



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, April 28, 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 – 14th April, 2025

4.0 PUBLIC HEARING

5.0 DELEGATION

5.1 Leslie Martin – President of Bee Hive Child Care Center

6.0 REQUESTS FOR DECISION

6.1 Regional Emergency Management Bylaw No. 960-25

6.2 Traffic Bylaw No. 961-25

6.3 Picture Butte High School – Community Academic Award Sponsor Request

6.4

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 Picture Butte Library – Annual Report 2024

10.2 Resident Letter – Pete Coyne – Jamboree Days Parade

10.3 Town of Taber – Rural Renewal Program – Final Statistics

10.4

11.0 INFORMATIONAL ITEMS

- 11.1 Chinook Arch Regional Library System – April Board Report
- 11.2 Chinook Arch Regional Library System – Impact Report and Financial Statements – 2024
- 11.3

12.0 CLOSED SESSION

- 12.1 FOIP Act Section 22 – Centennial Celebration Projects

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, April 14th, 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 & Recreation – C. Van Dorp
Town Planner – K. Schlamp
Administrative Assistant – K. Rice

1.0 CALL TO ORDER

Mayor Moore called the Regular Council Meeting to order at 6:42 p.m.

2.0 ADOPTION OF THE AGENDA

122 2504 14 MOVED by Deputy Mayor Papworth that the agenda be approved as presented.

CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – March 24th, 2025

123 2504 14 MOVED by Councillor Feist that the Regular Council Meeting minutes of March 24th, 2025 be approved as presented.

CARRIED

4.0 PUBLIC HEARING

4.1 Bylaw No. 955-25 Land Use Bylaw No. 841-15 Amendment – Home Occupations in Large Lot Residential Zoning

Kattie Schlamp spoke to the amendments being proposed regarding Bylaw No. 955-25 Land Use Bylaw No. 841-15 Amendment. It was explained that if the proposed changes are approved, Council can move forward with the second and third readings.

4.1.1 Submissions

4.1.1.1 In Person Submissions

4.1.1.1.1 Ask for Those in Favour

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

4.1.1.1.2 Ask for Those Opposed

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

4.1.1.2 Written Submissions

4.1.1.2.1 Ask for Those in Favour

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

4.1.1.2.2 Ask for Those Opposed

There were no written submissions in opposition to the proposed bylaw.

4.2 Bylaw No. 956-25 Land Use Bylaw No. 841-15 Amendment – Direct Control Zoning

Kattie Schlamp spoke to the amendments being proposed regarding Bylaw No. 956-25 Land Use Bylaw No. 841-15 Amendment. Kattie explained that there is no direct control zoning for roads. It was explained that if the proposed changes are approved, Council can move forward with the second and third readings.

4.2.1 Submissions

4.2.1.1 In Person Submissions

4.2.1.1.1 Ask for Those in Favour

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

4.2.1.1.2 Ask for Those Opposed

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

4.2.1.2 Written Submissions

4.2.1.2.1 Ask for Those in Favour

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

4.2.1.2.2 Ask for Those Opposed

There were no written submissions in opposition to the proposed bylaw.

4.3 Adjourn Public Hearing

Mayor Moore adjourned the public hearing at 6:52 p.m.

5.0 REQUESTS FOR DECISION

5.1 Bylaw No. 955-25 Land Use Bylaw No. 841-15 Amendment – Home Occupations in Large Lot Residential Zoning

124 2504 14 MOVED by Councillor de Kok second reading of Bylaw No. 955-25
CARRIED

125 2504 14 MOVED by Councillor Neels third and final reading of Bylaw No. 955-25.
CARRIED

5.2 Bylaw No. 956-25 Land Use Bylaw No. 841-15 Amendment – Direct Control Zoning

126 2504 14 MOVED by Deputy Mayor Papworth second reading of Bylaw No. 956-25
CARRIED

127 2504 14 MOVED by Councillor Feist third and final reading of Bylaw No. 956-25.
CARRIED

Kattie Schlamp left the meeting at 7:00 p.m.

6.0 DELEGATION

6.1 MWG Accountants – 2024 Audited Financial Statements

Patrick Treadwell from MWG Accountants presented the 2024 Audited Financial Statements to Council. Patrick explained the auditing process and what the roles of Town employees and MWG Accountants was through the process. Patrick shared that is their opinion that this is a clean audit report. Michelle Overbeeke shared that the debt load is down so the year was finished out well. Councillor de Kok asked

who is liable if something is wrong. Patrick explained the MWG has materiality and the Town has Director and Liability Insurance that covers this.

Patrick Treadwell left the meeting at 7:10 p.m.

6.2 Centennial Committee

Eva Penner and Janine presented ideas that the Centennial Committee has regarding the Centennial Celebration. These ideas included a 100-year history book about Picture Butte, fireworks displays, drone displays, a digital sign, and statue ideas for the Town entrance. Janine presented ideas for the book and mentioned that they are welcome to sponsors and they are going to reach out the public for submissions as they would like the book to be mostly photos to include with a deadline in September. The committee intends on applying for grants for the book to help cover the cost, Mayor Moore asked if they have applied for any grants and Eva responded that they have not but they have been informed that because this is a Centennial Celebration there are grants available for most of their ideas. Eva explained that they are looking for approval from Council so that they can move forward with planning the ideas they have presented. They are also looking for a letter of support that the committee can use when applying for grants. Keith as for them to put together a list of the grants that they would like to apply for so that the Town can budget for them. It was explained that everything needs to be brought to Council for approval prior to purchase, after that purchases can be made through administration or receipts can be submitted for reimbursement. Janine and Eva asked about charitable donation receipts. Michelle explained that the money has to being going towards a Council approved project. Janine asked about if a donor donates directly to a specific item. It was explained that they can do that but there would not be an official donation receipt. The committee is going to be looking for volunteers and they would like to have shirts and lanyards to clearly identify the volunteers. Mayor Moore thanked Eva and Janine for their time and let them know that Council would discuss and get back to them.

Eva Penner and Janine left immediately after delegation.

7.0 **REQUESTS FOR DECISION**

7.1 2024 Audited Financial Statements

128 2504 14 MOVED by Councillor de Kok that the 2024 Audit Statements be approved.
CARRIED

7.2 Bylaw No. 959-25 Tax Rate Bylaw

129 2504 14 MOVED by Councillor de Kok first reading of Bylaw No. 959-25 2025 Tax
Rate Bylaw.
CARRIED

130 2504 14 MOVED by Deputy Mayor Papworth second reading of Bylaw No. 959-25,
2025 Tax Rate Bylaw.
CARRIED

131 2504 14 MOVED by Councillor Feist permission to move to the third reading of Bylaw
No. 959-25 2025 Tax Rate Bylaw.
CARRIED UNANIMOUSLY

132 2504 14 MOVED by Councillor Neels third and final reading of Bylaw No. 959-25
2025 Tax Rate Bylaw.
CARRIED

7.3 Drafted Policy No. 133 Recognition of Prior Service

133 2504 14 MOVED by Councillor Feist to accept Municipal Policy No. 133 Recognition
of Prior Service.
CARRIED

7.4 Jamboree Days Theme

- 134 2504 14 MOVED by Councillor de Kok to direct Administration to write a letter to the Ag Society requesting them to consider the 2025 Jamboree Days theme to be one that recognizes Doctors/Health Professionals.
- CARRIED

7.5 Millenium Capsule Opening Event

- 135 2504 14 MOVED by Councillor Neels to open the capsule on August 16, 2025 at 4:30 p.m. and present the items in the capsule. Following any Formalities with the capsule opening a BBQ will follow at 5:30 p.m.
- CARRIED

8.0 **MAYOR'S REPORT**

8.1 Mayor's Report

- | | |
|----------|---|
| March 24 | Attended a Municipal Planning Commission meeting |
| March 25 | Attended the Health Professionals Attraction and Retention Committee meeting (Basket making for Hello & Goodbye Event) |
| March 29 | Attended the Hello & Goodbye Event |
| April 2 | Attended a Picture Butte and District Chamber of Commerce Executive meeting |
| April 2 | Attended the Family & Community Support Services All Council Dinner meeting |
| April 4 | Attended a Mayors and Reeves of Southwest Alberta meeting |
| April 10 | Attended a Picture Butte and District Chamber of Commerce meeting |
| April 11 | Attended the Green Acres Foundation 65 th Anniversary Event |
| April 14 | Attended a Municipal Development Committee meeting |
| April 14 | Attended a Municipal Planning Commission meeting |
- 136 2504 14 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.
- CARRIED

9.0 **COUNCILS REPORT**

8.1 Council's Report

Councillor Neels advised Council of her recent activities:

- | | |
|----------|--|
| March 24 | Attended a Municipal Planning Commission meeting |
| March 27 | Attended the 2025 Southern Alberta Economic Summit |
| April 2 | Attended a Zoom Alberta Municipalities CEO Meet & Greet Event |
| April 2 | Attended the Family & Community Support Services All Council Event |
| April 3 | Attended a Chinook Arch Regional Library Board meeting |
| April 14 | Attended a Municipal Development Committee meeting |
| April 14 | Attended a Municipal Planning Commission meeting |

Councillor Feist advised Council of her recent activities:

- | | |
|----------|--|
| March 24 | Attended a Municipal Planning Commission meeting |
| March 29 | Attended the Hello & Goodbye Event |
| April 2 | Attended the Family & Community Support Services All Council Event |
| April 14 | Attended a Municipal Development Committee meeting |
| April 14 | Attended a Municipal Planning Commission meeting |

Councillor de Kok advised Council of his recent activities:

- | | |
|----------|---|
| March 24 | Attended a Municipal Planning Commission meeting |
| March 26 | Attended a Zoom Southern Alberta Energy from Waste Association Facility meeting |
| March 27 | Attended half day of the 2025 Southern Alberta Economic Summit |
| March 28 | Attended a Zoom Southern Alberta Energy from Waste Association meeting |

| | |
|---|--|
| April 14 | Attended a Municipal Development Committee meeting |
| April 14 | Attended a Municipal Planning Commission meeting |
| Deputy Mayor Papworth advised Council of her recent activities: | |
| March 24 | Attended a Municipal Planning Commission meeting |
| March 25 | Attended a Health Professionals Attraction & Retention Committee meeting (Basket making for Hello & Goodbye Event) |
| March 26 | Attended a Green Acres Foundation meeting |
| March 26 | Attended Land and Property Rights Tribunal Training |
| March 29 | Attended the Hello & Goodbye Event |
| April 2 | Attended the Family & Community Support Services All Council Event |
| April 11 | Attended the Green Acres Foundation 65 th Anniversary Event |
| April 12 | Attended the Green Acres Foundation Spring Fling Event |
| April 14 | Attended a Municipal Development Committee meeting |
| April 14 | Attended a Municipal Planning Commission meeting |

137 2504 14 MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented.

CARRIED

10.0 ADMINISTRATION'S REPORT

10.1 CAO Report

138 2504 14 MOVED by Deputy Mayor Papworth to receive and file the CAO Report as presented.

CARRIED

10.2 Director of Recreation Monthly Report

139 2504 14 MOVED by Councillor Feist to receive and file the Director of Recreation Monthly Report as presented.

CARRIED

11.0 CORRESPONDENCE

11.1 Alberta Municipal Affairs – Bill 50

140 2504 14 MOVED by Councillor Neels to receive and file Alberta Municipal Affairs – Bill 50.

CARRIED

11.2 Alberta Tourism and Sport – Alberta Winter and Summer Games

141 2504 14 MOVED by Councillor de Kok to receive and file Alberta Tourism and Sport – Alberta Winter and Summer Games.

CARRIED

11.3 Alberta Transportation and Economic Corridors – Response Letter

142 2504 14 MOVED by Councillor Feist to receive and file Alberta Transportation and Economic Corridors – Response Letter.

CARRIED

143 2504 14 MOVED by Councillor de Kok to direct Administration to investigate getting a speed recorder to monitor speeds.

CARRIED

11.4 Alberta Municipal Affairs – Bill 20 Clarifications

144 2504 14 MOVED by Councillor Neels receive and file Alberta Municipal Affairs – Bill 20 Clarifications.

CARRIED

11.5 Family & Community Support Services – All Council Event Invitation

145 2504 14 MOVED by Councillor Feist to receive and file Family & Community Support Services All Council Event Invitation.
CARRIED

11.6 Alberta Municipal Affairs – Fire Services Training Program grant approval

146 2504 14 MOVED by Councillor Neels to receive and file Alberta Municipal Affairs – Fire Services Training Program grant approval.
CARRIED

12.0 INFORMATIONAL ITEMS

147 2504 14 MOVED by Councillor de Kok to receive and file all informational items.
CARRIED

13.0 CLOSED SESSION

148 2504 14 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 Tax Arrears Auction Dates and the Oak Point Development Agreement at 8:53 p.m.
CARRIED

149 2504 14 MOVED by Councillor de Kok to open the meeting to the public at 9:13 p.m.
CARRIED

150 2504 14 MOVED by Deputy Mayor Papworth to set the auction date for Thursday, the 26th of June, 2025 beginning at 10 a.m. Establish a reserve selling price by using the latest assessed price of the property and establish the following terms and conditions of the sale; No offers with conditions will be accepted; cash or bank draft only; 10% deposit is payable upon the acceptance of the bid at public auction; the balance of the accepted bid is due two days after the auction, if the balance was not received the deposit will be forfeited and the Town will consider the next bid; GST will be applicable as per Federal statutes.
CARRIED

151 2504 14 MOVED by Councillor de Kok to accept the Development Agreement as presented conditional upon the Town: receiving the stated security deposit as per the agreement; receiving proof of insurance; and receiving any other documentation required by Administration.
CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for April 28th, 2025 beginning at 6:30 p.m.

152 2504 14 MOVED by Deputy Mayor Papworth that the Regular Council Meeting adjourn at 9:20 p.m.
CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer

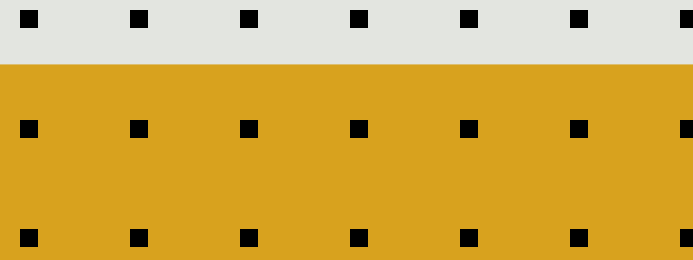


BEE HIVE CHILD CHILD CARE CENTER

NEW BUILDING PRESENTATION

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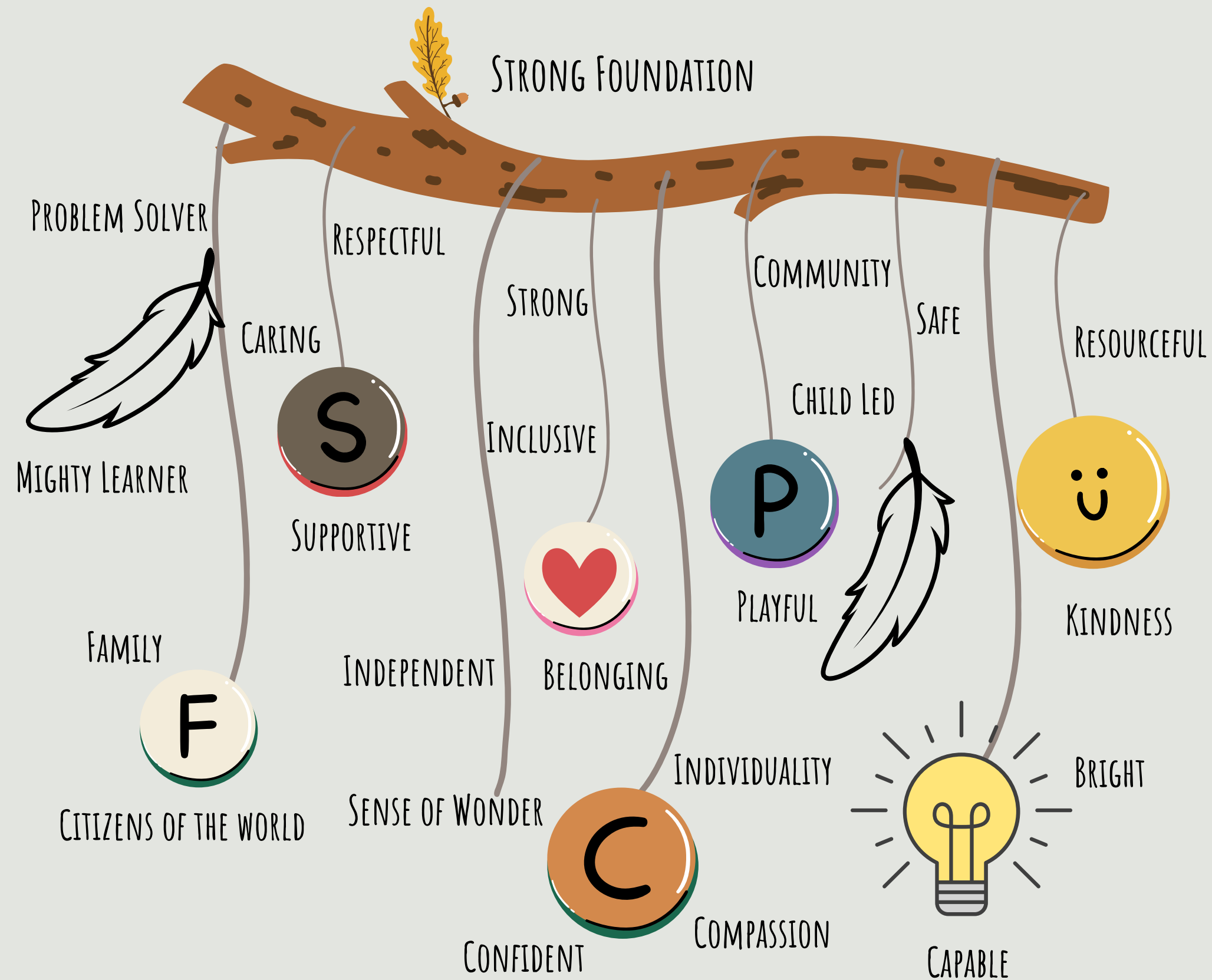
OVERVIEW



-  BEE HIVE'S VALUES, MISSION, HISTORY & TEAM
-  CURRENT STRUGGLES & ALLOWANCES
-  COMMUNITY NEEDS ASSESSMENT
-  BENEFIT TO THE COMMUNITY
-  OUR DREAM & SITE SELECTION
-  FINANCIAL PLAN & COMMUNITY SUPPORT
-  TOWN COUNCILS ROLE
-  OUR TIMELINE & REVIEW



BEE HIVE'S VALUES AND MISSION



THE EVOLUTION OF THE BEE HIVE CHILD CARE CENTER



The Bee Hive
was created

1998

Became
a Non-Profit

2017

2007

Moved into
current location

2020

Outgrown our
current location



OUR TEAM



NANCY STROEVE

EXECUTIVE DIRECTOR



LIANA VAN VELTHUIZEN

ALTERNATE DIRECTOR / PRIMARY EDUCATOR



BRENDA MORAN

PRIMARY EDUCATOR



MEGAN HURST

PRIMARY EDUCATOR



NATALIE VAN HIERDEN

PRIMARY EDUCATOR



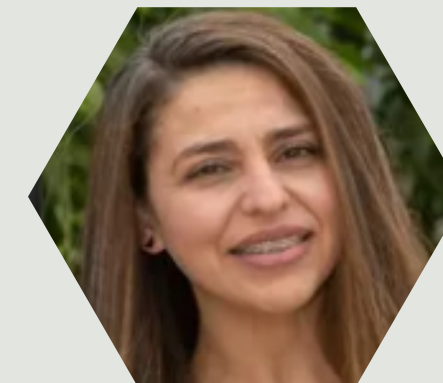
JOANNA HAVEMAN

PRIMARY EDUCATOR



CRYSTAL BALL

PRIMARY EDUCATOR



GEMA CANEZ PERALTA

COOK/FLOAT EDUCATOR



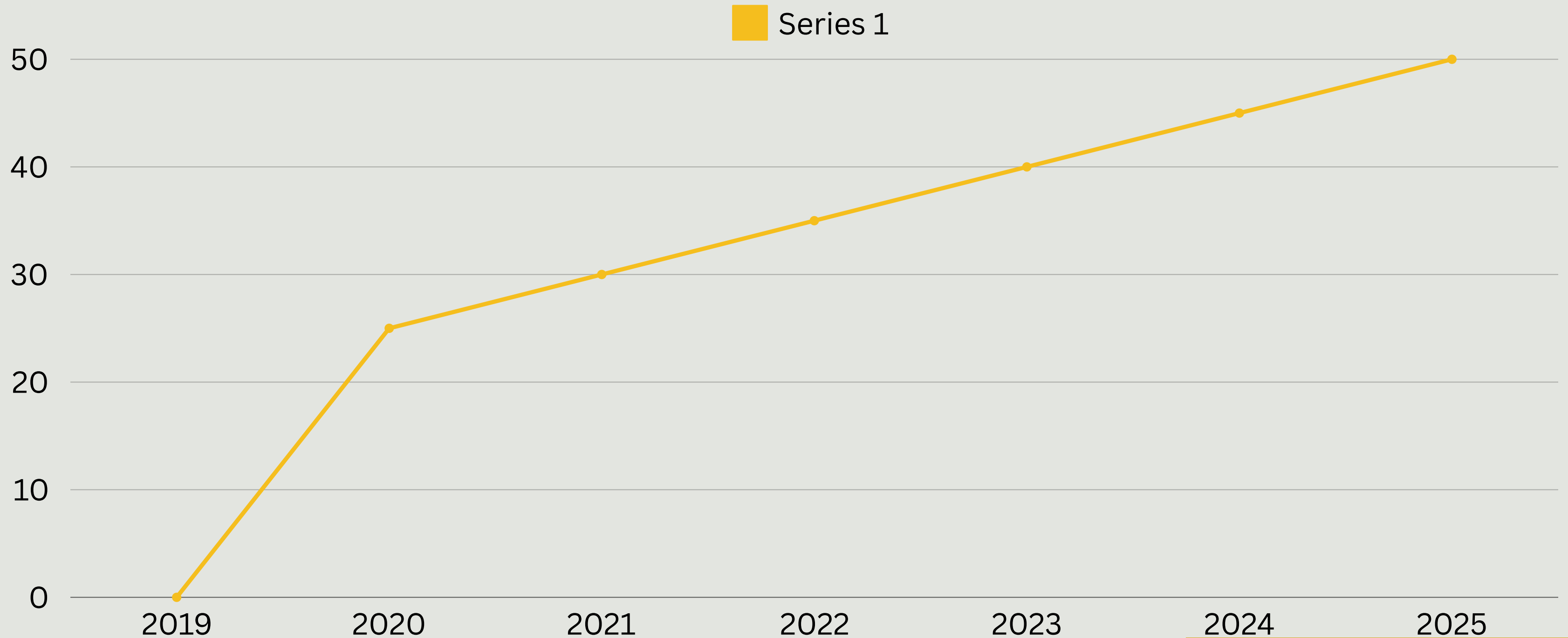
CANDACE DRONKELAAR

VOLUNTEER



CURRENT STRUGGLES

INCREASE DEMAND FOR CHILD CARE IN PICTURE BUTTE





CURRENT STRUGGLES





CURRENT BUILDING ALLOWANCE'S

Current license: 54 Children

Current space: 38 Children

No Outdoor Space

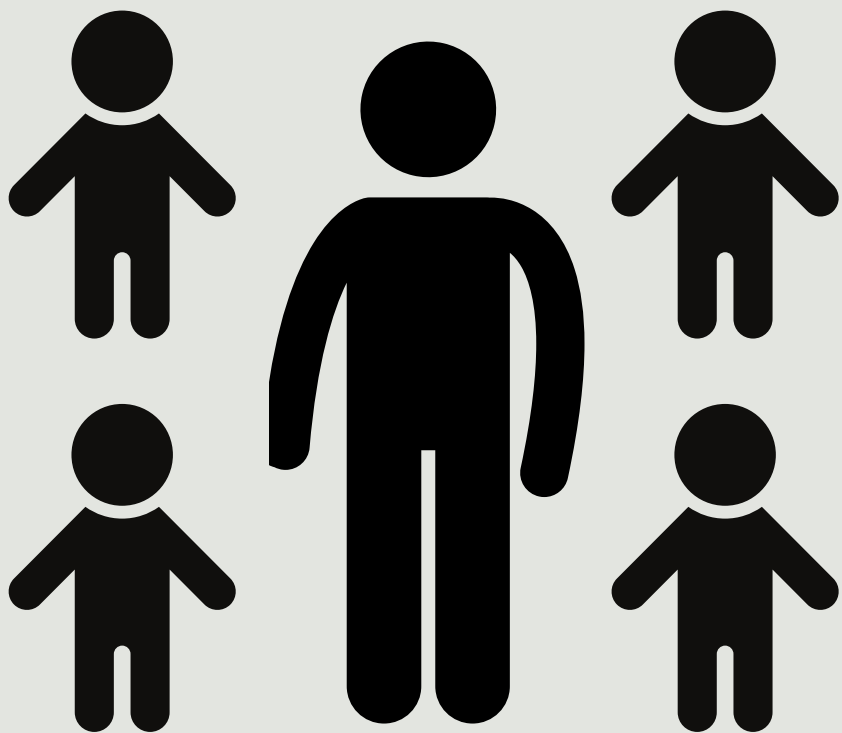




CURRENT OUTDOOR ALLOWANCE'S

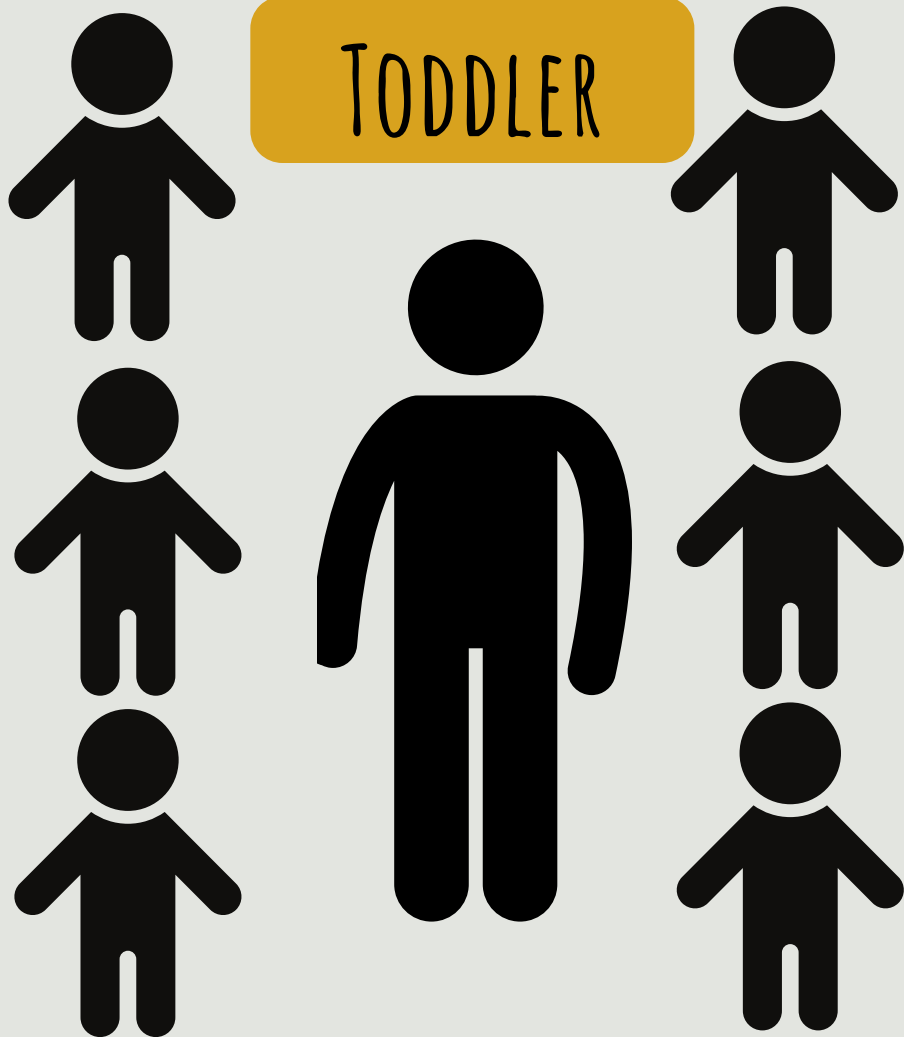


BABIES



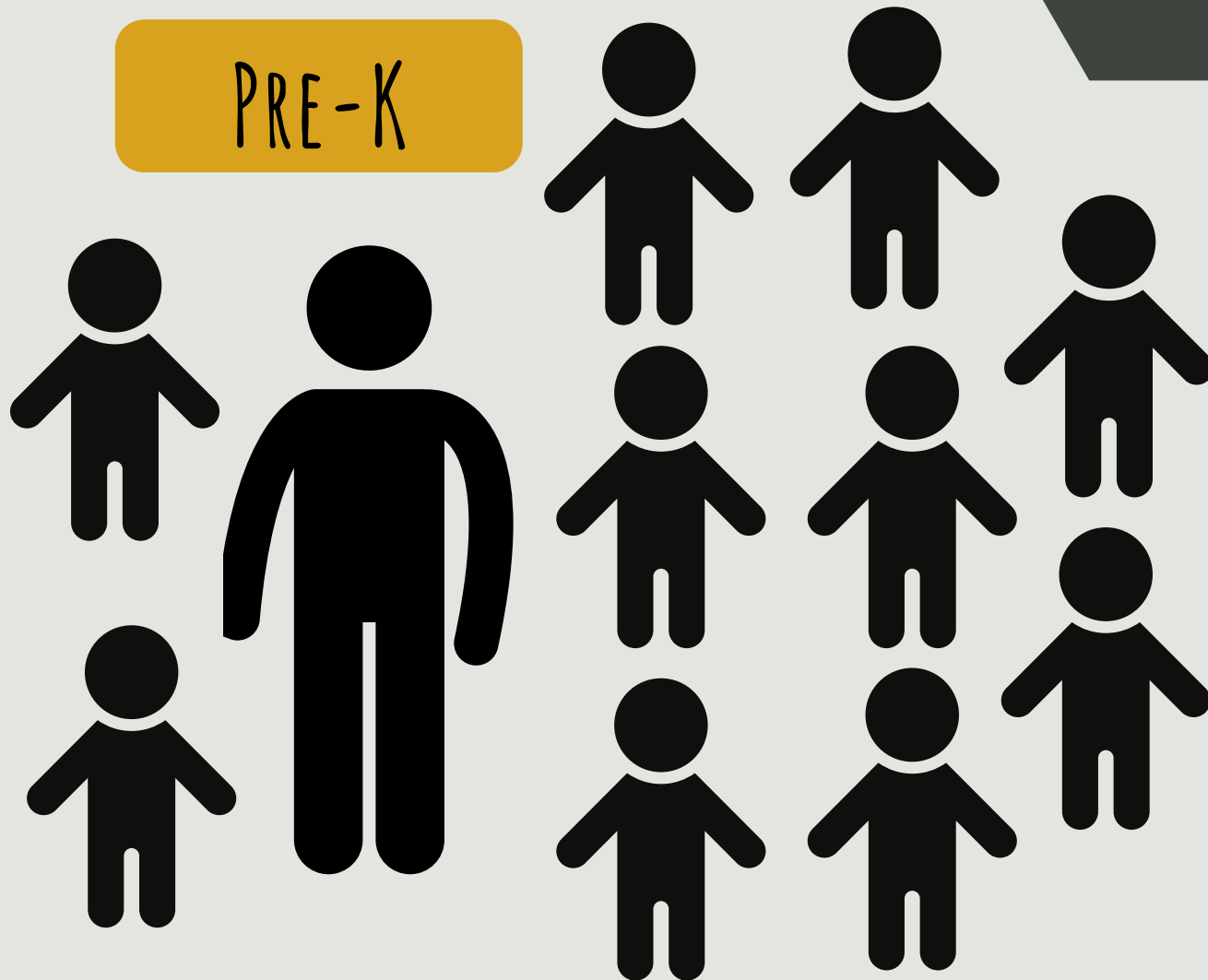
1:4 RATIO

TODDLER



1:6 RATIO

PRE-K



1:10 RATIO



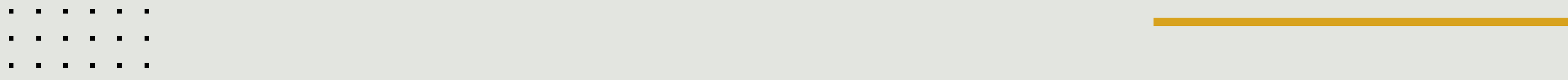
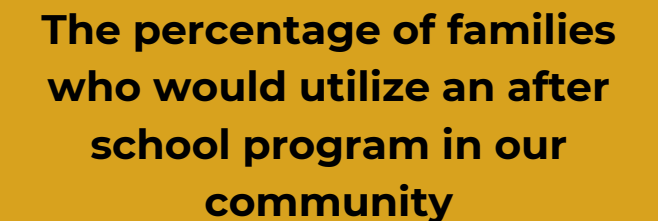
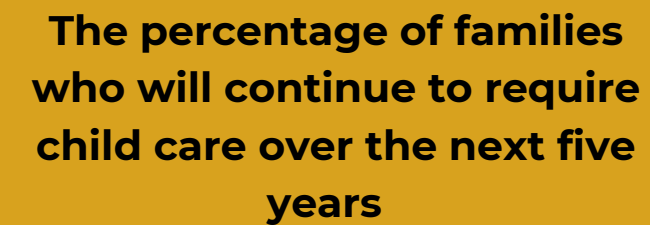
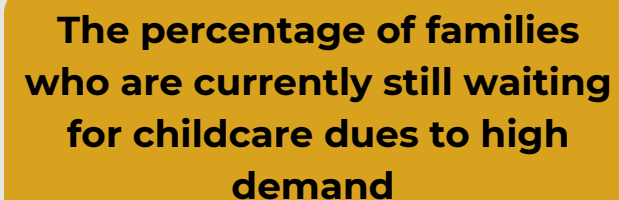
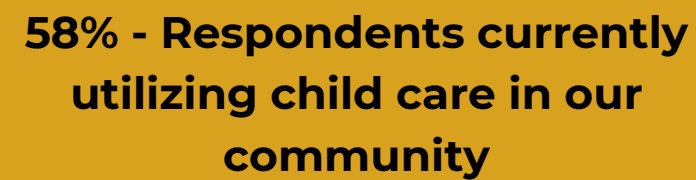
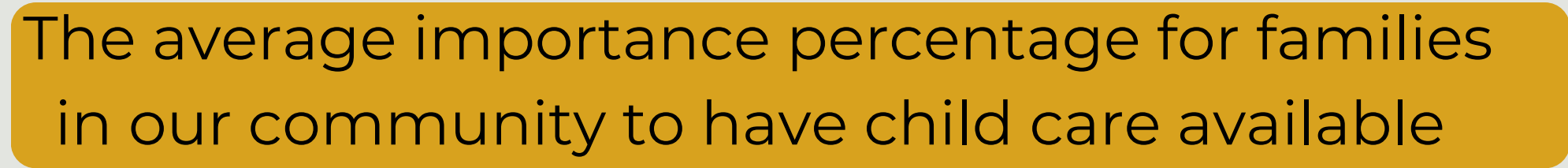
COMMUNITY NEEDS ASSESSMENT

31 Families answered our Community Survey and here's what they had to say:



COMMUNITY NEEDS ASSESSMENT

31 Families answered our Community Survey and here's what they had to say:



BENEFIT TO THE COMMUNITY



OUR DREAM

A FACILITY THAT IS:

Accessible for All

Inclusive to All

Bigger!

Community Centered

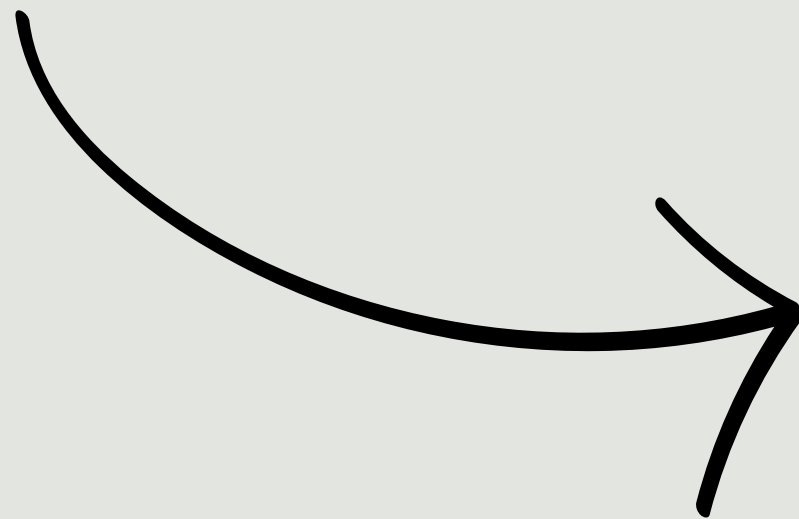
Safe & Modern

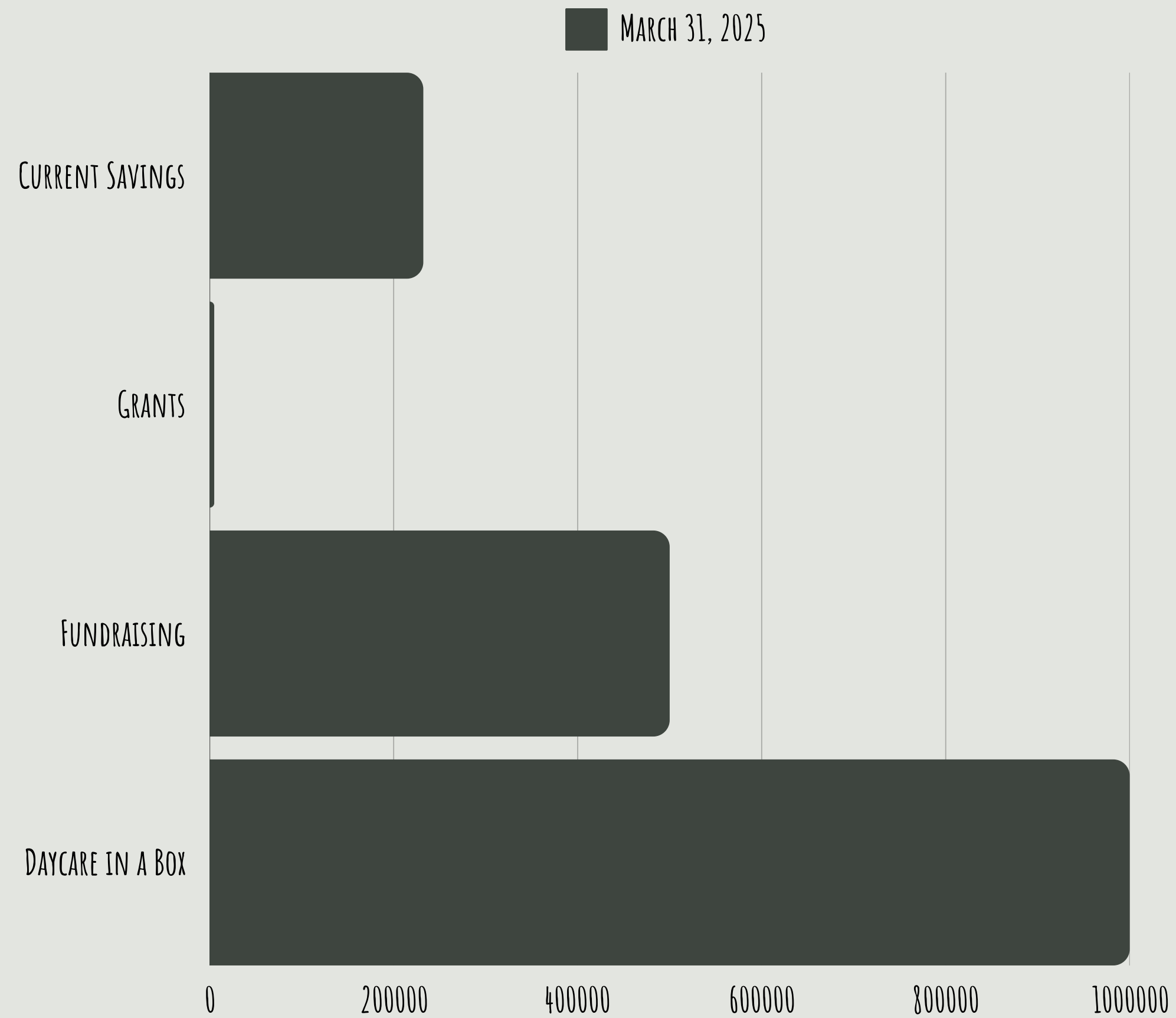
Sustainable



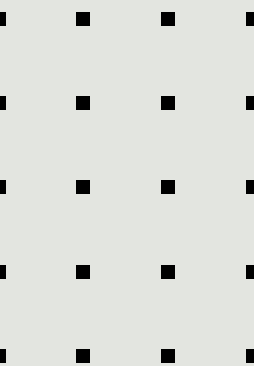
SITE SELECTION

Town owned Land located
directly North of the Lion's Park
(Old CP Rail Land)





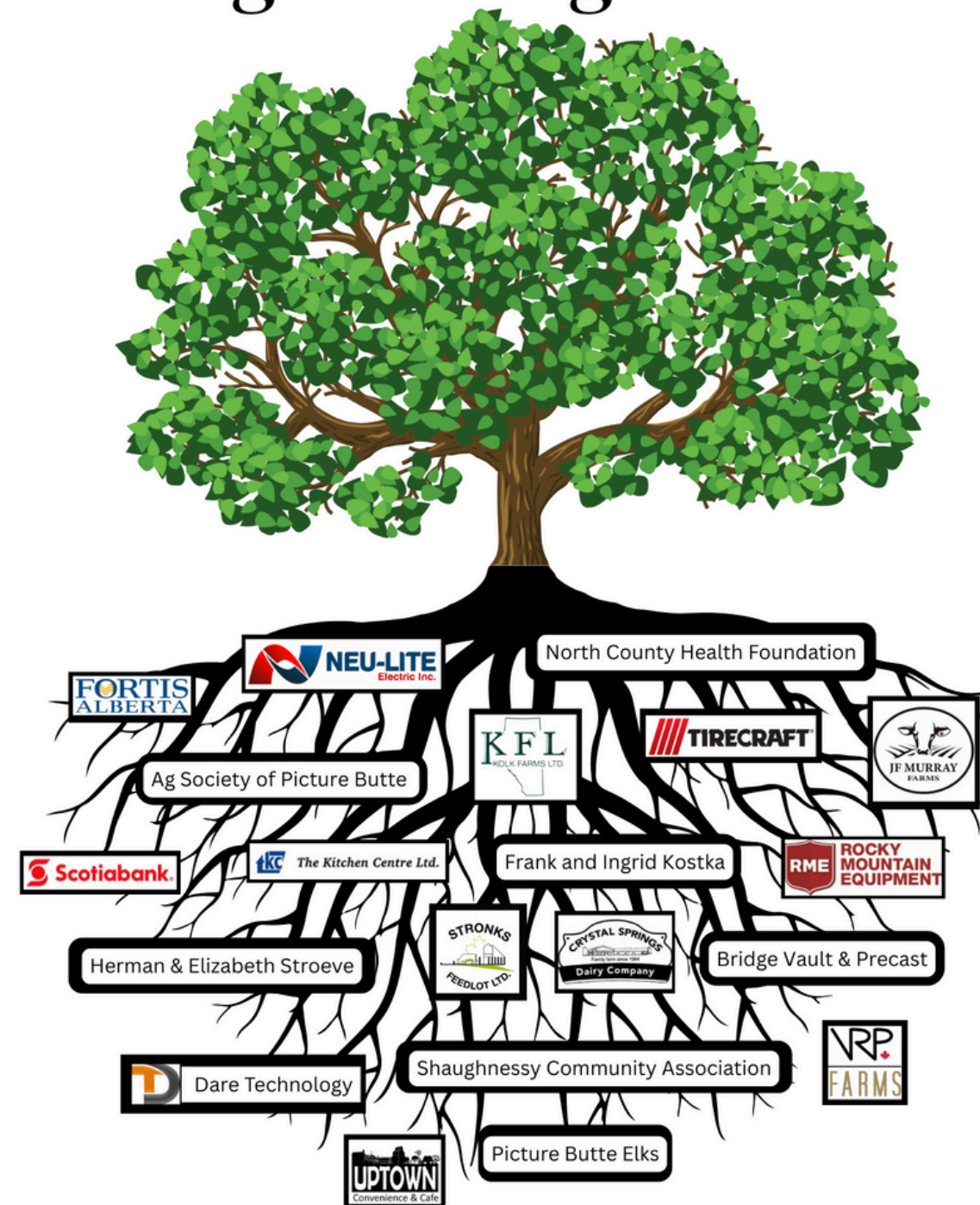
FINANCIAL PLAN



COMMUNITY SUPPORT

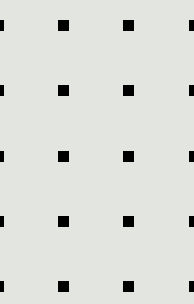
The Bee Hive Child Care Center is fully committed to fundraising within the community to make our vision of a new, inclusive daycare a reality.

Building A Strong Foundation





TOWN COUNCILS ROLE



Land Donation: Securing a suitable parcel would allow us to move forward with planning and fundraising efforts. Any costs associated with preparing the land for development, such as grading, servicing, or rezoning, would also impact our ability to proceed efficiently.

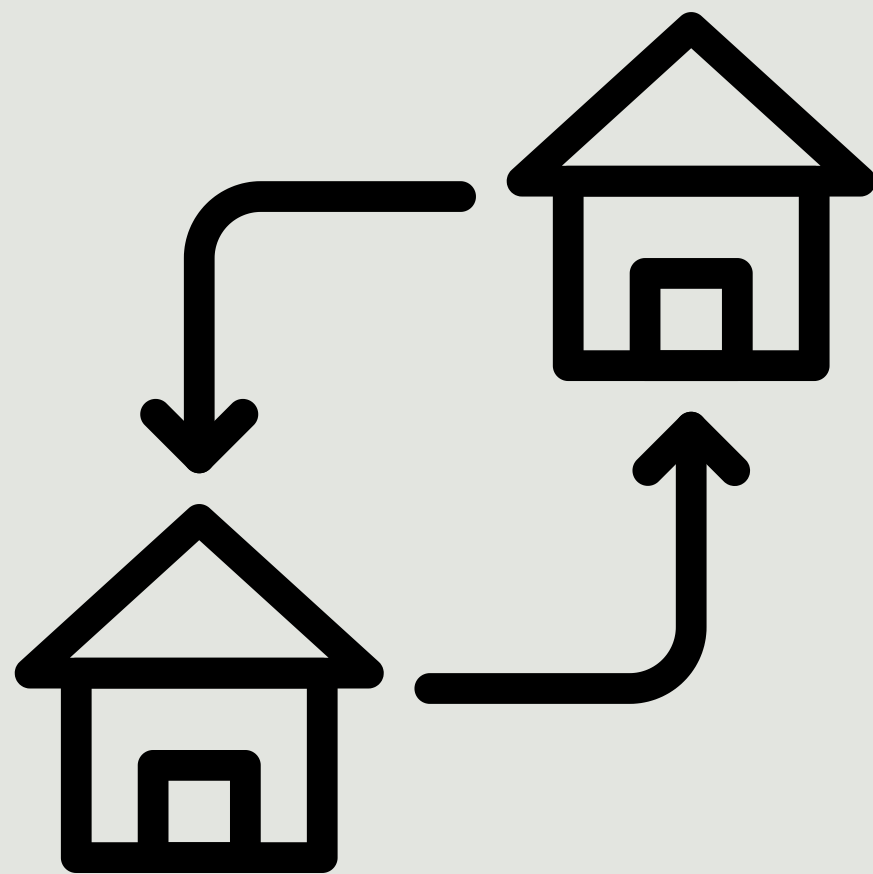
Utilities & Easement: Ensuring access to utilities, roadways, and parking would support the development of a safe and functional childcare center.

Land Tax Relief: Exempting land taxes for our non-profit daycare would ease financial strain and allow us to focus funds on providing high-quality childcare.





OUR TIMELINE



BEFORE SEPTEMBER

2027

IN REVIEW



OUR NEEDS:

A large, safer, more inclusive space for Children to grow and learn for years to come



OUR DREAMS:

Building a new, modern, single story building in the heart of Picture Butte that will be the hub for families and children in our community for years to come



OUR WANTS:

Land, Community Partnerships, In-Kind Contributions and Advocacy





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: April 25, 2025
To: Mayor, Council
From: Director of Emergency Services

RE: Regional Emergency Management Bylaw

Background:

As part of the regional emergency management framework development project funded by the Alberta Community Partnership grant, our consultant Trace Associates has prepared the attached bylaw. The identical bylaw will be presented to the Councils of Picture Butte, Coalhurst, Nobleford, Barons, and Lethbridge County for adoption. The bylaw outlines the organization and authorities of the regional Emergency Advisory Committee and Emergency Management Agency. This bylaw is step 2 of establishing the regional partnership which will allow both the Committee and Agency to commence. The last step will be finalizing the partnership with a ministerial order application to Municipal Affairs.

Financial Implications:

The financial contribution from the Town of Picture Butte will \$26,713.86 for 2025, 2026, and 2027. This amount is currently allocated in the approved *2025-2027 Operating Budget*.

Recommendation:

THAT Council perform all three readings of Bylaw 960-25 Regional Emergency Management Bylaw.

Alternate Options:

Not approving the bylaw would signal to the other partners that the Town of Picture Butte will not be moving forward with the Regional Emergency Management Partnership.

Attachments:

6.1a Bylaw 960-25 Regional Emergency Management Bylaw

Submitted by:

Frank West
Director of Emergency Services

Bylaw No. 960-25

A BYLAW OF THE TOWN OF PICTURE BUTTE IN THE PROVINCE OF ALBERTA TO PROVIDE FOR REGIONAL EMERGENCY MANAGEMENT.

WHEREAS the Local Authority of the Town of Picture Butte is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the “Act”) to appoint a Regional Emergency Advisory Committee and to establish and maintain a Regional Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the following municipalities: Village of Barons, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, and Lethbridge County to such a degree that local resources would be inadequate to cope with the situation; and

AND WHEREAS the Municipalities in the Lethbridge County Region wish to establish a Regional Emergency Advisory Committee, and a Regional Emergency Management Agency, led by a Regional Director of Emergency Management.

NOW THEREFORE, the Municipal Council of the Town of Picture Butte, in the province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the Regional Emergency Management Bylaw.
2. In this Bylaw:
 - a. **Act** means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8.
 - b. **Chief Elected Official** means the Reeve or Mayor for the Municipality. In the absence of the Reeve or the Mayor it can be the person delegated the authority to act on behalf of the Reeve or Mayor.
 - c. **Council** means the Council of the Town of Picture Butte.
 - d. **Disaster** means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
 - e. **Director of Emergency Management (DEM)** means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality.
 - f. **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.
 - g. **Lethbridge County Regional Emergency Advisory Committee** means the committee established under this Bylaw and comprised of a Councillor, or designate, from each of the partnering municipalities of the Lethbridge County

Regional Emergency Management Partnership.

- h. **Lethbridge County Regional Emergency Management Agency** means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Lethbridge County Regional Emergency Management Partnership.
 - i. **Lethbridge County Regional Emergency Management Partnership** means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance, and emergency operations programs.
 - j. **Lethbridge County Regional Emergency Management Plan (REMP)** means the integrated emergency management plan prepared by the Lethbridge County Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of Lethbridge County.
 - k. **Minister** means the Minister responsible for the Emergency Management Act.
 - l. **Municipality** means any community as referenced in this Bylaw.
 - m. **Parties** means the Village of Barons, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, and Lethbridge County.
 - n. **Regional Director of Emergency Management (RDEM)** means the person responsible to lead the Regional Emergency Management Agency in the preparation for, response to and recovery from a disaster or emergency;
 - o. **Regional Deputy Director of Emergency Management (RDDEM)** means the person responsible for the duties of the Regional Director of Emergency Management in their absence and represents one of the parties in the partnership;
 - p. **Regional Emergency or Disaster** means an event that impacts more than one member of the Regional Emergency Management Partnership that requires a regional coordination to protect the safety, health or welfare of people or to minimize damage to property.
 - q. **Regional Emergency Coordination Centre (RECC)** means the primary and backup facility established and maintained in accordance with the Regional Emergency Management Plan.
3. Council agrees:
- a. To establish a Lethbridge County Regional Emergency Advisory Committee to guide the creation, implementation, and evaluation of the REMP plans and programs and to serve as an advisory function to the Councils of the partnering parties.

- b. Delegate the statutory powers and obligations under the Act to the Lethbridge County Regional Emergency Advisory Committee. This includes the powers to declare, renew, or terminate a State of Local Emergency (SOLE).
 - c. To establish a Lethbridge County Regional Emergency Management Agency to act as the agent of each Regional Partner to create, implement, and evaluate the REMP plans and Programs.
- 4. Council shall:
 - a. by resolution, appoint one (1) primary and one (1) alternate of its members to serve on the Lethbridge County Regional Emergency Advisory Committee;
 - b. provide for the payment of expenses of the members of the Lethbridge County Regional Emergency Advisory Committee and Agency;
 - c. by resolution, on the recommendation of the Lethbridge County Regional Emergency Advisory Committee, appoint one (1) Director of Emergency Management to serve as a Regional Deputy Director of Emergency Management to perform duties required of the Regional Director of Emergency Management in that person's absence.
- 5. Council may:
 - a. by Bylaw borrow, levy, expropriate and expend, without the consent of the electors, all sums required for the operation of the Lethbridge County Regional Emergency Management Agency; and
 - b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
- 6. The Lethbridge County Regional Emergency Advisory Committee shall:
 - a. consist of one (1) appointed Councillor from the Village of Barons, the Town of Coalhurst, the Town of Nobleford, the Town of Picture Butte, and Lethbridge County of whom will have one (1) vote regarding any matter coming before the committee;
 - b. appoint a Regional Director of Emergency Management;
 - c. appoint one of the members as the Chair of the Committee, whom will hold the position for two years;
 - d. have a quorum of 4 members and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members voting on the motion or resolution;
 - e. meet once a year to review the Lethbridge County Regional Emergency Management Plan and related plans and programs;

- f. approve the Lethbridge County Regional Emergency Management Plan and program;
 - g. review and approve the work plan and budget submitted by the Lethbridge County Regional Emergency Management Agency;
 - h. provide guidance and direction to the Lethbridge County Regional Emergency Management Agency, as per the Local Authority Emergency Management Regulation 2(2)(b);
 - i. Report to respective councils on the development and status of programs and plans on annual basis;
- 7. The Lethbridge County Regional Emergency Advisory Committee during an emergency, will:
 - a. support the DEM, DDEM or alternate in the management of the emergency response and provide strategic direction as required;
 - b. in accordance with section 11 declare, renew or terminate a state of local emergency;
 - c. in consultation and coordination with the RECC through the DEM, DDEM or alternate, Committee members may be requested to:
 - i. assist with keeping the community informed using established key messages;
 - ii. serve as a spokesperson if required;
 - iii. engage with other levels of government for financial and resource support;
 - iv. provide briefings to other levels of government; and
 - v. authorize major expenditures as required.
- 8. The Lethbridge County Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
 - a. the Regional Director of Emergency Management (serves as the Chair of the Agency) and is responsible for the activation and management of the Agency in the event of an emergency;
 - b. the Regional Deputy Director(s) of Emergency Management; and/or
 - c. the CAO of each municipality; and/or those appointed by the CAO to represent municipal departments as required.
- 9. In addition, any public and private organizations may be invited by the Regional Director to provide representative(s) to the Lethbridge County Regional Emergency Management Agency:

- a. Community employees;
 - b. representative(s) from Alberta Health Services;
 - c. representative(s) from local EMS providers;
 - d. the Local RCMP Detachment, police representative or designate;
 - e. the School Division Superintendent, or designate;
 - f. representative(s) from adjacent municipalities which have entered into mutual aid agreements with the Municipality;
 - g. representative(s) from local industry or industrial associations;
 - h. representative(s) from Alberta Emergency Management Agency; and
 - i. Anybody else who might serve a useful purpose in the preparation or implementation of the Lethbridge County Regional Emergency Management Plan.
10. The Lethbridge County Regional Emergency Management Agency shall:
- a. administer the preparation and implementation of the Lethbridge County Regional Emergency Management Plan and program for the Partnership;
 - b. ensure that in the event of an emergency, an individual or group is designated under the Lethbridge County Regional Emergency Management Plan to act on behalf of the Lethbridge County Regional Emergency Management Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - i. In the event of an emergency only affecting one municipality, the local DEM will activate a qualified individual to serve as the Incident Commander. If support is required from the Region, the local DEM will request the support and activation of the Region through the Regional DEM, and
 - ii. In the event of a regional emergency or disaster, the Regional DEM will activate the REMP and ensure a qualified individual serves as the Incident Commander for the event.
 - c. coordinate all emergency services and other resources used in an emergency; and/or
 - d. ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c);
 - e. conduct or update the Regional Hazard Identification and Risk Assessment each year;
 - f. develop and implement a regional exercise and training program on behalf of the Partnership;

- g. act as the response agency on behalf of the Partnership in a local or regional emergency;
 - h. review the status of the Regional Emergency Management Plan and related plans and programs at least once each year;
 - i. setup and maintain Regional Command Centres for the Partnership;
 - j. use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency management Agency and the Local Authority Emergency Management Regulation;
 - k. on an annual basis, report to the Committee, duly assembled, on the status of the Regional Emergency Management Plan and any actions which have been performed.
11. State of Local Emergency
- a. The State of Local Emergency will be declared to obtain Ministerial Powers under Section 19(1) of the Emergency Management Act.
 - b. In the event of an emergency the power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirements specified in Section 14 of this Bylaw, are hereby delegated to the Chief Elected Official, from any regional partner, may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for any of its partners.
12. When a state of local emergency is declared, the following must occur:
- a. ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists, and the powers intended to be used;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister immediately.
13. Subject to Section 14, when a state of local emergency is declared, the Town of Picture Butte may exercise the powers outlined in Section 24 of the Act.
14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a. a resolution is passed under Section 14 (Section 23 of the Emergency Management Act);

- b. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
 - c. if declared due to a Pandemic, a period of 90 days has lapsed since it was declared, unless it is renewed by resolution;
 - d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - e. the Minister cancels the state of local emergency.
16. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected and the Government of Alberta.
17. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
18. This Bylaw rescinds the Municipal Emergency Management Bylaw #889-19.
19. This Bylaw shall take effect on the day of final passing thereof.

Introduced and given first reading on this 28th day of April, 2025.

Given second reading on this 28th day of April, 2025.

Given third and final reading on this 28th day of April, 2025.

Town of Picture Butte
Mayor

Date

Town of Picture Butte
Chief Administrative Officer

Date



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: April 25, 2025
To: Mayor, Council
From: Director of Emergency Services

RE: Bylaw 961-25 Traffic Bylaw

Background:

The Town of Picture Butte *Traffic Bylaw #852-16* was last reviewed and updated in 2016. The bylaw reflects many of the requirements of the regulation attached to the *Traffic Safety Act*. As well, the Traffic Bylaw specifies Council direction on parking and speed limits within the municipality in addition to aspects like parades, sidewalks, and trees overhanging streets. The Traffic Bylaw is a key document that Council uses to establish a pillar of the level of public safety within the community. Administration has collected public feedback on required amendments and proposed changes to modernize and strengthen the bylaw. Council performed first reading of *Bylaw 961-25 Traffic Bylaw* on October 15, 2024.

Financial Implications:

Budget to implement the necessary changes from *Bylaw 961-25* have been included in the 2025 Budget.

Recommendation:

THAT Council perform second and third readings of *Bylaw 961-25 Traffic Bylaw* as presented.

Alternate Options:

THAT Council perform second and third readings of *Bylaw 961-25 Traffic Bylaw* as amended.

OR

THAT Council direct administration to make further amendments to *Bylaw 961-25 Traffic Bylaw* and bring back at a later date.

Attachments:

- a) *Bylaw 961-25 Traffic Bylaw*

Submitted by:

Frank West
Director of Emergency Services

TOWN OF PICTURE BUTTE

BYLAW #961-25

BEING A BYLAW OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, PROVIDING FOR THE ESTABLISHMENT OF RULES AND REGULATIONS TO REGULATE VEHICLE, ANIMAL AND PEDESTRIAN TRAFFIC;

WHEREAS the Traffic Safety Act authorizes a municipality to regulate and control vehicle, animal and pedestrian traffic and parking on the highways and on other property within the municipality;

WHEREAS the Municipal Government Act allows a municipality to pass Bylaws and delegate authority with respect to highways under its direction, control and management and transport thereon;

NOW THEREFORE, the Council of the Town of Picture Butte, in the Province of Alberta, duly assembled **HEREBY ENACTS AS FOLLOWS:**

PART 1 – TITLE

- 1.1 This Bylaw may be cited as *"The Traffic Bylaw"*.

PART 2 – DEFINITIONS

The definitions contained in Section 1 of the Traffic Safety Act of Alberta, Section 1 of the Commercial Vehicle Dimension and Weight Regulation of Alberta, and Section 1 of the Use of Highway and Rules of the Road Regulations of Alberta shall apply to this Bylaw unless specifically set out herein:

- 2.1 "ACT" means the Traffic Safety Act, R.S.A. 2000, c. T-6 and amendments thereto;
- 2.2 "ALLEY" means a narrow highway intended chiefly to give access to the rear of buildings and parcels of land and is considered a highway for the purposes of this Bylaw;
- 2.3 "BOULEVARD" means the portion of highway between the curb lines or lateral lines of a roadway and the adjoining property lines, exclusive of the sidewalk; also that portion of a street between the curb lines or lateral lines of a divided roadway;
- 2.4 "BYLAW OFFICER" means the Municipal Enforcement Officer employed by the Town of Picture Butte to enforce town bylaws
- 2.5 "CHIEF ADMINISTRATIVE OFFICER" means the person appointed by Council in accordance with Section 205 of the Municipal Government Act and is referred to throughout this Bylaw as CAO;
- 2.5 "COUNCIL" means the Council of the Town of Picture Butte;
- 2.6 "COMMERCIAL VEHICLE" means a commercial vehicle as defined in the Act. A public passenger vehicle shall be deemed to be excluded from the definition of a Commercial Vehicle while engaged in the transportation of passengers;

2.7 "CROSS-WALK" means;

2.7.1 That part of a roadway at an intersection included within the connection of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edge of the roadway, or

2.7.2 Any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by line or other markings on the road surface;

2.8 "CURB" means the actual curb, if there is one, and if there be no curb in existence, shall mean the division of a highway between that part thereof intended for the use of vehicles and that part thereof intended for the use of pedestrians;

2.9 "EXTENDED PERIOD OF TIME" means the amount of time determined at the discretion of a Peace Officer;

2.10 "HEAVY VEHICLE" means a motor vehicle, alone or together with any trailer, semi-trailer, or other vehicle being towed by the motor vehicle with a registration gross weight of 5000 kilograms or more and/or exceeding 11.0 metres in total length. A public passenger vehicle shall be deemed to be excluded from the definition of a Heavy Vehicle while engaged in the transportation of passengers.

2.11 "HIGHWAY" means a highway as defined in the Act;

2.12 "IDENTIFICATION PERMIT" means a coloured symbol supplied by the CAO upon acceptance of application to the owner of a motor vehicle in relation to Part 9(9.3);

2.13 "MOTOR VEHICLE" means a motor vehicle as defined in the Act;

2.14 "OFF-HIGHWAY VEHICLE" as defined in the Act, means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel,

2.14.1 4-wheel drive vehicles,

2.14.2 low pressure tire vehicles,

2.14.3 cycles and related 2-wheel vehicles,

2.14.4 amphibious machines,

2.14.5 all terrain vehicles,

2.14.6 miniature motor vehicles,

2.14.7 snow vehicles,

2.14.8 minibikes, and

2.14.9 any other means of transportation that is propelled by any power other than muscular power or wind,

BUT DOES NOT INCLUDE

2.14.10 motor boats, or

2.14.11 any other vehicle exempted from being an off-highway vehicle by regulation;

- 2.15 "OPERATOR" means a person who drives or is in actual physical control of a vehicle;
- 2.16 "OWNER" means owner as defined in the Act;
- 2.17 "PARADE or PROCESSION" shall mean any group of pedestrians (excepting a military or funeral procession) numbering more than 15, marching or walking on a highway or a procession of vehicles on a highway (excepting a military or funeral procession) numbering 10 or more or a procession or march organized for the purpose of entertainment of spectators, displays, inspection or promotion of a cause or purpose;
- 2.18 "PARK" means to allow a vehicle (whether occupied or not) to remain in one place except:
- 2.18.1 When standing temporarily for the purpose of and while actually engaged in loading or unloading, or
- 2.18.2 When standing in obedience to a Peace Officer or traffic control device.
- 2.19 "PASSENGER LOADING SPACE" means a space or section of highway marked with a sign or marking authorized by the Council, permitting parking therein for the period necessary to load or unload passengers;
- 2.20 "PEACE OFFICER" means a member of the Royal Canadian Mounted Police, Municipal Police Officer, Police Constable, Peace Officer, or member of law enforcement agency;
- 2.21 "PROPERTY LINE" means as located on a real property report for the property in question;
- 2.22 "RECREATION TRAILER" means any trailer that is designed, constructed, modified or equipped as a temporary dwelling place, living abode or sleeping place. Recreation trailers include any travel trailer, fifth wheel trailer, camper not mounted on a truck or any other trailer or object which a Peace Officer deems to be a recreation trailer;
- 2.23 "RECREATION VEHICLE" means any vehicle that is designed, constructed, modified or equipped as a temporary dwelling place, living abode or sleeping place. Recreation vehicles include any motorhome, camper mounted on a truck or any other vehicle or object which a Peace Officer deems to be a recreation vehicle;
- 2.24 "ROADWAY" means that portion of the highway intended for vehicular traffic within the Town;
- 2.25 "SIDEWALK" means a sidewalk as defined in the Act;
- 2.26 "TOWN" means the Corporation of the Town of Picture Butte or the area contained within the corporate boundaries of the Town, as the context requires;
- 2.27 "TRAFFIC" means pedestrians, animals or vehicles while using the highway for the purpose of travel;
- 2.28 "TRAFFIC CONTROL DEVICE" means a traffic control device as defined in the Act;
- 2.29 "TRAFFIC CONTROL SIGNAL" means a traffic control device signal as defined in the Act;
- 2.30 "TRAILER" means a trailer as defined in the Act;

- 2.31 "TREE" shall mean any type of tree or other woody vegetation;
- 2.32 "TRUCK LOADING SPACE" means a space or section of the highway marked for use for the loading or unloading of goods;
- 2.33 "VEHICLE" means a vehicle as defined in the Act;
- 2.34 "VIOLATION TAG" means a document authorized by the Town of Picture Butte and issued pursuant to Part 20 of this Bylaw;
- 2.35 "VIOLATION TICKET" means where a Peace Officer or other authorized official of the Town of Picture Butte believes that any person has committed a breach of any of the Sections of this Bylaw, they may cause a violation ticket to be served upon such person pursuant to Part 2 or Part 3 of the Provincial Offences Procedure Act, R.S.A. 2002, c. P-34;

PART 3 - SPEED LIMITS

- 3.1 Pursuant to the provisions of the Traffic Safety Act, R.S.A. 2000, c. T-6 and amendments thereto, the maximum speed for the highways within commercial and industrial areas of the Town limits is Fifty (50) kilometres per hour.
- 3.2 Pursuant to the provisions of the Traffic Safety Act, R.S.A. 2000, c. T-6 and amendments thereto, the maximum speed for the highways within residential areas of the Town limits is Forty (40) kilometres per hour.
- 3.3 Pursuant to the provisions of the Traffic Safety Act, section 107(5), the prescribed hours during which a playground zone is in effect in the Town is increased to the period beginning at 7:00 am and ending at 11:00 pm daily.
- 3.4 The Council shall cause signs to be posted indicating a greater or lesser speed than that prescribed by the Traffic Safety Act, R.S.A. 2000, c. T-6 or indicating that the prescribed speed limit has ceased to apply.
- 3.5 No person shall drive a motor vehicle, in any alley or highway intended chiefly to give access to the rear of buildings and parcel of land at a greater rate of speed than Twenty (20) kilometres per hour.
- 3.6 The Council may by signs posted along a highway, fix a maximum speed limit in respect of any part of the highway under construction or repair or in a state of disrepair applicable to all vehicles or to any class or classes of vehicles while travelling over that part of the highway.
- 3.7 Notwithstanding Section 3.4, the Town has the authority to temporarily reduce the speed limit for the safety of workers.
- 3.8 Speed limits for all highways and alleys in the Town are shown on the map in Schedule "D".

PART 4 - TRAFFIC CONTROL DEVICES

- 4.1 Council may by resolution direct and may from time to time alter the location of such traffic control devices for the following purposes:

- 4.1.1 To divide the surface of a roadway into traffic lanes marked by solid or broken lines;
- 4.1.2 To prohibit "U" turns at any intersection;
- 4.1.3 To designate any intersection or other place on a highway as an intersection or place at which no left hand turn or right hand turn shall be made;
- 4.1.4 To designate as a one-way street any roadway or portion thereof;
- 4.1.5 To designate "School Zones" or "Playground Zones";
- 4.1.6 To designate truck routes;
- 4.1.7 To set apart a street, highway or part of a highway and to control entry to any highway by means of a "stop" sign or "yield" sign;
- 4.1.8 To designate a crosswalk upon any highway;
- 4.1.9 To designate parking stands for use of any particular class of vehicle;
- 4.1.10 To close or restrict the use of any highway, either as to the full width thereof or as to part of the width thereof with respect to any class or classes of vehicles or with respect to any class or classes of pedestrians;
- 4.1.11 To prohibit, restrict or regulate the parking of vehicles or any particular class of vehicles on any highway or other public place or any portion thereof during such hours as he may determine;
- 4.1.12 To designate and mark guide lines for angle or parallel parking on any highway or other public place or any portion thereof.

- 4.2 The CAO shall cause a record to be kept of the location of all traffic control devices. Those records shall be open to public inspection during normal business hours.
- 4.3 Notwithstanding any provision of the Bylaw all traffic control devices placed, erected or marked in the Town of Picture Butte prior to the passing of the Bylaw shall be deemed to be duly authorized traffic control devices until altered pursuant to the provisions of Section 4.1.
- 4.4 No unauthorized person shall place upon any highway or upon any structure abutting a highway any sign, mark or notice relating to parking or the use of the highway.
- 4.5 No unauthorized person shall remove, deface or alter in any way any traffic control device placed, erected or marked pursuant to this Bylaw.

PART 5 – PARADES AND PROCESSIONS

- 5.1 Any person desiring to hold a parade or procession within the Town of Picture Butte shall, at least 5 working days prior to the time they desire to hold the same, make application in writing to the CAO for a permit and in such application shall furnish to the CAO information with respect to the following, namely:

- 5.1.1 The name and address of the applicant, and if such applicant is an organization, the names, addresses and occupations of the executive thereof;
 - 5.1.2 The nature and object of such parade or procession;
 - 5.1.3 The day, date and hours during which same will be held;
 - 5.1.4 The intended route thereof;
 - 5.1.5 The approximate number of persons who will take part therein;
 - 5.1.6 The approximate size, number and nature of flags, banners, placards or such similar things to be carried therein and particulars of signs, inspections and wording to be exhibited thereon; and such written application shall bear the signatures and addresses of the persons who will be in control of such parade or procession and who undertakes to be responsible for the good order and conduct thereof;
 - 5.1.7 Proof of minimally \$2,000,000.00 (two million dollars) in liability insurance with the Town named as "Additional Insured"
- 5.2 The CAO may issue a permit with or without conditions, or for any reason that appears to him/her proper, may refuse to issue a permit.
 - 5.2.1 In the case of a refusal, the applicant has a right of appeal to Council who may; grant or refuse permission for the parade or procession
- 5.3 Where a permit has been issued pursuant to Section 5.2 the CAO shall fix the hour and route of the parade or procession and give such directions to the applicants in regard to such parade or procession as in his/her opinion will prevent any unnecessary or unreasonable obstruction to the street or sidewalk and tend to prevent a breach of the peace and may erect or cause to be erected such temporary barriers or traffic control devices as he/she deems necessary.
 - 5.3.1 A copy of the permit will be forwarded to the Police, Peace Officer, Fire Chief, and Director of Operations
- 5.4 If any funeral procession is in process of formation or proceeding along any highway, any Peace Officer may regulate all traffic in the vicinity and all persons whether on foot or in vehicles, shall obey the order and direction of the Peace Officer so regulating traffic.
- 5.5 Before a funeral procession enters upon, crosses or turns into a highway designated and marked as a through traffic street by a stop sign the first vehicle in the funeral procession shall come to a complete stop in the manner required by this Bylaw and shall not drive the vehicle into the intersection until it is safe to do so.
- 5.6 No person driving any vehicle or riding or driving a horse shall drive or ride through, nor shall any pedestrian walk through the ranks of any military or funeral procession (the vehicles of which have their lights on), nor through the ranks of any other authorized parade or procession, or in any way obstruct, impede or interfere with the same.
- 5.7 No person shall take part in the organization or conduct of a parade or procession that forms up, attempts to form up or is carried on without a permit having been issued pursuant to Section 5.2.
- 5.8 No person shall fail or refuse to comply with the conditions set forth in the permit issued pursuant to 5.3.

PART 6 - FIRES

- 6.1 In case of a fire within the Town, any Peace Officer or member of the Fire Department may designate in any manner a line or lines near the location of the fire beyond which no member of the public shall pass, and no unauthorized person, whether on foot, on horse or in a vehicle shall cross such line or lines.
- 6.2 The Fire Chief of the Fire Department or any person acting under his instructions shall have the right to move or cause to be moved any vehicle which he may deem necessary to move or have moved for the purpose of carrying out any duty, work or undertaking of the Fire Department in an emergency situation.

PART 7 – VEHICLES WITH LUGS

- 7.1 No person shall drive, propel, or move on any highway any vehicle having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such vehicle, or any vehicle having a caterpillar tread.
- 7.1.1 Studded winter snow tires shall be exempt from Section 7.1

PART 8 - OFF-HIGHWAY VEHICLES

- 8.1 No person shall operate an off-highway vehicle, as defined in the *Traffic Safety Act*, within the boundaries of the Town unless such use is expressly permitted by Council or the CAO.

PART 9 – COMMERCIAL VEHICLES & HEAVY VEHICLES

- 9.1 For the purpose of Section 9.2, a “heavy vehicle” means a motor vehicle, alone or together with any trailer, semi-trailer, or other vehicle being towed by the motor vehicle with a registration gross weight of 5,000 kilograms or more and/or exceeding 11.0 metres in total length. Notwithstanding the above, a public passenger vehicle shall be deemed to be excluded from the definition of a “heavy vehicle” while engaged in the transportation of passengers.
- 9.2 No person shall operate a heavy vehicle on a highway within the limits of the Town of Picture Butte other than a highway in the Town of Picture Butte which is designated as a truck route in Schedule "A", which Schedule is hereby incorporated into and made part of this Bylaw.
- 9.3 The following shall be deemed to not be operating a heavy vehicle in contravention of Section 9.2 if the heavy vehicle is being operated on the shortest permitted route between the premises or location concerned and the nearest truck route by:
- 9.3.1 persons delivering or collecting goods or merchandise to or from the premises of bona fide customers;
 - 9.3.2 persons going to or from business premises of the owner of the heavy vehicle concerned;
 - 9.3.3 persons going to or from business premises for the servicing or repairing of the heavy vehicle;
 - 9.3.4 persons pulling a disabled vehicle from a highway prohibited to heavy vehicles;
 - 9.3.5 persons moving a house for which the necessary moving permits have been issued by the Town;

9.3.6 persons driving a heavy vehicle engaged in lawful public works or essential services requiring them by the very nature of such work to deviate from established Truck Routes.

- 9.4 No person shall park any commercial vehicle, bus, truck tractor or tractor trailer of the design capacity of more than one (1) tonne or a length of more than six (6) metres upon any highway except where such parking is expressly permitted or except for the purpose of loading or unloading such vehicles.
- 9.5 No person shall park a commercial vehicle or a heavy vehicle within the municipal boundaries of the Town in areas designated in the Land Use Bylaw as residential zones unless permitted under Section 9.3.
- 9.6 Unless a permit is obtained from the CAO, no person shall drive or move or cause to be driven or moved on any street, any vehicle which exceeds the dimension or weight requirements prescribed by the COMMERCIAL VEHICLE DIMENSION AND WEIGHT REGULATION, as amended or substituted, under the *Alberta Traffic Safety Act*.
- 9.7 An Identification Permit shall be obtained from the CAO by:
- 9.7.1 persons moving a house for which the necessary permission has been received by the CAO, upon the payment of a prescribed fee which will be set by resolution of Council.
- 9.7.1.1 The application for an Identification Permit may be refused if all the requirements of this Bylaw are not met or if there are outstanding taxes owing on the property to be moved.
- 9.8 No person shall utilize engine retarder brakes while operating a commercial vehicle or heavy vehicle within the limits of the Town of Picture Butte.
- 9.9 Designated parking for commercial vehicles and heavy vehicles shall be at the following locations:
- 9.9.1 Shoulder of eastbound and westbound lane on Highway Avenue located adjacent to and across from the Gas King. Parking must be between the signs and must comply with any conditions on the signs. This location is identified on the map in Schedule "A" by the letter "A".
- 9.9.2 Shoulder of eastbound lane on Highway Avenue located between the Community Centre and the North County Recreation Complex. Parking must be between the signs and comply with any conditions on the signs. This location is identified in Schedule "A" by the letter "B".
- 9.9.3 Graveled parking lot located on the corner of Highway Avenue and Factory Drive, adjacent to the UFA. Parking must not block or be in any entrance or exit to said businesses as well as in or on any approaches to any highway and must comply with conditions on signs. Overnight parking at this location is permitted. This location is identified in Schedule "A" by the letter "C".
- 9.9.4 The road right-of-way for Industrial Drive immediately adjacent to Rogers Avenue. Parking must not block or be in any entrance or exit to adjacent businesses as well as in or on any approaches to any highway and must comply with conditions on signs. Overnight parking at this location is permitted. This location is identified in Schedule "A" by the letter "D".

PART 10 - MAXIMUM WEIGHTS

- 10.1 For the purposes of this Section "maximum weight" means:
- 10.1.1 The maximum weight permitted for a vehicle and load pursuant to the official registration certificate issued by the Province of Alberta for such vehicles.
- 10.2 No person shall drive or have on the roadway a vehicle or combination of attached vehicles with a weight including or excluding any load thereon, in excess of maximum weight.
- 10.3 Wherever in his/her opinion, there is a contravention of Section 10.2, a Peace Officer may order the driver or other person in charge or control of a vehicle or combination of attached vehicles suspected of being on a roadway in contravention of such Section to take such vehicle or combination of attached vehicles to the nearest adequate weight scale to determine the weight of such vehicle or combination of attached vehicles and load thereof. The weight slip or slips shall be given to the Peace Officer and may be retained by him/her, and if the weight of any loaded vehicle or combination of attached vehicles is in excess of maximum weight, the Peace Officer, in addition to any prosecution for contravention of Section 10.2, may require that any load or portion thereof in excess of maximum weight shall be removed before the vehicle or combination of attached vehicles is again taken upon a highway.
- 10.4 A weight slip given to a Peace Officer under Section 10.3 and submitted by him/her in evidence in court shall be prima facie proof of the authenticity of the weight slip and of the particulars thereon submitted in evidence and of the accuracy of the weight scale used.
- 10.5 A person driving or in charge or control of a vehicle or combination of attached vehicles suspected by a Peace Officer of being on a roadway in contravention of Section 10.2 shall, when requested by the Peace Officer, produce for such officer's inspection any official registration certificate or interim registration certificate for such vehicle or vehicles that may have been issued by the Government of the Province of Alberta showing the maximum weight of such vehicle or combination of attached vehicles.
- 10.6 Particulars obtained by a Peace Officer from a registration certificate produced to him/her under Section 10.5 and submitted by him/her as evidence in court shall be prima facie proof of the authenticity of such certificate and of the particulars thereon submitted in evidence.

PART 11 - PEDESTRIANS

- 11.1 No person or persons shall stand on any highway, crosswalk or sidewalk in such a manner as to:
- 11.1.1 obstruct vehicular or pedestrian traffic,
- 11.1.2 annoy or inconvenience any other person lawfully upon such highway, crosswalk, or sidewalk,
- 11.1.3 obstruct the entrance to any building.
- 11.2 No person shall run upon a roadway in such a manner as to impede traffic.
- 11.3 No person shall stand upon or walk along a roadway for the purpose of soliciting a ride from the driver of any private vehicle.

PART 12 - PARKING

- 12.1 The Council will designate properly marked portions of highways where parking is restricted to any particular class or classes of vehicles. No person shall park a vehicle other than a vehicle of such class or classes on the portion on the portion of a highway as marked.
- 12.2 The Council may designate and cause to be properly marked portions of highways upon which parking is prohibited at any time. No person shall park where prohibited.
- 12.3 The Council may designate portions of the highway for parking of vehicles limited to a specified time limit and cause the same designation to be properly marked by signs.
- 12.4 No person shall park a vehicle on a portion of highway marked pursuant to Section 12.3, for a time in excess of the period so marked.
- 12.5 No person shall park a vehicle in an alley. Alleys, however, may be used for such period of time as may be reasonably necessary for the loading or unloading of passengers or goods from a vehicle, provided that the vehicle concerned in such loading or unloading of passengers or goods does not so obstruct the lane as to prevent other vehicles or persons from passing along such alley while the loading or unloading of passengers or goods is taking place.
- 12.6 The Council may designate portions of the highway as a passenger loading or unloading space and may cause such space to be marked with a sign designating the area as a "loading zone".
- 12.7 Except when actually taking on or discharging passengers, no person shall park or stand a vehicle for any period of time at a passenger loading zone, at a "no parking" area or in front of a main entrance, exit or doorway of a public building.
- 12.8 The Council may designate and cause to be properly marked by signs, portions of the highway as truck loading or unloading spaces.
- 12.9 No person shall park a vehicle in a truck loading or unloading space for a period of time longer than fifteen minutes and will be indicated with signage.
- 12.10 No person shall park any vehicle upon any land owned by the Town of Picture Butte which the Town uses or permits to be used as a playground, recreation area or public park except in designated parking areas.
- 12.11 No person shall park any vehicle, recreation vehicle, recreation trailer or any other class of trailer in their front yard other than on their driveway.
 - 12.11.1 Refer to the Town of Picture Butte Land Use Bylaw for the definition and regulations pertaining to driveways.
- 12.12 Where parking guidelines are visible on a roadway no driver shall park a vehicle except within the limits of the lines designating a parking stand.
- 12.13 No person shall park his/her vehicle with the side thereof parallel to the curb or edge of the roadway when angle parking is permitted or required by means of a sign or parking guidelines.
- 12.14 Council may designate and cause to be properly marked by signs, portions of the highway to

permit angle parking. When angle parking is permitted or required, a driver shall park his vehicle with one front wheel not more than 500 millimeters from the curb or edge of the roadway and with its sides between and parallel to any two of the visible parking guidelines, or at an angle of between 30 and 60 degrees to the curb or edge of the roadway where no parking guidelines are visible.

- 12.14.1 A person may park a motor cycle at an angle, other than perpendicular, to the curb or edge of the roadway, and with a wheel of the motor cycle not more than 500 millimeters from the curb or edge of the roadway, and the motor cycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motor cycle is parked.
- 12.15 Except for a roadway designated as a cul-de-sac, all parking on any highway will be parallel parking unless specified by a traffic control device.
- 12.16 Notwithstanding Section 12.14 of this Part, no vehicle may be parked at an angle to the curb in a cul-de-sac unless that vehicle is parked in such a manner as not to interfere with the free flow of traffic in the cul-de-sac.
- 12.17 When parking on a roadway, a driver shall park his vehicle facing the direction of travel authorized for that portion of the roadway on which the vehicle is parked, with its sides parallel to an its wheels not more than 500 millimeters from the curb or edge of the roadway.
- 12.18 No person shall park any vehicle on any highway within the Town for any period of more than 72 consecutive hours.
- 12.19 No owner or operator of any vehicle incapable of being moved under its own power shall cause or permit such vehicle to be parked on a highway within the Town.
- 12.20 No vehicle operator shall drive or park a vehicle upon any highway in such a manner as to block, obstruct, impeded or hinder traffic thereon. Where the obstruction is unavoidable due to mechanical failure, the operator will not be in breach of this section provided he promptly takes measures to clear the faulty vehicle from the highway.
- 12.21 The Council may establish, sign or otherwise designate such parking stalls or zones within the Town as Council deems necessary for the exclusive parking of vehicles bearing a valid disabled placard or license plate issued or recognized by the Registrar of Motor Vehicle Services.
- 12.22 The owner, tenant, occupant or person in control of private property within the Town to which vehicles driven by the public generally have access may designate parking spaces for the exclusive parking of vehicles bearing a valid disabled placard or license plate issued or recognized by the Registrar of Motor Vehicle Services. The signage and markings used to so designate such parking spaces shall be in a form similar to that approved and used by the CAO.
- 12.23 The owner or operator of a motor vehicle which is not identified by a disabled persons placard or license plate that is issued or recognized by the Solicitor General for persons with disabilities shall not stop or park or permit the stopping or parking of the vehicle in a parking space designated for disabled parking.
- 12.24 Where, pursuant to Sections 12.22 and 12.23, the vehicle is identified by disabled persons placard, the owner or operator shall have such placard visibly displayed while the vehicle is stopped or parked in a parking space designated for Disabled Parking.

12.25 Except as required or permitted by this Bylaw, by a traffic control device, or in compliance with the directions of a peace officer, or to avoid conflict with other traffic, a driver shall not stop or park his vehicle:

12.25.1 on a sidewalk, boulevard or median except under special circumstances and by request to the Town, when authorized by the CAO;

12.25.2 on a crosswalk or on any part of a crosswalk;

12.25.3 within an intersection other than immediately next to the curb in a T-intersection;

12.25.4 at an intersection nearer than 5 metres to the projection of the corner property line immediately ahead or immediately to the rear, except when the vehicle is parked in a space where a parking meter or other traffic control device indicates parking is permitted;

12.25.5 within 5 metres from the stop sign or yield sign;

12.25.6 within 5 metres from any fire hydrant, or when the hydrant is not located at the curb, within 5 metres of the point on the curb nearest the hydrant.

12.25.7 within 1.5 metres from an access to a garage, private road or driveway or a vehicle crossway over a sidewalk;

12.25.8 within 5 metres from the near side of a marked crosswalk;

12.25.9 alongside or opposite any street excavation or obstruction when the stopping or parking would obstruct traffic;

12.25.10 on any bridge or culvert or on the approaches to either of them;

12.25.11 at any place where a traffic control device prohibits stopping or parking, during the times stopping or parking is so prohibited;

12.25.12 on the roadway side of a vehicle that is parked or stopped at the curb or edge of the roadway;

12.25.13 at or near the site of any fire, accident or other emergency, if stopping or parking would obstruct traffic or hinder emergency vehicles or peace officers, or emergency services workers

12.25.14 unattended on a highway while it is supported by a jack or similar device and if one or more wheels have been removed from the vehicle or part of the vehicle is raised;

12.25.15 which does not display a valid registered license plate or which displays a license plate that is expired.

12.26 No person shall cover a vehicle with a tarp, cover, or other similar device while it is parked on a highway in Town or on any other Town owned or public property.

12.26.1 Boats that are securely tarped shall be exempt from 12.26

12.27 Any person who is empowered to enforce the provisions of this Bylaw is hereby authorized to place an erasable chalk mark on the tire of a parked or stopped vehicle without that person or the municipality incurring liability for doing so.

PART 13 - RECREATION VEHICLES, TRAILERS & SPECIAL CLASSES OF VEHICLES

13.1 No person shall park any Recreation Vehicle or Recreation Trailer upon any highway within the Town for any extended period of time.

13.1.1 Notwithstanding Section 13.1, a person may park a recreation vehicle or recreation trailer upon the area of the street that is immediately adjoining the owner or operators place of residence. This shall be valid for a period not to exceed 72 hours and for the purposes of cleaning, loading and unloading only. This section is only valid during the common camping season months in this region of May through September provided that in so doing no obstruction is caused to vehicular or pedestrian traffic.

13.1.2 For the purpose of Section 13.1.1 a recreation trailer or recreation vehicle shall be deemed to be continuously parked unless the recreation trailer or recreation vehicle has been moved to a suitable off-street location for at least 48 consecutive hours.

13.1.3 Subject to Section 13.1.1, at no time shall a recreation vehicle or recreation trailer have their slides extended out while parked on any public street in the Town.

13.1.4 A recreation vehicle or recreation trailer parked on a public street shall not be occupied or be used as a dwelling or sleeping accommodation.

- 13.2 Notwithstanding Section 13.1, no person shall park any other class of trailer (whether designed for occupancy by persons or for the carrying of goods, equipment or livestock) upon any highway unless the said trailer is attached to a vehicle by which it may be propelled or drawn and when so attached the trailer shall be deemed part of the vehicle and subject to the regulations pertaining to vehicles throughout this Bylaw.
- 13.3 The registered owner will be held liable for any charges or penalties under Part 13.

PART 14 - PARKING ON TOWN PROPERTY

- 14.1 No person shall operate or park any vehicle upon any land owned by the Town which includes but is not limited to a playground, boulevard, recreation or public park, or any utility right-of-way, except on such part thereof as the CAO may designate by a sign or signs for vehicle use or parking.
- 14.2 Whether a sign exists or not, the CAO or a Peace Officer has the authority to ask someone to remove their vehicle from Town Property at any time for any reason.

PART 15 - TOWN PARKING LOTS

- 15.1 Council may, by resolution, designate such Town owned lands as it deems necessary as Town parking lots.
- 15.2 No person shall park a vehicle in a Town owned parking lot in contravention of the prohibitions stated on any sign.
- 15.3 No person shall continue to park in a Town parking lot if asked to leave by a Town employee or a Peace Officer.
- 15.4 No person shall store any vehicle in any Town parking lot without a permit or authorization from the Chief Administrative Officer. A vehicle shall be deemed to be stored when it remains in the parking lot for 24 consecutive hours or longer. Any vehicle so stored may be removed and stored by the Town and the costs thereof shall be charged to and shall be payable by the owner, in addition to any fine or penalty imposed in respect to any such violation.

- 15.5 The Town shall not be liable for any loss or damage howsoever caused that may occur to any personal property, including a vehicle while any vehicle is parked on any Town parking lot, upon any Town lands, or as a result of any removal and/or storage pursuant to contravening the regulations found under Part 15.

PART 16 - TEMPORARY CLOSING OF HIGHWAYS

- 16.1 In any case where by reason of any emergency or of any special circumstances which in the opinion of the CAO makes it desirable and in the public interest to do so, the CAO may:
- 16.1.1 temporarily close in any area of the Town, any highway in whole or in part to traffic, or
 - 16.1.2 temporarily suspend in any area of the Town, parking privileges granted by the provision of this or any other By-Law, and the CAO may for such period of time as he deems necessary to meet such emergency or special circumstances, take such measure for the temporary closing of such highway or the suspension of parking privileges and place barricades or post appropriate notices on or near the highway concerned as he may consider to be necessary in the circumstances.
- 16.2 The Town, after clearly posting or signing a roadway or public parking lot a minimum of twelve (12) hours prior may cause a roadway or public parking lot to be cleared of vehicles for the purpose of street cleaning, snow removal, parades or processions, or highway repair. In such cases, the Town may tow and impound vehicles blocking street cleaning, snow removal, parades or processions, or repair equipment at the vehicle owner's expense. All costs for the removal and storage are a lien upon the vehicle, which may be enforced in the manner approved by the Possessory Liens Act R.S.A. 2000 c. P-19.

PART 17 - MISCELLANEOUS OFFENSES

- 17.1 No person shall drive, propel or move on or over any highway within the Town, any vehicle or other type of equipment or thing(s) which damages or is likely to damage the highway.
- 17.2 Every person shall be guilty of an offence who:
- 17.2.1 Coasts on any highway on a sled, toboggan, skis, or roller blades which is being towed by a vehicle,
 - 17.2.2 Washes, repairs, or services a vehicle on or near any roadway, sidewalk, boulevard, or alley within the Town in a manner that allows water, slush, ice, mud, cement, refuse, debris, tar, oil, grease, antifreeze or other vehicle fluids to flow onto or enter upon the roadway, sidewalk, boulevard or alley, or enter any storm water system. Person(s) responsible for such shall be liable for clean-up and/or repair costs.
 - 17.2.3 Places or deposits, or allows the placement or deposit, of any object, refuse, building or other materials, dumpsters, snow, earth, sand, gravel, sod, or any other matter on a roadway, alley, sidewalk, or boulevard within the Town, excepting vehicles and materials for which specific permission has been granted by the CAO. Person(s) responsible for such shall be liable for clean-up and/or repair costs .
- 17.3 No owner or occupant of private property in the Town shall build, place, erect or continue the existence of fences, walls, or other objects on private property to or adjacent to and within 6.1

metres from a street intersection when such fences, walls or other objects interfere with good visibility for safe traffic flow.

17.3.1 A Peace Officer may serve by regular or registered mail a notice in writing upon any person required to comply with the provisions of 17.3.

17.3.2 The notice in writing shall set forth:

- 17.3.2.1 A description of the land on or adjacent to which the remedial action is required;
- 17.3.2.2 The condition that is not in compliance with the Bylaw, including reference to the applicable provision of the Bylaw;
- 17.3.2.3 Remedial action required;
- 17.3.2.4 A deadline for compliance.
- 17.3.2.5 The person served with a notice pursuant to the provisions of 17.3 may appeal the notice in writing within 14 days of the issuance of the notice to the Municipal Subdivision and Development Appeal Board upon payment of the applicable fee.
- 17.3.2.6 No person shall fail to satisfactorily comply with a notice issued pursuant to Section 17.3 within the specified deadline.
- 17.3.2.7 In default of the owner or occupant failing to comply with a notice from a Peace Officer or an order from the Municipal Subdivision and Development Appeal Board pursuant to the provisions of 17.3, the Town may do the work, and where applicable do the work at the expense of the person in default.
- 17.3.2.8 The expenses incurred by the Town for the work done, where applicable may be recovered with costs by action in any Court of competent jurisdiction or in a like manner as property taxes.

17.4 No Person being the Owner of a Property within the Town of Picture Butte shall permit or allow any Tree(s) located on their property to constitute a hazard to pedestrians or motor vehicle traffic. When branches or foliage from Tree(s) are a public safety hazard or are not providing enough clearance over streets, alleys, pathways or sidewalks, the Owner of the Property must prune or remove the trees for the following issues:

- 17.4.1 interference with distribution of light from street lamps; or
- 17.4.2 interference with the safe view of a traffic control device that cannot reasonably be placed otherwise or elsewhere; or
- 17.4.3 trees which are dead or partially dead; or
- 17.4.4 trees which are leaning over the street such as to provide less than 4.27 metres (14 feet) vertical clearance as measured at the curb line; or
- 17.4.5 trees which are growing over a sidewalk such as to provide less than 2.44 metres (8 feet) vertical clearance; or
- 17.4.6 trees which are growing over a sidewalk or curb such as to provide less than 30.5 centimeters (1 foot) horizontal clearance from the edge of a sidewalk or curb; or

17.4.7 trees which have been vandalized; or

17.4.8 trees which have lost their structural stability and are deemed a hazard.

17.5 Any notice served pursuant to this Bylaw will be deemed to have been sufficiently served in the case of an offence if:

17.5.1 Served personally upon the person to whom it is directed, or

17.5.2 Posted or left at a conspicuous location on the property or vehicle, or

17.5.3 If mailed by regular or registered mail to the address of the person to whom the notice was directed, or to the owner of the private property involved using the address on record with the Town of Picture Butte, or to the registered owner of the vehicle using the address on record with the Alberta Motor Vehicle Branch.

PART 18 – SCHOOL BUSES

18.1 School bus operators shall only be permitted to pick-up and drop-off students at the following locations:

18.1.1 In front of any public or separate school within the Town of Picture Butte.

18.1.2 At any designated and marked bus stop locations within the Town of Picture Butte. See Schedule “B”.

18.2 Unless permitted by a sign, school buses shall not be permitted to be parked on public streets within the Town at any time unless engaged in the picking-up or dropping-off of passengers.

18.3 The Town allows for school busses to be parked on private property during the calendar months of September – June. The school bus must be parked entirely on the private property of the owner or operator of the school bus and must not encroach on or over Town or other public property.

18.3.1 Subject to 18.3, if the Town receives two or more written complaints from separate surrounding neighbours in regards to a school bus being parked in accordance with 18.3, the school bus in question must be removed from that property and taken to an alternative suitable location.

18.4 Contravention of the regulations found in PART 18 shall be punishable by a fine amount set out in the Service Fees, Rates and Charges Bylaw. Fines will be issued to the operator of the school bus. Any charges or costs incurred by the Town for having to tow a school bus will be sent to the school division that owns and/or is in control of the school bus.

PART 19 – HORSES AND HORSE DRAWN VEHICLES

19.1 The use of horses and horse drawn vehicles shall be limited in the Town to be operated on the truck route found in Schedule “A” of this Bylaw. The rider, driver, operator or person in charge of any horse or horse drawn vehicle shall remain upon such horse or horse drawn vehicle while it is in motion, or shall walk beside the horse or horse drawn vehicle.

19.1.1 Subject to 19.1, horses and horse drawn vehicles shall be permitted to be off of the truck route, found in Schedule “A”, during an approved permit for a parade or procession under Part 5 of this Bylaw or during Jamboree Days or similar events as approved by the CAO.

19.2 The rider, driver, operator or person in charge of any horse or horse drawn vehicle must be capable of maintaining effective control of the animal(s) at all times.

19.3 No horse or horse drawn vehicle shall interfere with or cause safety concerns for other traffic, vehicles and pedestrians.

19.4 The rider, driver, operator or person in charge of any horse or horse drawn vehicle is responsible to remove any manure deposited by the horse from any highway or public property.

PART 20 – PENALTIES AND POWERS OF PEACE OFFICERS

PROSECUTION OF OFFENCES

20.1 Except as otherwise provided in this Bylaw, a person who is guilty of an offence under this Bylaw or the regulations for which a penalty is not otherwise provided is liable to a fine of not less than Two Hundred Fifty (\$250.00) Dollars and of not more than Two Thousand Five Hundred (\$2,500.00) Dollars and in default of payment is liable to imprisonment for a term not exceeding 6 months or to imprisonment for a term not exceeding 6 months without the option of a fine.

20.2 The levying and payment of any penalty, or the imprisonment for any period as provided for in this Bylaw shall not relieve a person from the necessity of paying any fees, charges, or costs for which he is liable under the provisions of this Bylaw.

20.3 Where a vehicle is driven, used, parked or left in contravention of any provision of this Bylaw or as shown in the Service Fees, Rates and Charges Bylaw, the owner of the vehicle is guilty of an offence and liable for the contravention and the penalty provided herein unless there is evidence before the court that at the time of the contravention, the vehicle was not driven, used, parked or left by him or by any other person with his consent, express or implied.

20.3.1 Where any Peace Officer believes that a person has contravened any provision of this Bylaw he may serve upon:

20.3.1.1 such person a Violation Ticket referencing the section contravened or;

20.3.1.2 the registered owner of the motor vehicle a Violation Ticket referencing Section 160 (1) of the Act and the section of the Bylaw contravened

in accordance with the provisions of the *Provincial Offences Procedure Act* R.S.A. 2002 c. P-34.

20.4 The specified penalty payable in respect of a contravention of a provision of this Bylaw is as provided for in the Service Fees, Rates and Charges Bylaw, said Bylaw being hereby incorporated into and made part of this Bylaw.

20.5 Notwithstanding Part 20(20.3), a Peace Officer may issue a Municipal Violation Tag or Breach of Bylaw Notice, in a form approved by the CAO, referencing the section of the Bylaw contravened, to the alleged offender, or to the registered owner of any vehicle involved in a contravention of this Bylaw.

20.6 Service of any such notice or tag shall be sufficient if it is:

20.6.1 personally served

20.6.2 served by regular or registered mail

20.6.3 attached to the vehicle in respect of which the offence is alleged to have been committed.

20.7 The penalty payable to the Town in respect of a contravention of this Bylaw, to be indicated on any such Parking Violation Tag or Breach of Bylaw Notice issued, is as provided for in the Service Fees, Rates and Charges Bylaw. Upon payment to a person authorized by the Town Council to receive such payment, an official receipt for the payment shall be issued and such payment shall be accepted in lieu of prosecution.

20.8 Where payment of the penalty for a tag or notice issued for breach of any of the sections of this Bylaw is received within the time allowed for payment by a person authorized by the Town to receive such payment, such payment shall be accepted in lieu of prosecution.

20.9 If the person upon whom any such tag is served fails to pay the required sum within the time limit, the provisions of this section for acceptance of payment in lieu of prosecution do not apply.

20.10 Nothing in this Section shall:

20.10.1 Prevent any person from exercising his right to defend any charge of committing a breach of any of the provisions of this Bylaw.

20.10.2 Prevent any Peace Officer in lieu of serving a Violation Ticket, notice or tag or any other person from laying information or a complaint against another person for committing a breach of any of the sections listed in the said Schedules, or

20.10.3 Prevent any person from exercising any legal right such person may have to lay information or complaint against any other person (whether such other person has made a payment under the provisions of this Bylaw or not) for breach of any of the sections listed in the said Schedules.

20.11 Where any person has made payment pursuant to the provisions of this section and is prosecuted for the offence in respect of which such payment has been made, such payment shall be refunded.

20.12 No person other than the owner or driver of a vehicle shall remove any Violation Ticket, notice or tag placed on or fixed to such vehicle by a Peace Officer in the course of his/her duties.

20.13 No person shall willfully obstruct, hinder or interfere with a Peace Officer or any other person authorized to enforce and engaged in the enforcement of the provisions of this Bylaw.

REMOVAL AND IMPOUNDMENT OF VEHICLES

20.14 A peace officer is hereby authorized to remove or cause to be removed any vehicle or trailer:

20.14.1 operated or parked in contravention of any provision of this Bylaw; or

20.14.2 where emergency conditions may require such removal from a highway.

- 20.15 Such vehicle or trailer may be removed to a place designated by the Chief Administrative Officer, where it will remain until claimed by the owner thereof or his agent.
- 20.16 No impounded vehicle shall be released to its owner or his agent until the impounding charges and removal charges on the vehicle have been paid, such charges shall be in addition to any fine or penalty imposed in respect of any such violation, or to any payment made in lieu of prosecution as hereinafter provided. The Town is not responsible for impounding, towing or removal charges.

PART 21 - SEVERABILITY

- 21.1 It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provisions of this Bylaw be declared invalid all other provisions thereof shall remain valid and enforceable.

PART 22 - REPEAL

- 22.1 Bylaw #398-71, Bylaw #576-82, Bylaw #795/06, Bylaw #831/13, and Bylaw #852-16 and any amendments thereto of the Town of Picture Butte are hereby rescinded.

PART 23 - COMMENCEMENT DATE

- 23.1 This Bylaw comes into force upon the date of the passing of the third and final reading and rescinds Bylaw No. 852-16 Traffic Bylaw

READ A FIRST TIME THIS 15th DAY OF October 2024

READ A SECOND TIME THIS 28th DAY OF April 2025

READ A THIRD TIME AND FINALLY PASSED THIS 28th DAY OF April 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE “A”

Commercial Vehicle Regulations

Part 1 Truck Route Map

Part 2 Commercial Vehicle Parking Map

Designated parking area locations in Town for Commercial Vehicles and Heavy Vehicles. Locations are posted and identified by signs. See Part 9(9.9) of this regulation for specific information regarding these individual locations.

Town of Picture Butte - Truck Route



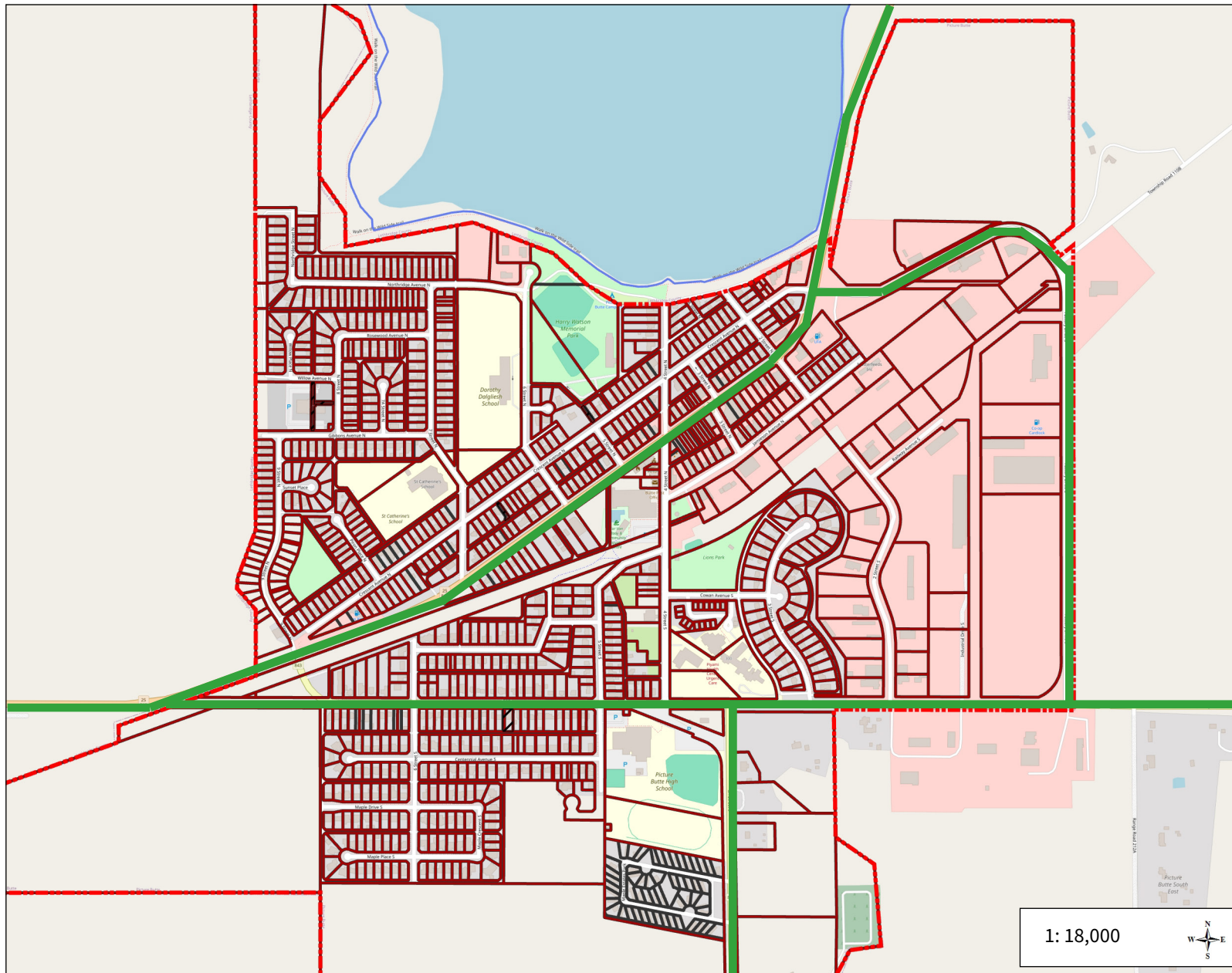
Legend

- Boundary
- Civic Address
- Road Labels
- Closed Roads
- Reservoir
- Title Linework
- Parcels

Notes

The Truck Route in the Town of Picture Butte shall be designated to be the following:

- Highway Avenue
- Rogers Avenue
- Factory Drive
- 3A Street S



0.9 0 0.46 0.9 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere ©
OpenStreetMap contributors

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. **THIS MAP IS NOT TO BE USED FOR NAVIGATION**

Town of Picture Butte - Commercial Vehicle Parking



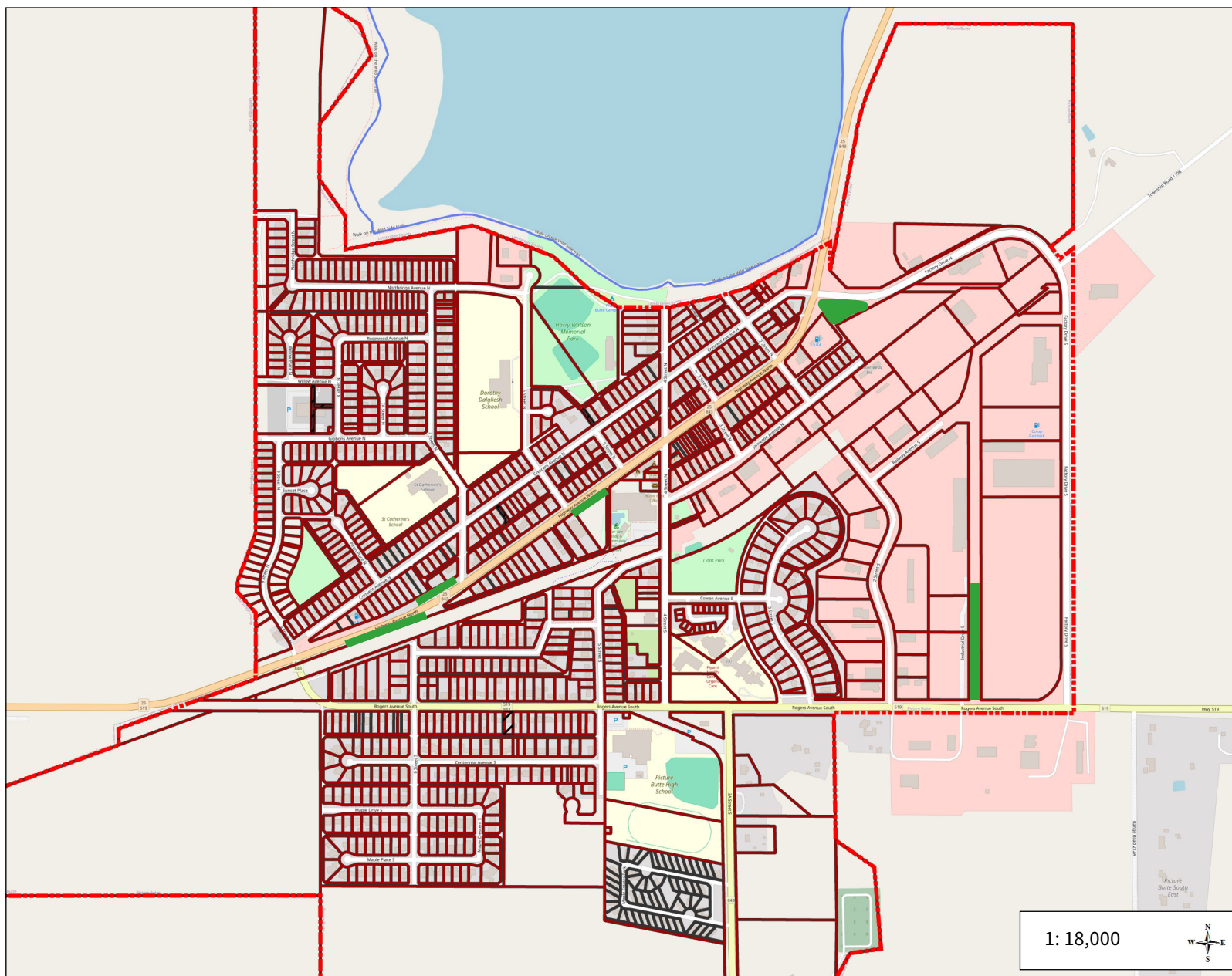
Legend

- Boundary
- Civic Address
- Road Labels
- Closed Roads
- Reservoir
- Title Linework
- Parcels

Notes

Commercial Vehicle Parking Locations:

- 700 & 800 block of Highway Avenue, parallel parking on both sides of road as indicated by signage
- 500 block of Highway Avenue, parallel parking on south side of road as indicated by signage
- Overnight parking available at truck parking lot east of UFA and south of Factory Drive
- Overnight parking available on the road right-of-way for Industrial Drive adjacent to Rogers Avenue



1: 18,000



0.9 0 0.46 0.9 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere ©
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SCHEDULE “B”

Designated School Bus Stops:

- 7th Street N. between Crescent Avenue and Gibbons Avenue, directly across from St. Catherine’s School identified on the attached diagram as the letter “**A**”
- Northridge Avenue between 7th Street N. and 6th Street N, north of Dorothy Dalglish School Grounds identified on the attached diagram as the letter “**B**”
- Crescent Ave. between 4th and 5th Street N., south of church on corner of 4th Street N. and Crescent Ave. identified on the attached diagram as the letter “**C**”
- Cowan Avenue between 4th Street S. and 3rd Street S., across from the Lions Park identified on the attached diagram as the letter “**D**”
- 6th Street S. between Centennial Avenue and Maple Crescent, beside the United Church identified on the attached diagram as the letter “**E**”
- Maple Estates entrance located at the East end of the estate park identified on the attached diagram as the letter “**F**”
- Gibbons Avenue on the north side of the street at the intersection with 9th Street N (Sunset Park), identified on the attached diagram as the letter “**G**”

NOTE: See the Attached Diagram on Reverse Side

Town of Picture Butte - Bus Stops



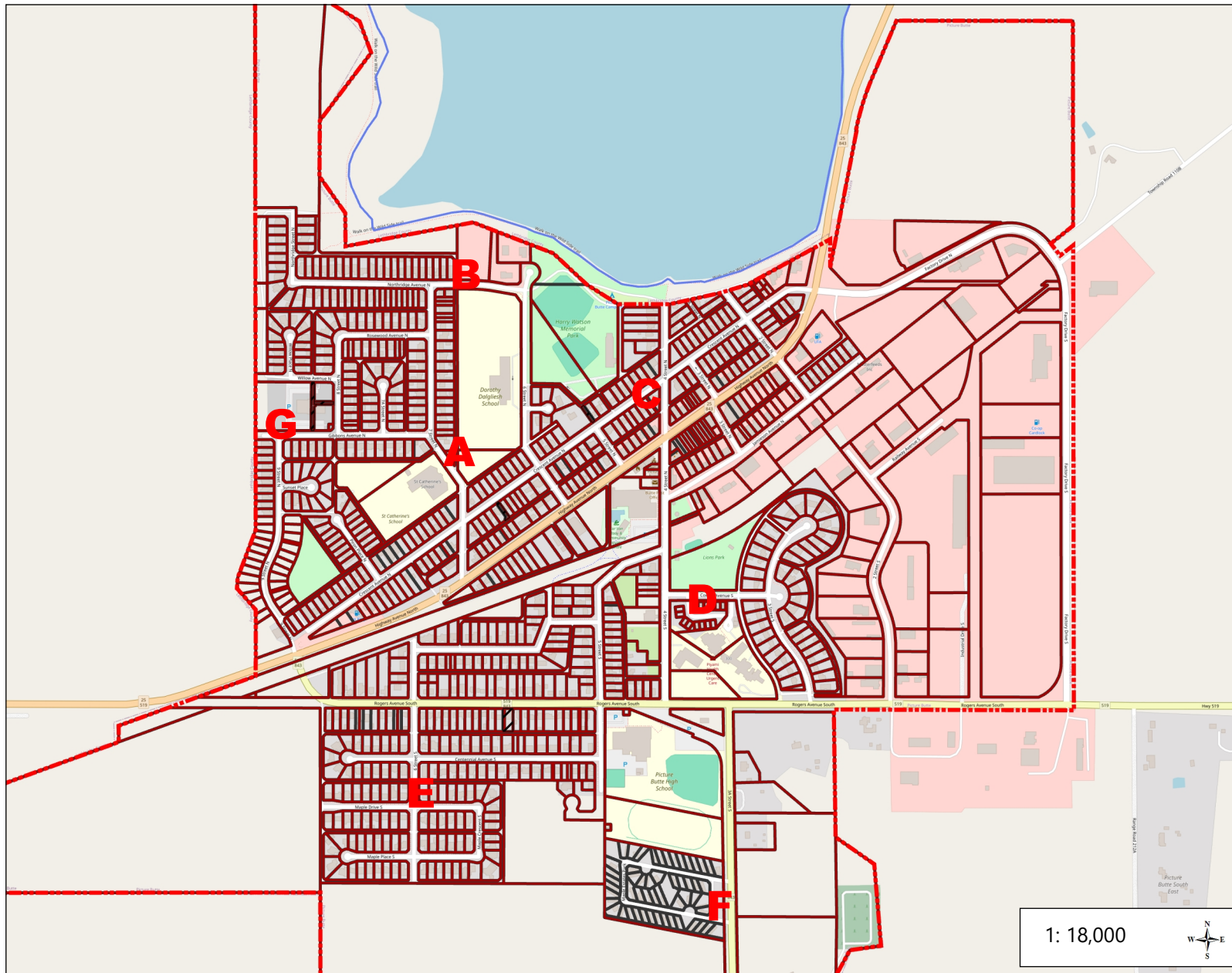
Legend

- Boundary
- Civic Address
- Road Labels
- Closed Roads
- Reservoir
- Title Linework
- Parcels

Notes

Bus Stops in the Town of Picture Butte shall be designated to be the following:

- A - 7 Street N across from St. Catherine's School
- B - Northridge Avenue north end of Dorothy Dalgliesh School grounds
- C - Crescent Avenue and 4 Street N
- D - Cowan Avenue at the Lions Park
- E - 6 Street S at the United Church
- F - Maple Estates Park
- G - Gibbons Avenue at 9 Street N



0.9 0 0.46 0.9 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© OpenStreetMap contributors

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

SCHEDULE “C”

Parking Regulations

The following areas are hereby designated as angle parking: as per section 12.14:

- The north side of the 400 block of Highway Avenue between 4 Street N and 5 Street N
- Both sides of the 200 and 300 block of Highway Avenue between 2 Street N and 4 Street N
- The east side of the 200 block of 4 Street N from Highway Avenue to Crescent Avenue
- The west side of the 100 block of 4 Street N from addresses 108 to 120
- Both side of Jamieson Avenue from addresses 314 to 212
- Both side of 3 Street N from Jamieson Avenue to Crescent Avenue

Parking within the road surface is prohibited in the following areas as per section 12.2:

- Highway Avenue from addresses 940 to 847
- Highway Avenue from addresses 201 to 130
- Rogers Avenue in from address 612 to Highway Avenue
- 4 Street N between the aquatic centre parking lot and outdoor arena parking lot
- Rogers Avenue from 4 Street S to Factory Drive
- 3 A Street S from Rogers Avenue towards the south
- Factory Drive from Rogers Avenue to Highway Avenue

The following parcels of land are hereby designated as parking lots as per section 15.1:

- 3;16;8210996 (Roll Number 369000): The parking lot for the recreation and aquatic centre
- 5;16;8711311 (Roll Number 364000) & 4;16;8711311 (Roll Number 365000): The parking lot for the community centre
- 1;1;RW189 (Roll Number 727000): The parking lot for the outdoor arena and Lions Park
- 1;13;5655HM (Roll Number 571000): The south parking lot for the Harry Watson Ball Park and Fish and Game Building
- Parcel L and Parcel M of 5747FV (Roll Numbers 572000 & 573000): The north parking lot for the Harry Watson Ball Park and Picture Butte Dog Park
- 1;1;545FM (Roll Number 351000): The parking lot for 8-unit residential dwelling at 612 Rogers Avenue

The following number of parking stalls will be designated for vehicles displaying a valid disabled placard as per section 12.21:

- 2 Stalls for the North County Recreation Complex
- 2 Stalls for the Cor Van Raay Community Aquatic Centre
- 1 Stall for the Town of Picture Administration Building and Municipal Library
- 1 Stall for the Picture Butte Community Centre
- 1 Stall for the Family Medical Centre on Jamieson Avenue
- 1 Stall for the pharmacy on Jamieson Avenue

The following highways are hereby designated as one-way streets as per section 4.1.4:

- 3 Street N between Highway Avenue and Crescent Avenue in the north direction only
- 3 Street N between Highway Avenue and Jamieson Avenue in the south direction only

SCHEDULE “D”

Speed Limits Map

Town of Picture Butte - Speed Limits



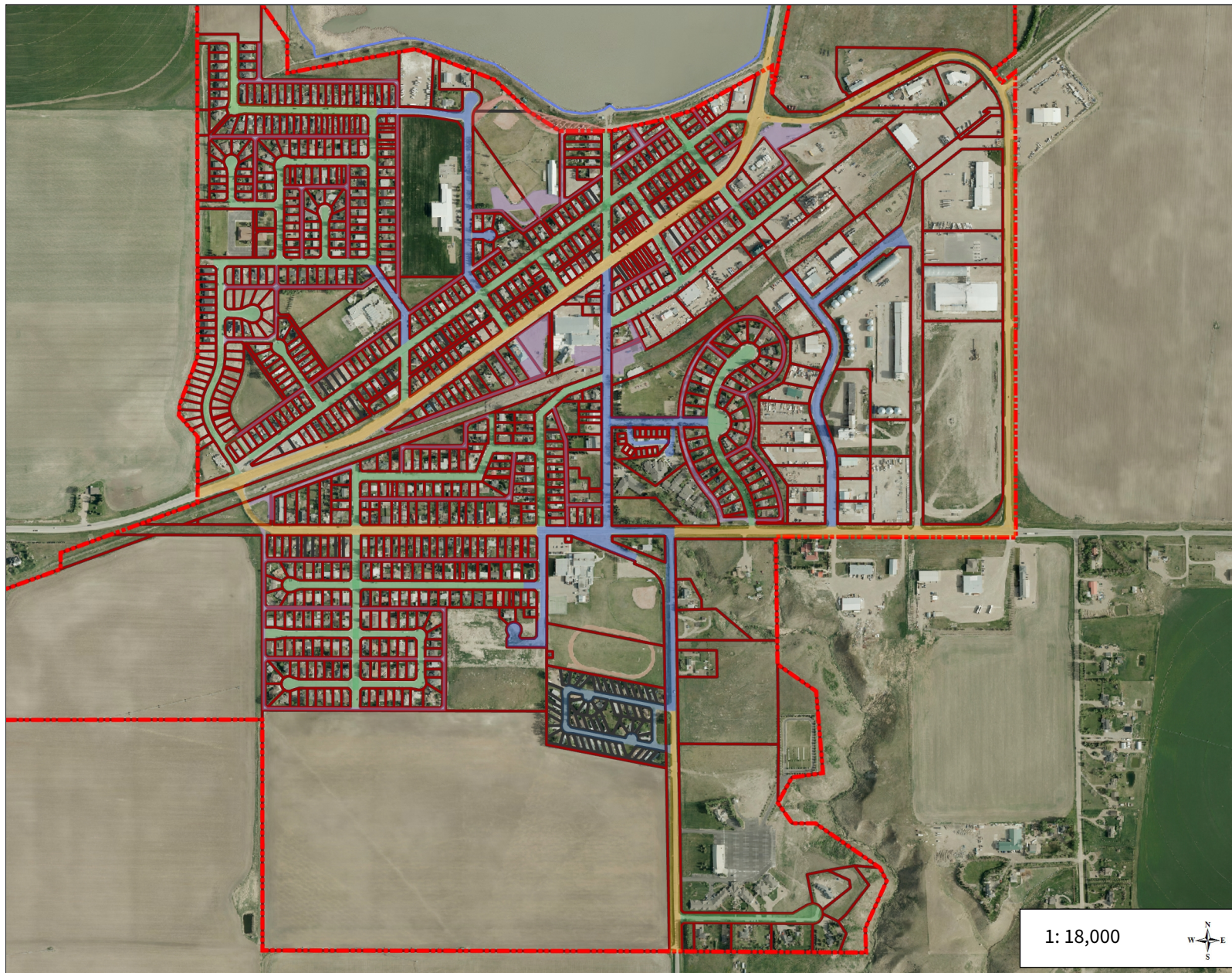
Legend

- Boundary
- Civic Address
- Reservoir
- Title Linework
- Parcels

Notes

Speed limits on roads within the Town of Picture Butte shall be designated as follows:

- 15 km/hr
- 20 km/hr
- 30 km/hr
- 40 km/hr
- 50 km/hr



1:18,000



0.9 0 0.46 0.9 Kilometers

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OpenStreetMap contributors

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PICTURE BUTTE HIGH SCHOOL

Principal
M. Lowe
mark.lowe@pallisersd.ab.ca

Box 1280
401 Rogers Avenue
Picture Butte, AB
T0K 1V0
Phone: (403) 732-4404
Fax: (403) 732-4757
www.pbhs.ca

Town of Picture Butte
Attention: Keith Davis
PO Box 670
Picture Butte, AB T0K 1V0

April 3, 2025

To all our Community Academic Award Sponsors,

We hope this letter finds you in good spirits and health! We are quickly approaching the end of this school year which will culminate with our Academic Awards night. We are so appreciative of the support that this community has shown the students of Picture Butte High School in the past and we are hopeful for continued support. We want to reach out to you regarding your level of involvement with our Academic Awards. We will be running a full slate of academic and citizenship awards and we invite our sponsors to join us as we celebrate these academic and personal successes of our students. We are hoping to offer as many awards as we have historically, and hope that you are able to support us in some capacity.

As a sponsor, we are looking for your intent to give financial support or decline for the year. We would very much appreciate hearing from you so that we can begin to make arrangements. With that, we kindly ask if you could please fill out the enclosed form and return it no later than Friday, May 30th, 2025.

In times like this, we're reminded of how interconnected we all are. Thank you for being part of our community. Without you, none of it is possible.

Stay safe and well,

Gord Bramfield
Academic Awards Chair
Picture Butte High School

RECEIVED

APR 09 2025

TOWN OF
PICTURE BUTTE



PICTURE BUTTE HIGH SCHOOL

2025 ACADEMIC AWARD FORM

The Picture Butte High School Academics Awards committee would like to thank you once again for your commitment to acknowledge achievement in our school. It is due to the contributions from this community and our Alumni that last year we were able to award over \$10 000, in recognition of our students' abilities.

Please take a minute to answer the following questions to help us out when organizing the event, and **enclose this form** with your sponsorship.

___ **YES**, we are willing to sponsor
our special bursary or memorial
award again this year

___ **NO**, we will not be able to lend support
to this endeavour but we look forward to
hearing from you next year.

Name of Award _____

Last year you contributed: \$200.00

Attending Awards Ceremony (June 25th, 2025 - Jr. High 6:00 PM & Sr. High 7:00 PM):

YES _____ **NO** _____ **If yes, name of person attending:** _____

Do you want to present your award? ___ **YES** ___ **NO**

1. A cheque or money order is enclosed. \$ _____

Tax Receipt : Cheques need to be issued to **Palliser School Division**

No Tax Receipt: Cheques can be issued to **PSBSPB (Public School Betterment Society of Picture Butte)**

**** All cheques still need to be sent to PBHS for processing (if the sponsors does not choose to write the cheque directly to the recipient) ****

2. Sponsors can choose to write the cheque directly to the recipient (if a criteria for application is set up and the sponsor determines the recipient). \$ _____

**** Please be sure to send this form to PBHS so that we can keep track of total sponsorship monies. ****

3. Name of Sponsoring Firm, Organization or Individual (for use in the program):

4. Contact name (please print clearly)

Please return before May 30th, 2025 to:

Picture Butte High School
PO Box 1280
Picture Butte, AB T0K 1V0

Signature of Authorized Person



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: 25 April, 2025
To: Mayor, Council
From: CAO

Traffic Bylaw Implementation

Administration is planning on implementing these changes by the 1st of June. Once the traffic bylaw is passed tonight we will begin releasing communications regarding the changes.

Wastewater Project

We are waiting on one land owner to give approval for a right of way through their property. We are working with this individual's concerns. A receiving water analysis has been completed and an environmental impact assessment is nearly finalised. We have heard from Alberta Environment that we need to address the resident's concerns before they will consider and approve the application.

Fire Services Agreement

We have a meeting scheduled for the 21st of May to continue these discussions.

Miscellaneous Items since last Council meeting

- The family of the tax arrears property that we acquired will be removing desired items from the house on the 25th of April. This will be the second round of things. Following this date we will get the required approvals to remove all of the other items so it can be prepared to sell.
- I attended a Regional Waste Commission meeting on the 16th of April.
- I have been responding to development inquiries, issuing compliance letters and development permits.
- Paving and concrete requests for proposals were put out for another three year period. These closed on Friday the 25th of April. We will be reviewing these and awarding the work to the contractors that have the most competitive quotes.
- Street Sweeping is scheduled to occur beginning the 5th of May, weather dependant.
- Spring Clean up is scheduled for the end of May.
- Grass pick up begins on the 6th of May.
- Relocating the Lions Park Bathroom sign has been assigned and will occur in the coming weeks.
- The speed sign on Rogers Avenue is not programable, well we don't have the software to change it and the sign supplier does not provide technical support. This is why the speed hasn't been reduced. The solution is we are ordering a new sign which was budgeted for and are ensuring that it is programable. The new sign will be the one we change out for different locations where we need to change the speed on the sign.
- The Centennial Committee Event Page has been created and is live.
- A letter was sent to the Ag. Society regarding Council's recommendation for the Jamboree Days theme.
- Oak Pointe development is working on the details in obtaining their security deposit for their development. The engineers are working on the updated drawings and these are the only two items remaining before the development agreement can be signed.

- We are finalising costs for the water meter installation to know how many meters we can replace within our budget. We have made progress on this and will be making a decision on this this week. Neptune, who will be coordinating the installation of the new meters can begin this work within a months time. We will begin communications with the public when we know approved dates.

HOLIDAY STATUS

Days in lieu used 37 hrs out of 70 hrs

Accrued Holidays 46 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: April 25, 2025
To: Mayor, Council
From: Director of Emergency Services

RE: Emergency Services Report – March 2025

| Year-to-Date Emergency Events (Jan-Mar) | | | | | | |
|---|--------|---------|-------|--------------------------|--------|-------|
| Fire | | Medical | | Motor Vehicle Collisions | | Total |
| Town | County | Town | Other | Town | County | |
| 6 | 11 | 65 | 70 | 0 | 5 | 159 |

Fire Services

Fire crews responded to 25 events in March including 1 motor vehicle collision, 1 structure fire, 4 alarms, 1 outside fire, 1 tender assist, and 17 medical emergencies.

On March 20, 2025, fire crews responded to a straw stack fire on a feedlot property in Lethbridge County. Mutual aid crews from 3 stations were called in to assist with containing the large fire and responding to a concurrent fatal collision just outside Picture Butte. These 2 major events were a test of our department and our mutual aid partnerships. I want to express my sincere appreciation of the professional work of all the first responders from Picture Butte, Coaldale, Coalhurst, Nobleford, Lethbridge, Alberta Health Services, and the RCMP. I also want to thank those organizations for their ongoing support and compassion in the time since that difficult day.



A large stack of straw bales on fire in Lethbridge County on March 20, 2025



Engine 31 and Tender 3 at a stack fire in Lethbridge County on March 20, 2025

Fire service agreement negotiations with Lethbridge County are ongoing, with Keith and I attending several meetings throughout February and March. A Memorandum of Understanding has been signed to continue the current agreement past March 31, 2025 to allow time to complete negotiations. There is also a renewed interest in again exploring regionalization opportunities.

Emergency Medical Services

2025 Q1 Quarterly Report for Council/Leadership

Through January to March (Q1 2025) Picture Butte Emergency Services had 159 event response (Fire and EMS). Of these the primary events of note were eleven 26A, eleven 6D, nine 10D and eight 52C (alarms events). These events are of note as there was an increase in cold and flu like illnesses during the quarter, expected with seeing a large number of 26 Card (Sick Person, 14 total events) and 6 Card (Breathing, 13 total) event types. Over this time there were of note two serious events, 29D and 30D, these events resulted in a coordinate approach with both Fire and EMS members of Picture Butte working closely with neighboring services, including Coalhurst Fire, Lethbridge Fire and EMS and HALO Air Ambulance.

It is a pleasure to be able to update you on the resounding feedback received from Lethbridge Fire Advanced Care Paramedics and the Director of HALO air ambulance on the knowledge and professionalism all crew members had exhibited throughout these events.

Over the first quarter of 2025, a primary focus on medical topics during normal Thursday night trainings was held beyond the monthly department meeting medical drills. These included topics on Cardiac Events, with a focus on proper 4 lead and 12 lead ECG placement and recognition of ECG interpretations, and review of high-performance CPR; completion of the Medical Control Protocols from Alberta Health Services including Hands on Skills training night; proper patient handling and moving techniques and hand hygiene, both key topics in patient safety. The completion of the v5.0 MCPs was compulsory learning required through the contract with Alberta

Health Services and ensures all personnel working on the ambulance for Picture Butte Emergency Services are always working under the most up to date and best practices for patient outcomes.

Throughout the quarter there were no reports of adverse patient safety events, including near misses, and no reports of major mechanical or equipment failures.

Submitted by: Captain Justin Chronik, *EMS Team Lead*

Bylaw Services

There was no bylaw officer for the month of March.

Emergency Management

The regional emergency management framework project continues with the appointed Town of Picture Butte representatives being assigned to the Regional Emergency Advisory Committee (REAC), with Mayor Moore as the primary member and Deputy Mayor Papworth as alternate. The steering committee has received a final draft of the Regional Emergency Management Plan (REMP) and I have reviewed and provided feedback to the consultant.

On March 24, 2025 we completed our first annual review with the Alberta Emergency Management Agency (AEMA) on our new regional model. The Regional DEM and DDEMs were in attendance and commendations from AEMA were received for the progress to date. The updated Regional Emergency Management Bylaw is on the current Council agenda.

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



Picture Butte Municipal Library

Annual
Report
2024



The library had **2,100**
open hours in 2024!



454 people have a card
at our library



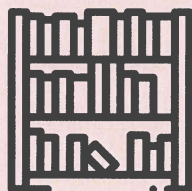
5,263 people walked
through our doors last year



In addition to **13,536**
website visits



The library added **1,404**
new items last year



Bringing the total
collection to **24,944**



There were **4,841**
downloads of e-Content



Contributing to a total of
56,949 checkouts!



We lent our items to
libraries outside of our
system **6,930** times



Our service is delivered
by **3** dedicated staff



And **2** amazing
volunteers



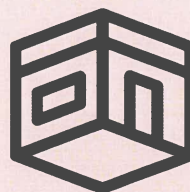
The library has **5** public
computers



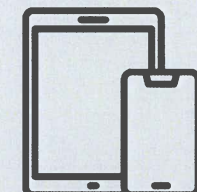
And brought in **7,588**
items upon patron
request



We answered **562**
reference questions



And our meeting spaces
were booked **72** times



3 mobile devices
available for loan



We offered **132** in-
person programs



virtual
programs



And digital
literacy programs



890 people
attended in total!



And our Wi-Fi had **3,425**
connections!

Keith Davis

From: Picture Butte Info
Sent: Thursday, April 10, 2025 1:44 PM
To: Keith Davis
Subject: FW: Jamboree Days Parade Safety

-----Original Message-----

From: Peter C. <pbcoyne@gmail.com>
Sent: April 10, 2025 1:11 PM
To: Picture Butte Info <info@picturebutte.ca>
Subject: Jamboree Days Parade Safety

To whom it may concern (Mayor, Town Council, Jamboree Days Parade Coordinator):

Over the years during the Jamboree Days parade, I have witnessed multiple floats and parade vehicles that have thrown candy from their moving vehicles and floats onto the street toward children who line the streets, and who often run after and follow these parade vehicles. This obviously has been the practice for many decades in many local parades across Canada.

My concern with this practice is that every year children who are trying to retrieve candy come dangerously close to these moving vehicles. Last year, I saw one child reach for some candy that had fallen between the tires of a tandem trailer. It was literally just a couple feet from tragedy.

I am wondering if there is a safer way for parade entries to distribute candy? I know in the past, I have witnessed individuals associated with parade vehicles walk near the sidewalk to hand out candy rather than throwing in from the vehicles/floats. This practice seems significantly safer to me.

Thank you for your concern and attention to this matter.

Pete Coyne

--

In Christ alone,
Pastor Pete Coyne

Cornerstone Community
Evangelical Free Church
Picture Butte, AB.

TABER & DESIGNATED COMMUNITIES AAIP MONTHLY REPORT



April 14, 2025

Inquiries to Date: 3855

Businesses Represented: 117

Endorsed: 337

Including Family: 664

Candidates Represented

| | |
|-------------------|-----|
| Taber | 199 |
| MD of Taber | 21 |
| Picture Butte | 6 |
| Vauxhall | 12 |
| Coaldale | 50 |
| Raymond | 3 |
| Milk River | 1 |
| Cardston | 12 |
| Lethbridge County | 30 |
| Nobleford | 3 |

Communities Represented

| | | | |
|---------------------|-----|----------------------|---|
| United Kingdom | 1 | Nepal | 7 |
| India | 246 | South Africa | 2 |
| Pakistan | 4 | United Arab Emirates | 1 |
| Kenya | 1 | China | 9 |
| Netherlands | 2 | Ukraine | 8 |
| Trinidad and Tobago | 1 | Egypt | 1 |
| Philippines | 34 | Morocco | 1 |
| Bangladesh | 2 | Sri Lanka | 2 |
| Mexico | 4 | Chile | 2 |
| Vietnam | 1 | Poland | 1 |
| Iran | 1 | Brazil | 2 |
| Panama | 1 | Republic of Korea | 1 |
| Holland | 1 | El Salvador | 1 |

Live Location Candidates + Family

| | |
|-------------------|-----|
| Taber | 222 |
| MD of Taber | 9 |
| Vauxhall | 5 |
| Coaldale | 72 |
| Lethbridge County | 13 |
| Picture Butte | 2 |
| Cardston | 18 |
| Raymond | 2 |
| Nobleford | 4 |
| Milk River | 2 |
| Outside Borders | 315 |

NOC Counts

| | |
|-------|-----|
| NOC 0 | 0 |
| NOC 1 | 27 |
| NOC 2 | 5 |
| NOC 3 | 2 |
| NOC 4 | 1 |
| NOC 5 | 0 |
| NOC 6 | 219 |
| NOC 7 | 34 |
| NOC 8 | 15 |
| NOC 9 | 34 |



BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 3, 2025

Chinook Arch Library Board Receives Clean Audit Report

Chinook Arch has received a clean audit report for the 2024 fiscal year from auditors Insight LLP. While the Board was unable to bolster its reserve funds in 2024, it did make some significant capital investment in its IT infrastructure (\$160,000) and delivery fleet (\$65,000). The cost of the IT upgrade was defrayed by a \$75,000 grant from the Government of Alberta's CIP program. Chinook Arch continues to find efficiencies in order to address flat revenues. Provincial operating grants continue to be paid based on the 2019 population lists, which is causing increased budgetary pressures.

Annual Reports Approved

The Board approved the 2024 Annual Reports for Chinook Arch and the Sylvia Hirsche Memorial Library (Wrentham). The report shows a slow but steady increase in most indicators, though libraries purchased fewer books and other library materials in 2024, despite spending a higher than average amount. This suggests that the high inflation of the past few years is placing stress on the book purchasing budgets of Chinook Arch member libraries.

Chinook Arch Board Recognizes Longtime Trustee Vic Mensch

Long-time library supporter and trustee Vic Mensch was recognized at the April meeting of the Chinook Arch Library Board. Vic was one of the first people in this area to see the importance of regional library

service. Starting in the mid-1980s, he served on the Steering Committee and has been on the Board and Executive Committee since that time, serving as Chair on several occasions. Vic's contribution to public library services in southwestern Alberta cannot be overstated. Thank you, Vic, for everything!



Board Members Present

Corry Walk – Village of Arrowwood
LeGrande Bevans – Cardston County
Blanche Anderson – Village of Carmangay
Terry Penney – Village of Champion
Lyndsay Montina – Town of Coalhurst
Stephen Pain – Village of Coutts
Doreen Glavin – Municipality of Crowsnest Pass
Jim Monteith (Treasurer) – Town of Fort Macleod
Linda Allred – Village of Glenwood
Jenn Schmidt-Rempel – City of Lethbridge
Tory Campbell – Lethbridge County
Marie Logan (Vice Chair) – Village of Lomond
Darryl Christensen (Chair) – Town of Magrath
Anne Michaelis – Town of Milk River
Amanda Bustard – Town of Nanton
Melissa Jensen – Town of Nobleford
Crystal Neels – Town of Picture Butte
Mark Barber – Town of Pincher Creek
Dave Cox – Pincher Creek MD
Kelly Jensen – Town of Raymond
Chelsey Hurt – Town of Stavely
Justin Davis – Village of Stirling
Merrill Harris – Taber MD
Marilyn Forchuk – Town of Vauxhall
Doug Logan – Vulcan County
Derek Baron – Village of Warner
Morgan Rockenbach – County of Warner
Maryanne Sandberg – Willow Creek MD
Allan Quinton – LPL Resource Centre

Regrets

Marsha Jensen – Town of Cardston
Monica McLean – Town of Taber
Lorraine Kirk – Town of Vulcan

Not Present

Jane Johnson – Village of Barnwell
Ron Gorzitza – Village of Barons
Brad Schlossberger – Town of Claresholm
Vacant – Town of Coaldale
Sue French – Village of Hill Spring
Christopher Northcott – Village of Milo
Vacant – ID #4 Waterton

Policies Approved

The Board reviewed and approved the following policies. All of the Board’s policies and by-laws are reviewed on a three-year cycle. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>

- Capital Assets Policy
- Accounting Policy
- Value Statement
- Committees and Committee Mandates Policy

Member Satisfaction Survey

Chinook Arch conducts a regular satisfaction survey of its member libraries, with the goal of ensuring that the needs of the members are being met in an effective way. The survey touches on all aspects of the System’s service: cataloguing support, online resources, delivery, marketing, training and professional development, consulting, technology, and more. An aggregate score of 4.36/5 shows that members are overall very happy with the service they receive from Chinook Arch.

Contact Us

Chinook Arch Regional Library System
2902 7th Avenue North
Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



[facebook.com/
chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklibs](https://instagram.com/@chinooklibs)



Memo

Date: April 14, 2025

To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities

Re: Chinook Arch Library Board 2024 Impact Report and Audited Financial Statements

Dear Sir/Madam:

Southern Alberta residents in communities both large and small rely on public libraries as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings in response to changing community needs.

Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other municipal members. It supports and enhances the services offered by your local library board or that of a neighbouring community. As a result of your membership in Chinook Arch, residents of your municipality have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

Attached to this memo are the Chinook Arch Library Board's 2024 Impact Report and 2024 Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or email rhepher@chinookarch.ca to schedule a presentation.

The Impact Report and Audited Statements are always available on the Chinook Arch website at www.chinookarch.ca.

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

A handwritten signature in black ink, reading "Darryl Christensen".

Darryl Christensen, Chair

Chinook Arch Library Board

2024 IMPACT REPORT

“ Look for quotes from
Chinook Arch member
libraries in this report. ”

Chinook Arch Snapshot



35 member library
locations



40 municipalities
served



35,168 library
cardholders



29 staff members

Highlights from the Year

“We are a small library and would not be able to function well without the support we receive from Chinook Arch.”

In-Library Programming

Chinook Arch's Digital Literacy Clinics concluded in March. Funded by a \$170,000 grant from the Government of Alberta Civil Society Fund the program saw much success in 2023/2024.

32 clinics offered with
58 participants



75 Wi-Fi Hotspots
borrowed **3,508** times

7 Foot Traffic Promotions

ran in participating
libraries to help boost
in-library visits.



Over **2,700** people participated!

A successful Summer Reading Program



5,600 km
travelled in 2
short months!



22%
more
program
participants

17% increase in
Book BINGO
participants
(33% more teens and
83% more adults!)

Library Collections

**A Teen Rotating Block was
created and over 120 items
were borrowed from it!**



A block is a collection
of materials that
Chinook Arch loans
on request to libraries
to supplement their
own collections on a
temporary basis.

11 new regional
programming kits
were added to the
collection, which now
boasts over 50 kits.



Updated Technology

Upgraded **3** servers



2 storage
servers

2 storage
switches

This new hardware hosts
the virtual servers needed to
support and operate Chinook Arch
and each of the member libraries.

Membership has its benefits

Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.



Direct Library Support

“Chinook Arch staff is great across the board. They are always available and always helpful.”

1,947

support consultations
(in-person and virtual)



364

direct patron
interactions

84

Library programs in
member libraries with

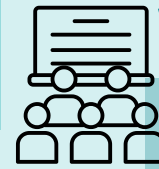
4,140 participants



Connection and Learning Opportunities

“Chinook Arch does a good job of connecting us with what is happening with the organization and other member libraries.”

In May, a Regional Programming Collection Petting Zoo allowed library staff to learn about the programming kits available and test them out for themselves!



18 training
events held

330
attendees



160

people connected at the 15th Annual
Southern Alberta Library Conference



Sharing Resources

“I am so amazed that over 90 of our books went out of province last year. Libraries rule!”



11%

increase in
Interlibrary
Loan lending

Interlibrary Loans allows library cardholders to borrow materials from other library systems - both in Alberta and beyond!

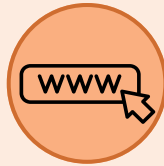
48,567

items added to
shared library
catalogue

573,200
items moved
between libraries

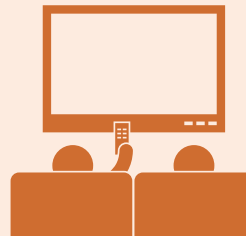


Our vans make
334 delivery
stops per month.
That's 4,008
stops a year!



Online Services Management

“I have several patrons who love these resources!”



22%

increase of
library material
checkouts on
OverDrive

39%

increase in Kanopy views
Kanopy is a video-streaming platform
with 30,000+ shows for all ages.



audiobook
borrowing up

23%

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2024

CHINOOK ARCH LIBRARY BOARD

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Year Ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2024, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

* denotes professional corporation

Independent Auditor's Report to the Members of Chinook Arch Library Board (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB
April 3, 2025

INSIGHT LLP

Chartered Professional Accountants

CHINOOK ARCH LIBRARY BOARD

Statement of Financial Position

December 31, 2024

| | 2024 | 2023 |
|--|---------------------|---------------------|
| ASSETS | | |
| CURRENT | | |
| Cash and cash equivalents | \$ 1,140,600 | \$ 1,392,190 |
| Restricted cash (Note 3) | 14,740 | 56,721 |
| Accounts receivable | 13,173 | 15,411 |
| Goods and services tax recoverable | 15,150 | 29,327 |
| Technology purchase employee receivable (Note 4) | 3,861 | 2,569 |
| Prepaid expenses | 249,721 | 240,820 |
| | 1,437,245 | 1,737,038 |
| CAPITAL ASSETS (Note 5) | 2,449,949 | 2,381,613 |
| | \$ 3,887,194 | \$ 4,118,651 |
| LIABILITIES AND NET ASSETS | | |
| CURRENT | | |
| Accounts payable and accrued liabilities | \$ 62,904 | \$ 59,137 |
| Receiver General payroll liabilities | - | 17,263 |
| Employee benefit obligations (Note 6) | 169,231 | 178,500 |
| Deferred revenue (Note 7) | 14,740 | 56,721 |
| | 246,875 | 311,621 |
| DEFERRED CAPITAL CONTRIBUTIONS (Note 8) | 1,855,985 | 1,877,724 |
| | 2,102,860 | 2,189,345 |
| NET ASSETS | 1,784,334 | 1,929,306 |
| | \$ 3,887,194 | \$ 4,118,651 |

ON BEHALF OF THE BOARD

 Director

 Director

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2024

| | Unrestricted Fund 2024 | Internally Restricted Fund 2024 (Note 9) | Capital Fund 2024 | Total 2024 | Total 2023 |
|--|------------------------------|--|----------------------|---------------|---------------|
| BALANCE - BEGINNING OF YEAR | \$ - | \$ 1,425,551 | \$ 503,755 | \$ 1,929,306 | \$ 2,090,622 |
| Deficiency of revenues over expenses | (144,972) | - | - | (144,972) | (160,275) |
| Capital asset additions | (231,367) | - | 231,367 | - | - |
| Capital grants received | 75,000 | - | (75,000) | - | - |
| Amortization of capital assets | 163,030 | - | (163,030) | - | - |
| Amortization of deferred capital contributions | (96,739) | - | 96,739 | - | - |
| Book allotment purchase, net of additions (Note 9) | 55,925 | (55,925) | - | - | - |
| Use of Technology Fund reserves (Note 9) | 91,732 | (91,732) | - | - | - |
| Use of Vehicle Fund reserves (Note 9) | 64,635 | (64,635) | - | - | - |
| Use of Operating Fund reserves (Note 9) | 5,446 | (5,446) | - | - | - |
| Transfer from Operating Fund reserves (Note 9) | 17,310 | (17,310) | - | - | - |
| Externally restricted funds returned to funder | - | - | - | - | (1,041) |
| BALANCE - END OF YEAR | \$ - | \$ 1,190,503 | \$ 593,831 | \$ 1,784,334 | \$ 1,929,306 |

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2024

| | Budget 2024 | Total 2024 | Total 2023 |
|--|----------------|---------------|---------------|
| REVENUES | | | |
| Municipal levies | \$ 1,620,459 | \$ 1,620,459 | \$ 1,590,280 |
| Provincial operating grant | 1,075,006 | 1,069,220 | 1,038,499 |
| Library board membership fees | 654,731 | 655,537 | 642,471 |
| Other income (Schedule 1) | 431,500 | 453,659 | 416,578 |
| Contract services (Schedule 1) | 141,000 | 207,967 | 144,613 |
| Provincial rural library services grant | 134,125 | 134,126 | 134,125 |
| Other grants (Schedule 1) | 85,000 | 87,500 | 91,740 |
| Municipal rural services fees | 62,543 | 58,848 | 58,504 |
| Amortization of deferred capital contributions (Note 8) | 85,000 | 96,739 | 81,072 |
| | 4,289,364 | 4,384,055 | 4,197,882 |
| EXPENSES | | | |
| Salaries and benefits | 2,217,500 | 2,283,595 | 2,150,956 |
| Library materials and collections | 825,600 | 959,602 | 879,119 |
| Programs and services (Schedule 2) | 456,600 | 414,980 | 413,923 |
| Contract and other services (Schedule 2) | 140,000 | 224,795 | 147,732 |
| Network services (Schedule 2) | 160,000 | 185,753 | 198,556 |
| Bibliographic services (Schedule 2) | 85,500 | 82,654 | 89,328 |
| Training and development (Schedule 2) | 58,000 | 66,219 | 48,835 |
| Shipping and delivery (Schedule 3) | 64,000 | 55,081 | 59,237 |
| Building and maintenance | 53,400 | 45,159 | 53,732 |
| Administration (Schedule 3) | 39,000 | 28,250 | 34,457 |
| Board expenses | 9,300 | 14,463 | 11,205 |
| Amortization of capital assets | 180,000 | 163,030 | 105,240 |
| | 4,288,900 | 4,523,581 | 4,192,320 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS | 464 | (139,526) | 5,562 |
| BOARD APPROVED PROJECTS FUNDED BY RESERVES | | | |
| Projects funded by Operating Fund reserves (Note 9) | - | 5,446 | - |
| Projects funded by Technology Fund reserves | - | - | 143,037 |
| Projects funded by Building Fund reserves | - | - | 22,800 |
| | - | 5,446 | 165,837 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES | \$ 464 | \$ (144,972) | \$ (160,275) |

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Revenue Schedule (Schedule 1)****Year Ended December 31, 2024**

| | Budget | 2024 | 2023 |
|--|-------------------|-------------------|-------------------|
| OTHER INCOME | | | |
| Additional funds for library materials | \$ 300,000 | \$ 311,779 | \$ 294,417 |
| Interest and investment income | 90,000 | 94,645 | 102,576 |
| Southern Alberta Library Conference | 15,000 | 15,685 | 14,002 |
| Fundraising and donations | 15,000 | 15,650 | - |
| Employment programs | 4,500 | 8,400 | 3,735 |
| Gain on disposal of property and equipment | 5,000 | 7,500 | 1,848 |
| Miscellaneous | 2,000 | - | - |
| | \$ 431,500 | \$ 453,659 | \$ 416,578 |
| CONTRACT SERVICES | | | |
| Reimbursement for purchases | \$ 100,000 | \$ 165,956 | \$ 106,478 |
| Contracts | 39,000 | 41,650 | 37,244 |
| Staff book purchases | 2,000 | 361 | 891 |
| | \$ 141,000 | \$ 207,967 | \$ 144,613 |
| OTHER GRANTS | | | |
| Civil Society Fund grant | \$ 85,000 | \$ 87,500 | \$ 87,500 |
| CFLSA grant | - | - | 4,240 |
| | \$ 85,000 | \$ 87,500 | \$ 91,740 |

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2024

| | Budget | 2024 | 2023 |
|--|------------|------------|------------|
| PROGRAMS AND SERVICES | | | |
| Rural library services grant transfer | \$ 171,600 | \$ 161,835 | \$ 148,115 |
| Support subscriptions | 160,000 | 116,256 | 143,300 |
| Regional resource sharing | 90,000 | 90,000 | 90,000 |
| Marketing and communications | 20,000 | 18,240 | 14,989 |
| Membership programs | 9,500 | 9,905 | 9,337 |
| Special projects | 1,000 | 9,019 | 7,107 |
| Library membership cards | 3,000 | 8,739 | - |
| Summer programs | 1,500 | 986 | 1,075 |
| | \$ 456,600 | \$ 414,980 | \$ 413,923 |
| NETWORK SERVICES | | | |
| Network support and maintenance | \$ 90,000 | \$ 117,059 | \$ 94,070 |
| Telecommunications | 50,000 | 51,303 | 51,189 |
| Equipment and software | 20,000 | 17,391 | 53,297 |
| | \$ 160,000 | \$ 185,753 | \$ 198,556 |
| CONTRACT AND OTHER SERVICES | | | |
| Purchasing services for member libraries | \$ 100,000 | \$ 182,799 | \$ 109,614 |
| ILS maintenance and service contract | 38,000 | 41,650 | 37,244 |
| Staff purchases | 2,000 | 346 | 874 |
| | \$ 140,000 | \$ 224,795 | \$ 147,732 |
| BIBLIOGRAPHIC SERVICES | | | |
| Support services | \$ 70,000 | \$ 72,064 | \$ 74,313 |
| Supplies for library materials | 13,000 | 5,811 | 11,136 |
| Cataloguing subscriptions | 2,500 | 4,779 | 3,879 |
| | \$ 85,500 | \$ 82,654 | \$ 89,328 |
| TRAINING AND DEVELOPMENT | | | |
| Conferences, courses and staff travel | \$ 20,000 | \$ 26,932 | \$ 14,262 |
| Southern Alberta Library Conference | 25,000 | 26,554 | 19,578 |
| Librarian meetings and training | 12,000 | 11,687 | 14,017 |
| Programs and training for libraries | 1,000 | 1,046 | 978 |
| | \$ 58,000 | \$ 66,219 | \$ 48,835 |

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Expense Schedules (Schedule 3)****Year Ended December 31, 2024**

| | Budget | 2024 | 2023 |
|-------------------------------|-----------|-----------|-----------|
| SHIPPING AND DELIVERY | | | |
| Vehicle expense | \$ 50,000 | \$ 43,439 | \$ 47,672 |
| Postage and shipping | 5,500 | 5,018 | 5,367 |
| Vehicle insurance | 3,500 | 3,358 | 2,901 |
| Freight | 5,000 | 3,266 | 3,297 |
| | \$ 64,000 | \$ 55,081 | \$ 59,237 |
| ADMINISTRATION | | | |
| Professional fees | \$ 10,000 | \$ 11,541 | \$ 9,499 |
| Office equipment maintenance | 7,500 | 7,823 | 8,375 |
| Office supplies and equipment | 8,000 | 5,384 | 7,554 |
| Coffee services | 2,500 | 2,015 | 2,603 |
| Bank charges | 1,800 | 1,366 | 1,677 |
| Subscriptions | 2,400 | 940 | 2,037 |
| Printing | 500 | 357 | 139 |
| Recruitment | 800 | 241 | 763 |
| Memberships | 500 | 60 | 400 |
| Advertising | 500 | - | 298 |
| Miscellaneous | 500 | - | 25 |
| Foreign currency exchange | 4,000 | (1,477) | 1,087 |
| | \$ 39,000 | \$ 28,250 | \$ 34,457 |

CHINOOK ARCH LIBRARY BOARD**Statement of Cash Flows****Year Ended December 31, 2024**

| | 2024 | 2023 |
|---|---------------------|---------------------|
| OPERATING ACTIVITIES | | |
| Cash receipts from customers | \$ 4,219,136 | \$ 4,064,918 |
| Cash paid to suppliers and employees | (4,383,485) | (4,339,190) |
| Interest received | 94,645 | 102,576 |
| Cash flow used by operating activities | (69,704) | (171,696) |
| INVESTING ACTIVITIES | | |
| Purchase of capital assets | (231,367) | - |
| Proceeds on disposal of capital assets | 7,500 | - |
| Cash flow from (used by) investing activities | (223,867) | - |
| DECREASE IN CASH FLOW | (293,571) | (171,696) |
| Cash - beginning of year | 1,448,911 | 1,620,607 |
| CASH - END OF YEAR | \$ 1,155,340 | \$ 1,448,911 |
| CASH CONSISTS OF: | | |
| Cash and cash equivalents | \$ 1,140,600 | \$ 1,392,190 |
| Restricted cash | 14,740 | 56,721 |
| | \$ 1,155,340 | \$ 1,448,911 |

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates and treasury bills. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

As at December 31, 2024, the Board held no temporary investments.

Cash that is externally restricted for specific purposes is presented as restricted cash.

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

| | |
|--------------------------------|------------------------------|
| Buildings | 4% declining balance method |
| Automotive (passenger) | 50% declining balance method |
| Automotive (delivery vehicles) | 33% straight-line method |
| Computer equipment | 25% straight-line method |
| Office furniture and equipment | 10% straight-line method |

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 8).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 7).

4. EMPLOYEE TECHNOLOGY PURCHASE PLAN

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

5. CAPITAL ASSETS

| | Cost | Accumulated amortization | 2024 Net book value | 2023 Net book value |
|--------------------|---------------------|-----------------------------|---------------------------|---------------------------|
| Land | \$ 40,580 | \$ - | \$ 40,580 | \$ 40,580 |
| Buildings | 3,564,009 | 1,367,706 | 2,196,303 | 2,287,894 |
| Equipment | 116,136 | 71,437 | 44,699 | 53,113 |
| Automotive | 219,021 | 175,702 | 43,319 | 26 |
| Computer equipment | 289,861 | 164,813 | 125,048 | - |
| | \$ 4,229,607 | \$ 1,779,658 | \$ 2,449,949 | \$ 2,381,613 |

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2024

6. EMPLOYEE BENEFIT OBLIGATIONS

| | 2024 | 2023 |
|-------------------------|-------------------|-------------------|
| Vacation accrual | \$ 163,011 | \$ 170,685 |
| Health spending account | 6,220 | 7,815 |
| | \$ 169,231 | \$ 178,500 |

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

7. DEFERRED REVENUE

| | 2024 | 2023 |
|-------------------------|------------------|------------------|
| <u>Indigenous grant</u> | | |
| Opening balance | \$ 54,956 | \$ 18,430 |
| Funds received | - | 75,331 |
| Amounts recognized | (43,296) | (38,805) |
| | 11,660 | 54,956 |
| <u>CFLSA grant</u> | | |
| Opening balance | - | 4,240 |
| Funds received | - | - |
| Amounts recognized | - | (4,240) |
| | - | - |
| <u>Other</u> | | |
| Opening balance | 1,765 | 2,541 |
| Funds received | 3,080 | 1,765 |
| Amounts recognized | (1,765) | (2,541) |
| | 3,080 | 1,765 |
| Total | \$ 14,740 | \$ 56,721 |

8. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

| | 2024 | 2023 |
|---------------------------|---------------------|---------------------|
| Opening balance | \$ 1,877,724 | \$ 1,958,796 |
| Additions during the year | 75,000 | - |
| Amortization | (96,739) | (81,072) |
| | \$ 1,855,985 | \$ 1,877,724 |

CHINOOK ARCH LIBRARY BOARD**Notes to Financial Statements****Year Ended December 31, 2024****9. INTERNALLY RESTRICTED FUNDS**

| | 2023 | Additions | Uses | 2024 |
|---|---------------------|-------------------|-------------------|---------------------|
| <u>Internally restricted funds</u> | | | | |
| Technology Fund | \$ 168,642 | \$ 5,595 | \$ 91,732 | \$ 82,505 |
| Vehicle Fund | 246,360 | - | 64,635 | 181,725 |
| Building Fund | 336,554 | - | - | 336,554 |
| Operating Fund | 454,408 | - | 22,756 | 431,652 |
| Book Allotment Fund | 219,587 | 651,562 | 713,082 | 158,067 |
| | \$ 1,425,551 | \$ 657,157 | \$ 892,205 | \$ 1,190,503 |

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

During the year, a transfer of \$5,595 from the Book Allotment Fund to the Technology Fund was approved for a member library to purchase technology items.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the datacenter refresh project. The total cost net of GST was \$166,732 (budget - \$175,000). This project was funded in part by a Community Initiatives Program grant of \$75,000. The remaining cost of \$91,732 was funded by the Technology Fund.

The Board of Directors approved the use of internally restricted Vehicle Fund reserves to purchase a new cargo van (budget - \$54,000). This vehicle was approved in the 2022 capital budget but delivery issues delayed the purchase until the 2024 year.

The Board of Directors approved the use of internally restricted Operating Fund reserves for the following:

- The pop-up library kits project had a total cost of \$5,446 (budget - \$7,500).
- \$17,310 was transferred from the Operating Fund to offset the Unrestricted Fund deficit for 2024.

10. SIGNIFICANT REVENUE SOURCES

In 2024, 82% (2023 - 82%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2024, the Lethbridge population represented 50% (2023 - 49%) of the total membership population and generated 41% (2023 - 41%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

11. PURCHASE COMMITMENTS

As at December 31, 2024, the Board has entered into various purchase commitments for materials ordered for member libraries in the normal course of business. These commitments, totalling \$125,364, are expected to be fulfilled in the next year. The board anticipates receiving discounts on some materials of up to 40% of the price, to be determined at the time of delivery.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. Per the 2023 Annual Report, the LAPP services 304,451 (2022 - 291,259) members and retirees and 444 (2022 - 437) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

As at December 31, 2023, the LAPP disclosed an actuarial surplus of \$15.06 billion (2022 - \$12.67 billion). As at the financial statement date, the LAPP's 2024 statement of financial position had not yet been released.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2023 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 11.65% (2023 - 12.23%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2023 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 10.65% (2023 - 11.23%) on pensionable salary above this amount. The maximum pensionable salary is \$71,300 (2023 - \$66,600).

Total current service contributions by the Board to LAPP in 2024 were \$137,453 (2023 - \$133,378). The current service contributions by the employees of the Board to the LAPP in 2024 were \$122,228 (2023 - \$118,748).

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2024.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2024 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2024 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.
