



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 24th February, 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 – 10th February, 2025

4.0 PUBLIC HEARING

5.0 DELEGATION

5.1 Josh Marti – Oak Pointe Development Agreement – FOIP Act Division 2
Section 16

6.0 REQUESTS FOR DECISION

- 6.1 Drafted Bylaw No. 955-25 Large Lot Residential – R3 Home Occupations
- 6.2 Drafted Bylaw No. 956-25 Direct Control Zoning – 862 Crescent Avenue
- 6.3 Drafted Bylaw No. 954-25 Centennial Celebration Committee
- 6.4 Regional Emergency Advisory Committee
- 6.5 Drafted Picture Butte and Area Business Survey
- 6.6

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

- 9.1 CAO Report
- 9.1.1 Emergency Services Report

10.0 CORRESPONDENCE

- 10.1 Government of Alberta – Child Care Strategy
- 10.2 Town of Taber – Alberta Advantage Immigration Program
- 10.3 Alberta Transportation and Economic Corridors – Change speed limits response
- 10.4 Family & Community Support Services – All Council Event invitation

11.0 INFORMATIONAL ITEMS

- 11.1 Alberta Municipal Affairs – 2025 Minister's Awards for Municipal and Public Library Excellence.
- 11.2 Alberta Municipal Affairs – Joint Use and Planning Agreements
- 11.3 Alberta Municipalities – 2025 Budget Review
- 11.4 Alberta Municipalities – Election Survey
- 11.5 Closer to Home – Fact Sheet
- 11.6 Family & Community Support Services – Cheers to Volunteer Awards

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 16 – Oak Pointe Development Agreement

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, February 10th, 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
Administrative Assistant – K. Rice

1.0 CALL TO ORDER

Mayor Moore called the Regular Council Meeting to order at 6:38 p.m.

2.0 ADOPTION OF THE AGENDA

042 2502 10 MOVED by Councillor de Kok that the agenda be approved as amended.
ADD: 6.4 Green Acres Foundation – Letter of Support
ADD: 12.1 Bee Hive Child Care Centre
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – January 27th, 2025

043 2502 10 MOVED by Councillor Feist that the Regular Council Meeting minutes of
January 27th, 2025 be approved as presented.
CARRIED

4.0 PUBLIC HEARING – None for this meeting

5.0 DELEGATION

5.1 John Kolk – Walk on the Wildside President – Lease Extension

John gave a history of Walk on the Wildside and described the different features of the current pathway such as the gazebo and benches. He mentioned the hardening of the pathway and how well used the pathway is by residents in town and people passing through. Walk on the Wildside is working on the next stages of a walking path around the Picture Butte reservoir. To complete the path around the reservoir they will need to construct a bridge crossing just east of the canal diversion. Walk on the Wild Side is requesting that the Town extend the lease agreement with Lethbridge Northern Irrigation District to include an 8-foot-wide lease on the south side of the new canal adjacent to the canal bank roadway. Walk on the Wild Side has plans to incorporate stopping points along the extended trail. Additionally, they would like to build steps with rails at the end of 4th Street N to the gazebo. This would allow for safer access on the walking path for those coming from the main street. Lastly, Walk on the Wild Side would like to incorporate a mural on the sides of the pump house beside the where the new steps are proposed. This mural would be professionally printed materials placed onto a grid system that will allow for the pictures to be removed and replaced if needed. The proposed pictures would display history of the trail, flora and fauna of the area and appropriate pictures. This mural would be designed to enhance the walking experience.

6.0 REQUESTS FOR DECISION

6.1 4H Fee Rental Waiver

044 2502 10 MOVED by Deputy Mayor Papworth to waive the rental rate for the arena booking by the Turin 4H club.

CARRIED

6.2 Millennium Capsule Ceremony

045 2502 10 MOVED by Councillor Feist to open the Capsule on the Friday August 15th, 2025 as part of Jamboree Days Celebrations. After the opening ceremony the items inside will be on display for a period of time. During the next year the Town will begin collecting new items from local schools and groups. The Town will host a Closing Ceremony for the 100-year celebration in 2026, an option for this event could be a BBQ. The capsule can then be reopened in correlation with the Town’s 125-year, 150-year and 175-year celebrations.

CARRIED

6.3 Donation sign at Pool

046 2502 10 MOVED by Deputy Mayor Papworth for Administration to move forward with the donation sign at the pool recognizing the donors within the following four levels; Platinum Donor - \$100,000+, Gold Donor - \$50,000+, Silver Donor \$10,000+, and Bronze Donor \$500+.

CARRIED

6.4 Green Acres Foundation Letter of Support

047 2502 10 MOVED by Councillor de Kok to direct Administration to write a letter of support for Green Acres Foundation grant application to hire a Social Systems Navigator.

CARRIED

7.0 MAYOR’S REPORT

7.1 Mayor’s Report

- | | |
|-------------|--|
| January 28 | Attended an online Family and Community Support Services meeting |
| February 4 | Attended a Doctor Retention meeting |
| February 7 | Attended a Mayors and Reeves of Southern Alberta meeting |
| February 10 | Attended a meeting at the Bee Hive Child Care Centre |
| February 10 | Attended a Municipal Planning Commission meeting |

048 2502 10 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:

February 10	Attended a meeting at the Bee Hive Child Care Centre
February 10	Attended a Municipal Planning Commission meeting

Councillor Feist advised Council of her recent activities:

January 29	Attended a Community Futures meeting
February 4	Attended a Doctor Retention meeting
February 5	Attended a Family and Community Support Services meeting
February 10	Attended a meeting at Bee Hive Child Care Centre
February 10	Attended a Municipal Planning Commission meeting

Councillor de Kok advised Council of his recent activities:

January 29	Attended Southgrow Sustainability meeting
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February 10	Attended a meeting at Bee Hive Child Care Centre
February 10	Attended a Municipal Planning Commission meeting

Deputy Mayor Papworth advised Council of her recent activities:

January 29	Attended a Green Acres Foundation board meeting
February 4	Attended a Doctor Retention meeting
February 10	Attended a meeting at Bee Hive Child Care Centre
February 10	Attended a Municipal Planning Commission meeting

049 2502 10 MOVED by Deputy Mayor Papworth that the Council Reports be accepted
as presented.

CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

050 2502 10 MOVED by Councillor de Kok to accept the CAO Report as presented.
CARRIED

9.1.1 2024 Director of Parks and Recreation Monthly Report

051 2502 10 MOVED by Councillor Neels to accept the Director of Park and Recreation
Monthly Report as presented.

CARRIED

10.0 CORRESPONDENCE

10.1 St. Catherines Donation Request

052 2502 10 MOVED by Councillor Feist to donate one family seasons pass for the Cor Van Raay and Community Aquatic Centre to the St. Catherine's School Fundraising Banquet and Auction.

CARRIED

10.2 Palliser School Division – Consultation Sessions

053 2502 10 MOVED by Councillor de Kok to receive and file Palliser School Division – Consultation Sessions information.

CARRIED

10.3 Lethbridge County – Alberta Collaboration Program – Letter of Support

054 2502 10 MOVED by Councillor de Kok to direct administration to write a letter of support to Lethbridge County for the Alberta Collaboration Program.

CARRIED

10.4 Southern Alberta Economic Summit Invitation

055 2502 10 MOVED by Councillor Neels to receive and file the Southern Alberta
Economic Summit Invitation.

CARRIED

10.5 RCMP Strategic Plan Feedback

056 2502 10 MOVED by Councillor Neels to receive and file the RCMP Strategic Plan Feedback.

CARRIED

11.0 INFORMATIONAL ITEMS

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 16 – Bee Hive Child Care Centre

057 2502 10 MOVED by Deputy Mayor Papworth to close the meeting to the public in accordance with Division 2 Section 16 of the Freedom of Information and Protection of Privacy Act to discuss the Bee Hive Child Care Centre at 6:52 p.m.

CARRIED

058 2502 10 MOVED by Deputy Mayor Papworth to open the meeting to the public at 7:44 p.m.

CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for February 24th, 2025 beginning at 6:30 p.m.

059 2502 10 MOVED by Councillor Neels that the Regular Council Meeting adjourn at 7:45 p.m.

CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer



Request for Decision

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

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

Date: 20th February, 2025

To: Mayor, Council

From: CAO

Re: Drafted Bylaw No. 955-25 Large Lot Residential – R3 – Home Occupations

Background:

Early in the year we had a resident apply for a Business Licence for a business that would be operated from their home. The resident lives on a lot that is zoned Large Lot Residential – R3. It became apparent that Home Occupations A are Discretionary Uses and need to be approved by the Municipal Planning Commission and Home Occupations B are prohibited.

This issue was discussed with Council at the Committee of the Whole meeting in January where Council directed Administration to draft up a Land Use Bylaw amendment that would allow Home Occupation A's to be permitted uses and Home Occupation B's to be a discretionary use in the Large Lot Residential R3 land use zoning. This change will mirror the regulations that apply to Home Occupations in Residential R1 lots.

Home Occupations Regulations:

Home Occupation A's are "a home based occupation that involves the establishment of a small scale business incidental to the primary use of the residence and which does not involve:

- a) Outdoor storage and/or display of goods.
- b) Non-resident employees; and/or
- c) Customer/client visits to the residence"

Home Occupation B's are "a home based occupation involving the establishment of a small scale business incidental to the primary use of the residence that does not meet the criteria for a Home Occupation A and which may involve:

- a) The use of an accessory building
- b) Outdoor storage and/or display of goods within the residence or accessory building;
- c) One non-resident employee; and/or
- d) Customer visits.

Drafted Bylaw

Kattie, our Town planner from ORRSC has drafted bylaw number 955-25. It will amend the Land Use Bylaw No. 841-15 and will make Home Occupation A's a permitted use and Home Occupation B's a discretionary use in Large Lot Residential R3 land use zones as directed by Council.

As this bylaw is an amending bylaw, it will need to be advertised for two weeks. A public hearing will then need to be held prior to 2nd and 3rd reading occurring.

Recommendation:

To conduct first reading of Bylaw No. 955-25 Land Use Bylaw Amendment – Large Lot Residential R3 - Home Occupations.

Submitted by: Keith Davis, CAO

**TOWN OF PICTURE BUTTE
IN THE PROVINCE OF ALBERTA
BYLAW NO. 955-25**

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

WHEREAS the Council of the Town of Picture Butte desires to provide additional opportunities for Home Occupations in the Large Lot Residential – R3 district;

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

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

1. The Part 2 Land Use Districts, Large Lot Residential – R3, Section 1 is amended to move 'Home Occupations A' from Discretionary Uses Type A to Permitted Uses and to add 'Home Occupations B' to Discretionary Uses Type A.
2. Bylaw No. 841-15 being the Land Use Bylaw is hereby amended and consolidated.
3. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 24th day of February 2025.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **second** time this ____ day of _____ 2025.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **third** time and finally passed this ____ day of _____ 2025.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis



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: 20th February, 2025

To: Mayor, Council

From: CAO

Re: Drafted Bylaw No. 956-25 Direct Control Zoning – 862 Crescent Avenue

Background:

The road closure bylaw and new subdivision plan has been finalised for the closing of a part of Crescent Avenue and for 9th Street North to connect to Highway 25. With this new plan a commercial lot was created. This lot does not have any zoning attributed to it.

Council has also fielded some inquiries regarding this lot. Council directed Administration to create an amendment to the Land Use Bylaw to zone this lot Direct Control. Kattie, the Town's planner from ORRSC has drafted up this amending bylaw which is attached.

Kattie and I have not had a chance to discuss this draft. Discussion items from the proposed bylaw that I have identified include:

Schedule B

1. Section 1 Uses

- Should we add Signs Type 2 as a Discretionary Use?
- Should we add more uses, consistent with Retail Commercial permitted uses as well as Highway Commercial uses? For example, Amusement facility, Financial Institution, Food store/deli, bakery, grocery, Hotels, Medical and Dental offices, Personal services, Professional/business offices, Public and semi public buildings.

2. Section 4 Minimum Yard Setback Requirements

- Area B has major infrastructure located in it. I would recommend having Area B as the front yard setback minimum requirement which would be 14.36m. This means that a building could be built on the property line between Area B and the rest of the property.
- Side Yard Set back of 6.1m for the easterly property line along Crescent Avenue is a large setback. I think consideration for a smaller setback would be appropriate. Possibly 1.5m?
- Rear Yard Set back of 7.6m for the northerly property line along Crescent Avenue N also seems to be too large. I think consideration for a smaller setback would be appropriate.

3. Section 5 Maximum Density and Site Coverage

- Area B can not be built upon.
- Retail Commercial maximum site coverage is 80%.
- Highway Commercial maximum site coverage is 50%.

4. Section 11 (5)(a) Roads/Access/Parking

- Could access also include off Hwy 25 with approval from Alberta Transportation?

Drafted Bylaw

Drafted bylaw number 956-25 will amend the Land Use Bylaw No. 841-15 and will zone 862 Crescent Avenue as a Direct Control land use zoning. As this bylaw is an amending bylaw, it will need to be advertised for two weeks. A public hearing will then need to be held prior to 2nd and 3rd reading occurring.

Recommendation:

To conduct first reading of Bylaw No. 956-25 Land Use Bylaw Amendment – Direct Zoning – 862 Crescent Avenue as presented or amended.

Attachments:

1. Drafted Bylaw No. 956-25.

Submitted by: Keith Davis, CAO

**TOWN OF PICTURE BUTTE
IN THE PROVINCE OF ALBERTA**

BYLAW NO. xxx-xx

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

WHEREAS the Council of the Town of Picture Butte desires to redesignate land civically described as 862 Crescent Ave N. and legally described as:

A portion of Lot 1, Block 26, Plan 2412188 and Area B, Plan 2412187

from 'No Zoning' to 'Direct Control - DC', as shown on the map in Schedule 'A' attached hereto to assign land use designation to a former road;

AND WHEREAS the purpose of the proposed amendment is to establish the uses and regulations for a Direct Control District pertaining to the aforementioned land and are as described in Schedule 'B' attached hereto;

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

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

1. The land described as a portion of Lot 1, Block 26, Plan 2412188 and Area B, Plan 2412187 as shown on the attached Schedule 'A' be designated as Direct Control - DC.
2. That the Land Use Districts map of the Town of Picture Butte Land Use Bylaw No. 841-15 be amended to reflect this designation.
3. The specific land use district standards for the Direct Control district be added into Land Use Bylaw No. 841-15, as provided in Schedule 'B'.
4. That Part 2 Land Use Districts, Direct Control Districts and Adopting Bylaws, Subsection (2) be amended to reflect the adoption of this bylaw.
5. Bylaw No. 841-15 being the Land Use Bylaw is hereby amended and consolidated.
6. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 24th day of February 2025.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **second** time this ____ day of _____ 2025.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

READ a **third** time and finally passed this ____ day of _____ 2025.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
15 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

SCHEDULE 'B'

DIRECT CONTROL – DC BYLAW NO. XXX-XX

INTENT: To provide a means whereby Council may regulate and control the use, development, or subdivision on a site specific basis to the following lands: Area B, Plan 2412187 & Lot 1, Block 26, Plan 2412188 as shown in Section 16. For the specific purposes of facilitating development on a parcel with irregular parcel dimensions.

The development allowed is based on the plans as approved by Council in consideration of the constraints of the site, compatibility with adjacent public, institutional and residential land uses, and on the basis the development does not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use or enjoyment or value of neighbouring properties.

1. USES

PERMITTED USES

Signs Type 1
Solar collectors, individual (see [Part 4](#))
Temporary shipping container (see [Part 3](#) and [Part 4, Section 40](#))

DISCRETIONARY USES

Accessory buildings and structures
Accessory Uses
Any use Council considers suitable.

CONDITIONAL USES

The following are considered:

- (a) permitted uses if they are located within an existing approved building; and
- (b) discretionary uses if they are located within proposed buildings or proposed additions to existing buildings.

Animal grooming facility
Business Support Services
Coffee shops, restaurants
Convenience stores
Liquor store
Public or private utilities
Restaurants
Retail stores
Signs Type 2 (in accordance with [Part 5](#))
Tourist centres of facilities

PROHIBITED USES

- ♦ *Any use which is not listed as either a Permitted or Discretionary Use is a Prohibited Use, unless otherwise authorized by Council.*

2. DEFINITIONS

All words and terms have the same meaning as what is specified in the Town of Picture Butte Land Use Bylaw.

3. MINIMUM LOT SIZE

As Council determines necessary, having regard to [Part 2](#).

4. MINIMUM YARD SETBACK REQUIRMENTS

Front yard – 9.1 m (30 ft.) (Highway Avenue N.)
Secondary front yard – 3.0 m (10 ft.) (9 Street N.)_
Side yard – 6.1 m (20 ft.) (easterly property line along Crescent Avenue N.)
Rear yard – 7.6 m (25 ft.) (northerly property line along Crescent Avenue N.)

To orient buildings towards Highway 25 and establish consistency with existing development, Highway Avenue North shall be considered the primary front and 9 Street N. shall be considered the secondary front.

5. MAXIMUM DENSITY AND SITE COVERAGE

Principal building and accessory buildings combined – 50%.

6. ACCESSORY BUILDINGS AND STRUCTURES

- (1) Any accessory buildings or structures shall not be located within a required setback as identified in Section 4 or on an easement.
- (2) An accessory building or structure shall only be constructed after or in conjunction with an approved principal use or building on the parcel.

7. STANDARDS OF DEVELOPMENT

As Council, or the Development Officer acting as the Development Authority, considers necessary having regard to [Part 4](#).

8. SIGNS

Having regard to [Part 5](#), signs shall be a permitted or discretionary use as defined in [Section 1](#) of this district.

9. OTHER STANDARDS

- (1) Development on Area B, Plan 2412187, including development of parking, shall not be permitted until such a time, as the parcel is consolidated by plan with Lot 1, Block 26, Plan 2412188.
- (2) As Council requires.

10. APPROVAL PROCEDURE

- (1) Before Council, or the Development Officer acting as the Development Authority as assigned by Council, considers an application for a use in the Direct Control district, they shall:
 - (a) cause notice to be issued by the Development Officer in accordance with [Part 1, Section 33](#);
 - (b) hear any persons who claim to be affected by a decision on the application.
- (2) Council, or the Development Officer acting as the Development Authority, may then approve the application with or without conditions, or refuse the application.

11. OTHER REQUIREMENTS (AS MAY BE REQUIRED BY COUNCIL)

- (1) **Site, Layout, and Grading Plan** – that shows the property dimensions, building size and locations, parking areas, utility easements, elevations and servicing areas.
- (2) **Landscaping Plan** – that shows the front yard landscaping and fencing (height and type) on the property.
- (3) **Refuse or Garbage** – shall be located and kept in a municipally approved/supplied container as per the Town of Picture Butte utility policy, and set out by landowners for collection on pick-up day as schedule by the town.
- (4) **Servicing** – the developer shall be responsible for ensuring all required municipal servicing is provided for the development, including water, sewage and drainage.
 - (a) Shallow utilities (e.g. gas, electricity, fibre optics, phone) as required shall also be provided by the developer to the municipality's or utility agencies' standards.
 - (b) Any utility right-of-ways or access easements as required shall be provided by the developer to the satisfaction of the Town of Picture Butte.
- (5) **Roads/Access/Parking**
 - (a) Public road access/egress to the parcel will be limited to a single access point to Crescent Avenue.
 - (b) Parking must be delineated on site and meet the size standards of the Land Use Bylaw.
- (6) **Site Plan** – the development may only be approved in accordance with overall conformity to the associated site plan as approved by town Council.

12. SUBDIVISION

- (1) No further subdivision is contemplated.
- (2) The Municipal Planning Commission, acting in the capacity of the Subdivision Authority, shall make decisions on subdivision applications.

13. DELEGATION OF AUTHORITY

- (1) Council shall be the Development Authority to decide on development permit applications for all uses and application for waivers of development standards.

- (2) The Development Officer, in accordance with Part 1 Section 35 of the Land Use Bylaw and pursuant to section 641 (3) of the Municipal Government Act may, with the direction of Council, act as the Development Authority and receive and decide upon development permit applications for permitted uses provided they conform to the standards of the bylaw.

14. APPROVAL PROCEDURE

- (1) Where the Development Officer as the Development Authority has been delegated the authority to decide upon development permit applications for permitted uses, or a conditional uses within an existing building, and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- (2) Before consideration of a development permit application for a proposal requiring waivers, a discretionary use, or a conditional use proposing construction of, or an addition to, a building on the subject property, Council shall:
 - (a) cause a notice to be issued by the designated officer to any person likely to be affected;
 - (b) ensure that the notice contains the date and time that council will hear the application for discretionary uses, or conditional uses proposing construction of, or an addition to, a building, or application for waivers of development standards;
 - (c) hear any person that claims to be affected by the decision on the application;
 - (d) Council may then approve the development application with or without conditions or refuse the application with reasons.
- (3) Where Council has made a decision on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the town office.

15. APPEAL PROCEEDURE

- (1) Pursuant to section 685(4)(a) of the Municipal Government Act, if a decision with respect to a development permit application is made by Council, there is no appeal to the Subdivision and Development Appeal Board.
- (2) If the Development Officer has been delegated the authority to decide upon development permit application as the Development Authority, then pursuant to section 685(4)(b) of the Municipal Government Act, the appeal to the Subdivision and Development Appeal Board is limited to whether the Development Officer followed the direction of Council.

16. DEVELOPMENT AREA

The regulations and standards of this Direct Control Bylaw apply to Area B, Plan 2412187 & Lot 1, Block 26, Plan 2412188 as shown in the map below.



Development Area

AREA B, PLAN 2412187 & PORTION OF LOT 1, BLOCK 26, PLAN 2412188
 WITHIN SE 1/4 SEC 3, TWP 11, RGE 21, W 4 M
 MUNICIPALITY: TOWN OF PICTURE BUTTE
 DATE: FEBRUARY 12, 2025



Request for Decision

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

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

Date: 24th January, 2025

To: Mayor, Council

From: CAO

Re: Bylaw No. 954-25 Centennial Celebration Committee

Background:

At the 27th of January Council meeting a drafted Bylaw No. 954-25 was presented to Council. At that meeting Council gave direction to Administration on some proposed amendments. The direction was also given to work with Councillor Feist and Eva Penner to work on further amendments. This occurred. The amended drafted bylaw was then presented to the Centennial Celebration Committee at their meeting held on the 14th of February where further feedback was received.

What is attached is the amended drafted Bylaw No. 954-25 Centennial Celebration Committee. Changes include:

- A reduction in the suggested membership.
- 4.2 which states what constitutes a quorum.
- 4.3 Adding an executive committee.
- 4.4 Role of the secretary
- 4.7 Clarifying who “Town of Picture Butte representatives” include.

Recommendation:

To conduct all three readings of Bylaw No. 954-25 Centennial Celebration Committee.

Attachments:

1. Drafted Bylaw No. 954-25 Centennial Celebration Committee

Information presented to Council at the 27th of January Regular Council Meeting.

Background

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

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

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

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

- *That the committee is an Ad Hoc Committee and will dissolve on the 31st of December, 2026;*
- *Committee members up to 30 people. This number should be discussed;*

- *Outlines what kind of individuals and organisations should be on the committee;*
- *Outlines member responsibilities;*
- *Chair shall be a member of Council; and*
- *Duties, goals and objectives of the Committee are outlined.*

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

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

Recommendation:

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

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

(2);
2. Member of Lethbridge County Council

(1);
3. Town of Picture Butte staff

(1);
4. Picture Butte School Representatives

(1);
5. School Board Representative

(1);
6. Picture Butte & District Chamber of Commerce

(1);
7. Community Not for Profit Organisations

(1);
8. Town residents

(3);
9. Lethbridge County residents

(1);
- TOTAL

(12)
- 4.2. Seven (7) members of the Committee will constitute quorum. Attendance via electronic means is considered acceptable for meeting quorum and attendance requirements.
- 4.3. The Committee membership shall elect an Executive Committee consisting of a Chairperson, Vice Chairperson and Treasurer.

- 4.4. 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.
- 4.5. 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.
- 4.6 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.
- 4.7 Town of Picture Butte representatives (Council members or Secretary) responsibilities include:
1. Scheduling meetings, booking meeting space 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.
- 4.8 Members shall be appointed until the 31st of December 2026.
- 4.9 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.
- 4.10 Any member may resign at any time upon sending a written notice to the Chairperson.
- 4.11 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.
- 4.12 If a member of the Committee is disqualified from remaining a member under subsection 4.6., 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, Tourism, and Community Engagement
 3. Volunteers, Youth, Seniors
 4. Budget, Sponsorships and Funding
 5. Publications

6. PROCEEDINGS

- 6.1. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee.
- 6.2. Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
- 6.3. Minutes of the Committee shall take place at each meeting and will be maintained as an official record of the Town.
- 6.4. A copy the minutes shall be distributed, via email, to Committee members within one week of the meeting whenever possible.

7. DUTIES OF THE COMMITTEE

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

8. BUDGET

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

9. MEDIA & COMMUNICATIONS

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

10. COMMITTEE TERM

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

11. COMING INTO EFFECT

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

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

TOWN OF PICTURE BUTTE

Cathy Moore
Mayor

Keith Davis
CAO



REQUEST FOR DECISION

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

Date: February 20, 2025
To: Mayor, Council
From: Director of Emergency Services

RE: Regional Emergency Advisory Committee

Background:

With the signing of the Regional Emergency Management Partnership Agreement a new Regional Emergency Advisory Committee will need to be formed to meet our requirements of the *Local Authority Emergency Management Regulation*. The first meeting of the new committee is scheduled for end of April or beginning of May.

Financial Implications:

No financial impact as this committee will replace the existing committee.

Recommendation:

THAT Council appoint the Mayor and Deputy Mayor to the Regional Emergency Advisory Committee to represent the Town of Picture Butte.

Alternate Options:

Council can name any 2 Councillors to the Regional Emergency Advisory Committee.

Attachments:

None

Submitted by:

Frank West
Director of Emergency Services

Picture Butte and Area 2025 Business Survey

* Indicates required question

Thank you for taking the time to complete this survey which will help Picture Butte to establish the health and well-being of local businesses. Your voice is important and your responses to this survey will be used to help shape the region's priorities in the future.

We ask that you be truthful and candid in your responses. Your personal information will be kept **confidential** and will not be rented or sold to any third parties.

This survey is intended to be completed by businesses that have operations within the Town of Picture Butte or the immediate surrounding area. If you believe you have received this link in error, please do not complete the survey.

This survey is being conducted by the Town of Picture Butte Economic Development Committee.

Business Information

1. Operating name of the business *

2. Primary address of the business. *

3. Business website URL (if applicable)

Your contact information

We will keep your information on file in case we need to follow up with you directly about this survey.

4. Your name *

5. Your email address *

6. Your phone number *

7. Your position within the business *

Mark only one oval.

☐ Business Owner

☐ Chief Executive Officer

☐ Director

☐ Manager

☐ Other:

Industry Category

8. In what industry does the business serve? *

Select the Industry Type that best fits the nature of the business. If you don't see an option that fits, please select "Other" and enter a brief description of the industry type of the business.

The options below are based on NAICS codes, which can be found [here](#) for reference.

Mark only one oval.

- ☐ Agriculture, forestry, fishing and hunting
- ☐ Mining, quarrying, and oil and gas extraction
- ☐ Utilities
- ☐ Construction
- ☐ Manufacturing
- ☐ Wholesale trade
- ☐ Retail trade
- ☐ Transportation and warehousing
- ☐ Information and cultural industries
- ☐ Finance and insurance
- ☐ Real estate and rental and leasing
- ☐ Professional, scientific and technical services
- ☐ Management of companies and enterprises
- ☐ Administrative and support, waste management and remediation services
- ☐ Educational services
- ☐ Health care and social assistance
- ☐ Arts, entertainment and recreation
- ☐ Accommodation and food services
- ☐ Other services (except public administration)
- ☐ Public administration
- ☐ Other: _____

Local Operations

9. Is your business physically located in Picture Butte or outside Picture Butte? *

Mark only one oval.

- ☐ Inside Picture Butte
- ☐ Outside Picture Butte (Lethbridge County)

10. Is the business locally owned and operated in the Picture Butte area? *

Mark only one oval.

- ☐ Locally owned with all operations located in Picture Butte
- ☐ Locally owned with operations located in Picture Butte and in other locations
- ☐ Externally owned with all operations located in Picture Butte
- ☐ Externally owned with operations located in Picture Butte and in other locations

11. How long has this business been operating in the Picture Butte area *

Mark only one oval.

- ☐ Less than one year
- ☐ 1 to 5 years
- ☐ 6 to 10 years
- ☐ More than 10 years

Overall Satisfaction

12. Overall, how satisfied are you with Picture Butte as a place to own and operate a business? *

Mark only one oval.

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied

13. Over the past 12 months would you say your attitude about doing business in Picture Butte is ... *

Mark only one oval.

- ☐ More positive
- ☐ The same and has not changed
- ☐ More negative

Labour Costs

14. Of your total annual business expenses, approximately what percentage is Labour costs? *

Mark only one oval.

- ☐ 0 - 24%
- ☐ 25 - 49%
- ☐ 50 - 74%
- ☐ 75 - 100%
- ☐ Not sure

Full-Time Employees

15. How many full-time employees currently work in the business in the Picture Butte area? *

Mark only one oval.

- ☐ 0
- ☐ 1 to 5
- ☐ 6 to 10
- ☐ 11 to 20
- ☐ 21 to 50
- ☐ 51 to 99
- ☐ 100 or more
- ☐ Not Sure

16. Over the past 12 months, the **total number of full-time employees** in the business in the Picture Butte area has ... *

Mark only one oval.

- ☐ Increased
- ☐ Remained the same
- ☐ Decreased
- ☐ Not sure

Part-Time Employees

17. How many part-time employees currently work in the business in the Picture Butte area? *

Mark only one oval.

- ☐ 0
- ☐ 1 to 5
- ☐ 6 to 10
- ☐ 11 to 20
- ☐ 21 to 50
- ☐ 51 to 99
- ☐ 100 or more
- ☐ Not Sure

18. Over the past 12 months has the **total number of part-time employees** in the business in the Picture Butte area has ... *

Mark only one oval.

- ☐ Increased
- ☐ Remained the same
- ☐ Decreased
- ☐ Not sure

Financial Trends

19. Over the past 12 months have your **business revenues** ... *

Mark only one oval.

- ☐ Increased
- ☐ Remained the same
- ☐ Decreased
- ☐ Not sure

20. Over the past 12 months have your **business expenses** ... *

Mark only one oval.

- ☐ Increased
- ☐ Remained the same
- ☐ Decreased
- ☐ Not sure

Local Factors Affecting Your Business

21. How satisfied are you with each of the following factors that affect doing business in Picture Butte? *

Mark only one oval per row.

	Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied
Availability of unskilled labour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of skilled labour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support from local individuals and businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business assistance from the municipality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Zoning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Development/building process and charges for planning and permits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water availability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of health and medical services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste collection & management services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of roads and highways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Municipal property taxes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility for pedestrians and cyclists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

systems
cyclists

Local supply chains
Local supply chains
relevant to my
relevant to my
business
business

☐☐☐☐

Availability of local
Availability of local
professional services
professional services

☐☐☐☐

Availability of internet
Availability of internet
and cellular phone
and cellular phone
services to support
services to support
business needs
business needs
(current and future)
(current and future)

☐☐☐☐

Access to training for
Access to training for
employees
employees

☐☐☐☐

Availability and price
Availability and price
of commercial and
of commercial and
industrial land
industrial land

☐☐☐☐

Availability and price
Availability and price
of commercial
of commercial
property for purchase
property for purchase
or lease
or lease

☐☐☐☐

Availability and price
Availability and price
of adequate housing
of adequate housing

☐☐☐☐

Street events and
Street events and
community gathering
community gathering
spaces for worker
spaces for worker
quality of life
quality of life

☐☐☐☐

22. Please identify any local factors that are very important to your business that were not listed above

Availability of Labour

23. For which skills do you have **difficulty recruiting within** the Picture Butte area? *

Check all that apply.

- ☐ Plumbers, Gas Fitters and HVAC
- ☐ Welders, Pipe Fitters, Electricians
- ☐ Sales People
- ☐ Technology / Information Communications Technology Trained Workers
- ☐ Cooks and Servers
- ☐ Financial Management
- ☐ Drivers
- ☐ Hair Stylists, Lash or Skin Technicians, Estheticians
- ☐ Skilled Autobody Technicians
- ☐ Licensed Mechanics, Journeymen, Body men
- ☐ Commercial and Residential Cleaners
- ☐ Trained Customer Service Professionals
- ☐ Upholstery, Embroidery, and Industrial-Type Sewing
- ☐ Agricultural Sector Workers
- ☐ General Labour
- ☐ None of the above
- ☐ Other: _____

Supply Chain

24. Would you say you have difficulties in any of the following areas related to your supply chain management? *

Check all that apply.

- ☐ The number of available local workers
- ☐ Availability of Seasonal Labour
- ☐ Quality of available local suppliers
- ☐ Price of available local suppliers
- ☐ Inflation-related price increases with local suppliers
- ☐ Volatility of local suppliers
- ☐ Availability of imports
- ☐ Price of imports
- ☐ Inflation-related price increases with imports
- ☐ Other: _____

Impact of Inflation

25. How has inflation affected the way you price your goods or services? *

Mark only one oval.

- ☐ Forced to increase costs significantly due to inflation-driven supply chain cost increases
- ☐ Had to make significant changes to pricing strategy affecting most or all products
- ☐ Made minor changes to pricing on some products
- ☐ No impact on our prices due to inflation
- ☐ Not sure / prefer not to say

26. How has inflation affected your relationships with existing suppliers? *

Mark only one oval.

- ☐ Forced to seek alternative suppliers due to increases in their costs
- ☐ Had to make significant changes to existing supplier relationships due to increases in their costs
- ☐ Made minor changes to supplier relationships or found other ways to manage increases in their costs
- ☐ No significant changes to supplier relationships or cost management practices
- ☐ Not sure / prefer not to say

Business Plans

27. **Within the next 24 months** do you plan on ... *

Mark only one oval.

- ☐ Expanding your business *Skip to question 28*
- ☐ Downsizing your business *Skip to question 29*
- ☐ Relocating your business outside of Picture Butte *Skip to question 30*
- ☐ Selling your business *Skip to question 31*
- ☐ Closing your business *Skip to question 32*
- ☐ None of the above *Skip to question 33*

28. Are you planning on **expanding** your business within the next **6 months**? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Not sure

Skip to question 33

29. Are you planning on **downsizing** your business within the next **6 months?** *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Not sure

Skip to question 33

30. Are you planning on **relocating** your business outside of Picture Butte within the next **6 months?** *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Not sure

Skip to question 33

31. Are you planning on **selling** your business within the next **6 months?** *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Not sure

Skip to question 33

32. Are you planning on **closing** your business within the next **6 months**? *

Mark only one oval.

☐ Yes

☐ No

☐ Not sure

Skip to question 33

Additional Comments

33. Is there any other feedback you would like to convey to Picture Butte?

This content is neither created nor endorsed by Google.

Google Forms



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: 21st February, 2025

To: Mayor, Council

From: CAO

Council to Council Meeting

Coalhurst got back to me and have proposed the 11th of March at 6:00 p.m. at the Coalhurst Community Centre for a Council to Council meeting. Coalhurst have said it will informal but will host an interactive activity for brainstorming regional advocacy items.

Fire Services Agreement

Coalhurst, Nobleford, Picture Butte and the County have been meeting to finalise the Regional Fire Services Agreement. We have made recent progressions but are continuing to negotiate this agreement. I have been working closely with Frank and have had a number of meetings regarding this.

Miscellaneous Items since last Council meeting

- I attended a Centennial Celebration Committee meeting and went over the proposed bylaw.
- Time was spent preparing for budget presentations that occurred on the 18th of February.
- I have spent some time preparing for budget presentations for the next Committee of the Whole meeting.
- The Mayor and I have been registered for the Spring Caucus
- Hotels for the 2025 Alberta Municipalities convention have been booked in Calgary.
- A letter was sent to Green Acres in support of their grant application.
- A donation to St. Catherines for a family season pass to the pool was sent.
- A letter to the County in support of their ACP grant was sent.
- Curtis has talked to his staff about supervising public skate and has a new sign coming reiterating the rules. People disregarding the rules will be banned for a period of time.

Ongoing projects

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.

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.

HOLIDAY STATUS

Days in lieu used 21 hrs out of 70 hrs

Accrued Holidays 38 days

Submitted by: Keith Davis, CAO



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: February 21, 2024
To: Mayor, Council
From: Director of Emergency Services

RE: Emergency Services Report – January 2025

Year-to-Date Emergency Events (Jan)						
Fire		Medical		Motor Vehicle Collisions		Total
Town	County	Town	Other	Town	County	
2	4	15	23	0	2	46

Fire Services

Fire crews responded to 16 events in January including 2 motor vehicle collisions, 2 alarms, 4 structure fires, and 8 medical emergencies.

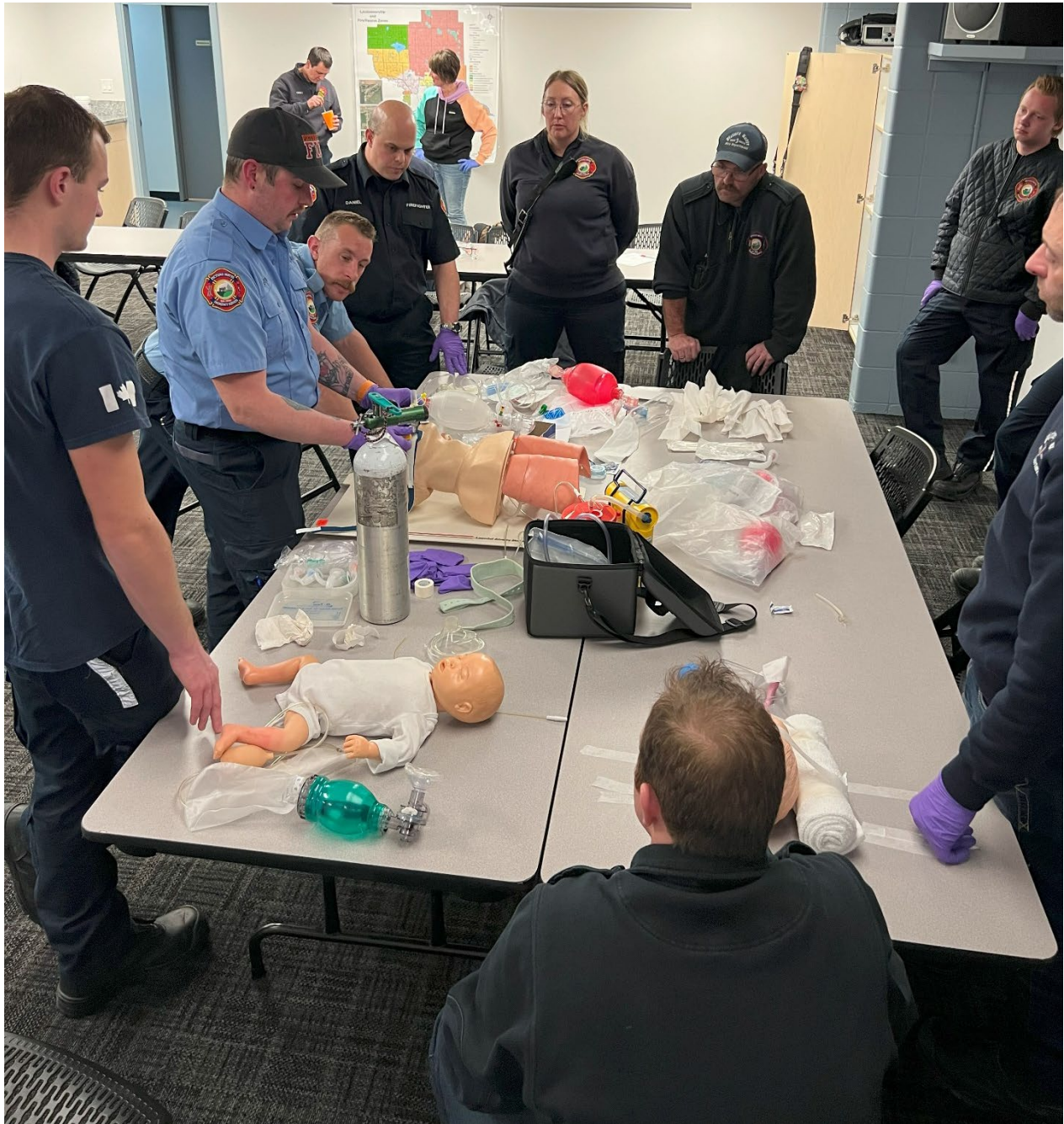
On January 2, 2025 Picture Butte Emergency Services responded with 2 crews to assist Nobleford & District Emergency Services with a large commercial structure fire. Crews were on scene for several hours in the bitter cold to contain the fire to the original building which was a total loss.



Hog barn fire in northwest Lethbridge County

Emergency Medical Services

Our EMS crews responded to 38 events in January and transported or treated 29 patients. All members have been completing refresher training on medical skills throughout January with our EMS staff recertifying in our latest version of the Medical Control Protocols issued by Alberta Health Services.



Bylaw Services

There was no bylaw enforcement for the month of January.

Emergency Management

The regional emergency management framework project with the new Regional Emergency Management Coordinator beginning in January. The Regional Emergency Management Plan is in the final stages of development with a final draft expected next month. Breea and I have been working on updating our regional training records and equipment inventory with the plan of compiling a list for our Regional Incident Management Team.

Submitted by: Frank West, *Director of Emergency Services*

Keith Davis

From: Alberta Child Care Deloitte <albertachildcare=deloitte.ca@hubspotstarter.na2.hs-send.com>
Sent: Friday, February 14, 2025 3:54 PM
To: Keith Davis
Subject: You Are Invited | Child Care Needs Assessment

Dear Keith,

We are inviting you to play a key role in shaping your community's child care strategy.

The Government of Alberta is dedicated to ensuring high-quality, accessible, affordable, and inclusive child care that meets the needs of Alberta families.

To advance this vision, Deloitte and HelpSeeker have been contracted by the Ministry of Jobs, Economy, and Trade (JET) to lead a province-wide **Child Care Community Needs Assessment**, to be completed by **June 30th, 2025**. This initiative is designed to help communities like yours gather actionable data on your **licensed child care needs**.

What's in it for your community?

There is no cost to your community to participate. By participating, you'll receive:

1. **A Tailored Report:** A 15-20 page assessment and actionable insights to advance your community's unique child care needs.
2. **An Interactive Dashboard:** An online tool offering tailored child care data for your community and others across Alberta.

How to get involved:

- **If you are the right representative** (i.e., a local government employee who is responsible for planning, facilitating, and assessing child care services in your community) please take this *15-minute Child Care Needs Survey on behalf of your community* by clicking [here](#).

OR

- **If you are not the right person**, please help us connect with them by completing this *2-minute Contact Information Survey* by clicking [here](#).

Why this matters:

Your input will directly shape the future of child care in Alberta, ensuring more families have access to the services they need. This is a **unique opportunity** to influence policy, learn about key grant announcements (*building blocks*), and make a lasting impact—**at no cost to your community**.

For more information, please visit: albertachildcareassessment.ca or reach out to us at albertachildcare@deloitte.ca

Thank you for your time and leadership. We look forward to working with you!



Deloitte, 850 2 St SW #700, Calgary, AB T2P 0R8, Canada

[Unsubscribe](#) [Manage preferences](#)



February 13, 2025

TABER CONCLUDES ALBERTA ADVANTAGE IMMIGRATION PROGRAM

TABER, AB – After two years of success, the Town of Taber is wrapping up our participation in the Alberta Advantage Immigration Program's (AAIP) Rural Renewal Stream. This decision follows recent Federal and Provincial immigration policy changes that have lowered immigration allocation spaces throughout the province and aligns with the conclusion of the Settlement, Integration, and Language Projects (SILP) Grant funding that was due to end on March 31, 2025.

The initiative was first brought to the Town's attention by local businesses struggling to fill vacancies. After researching the program, Taber's Economic Development Department brought it forward as a solution to assist local businesses in addressing their workforce shortages.

The Rural Renewal Program has played a vital role in supporting economic growth and workforce development across the region. Based on Taber's success, we were also able to assist the Municipal District of Taber, Vauxhall, Coaldale, Lethbridge County, Picture Butte, Milk River, Raymond, Cardston, and Nobleford with their own AAIP programs, demonstrating the power of regional collaboration. Since its inception, 235 full-time jobs in the region have been filled through endorsed candidates, benefiting 88 local businesses.

“With provincial immigration allocations cut in half to 4,875 across all six AAIP streams and over 49,000 individuals already in the queue, this was a natural transition point for our participation,” said Amy Allred, Economic Development Manager. “The reduction in allocations presented increasing challenges for continuing the program, but we are incredibly proud of what we’ve achieved and grateful for the businesses and communities that helped make it a success.”

Throughout the program, SILP Grant funding enabled the employment of a dedicated coordinator and supported various employer training and community engagement initiatives. These included sessions on topics such as addressing racism in the workplace, cross-cultural team building, and inclusive hiring practices. Additionally, community engagement events helped connect service providers and stakeholders to better support newcomers and local businesses.

As the program winds down, Taber remains committed to ensuring a smooth transition for our candidates and our partner communities. Every qualified candidate who applied during the program's pause will receive their Endorsement Letter before March 31. The Town of Taber looks forward to exploring new opportunities to support business growth, workforce development, and community stability.

“We welcome the many workers and families who have chosen our region as their new home,” added Allred. “Taber and our partner communities remain open for business and committed to fostering economic growth and prosperity for all.”

###



ALBERTA

TRANSPORTATION and ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

February 10, 2025

AR 101081

Her Worship Cathy Moore
Mayor
Town of Picture Butte
PO Box 670
Picture Butte, AB T0K 1V0
cmoore@picturebutte.ca

Dear Mayor Moore:

Thank you for your letter regarding a speed amendment request for highways 25 and 519 in the Town of Picture Butte.

I appreciate your concerns and assure you Transportation and Economic Corridors is committed to providing a safe, efficient, and sustainable transportation system that meets the needs of Albertans. This commitment includes regularly monitoring, inspecting, and assessing needs on our highways.

The posted speed limit of 50 kilometres per hour (km/h) is typical for an urban cross-section of provincial highways in Alberta. The department uses several criteria from different sources when assessing speed limits. For example, Transportation and Economic Corridors' Highway Geometric Design Guide specifies how to design highways for safe vehicle operation under normal conditions at certain speeds. The department also uses various Transportation Association of Canada design guidelines to determine speed limits.

The department does not typically introduce speed limits below 50 km/h on provincial highways due to safety concerns related to motorist compliance. Exceptions to this include the implementation of playground zones, and school zones, which temporarily reduce speed limits below 50 km/h when warranted.

... /2

These exceptions follow specific guidelines to determine whether the highway corridor meets the engineering criteria necessary to warrant such a speed reduction.

While the department is aware of concerns within the community regarding vehicle operating speeds and safety, this area does not currently warrant any new speed limit exceptions. In conjunction with the Town staff, previous reviews of these concerns identified other opportunities for improved safety. They include the removal of on-street angle parking, and the implementation of physical traffic calming measures. I would encourage you to revisit these opportunities as an alternative and effective means of promoting roadway safety.

Should you have further questions, please contact Kenneth Mulhall, Operations Manager. Mr. Mulhall can be reached toll-free by dialling 310-0000, then 403-381-5517, or at Kenneth.mulhall@gov.ab.ca.

Thank you for taking the time to write.

Sincerely,



Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Honourable Joseph Schow, ECA
MLA for Cardston-Siksika
Kenneth Mulhall
Operations Manager, Transportation and Economic Corridors

SAVE THE DATE

All Councils Event

Date: Wednesday, April 2, 2025

Time: 6:00 - 8:00 PM

Location: Coaldale Civic Square (1801 20th ave #200)





ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR117411

February 4, 2025

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2025 Minister's Awards for Municipal and Public Library Excellence (MAMPLE). This program recognizes excellence in municipal government initiatives and provision of library services and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

For the 2025 program, we have introduced modest changes to align with current priorities and enhance the recognition of successful initiatives that can be shared across the province. The updated program now features four municipal and two library award categories. For each municipal category, one award will be given for municipalities with populations under 10,000, and one for municipalities with populations over 10,000. For each library category, two awards will be given to library boards serving populations under 10,000, and two for library boards serving populations over 10,000.

Submissions will be accepted in the following categories:

○ ***Building Economic Strength (open to all municipalities)***

Awarded for an initiative that exemplifies:

- building the economic capacity and/or resiliency of the community; and/or
- improving the attractiveness of the community to businesses, investors, and visitors.

○ ***Enhancing Community Engagement or Livability (open to all municipalities)***

Awarded for an initiative that exemplifies:

- increasing accessibility of community services;
- fostering inclusive and welcoming communities;
- improving engagement opportunities for community members; and/or
- strengthening wellness and safety responsiveness.

○ ***Partnership (open to all municipalities)***

Awarded for an initiative that exemplifies:

- enabling a local or regional partnership* that achieves results that could not have been accomplished by the municipality alone;
- generating lasting relationships between partners; and/or
- leveraging unique skill sets or resources of each partner.
- *Partners may include municipalities, businesses, First Nations, non-profit organizations, community groups, and other orders of government.

.../2

○ **Red Tape Reduction or Service Delivery Enhancement (open to all municipalities)**

Awarded for an initiative that exemplifies:

- improving upon or presenting a new approach to how a municipality can deliver a program or service;
- streamlining processes and reducing administrative requirements, leading to more efficient service delivery;
- saving time, money, and/or resources by implementing practices that enhance operational effectiveness;
- reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses; and/or
- promoting transparency and accountability in municipal operations, fostering trust within the community.

○ **Public Library Services (open to all library boards, serving a population of under 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

○ **Public Library Services (open to all library boards, serving a population of over 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx or on the submission form. **The deadline for submissions is March 31, 2025.**

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver
Minister



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca, or call the number above for more information.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.



Ric McIver
Minister of Municipal Affairs

Keith Davis

From: Tyler Gandam <president@abmunis.ca>
Sent: Thursday, February 13, 2025 9:26 AM
To: Keith Davis
Subject: Learn how Alberta's 2025 budget supports municipalities

Dear Mayors, Councillors, and CAOs,

The Government of Alberta will release its 2025 budget on February 27. As usual, Alberta Municipalities will analyze the numbers and publish a comprehensive report. To learn how the 2025 budget supports municipalities, we invite you to attend our free webinar where we will walk you through our findings and answer your questions.

When: Friday, February 28, 2025

Time: 3:00 – 4:30 p.m.

Register now at https://abmunis-ca.zoom.us/webinar/register/WN_sVCxChPjQEmM7Canq4wxdw#/registration

Who should attend?

The webinar is designed for elected officials, CAOs, and senior finance staff but is open to any representative of a municipality in Alberta.

What if I am not available during that time?

Don't worry, we will be recording the webinar and sharing the link in our [weekly newsletter](#) the week after so you can watch it along with [other ABmunis videos](#) at anytime. Plus, we will email you a copy of our report by end of day on February 28.

Join us for other upcoming events

If you haven't registered yet, I encourage you to join other members in Edmonton for our President's Summit on Civility on March 5 and our annual Spring Municipal Leaders' Caucus on March 6-7. The agendas are available on our [events page](#).

Thank you,

Tyler Gandam | President

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



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

Keith Davis

From: Tyler Gandam <president@abmunis.ca>
Sent: Wednesday, February 12, 2025 3:59 PM
To: Keith Davis
Subject: Member Survey for Election 2025

Dear Mayors and Councillors,

Your experience as a municipal elected leader is invaluable. As someone who has navigated the challenges (and rewards!) of local governance, we are looking for your unique insights through a [brief survey](#) to help shape the next generation of municipal councils across Alberta.

ABmunis and RMA are partnering to develop a series of educational webinars to help prepare and attract candidates for the 2025 municipal election. Your responses to this [brief survey](#) will directly inform the content of these sessions, ensuring we address the real-world experiences, challenges, and opportunities that new councillors need to understand when putting their names forward.

This webinar content is being designed to:

- Build stronger Councils across Alberta
- Give potential candidates a clear understanding of municipal roles
- Ensure new Councillors are better prepared for their responsibilities
- Strengthen the relationship between Councils and Administration
- Support more informed decision-making about running for office

**Your responses will be kept confidential and will only be used to develop educational content. The [survey](#) should take approximately 15-20 minutes to complete. Feel free to provide bullet points and short notes. We would appreciate receiving your response by February 28th.*

Thank you for taking the time to help strengthen local democracy in Alberta. Your insights will make a meaningful difference in preparing the next generation of municipal leaders.

If you have any questions, please contact policy analyst, Karrina Jung at karrina@abmunis.ca.

Tyler Gandam | President

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



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We Help Build Resilient Families and Communities

Get to know Closer to Home

We know that strong, stable homes and relationships are critical to people's success and wellbeing. That's why preserving and reunifying families is at the heart of everything we do.

It's also why we strive to offer our programs and services in a home or a home-like environment. After all, home is where people feel a sense of connection, where lasting habits are best formed, and where real change often begins. Whether biological or chosen, it's the relationships—the deep bonds—that make people feel at home. These bonds are critical to helping young people (and adults) feel supported on their journey of growth. We build resilient families and communities by giving children, youth, parents and caregivers the tools, training and support needed to learn, heal and grow stronger together.

Since 1995, Closer to Home has served over 65,000 Albertans providing community-based intervention services to family members who are experiencing mental health challenges or in need of parenting support. Through the use of evidence-based practices and innovative solutions, Closer to Home strives to preserve, reunify and build stronger families who can care for their children and contribute meaningfully in their community. Our family-centered, strength-based services ensure that children have stable, healthy and safe living environments in which to grow and develop.

And in some cases, when families are separated, we provide a place for children and youth to call home while offering therapeutic support with the ultimate goal of family reunification, in group homes and foster care programs.



OUR PROGRAMS

We offer a wide-range of programs and services primarily-based in Calgary, including the below:

- **Community-Based Solutions and Resources**

Prevention and Early Intervention: Information and referrals with individualized supports, programs and resource access.

- **North Central Family Resource Network:** delivers a range of services and programs to promote healthy child/youth development, strengthen parent/caregiver capacity to meet their family's needs, and facilitate building strong community connections and support for families.
- **Stronger Families:** designed for parents/caregivers, children and families to learn parenting skills, enhance communication and grow stronger together.
- **Viewpoints:** is a program designed to facilitate healthy child and youth development and specifically builds social-emotional skills and supports strong social connections for children and youth in Airdrie, Crossfield, Irricana and Beiseker.
- **Stronger Communities:** is an evidence-based program to support and strengthen kids, youth and family's well-being and build communities through a holistic and multi-generational approach.

- **Family-Based Support & Resources Housing & Homelessness Solutions**

Family Support: formalized support and service intervention.

- **Siim ohksin: Wahkotiwin:** is a home visitation program providing support to parents with newborns and children aged 0-6 who are in a variety of at-risk circumstances.
- **Healthy Families:** is a home visitation program to enhance parenting skills, improve knowledge and understanding of child development, promote healthy family functioning, and increase community connections.
- **Family Matters:** focuses on mitigating risk factors and improving parenting skills that enhance child/youth and family resiliency by teaching skills that increase safety, well-being, family and community connections and permanency.
- **Home Again:** is a program in collaboration with the Calgary Homeless Foundation (CHF), providing support to quickly house and help stabilize families in Calgary who are experiencing homelessness.
- **Norris House:** welcomes families of all sizes who are experiencing homelessness. With 45 townhouse units and Closer to Home's Family Resource Centre, CTH offers safe and affordable homes to rent. Each unit is 20 per cent below market rental value.

- **Alternative Caregiver Settings**

In-Care: community residence-based care and treatment

- **Foster Care Services:** Closer to Home has been supporting families in Calgary for 20 years. Sometimes, families face an immense challenge or crisis that causes them to separate. In these scenarios, Foster Parents are critical.
- **Six Community Group Care Homes:** Our Group Homes provide individualized treatment with support services for each youth referred by Children's Services to meet their individual needs.
- **Pookaikamootah'pisskoyiss:** Personalized Community Care (PCC) is a community-based, bed-based, intensive treatment program that promotes the stabilization and resolution of mental health and behavioural crises and improved functioning in children/youth up to the age of 19 years.

To learn more about Closer to Home's programs and services, visit closertohome.com



Contact Us

403.543.0550

reception@closertohome.com

200, 1725 10 Avenue SW Calgary, AB T3C 0K1

Charitable Registration # 89823 5759 RR0001





**Actively
Recruiting
Foster Parents**

Foster Children in Alberta need a place to call *home*. *You can be the difference; become a Foster Parent with Closer to Home.*

As a Foster Parent, you'll provide a safe, loving, and nurturing home for children and youth in our province. Your care can make a life-changing difference, with the ultimate goal of helping families reunite.

Why Foster with Us?

- Comprehensive training and ongoing support.
- On-call, 24/7 assistance from our experienced staff.
- Closer to Home has over 30 years of experience providing Foster Care services to the Calgary Region and now in the Southern Region of Alberta.



Real Stories, Real Impact

We had been thinking about fostering for a while when a friend of ours stopped by for a visit. She shared with us the story of her sister, who just started fostering a sweet little girl. After hearing her story, we immediately said, **'we need to foster,'** and that's how it all started.

-Closer to Home Foster Parent



Be part of a child's story.

To learn more, contact us or fill out the form by scanning this QR Code!

T: 403-543-0550

fostercare@closerhome.com

closerhome.com



CHEERS TO VOLUNTEERS AWARDS

Nominate an individual, youth, or group who has made a significant positive impact in your community

For one of THREE
✨ ***Outstanding Volunteer Awards!*** ✨

Nomination Deadline: Friday, March 14th

ELIGIBILITY

- ✓ Live and volunteer within the FCSS service area, including the communities within the MD of Taber, County of Warner, and Lethbridge County.
 - Please note that City of Lethbridge residents are ***not*** eligible to receive this award.
- ✓ Exemplify a spirit of volunteerism and the ability to inspire others.

INFORMATION

Cindy Lauwen

403-915-7063 (call/text)

volunteerservices@fcss.ca

SUBMIT NOMINATION

SCAN
ME

