



# AGENDA

## REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 27<sup>th</sup> January, 2025 at 6:30 pm

**1.0 CALL TO ORDER**

**2.0 ADOPTION OF THE AGENDA**

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting Minutes – 13<sup>th</sup> January, 2025

**4.0 PUBLIC HEARING**

**5.0 DELEGATION**

**6.0 REQUESTS FOR DECISION**

6.1 Bylaw No. 953-25 Tax Exemptions bylaw

6.2 AB Munis 2025 Spring Municipal Leaders Caucus

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

6.4 February Committee of the Whole Meeting

6.5

**7.0 MAYOR'S REPORT**

**8.0 COUNCIL'S REPORT**

**9.0 ADMINISTRATION'S REPORT**

9.1 CAO Report

9.1.1 2024 Emergency Services Annual Report

**10.0 CORRESPONDENCE**

10.1 Health Professional Attraction and Retention Committee Meeting Minutes –  
7<sup>th</sup> October, 2024

10.2 Health Professional Attraction and Retention Committee Meeting Minutes –  
2<sup>nd</sup> December, 2024

10.3 Leslie Martin – Bee Hive Child Care Center Tour Invitation

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

**11.0 INFORMATIONAL ITEMS**

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

11.2

**12.0 CLOSED SESSION**

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

12.2

**13.0 ADJOURNMENT**

**MINUTES**  
OF THE  
**PICTURE BUTTE TOWN COUNCIL MEETING**  
HELD IN  
**COUNCIL CHAMBERS**  
**Monday, January 13<sup>th</sup>, 2025 AT 6:30 PM**

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

**ALSO PRESENT:** Chief Administrative Officer – K Davis  
Director of Corporate Services – M. Overbeeke  
Director of Parks and Recreation – C. Van Dorp

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF THE AGENDA**

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

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting – December 16<sup>th</sup>, 2024

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

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

**5.0 DELEGATION**

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

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

**6.0 REQUESTS FOR DECISION – None for this meeting**

## 7.0 MAYOR'S REPORT

### 7.1 Mayor's Report

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

003 2501 13 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.  
CARRIED

## 8.0 COUNCIL'S REPORT

### 8.1 Council's Report

Councillor Neels advised Council of her recent activities:

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

Councillor Feist advised Council of her recent activities:

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

Councillor de Kok advised Council of his recent activities:

December 20 Attended a Council and Staff Christmas lunch

Deputy Mayor Papworth advised Council of her recent activities:

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

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

## 9.0 ADMINISTRATION'S REPORT

### 9.1 CAO Report

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

#### 9.1.1 Director of Corporate Services Report

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

#### 9.1.2 Director of Parks and Recreation Report

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

**10.0 CORRESPONDENCE** – None for this meeting

**11.0 INFORMATIONAL ITEMS**

11.1 Chinook Arch Regional Library System – Board Report  
December 2024

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

**12.0 CLOSED SESSION**

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

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

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

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

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

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

CARRIED

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

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

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

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

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

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

**13.0 ADJOURNMENT**

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

016 2501 13

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

CARRIED

\_\_\_\_\_  
Cathy Moore  
Mayor

\_\_\_\_\_  
Keith Davis  
Chief Administrative Officer



## Memorandum

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

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

Date: 25<sup>th</sup> January, 2025

To: Mayor, Council

From: CAO

### **Re: Bylaw No. 953-25 Tax Exemptions bylaw**

#### **Background:**

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

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

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

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

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

#### **Recommendation:**

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

#### **Attachment:**

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

**Submitted by:** Keith Davis, CAO

TOWN OF PICTURE BUTTE  
BYLAW NO. 953-25

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

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

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

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

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

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

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

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

#### 4. CRITERIA FOR EXEMPTION

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

#### 5. APPLICATION FOR AN EXEMPTION:

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

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

## 6. CONSIDERATIONS OF APPLICATIONS

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

## 7. TAX INCENTIVE NOTICE

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

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

## 8. CANCELLATION OF TAX INCENTIVE AGREEMENT:

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

## 9. REVIEW OF DECISION:

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



**SCHEDULE A**  
**APPLICATION FORM FOR TAX INCENTIVE**

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

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Printed Name of Owner

**Notes:**

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

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

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**FOR OFFICE USE ONLY**

\_\_\_\_\_

Date Application Received

\_\_\_\_\_

Name of Recipient

\_\_\_\_\_

Date Application Approved/Refused



## Request for Decision

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

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

Date: 24<sup>th</sup> January, 2025

To: Mayor, Council

From: CAO

### **Re: Alberta Municipalities Spring 2025 Municipal Leaders Caucus**

#### **Background:**

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

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

#### **Financial Implications:**

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

#### **Recommendation:**

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

#### **Alternate Options:**

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

#### **Attachments:**

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

**Submitted by:** Keith Davis, CAO

## Keith Davis

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

Dear Mayors, Councillors and CAOs,

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

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

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

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

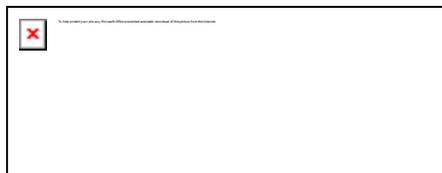
It's going to be fun. It's going to be informative. It's going to be engaging. Don't miss out.

[Register today!](#)

**Tyler Gandam | President**

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E: [president@abmunis.ca](mailto:president@abmunis.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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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

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

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

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

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

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

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



## Request for Decision

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

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

Date: 24<sup>th</sup> January, 2025

To: Mayor, Council

From: CAO

### **Re: Bylaw No. 954-25 Centennial Celebration Committee**

#### **Background:**

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

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

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

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

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

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

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

#### **Recommendation:**

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

#### **Attachments:**

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

**Submitted by:** Keith Davis, CAO

TOWN OF PICTURE BUTTE  
BYLAW NO. 954-25

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

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

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

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

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

1. CITATION

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

2. DEFINITIONS

2.1. In this bylaw:

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

3. AD HOC CENTENNIAL CELEBRATION COMMITTEE

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

4. MEMBERSHIP

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

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

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

For Organisations:

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

For Individuals:

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

4.3 Member responsibilities shall include:

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

4.4 Town of Picture Butte representatives responsibilities include:

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

4.5 Members shall be appointed until the 31<sup>st</sup> of December 2026.

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

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

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

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

## 5. SUB-COMMITTEES

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

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

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

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

## 6. PROCEEDINGS

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

## 7. DUTIES OF THE COMMITTEE

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

## 8. BUDGET

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

9. MEDIA & COMMUNICATIONS

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

10. COMMITTEE TERM

10.1. The Committee shall be dissolved effective 31<sup>st</sup> December, 2026.

11. COMING INTO EFFECT

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

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

TOWN OF PICTURE BUTTE

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Cathy Moore  
Mayor

---

Keith Davis  
CAO



## CAO Report

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

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

Date: 24<sup>th</sup> January, 2025

To: Mayor, Council

From: CAO

### **Wastewater Project**

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

### **Dr. Recruitment**

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

### **Carpet Install at the Library**

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

### **Municipal Development Plan**

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

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

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

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

**HOLIDAY STATUS**

Days in lieu used 0 hrs out of 70 hrs

Accrued Holidays 38 days

**Submitted by:** Keith Davis, CAO



PICTURE BUTTE EMERGENCY SERVICES

# 2024 ANNUAL REPORT



@picturebutteemergencyservice



@PictureButteFireDept



@PButteFire

# CONTACT US:



**120 - 4th Street North, Picture Butte**



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



**403-732-4100**



**fireprevention@picturebutte.ca**



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



# Table of Contents

A Message From the Fire Chief **2**

---

A Year in Review **3**

---

Calls To Service **5**

---

Event Statistics **6**

---

Operational Highlights **11**

---

Life Safety Initiatives **13**

---

2024 Recruits **15**

---

Your PB Firefighters Hard at Work **16**

---

Community Safety **17**

---

Looking Forward **18**

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# A MESSAGE FROM THE FIRE CHIEF

## A Year of Pride in Service

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

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

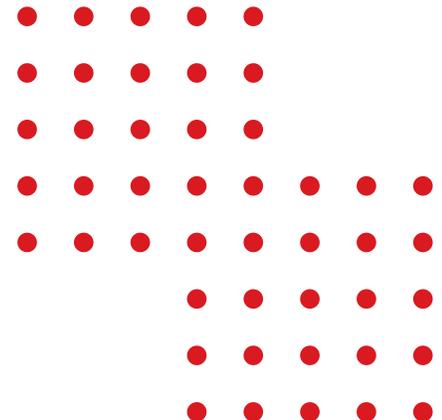
As we look ahead to 2025 and beyond, I am excited to see many regional collaboration projects working towards completion including the regionalization of our emergency management programs with our partners in Coalhurst, Nobleford, Barons, and Lethbridge County. This new regional program will provide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

Sincerely,

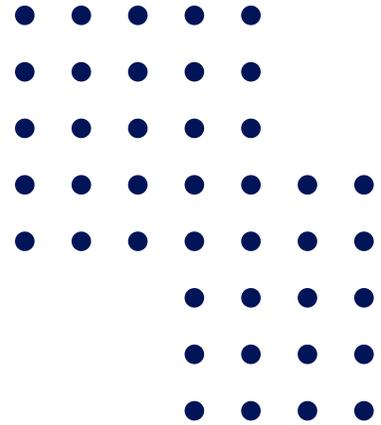
Fire Chief Frank West

*Fire Chief Frank West*

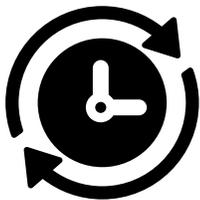
Director of Emergency Services







**5** Certification Courses



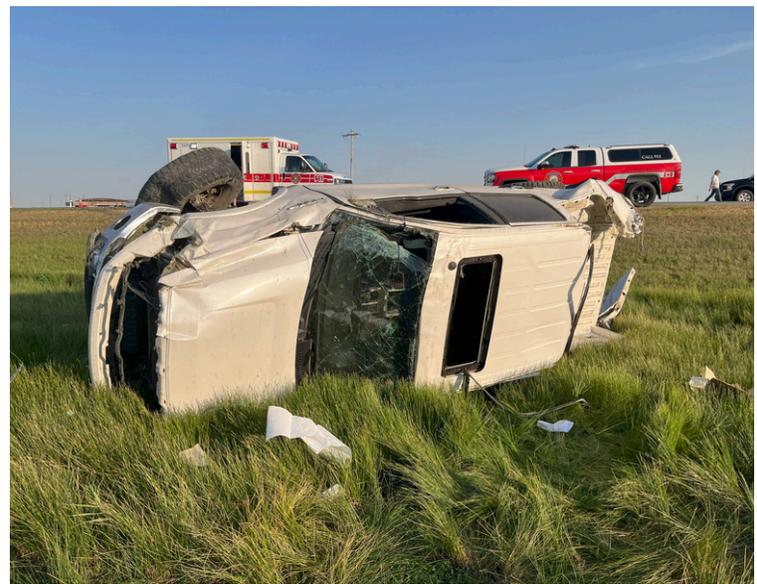
**2 445** Training Hours



**16** Community Events



**3770.5** Volunteer Hours



# CALLS TO SERVICE

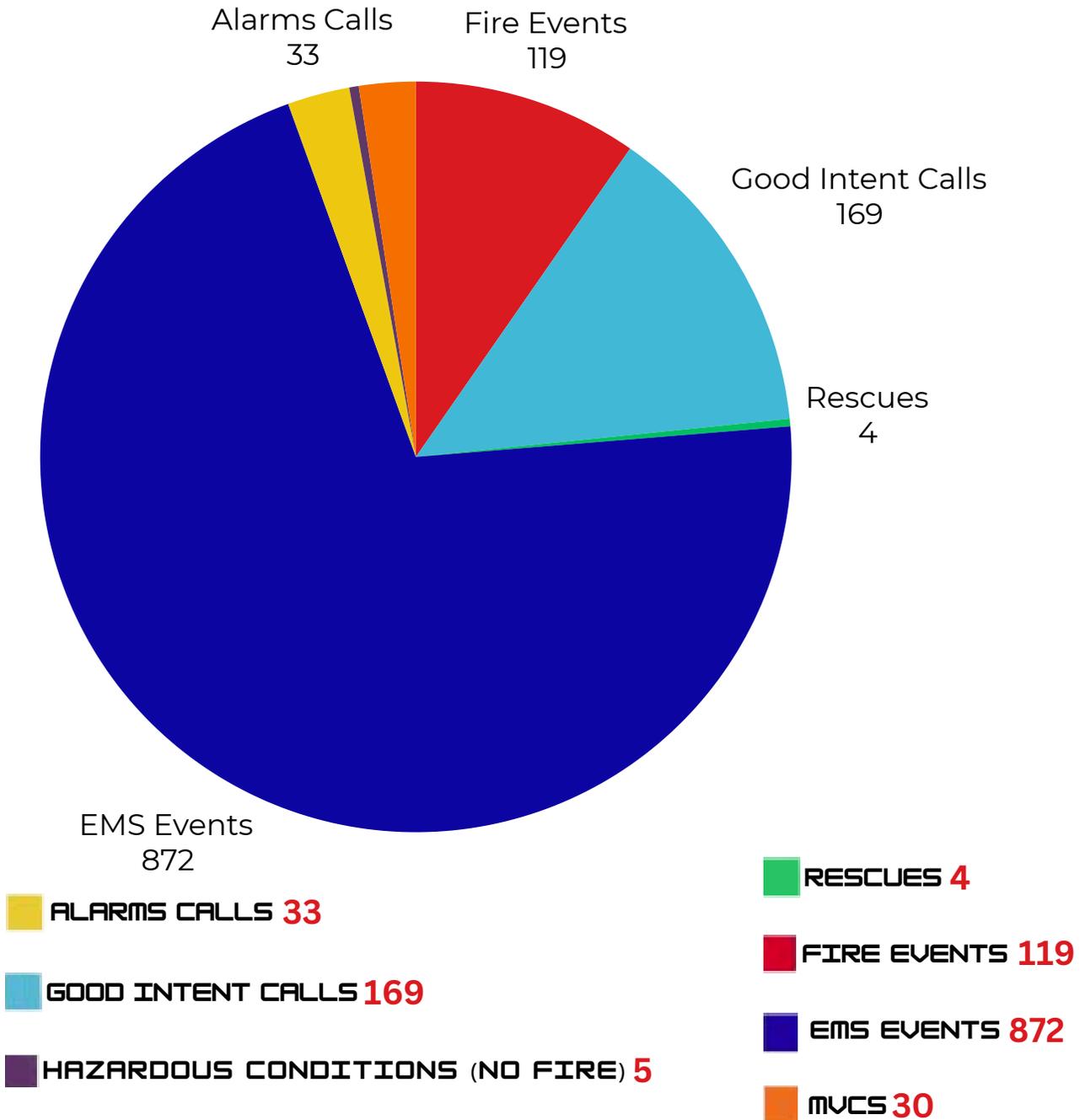


## 1021 EVENTS



## 1113 UNIT RESPONSES

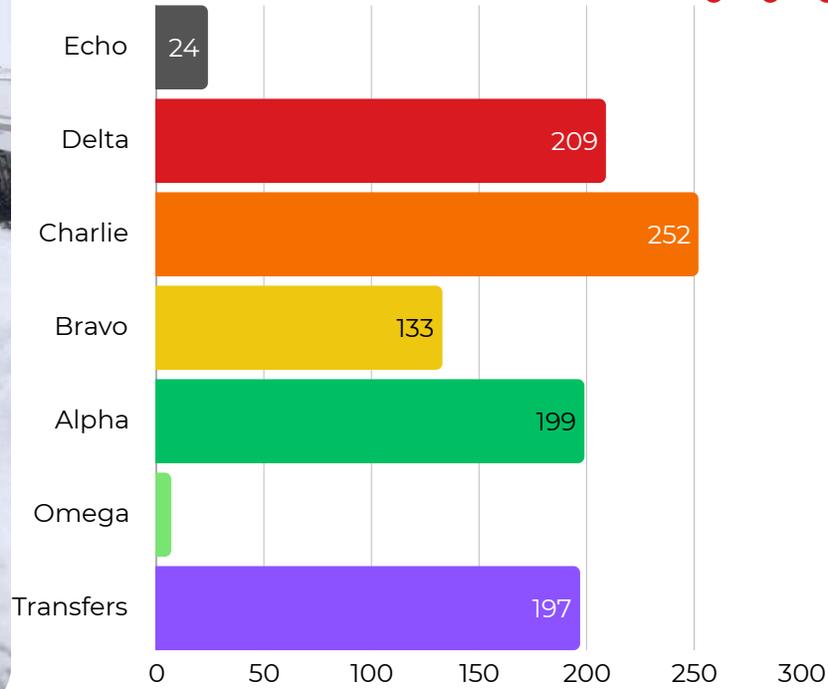
### INCIDENT TYPES



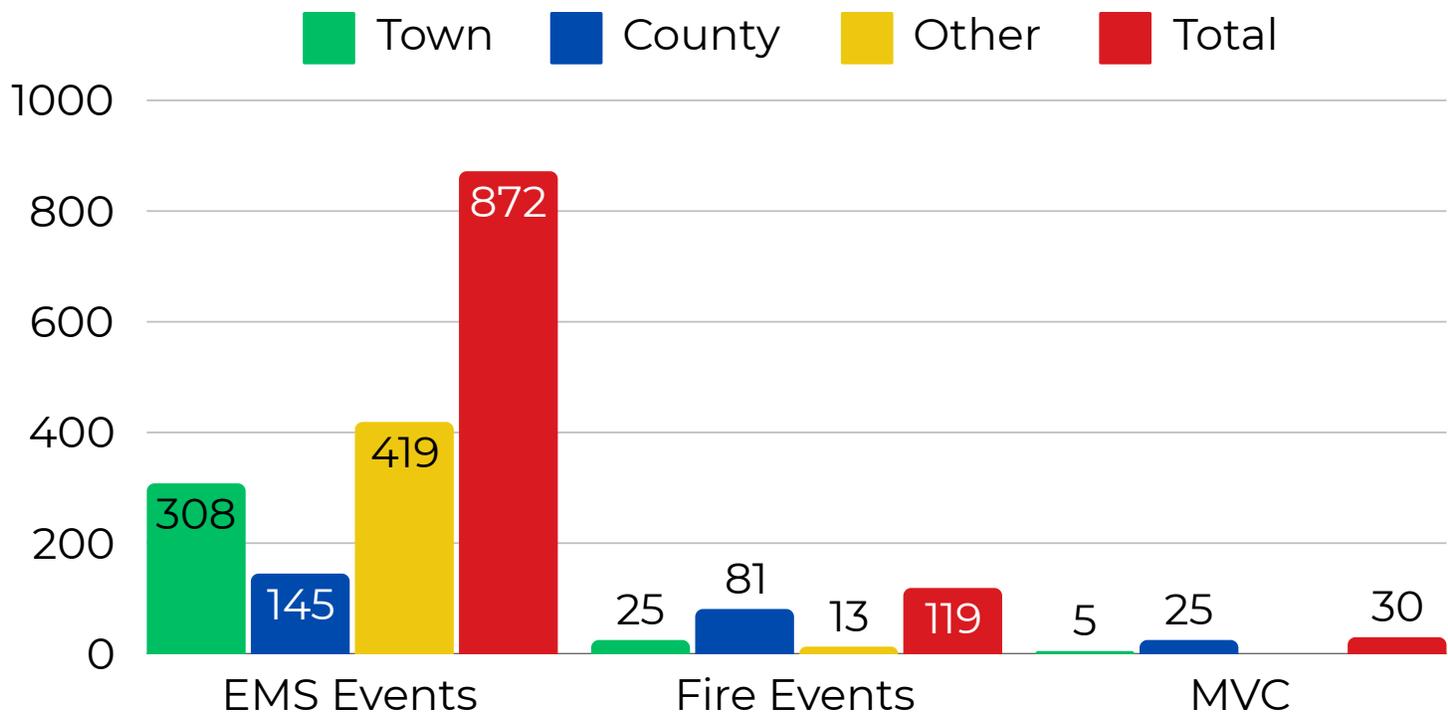
# Event Statistics 2024



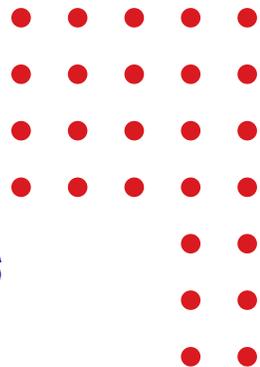
## INCIDENT SEVERITY



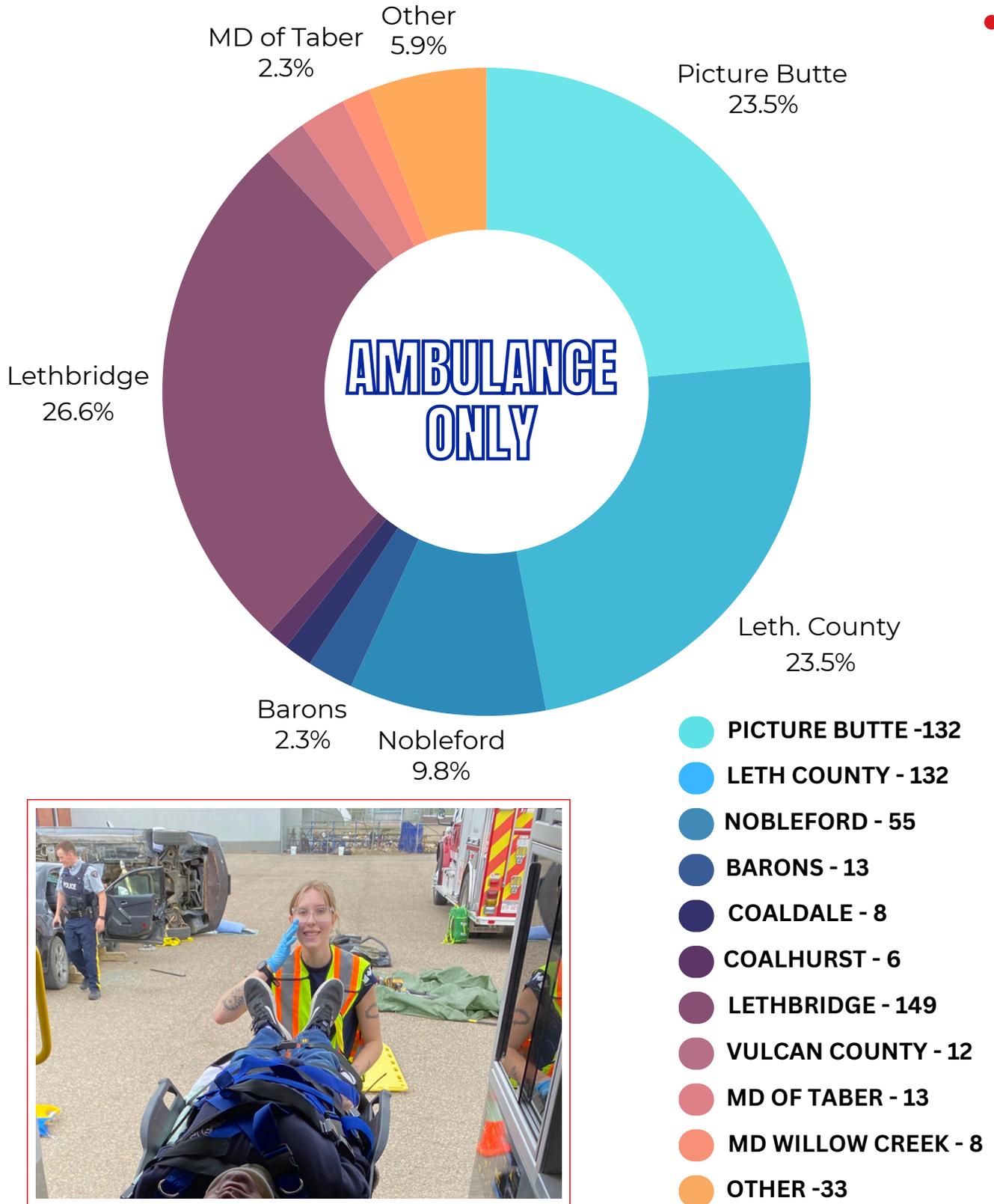
## CALL VOLUME PER AREA



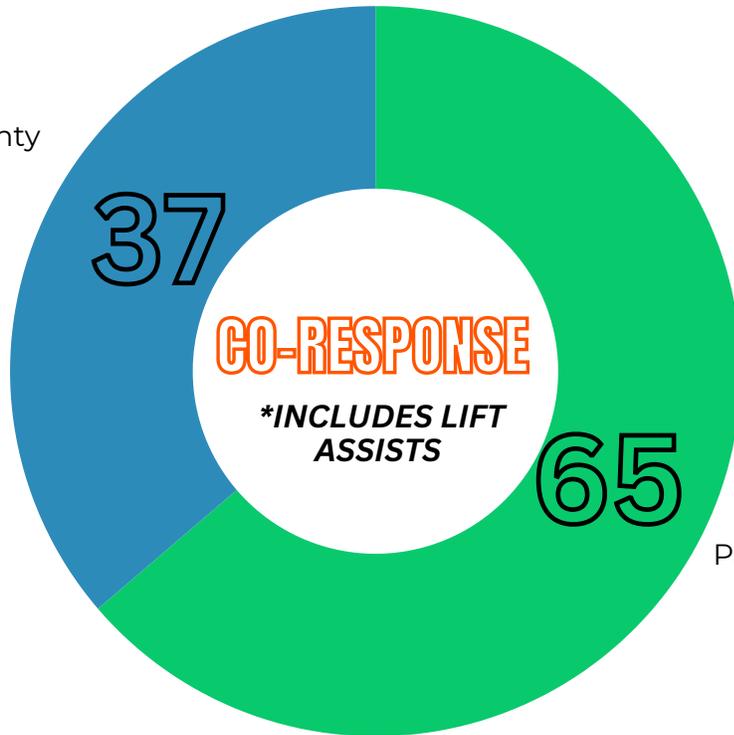
# Event Statistics 2024



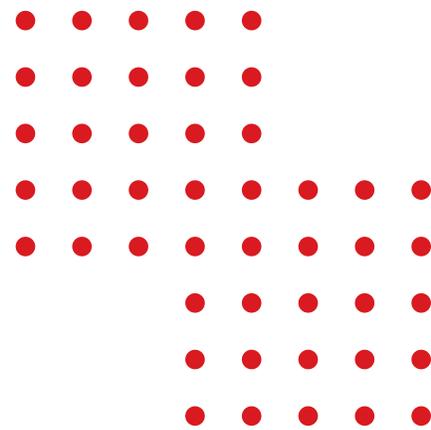
## BREAKDOWN OF MEDICAL RESPONSES



Lethbridge County  
36.3%

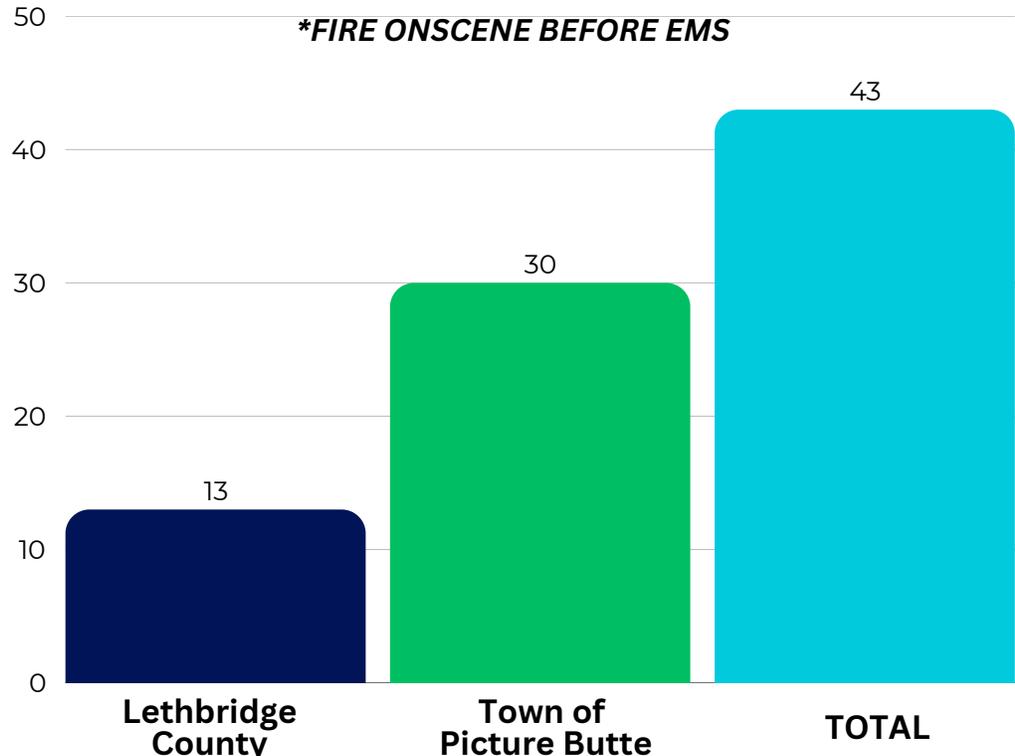


Picture Butte  
63.7%



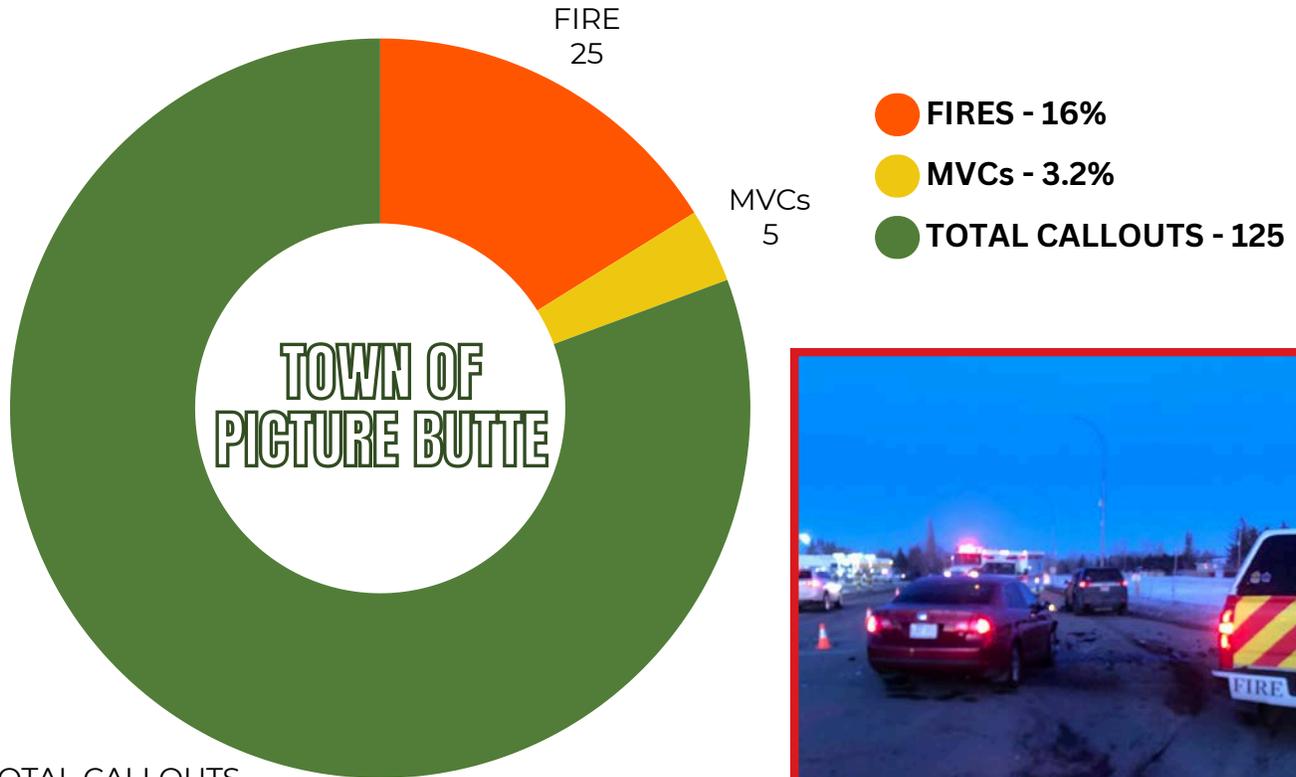
## MEDICAL FIRST RESPONSE

*\*FIRE ONSCENE BEFORE EMS*



# Event Statistics 2024

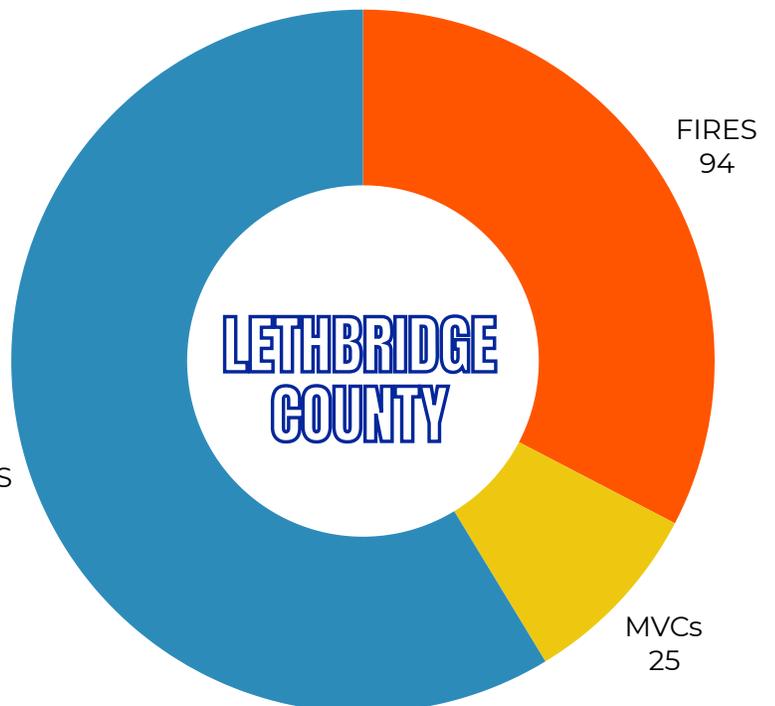
## BREAKDOWN OF FIRE RESPONSES PER REGION



TOTAL CALLOUTS  
125

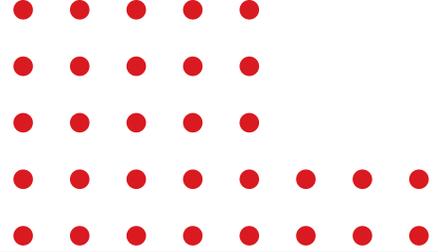


TOTAL CALLOUTS  
169

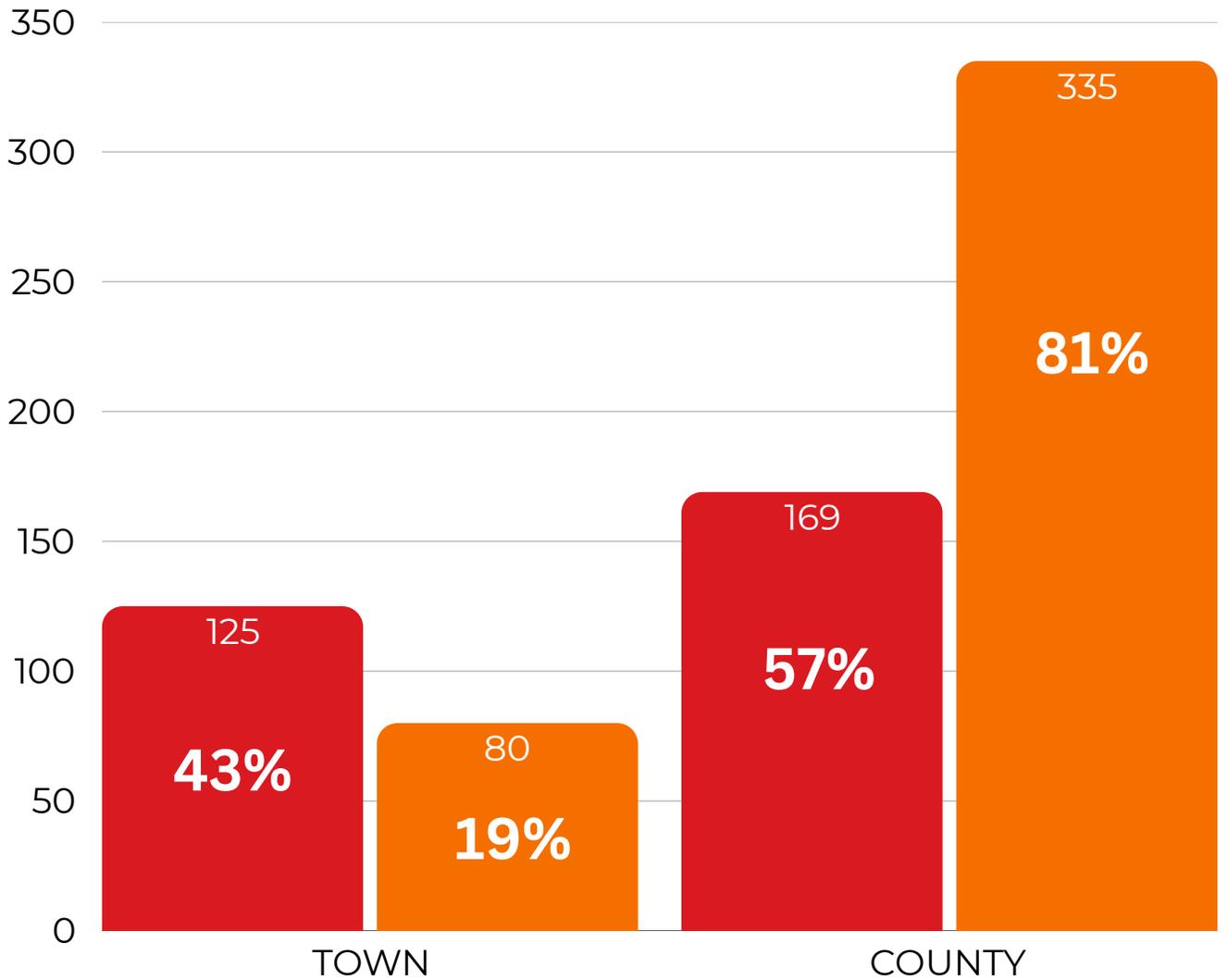


- FIRES - 33%
- MVCs - 9%
- TOTAL CALLOUTS - 169





■ TOTAL CALLOUTS    
 ■ TOTAL UNIT HOURS



# OPERATIONAL HIGHLIGHTS

## NEW EQUIPMENT

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



## OPERATIONAL ACHIEVEMENTS

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

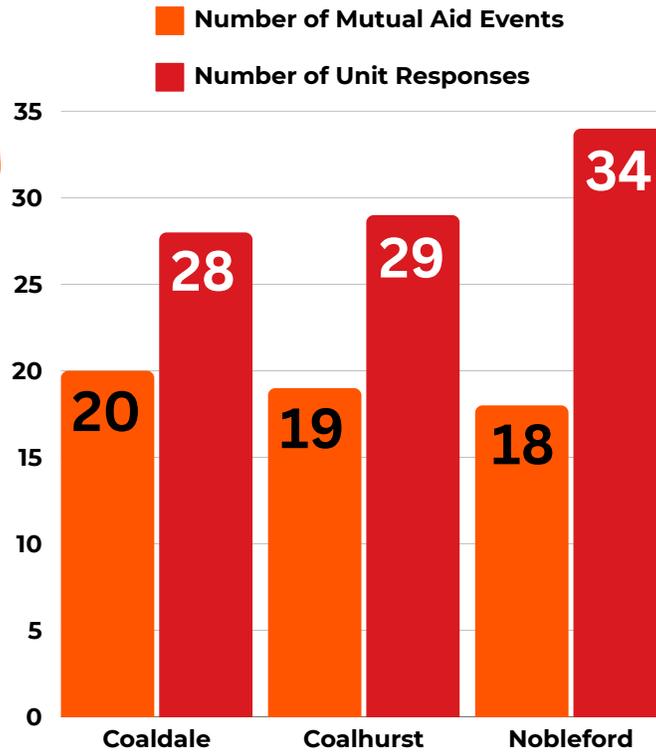
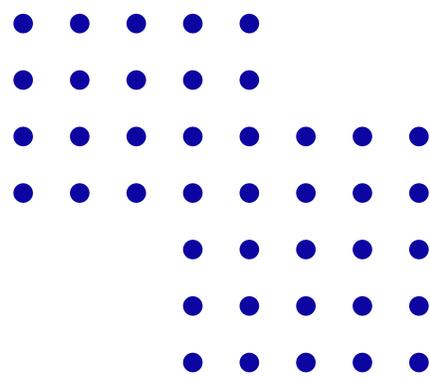
AS A RESULT, THERE WAS A REDUCTION IN “CODE RED” (WHERE THERE IS NO AVAILABLE AMBULANCE) EVENTS, RESULTING IN FEWER MEDICAL FIRST RESPONSE CALLS BY:

**40%** IN THE TOWN OF PICTURE BUTTE

**30%** IN OUR RESPONSE DISTRICT



# MUTUAL AID RESPONSES



## PROMOTIONS



### Lieutenant Dylan DeRick

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



### Qualified Officer Edric VandeBruinhorst

Firefighter Edric VandeBruinhorst was promoted to the rank of Qualified Officer



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

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

# LIFE SAFETY INITIATIVES

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

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

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



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



*DDS Kindergarten Field Trip Station Tour- June 11, 2024*



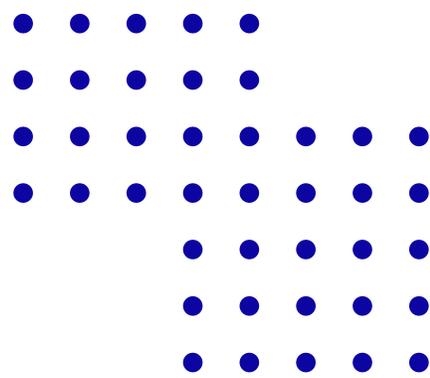
*Lethbridge County's 60th Anniversary event in Shaughnessy - July 12, 2024*



*Daycare Station Visit - October 31, 2024*



# COMMUNITY EVENTS



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

*May 30, 2024*



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

*June 3, 2024*



# 2024 RECRUITS



FF Kyle Arnoldussen



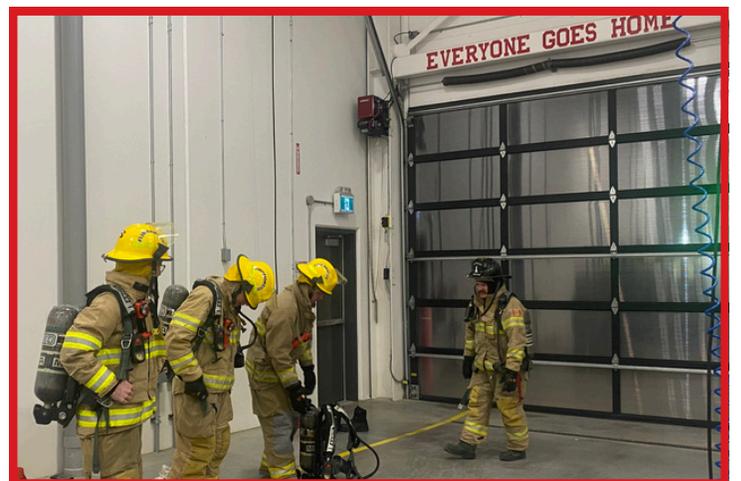
FF Jared Evers



FF Kaden Zmeko



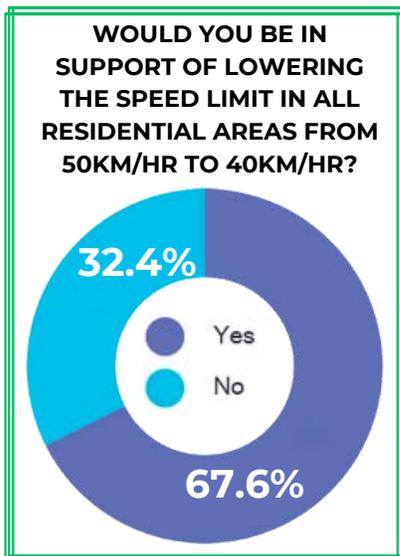
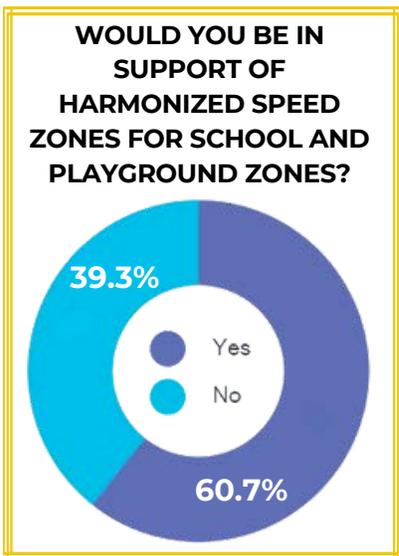
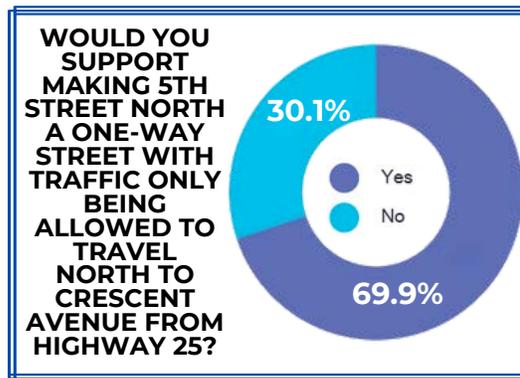
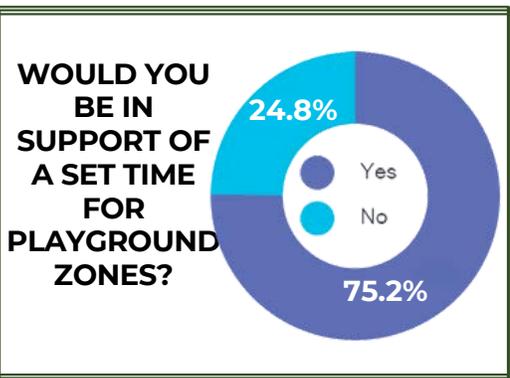
# YOUR PICTURE BUTTE FIREFIGHTERS HARD AT WORK



# COMMUNITY SAFETY

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

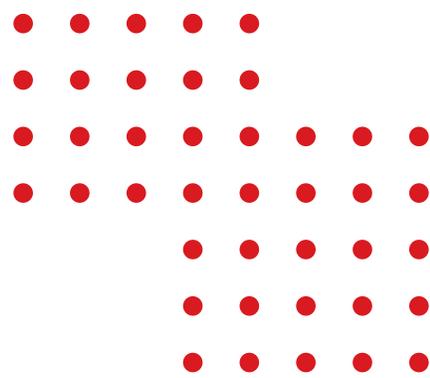
## TRAFFIC BYLAW SURVEY RESULTS



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



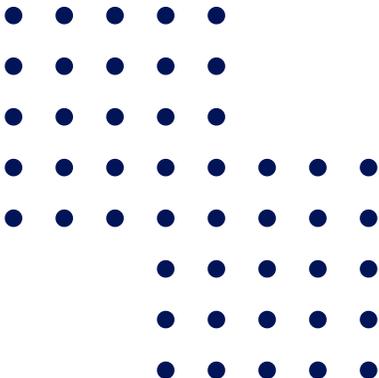
# LOOKING FORWARD



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

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

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



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

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

**ALSO PRESENT:** Keith Davis, Town Administration

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF THE AGENDA**

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

CARRIED

**3.0 MEETING MINUTES**

MOVED by Teresa to accept the 7<sup>th</sup> of October meeting minutes as presented.

CARRIED

**4.0 DISCUSSION ITEMS**

4.1 Retention and Attraction Activities

*Hello and Goodbye Event*

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

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

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

CARRIED

4.2 Doctor Recruitment Update

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

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

**5.0 NEXT MEETING DATE & ADJOURNMENT**

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

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

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Boyd Folden  
Chairperson

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Keith Davis  
Secretary

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

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

**ALSO PRESENT:** Keith Davis, Town Administration

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF THE AGENDA**

MOVED by Mayor Moore to accept the agenda as presented.

CARRIED

**3.0 MEETING MINUTES**

MOVED by Lorne to accept the 7<sup>th</sup> of October meeting minutes as presented.

CARRIED

**4.0 DISCUSSION ITEMS**

**4.1 Doctor Recruitment Update**

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

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

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

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

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

**4.2 Retention and Attraction Activities**

*Hello and Goodbye Event*

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

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

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

CARRIED

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

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

**5.0 NEXT MEETING DATE & ADJOURNMENT**

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

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

\_\_\_\_\_  
Boyd Folden  
Chairperson

\_\_\_\_\_  
Keith Davis  
Secretary

Leslie Martin  
Box 102  
Shaughnessy, Alberta, T0K 2A0  
[leslie.v.martin14@gmail.com](mailto:leslie.v.martin14@gmail.com)  
403-382-8967

January 23, 2025

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

Dear Mayor Cathy Moore and Members of Council,

Re: Invitation to Tour Bee Hive Child Care Center

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

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

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

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

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

Yours sincerely,  
Lesle Martin,

Board President,  
Bee Hive Child Care Center

January 21, 2025

*sent by email*

To Referral Agencies:

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

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

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

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

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

If you have any questions or concerns, please contact me at 403-340-5358 or [lynn.stone@nrcb.ca](mailto:lynn.stone@nrcb.ca).

Yours truly,



Lynn Stone  
Approval Officer

Encl. Determined Complete Application

# Part 1 – General Information & Disclosure



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

<b>NRCB USE ONLY</b> <input type="checkbox"/> Approval <input type="checkbox"/> Registration <input checked="" type="checkbox"/> Authorization	NRCB Application Number <div style="font-size: 24px; color: blue; font-weight: bold;">LA25007</div>	Date stamp <div style="color: blue; font-weight: bold;">NRCB APPLICATION 21 JAN 25 RECEIVED</div>
---	--	--

## CONTACT INFORMATION

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

## LOCATION OF PROPOSED DEVELOPMENT

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

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

## Part 1 – General Information & Disclosure

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

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

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

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

### APPLICATION DISCLOSURE

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

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

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

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

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

January 16, 2025

Date of signing

Vanden Dool Farms Ltd.

Corporate name (if applicable)



Signature

Peter Vanden Dool

Print name

## Part 1 – General Information & Disclosure

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

<b>NRCB USE ONLY</b>	Application Number _____
----------------------	--------------------------

<b>Applicant contact information</b>	
Name Peter Vanden Dool	
Preferred phone number(s) 403-317-3911	
Email peterd.dool@gmail.com	

<b>Agent contact information</b> (if applicable)	
Name	Corporate name (if applicable)
Preferred phone number(s)	
Email	

**Note: Correspondence will be sent electronically unless otherwise requested.**

# Part 2 – Technical Requirements

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

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

## APPLICATION DISCLOSURE

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

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

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

January 16, 2025

Date of signing

Vanden Dool Farms Ltd.

Corporate name (if applicable)

Signature

Peter Vanden Dool

Print name

## GENERAL INFORMATION REQUIREMENTS

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

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

## Existing Facilities

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

Untitled Map

Write a description for your map.

Legend

-  Polygon Measure



Google Earth  
Image © 2024 Airbus



80 m

your map.



## Part 2 — Technical Requirements

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

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

Construction completion date for proposed facilities December 2026

**Additional information**

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

Livestock category and type (Available in the Schedule 2 of the Part 2 Matters Regulation)	Permitted number	Proposed increase or decrease in number (if applicable)	Total
no changes			

Last updated September 11, 2023

## Part 2 – Technical Requirements

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

### **DECLARATION AND ACKNOWLEDGMENT OF APPLICANT CONCERNING WATER ACT LICENCE**

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

*Date and sign one of the following four options*

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

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

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature of Applicant or Agent*

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

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

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature of Applicant or Agent*

#### **OPTION 3: Additional water licence not required**

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

Signed this 16 day of January, 2025.

  
*Signature of Applicant or Agent*

## Part 2 – Technical Requirements

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

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

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

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature of Applicant or Agent*

# Part 2 – Technical Requirements

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

## GENERAL ENVIRONMENTAL INFORMATION

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

Facility description / name (as indicated on site plan)

Existing: Catch Basin (old) Proposed 1: corrals

Proposed 2: \_\_\_\_\_ Proposed 3: \_\_\_\_\_

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

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

# Part 2 – Technical Requirements

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

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

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

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

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

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

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

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

**Additional information (attach any additional information as required)**

# Part 2 – Technical Requirements

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

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

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

Facility description / name (as indicated on site plan) **1.** 2 corrals  
**2.** LA24038

### Manure storage capacity

	Length (m)	Width (m)	Depth below ground level (m)	<b>NRCB USE ONLY</b> Estimated storage capacity (m <sup>3</sup> )
1.	80	30	0	
2.				
TOTAL CAPACITY				

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

### Surface water control systems

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

### Naturally occurring protective layer details

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

**Additional information** (attach copies of soil test reports)

#### NRCB USE ONLY

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

July 24, 2017

Amec Foster Wheeler File: BX30484

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



**Attention: Mr. Peter Vanden Dool**

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

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

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

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

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

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

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

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

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

[www.amecfw.com](http://www.amecfw.com)

Page 34 of 42

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

### Conclusion

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

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

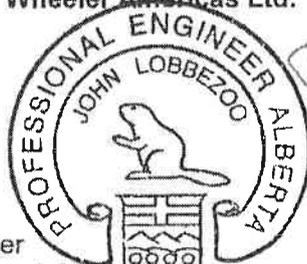
We trust this satisfies your present requirements. If you have questions or require further information or clarification, please don't hesitate to contact the undersigned.

Respectfully submitted,

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



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

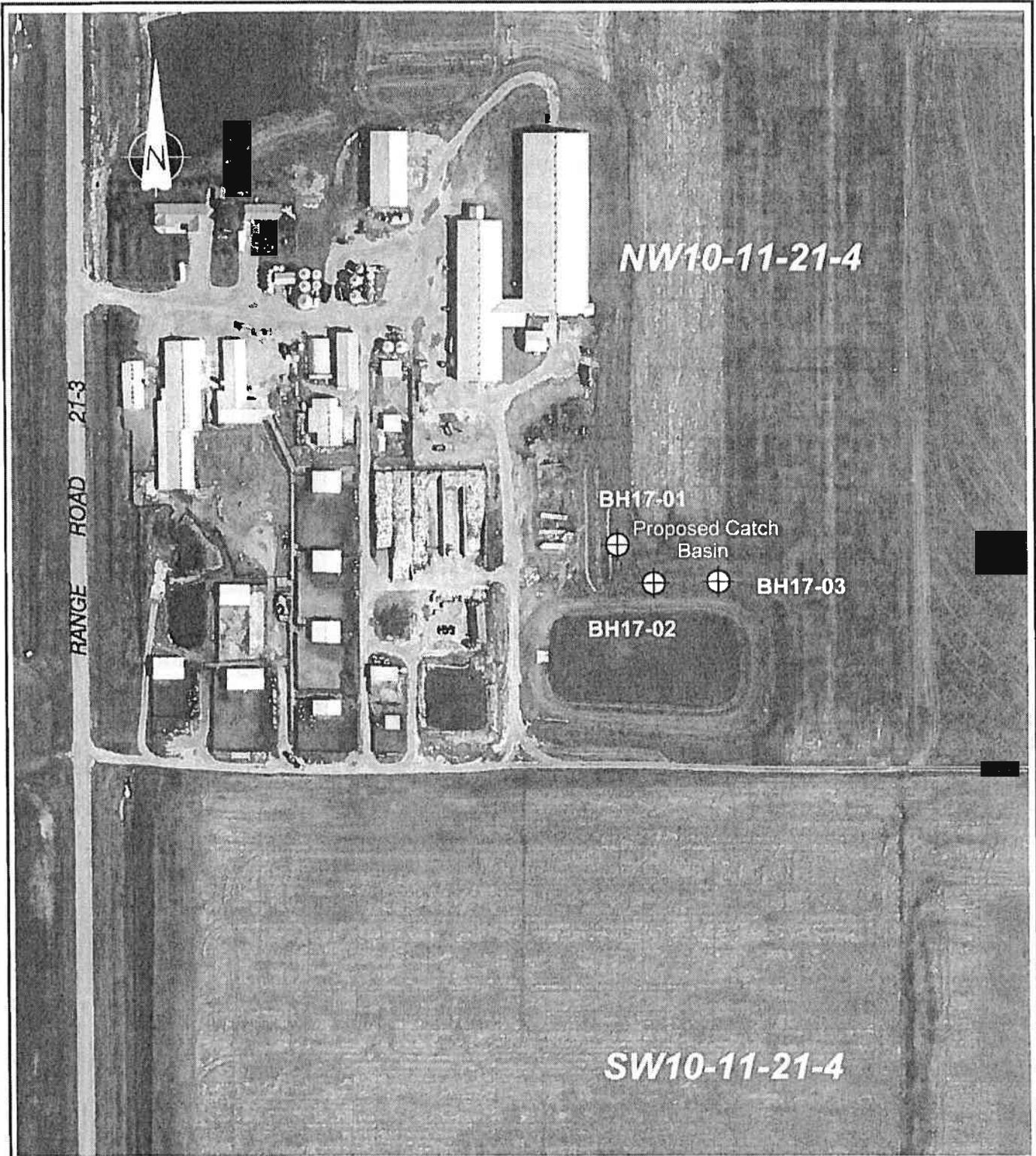


July 25, 2017

APEGA Permit: P04546

Attachments:

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



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

Page 36 of 42

BH17-02

In Situ Permeability Test



Modified Falling Head Permeability Equation

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

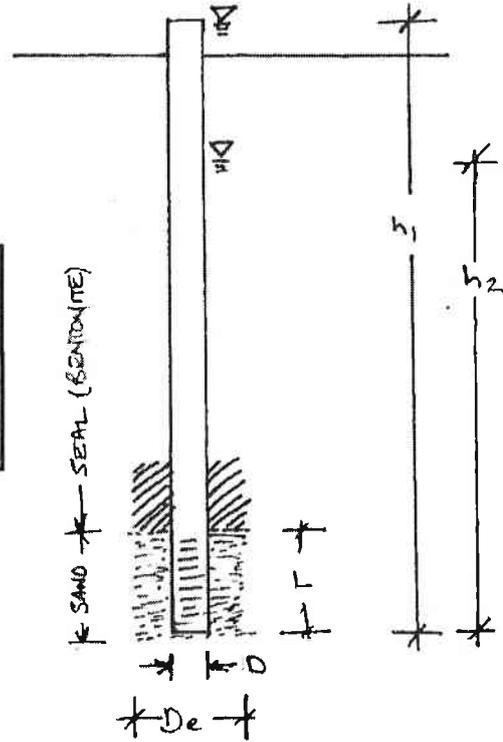
taken from USBR Engineering Geology Field Manual Volume 2 (2001)

BH 17-02 - Vanden Dool Farms Ltd.

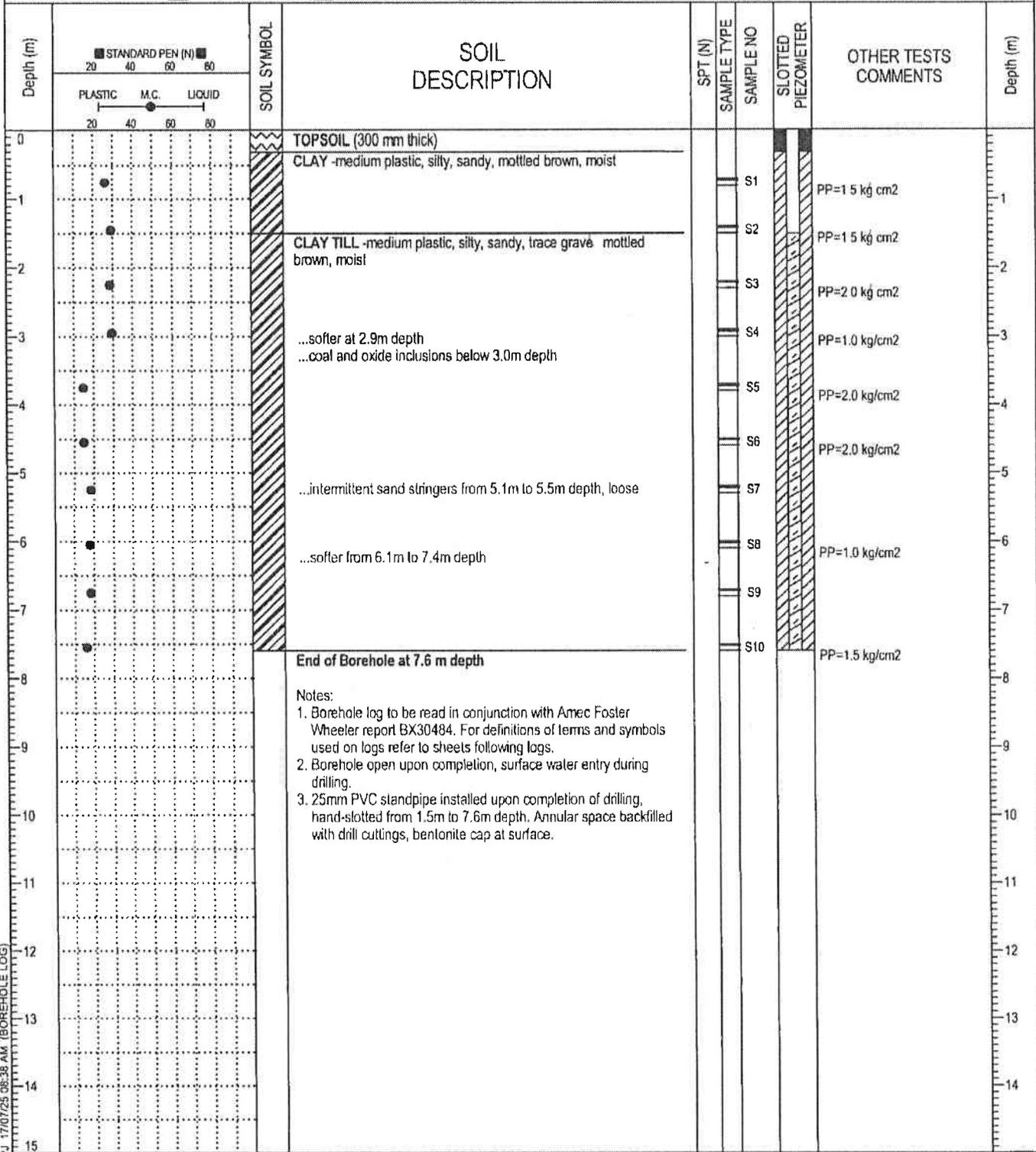
Amec Foster Wheeler File: BX304B4

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

$K_s = 4.6E-08$  cm/sec.



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



- Notes:
- Borehole log to be read in conjunction with Amec Foster Wheeler report BX30484. For definitions of terms and symbols used on logs refer to sheets following logs.
  - Borehole open upon completion, surface water entry during drilling.
  - 25mm PVC standpipe installed upon completion of drilling, hand-slotted from 1.5m to 7.6m depth. Annular space backfilled with drill cuttings, bentonite cap at surface.

BX30484.GPJ 17/07/25 08:38 AM (BOREHOLE LOG)

Amec Foster Wheeler  
Environment & Infrastructure

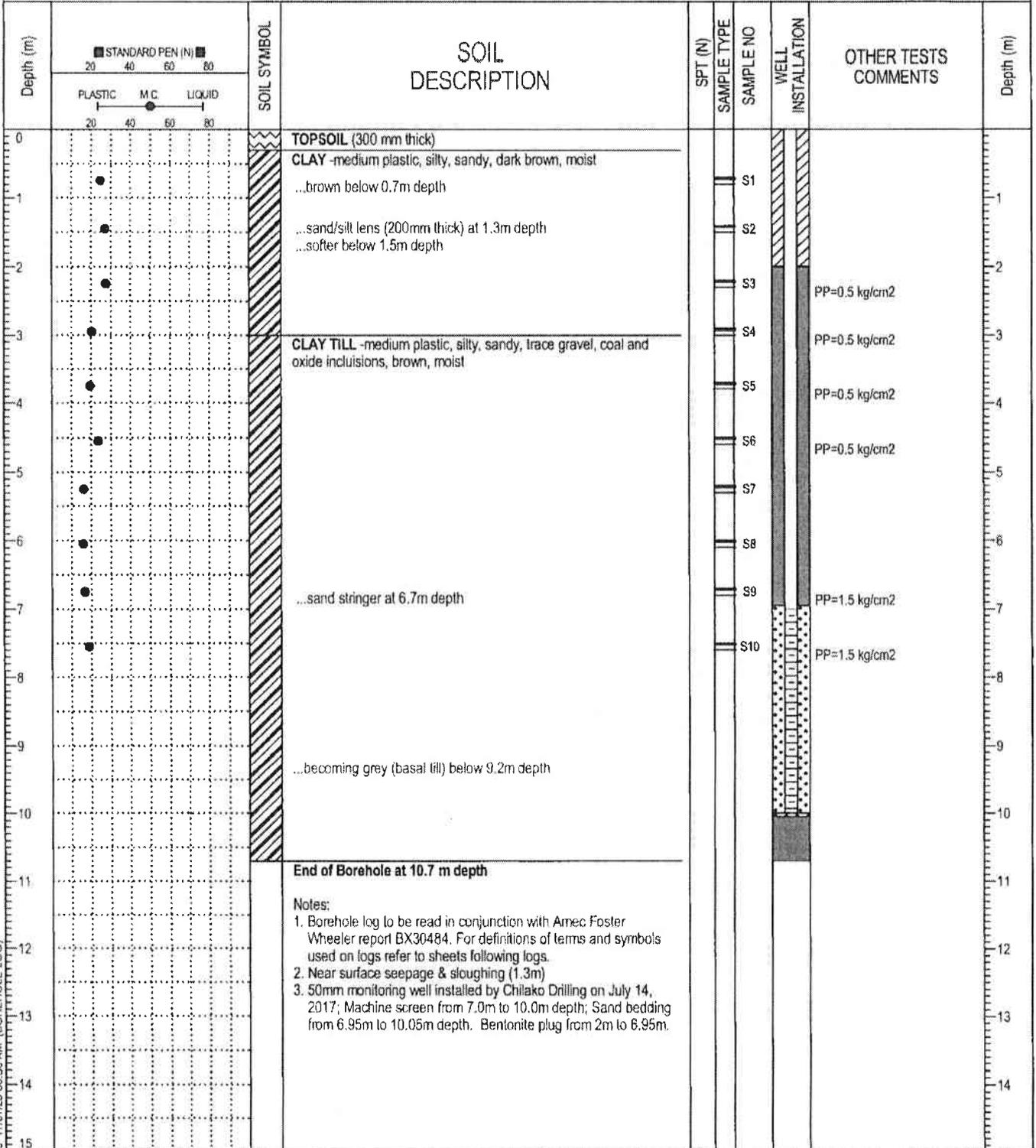
LOGGED BY: BM  
REVIEWED BY: JL

COMPLETION DEPTH: 7.60 m  
COMPLETION DATE: 14/6/17

Page 1 of 1

Page 38 of 42

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



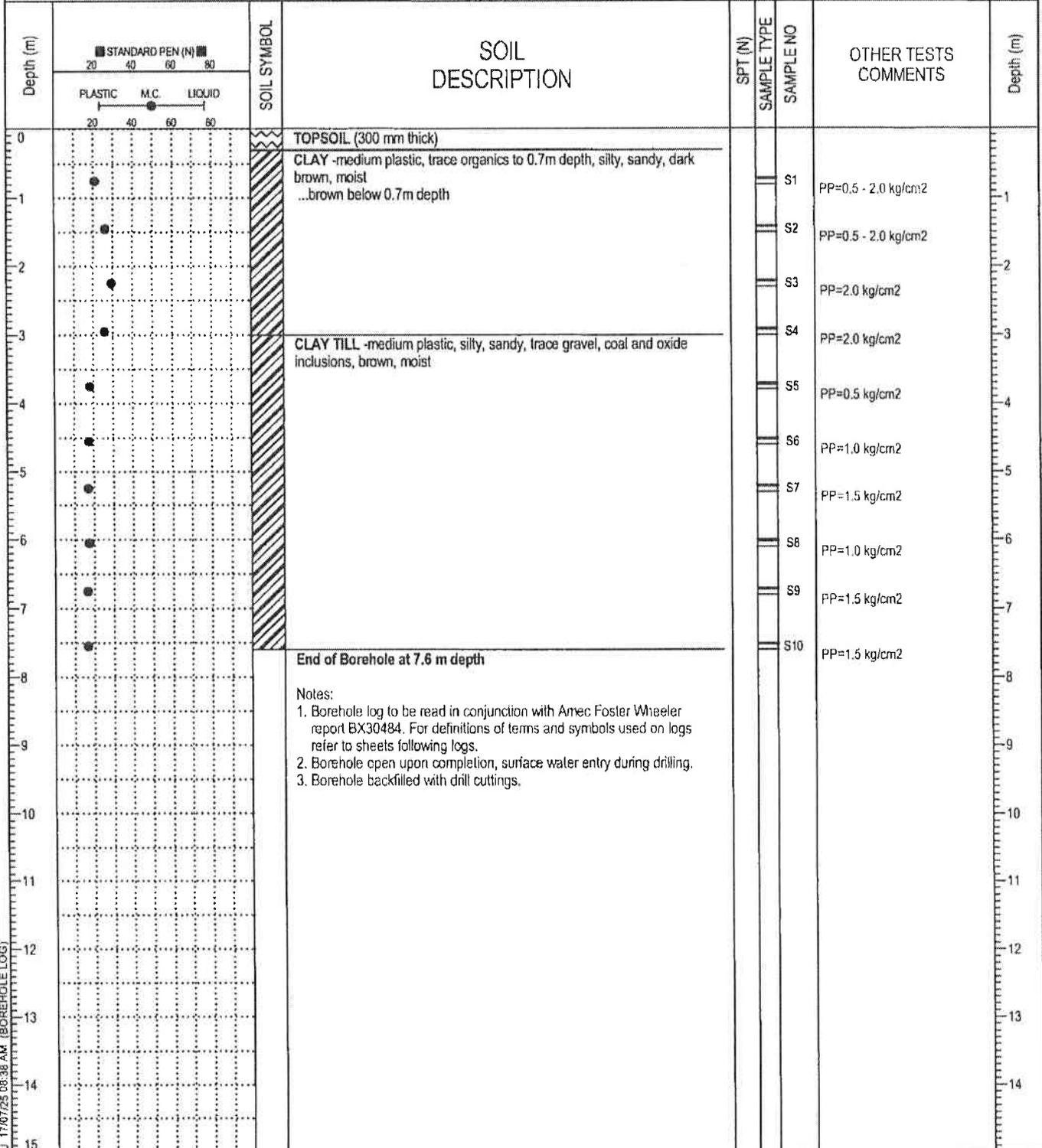
BX30484.GPJ 17/07/25 08:38 AM (BOREHOLE LOG)

Amec Foster Wheeler  
Environment & Infrastructure

LOGGED BY: BM	COMPLETION DEPTH: 7.60 m
REVIEWED BY: JL	COMPLETION DATE: 14/6/17
Page 1 of 1	

Page 39 of 42

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



- Notes:
- Borehole log to be read in conjunction with Amec Foster Wheeler report BX30484. For definitions of terms and symbols used on logs refer to sheets following logs.
  - Borehole open upon completion, surface water entry during drilling.
  - Borehole backfilled with drill cuttings.

BX30484.GPJ 17/07/25 08:38 AM (BOREHOLE LOG)

Amec Foster Wheeler  
Environment & Infrastructure

LOGGED BY: BM  
REVIEWED BY: JL

COMPLETION DEPTH: 7.60 m  
COMPLETION DATE: 14/6/17

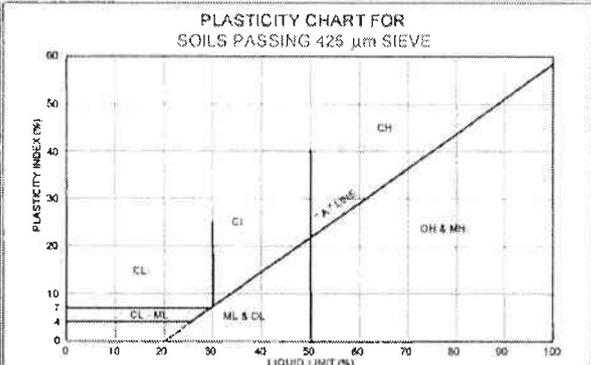
**MODIFIED UNIFIED CLASSIFICATION SYSTEM FOR SOILS**

MAJOR DIVISION		GROUP SYMBOL	GRAPH SYMBOL	COLOUR CODE	TYPICAL DESCRIPTION	LABORATORY CLASSIFICATION CRITERIA		
COARSE GRAINED SOILS (MORE THAN HALF BY WEIGHT LARGER THAN 75µm)	GRAVELS MORE THAN HALF THE COARSE FRACTION LARGER THAN 4.75mm	CLEAN GRAVELS (LITTLE OR NO FINES)	GW		RED	WELL GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	$C_u = \frac{D_{60}}{D_{10}} > 4; C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}} = 1 \text{ to } 3$	
			GP		RED	POORLY GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	NOT MEETING ABOVE REQUIREMENTS	
		DIRTY GRAVELS (WITH SOME FINES)	GM		YELLOW	SILTY GRAVELS, GRAVEL-SAND SILT MIXTURES	CONTENT OF FINES EXCEEDS 12%	ATTERBERG LIMITS BELOW "A" LINE OR P.I. LESS THAN 4
			GC		YELLOW	CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES		ATTERBERG LIMITS ABOVE "A" LINE P.I. MORE THAN 7
	SANDS MORE THAN HALF THE COARSE FRACTION SMALLER THAN 4.75mm	CLEAN SANDS (LITTLE OR NO FINES)	SW		RED	WELL GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES	$C_u = \frac{D_{60}}{D_{10}} > 6; C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}} = 1 \text{ to } 3$	
			SP		RED	POORLY GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES	NOT MEETING ABOVE REQUIREMENTS	
		DIRTY SANDS (WITH SOME FINES)	SM		YELLOW	SILTY SANDS, SAND SILT MIXTURES	CONTENT OF FINES EXCEEDS 12%	ATTERBERG LIMITS BELOW "A" LINE OR P.I. LESS THAN 4
			SC		YELLOW	CLAYEY SANDS, SAND-CLAY MIXTURES		ATTERBERG LIMITS ABOVE "A" LINE P.I. MORE THAN 7

FINE-GRAINED SOILS (MORE THAN HALF BY WEIGHT SMALLER THAN 75µm)	SILTS BELOW "A" LINE NEGLECTIBLE ORGANIC CONTENT	$W_L < 50\%$	ML		GREEN	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY SANDS OF SLIGHT PLASTICITY	CLASSIFICATION IS BASED UPON PLASTICITY CHART (SEE BELOW)
		$W_L < 50\%$	MH		BLUE	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS, FINE SANDS OR SILTY SOILS	
	CLAYS ABOVE "A" LINE NEGLECTIBLE ORGANIC CONTENT	$W_L < 30\%$	CL		GREEN	INORGANIC CLAYS OF LOW PLASTICITY, GRAVELLY, SANDY OR SILTY CLAYS, LEAN CLAYS	
		$30\% < W_L < 50\%$	CI		GREEN-BLUE	INORGANIC CLAYS OF MEDIUM PLASTICITY, SILTY CLAYS	
		$W_L > 50\%$	CH		BLUE	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS	
	ORGANIC SILTS & CLAYS BELOW "A" LINE	$W_L < 50\%$	OL		GREEN	ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY	WHENEVER THE NATURE OF THE FINES CONTENT HAS NOT BEEN DETERMINED, IT IS DESIGNATED BY THE LETTER "P", E.G. SP IS A MIXTURE OF SAND WITH SILT OR CLAY
		$W_L > 50\%$	OH		BLUE	ORGANIC CLAYS OF HIGH PLASTICITY	
	HIGHLY ORGANIC SOILS			Pt		ORANGE	PEAT AND OTHER HIGHLY ORGANIC SOILS

SPECIAL SYMBOLS		
LIMESTONE		OILSAND
SANDSTONE		SHALE
SILTSTONE		FILL (UNDIFFERENTIATED)

SOIL COMPONENTS				
FRACTION	U.S. STANDARD SIEVE SIZE		DEFINING RANGES OF PERCENTAGE BY WEIGHT OF MINOR COMPONENTS	
	PASSING	RETAINED	PERCENT	DESCRIPTOR
GRAVEL	76mm	19mm	35-50	AND
	19mm	4.75mm		
SAND	4.75mm	2.00mm	20-35	VERY
	2.00mm	425µm	10-20	SOME
	425µm	75µm		
FINES (SILT OR CLAY BASED ON PLASTICITY)	75µm		1-10	TRACE



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

OVERSIZED MATERIAL	
ROUNDED OR SUBROUNDED COBBLES 76mm TO 200mm BOULDERS > 200mm	NOT ROUNDED: ROCK FRAGMENTS > 76mm ROCKS > 0.75 CUBIC METRE IN VOLUME

amec foster wheeler

# EXPLANATION OF TERMS AND SYMBOLS

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

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

## TEST DATA

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

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

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

\* The results of these tests are usually reported separately

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

The soil of each stratum is described using the Unified Soil Classification System<sup>1</sup> modified slightly so that an inorganic clay of "medium plasticity" is recognized.

The modifying adjectives used to define the actual or estimated percentage range by weight of minor components are consistent with the Canadian Foundation Engineering Manual<sup>2</sup>.

### Relative Density and Consistency:

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

### Standard Penetration Resistance ("N" value)

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

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

<sup>2</sup> "Canadian Foundation Engineering Manual", 4<sup>th</sup> Edition, Canadian Geotechnical Society, 2006.



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**November 14, 2024; 6:00 pm**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November 14, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

**Executive Committee**

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

**Staff**

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

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

**1. Approval of Agenda**

**Moved by: Scott Akkermans**

THAT the Executive Committee adopts the November 14, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Christopher Northcott**

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

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

**4. Official Business**

**a. Chief Administrative Officer Performance Evaluation**

**Moved by: Don Anderberg**

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

**CARRIED**

**b. Board of Directors – Election and Organizational Meeting**

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

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

**c. Subdivision Activity – As of October 31, 2024**

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

**d. Budget**

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

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

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

**Moved by: Don Anderberg**

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

**CARRIED**

**(i) 2025-2029 Capital Budget & Plan**

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

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

**Moved by: Neil Sieben**

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

**CARRIED**

**5. Accounts**

**a. Office Accounts**

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

**Moved by: Scott Akkermans**

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

**CARRIED**

**b. Financial Statements**

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

**Moved by: Scott Akkermans**

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

**CARRIED**

**6. New Business**

There was no new business for discussion.

**Moved by: David Cody**

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

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

**CARRIED AT 7:30 PM**

**7. Closed Session**

**a. Succession Plan & Organization Summary**

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

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

**b. Chief Administrative Officer Performance Evaluation**

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

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

**Moved by: David Cody**

THAT the Executive Committee moves into Open Session.

**CARRIED AT 8:01 PM**

**8. CAO's Report**

L. Kuiper presented CAO Report to the Committee.

**9. Round Table Discussions**

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

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

11. **Adjournment**

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



CHAIR



CHIEF ADMINISTRATIVE OFFICER