide reports to Infrastructure Canada. The terms of reporting requirements will be set out in project funding agreements. These may include any of the following: annual and final reports, status and progress updates, financial reports and evaluation reports. Annual and final reports will include, at minimum, information regarding the implementation progress of the retrofit or new building project and details of project funding and their management.

Recipients undertaking projects with total eligible project costs of \$10,000,000 and above will be required to report on Community Employment Benefits (CEB) to provide public reporting on the employment and procurement opportunities achieved with a range of target groups (e.g., apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, recent immigrants, small-sized, medium-sized and social enterprises) as detailed in the [CEB General Guidance](#). The framework for CEB has been designed to encourage recipients to consider measures to increase access for specified groups to employment through their projects while ensuring compliance with all trade obligations. Recipients with projects below this threshold are also invited to report on these targets, but are not required to do so.

Reports on progress toward climate-focused objectives can be created through the RETScreen Expert software by inputting the building's new energy consumption information into the building's profile. At minimum, the report should include the building's net energy savings and net GHG emission reductions. Exact requirements regarding eligibility to hire an external third party to conduct reporting on behalf of the recipient(s) will be included in the contribution agreements with recipients. Infrastructure Canada will monitor approved projects to ensure that funds are used in accordance with the terms and conditions of the grant or contribution agreement.

Recipients may be required to conduct and submit one audit over the course of the contribution agreement, carried out by an independent third party. Infrastructure Canada will reserve the right to review and audit recipients as deemed necessary.

## Endorsement

In order for Infrastructure Canada to provide funding, projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution must be received before a grant or contribution agreement can be executed.

## Disposal of assets

If at any time within six (6) years from the date of completion of the project, the recipient of project funding under the GICB Program sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset funded, in whole or in part, with the financial assistance contributed under the terms of the program, the recipient will have the responsibility to inform Infrastructure Canada and the recipient may be required, at Infrastructure Canada's discretion, to repay the federal government contribution in full or in part. Grant agreements and contribution agreements will include clauses on the disposal of asset period.

## Privacy and Confidentiality

The information provided by an applicant in their application and under any other form will be used by the Government of Canada for the review, evaluation and selection of applications under the Green and Inclusive Community Buildings Program, that is administered and managed by Infrastructure Canada, and/or for confirming past federal funding sought by the applicant.

Federal government institutions are bound by the requirements of the [Access to Information Act](#) and the [Privacy Act](#), as well as the [Library and Archives Canada Act](#). These laws apply to the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions.

Applicants should note that Infrastructure Canada may consult and share the information provided in applications with other federal government institutions or other organizations for the purpose of assisting Infrastructure Canada with project review and evaluation, determining eligibility under other federal government programs, and confirming past federal funding sought by an applicant. Infrastructure Canada may also use and disclose the information to external experts (e.g., scientific, technical, financial, marketing, or commercialization), hired by the Government of Canada under contract with confidentiality obligations, for the purpose of assisting Infrastructure Canada with project review and evaluation and/or determining eligibility under other federal government programs.

In submitting an application, applicants are consenting to such uses, sharing and disclosures of the information for the purposes described above. Applicants are invited to clearly identify in their application the provision of any information that contains trade secrets, is confidential or that if disclosed, could reasonably be expected to result in material financial loss or gain to, or to prejudice the competitive position of, a third party, or, to interfere with contractual or other negotiations of a third party, as outlined in section 20 of the *Access to Information Act*. Once a funding agreement is signed, the name of the successful applicant, location, date of approval, the funding amount, and the project description may be proactively disclosed to the public.

## Any questions?

If you have any questions about the Green and Inclusive Community Buildings Program that were not answered by this guide, please contact the GICB Program team at [gicbp-pbcvi@infoc.gc.ca](mailto:gicbp-pbcvi@infoc.gc.ca).

Version date: December 2022



## 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: 6 February, 2023  
To: Mayor, Council  
From: CAO

### **Re: 100 year centennial**

#### **Background:**

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

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

The Village of Picture Butte became the Town of Picture Butte on the 1<sup>st</sup> of January, 1960.

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

#### **Attachments:**

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

**Submitted by:** Keith Davis, CAO



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DEPARTMENT OF MUNICIPAL AFFAIRS

MINISTERIAL ORDER

ERECTION OF THE VILLAGE OF PICTURE BUTTE

Whereas the undersigned, being satisfied that all requirements with respect to the erection of a village under the provisions of The Town and Village Act (being Chapter 49 of the Statutes of Alberta, 1934), have been substantially complied with, it is hereby ordered that the area described hereunder, namely:

The south west quarter of Section 2, Township 11, Range 21, and the east half of the south-east quarter of Section 3, Township 11, Range 21, together with the original road allowance on the west of the said south-west quarter of Section 2, excepting thereout the area shown as reservoir site on Plan Irr. 1322, of record in the Land Titles Office for the South Alberta Land Registration District;

that part of the west half of the south-east of Section 3, Township 11, Range 21, which lies south of the south boundary of the highway, as shown on Plan No. 12934, of record in the Department of Public Works; that part of the south-west of Section 3, Township 11, Range 21, which lies south of the south boundary of the highway, shown on said Plan No. 12934; that part of the north-west of Section 2, Township 11, Range 21, which lies south of the northerly limit of the highway, as shown on Plan No. 13122, of record in the Department of Public Works; all of the above described lands being west of the Fourth Meridian;

be, and it is hereby withdrawn from the Municipal District of Barons, No. 98, and erected into a Village to be known as the Village of Picture Butte.

It is further ordered, that a nomination meeting for the first election of a council be held between the hours of 11 o'clock and 12 o'clock in the forenoon on Monday, being the 15th day of February, 1943, for the purpose of receiving names of candidates for the office of councillors.

It is further ordered, that V. O. Price, secretary of the Picture Butte Board of Trade, be, and he is hereby appointed to act as Returning Officer at the said nomination meeting, and that, if an election is necessary, it be held on Monday, being the 22nd day of February, 1943, and that the said V. O. Price conduct the election in accordance with the provisions of The Town and Village Act in that behalf, and that, immediately after the result of the election is declared, the said V. O. Price report by registered letter, to the Department of Municipal Affairs, the names of the councillors elected, and their terms of office.

It is further ordered, that the first meeting of the new council be held on Monday, being the 1st day of March, 1943.

Dated at Edmonton, in the Province of Alberta, this 4th day of February, 1943.

(Sgd.) LUCIEN MAYNARD,  
Minister of Municipal Affairs.

Approved and Ordered,



*Clinton Ford*

ADMINISTRATOR

Edmonton, Tuesday, December 15th, 1959.

The Executive Council has had under consideration the report of the Honourable the Minister of Municipal Affairs, dated December 10th, 1959, stating that:

WHEREAS the Council of the Village of Picture Butte is desirous of having the village incorporated as a Town; and

WHEREAS a meeting of the electors was held on November 18th, 1959, at which the electors in attendance voted unanimously in favour of the proposal to have the village incorporated as a town; and

WHEREAS the Village of Picture Butte contains over seven hundred inhabitants; and

WHEREAS the Secretary-Treasurer of the Village has furnished satisfactory proof of compliance with the provisions of The Town and Village Act, being chapter 338 of the Revised Statutes of Alberta, 1955, with respect to the required formalities applicable to the formation of a town;

THEREFORE, upon the recommendation of the Honourable the Minister of Municipal Affairs, the Executive Council advises that the request to form the Village of Picture Butte into a town be acceded to so that on and from the First day of January, 1960, the Village of Picture Butte shall be known and designated as the TOWN OF PICTURE BUTTE and shall be comprised of the following lands:

Those parts of the north west quarter of section 2, township 11, range 21 described as Parcel "B" on Plan "Irr 1322", containing 1.12 acres (more or less) and that part which lies south of the northerly limit of the highway as shown on Plan No. 13122, of record in the Department of Highways.

All of the south west quarter of section 2 and the east half of the south east quarter of section 3, township 11, range 21, excepting thereout the area shown as reservoir site on Plan "Irr 1322" of record in the Southern Alberta Land Titles Office.

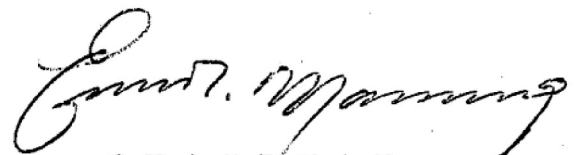
That part of the south east quarter of section 3, township 11, range 21, registered as plan 3076G.E.

That part of the south east quarter of section 3, township 11, range 21, not previously included and bounded on the north east by the south boundary of Highway 25, as shown on registered Plan 3719 E.Z.

That part of the north east quarter of section 33, township 10, range 21, registered as Plan 10252 G.C.

All of the above described lands lying West of the Fourth Meridian.

The Executive Council further advises, upon the recommendation of the Honourable the Minister of Municipal Affairs, that in accordance with the provisions of section 29 of The Town and Village Act, the present Council of the Village of Picture Butte shall be deemed to be the Council of the Town of Picture Butte until the fifth Monday following the fourth Wednesday in September, 1960 and that the said Council prepare for the election of a Mayor and six councillors to take office on the fifth Monday following the fourth Wednesday in September, 1960 in accordance with the provisions of The Town and Village Act in that behalf, and that the terms of office of the Mayor and councillors so elected shall be governed by sections 43 and 102 of The Town and Village Act.

  
CHAIRMAN



TO HIS HONOUR

THE LIEUTENANT GOVERNOR IN COUNCIL

WHEREAS the council of the Village of Picture Butte is desirous of having the village incorporated as a Town; and

WHEREAS a meeting of the electors was held on November 18th, 1959, at which the electors in attendance voted unanimously in favour of the proposal to have the village incorporated as a town; and

WHEREAS the Village of Picture Butte contains over seven hundred inhabitants; and

WHEREAS the Secretary-Treasurer of the village has furnished satisfactory proof of compliance with the provisions of The Town and Village Act, R.S.A. 1955, with respect to the required formalities applicable to the formation of a town.

NOW THEREFORE, the undersigned has the honour to recommend that the request to form the Village of Picture Butte into a town be acceded to so that on and from the first day of January, <sup>1960.</sup> 1959; the Village of Picture Butte shall be known and designated as the Town of Picture Butte and shall be comprised of the following lands:

Those parts of the northwest quarter of section 2, township 11, range 21 described as Parcel "B" on Plan "Irr 1322", containing 1.12 acres (more or less) and that part which lies south of the northerly limit of the highway as shown on Plan No. 13122, of record in the Department of Highways.

All of the southwest quarter of section 2 and the east half of the southeast quarter of section 3, township 11, range 21, excepting thereout the area shown as reservoir site on Plan "Irr 1322" of record in the Southern Alberta Land Titles Office.

That part of the southeast quarter of section 3, township 11, range 21 registered as plan 3076G.E.

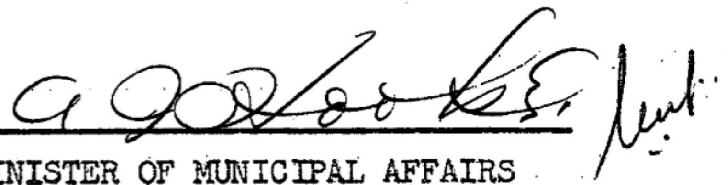
That part of the southeast quarter of section 3, township 11, range 21, not previously included and bounded on the northeast by the south boundary of Highway 25, as shown on registered plan 3719 E.Z.

That part of the northeast quarter of section 33,  
township 10, range 21 registered as Plan 10252 G.C.

All of the above described lands lying west of the  
fourth meridian; and

IN ACCORDANCE WITH the provisions of section 29 of The Town  
and Village Act, R.S.A. 1955, the present council of the Village of  
Picture Butte shall be deemed to be the council of the Town of Picture  
Butte until the fifth Monday following the fourth Wednesday in September  
1960 and that the said council prepare for the election of a Mayor and  
six councillors to take office on the fifth Monday following the fourth  
Wednesday in September 1960 in accordance with the provisions of The  
Town and Village Act, R.S.A., 1955 in that behalf, and that the terms  
of office of the Mayor and councillors so elected shall be governed by  
the sections 43 and 102 of The Town and Village Act, R.S.A. 1955.

Respectfully submitted

  
MINISTER OF MUNICIPAL AFFAIRS

DATED at Edmonton, in the Province of Alberta, this 10th day of December, 1959.



## 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: 9 February, 2023  
To: Mayor, Council  
From: CAO

### **Re: Committee of the Whole Meeting Time**

#### **Background:**

The next Committee of the Whole meeting is scheduled for Tuesday the 21<sup>st</sup> of February, beginning at 6:30 p.m. We are planning on presenting the final 2023 operating and capital budget and to discuss the tax implications of the budget. In previous years we have allocated more time to discuss these matters.

It is short notice but would Council like to meet on the 21<sup>st</sup> at an early time rather than 6:30 p.m. There will be a lot of information presented. Depending upon Council discussion I would expect the meeting to be three, possibly four hours long.

**Submitted by:** Keith Davis, CAO



## Request for Decision

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

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

Date: 9 February, 2023

To: Mayor, Council

From: CAO

### Re: Sunset Park Engineered Drawings

#### Background:

On the 25<sup>th</sup> of January, 2023 the Town hosted an Open House for Sunset Park Phase 2 design. Attached to this document is a summary of the feedback received.

Also attached are the preliminary designs for Sunset Park Phase 2. Things to note regarding the feedback we received at the open house and the designs.

1. Back alley addition to the east lots on 9<sup>th</sup> Street - This was explored with the engineers.
  - There is only 6m from the back of the lot to the top of the pond slope. A back alley as per City of Lethbridge standards is 7m wide.
  - Steve Harty also recalled that it was a budget decision when designing Phase One. We could have chosen in the Phase One design and construction phase to dig the storm pond deeper with greater sloped walls. This would have required more excavation and thus more cost and it was obviously decided not to proceed with that option.
  - It would be a major undertaking to redesign and re-dig the existing storm pond to facilitate a back alley to the properties on the east side of 9<sup>th</sup> Street.



#### Recommendation:

To proceed with the current design of Phase 2 and not include a back alley for the properties on the east side of 9<sup>th</sup> Street North.



## 2. Realigning Crescent Avenue

- The design has Council's preferred alignment of Crescent Avenue represented.
- We can not please everyone in this matter.
- Alberta Transportation requires us to have the distance from the Highway that is represented in the drawings.
- Other options have previously been ruled out for the following reasons:
  - i. Round about in Highway 25 – Was the most expensive option and was cost prohibitive.
  - ii. Traffic lights at the intersection – Was the second most expensive option and was also cost prohibitive.
  - iii. Dead ending Crescent Avenue – Was the most cost effective option but was the least supported by Council and the business owners.
- Another option has been expressed and that is to dead end 9<sup>th</sup> Street, just north of the Water Distribution Centre, and require all residents to exit via Gibbons Avenue, 7<sup>th</sup> Street and then either Crescent or the Highway. Administration thinks that this option is not a better option than rerouting Crescent Avenue as presented for the following reasons:
  - i. For the future residents on the south end of 9<sup>th</sup> Street the way to access the Highway is terrible and would have to impact the marketability of those lots.
  - ii. All residents in Sunset Park will have to drive past St. Catherines elementary school which is already a congested area, especially at the start and end of a school day.
  - iii. The benefits are minimal. It benefits residents on Crescent Avenue that live between 7<sup>th</sup> Street and the Highway, and Piron Place residents. It could benefit some people on 9<sup>th</sup> Street in that there will be less traffic on that road, while inconveniencing other residents on 9<sup>th</sup> Street due to access.

### **Recommendation:**

To proceed with the realignment of Crescent Avenue as presented in the engineered drawings and as previously directed by Council.

## 3. Multi-family units in the development

- This does not have to be decided now and does not affect the design of Phase 2 as the plan has already been registered.
- Phase 1 was exclusively Single detached dwellings with Architectural controls implemented.
- What kind of residential developments Council wants Phase 2 to allow is a conversation that we will need to have in the future.

## 4. Pedestrian Safety at Highway 25.

- We can include in the design flashing lights at the pedestrian crossing across Highway 25.

### **Attachments:**

1. WSP Open House Summary
2. Sunset Park Phase 2 preliminary drawings

**Submitted by:** Keith Davis, CAO



2023-01-26

**Keith Davis, CAO**

Town of Picture Butte  
120 4th Street North  
Picture Butte, AB  
T0K 1V0

**Subject: Sunset Park Phase 2 – Open House Summary**

Dear Keith:

Attached is a list of community suggestions for the development of Sunset Park Phase 2 in Picture Butte. The suggestions were provided by residents, council members, and other stakeholders who attended the open house at the Picture Butte Community Centre on January 25, 2023. Please keep this copy for your records.

Key points from the list include:

- Back-alley addition to the east lots on 9<sup>th</sup> Street.
- Multiple traffic arrangement strategies.
- Multi-family units in the development.
- Pedestrian safety at Highway 25.

Sincerely,

Regan Lane, EIT  
Land Development

RL/rl

cc: Aaron Benson, Trent Purvis

Encl.

3509, 6 Avenue North  
Lethbridge, AB  
Canada T1H 5C1

T: +1 403 327-7746  
F: +1 403 380-2825  
wsp.com



## Sunset Park Phase 2 - Open House

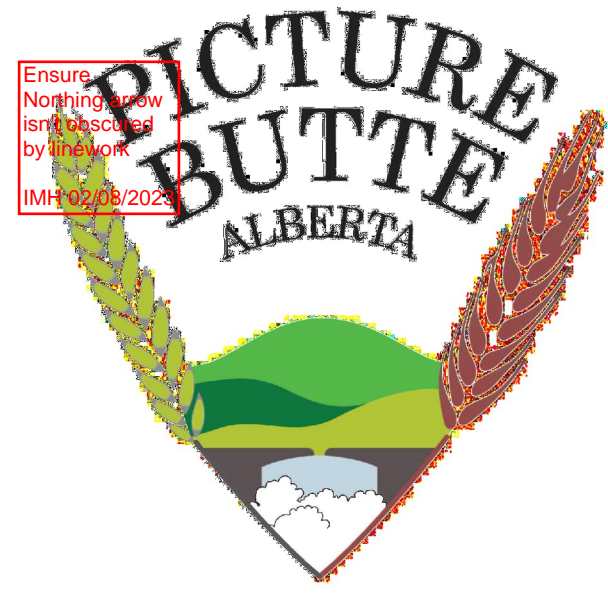
**Project:** Sunset Park - Phase 2 Residential Development

**Owner:** Town of Picture Butte

**Location:** Picture Butte Community Centre

**Date:** January 25, 2023

Item	Questions/Suggestions for Record	Submitted by:
1.0	Consider adding a back alley to the new lots on the east side of 9th Street in Phase 2. This would open up these lots for people interested in putting up a rear detached garage.	Casey West
2.0	Please make a road ASAP to help alleviate traffic on Gibbons Avenue (and school zone).	Kaye
3.0	Traffic Circle would be a good option. It would be costly but would help slow traffic.	Kaye
4.0	Make sure the crosswalk (pedestrian) across the highway is better indicated.	Kaye
5.0	Multi Units Residential Tiny Homes Trails	Yves
6.0	More land for Mult-family lots	Leon Hage
7.0	<ul style="list-style-type: none"><li>- Make a cul-de-sac at the end of Street in Phase 2</li><li>- All traffic from Phase 1 and Phase 2 will be directed to take 7th Street to access Highway 25</li><li>- Widening 7th Street in front of St. Catherines School to accommodate bus traffic.</li><li>- Remove the four way stop on 7th Street and Crescent Avenue and make it a two way stop for faster traffic flow.</li><li>- Improve the road surface on intersection of 7th Street and Crescent Avenue</li></ul>	Jan Bredeweg



# TOWN OF PICTURE BUTTE

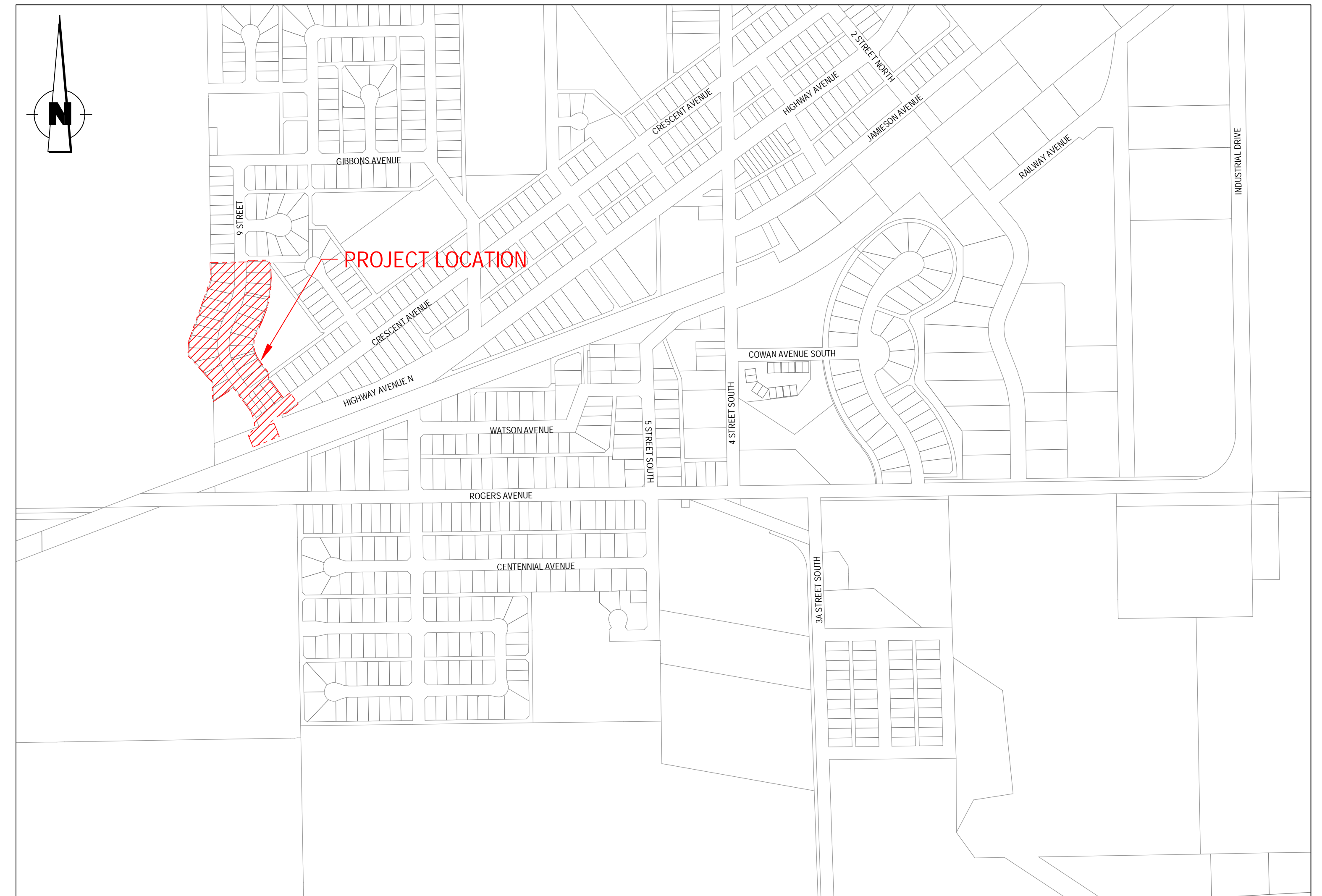
## SUNSET PARK PHASE 2

PICTURE BUTTE

ISSUED FOR ----

WSP Project No: 221-13507-00

Date: ----



DRAWING INDEX	
DRAWING NUMBER	DRAWING TITLE
C000	Cover Sheet
C102	Streets and Sidewalks
C103	Street Signage Plan
C104	Sanitary Layout Plan
C105	Storm Layout Plan
C106	Water Layout Plan
C107	Building Grade Plan
C108	Overland Drainage
C109	Stormwater Management Plan
C201	9 Street Plan and Profile
C202	Crescent Avenue Realignment Plan and Profile
C203	Pond Connection Plan and Profile
C501	Intersection and Bulb Details
C502	Sections and Details
C503	Standard Details Sheet 1 of 2
C504	Standard Details Sheet 2 of 2

Legal Plan  
UR/W Plan

ESC Plan & Details

wsp CHECK PRINT SET DRAWINGS	
ROLE:	
<input checked="" type="checkbox"/> CHECKER	Notes w/ "IMH XX/XX/2023" Annotation
<input type="checkbox"/> CORRECTOR	
<input type="checkbox"/> BACKCHECKER	
OBSERVATIONS / COMMENTS / COLOUR / SYMBOL	
SIGNATURE:	DATE / HOUR: 02/08/2023 @ 11:00

We see the future more clearly and design for it today.



**NOTES**

1. ALL DIMENSIONS ON RADII & ROADWAYS ARE TO LIP OF GUTTER UNLESS OTHERWISE NOTED.
2. WHEEL CHAIR RAMPS ARE REQUIRED AS SHOWN.
3. SUBGRADE DRAINS AT LIP OF GUTTER LOCATIONS, TIED TO NEAREST MANHOLE, ARE REQUIRED.
4. ALL MUNICIPAL INFRASTRUCTURE TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF PICTURE BUTTE CONSTRUCTION STANDARDS, LATEST EDITION. ANY CONSIDERED ALTERNATIVES TO BE REVIEWED AND APPROVED BY THE TOWN OF PICTURE BUTTE PRIOR TO INSTALLATION.

**LEGEND**

- |  |                                 |
|--|---------------------------------|
|  | LOW PROFILE MONOLITHIC WALK     |
|  | PROPOSED PROPERTY LINE          |
|  | EXISTING FENCE                  |
|  | EXISTING WOODEN FENCE           |
|  | EXISTING OVERHEAD POWERLINE     |
|  | EXISTING UNDERGROUND TELUS LINE |
|  | WHEEL CHAIR RAMP                |
|  | SINGLE CATCH BASIN              |
|  | ROUND TOP CATCH BASIN           |
|  | TYPE 1 MANHOLE                  |
|  | VALVE                           |
|  | HYDRANT                         |
|  | CURB STOP                       |
|  | POWER POLE                      |
|  | GUY WIRE                        |
|  | LIGHT POLE                      |
|  | TRANSFORMER                     |
|  | PEDESTAL                        |
|  | COMMUNICATION PEDESTAL          |

Show development boundary  
IMH 02/08/2023

**WSP CHECK PRINT SET DRAWINGS**

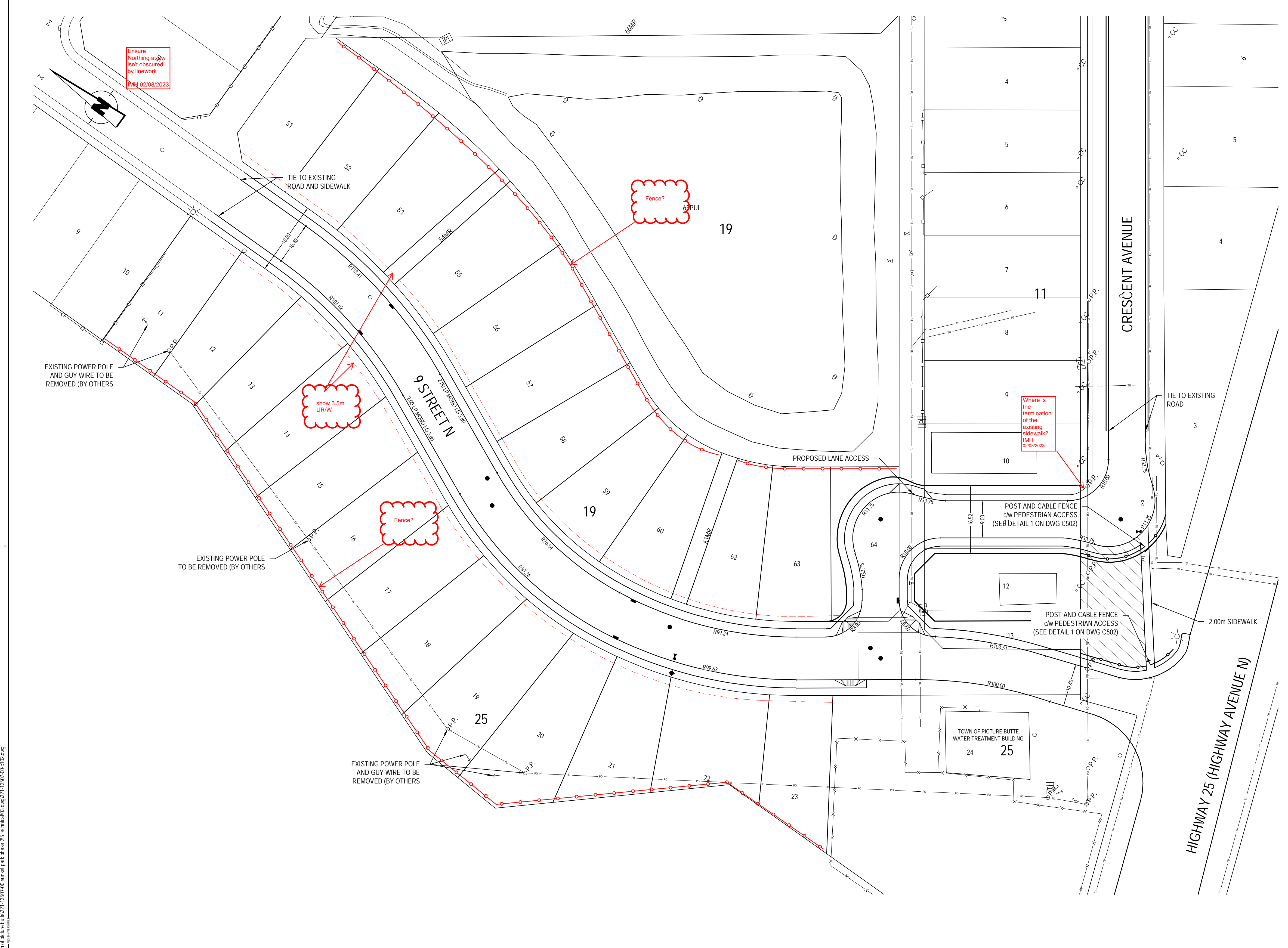
ROLE:

- CHECKER Notes w/ "IMH XX/XX/2023" Annotation
- CORRECTOR
- BACKCHECKER

OBSERVATIONS / COMMENTS / COLOUR / SYMBOL

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SIGNATURE: DATE / HOUR: 02/08/2023 @ 11:00



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REV	DATE	DESCRIPTION	BY	REV	DATE	DESCRIPTION	BY
0A	202X-MM-DD	ISSUED FOR <DESCRIPTION>	--				

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DISCIPLINE: CIVIL

ORIGINAL SCALE: 1:500

DATE: 2023-02-07

IF THIS BAR IS NOT 25mm LONG, ADJUST YOUR PLOTTING SCALE.

25mm

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T 403-327-7746 | www.wsp.com

PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

**STREETS AND SIDEWALKS**

PROJECT:

**SUNSET PARK PHASE 2**

DRAWING NUMBER: C102

REV: ----

**NOTES**

1. ALL SIGNS SHALL BE REFLECTIVE. STREET NAME SIGNS SHALL HAVE WHITE LETTERING ON BLUE BACKGROUND. SIGN BRACKETS SHALL BE OF BOLT ON CAST ALUMINUM TYPE CONSTRUCTION.
2. ALL SIGNS SHALL BE MOUNTED ON 2.4 INCH OUTSIDE DIAMETER 18 GAUGE GALVANIZED STEEL PIPE POSTS AND PLACED AT LOCATIONS APPROVED BY THE TOWN. THE SIGNPOST MUST BE SET IN CONCRETE WITH A MINIMUM BURY DEPTH OF 1.0m. THE SIGNPOST MUST BE APPROPRIATELY SECURED WITHIN THE CONCRETE TO PREVENT THE POST FROM BECOMING LOOSE AND TURNING.
3. CROSS WALKS TO BE ZEBRA STYLE.
4. ALL CROSS WALKS SHALL BE THERMOPLASTIC INLAIN PAVEMENT MARKINGS.
5. POSTED SPEED ON 9 STREET, AND CRESCENT AVENUE SHALL BE 30 km/h.
6. CONTRACTORS TO SUPPLY AND INSTALL ONE SET OF STREET IDENTIFICATION SIGNS AT EACH CORNER.
7. STREET NAME SIGNS TO BE FABRICATED ACCORDING TO THE TOWN OF PICTURE BUTTE SPECIFICATIONS.
8. ALL MUNICIPAL INFRASTRUCTURE TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF PICTURE BUTTE CONSTRUCTION STANDARDS, LATEST EDITION. ANY CONSIDERED ALTERNATIVES TO BE REVIEWED AND APPROVED BY THE TOWN OF PICTURE BUTTE PRIOR TO INSTALLATION.
9. IN ALL MARKED CROSS WALKS THE SIGNS (RA-4-L AND RA-4-R) ARE TO BE ORIENTED WITH THE DIRECTION OF PEDESTRIAN TRAVEL.
10. ENSURE THAT THE STREET NAME SUFFIX IS ABBREVIATED IN ACCORDANCE WITH THE TOWN OF PICTURE BUTTE NAMING POLICY.

Ensure  
Northing arrow  
isn't obscured  
by linework  
IMH 02/08/2023

Something odd about  
this curve.  
IMH 02/08/2023

Match not defined in  
legend. Is this to be  
landscaped? If so,  
identify as such.  
IMH 02/08/2023

Missing Sign  
IMH 02/08/2023

Missing Sign  
IMH 02/08/2023

Show  
development  
boundary  
IMH 02/08/2023



9 STREET SPEED SIGN  
N.T.S.



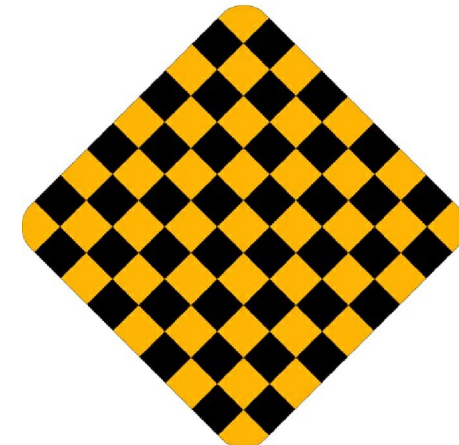
STOP SIGN - RA-1  
N.T.S.



PEDESTRIAN CROSS WALK-RA-4L  
N.T.S.

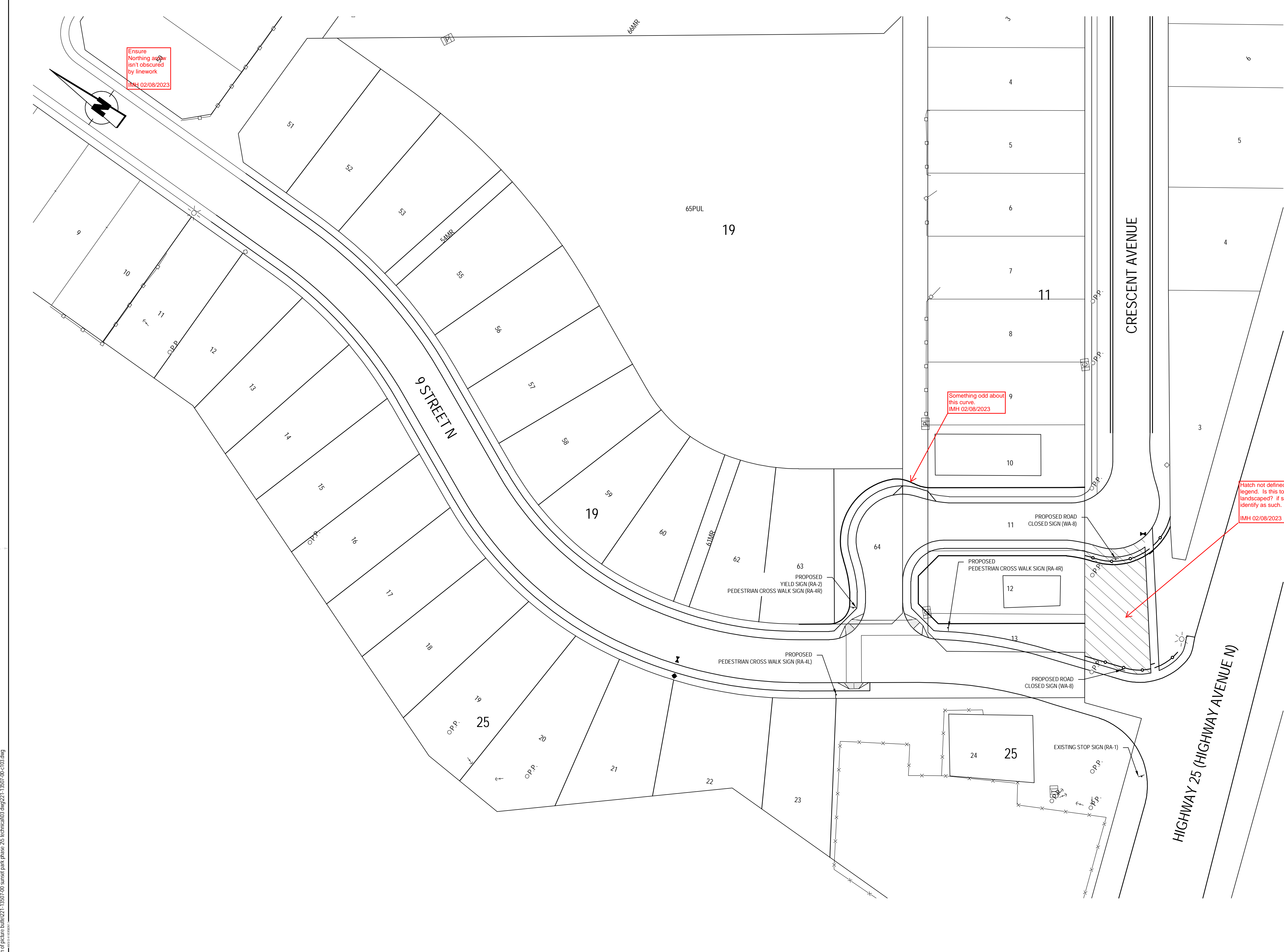


PEDESTRIAN CROSS WALK-RA-4R  
N.T.S.



ROAD CLOSED SIGN-WA-8  
N.T.S.

<b>WSP</b> CHECK PRINT SET DRAWINGS	
ROLE:	
<input checked="" type="checkbox"/> CHECKER	Notes w/ "IMH XX/XX/2023" Annotation
<input type="checkbox"/> CORRECTOR	
<input type="checkbox"/> BACKCHECKER	
OBSERVATIONS / COMMENTS / COLOUR / SYMBOL	
SIGNATURE:	DATE / HOUR: 02/08/2023 @ 11:00



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 2023-02-07 11:04 AM

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PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

STREET SIGNAGE PLAN

PROJECT:

SUNSET PARK PHASE 2


DRAWING NUMBER: C103

REV: ----

**NOTES**

1. CONFIRM INVERTS OF ALL EXISTING UTILITIES. NOTIFY ENGINEER OF ANY DISCREPANCIES.
2. ALL MANHOLES TO BE SRC CONCRETE.
3. ALL MUNICIPAL INFRASTRUCTURE TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF PICTURE BUTTE CONSTRUCTION STANDARDS, LATEST EDITION. ANY CONSIDERED ALTERNATIVES TO BE REVIEWED AND APPROVED BY THE TOWN OF PICTURE BUTTE PRIOR TO INSTALLATION.
4. ALL PIPES WITH LESS THAN 2.10m OF COVER ARE TO BE INSULATED ACCORDING TO CITY OF LETHBRIDGE DETAIL S-19 (SEE DWG C503).




**LEGEND**

-  SANITARY SEWER
-  EXISTING SANITARY SEWER
-  BLOCK PROFILE NUMBER
-  DEVELOPMENT BOUNDARY
-  PROPOSED
-  EXISTING
-  TYPE 1 MANHOLE




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-  CORRECTOR
-  BACKCHECKER

OBSERVATIONS / COMMENTS / COLOUR / SYMBOL

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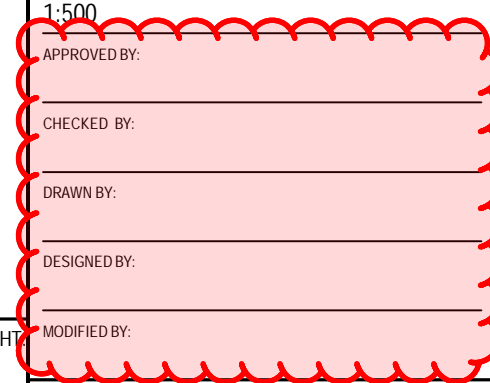
SIGNATURE:  DATE / HOUR: 02/08/2023 @ 11:00

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PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

SANITARY LAYOUT PLAN

PROJECT:

SUNSET PARK PHASE 2

DRAWING NUMBER: C104

REV: ----

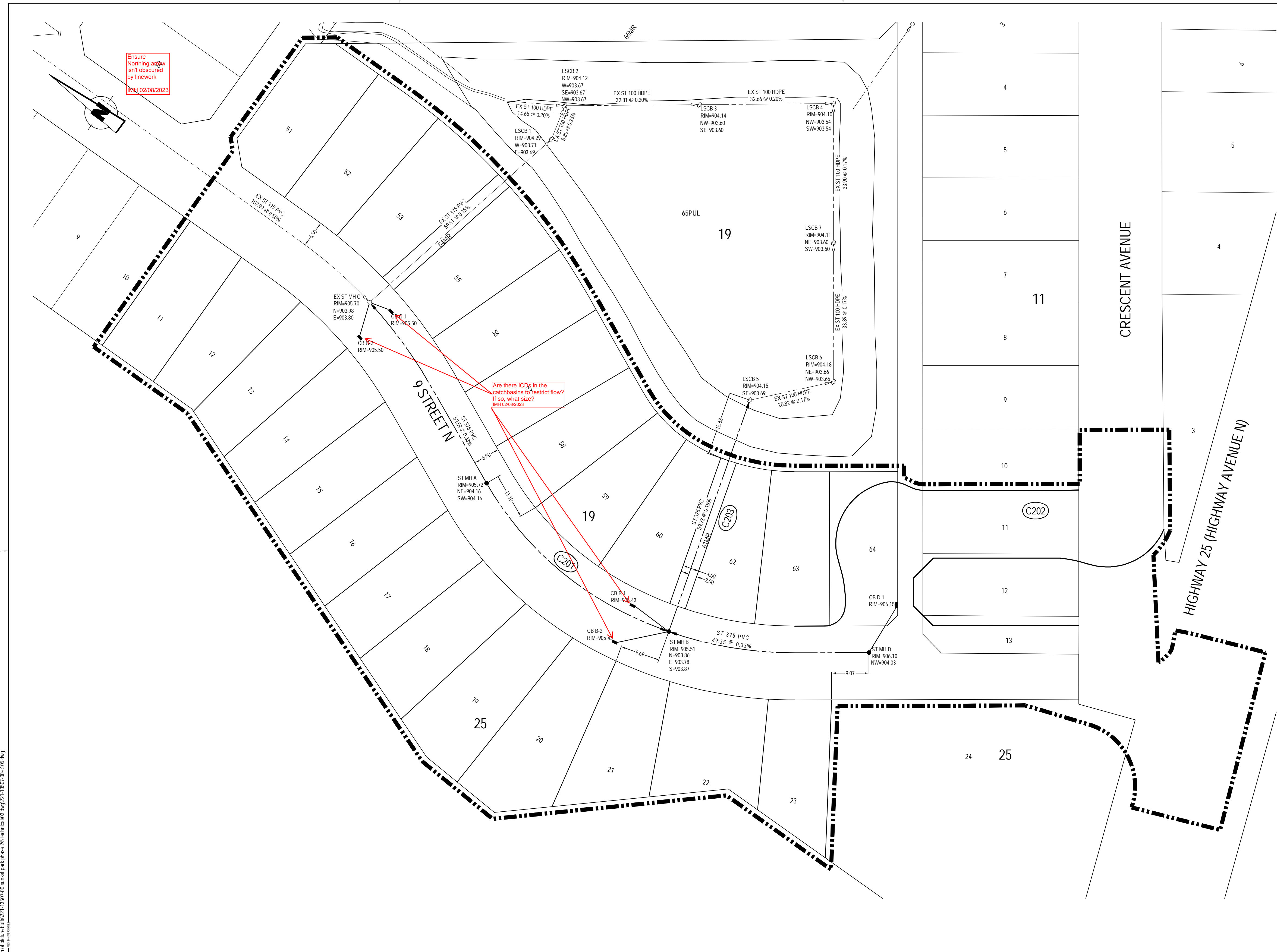
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 2023-02-03 11:00 AM

**NOTES**

1. CONFIRM INVERTS OF ALL EXISTING UTILITIES. NOTIFY ENGINEER OF ANY DISCREPANCIES.
2. ALL MANHOLES TO BE SRC CONCRETE.
3. ALL STORM PIPE TO BE SDR 35.
4. ALL MUNICIPAL INFRASTRUCTURE TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF PICTURE BUTTE CONSTRUCTION STANDARDS, LATEST EDITION ANY CONSIDERED ALTERNATIVES TO BE REVIEWED AND APPROVED BY THE TOWN OF PICTURE BUTTE PRIOR TO INSTALLATION.
5. ALL PIPES WITH LESS THAN 2.10m OF COVER ARE TO BE INSULATED ACCORDING TO CITY OF LETHBRIDGE DETAIL S-19 (SEE DWG C503)

**LEGEND**

- STORM SEWER
- EXISTING STORM SEWER
- BLOCK PROFILE NUMBER
- DEVELOPMENT BOUNDARY
- PROPOSED
- EXISTING
- SINGLE CATCH BASIN
- ROUND TOP CATCH BASIN
- TYPE 1 MANHOLE



Ensure Nothing above isn't obscured by linework  
IMH 02/08/2023

Are there ICs in the catchbasins to restrict flow? If so, what size?  
IMH 02/08/2023

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PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

**STORM LAYOUT PLAN**

PROJECT:

**SUNSET PARK PHASE 2**

DRAWING NUMBER: C105

REV: ----

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 2023-02-03 11:05 AM  
 Ian Humpage

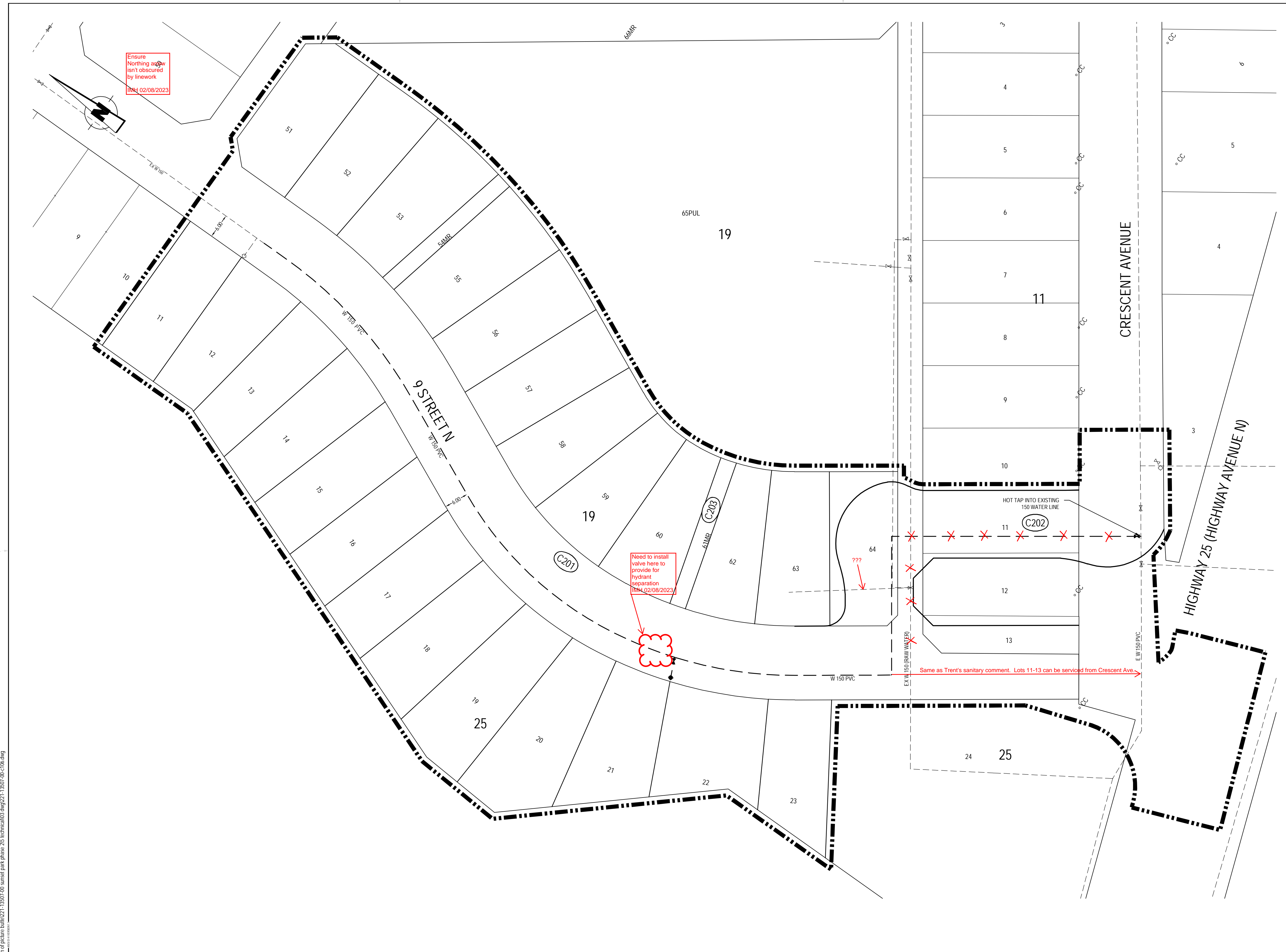


**NOTES**

1. CONFIRM INVERTS OF ALL EXISTING UTILITIES. NOTIFY ENGINEER OF ANY DISCREPANCIES.
2. ALL WATERMANS TO BE PVC OR 18 CL 150 UNLESS OTHERWISE SHOWN.
3. ALL MUNICIPAL INFRASTRUCTURE TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF PICTURE BUTTE CONSTRUCTION STANDARDS, LATEST EDITION. ANY CONSIDERED ALTERNATIVES TO BE REVIEWED AND APPROVED BY THE TOWN OF PICTURE BUTTE PRIOR TO INSTALLATION.
4. ALL PIPES WITH LESS THAN 2.10m OF COVER ARE TO BE INSULATED ACCORDING TO CITY OF LETHBRIDGE DETAIL S-19 (SEE DWG C503)

**LEGEND**

- WATERMAIN
- - - EXISTING WATERMAIN
- BLOCK PROFILE NUMBER
- DEVELOPMENT BOUNDARY
- PROPOSED
- EXISTING
- VALVE
- HYDRANT
- CC
- CC
- CURB STOP



Ensure  
Nothing above  
isn't obscured  
by linework  
IMH 02/08/2023

Need to install  
valve here to  
provide for  
hydrant  
separation  
IMH 02/08/2023

HOT TAP INTO EXISTING  
150 WATER LINE  
C202

Same as Trent's sanitary comment. Lots 11-13 can be serviced from Crescent Ave.

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Ivan Hunschoke

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PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

**WATER LAYOUT PLAN**

PROJECT:

**SUNSET PARK PHASE 2**

DRAWING NUMBER: C106

REV: ----

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- ### NOTES
1. ALL SANITARY SERVICES TO BE 100mm WHITE PVC UNLESS OTHERWISE NOTED (TYP).
  2. ALL STORM SERVICES TO BE 375mm BLACK POLY.
  3. ALL WATER SERVICES ARE TO BE PE-X AND THE SIZE NOTED ON THE PLAN.
  4. LOTS ON FILL - BASED ON FULL BASEMENTS.
  5. ALL SINGLE SERVICES ARE TO BE LOCATED AT THE CENTER OF THE LOT, UNLESS SHOWN OTHERWISE.
  6. IF ACTUAL TOP OF FOOTING IS HIGHER THAN OG THEN A BEARING CERTIFICATE WILL BE REQUIRED.
  7. ALL SERVICES WITH LESS THAN 2.10m OF COVER ARE TO BE INSULATED ACCORDING TO CITY OF LETHBRIDGE DETAIL S-19 (SEE DWG C503)

Ensure  
North arrow  
isn't obscured  
by linework  
MH 02/08/2023

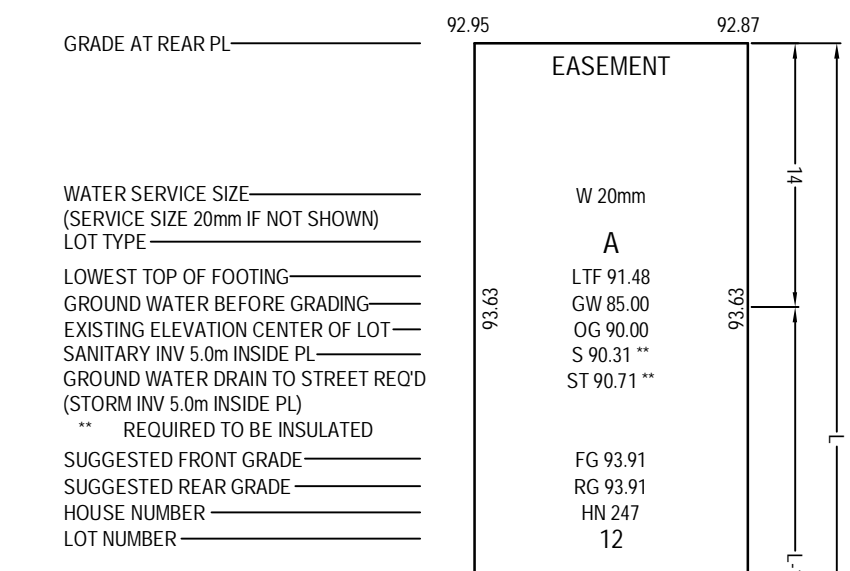
See Trent Purvis comments re  
LTF vs front yard elev in his  
02/08 email.  
MH 02/08/2023

Can creative  
grading  
eliminate this  
trapped low?  
It's very small  
MH 02/08/2023

Catchbasins  
in front of  
driveways are  
not good as  
the driveway  
is under water  
in flooding  
events.

TRAPPED LOWS

	A	B	C
SPILL ELEVATION	905.628	905.559	906.045
DEPTH	0.128	0.133	0.024
VOLUME	21.520	35.220	0.050

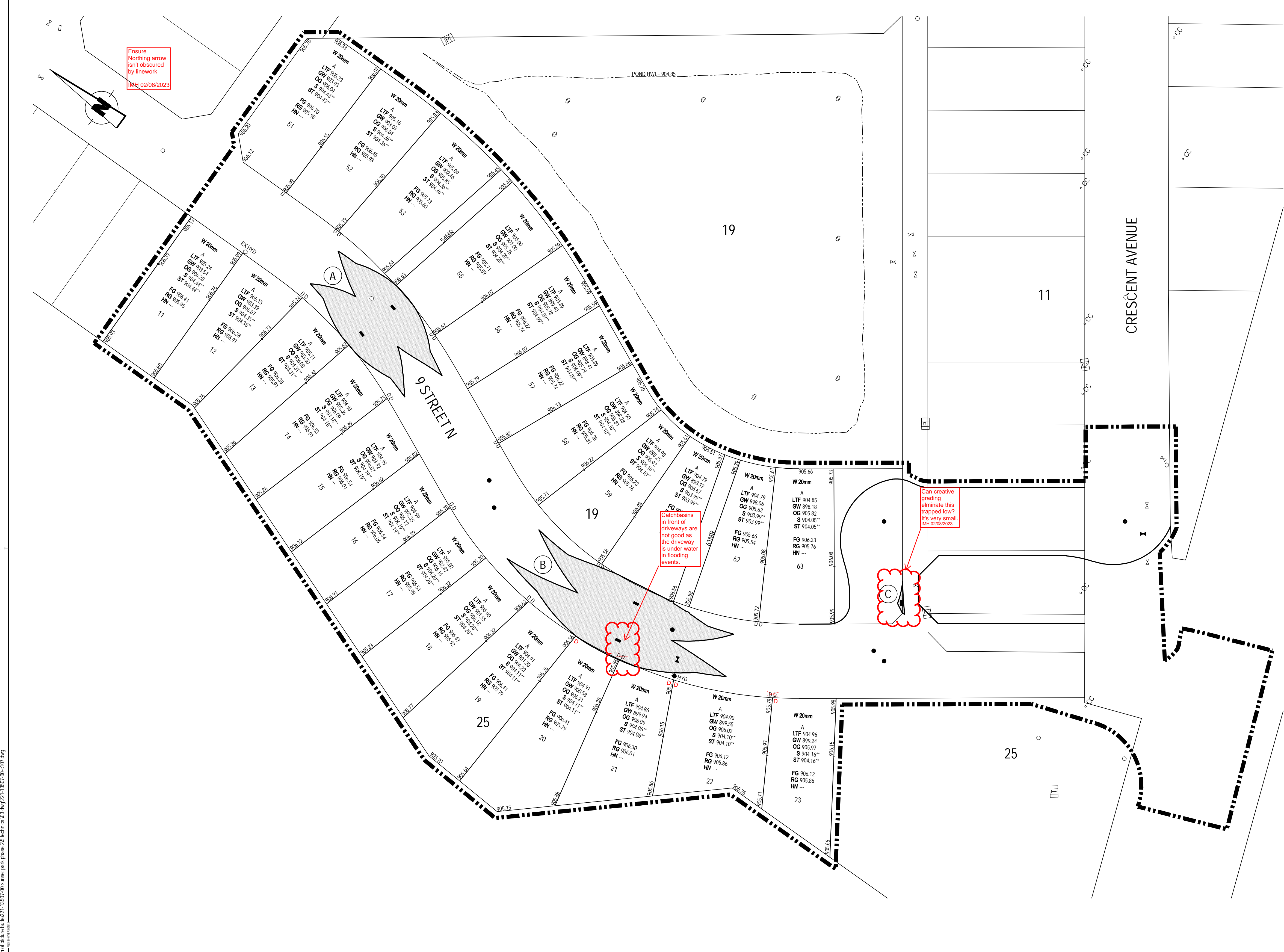


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PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

BUILDING GRADE PLAN

PROJECT:

SUNSET PARK PHASE 2

DRAWING NUMBER: C107

REV: ----

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 FILE: I:\projects\221-13507-00\221-13507-00\221-13507-00-1107.dwg

**NOTES**

1. THE TRAPPED LOW EXTENTS SHOWN REFLECT THE PONDING AT THE SPILL ELEVATION.
2. ALL MUNICIPAL INFRASTRUCTURE TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF PICTURE BUTTE CONSTRUCTION STANDARDS, LATEST EDITION. ANY CONSIDERED ALTERNATIVES TO BE REVIEWED AND APPROVED BY THE TOWN OF PICTURE BUTTE PRIOR TO INSTALLATION.

**LEGEND**

	TRAP LOW
	SINGLE CATCH BASIN
	ROUND TOP CATCH BASIN
	DIRECTION OF OVERLAND FLOW
	FINISHED GROUND CONTOURS (0.50m INTERVAL)
	CENTRELINE OF ROAD c/w GRADE AND ELEV
	DEVELOPMENT BOUNDARY

**TRAPPED LOWS**

	A	B	C
SPILL ELEVATION	905.628	905.559	906.045
DEPTH	0.128	0.133	0.024
VOLUME	21.520	35.220	0.050

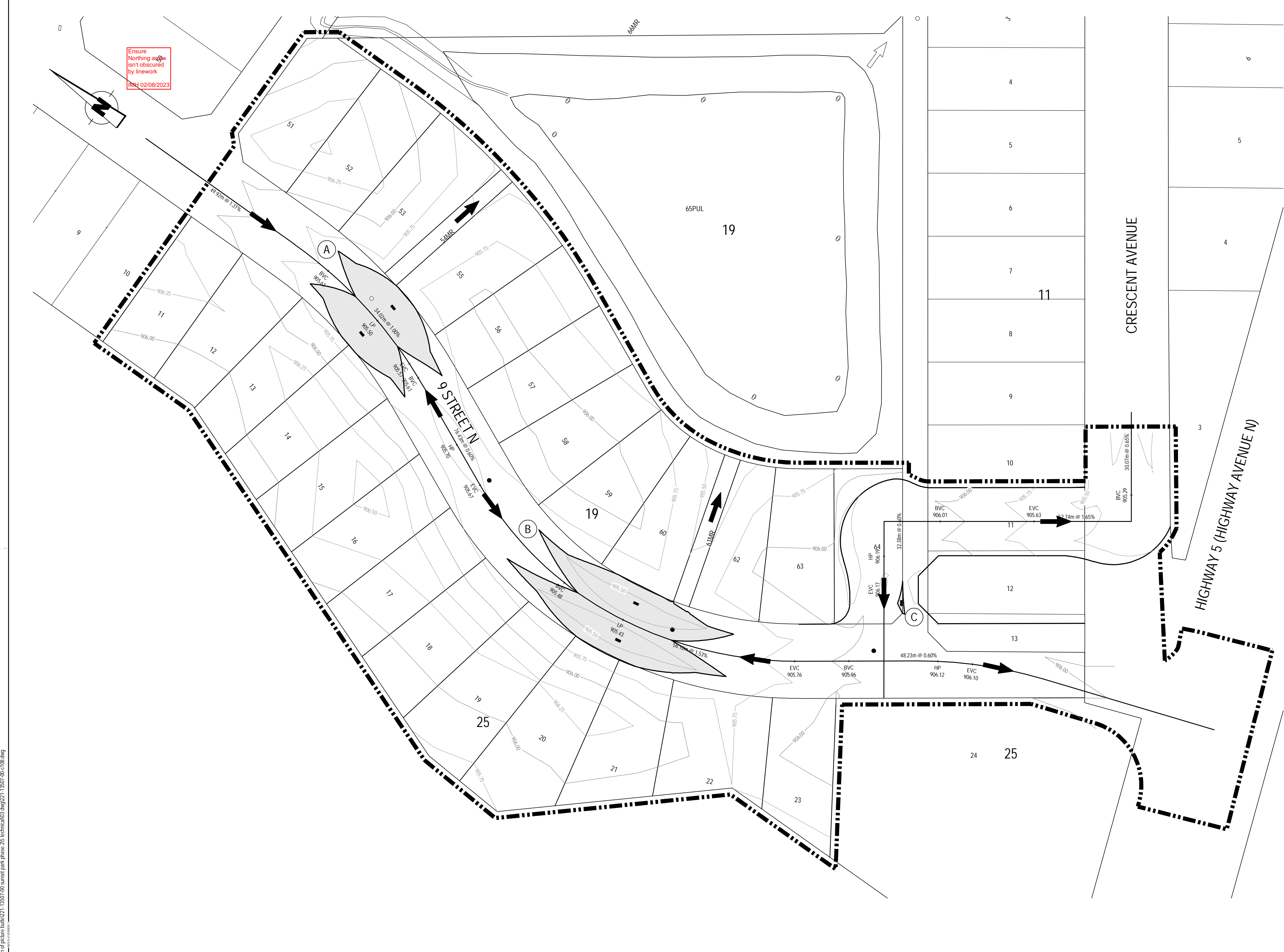
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T 403-327-7746 | www.wsp.com

PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

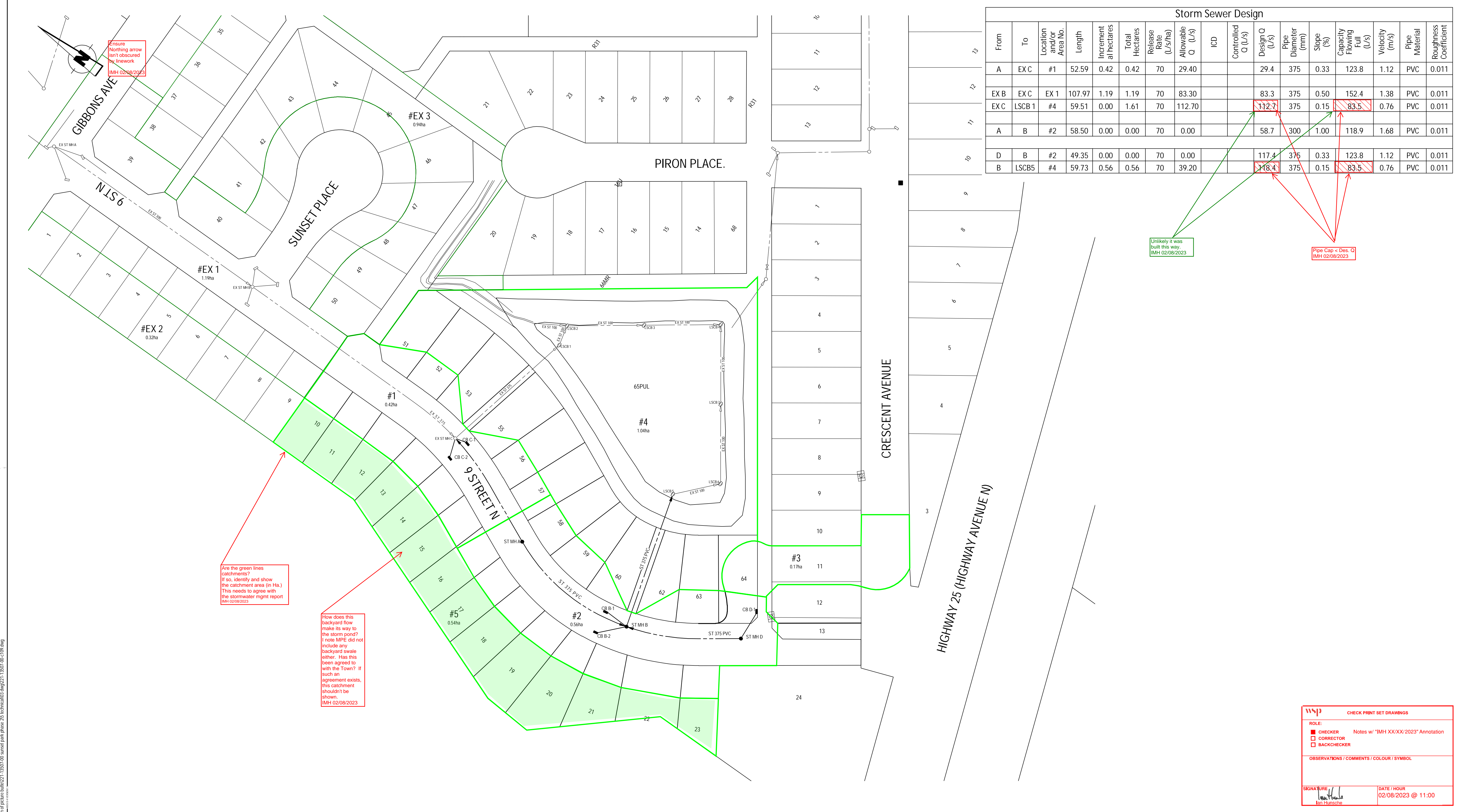
CLIENT REF. #:

TITLE: OVERLAND DRAINAGE

PROJECT: SUNSET PARK PHASE 2

DRAWING NUMBER: C108

REV: ----



From	To	Location and/or Area No.	Length	Incremental hectares	Total Hectares	Release Rate (L/s/ha)	Allowable Q (L/s)	ICD	Controlled Q (L/s)	Design Q (L/s)	Pipe Diameter (mm)	Slope (%)	Capacity Flowing Full (L/s)	Velocity (m/s)	Pipe Material	Roughness Coefficient
A	EX C	#1	52.59	0.42	0.42	70	29.40			29.4	375	0.33	123.8	1.12	PVC	0.011
EX B	EX C	EX 1	107.97	1.19	1.19	70	83.30			83.3	375	0.50	152.4	1.38	PVC	0.011
EX C	LSCB 1	#4	59.51	0.00	1.61	70	112.70			112.7	375	0.15	83.5	0.76	PVC	0.011
A	B	#2	58.50	0.00	0.00	70	0.00			58.7	300	1.00	118.9	1.68	PVC	0.011
D	B	#2	49.35	0.00	0.00	70	0.00			117.4	375	0.33	123.8	1.12	PVC	0.011
B	LSCB5	#4	59.73	0.56	0.56	70	39.20			118.4	375	0.15	83.5	0.76	PVC	0.011

Ensure Northing arrow isn't obscured by linework  
IMH 02/08/2023

Are the green lines catchments?  
If so, identify and show the catchment area (in Ha.)  
This needs to agree with the stormwater mgmt report  
IMH 02/08/2023

How does this backyard flow make its way to the storm pond?  
I note MPE did not include any backyard swale either. Has this been agreed to with the Town? If such an agreement exists, this catchment shouldn't be shown.  
IMH 02/08/2023

Unlikely it was built this way.  
IMH 02/08/2023

Pipe Cap < Des. Q  
IMH 02/08/2023

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OBSERVATIONS / COMMENTS / COLOUR / SYMBOL

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Ian Hunschoke

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DESIGNED BY:

MODIFIED BY:

DISCIPLINE: CIVIL

ORIGINAL SCALE: 1:750

DATE: 2023-02-06

IF THIS BAR IS NOT 25mm LONG, ADJUST YOUR PLOTTING SCALE.

25mm

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3509 6th AVENUE NORTH, LETHBRIDGE, ALBERTA T1J 5C1  
T 403-327-7746 | www.wsp.com

PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

STORMWATER MANAGEMENT PLAN

PROJECT:

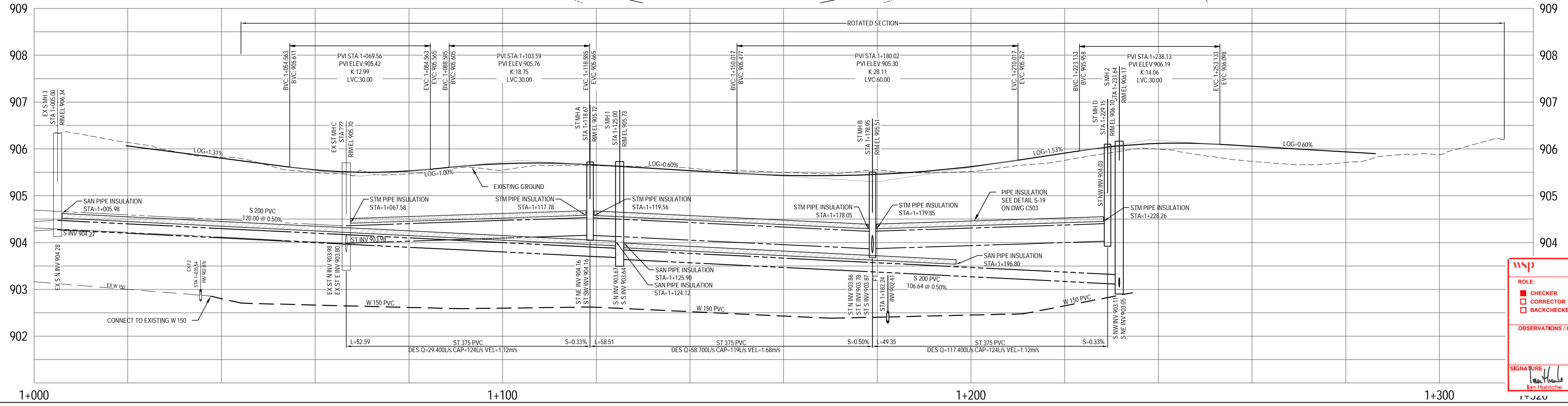
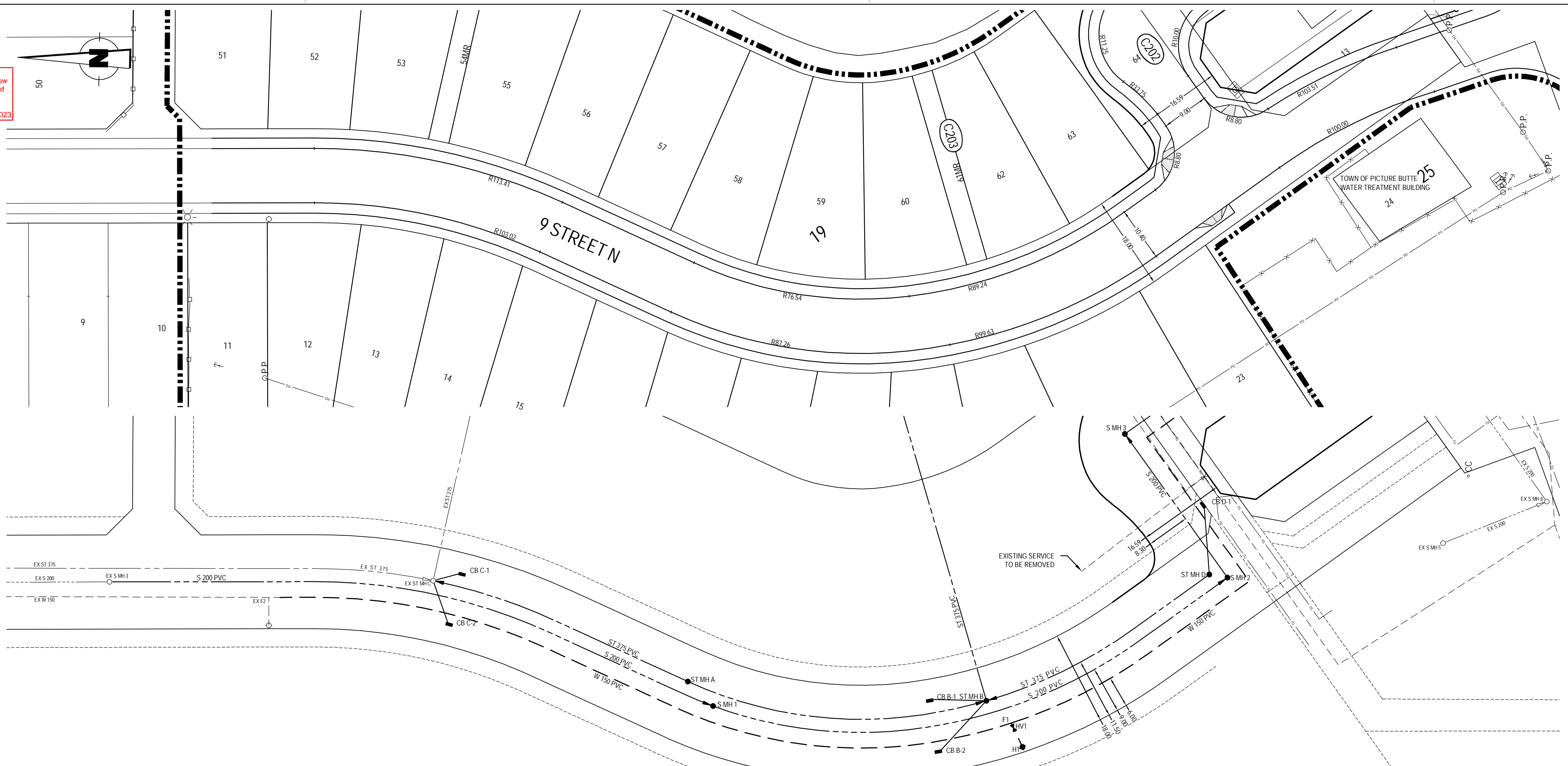
SUNSET PARK PHASE 2

DRAWING NUMBER: C109

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Ensure  
Northing arrow  
isn't obscured  
by linework  
IMH 02/08/2023



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ITJZLV

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**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

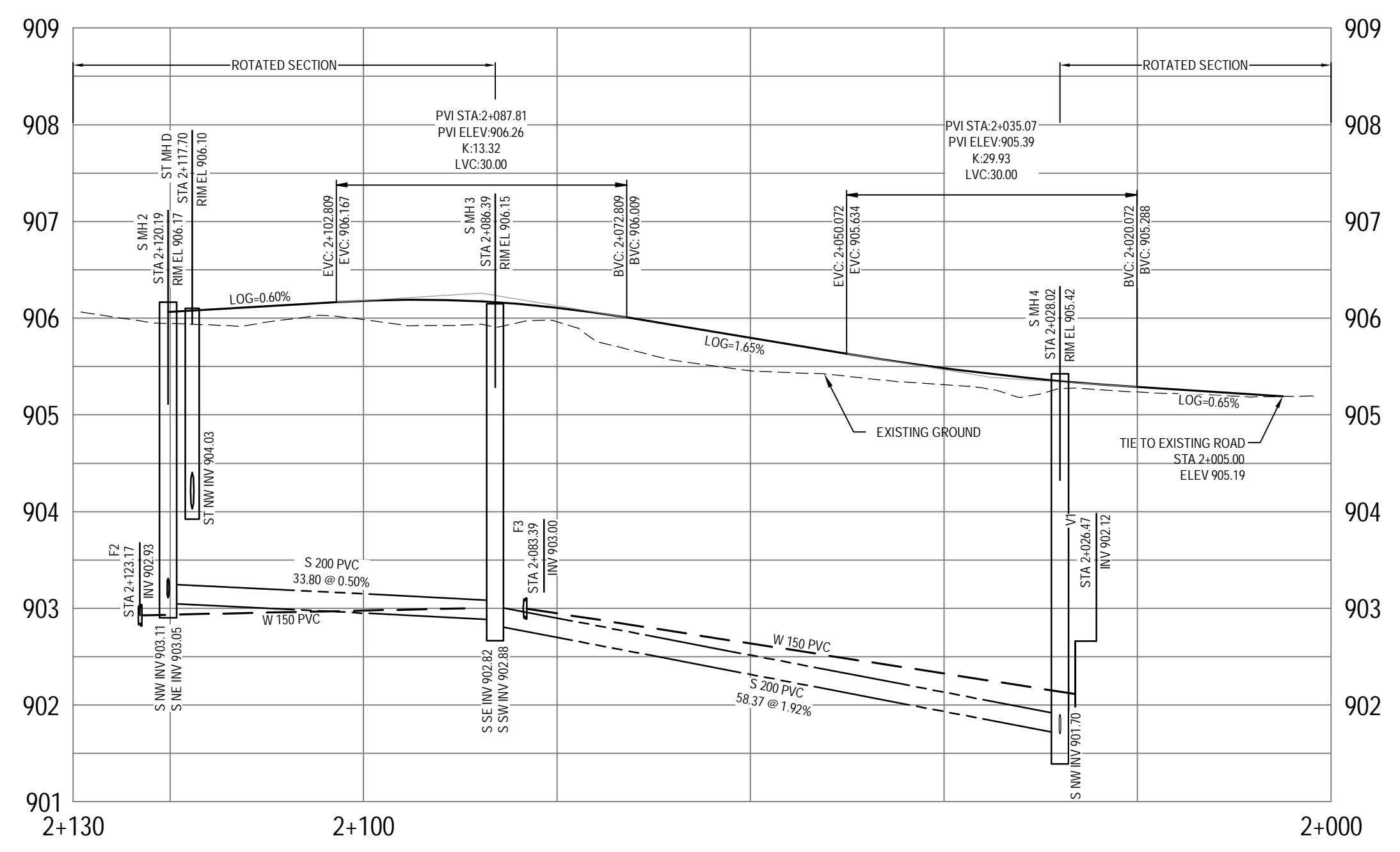
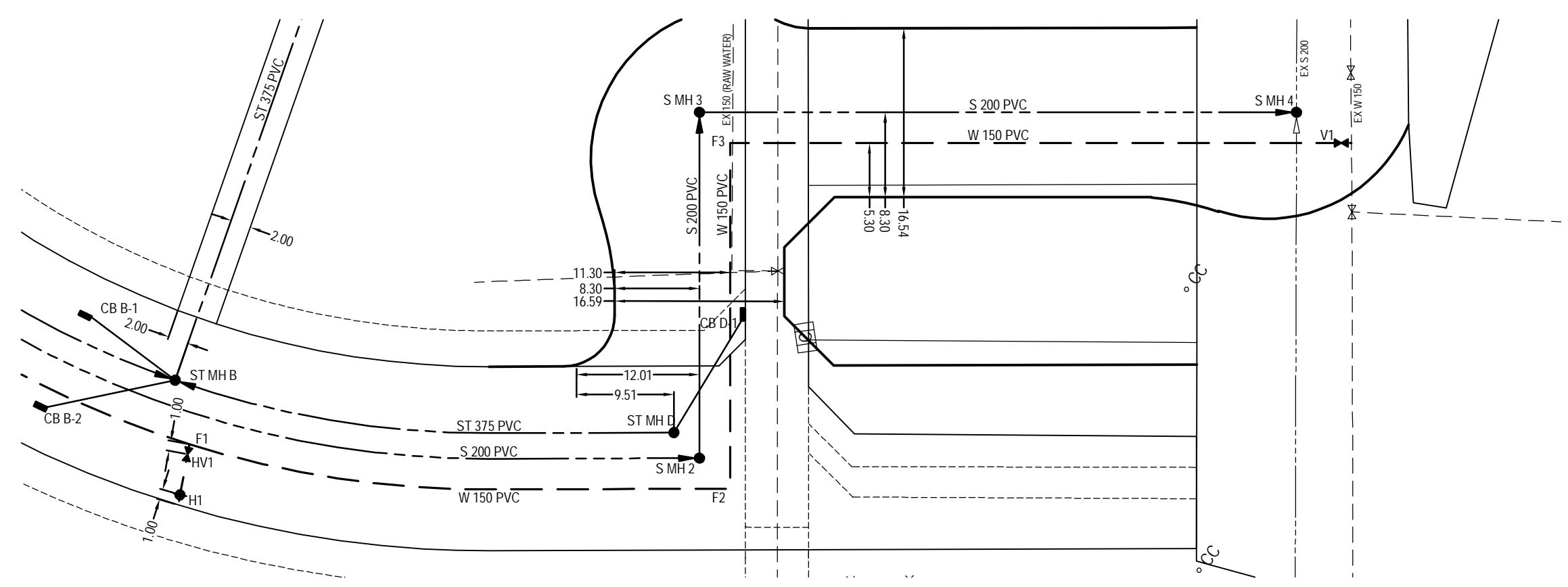
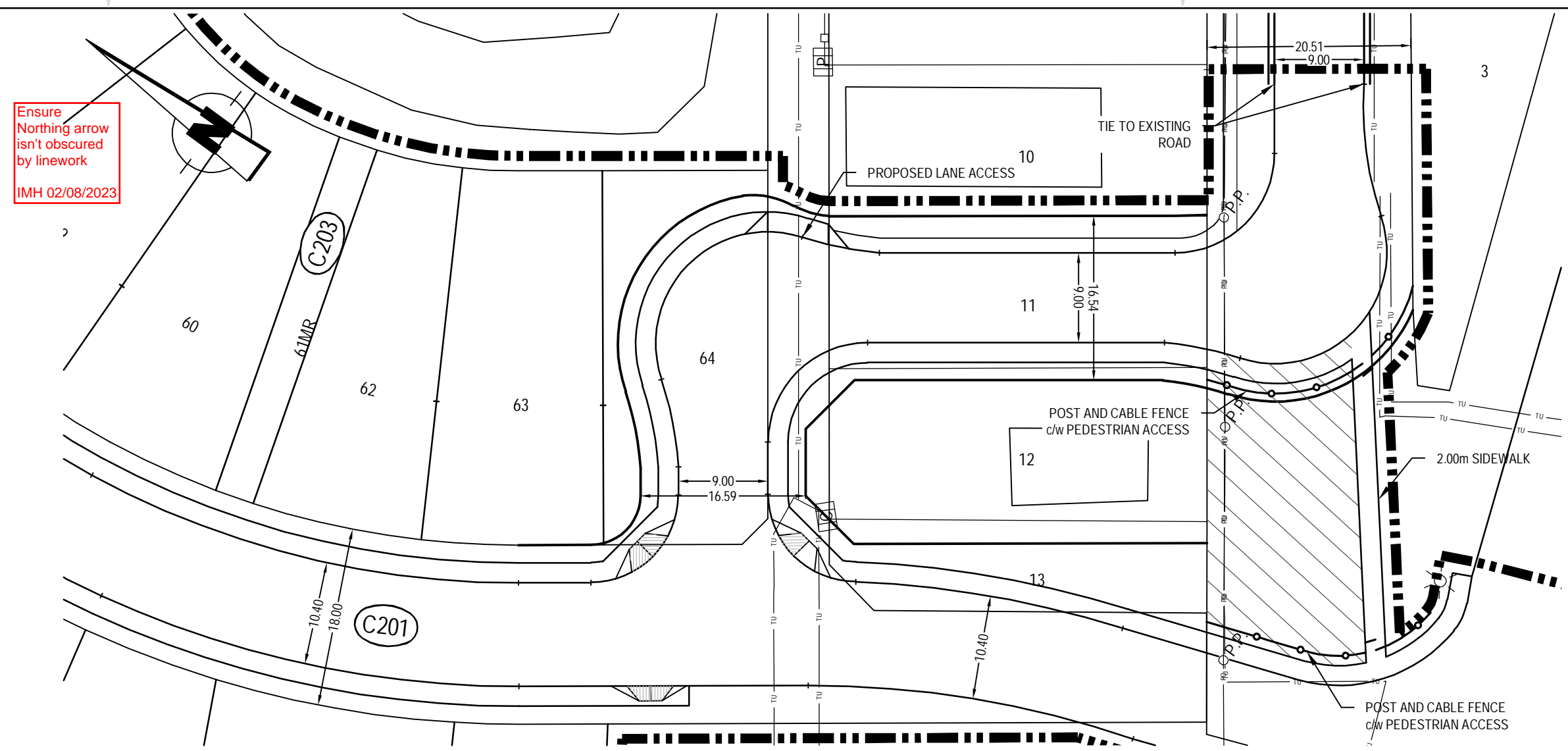
9 STREET PLAN AND PROFILE

PROJECT:

SUNSET PARK PHASE 2

DRAWING NUMBER: C201

REV: ----



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PROJECT NUMBER: 221-13507-00

CLIENT:

CLIENT REF. #:

TITLE:

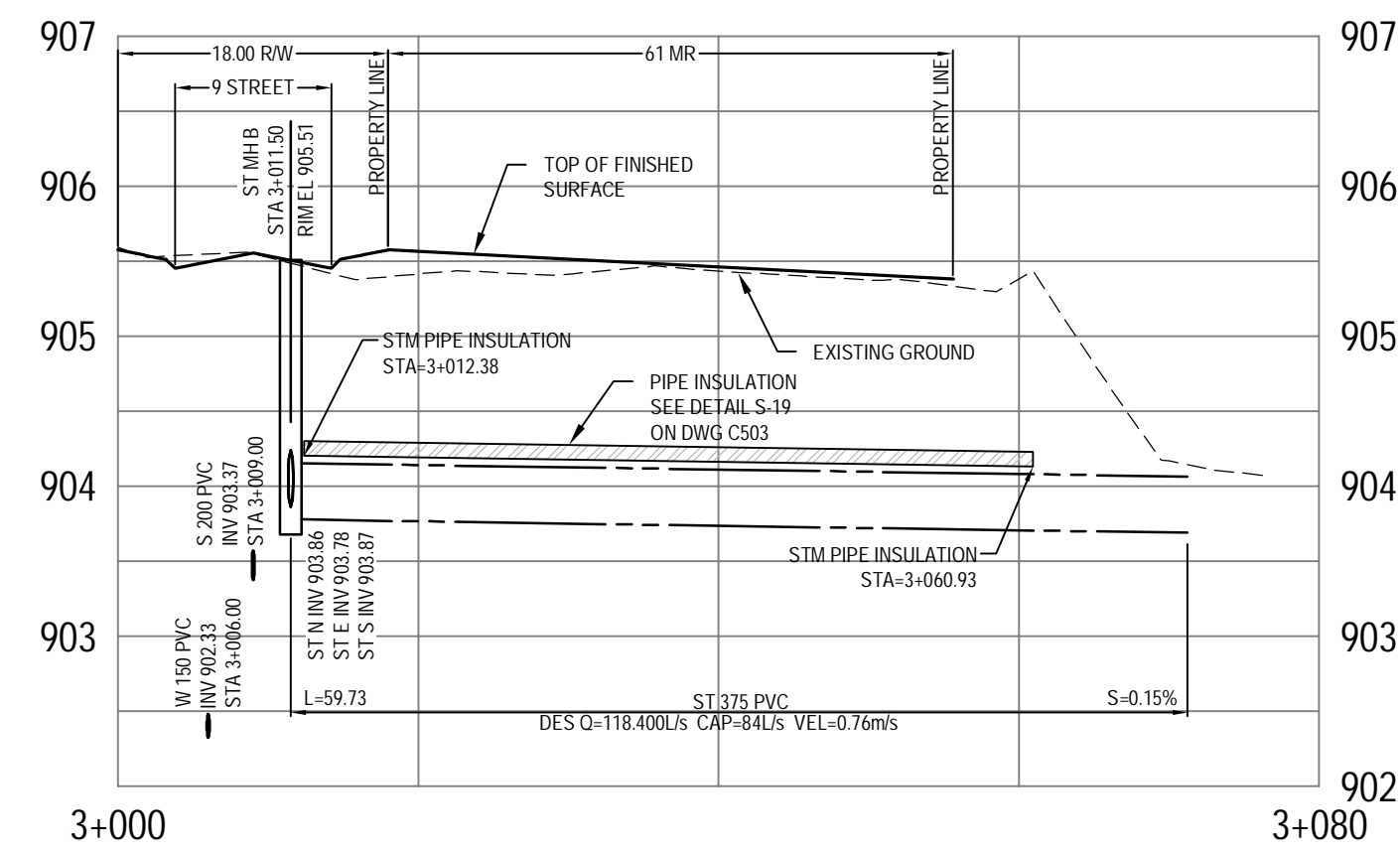
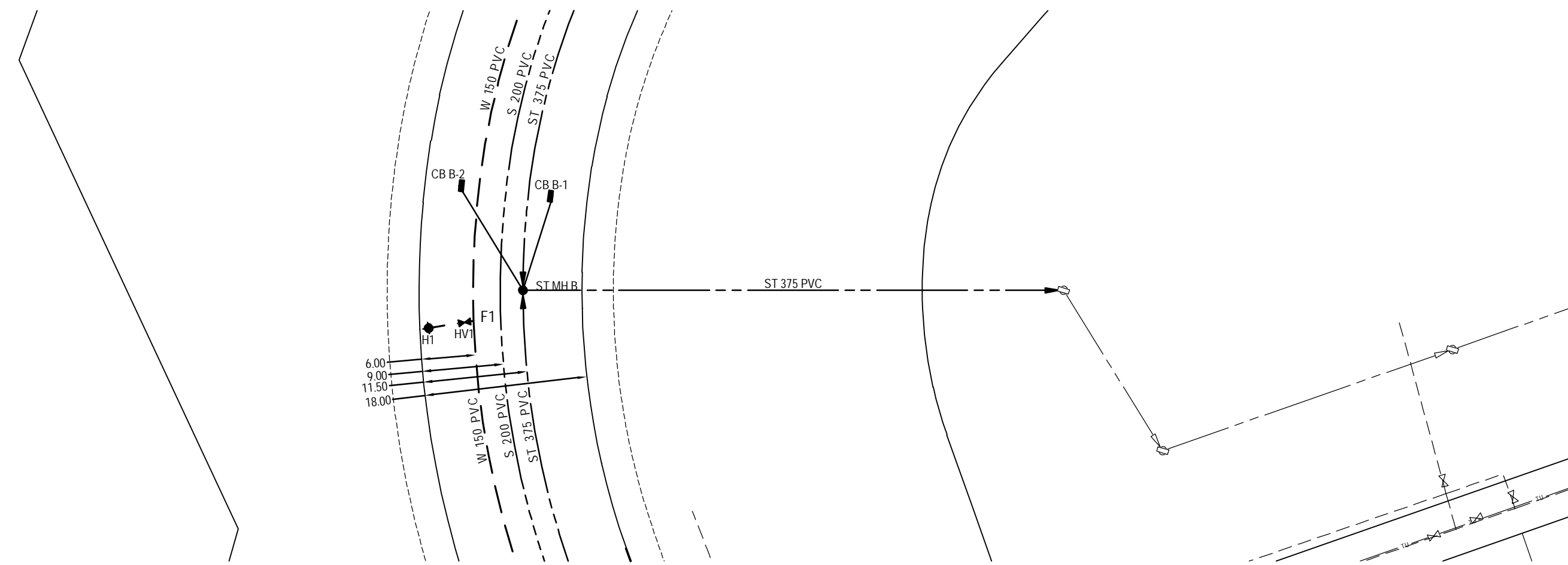
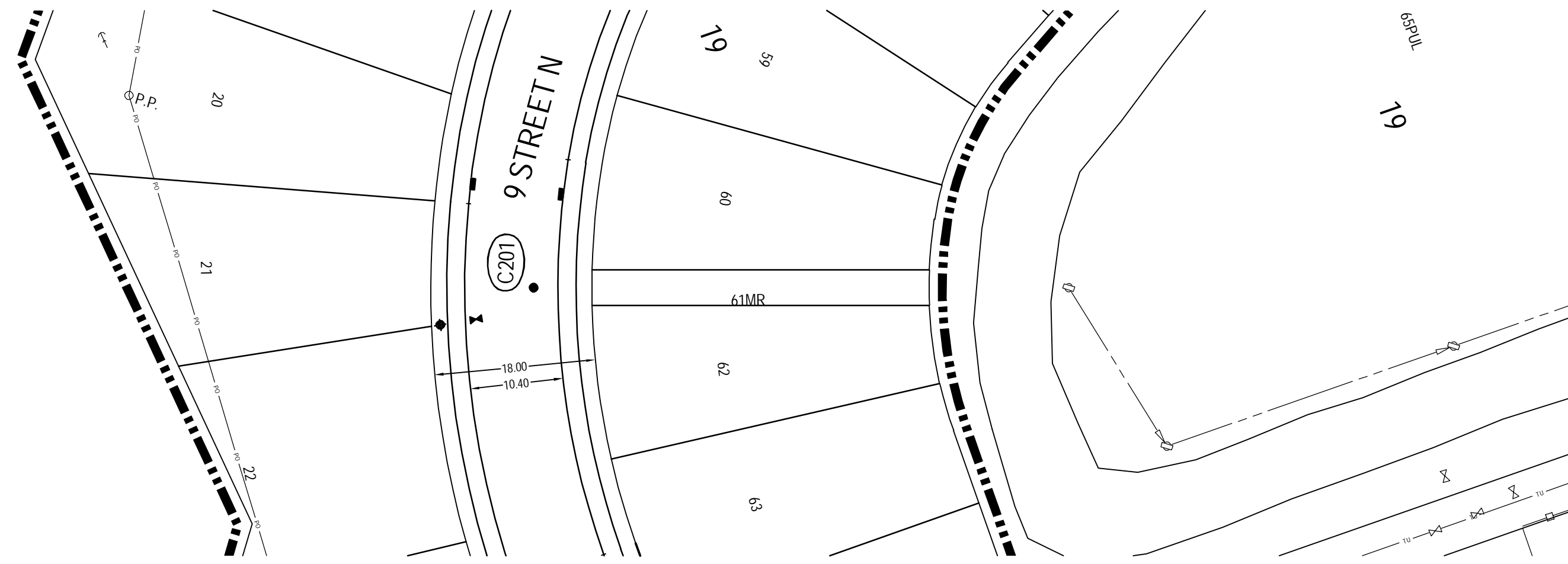
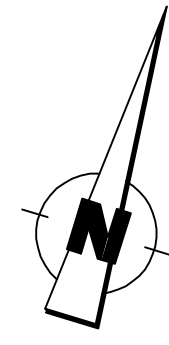
CRESCENT AVENUE  
 REALIGNMENT PLAN AND  
 PROFILE

PROJECT:

SUNSET PARK PHASE 2

DRAWING NUMBER: C202

REV: ----



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 Ian Hunsche

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PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

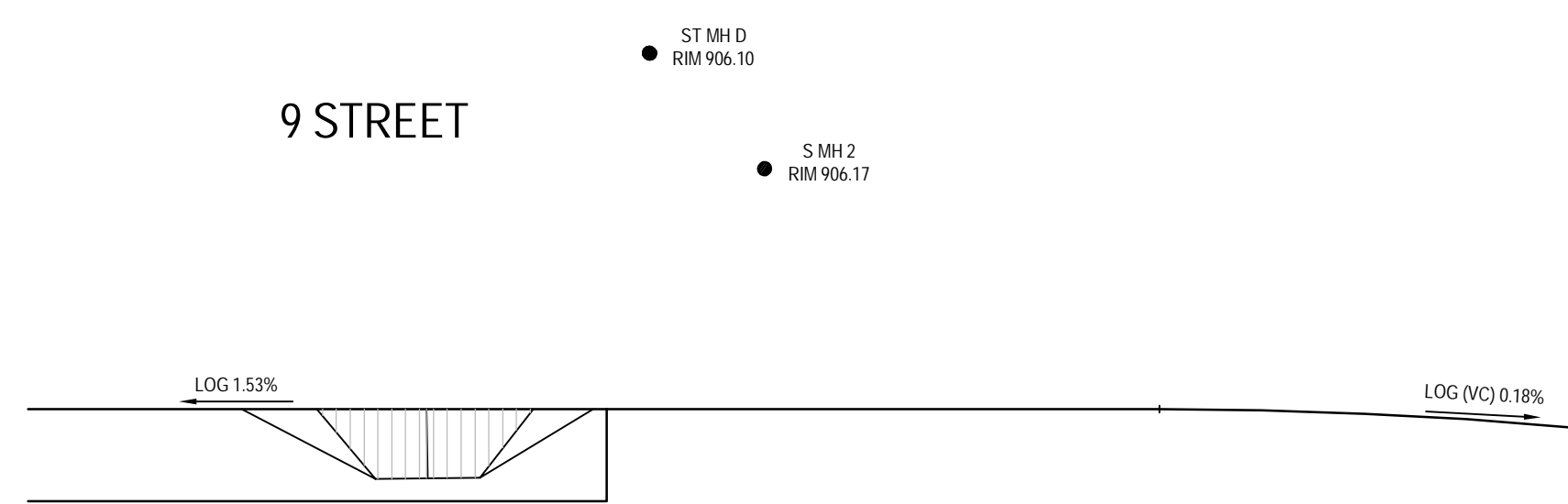
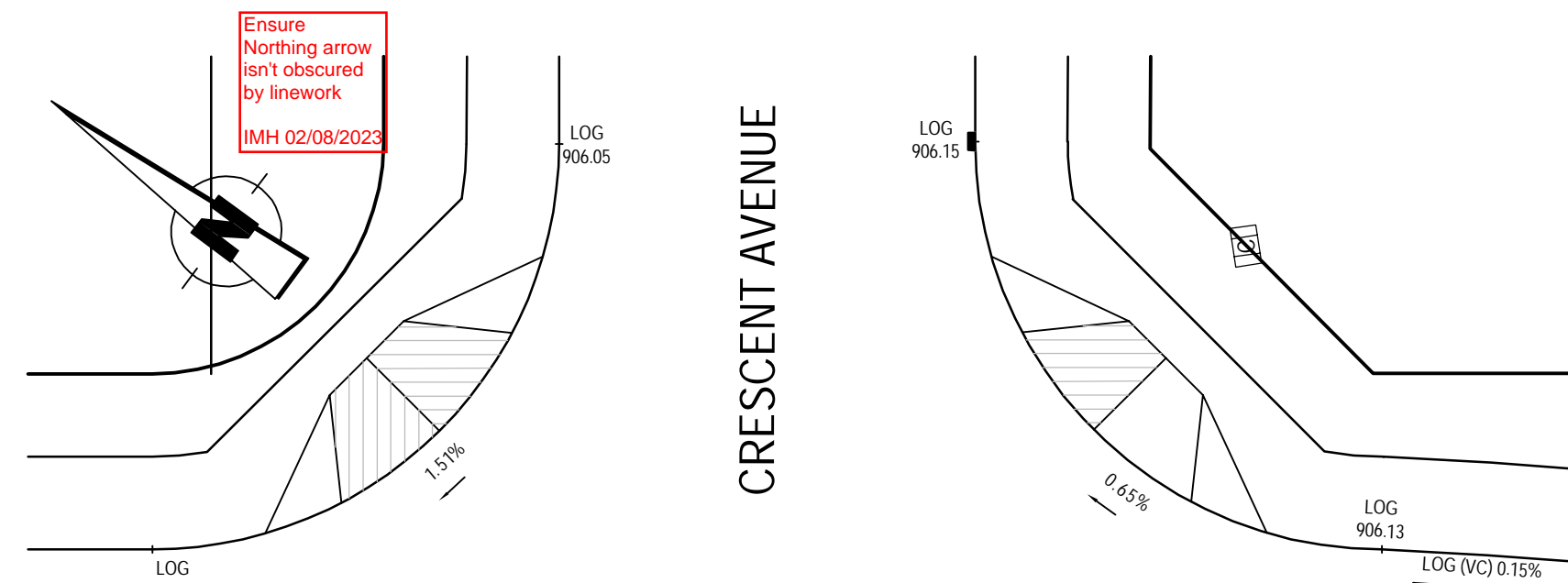
**POND CONNECTION PLAN AND PROFILE**

PROJECT:

**SUNSET PARK PHASE 2**

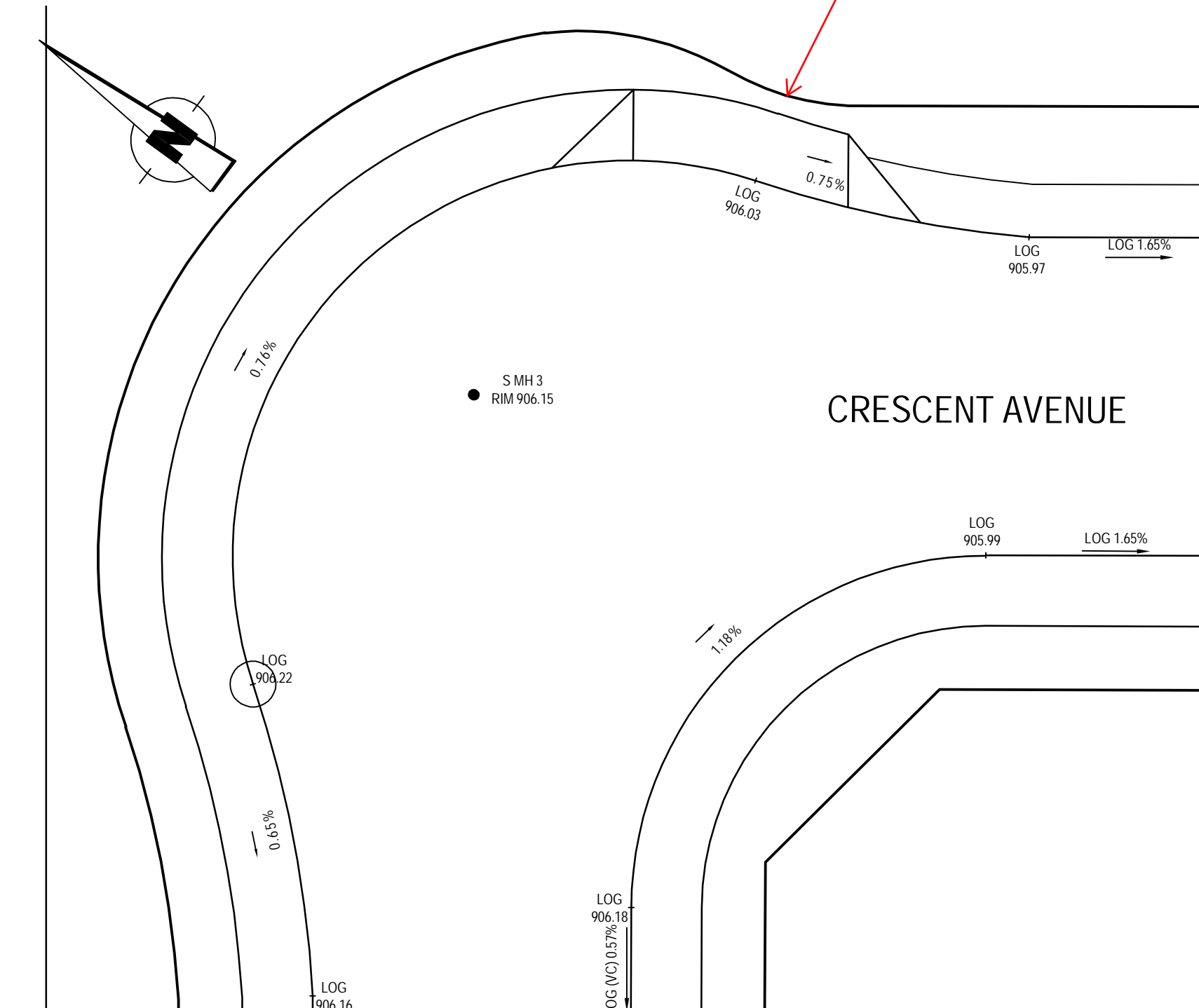
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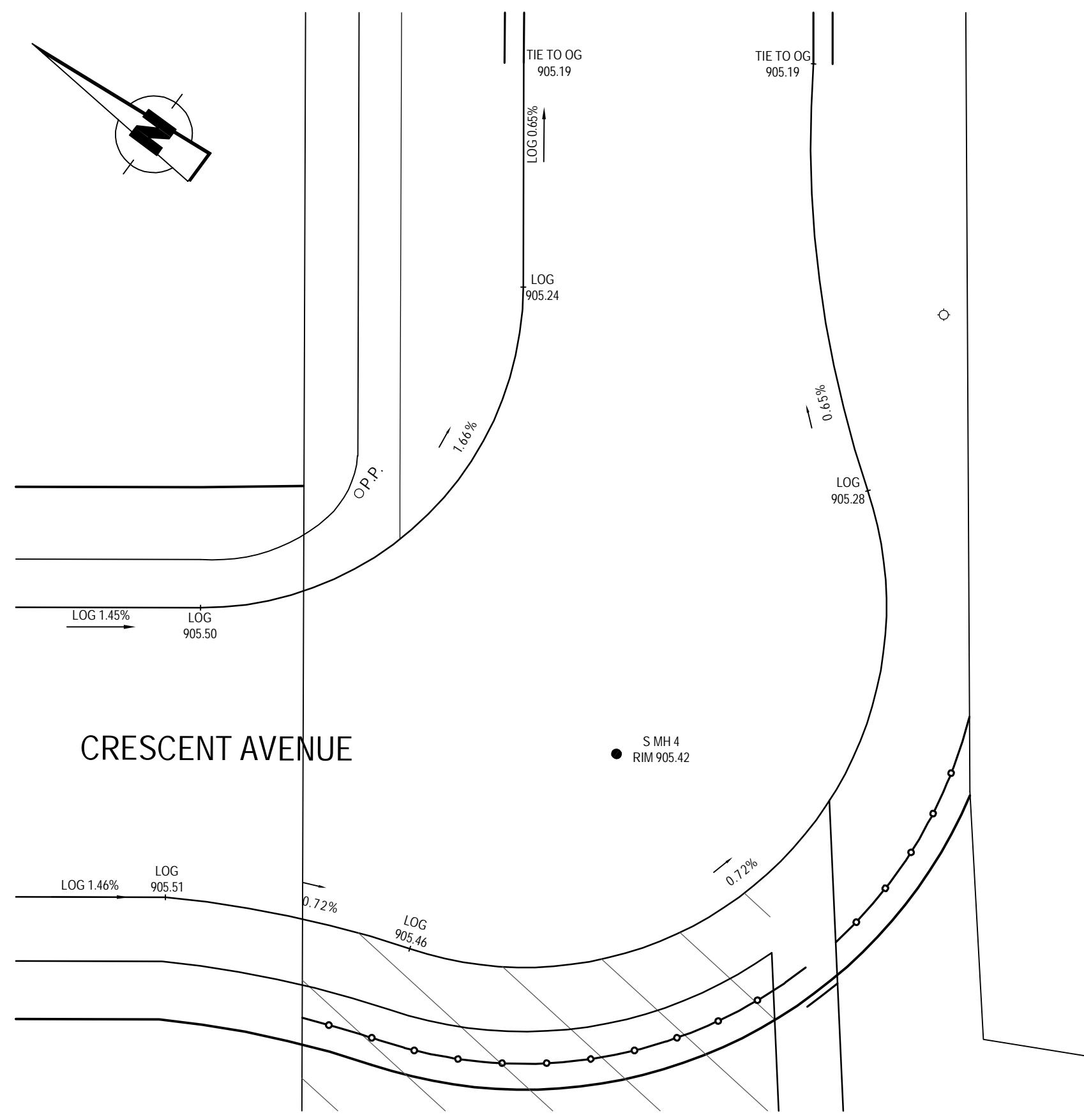


**CORNER A - DETAIL**  
1:150

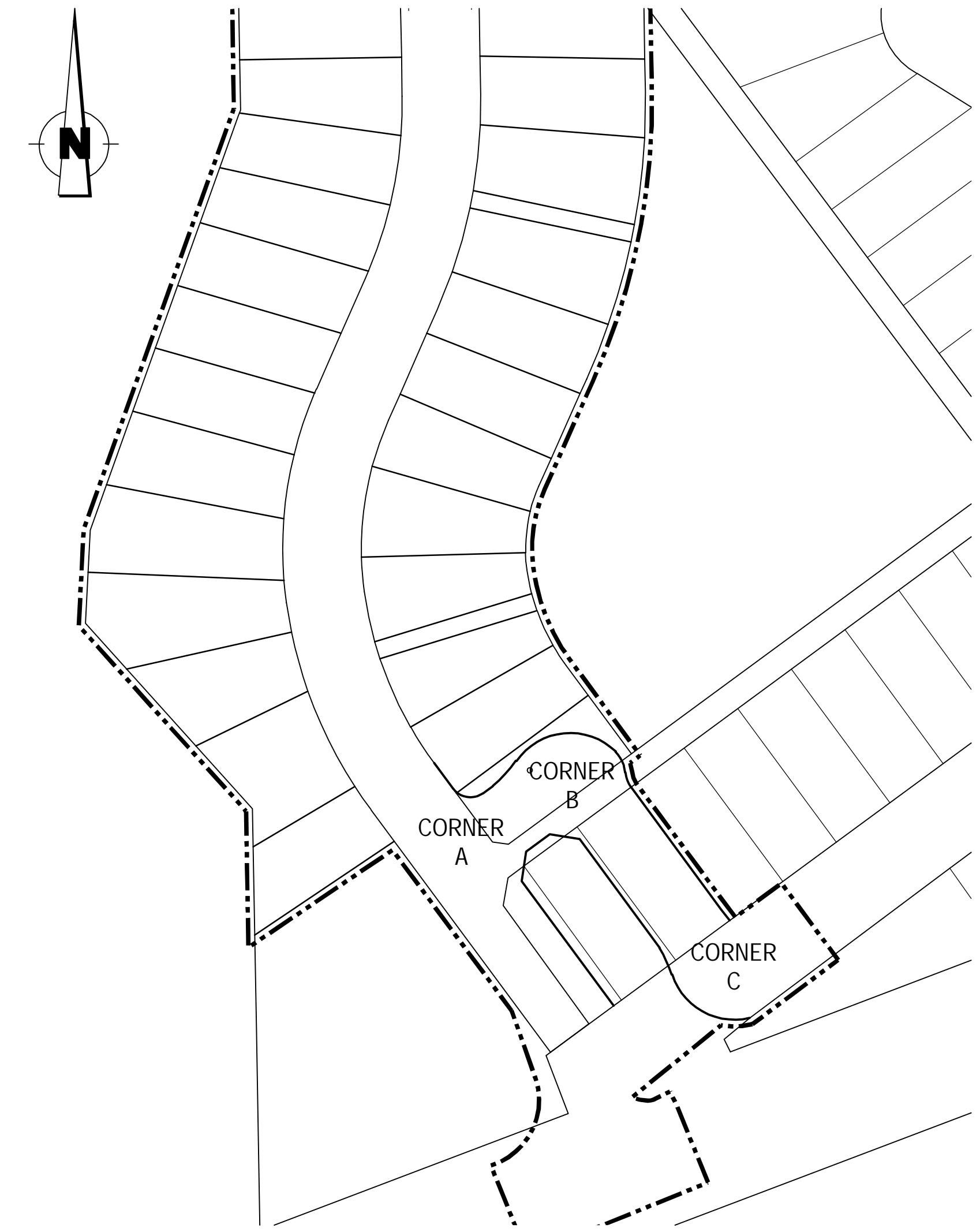
Weird curve  
IMH 02/08/2023



**CORNER B - DETAIL**  
1:150



**CORNER C - DETAIL**  
1:150



**KEY PLAN**  
1:1000

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PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

**INTERSECTION AND BULB DETAILS**

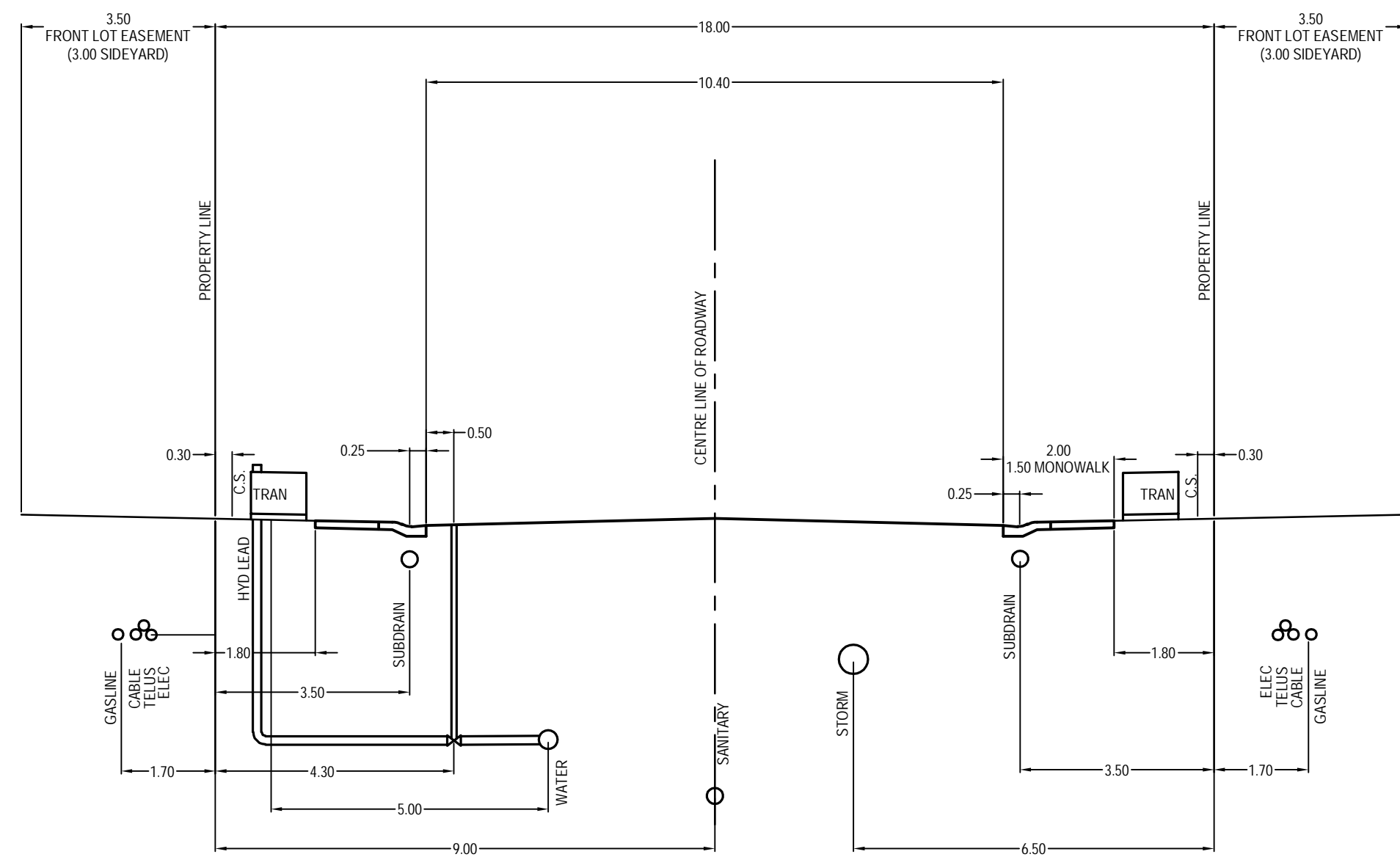
PROJECT:

**SUNSET PARK PHASE 2**

DRAWING NUMBER: C501

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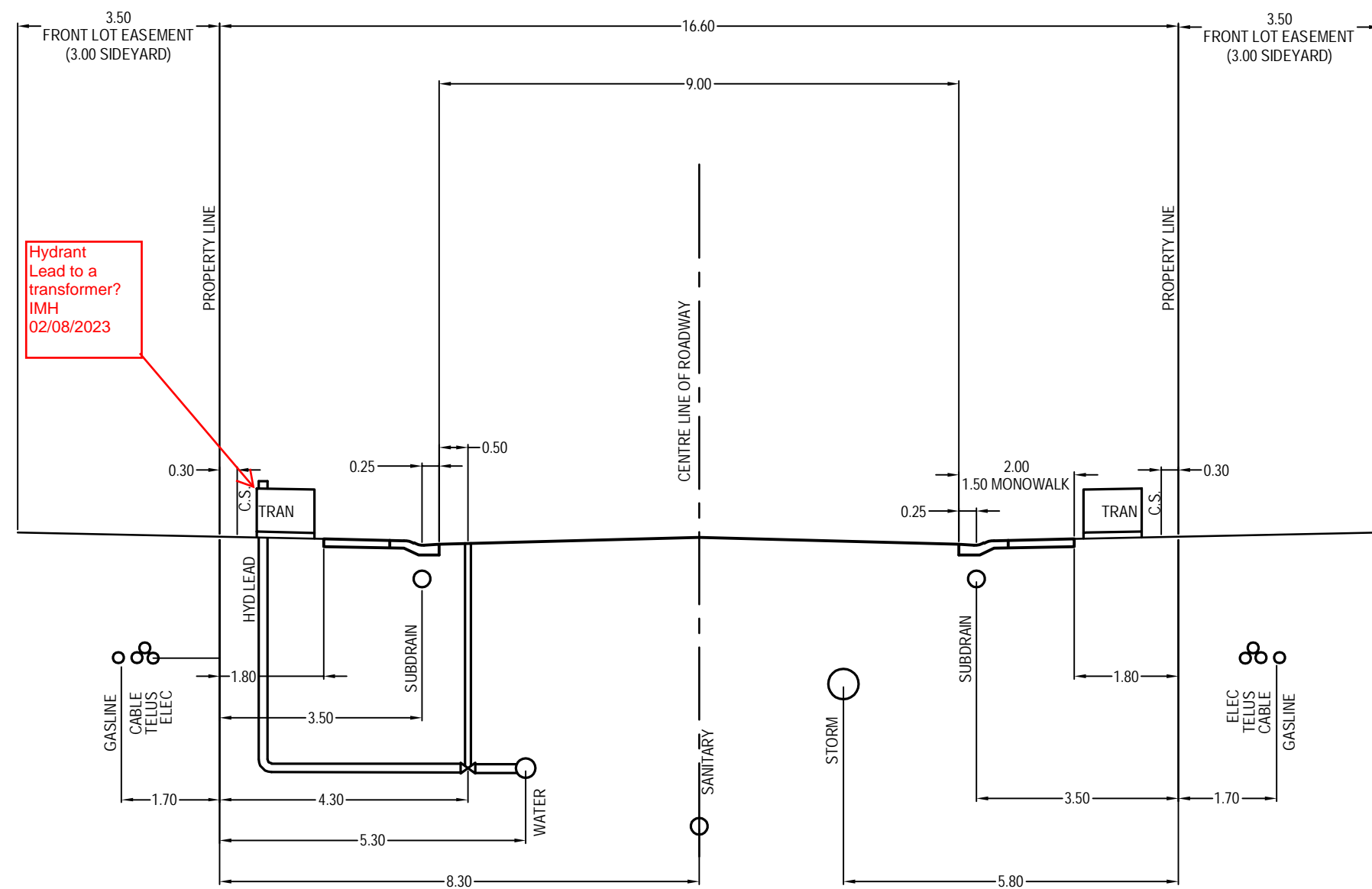




TYPICAL ROAD SECTION - 9 STREET  
1:100

- NOTES:
- SEE DEPTH ZONES OF SERVICES. HYDRANT, TRANSFORMERS AND STREET LIGHTS ARE CENTRED ON LOT LINE EXTENSIONS.
  - TRANSFORMERS & PEDESTALS 0.15m BACK OF SIDEWALK.
  - WIRE FOR ELECTRICITY/TELEPHONE AND GAS CABLE 1.50m BACK FROM PROPERTY LINE.
  - SHALLOW UTILITY EASEMENT 3.5m FOR 4 PARTY TRENCHING (RESIDENTIAL).

What about streetlights?  
What line assignment are they on?  
IMH  
02/08/2023

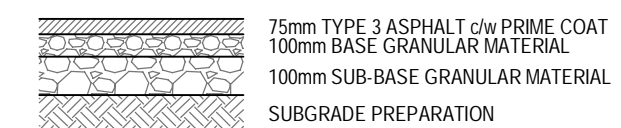


TYPICAL ROAD SECTION - CRESCENT AVENUE  
1:100

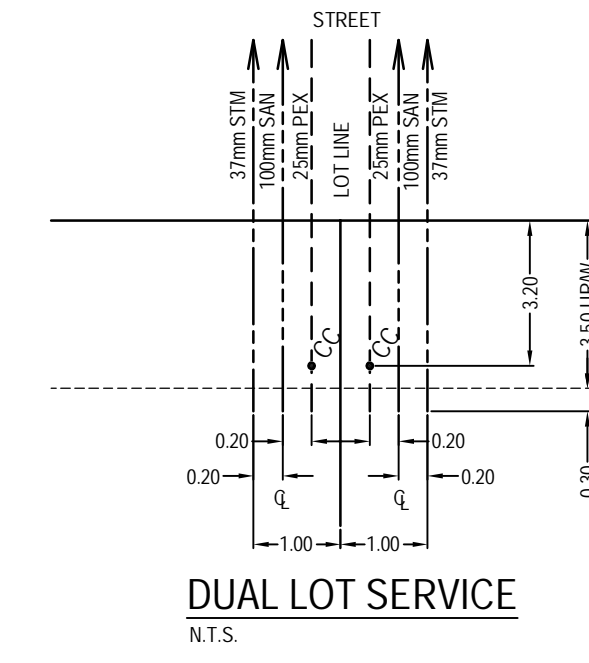
- NOTES:
- SEE DEPTH ZONES OF SERVICES. HYDRANT, TRANSFORMERS AND STREET LIGHTS ARE CENTRED ON LOT LINE EXTENSIONS.
  - TRANSFORMERS & PEDESTALS 0.15m BACK OF SIDEWALK.
  - WIRE FOR ELECTRICITY/TELEPHONE AND GAS CABLE 1.50m BACK FROM PROPERTY LINE.
  - SHALLOW UTILITY EASEMENT 3.5m FOR 4 PARTY TRENCHING (RESIDENTIAL).

Hydrant Lead to a transformer?  
IMH  
02/08/2023

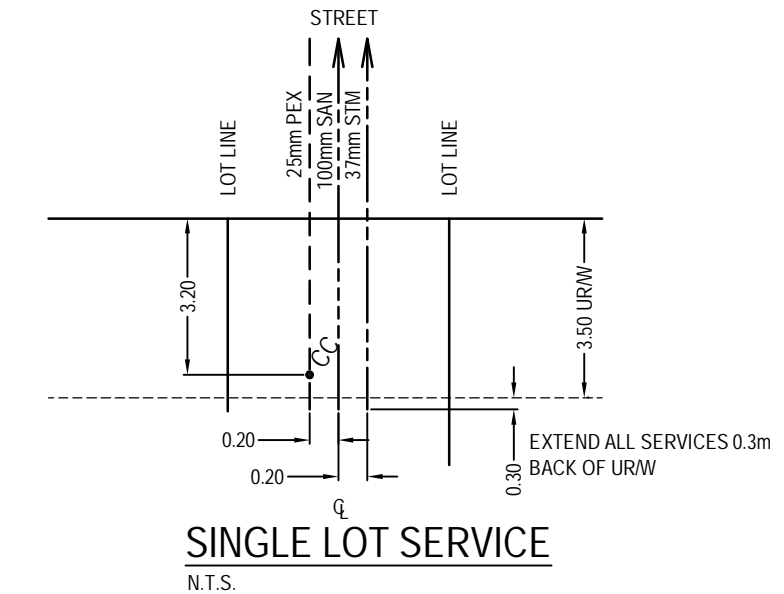
What about streetlights?  
What line assignment are they on?  
IMH  
02/08/2023



ASPHALT PAVEMENT STRUCTURE  
N.T.S. AS PER GEOTECHNICAL REPORT PREPARED BY BDT ENGINEERING JANUARY 2023



DUAL LOT SERVICE  
N.T.S.



SINGLE LOT SERVICE  
N.T.S.

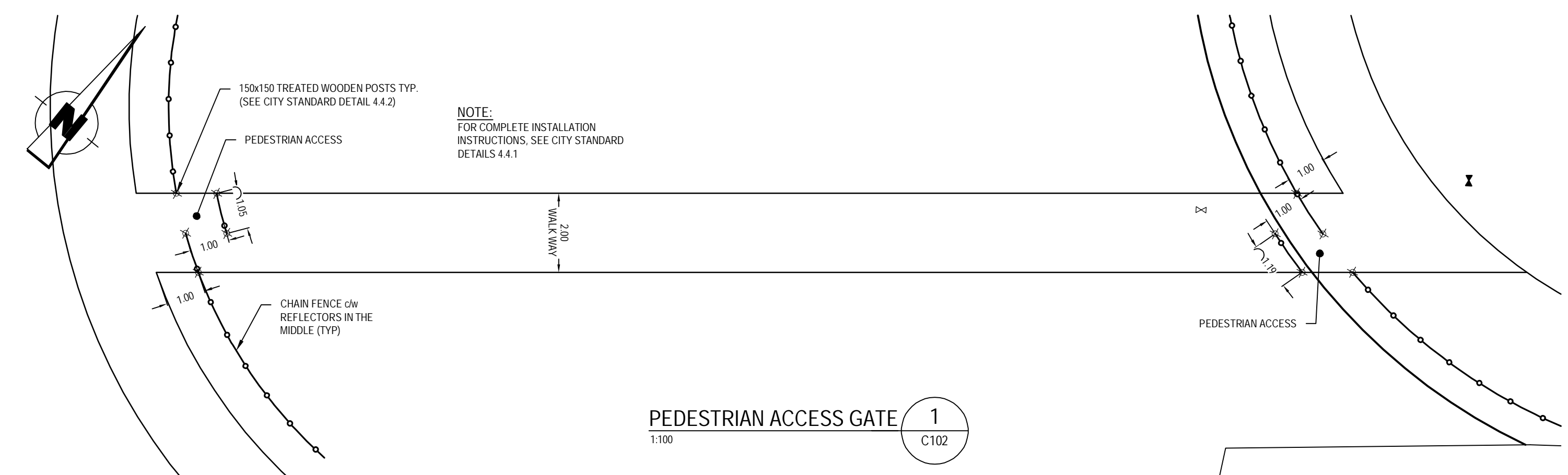
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PEDESTRIAN ACCESS GATE 1  
1:100 C102

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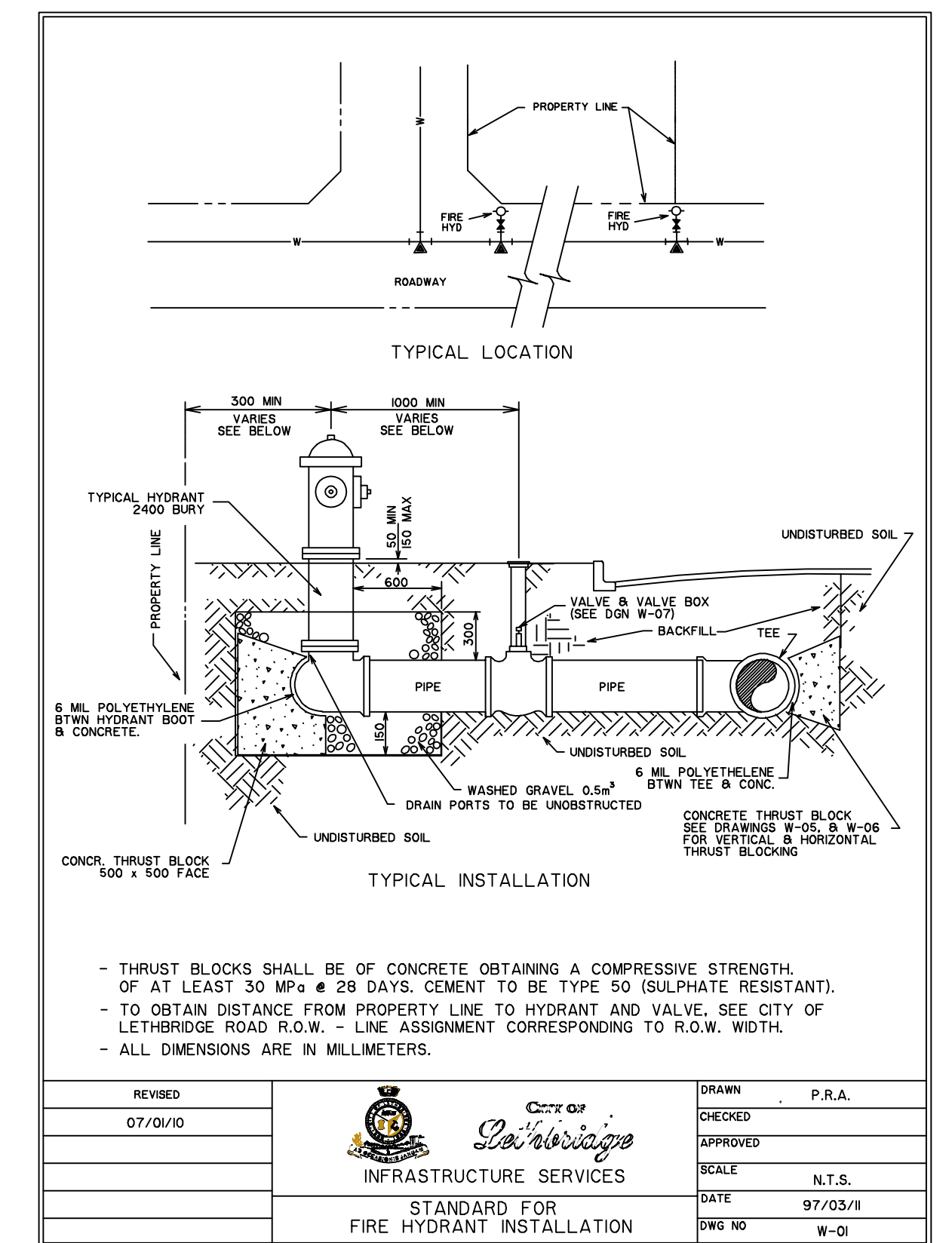
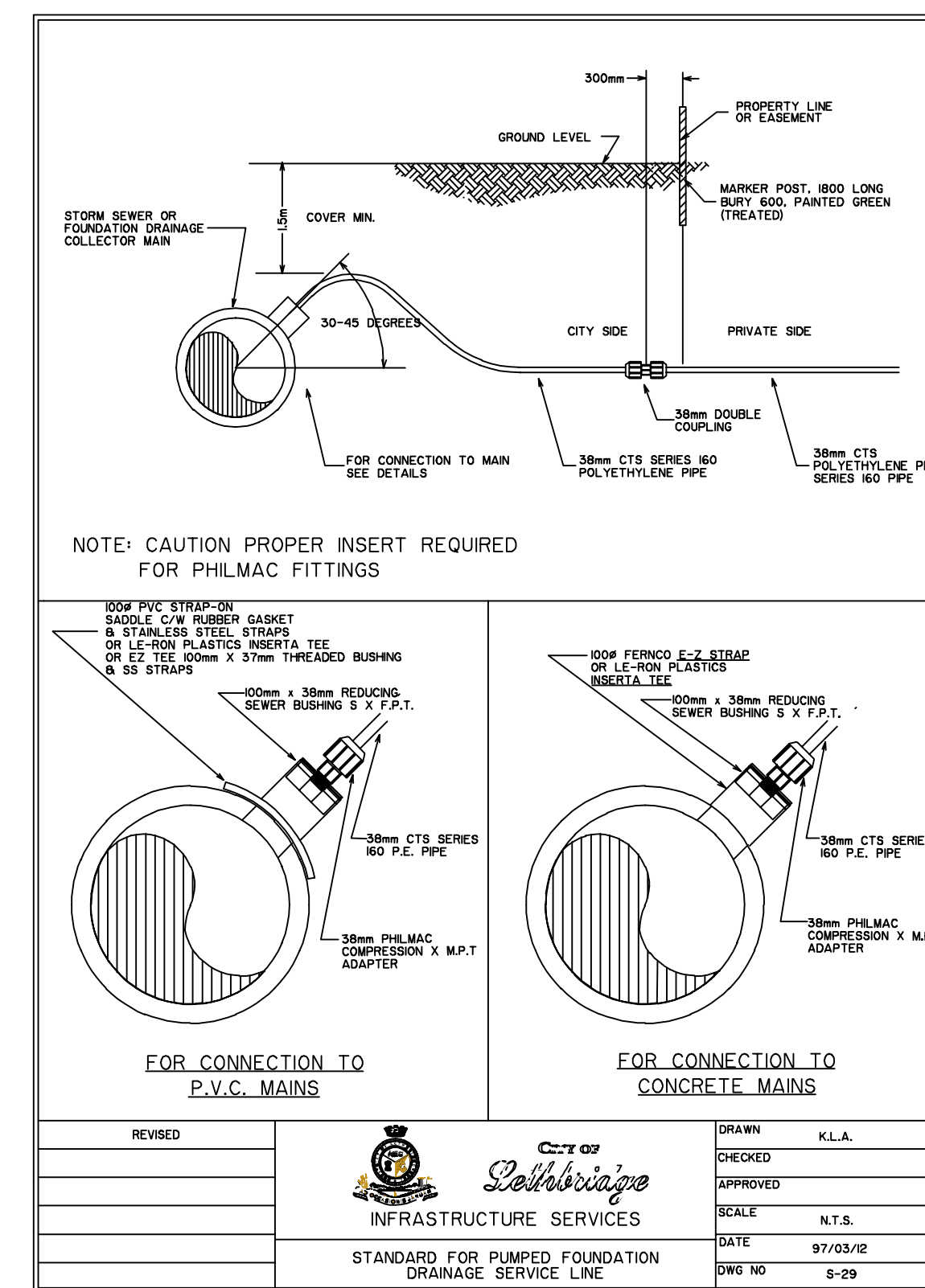
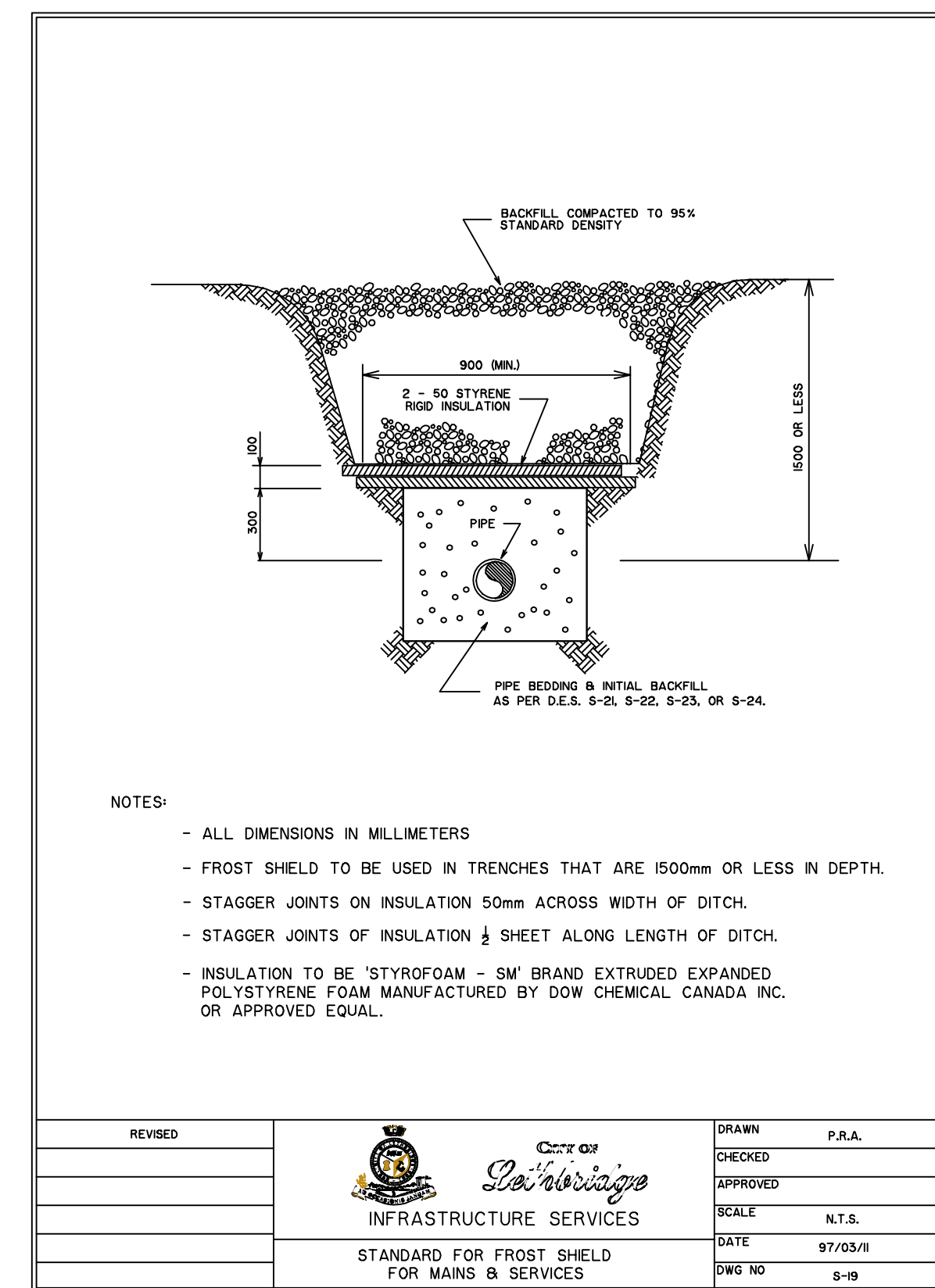
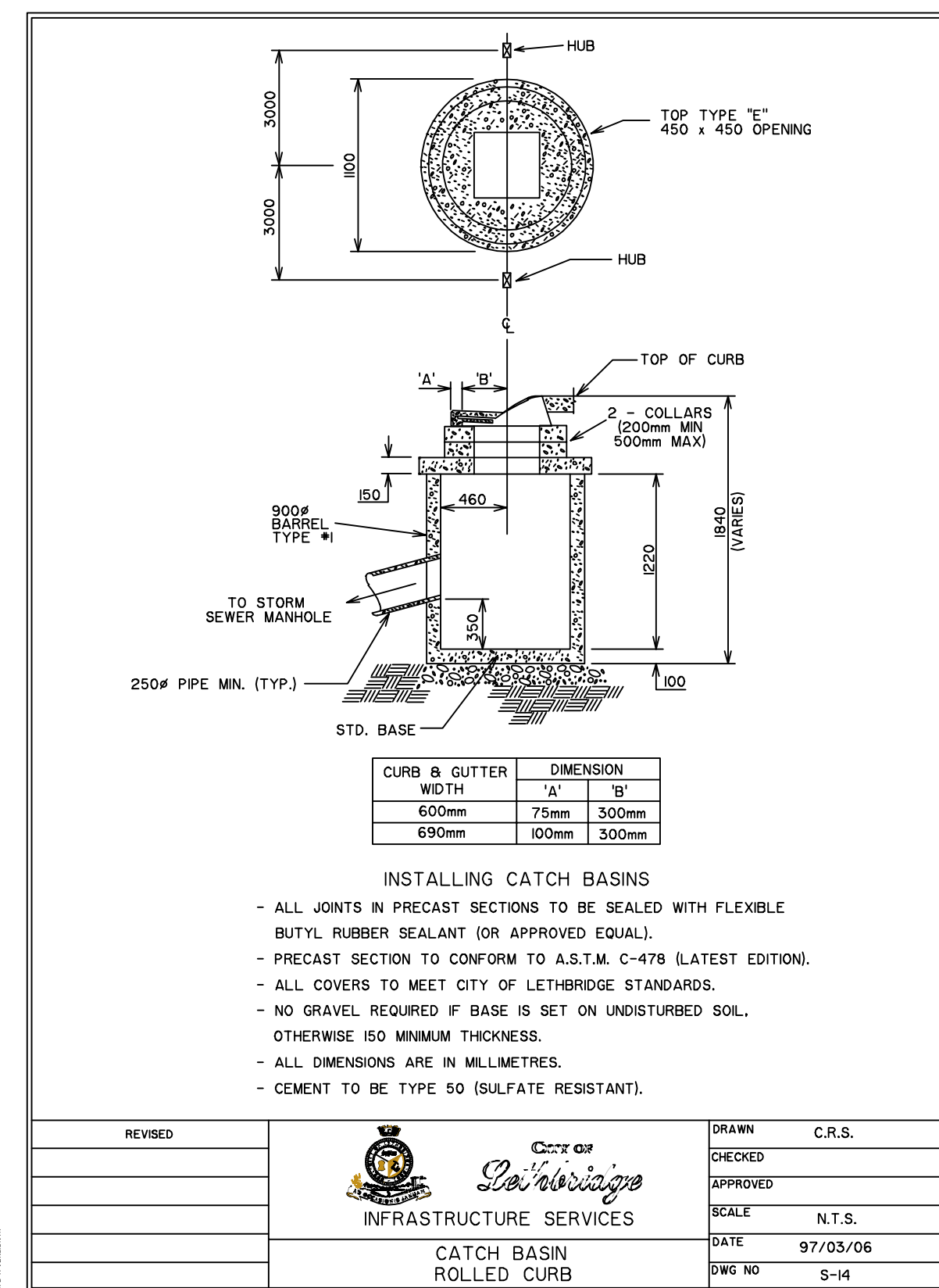
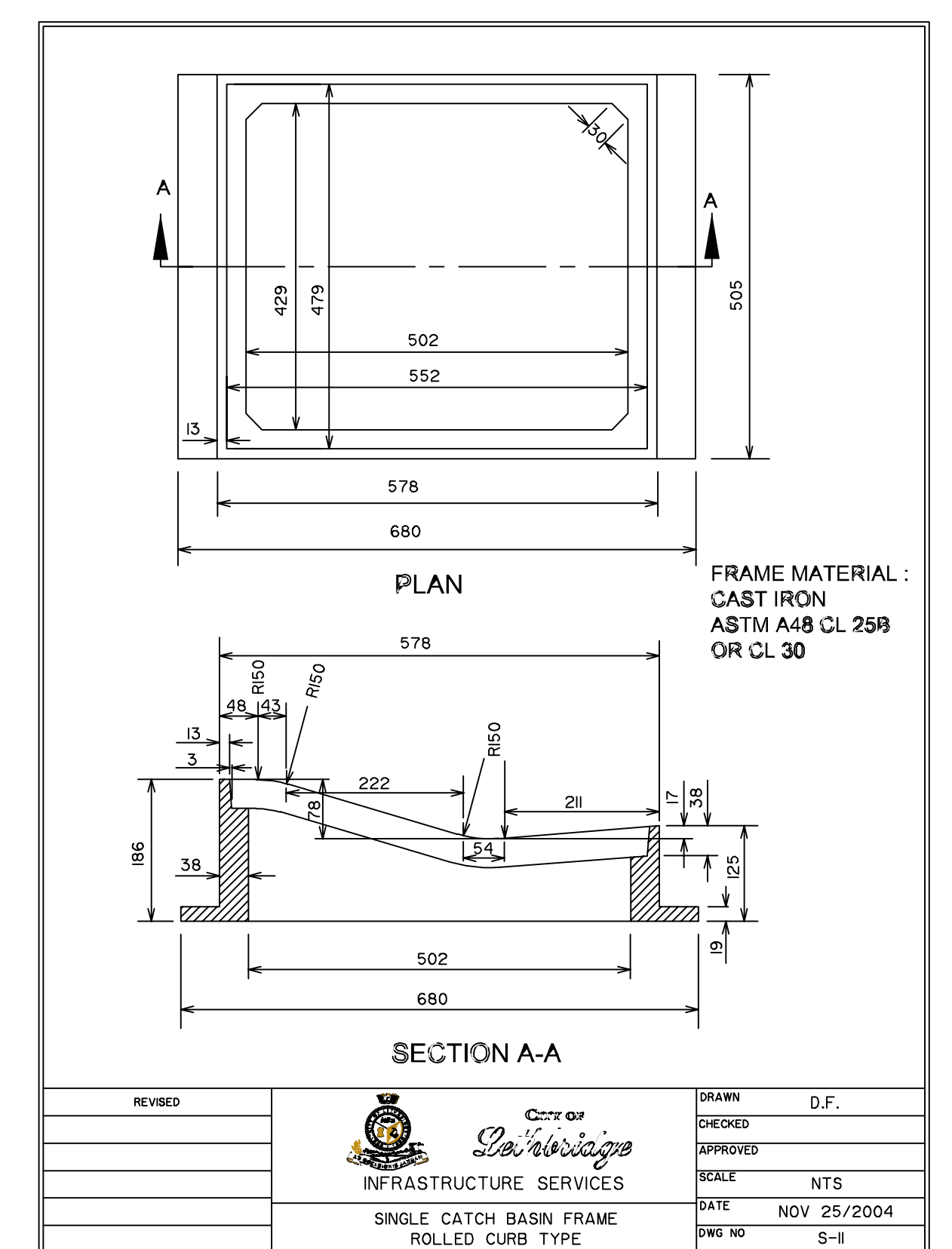
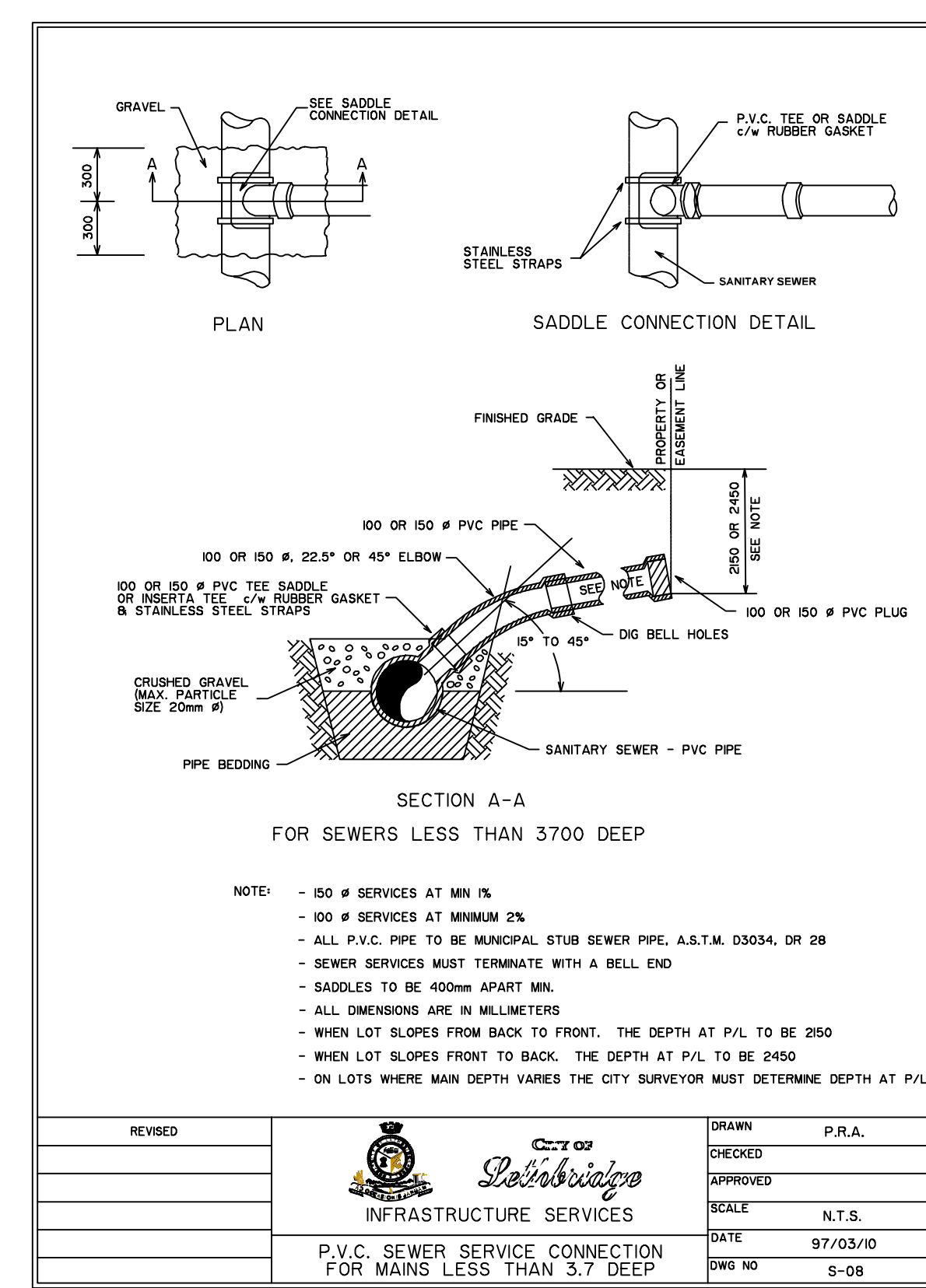
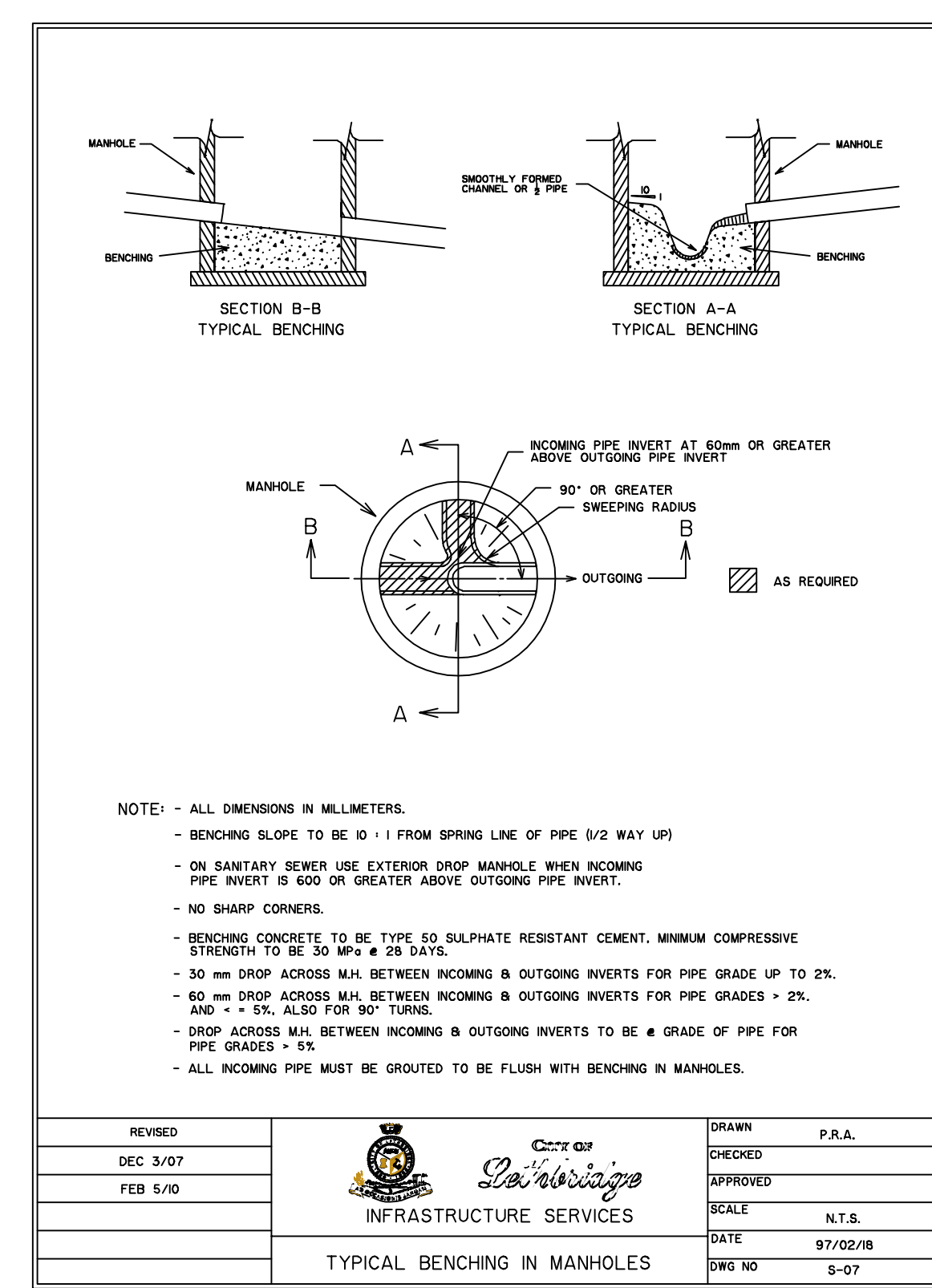
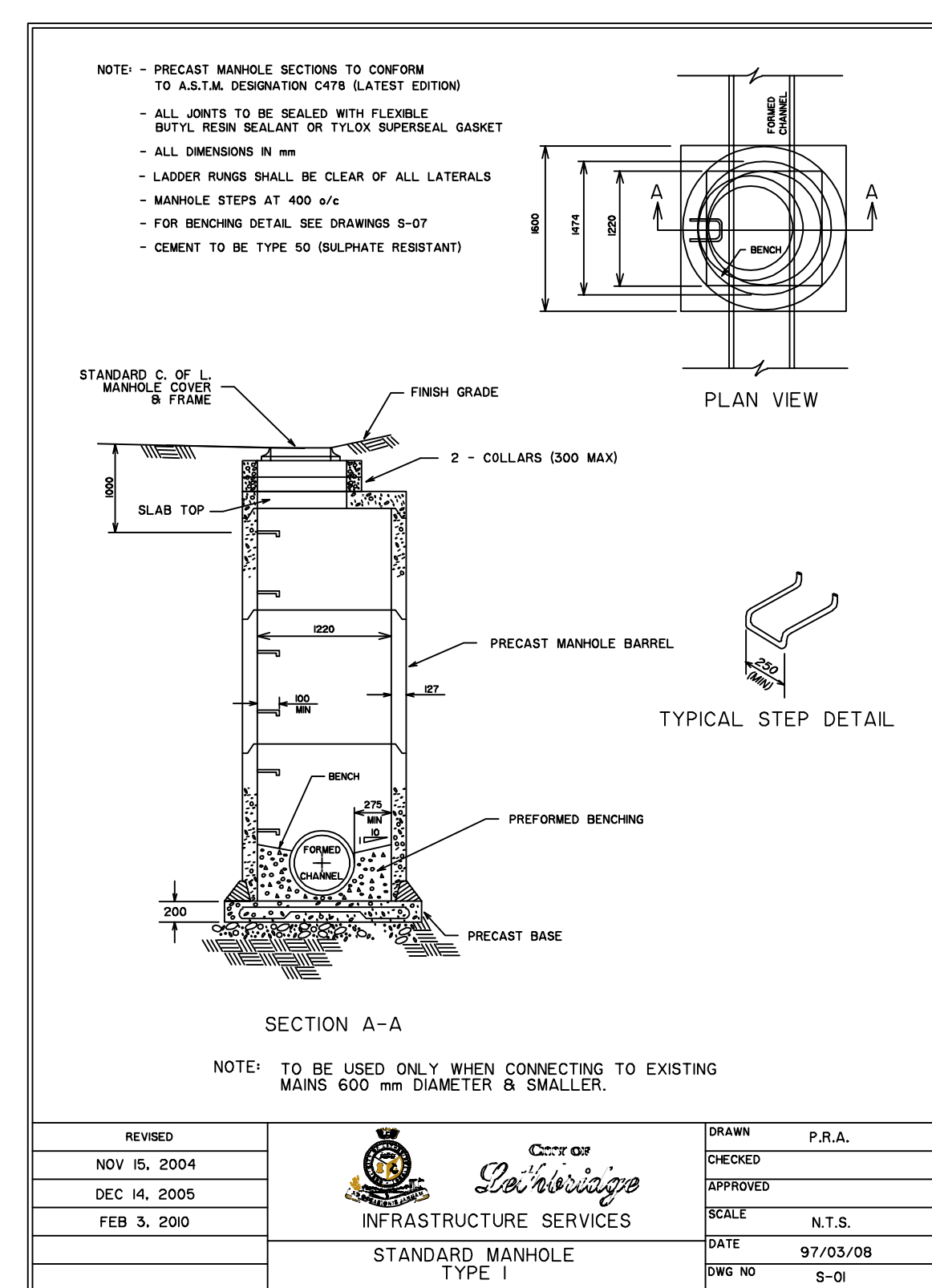
CLIENT REF. #:

TITLE: SECTIONS AND DETAILS

PROJECT: SUNSET PARK PHASE 2

DRAWING NUMBER: C502

REV: ----



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PROJECT NUMBER: 221-13507-00

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CLIENT: PICTURE BUTTE ALBERTA

CLIENT REF. #:

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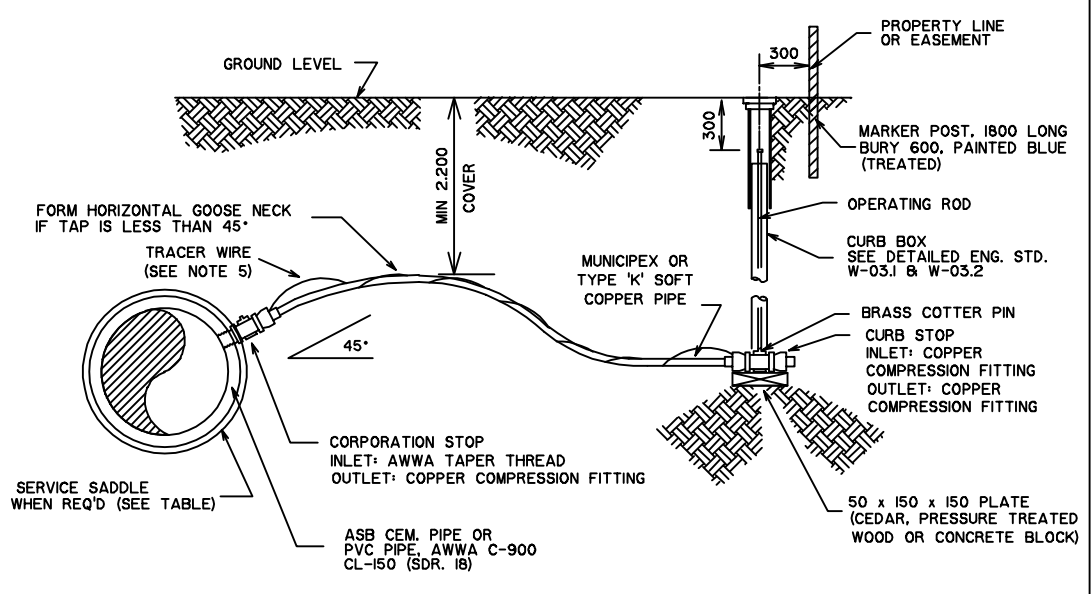
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DATE / HOUR: 02/08/2023 @ 11:00

PROJECT: SUNSET PARK PHASE 2

DRAWING NUMBER: C503

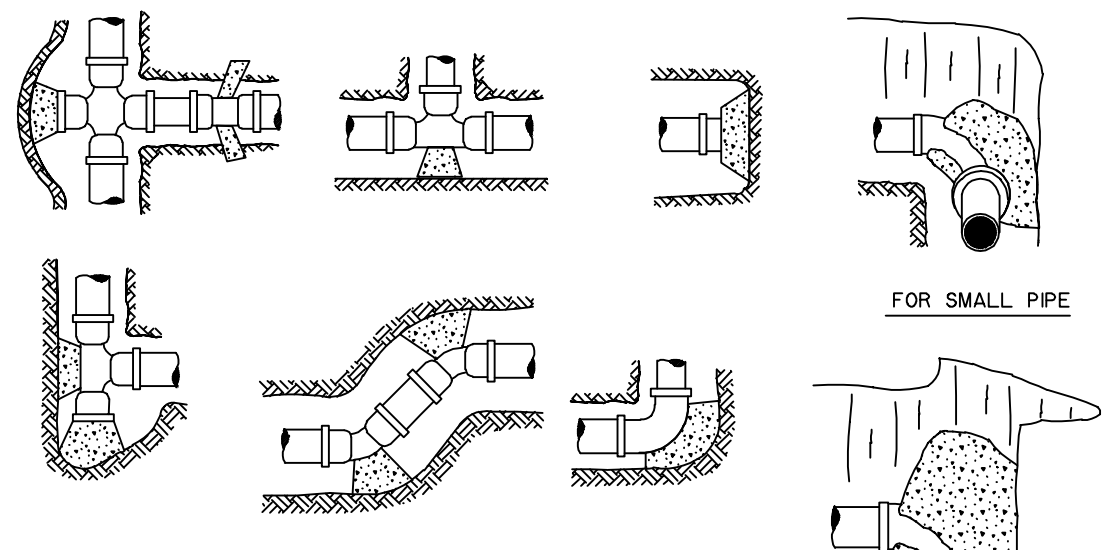
REV: ----



PIPE SIZE	MAX SIZE OF OUTLET ALLOWED WITH CL 150 AC PIPE		MAX SIZE OF OUTLET WITH PVC PIPE CL 150 (SDR18)	
	CORPORATION STOP ONLY	CORP STOP WITH SERVICE SADDLE	CORPORATION STOP ONLY	CORP STOP WITH SERVICE SADDLE
100	-	25	20	50
150	-	37	25	50
200	-	50	25	50
250	-	50	25	50
300	-	50	25	50
350	-	50	25	50
400	-	50	25	50

- NOTES:
- CORPORATION STOPS TO BE STAGGERED AND AT LEAST 400 mm APART.
  - CORPORATION STOPS TO BE 300 mm MIN. FROM END OF PIPE SECTION.
  - USE AWWA THREAD FOR ALL DIRECT TAPS & SERVICE SADDLE CONNECTIONS.
  - FOR CONNECTIONS IN EXISTING AREAS, HORIZONTAL GOOSENECK TO BE FORMED IF DEPTH IS LESS THAN 1500 mm.
  - TRACER WIRE SHALL BE INSTALLED IN CUL-DE-SACS AND WHERE SPECIFIED BY THE CITY ENGINEER.

REVISED	 <b>CITY OF Lethbridge</b> INFRASTRUCTURE SERVICES	DRAWN	P.R.A.
DEC 15, 2005		CHECKED	
		APPROVED	
		SCALE	N.T.S.
		DATE	97/03/11
		DWG NO	W-02
STANDARD FOR 20mm & 25mm WATER SERVICE			



LOCATION OF HORIZONTAL THRUST BLOCKS

TABLE "A"

PIPE SIZE	DEAD ENDS & TEES	90° BEND	45° BEND	22 1/2° BEND	1/4" BEND
100	0.12	0.17	0.10	0.10	0.10
150	0.26	0.35	0.19	0.10	0.10
200	0.43	0.60	0.33	0.17	0.10
250	0.70	0.99	0.54	0.27	0.14
300	1.00	1.40	0.75	0.39	0.19
350	1.35	1.90	1.03	0.52	0.26
400	1.75	2.47	1.34	0.68	0.34
450	2.24	3.15	1.72	0.87	0.44
500	2.77	3.90	2.12	1.07	0.54
600	4.00	5.64	3.07	1.55	0.78
750	6.26	8.93	4.56	2.44	1.22
900	9.03	12.70	7.58	3.51	1.76

TABLE "B"

SOIL TYPE	SAFE BEARING LOAD - kPa
SOFT CLAY; LOOSE SAND	50
MED. SOFT CLAY; DENSE SAND	100
DENSE CLAY TLL & GRAVEL	150
HARD SHALE	500

- NOTE:
- CONCRETE THRUST BLOCKS ARE TO BE PLACED AT ALL TEES, BENDS, PLUGS, CAPS, PIPE DEFLECTIONS AND REDUCERS.
  - CONCRETE THRUST BLOCKS SHALL EXTEND INTO UNDISTURBED SOIL. THRUST BLOCKS IN SOFT UNSTABLE SOILS WILL REQUIRE REMOVAL OF SOIL & REPLACEMENT WITH COMPACTABLE FILL OF SUFFICIENT STABILITY TO RESIST THRUST TO THE SATISFACTION OF THE ENGINEER.
  - THRUST BLOCKS SHALL BE OF CONCRETE OBTAINING A COMPRESSIVE STRENGTH OF AT LEAST 50 MPa # 28 DAYS. CEMENT TO BE TYPE 50 (SULPHATE RESISTANT).
  - CONCRETE SHALL BE KEPT CLEAR OF BELLS AND SHALL NOT CONTACT THE PIPE. USE A MINIMUM OF 6 mm POLYETHYLENE BETWEEN CONCRETE AND ALL FITTING SURFACES.
  - ALL THRUST BLOCKS SHALL HAVE A MINIMUM FACE OF 0.10 m<sup>2</sup>.
  - REDUCERS SHALL HAVE A TOTAL BEARING AREA EQUAL TO THAT OF AN 1/4" BEND BASED UPON THE LARGEST DIAMETER OF THE REDUCER.

REVISED	 <b>CITY OF Lethbridge</b> INFRASTRUCTURE SERVICES	DRAWN	P.R.A.
		CHECKED	
		APPROVED	
		SCALE	N.T.S.
		DATE	97/02/12
		DWG NO	W-05
HORIZONTAL THRUST BLOCKING			

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SIGNATURE: DATE / HOUR: 02/08/2023 @ 11:00

REV	DATE	DESCRIPTION	BY	REV	DATE	DESCRIPTION	BY
0A	202X-MM-DD	ISSUED FOR <DESCRIPTION>	--				

SEAL:

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**wsp**

WSP Canada Inc.  
 3509 6th AVENUE NORTH, LETHBRIDGE, ALBERTA T1J 5C1  
 T 403-327-7746 | www.wsp.com

PROJECT NUMBER: 221-13507-00

CLIENT:

**PICTURE BUTTE ALBERTA**

CLIENT REF. #:

TITLE:

STANDARD DETAILS SHEET 2 OF 2

PROJECT:

SUNSET PARK PHASE 2

DRAWING NUMBER: C504

REV: ----



## 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: 7 February, 2023  
To: Mayor, Council  
From: CAO

### **Re: Council attendance at Alberta Coordinated Action for Recycling Enterprises Conference**

#### **Background:**

At a Lethbridge Regional Waste Management Commission meeting the following motion was made: "MOVED by J. Kuerbis to compensate one member of each of the represented commission municipalities to attend the CARE Conference in Strathmore in February."

The motion was vague and understood to mean that the commission would pay for all costs associated with attending the conference. However, the Commission will only pay for the registration cost for the conference. The municipality will have to cover other costs including hotel, mileage and remuneration for time.

Councillor Thomson expressed a desire to attend the conference at the time the motion was made at the commission meeting. If this is to occur Council needs to pass a motion stating that they will pay for expenses incurred while attending the "CARE" conference as per the Town's expense reimbursement policy.

**Submitted by:** Keith Davis, CAO

# 12th Annual Alberta CARE Spring Seminar

February 22nd-February 24th

# 2023

## Accommodations

**Travel Lodge by Wyndham**  
350 Ridge Road  
Strathmore, AB  
1-403-901-0000

### Group Booking: Alberta CARE



The Vault Cultural Collective

# 12th Annual Alberta CARE Spring Seminar

February 22nd-February 24th

# 2023

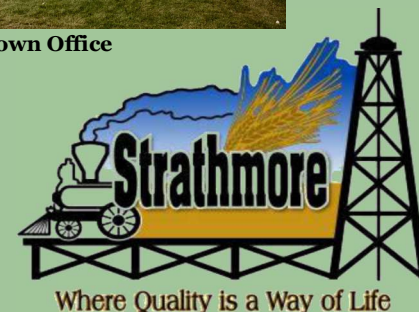
**Travel Lodge by Wyndham**  
350 Ridge Road, Strathmore, AB



Geodesic Community Dome



Town Office



Please forward registrations & payment to:  
**ALBERTA C.A.R.E.**  
Linda McDonald, Executive Director  
5212-49 Street  
Leduc, AB T9E 7H5  
Cell:780-668-6767  
Email: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)  
Web: [www.albertacare.org](http://www.albertacare.org)

## Who Should Attend?

- Municipal Elected Officials
- Waste Commission Managers
- Landfill Operators
- Public Works Employees
- Eco Centre Employees
- Alberta Recycling Associations
- Alberta Landfill Engineers
- Waste Management Vendors
- Waste Disposal Companies
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction**  
Going once...  
Going twice...

Ends February 23/22  
at 8:00 p.m.

# Tuesday February 21st

9:30 a.m. - 4:30 p.m. Updated HHW Course  
Register separately with [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

# Wednesday February 22nd

9:00 a.m. - 5:00 p.m. Registration and Exhibit Set Up

11:00 a.m. - Noon Lunch and Refreshments

1:00 p.m. TOUR #1

- Drumheller Regional Solid Waste Landfill

OR

TOUR #2 *(Buses provided for Tours)*

- Royal Tyrrell Museum

5:00 p.m. COCKTAILS (Cash Bar)

6:30 p.m. BUFFET BANQUET

8:00 p.m. Entertainment



\$525.00 Registration Per Person  
Register 3 or more Delegates  
and receive a....

**10% Discount!**

This Conference is Alberta Environment approved  
for 'Continuing Education Units'

# Thursday, February 23rd

7:00 a.m. Exhibit Viewing & Buffet Breakfast

8:15 a.m. Welcome – Tom Moore, Chairman, Alberta CARE

8:30 a.m. Town of Strathmore, Overview of Environmental Sustainable Development

9:15 a.m. Geodesic Community Dome  
Strathmore Highschool, Mr. Colehintz and Students

10:00 a.m. Southern Alberta Energy from Waste Association (SAEWA)  
Paul Ryan, SAEWA Board Member

10:45 a.m. Grain Bag and Twine Recycling  
Dan Zembal, Poly Ag Recycling & Davin Johnson, Clean Farms

11:30 a.m. Regional Intro to Plastic Recycling 1 - 7 and Mixed Post Consumer Plastic  
Mark Sabourin, EFS Plastic Recycling *(Coffee Side Bar)*

NOON BUFFET LUNCHEON

1:15 p.m. TOUR #3

- Quantum Lifecycle – Info Technology Assets Disposition (ITAD)
- Rocky View County Irricana Transfer Station
- City of Airdrie, Self Serve Transfer Station and Recycling Depot

OR *(Buses provided)  
(Buses loading at 1:00 p.m.)*

TOUR #4

- Military Museum – 2nd Largest in Canada

5:00 p.m. COCKTAILS

6:30 p.m. BUFFET BANQUET

8:00 p.m. Silent Auction Ends

9:00 p.m. HOSPITALITY EVENING - Hosted by K&K Recycling



# Friday, February 24th

7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast

8:30 a.m. AI Technology for the Waste Stream  
Glen Finstad, Councillor, City of Leduc, AB

9:00 a.m. Alberta Plastics Recycling Association (APRA) Update  
Tammy Schwass, Executive Director

9:30 a.m. Extended Producers Responsibility (EPR) Municipal Update  
Ed Gugenheimer, Alberta Recycling Management Association (ARMA)  
David McKenna, Director, Waste Policy Section, Alberta Environment and Protected Areas

10:15 a.m. Plastic Bumpers – Automotive Recyclers of Canada (ARC)  
Steve Fletcher, Environment Canada and Climate Change

11:00 a.m. Closing Remarks  
Tom Moore, Chairman, Alberta CARE *(Coffee Side Bar)*



Running with the Bulls



Capital Power



Solar Farm





## 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: 9 February, 2023  
To: Mayor, Council  
From: CAO

### Staffing

We have filled the PW 1 full time position with Jeremy Sillito and have a casual public works person working with us while the Water and Wastewater Operator position remains vacant. At the moment staffing levels have returned to normal with the exception that we are using public works staff and Coaldale staff to fill vacancies in the arena schedule to cover for the casual individual that moved to Calgary.

### Miscellaneous Items

- I have been spending time on reorganising our electronic filing system.
- I met with the seniors regarding their rental agreement. Discussions went well. They want to take the proposed rental fee back to their members with their recommendation to accept the rental fee and yearly 3% increase.
- I attended a Picture Butte interagency meeting with FCSS representatives. FCSS are putting together another bulletin for events occurring in the Spring.

### Ongoing projects

#### Sanitary Main Upgrade – Phase 2

There are a few deficiencies that need completing with this project. We are working with the engineers to have them completed.

### Wastewater Approval Requirements

The completed application is with Alberta Environment. A grant application is with Alberta Transportation. We now have to wait for the Provincial bodies to notify us of next steps.

### HOLIDAY STATUS

Days in lieu used 2 hrs out of 70 hrs

Accrued Holidays 22 days

### Submitted by:

Keith Davis, CAO



## Town of Picture Butte

**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.*

# Director of Operations Monthly Report

January 23 – February 7, 2023

## Current Public Works Activity

- **Sunset Phase II:** Open house to the public on the preliminary design was held on January 25, 2023.
- Work with a local nursery on obtaining different species of trees through a free tree trial provided by the Provincial Government.
  - Use the small trees to plant at specific locations around the Town.
- Hired one full-time Public Works 1 position. – Start date on February 6, 2023.
- Hired one casual Public Works 1 position. – Start date on January 30, 2023.
- Training for permanent staff with WHMIS and Ground Protection is in progress.
- Worked with Alberta Transportation to install new pedestrian crossing pushbuttons on Rogers Avenue beside the Picture Butte Highschool.
- Discussions with Alberta Transportation on fixing the highway drainage on Rogers Avenue are in progress.
- **Snow Maintenance:** Staff continues to snow plow and apply sanding during the snow events.
- Metering is completed for January 2023.
  - The new software and belt clip will be fully operational in May, 2023.
- Obtained quotes for an online safety program are completed.
- Garbage continues to be done weekly.
- **North County Recreation Complex – Arena:** The last tournament for minor hockey was completed from February 4 thru the 5<sup>th</sup>.
- Clean-up in the shop continues and is in progress.

## RECOMMENDATION:

That Council receive for information, the Director of Operations report for the period of January 23, 2023 – February 7, 2023.

Prepared by:

Aaron Benson

Date: February 7, 2023

Respectfully presented to:

Council

Date: February 14, 2023



## Keith Davis

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**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@abmunis.ca>  
**Sent:** Wednesday, February 01, 2023 8:55 AM  
**To:** Keith Davis  
**Subject:** Asset Management Workshops

Good Morning,

I just wanted to remind you of the opportunity to register yourself and council members for our Asset Management Workshops for Elected Officials. ABmunis, in partnership with RMA and Infrastructure Asset Management Alberta, is able to offer these workshops at no cost other than your travel and accommodations thanks to a grant received from the Federation of Canadian Municipalities (FCM). The workshops are aimed at CAOs and elected officials to provide an understanding of how asset management can support your municipality.

For participants in southern Alberta, workshops are scheduled in Lethbridge on February 16<sup>th</sup> and Calgary on March 2<sup>nd</sup>. If interested, please sign up for these dates as soon as possible as they are quickly approaching. For the rest of the province, workshops are scheduled in Grande Prairie on April 20<sup>th</sup>, in Edmonton on May 25<sup>th</sup> and in Vermilion on June 8<sup>th</sup>. For more information and to register please visit our asset management page: <https://www.abmunis.ca/advocacy-resources/infrastructure/asset-management/asset-management-courses/elected-officials-asset>

Sincerely,

**Dan Rude** | Chief Executive Officer

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### ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll-Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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*Alberta Municipalities respectfully acknowledges 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.*



## INVITATION

The Board of Barons-Eureka-Warner Family and Community Support Services invites your Council members to the

# All-Councils Meeting

Date: April 5, 2023

Registration: 5:30 to 6:00pm

Dinner: 6:00 pm

Location: Civic Square

1801 20th Ave. #200, Coaldale

Please RSVP by March 24, 2023 via email to [Linda.Hashizume@fcss.ca](mailto:Linda.Hashizume@fcss.ca) for those attending.

**Barons-Eureka-Warner Family & Community Support Services (FCSS)**  
**Minutes of Board Meeting – Wednesday, December 7, 2022**  
**Coaldale Hub (2107-13<sup>th</sup> Street)**  
**In-person and Online via Teams**

**Attendance (in-person)**

**Board Members:**

Bekkering, Garth – Town of Taber  
Chapman, Bill - Town of Coaldale  
Heggie, Jack – County of Warner  
Hickey, Lorne – Lethbridge County  
Feist, Teresa - Town of Picture Butte  
Foster, Missy – Village of Barnwell  
Jensen, Kelly – Town of Raymond  
Jensen, Melissa – Town of Nobleford  
Kirby, Martin – Village of Warner  
Nilsson, Larry – Village of Stirling  
Weistra, Ed – Village of Barons

**Attendance (online) – Board Members**

Degenstein, Dave – Town of Milk River  
Montina, Lyndsay – Town of Coalhurst  
Payne, Megan – Village of Coutts

**Absent – Board Members**

Harris, Merrill – M.D. of Taber  
Plumtree, Margaret - Town of Vauxhall

**Staff (in-person):**

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

**Call to Order**

B Chapman called the meeting to order at 4:03 p.m.

**Carried Unanimously:**

**Introductions:**

B. Chapman requested Board Members and Staff to introduce themselves.

**Approval of Agenda**

E. Weista moved the Board approve the agenda as amended.

7 b) Audit 2022-2025

**Carried Unanimously**

*M.H.*  
*ZM*

## Minutes

J. Heggie moved the minutes of the November 2, 2022, FCSS Board meeting be approved as presented.

**Carried Unanimously**

## Business Arising from Minutes

Family and Community Support Services Association of Alberta (FCSSAA)  
Conference 2022

The Board discussed the FCSSAA Conference, held on November 16-18, 2022.

The Board members that attended the conference agreed that FCSS 101 was the best session attended.

B. Chapman thanked K. Weaver for showcasing Youth Do Crew and Free Little Pantry at the conference.

## Delegation

Big Brothers, Big Sisters

Z. Morrison welcomed Jenn Visser and Mackenzie Beckwith from Big Brothers, Big Sisters.

J. Visser reported FCSS Funding has increased rural programming, which has resulted in an increase in rural participants from 5% in 2019 to 19% in 2022.

Z. Morrison identified the connection between the funding for Family School Liaison Program and Big Brothers, Big Sisters programs that serve the Barons-Eureka-Warner FCSS areas.

Big Brothers, Big Sisters is looking for adult volunteers in all our municipalities. To volunteer contact Mackenzie Beckwith, Rural Caseworker at 403-382-9355 or [mackenzie.beckwith@bigbrothersbigsisters.ca](mailto:mackenzie.beckwith@bigbrothersbigsisters.ca).

Jenn Visser and Mackenzie Beckwith left the meeting at 4:34 pm.

## Correspondence

The following correspondence was presented for information:

- 2022-11-29 – 2023-2025 Grant Agreements – Stephan Gauk, Executive Director, Civil Society and Community Initiatives, Preventive Community Services Division, Alberta Seniors, Community and Social Services
- 2022-11-29 – Nermine Gabr, Canada Revenue Agency – Letter and Certificate of Appreciation.
- FCSSAA Board Meeting Highlights October 14, 2022
- 2022-11-24 FCSSAA – Letter regarding FCSSAA and Food Bank Grants

Z. Morrison discussed food security and food banks.

M.H.  
JM

- 2022-10- Lethbridge County – Lorne Hickey appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – Town of Coaldale – Bill Chapman appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – M.D. of Taber – Merrill Harris appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – Town of Picture Butte – Teresa Feist appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – Town of Taber – Garth Bekkering appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – Village of Barons – Ed Weistra appointed to Barons-Eureka-Warner FCSS Board.
- 2022-10 – County of Warner – Jack Heggie appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Town of Coalhurst – Lyndsay Montana appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Village of Barnwell – Missy Foster appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Village of Stirling – Larry Nilsson appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Town of Milk River – Dave Degenstein appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 Town of Raymond – Kelly Jensen appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Village of Coutts – Megan Payne appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Village of Warner – Martin Kirby appointed to Barons-Eureka-Warner FCSS Board.
- 2022-11 – Town of Nobleford – Melissa Jensen appointed to Barons-Eureka-Warner FCSS Board.

Z. Morrison highlighted the completion of the provincial FCSS Accountability Framework. The Framework will be an important tool to measure the local and provincial success of FCSS.

T. Feist moved the Board receive the correspondence as presented for information.

**Carried Unanimously**

## **Reports**

### Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- New Branding for FCSSAA (logo)
- FCSS Contract 2023-2025
- FRN 4<sup>th</sup> year extension.

- Staff Updates

L. Nilsson moved the Board approve the Executive Director's Report as presented.

**Carried Unanimously**

#### Financial Report

Z. Morrison reviewed the Financial Report including the Project Grand Funding Summary for 2022.

K. Weaver highlighted the Project Grant Funding received from Canada Red Cross for Cultivating Community: Strengthening Mental Health in Agriculture.

The Board discussed the agricultural community and debated the merits of this grant.

K. Weaver highlighted the NeighbourGOOD Trailer project funding received from Community Foundation of Lethbridge and Southwestern Alberta.

L. Hickey moved the Board approve the December 7, 2022 Financial Report including:

- Financial statement for October 31, 2022;
- Monthly accounts for October 1 -31, 2022;
- Mastercard statement for October 14 to November 10, 2022.

**Carried Unanimously**

T. Feist left the meeting at 5:00 pm

G. Bekkering left the meeting at 5:03 pm

#### **New Business**

##### Policies

Z. Morrison reviewed the guidelines he uses for policy review and revisions.

Z. Morrison reviewed Policy Handbook updates for:

- Introduction (including Orientation Manual)
- Occupational Health and Safety Policies
- Administrative and Finance Policies

J. Heggie moved the Board receive the updates to the Policy Handbook including the Introduction & Orientation, Occupational Health and Safety Policies, and Administrative and Finance Policies for information as per the memo to the Board dated December 7, 2022, to be effective January 1, 2023.

**Carried Unanimously**

Z. Morrison reviewed the Human Resource Policies.

m.h.  
jm

E. Weistra moved the Board approve the proposed changes to the Human Resource Policies as per the memo to the Board dated December 7, 2022, to be effective January 1, 2023.

**Carried Unanimously**

2022-2025 Annual FCSS Audit

The Board discussed the FCSS Audit – Request for Proposals submissions.

L. Nilsson moved the Board approve that KPMG be the named Auditor for the period of 2022 to 2025.

**Carried Unanimously**

**Round Table**

Z. Morrison provided an update on Christmas Hampers for Lethbridge County, M.D. of Taber, County of Warner and Town of Nobleford.

Z. Morrison shared a DO Crew Junior story for information.

Z. Morrison shared a youth counselling story success story for information.

Z. Morrison shared a clothing fest was held in Picture Butte for the first time, it was well attended.

Z. Morrison reported on the toy donation from the Coaldale Teddy Bear Toss for children in need in the Coaldale area.

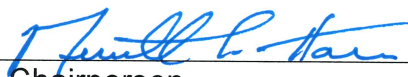
**Date of Next Meeting**

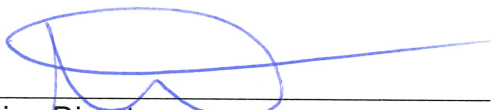
The date of the next regular Board meeting will be February 1, 2023, at the Coaldale Hub (2107-13<sup>th</sup> Street) in-person and online (via Teams).

**Adjournment**

J. Heggie moved the meeting adjourn at 5:46 p.m.

**Carried Unanimously**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Executive Director



January 27, 2023

The Honourable Jason Copping  
Minister of Health  
432 Legislature Building  
10800 – 97 Avenue  
Edmonton, Alberta T5K 2B6  
[health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Re: Town of Fox Creek Ambulance Service

Dear Minister Copping,

In November 2022, the Town of Fox Creek was copied on correspondence from the Town of Ponoka expressing concerns on behalf of their Volunteer Fire Department as first responders to emergency calls. The letter received from the Town of Ponoka summed up some of the major issues in our province perfectly, and the Town of Fox Creek would like to reiterate the concerns with the state of our ambulance service in rural Alberta.

We share in our main concern being the ambulance services that we are receiving from Alberta Health Services. Recently, our community has gone without an ambulance for 14 hours because of patient transfers and staffing issues. The most troubling part of this lapse is the number of times that it seems to be happening. Because of our location, when an ambulance leaves our community, our closest backup unit is a minimum 45 minutes away. Those 45 minutes can quickly turn into over an hour if the roads are bad or if there is not a crew available immediately. Those 45 minutes could very well be the difference between life and death, or could change the course of someone's future.

Much like Ponoka, our Fire Department has been the first responders to many calls that would not necessarily fall under their mandate, however, because they love our community and the people that live here, they go without hesitation. They have seen things they should not have to see and have held the hands of individuals through extremely tough situations.

Fox Creek has also stepped up and is running our Medical First Responder Program out of our volunteer department, however, with a lack of funding for the program, many of the costs to run the program are being covered by the community. It is time the province finds a way to deal with the ambulance situation in rural Alberta that does not fall on the back of volunteer fire departments or municipalities.



It is only a matter of time before the gamble to move Fox Creek's ambulance to a busier location when AHS is short-staffed does not pay off and a life is lost because of the lack of service provided. Unfortunately for Fox Creek, when that happens, it is going to be someone in our community. We are urgently requesting that these issues be addressed with a solution that does not forget about the unique situations of many rural Alberta communities.

Sincerely,



Sheila Gilmour, Mayor  
[Sheila@foxcreek.ca](mailto:Sheila@foxcreek.ca)

cc: The Honourable Danielle Smith, Premier of Alberta  
The Honourable Todd Loewen – MLA – Central Peace Notley  
The Honourable Rachel Notley – Leader of the Official Opposition NDP  
Arnold Viersen, MP, Peace River – Westlock  
Alberta Municipalities Members  
Town of Ponoka

## Keith Davis

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**From:** Community Engagement <Community.Engagement@albertahealthservices.ca>  
**Sent:** Thursday, February 02, 2023 1:56 PM  
**To:** Community Engagement  
**Subject:** EMS/811 Shared Response



### *EMS/811 Shared Response*

#### **Dear Stakeholders**

Alberta Health and Alberta Health Services [announced today](#) a new EMS/811 Shared Response that is already helping patients get the care they need and reducing unnecessary ambulance responses.

This new collaboration between EMS and Health Link 811 allows for the transfer of EMS callers who EMS assesses as low-acuity – or, not experiencing a medical emergency that requires an ambulance - to Health Link 811 nurses for further triage, assessment and care. If at any point it is determined an ambulance is required, one will be dispatched.

Many EMS callers are seeking help, advice or guidance and don't know where to turn so they call 911 even though they do not need an EMS response. Evidence to-date also demonstrates that some callers looking for ambulance transport have needs that are better met outside the emergency department. Some callers, for example, call 911 when they are experiencing sleeplessness, constipation or earaches.

Allowing these callers to be connected with Health Link 811's Registered Nurses will provide better support for patients while allowing ambulances to remain in the community to respond to life-threatening emergencies. This results in faster emergency response times and better flow through the health system: two of AHS' four key priorities.

In the first two weeks of Shared Response, approximately 6 per cent of EMS calls have been transferred to 811. In consultation with other jurisdictions in Canada that have also implemented similar call triaging, up to 20 per cent of EMS calls are transferred to a nursing line, over time. If AHS realizes a 20 per cent call transfer rate as the work continues between EMS and 811, EMS could be freed up from responding to approximately 40,000 low acuity calls each year.

Both EMS Emergency Communications Officers and Health Link's RNs use industry best practice protocol and advice models to assess patients and their care needs. This ensures consistency and safe, patient-focused clinical options.

In addition to Shared Response, AHS is also issuing a Request for Expressions of Interest and Qualification (RFEIOQ) for transporting patients who do not require emergency care, between care facilities.

By contracting third party partners to transport patients requiring care, between care facilities, patients receive the supports they need, while EMS ambulances are freed up to respond to emergencies.

These actions are all a part of AHS' four priorities:

- Improving EMS response times.
- Decreasing emergency department wait times.
- Reducing wait times for surgeries.
- Improving patient flow throughout the healthcare system.

AHS is taking action on all four priorities. Specific to AHS EMS, we are also adding new resources and aggressively working to recruit and retain EMS staff. We have stopped the automatic dispatch of ambulances to non-injury collisions and are fast-tracking ambulance transfers at emergency departments by moving less urgent patients to hospital waiting areas. In addition, paramedics are now able to assess, treat and refer patients if they do not require transport to hospital, and new guidelines are getting patients who do end up in the hospital, home faster after discharge.

Visit [ahs.ca/ems](https://ahs.ca/ems) to learn more about the work that AHS is doing to ensure sustainable high-quality emergency medical services are available for all Albertans.

We are making fast, effective improvements that are focused on improving patient flow – from the moment a call is made to EMS, to the arrival of an ambulance and the subsequent care of a patient in the emergency department and broader health care environment.

These extraordinary efforts are all part of a collective, organization-wide effort to build a high-quality health care system. And we could not do that without the help of our valuable community partners.

Thank you for your contribution to building healthy Albertans, healthy communities, together.

Sincerely,

**Mauro Chies**  
Interim AHS President and CEO



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## **PICTURE BUTTE & DISTRICT CHAMBER OF COMMERCE**

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

[chamber@picturebutte.ca](mailto:chamber@picturebutte.ca)

January 31, 2023

The Honourable Jeremy Nixon, M.L.A  
Minister of Seniors, Community and Social Services  
Members of Executive Council  
Executive Branch  
404 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

BY E-MAIL: [SCSS.minister@gov.ab.ca](mailto:SCSS.minister@gov.ab.ca)

Dear Minister:

RE: Piyami Lodge, Picture Butte, Alberta

The Picture Butte and District Chamber of Commerce requests your attention to an issue of concern regarding Piyami Lodge, a Supportive Living Facility in our community.

The Piyami Lodge building condition has been documented in a Facility Condition Index Report (2017) and a Business Case Study (2018), both of which were referenced in a letter (copy attached) sent August 9, 2022 from Lethbridge County to the previous minister of Seniors and Housing, Mrs. Josephine Pon (MLA, Calgary-Beddington).

Those documents outlined wide-ranging renovations necessary to meet current building codes for seniors' housing. Given the age and condition of the building itself, massive renovations seemed like an impractical approach to meeting required upgrades. Now five years later, the building has not seen any re-development, and the situation is becoming more urgent.

As the need for extended-care beds increases, citizens of Picture Butte have had to look outside the community even though there are vacancies at Piyami Lodge, because the current layout does not easily accommodate those requiring mobility aids or even emergency equipment. In addition to aging heating and cooling systems, plumbing, and carpeted flooring, daily challenges include navigating narrow doorways, 5-foot hallways that are further obstructed by handrails and baseboard heating, and bathrooms too small for maneuvering mobility devices.

The Green Acres Foundation, which manages Piyami Lodge, requested permission from the Minister at the time of the Business Case Report (2018) to get construction drawings. These were completed at Green Acres Foundation expense. Housing Administration staff has been provided a copy of the plans. The Picture Butte Chamber of Commerce urges the Government of Alberta to rebuild Piyami Lodge with an expansion of extended-care beds in addition to upgrading the existing assisted-living rooms as soon as possible.

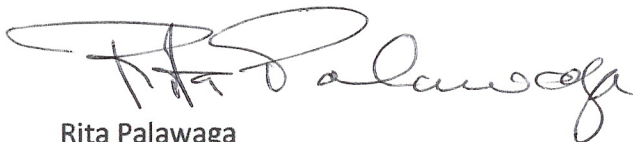
OR:

The Picture Butte Chamber of Commerce urges the Government of Alberta to become an active partner with Green Acres Foundation to rebuild Piyami Lodge to add much needed supportive housing in our area to accommodate seniors in our community no matter what their care needs are. We understand that Green Acres Foundation has committed capital funding for this project but they require a transfer of title and a capital grant from your Ministry to make this project a reality. Dawna Coslovi from the Green Acres Foundation has assured me that she has had meetings with Housing Ministry staff and voiced that Green Acres Foundation would like the title of Piyami Lodge. Hopefully you will take time to re-evaluate their request.

Also, the Insurance proceeds (>\$250,000) to cover the hail damage of July 2022 seems like a waste of dollars to repair a building that should be replaced. This may be true waste of labour and materials. Could this money not be utilized in a different manor?

We request action on this situation as soon as possible and suggest a site visit to Piyami Lodge to evaluate the conditions first hand. Recent photos are attached to illustrate some of the concerns noted above. We feel the community-minded citizens of Picture Butte support building a new Piyami Lodge, so that best care can be provided locally to our seniors. Thank you for considering this request.

Yours sincerely,



Rita Palawaga  
Executive Director  
Picture Butte & District Chamber of Commerce

/rp

Encl: (2)

cc: Ms. Dawna Coslovi, Chief Executive Officer, Green Acres Foundation  
Mr. Tory Campbell, Reeve, Lethbridge County  
Mr. Keith Davis, Chief Administrative Officer, Town of Picture Butte  
Mr. Joseph Schow, M.L.A., Cardston-Siksika



Southern Alberta Energy from Waste Association

## MEDIA RELEASE

### Energy from Waste Project Heats Up

January 30, 2023

*The Southern Alberta Energy from Waste Association – SAEWA is pleased to announce publicly that after a long and rigorous Expression-of-Interest and Evaluation Process – that the SAEWA Board on January 27, 2023 did approve the Steering Committee’s recommendation of an Energy-from-Waste Partner, identified as HITACHI ZOSEN INOVA - HZI with a view to establishing a formal project development agreement for implementation of SAEWA’s vision for an energy from waste facility in Southern Alberta.*

**Statement from the SAEWA Chair, Tom Grant -**

*“As Chair of SAEWA, I am extremely proud of the progress made and to have received the Boards Motion in approval to establish a formal partnership agreement with HZI. “The process has been long but rewarding to the Board and our members to finally get here”.*

**Statement from the SAEWA Vice Chair/Project Lead, Paul Ryan –**

*“It has taken a long time to get to where we are today, and we could not have done it without the full support of the SAEWA Board of Directors and the Steering Committee. I look forward to leading the Project with the Steering Committee to the next level and establishing a formal partnership agreement with HZI.”*

**Statement from HITACHI ZOSEN INOVA – HZI**

*“HZI is delighted to have been selected by SAEWA to deliver a cost effective world-class Energy from Waste facility for the communities, businesses and municipalities of Southern Alberta” said Stuart Mander, Director of Project Development at HZI.*

*“When operational the new plant will be equipped with HZI technologies such as HZI’s own reciprocating grate and our state-of-the art boiler whilst ultimately being designed to fully comply with the most stringent emission limit requirements to satisfy the high demands placed on modern Energy from Waste facilities”*

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**SAEWA’s primary goals for development of an energy from waste facility are:**

- To reduce southern Alberta’s long-term reliance on landfill disposal;
- To process non-recyclable solid waste from SAEWA communities and potentially private sector customers;
- To reduce greenhouse gas emissions from solid waste management; and,
- produce electricity, heat energy and potentially additional by-products for commercial sale.

**For additional information contact:**

Vice Chair & Project Lead, Paul Ryan

403-609-7465

Administration - Sherry Poole:

403-563-5759

HDR Project Manager – Michelle Blake ([michelle.blake@hdrinc.com](mailto:michelle.blake@hdrinc.com) )

604.365.5037



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February 6, 2023

Nadja Lacroix  
Senior Manager,  
Inspections Gaming  
[Nadja.lacroix@aglc.ca](mailto:Nadja.lacroix@aglc.ca)

**Re: Letter of Support: Appeal of Denied Application to Relocate  
Camrose Casino to South Edmonton**

Dear Nadja:

On behalf of the Not-for-Profit community groups and the residents of the Town of Smoky Lake, please accept this letter in support of the owners of the Camrose casino appeal of the AGLCs decision to deny the request to relocate the casino from Camrose to South Edmonton.

The decision to deny the relocation, we are informed, may result in the closure of the casino. This will have a significant negative impact on our community groups and, by extension the people within our region. The casino has long been a significant source of funding for the groups in our rural area.

In the current economy, parents specifically rely on an equitable charitable gaming model to help serve the under-served (the rural people within the Province of Alberta). Those same parents are the eager volunteers who take advantage of every opportunity they are given to "work at a casino event" to raise much needed funds for their organization.

I'm given to understand that should the Camrose casino close, our groups will have far fewer fundraising opportunities and will have to travel greater distances to fill the funding gap.

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**Letter of Support: Appeal of Denied Application to Relocate Camrose Casino to South Edmonton**  
(Page 2)

Again, in the pursuit of equality of opportunity that would have Rural Albertans presented with the same funding opportunities as our urban counterparts, we ask that you consider the appeal by the Camrose Casino owners and allow the relocation. This will ensure the survival and growth of the current rural charitable gaming region.

Sincerely,

TOWN OF SMOKY LAKE  
Per

Amy Cherniwchan  
Mayor  
Town of Smoky Lake

AC/bt

Cc:

Glenn van Dijken, MLA – [Athabasca.Barrhead.Westlock@assembly.ab.ca](mailto:Athabasca.Barrhead.Westlock@assembly.ab.ca)

Brian Jean, Minister of Jobs, Economy & Northern Development –  
[jend.minister@gov.ab.ca](mailto:jend.minister@gov.ab.ca)

Travis Toews, President of Treasury Board & Minister of Finance – [tbf.minister@gov.ab.ca](mailto:tbf.minister@gov.ab.ca)

Nicole Marshall, Director of Alcohol, Gaming & Cannabis – [Nicole.marshall@gov.ab.ca](mailto:Nicole.marshall@gov.ab.ca)

Kandice Machado, AGLC CEO – [kandice.machado@aglc.ca](mailto:kandice.machado@aglc.ca)

Len Rhodes, AGLC Board Chair – [len.rhodes@aglc.ca](mailto:len.rhodes@aglc.ca)

Wyatt Skabron, Manager of Policy & Advocacy, RMA – [wyatt@rmaalberta.com](mailto:wyatt@rmaalberta.com)