



# **AGENDA**

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

**Tuesday, 12<sup>th</sup> November, 2024 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 – 28<sup>th</sup> October, 2024

### **4.0 PUBLIC HEARING**

### **5.0 DELEGATION**

### **6.0 REQUESTS FOR DECISION**

- 6.1 Town Centennial Celebration
- 6.2 Council Committee Appointments
- 6.3 External Organisational Committee reimbursements
- 6.4 Green Acres and other community financial support
- 6.5 CAO performance evaluation
- 6.6 Third Quarter Variance Report
- 6.7

### **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 and District Chamber of Commerce – Midnight Madness request for donations
- 10.2 Natural Resources Conservation Board – Referral – Lagoon expansion

- 10.3 Oldman River Regional Services Commission – Annual Membership Contribution Fee Increase
- 10.4 Picture Butte Fire Department – Awards Ceremony & Christmas Dinner Invitation
- 10.5 Southern Alberta Energy from Waste Association – Project Update
- 10.6 Alberta Municipalities – Outstanding Resolutions
- 10.7

## **11.0 INFORMATIONAL ITEMS**

- 11.1 Chinook Arch Regional Library System – Board Report – August 2024
- 11.2 Regional Emergency Partnership News Release
- 11.3 Alberta Interim Police Advisory Board Communique
- 11.4 Barons-Eureka-Warner Family & Community Support Services – Board Meeting Minutes – October, 2024

## **12.0 CLOSED SESSION**

- 12.1 FOIP Act Division 2 Section 19 – CAO performance evaluation and contract
- 12.2 FOIP Act Division 2 Section 21 – Alberta Environment Investigation

## **13.0 ADJOURNMENT**

**MINUTES**  
OF THE  
**PICTURE BUTTE TOWN COUNCIL MEETING**  
HELD IN  
**COUNCIL CHAMBERS**  
**Monday, October 28<sup>th</sup>, 2024 AT 6:30 PM**

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

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

**1.0 CALL TO ORDER**

Mayor Moore called the Regular Council Meeting to order at 6:36 p.m.

**2.0 ADOPTION OF THE AGENDA**

335 2410 28 MOVED by Deputy Mayor Papworth that the agenda be approved as amended:  
ADD: 6.4 Picture Butte Town History  
CARRIED

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting – October 15<sup>th</sup>, 2024

336 2410 28 MOVED by Deputy Mayor Papworth that the Regular Council Meeting minutes of October 15<sup>th</sup>, 2024 be approved as presented.  
CARRIED

**4.0 PUBLIC HEARING**

Kattie Schlamp from Oldman River Regional Services Commission spoke on Bylaw No. 952-24 Land Use Bylaw Amendment - Manufactured Homes. Bylaw No 952-24 is an amendment to the Land Use Bylaw that would streamline the approval process for Manufactured homes that are proposed to be located within an approved Manufactured home park.

4.1 Submissions

4.1.1 In Person Submissions

4.1.1.1 Ask for Those in Favour

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

4.1.1.2 Ask for Those Opposed

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

4.1.2 Written Submissions

4.1.2.1 Ask for Those in Favour

Lethbridge County submitted a letter stating no concerns to the proposed bylaw.

4.1.2.2 Ask for Those Opposed

There was no written submissions opposed to the proposed bylaw.

Public Hearing adjourned at 6:43 p.m.

K. Schlamp left the meeting at 6:44 p.m.

## 5.0 DELEGATION

### 5.1 SouthGrow Regional Initiative – Peter Casurella

Peter Casurella updated Council about the expansion of SouthGrow since it started in 2003. Since that time they have expanded the ways that they are helping communities in Southern Alberta. Agri-food is the new opportunity to be promoting in our region. They have started marketing in Europe to get Southern Alberta known and on the global stage. The next plan is to expand to South-East Asia to bring investors to Southern Alberta. SouthGrow offers regional training and housing needs assessments. They also offer help and advice with grants. SouthGrow utilizes and writes a lot of grants and can help municipalities find and stack grants to their projects. Peter noted the struggles that Economic Development has faced both nationally and regionally. There used to be six full-time Economic Development Officers in Southern Alberta, now there is only one full-time position. The need and financial ability to hire a full-time officer just isn't there for most municipalities. SouthGrow was accredited in 2024 with the Economic Development Organization.

## 6.0 REQUESTS FOR DECISION

### 6.1 Bylaw No. 952-24 Land Use Bylaw No. 841-15 Amendment – Manufactured Homes within Manufactured Home Parks

337 2410 28      MOVED by Councillor Feist to approve the second reading of Bylaw No. 952-24 Land Use Bylaw Amendment – Manufactured Homes in Manufactured Home Parks

CARRIED

338 2410 28      MOVED by Deputy Mayor Papworth to approve the third and final reading of Bylaw No. 952-24 Land Use Bylaw Amendment – Manufactured Homes in Manufactured Home Parks.

CARRIED

### 6.2 Policy No. 507 Community/Seniors Centre and Lions Park Building Rental Policy Update

339 2410 28      MOVED by Councillor de Kok to accept Policy 507 Community/Seniors Centre and Lions Park Building rental Policy.

CARRIED

### 6.3 Shaughnessy Community Association – Request for Donation

340 2410 28      MOVED by Councillor Feist to donate a Cor Van Raay & Community Aquatic Centre Family season pass to Shaughnessy Community Association Annual Fundraiser.

CARRIED

### 6.4 Picture Butte Town History

Councillor Feist gave an update on the status of the digitization of the scrapbooks. It was also discussed if Council would be interested in creating a committee to organize a Town History book. There are grants available to cover the costs. The centennial was also a topic of discussion.

## 7.0 MAYOR'S REPORT

### 7.1 Mayor's Report

October 21	Attended a Committee of the Whole meeting
October 24	Attended a Lethbridge Regional Waste Management Services Commission
October 25	Attended CUPE Negotiations

341 2410 28            MOVED by Mayor Moore that the Mayor's Report be accepted as presented.  
CARRIED

## 8.0 COUNCIL'S REPORT

### 8.1 Council's Report

Councillor Feist advised Council of her recent activities:

October 21            Attended a Committee of the Whole meeting  
October 24            Attended the Picture Butte Library Scavenger Hunt

Councillor de Kok advised Council of his recent activities:

October 18            Attended a Southern Alberta Energy from Waste  
Association meeting  
October 21            Attended a Committee of the Whole meeting  
October 24            Attended a SouthGrow Regional Initiative meeting  
October 25            Attended CUPE negotiations

Deputy Mayor Papworth advised Council of her recent activities:

October 21            Attended a Committee of the Whole meeting  
October 23            Attended a Green Acres Executive Board meeting

Councillor Neels advised Council of her recent activities:

October 21            Attended a Committee of the Whole meeting  
October 24            Attended a Lethbridge Regional Waste Management  
Services Commission  
October 24            Attended the Picture Butte Library Scavenger Hunt

342 2410 28            MOVED by Deputy Mayor Papworth that the Council Reports be accepted  
as presented.  
CARRIED

## 9.0 ADMINISTRATION'S REPORT

### 9.1 CAO Report

343 2410 28            MOVED by Councillor Feist to accept the CAO Report as presented.  
CARRIED

#### 9.1.1 Director of Parks and Recreation Report

344 2410 28            MOVED by Councillor de Kok to accept the Director of Parks and  
Recreation Report as presented.  
CARRIED

#### 9.1.2 2024 Pool Report

345 2410 28            MOVED by Councillor Feist to accept the 2024 Pool Report as  
presented.  
CARRIED

### 9.2 Family & Community Support Services – Report to Municipalities – Outreach Services, 2024

346 2410 28            MOVED by Councillor de Kok to receive and file Family & Community  
Support Services – Report to Municipalities – Outreach Services, 2024.  
CARRIED

## 10.0 CORRESPONDENCE

### 10.1 North County Health Foundation – Shade Donation

347 2410 28            MOVED by Councillor Feist to receive and file North County Health  
Foundation – Shade Donation.  
CARRIED

10.2 Picture Butte High School - Remembrance Day Ceremony

348 2410 28

MOVED By Deputy Mayor Papworth to give permission for Mayor Moore to attend the Picture Butte High School's Remembrance Day Ceremony on November 8<sup>th</sup>, 2024.

CARRIED

**11.0 INFORMATIONAL ITEMS**

11.1 Oldman River Regional Services Commission – Executive Committee Meeting Minutes – July, 2024

11.2 Oldman River Regional Services Commission - Board of Directors Meeting Minutes – June, 2024

349 2410 28

MOVED by Deputy Mayor Papworth to receive and file Informational Items 11.1 & 11.2.

CARRIED

**12.0 CLOSED SESSION**

12.1 FOIP Act Division 2 Section 22 – Union Negotiations

12.2 FOIP Act Division 2 Section 19 – CAO Evaluation

350 2410 28

MOVED by Councillor de Kok to close the meeting to the public in accordance with Division 2 Section 22 & 19 of the Freedom of Information and Protection of Privacy Act to discuss Union Negotiations and CAO Evaluation at 7:42 p.m.

CARRIED

C. Johnson and C. Van Dorp left the meeting at 7:45 p.m.

351 2410 28

MOVED by Deputy Mayor Papworth to open the meeting to the public at 8:15 p.m.

CARRIED

**13.0 ADJOURNMENT**

The next Regular Council Meeting is scheduled for November 12<sup>th</sup>, 2024 beginning at 6:30 p.m.

352 2410 28

MOVED by Councillor de Kok that the Regular Council Meeting adjourn at 8:16 p.m.

CARRIED

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

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



## Request for Decision

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

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

Date: 7 November, 2024

To: Mayor, Council

From: CAO

### Re: 100 year centennial celebration

#### Background:

At the regular Council meeting held on the 28<sup>th</sup> of October, Council discussed when the Town should celebrate the 100 year centennial. This issue was previously brought up by Council in February, 2023. At the time a memorandum was prepared and is included in this memorandum. The memorandum was received and filed by Council, meaning there were no action items required. At the time there was agreement that the Town's centennial should be celebrated 100 years after Picture Butte was incorporated as a village in February of 1943. This would mean that the 100 year celebration for the Town would be in 2043.

We asked other municipalities in the area when they celebrate their anniversary years. This is represented in the table below.

Town/City	1 <sup>st</sup> Settled	Village Status	Town/City Status	100 year Celebration
Bow island	1900	1910	1912	2012
Burdett	1908	1913	N/A	2013
Taber	1903	1905	1907	2005
Coaldale	1904	1919	1952	2019
Coalhurst	?	1913	1995	2013
Picture Butte	1925	1943	1960	?

#### Recommendation:

1. To make a motion stating that the Town will celebrate their centennial 100 years after Picture Butte was incorporated as a village/municipality.

#### Rationale:

1. This is consistent with what other municipalities do.
2. There is significant planning that is required for a centennial celebration and in 2023 there was no direction from Council to prepare for a 100 year centennial celebration in 2025.

**Additional notes**

1. The time capsule that is located in the front of the arena is due to be opened in 2025. This will be a community event that will need to be planned for in 2025.
2. We did not release a survey asking the opinion of the residents of when the Town should celebrate their centennial.

**Submitted by:** Keith Davis, CAO

***Memorandum presented to Council on the 6<sup>th</sup> February, 2023***

*Date: 6 February, 2023*

*To: Mayor, Council*

*From: CAO*

***Re: 100 year centennial***

***Background:***

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

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

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

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

***Attachments:***

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

***Submitted by: Keith Davis, CAO***



## Request for Decision

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Date: 7 November, 2024

To: Mayor, Council

From: CAO

### **Re: Council Committee Appointments**

#### **Background:**

At the organizational meeting held on the 28<sup>th</sup> of October, 2024 Council approved the appointments to organisations as represented in the attached spreadsheet.

Deputy Mayor Papworth was assigned to Community Futures but can not attend these meetings as they are on the same day as Green Acres meetings.

#### **Recommendation:**

1. To appoint a Council member to Community Futures for 2024-2025.

#### **Attachment:**

1. Council Committee Appointments 2024-2025

**Submitted by:** Keith Davis, CAO

## ORGANISATIONAL APPOINTMENTS 2024-2025

NAME	MEMBERS	APPOINTMENT	AUTHORITY	TRAINING REQUIRED
Barons-Eureka-Warner Family & Community Support Services	Councillor Feist	Organisational Meeting	Orgs. Bylaws	No
Chinook Arch Regional Library Board	Councillor Neels	1 representative from the Town	Library Agreement No. 91-09	No
Chinook Intermunicipal Subdivision and Development Appeal Board	Murray Williams	Made by resolution. Two or Three year term. Cannot exceed three years without refresher training, Appointed January 10, 2022	880-19	Yes
Committee of Whole	All of Council		855-16	Yes
Community Futures Lethbridge Region	Deputy Mayor Papworth	Council Committee	Orgs. Bylaws	No
Doctor Recruitment Committee	Deputy Mayor Papworth	Two Members of Council	908-21	No
	Mayor Moore			
Economic Development Committee	Councillor de Kok	Two members of Council	906-21	No
	Councillor Neels Bronwyn Kelly Joe Watson Yves Leclair Evert Van Esssen	Chamber Representative		
Emergency Advisory Committee	Mayor Moore	Appointed January 10, 2022	Emergency Management Act	Yes
	Deputy Mayor Papworth			
	Blake Olsen			

## ORGANISATIONAL APPOINTMENTS 2024-2025

NAME	MEMBERS	APPOINTMENT	AUTHORITY	TRAINING REQUIRED
Green Acres Foundation	Deputy Mayor Papworth	Organisational Meeting	Formation Agreement - Contract 83-03	No, but orientation occurs. Prefer continuity
Intermunicipal Development Committee	Councillor de Kok	Organisational Meeting	Bylaw No. 865-18	No
	Councillor Neels			
Lethbridge Regional Waste Management Services Commission	Mayor Moore	2 members of Council.	Commission Agreement 3 Oct 1989	No
	Councillor Neels			
Mayors and Reeves of Southwest Alberta	Mayor Moore	Council Committee	Orgs. Bylaws	No
Municipal Planning Commission	All of Council	Made by resolution. Shall be for 1 year.	Bylaw No. 516-79	No
North County Health Foundation	Deputy Mayor Papworth	Council Committee	Orgs. Bylaws	No
Oldman River Regional Services Commission	Councillor Feist	Organisational Meeting	Bylaw No. 764-00	No
	alt. Councillor de Kok			
ORRSC Assessment Review Board	Deputy Mayor Papworth	Made by resolution. 3 or 4 year term. May be reappointed. May be resident at large	Bylaw No. 825-11	Yes
Picture Butte and District Chamber of Commerce - Executive and Regular	Mayor Moore	Organisational Meeting	Orgs. Bylaws	No

## ORGANISATIONAL APPOINTMENTS 2024-2025

NAME	MEMBERS	APPOINTMENT	AUTHORITY	TRAINING REQUIRED
Picture Butte Municipal Library Board	Councillor Neels	No more than 2 Councillors. 2 additional consecutive terms, 3 year terms	Bylaw No. 818-09	No
	Amanda Anderson - Chairperson	2nd term expires 15 Oct, 2025		
	Karen Kok	1st term expires 15 Jun, 2024		
	Theo Slingerland	1st term expires March, 2025		
	Jill Droogers	1st term expires Aug, 2025		
	Charlene Dooper	1st term expires Dec 2025		
	Estelle Anderson	1st term expires May 2025		
	Bonnie Zacher	1st term expires June 2025		
	Martin Oudshoorn	1st term expires Oct 2026		
Remembrance Day Committee	Deputy Mayor Papworth	Organisational Meeting	Orgs. Bylaws	No
South Grow	Councillor de Kok	Organisational Meeting	Orgs. Bylaws	No
Southern Alberta Energy from Waste Association	Councillor de Kok	Organisational Meeting	Orgs. Bylaws	No
	Alt. Councillor Neels			



## Request for Decision

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

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Date: 7 November, 2024

To: Mayor, Council

From: CAO

### Re: External Organisational Committee Reimbursements

#### Background:

Policy No. 108 Council Honorariums and Per Diems outlines how Council will be reimbursed while serving on Council. It outlines how much a member of Council will receive when attending meetings, functions and community events that are not covered in the monthly per diem. It states that Council members will be paid when attending meetings of organisations that they have been assigned to when that organisation does not pay a per diem.

There is nothing in the policy that addresses how a Council member will be reimbursed if the Council member volunteers to be on one of the organisation's committees if that organisation does not pay a per diem for their organisational committees.

For example:

1. When a Council member is assigned to represent the Town at the Green Acres Foundation, Green Acres pays that Council member a per diem for attending their board meeting. Green Acres Foundation also pays Council members if a council member was to serve on a Green Acres committee.
2. When a Council member is assigned to represent the Town at a Chinook Arch Regional Library System meeting the Town pays the Council member to attend that meeting according to Policy No. 108 because Chinook Arch does not pay a per diem to municipal representatives. Policy No. 108 does not cover the situation when the appointed Council member volunteers to serve on one of Chinook Arch Regional Library system's internal committees.

#### Recommendation:

1. To update Policy No. 108 Council Honorariums and Per Diems to state that a Council member will not be reimbursed if they volunteer to serve on an external organisation's committee if the external organisation does not pay a per diem.

#### Rationale:

1. When a Council member is serving on an external organisation's internal committee they are working for and representing the interests of the external organisation and not the Town's interests.
2. The tax payers of Picture Butte should not have to pay for volunteer work for another organisation.
3. This direction aligns with the Town's mission of serving our people through fiscal responsibility and transparency.

#### Attachment:

1. Policy No. 108 Council Honorariums and Per Diems

**Submitted by:** Keith Davis, CAO



## Municipal Policy Manual

**NAME:** Council Honorariums & Per Diems

**Section:** 100 **No:** 108

**COUNCIL MOTION NUMBER:** 532 06 11

**UPDATED:** June 2011

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### 1. PURPOSE

- 1.1. To establish a policy that provides honorariums and per diems for Councillors, Appointed Committee Members and other Town Representatives including Members at Large for the Town of Picture Butte.

### 2. POLICY

- 2.1. That the honorarium for the Mayor be set at \$850.00 per month
- 2.2. That the honorarium for Councillors be set at \$550.00 per month
- 2.3. That if the meeting is under four (4) hours, the per diem is set at \$100.00
- 2.4. That if the meeting is from four (4) hours to six (6) hours, the per diem is set at \$150.00
- 2.5. That if the meeting is over six (6) hours, the per diem is set at \$200.00
- 2.6. Per diems are to include special Council meetings, public hearings which are not part of regular Council meetings, meetings outside of a regular Council meeting, meetings of Board and Committees that the Council member has been appointed to that do not pay a per diem, invitations to community group events and business events (i.e. grand openings, anniversaries), conferences, seminars, education sessions.
- 2.7. Members of Council should not claim a per diem if they choose to attend a Board or Committee meeting on their own where that Board or Committee was assigned to another member of Council.
- 2.8. It is recognized that costs associated with each member of Council's area(s) of responsibility may vary as the year progresses and that in some cases a mid-year review may become necessary.



## Request for Decision

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

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Date: 7 November, 2024

To: Mayor, Council

From: CAO

### Re: Green Acres Financial Support

#### Background:

At Council's regular meeting on the 28<sup>th</sup> October, Administration was directed to look into ways that the Town could provide financial support to Green Acres. Green Acres has asked this of the Town in the hope that their grant application to receive funding for the rebuild of Piyami Lodge would look more appealing to the Provincial government.

Administration contacted Cardston, Magrath, Claresholm, Coledale, Pincher Creek, Raymond, Bow Island, Milk River and Fort Macleod. None of these municipalities provide any financial support to their Seniors Housing Associations for operational or capital funding.

#### Recommendation:

1. To inform Green Acres Foundation that the Town is not in a financial position to support Green Acres in capital or operational funding.

#### Rationale:

1. Smaller municipalities in the region do not provide subsidized operational services or capital costs over and above the annual requisition collected through taxes.
2. Town residents already pay taxes to Green Acres Foundation for seniors housing through municipal tax requisitions.
3. If the Town begins to subsidise services to Green Acres should the Town also subsidise services to our School boards or RCMP. Tax requisitions are collected for these organisations, seniors housing, education and policing.
4. The building is owned by the provincial government. Therefore, they are responsible to plan for required capital upgrades. If the Town was to support the provincial government in this cost it is just another example of provincial downloading of responsibility to municipalities.
5. The Town struggles to find the capital dollars to maintain and upgrade their own buildings let alone provincially owned buildings.

**Submitted by:** Keith Davis, CAO



## REQUEST FOR DECISION

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

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Date: 12 November, 2024

To: Mayor, Council

From: Director of Corporate Services

### **Re: 2024 3rd Quarter Operating and Capital Variance Report**

#### **Background:**

The purpose of the quarterly variance report is to identify to Council where our spending is compared to budget and also analyze any variances. We would then review this information with Council.

Attached in the variance report for the 3rd Quarter of 2024.

Variances from the budget are highlighted by shading in the attached report. In addition, the attached report indicates explanations for the variance identified. Should Council require further explanation or clarification administration will be available at the regular meeting to answer any questions.

#### **Recommendation Options:**

**THAT** Council approves the 3rd Quarter 2024 Operating and Capital Budget Variance reports as presented.

#### **Submitted by:**

Michelle Overbeeke, CPA CMA

Director of Corporate Services

**TOWN OF PICTURE BUTTE**  
**OPERATING REVENUE & EXPENDITURES**  
**January - September 2024**

Threshold =>

9 /12

**75.00%**

<b>OPERATING REVENUES</b>				<b>OPERATING EXPENDITURES</b>				
	<b>ANNUAL BUDGET</b>	<b>Y.T.D. AMOUNT</b>	<b>%</b>	<b>REASON FOR VARIANCE</b>	<b>ANNUAL BUDGET</b>	<b>Y.T.D. AMOUNT</b>	<b>%</b>	<b>REASON FOR VARIANCE</b>
10	2,830,367.00	2,811,472.48	99.33%		780,002.00	459,823.79	58.95%	
11	-	-	0.00%		90,650.00	46,150.60	50.91%	
12	28,350.00	28,293.97	99.80%		501,020.00	344,241.06	68.71%	
23	253,475.00	273,619.57	107.95%		427,850.00	309,035.20	72.23%	
24	23,725.00	410.00	0.00%		46,585.00	38,568.82	82.79%	
25	777,060.00	558,467.85	71.87%		776,655.00	495,142.60	63.75%	
26	2,025.00	4,457.00	220.10%		84,145.00	56,755.38	67.45%	
31	-	-	0.00%		347,165.00	236,473.80	68.12%	
32	5,000.00	154.50	0.00%		340,890.00	216,463.14	63.50%	
41	673,465.00	526,645.01	78.20%		707,830.00	406,882.45	57.48%	
42	266,340.00	231,306.94	86.85%		263,335.00	194,453.50	73.84%	
43	238,935.00	177,796.77	74.41%		238,570.00	175,792.28	73.69%	
51	-	-	0.00%		15,500.00	15,440.00	99.61%	Requisition paid 1st quarter
61	49,100.00	7,523.40	15.32%	Transfer for MDP not done until Dec	111,190.00	50,288.53	45.23%	
66	100,000.00	437,081.00	437.08%		146,670.00	32,317.90	22.03%	
72	463,610.00	632,074.53	136.34%		962,820.00	911,249.67	94.64%	Paid off the pool loan in April 2024
74	23,490.00	20,493.76	87.24%		149,065.00	93,296.18	62.59%	
90	255,000.00	195,715.76	76.75%		-	-	0.00%	
<b>Total</b>	<b>5,989,942.00</b>	<b>5,905,512.54</b>	<b>98.59%</b>		<b>5,989,942.00</b>	<b>4,082,374.90</b>	<b>68.15%</b>	

**TOWN OF PICTURE BUTTE  
CAPITAL PROJECTS  
January - September 2024**

	<b>ANNUAL BUDGET</b>	<b>Y.T.D. AMOUNT</b>	<b>%</b>	<b>REASON FOR VARIANCE</b>
Sunset Park		7,991.92	0.00%	
Put new box of 2009 Dodge 5500	40,000	16,847.74	42.12%	
Fire Hall Expansion (2023 project)		40,838.04		Remaining cost from Fire Hall Expansion
Hydrant Replacement	7,500		0.00%	
Water Meter Replacement Plan	150,000		0.00%	
Upgrade Sanitary Sewer Trunk Highway Ave to Crescent Ave	525,000	235,164.41	44.79%	
Lagoon Upgrades Design	110,000	103,903.20	94.46%	
Lagoon Upgrade	10,100,000		0.00%	
Sidewalk Replacement	50,000	33,368.33	66.74%	
Replace Ice Resurfacer	170,000	161,435.68	94.96%	
Sound System - Arena	-	23,831.07	0.00%	The cost is being shared by minor hockey, figure skating, Ag Society and North County Oldtimers & us
2023 John Deere Tractor Z994R0	-	10,900.00	0.00%	It was cheaper to replace the tractor than to repair it. A tractor was scheduled to be replaced in 2025
Autopulse	20,000	18,099.91	90.50%	
Installation of Stretchers		1,367.12	0.00%	Prov Grant funds
<b>Total</b>	<b>11,172,500</b>	<b>653,747.42</b>	<b>5.85%</b>	



## 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: 8 November, 2024

To: Mayor, Council

From: CAO

### **Wastewater Project**

Minister Dreeshan's (Transportation and Economic Corridors) team have responded to the letter we sent back in June and have set up a virtual meeting for the 19<sup>th</sup> of November. The Mayor and I will attend and we will be requesting more funding for the required Lagoon Upgrades. I am preparing a memorandum to send prior to the meeting so that their team can understand what the concern is and what we are requesting.

### **Phase 3 Sanitary Main Install (4<sup>th</sup> Street from Hwy 25 to Crescent Ave.)**

This project is substantially complete. There are a couple of things that residents have complained about that we have worked through. Final billing has to be finalised and approved. This will come to Council as there is site occupancy payments that we can withhold.

### **Dr. Recruitment**

- We met Dr. Edegbe in person at Piyami on the 4<sup>th</sup> of November. Dr. Mohamed toured Dr. Edegbe and his wife around the clinic and gave him advice and answered any questions they had. The mayor, deputy mayor and I then had lunch with Dr. Edegbe and his family.
- As we toured the clinic there were items identified that AHS had to fix up prior to Dr. Edegbe beginning his practice.
- Hire Standard have begun advertising for the office manager position.
- Currently Dr. Edegbe is working to start the clinic in December.
- We have advertised that his family is looking for housing and we are forwarding any contacts onto him.

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

- Mr. Cahoon has paid for an appeal for the aggressive dog classification. This appeal will be heard at the November, 25<sup>th</sup> Council meeting. Complainants and Mr. Cahoon have been notified.
- The fire services agreement with the County is in negotiations. Coalhurst and Nobleford have requested that negotiations continue into the new year because both CAO's are new and are taking their time to understand everything.

### **HOLIDAY STATUS**

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 40 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: November 8, 2024  
 To: Mayor, Council  
 From: Director of Emergency Services

## RE: Emergency Services Report – October 2024

Year-to-Date Emergency Events (Jan-Oct)							
Fire			Medical		Motor Vehicle Collisions		Total
Town	County	Other	Town	Other	Town	County	
24	70	12	265	499	4	21	895

### Fire Services

Fire crews responded to 26 events in October including 3 motor vehicle collisions, 1 alarms, 2 structure fires, 1 hazardous materials fire, 5 tender assists, and 14 medical emergencies. Our 3 recruits from the fall volunteer firefighter intake completed their training throughout October and became Probationary Firefighters on November 7, 2024. Please welcome Kyle Arnoldussen, Jared Evers, and Kaden Zmeko to the department!

Our annual Fire Prevention Week Open House was held on October 10, 2024. This year’s public education message was about having working smoke alarms in the home. As well, representatives from Lethbridge County were on site to spread the message about fire safety on the farm. We saw over 250 people come through the fire station during the event.



On October 8, 2024, Picture Butte Emergency Services responded to a hazardous materials fire in the 200 block of Factory Drive. Crews arrived to find a small fire in a bulk chemical storage area which was producing toxic byproducts. Mutual aid resources were requested from every station in the county which brought a total of 24 firefighters from Coaldale, Coalhurst, and Nobleford to assist in extinguishing and ventilating the chemical fire. No injuries were reported and the damages are estimated at \$10,000. This event was a great example of the strength of our regional partnerships and the complex variety of emergencies our crews are called to respond to.



Discussions have been ongoing with Lethbridge County and regional partners on renewing and updating our *Fire Services Agreement* which is currently under a one-year extension of term until March 31, 2025.

## Emergency Medical Services

Our EMS crews responded to 59 medical events in October.

Accreditation Canada was on site at the fire station from October 21 to 23, 2024. The team of auditors spent their time interviewing staff members, studying response data, and reviewing policies and procedures. They also conducted a focus group session with our community partners, medical director, and Alberta Health Services representatives. As well, they contacted previous patients to discuss their experience with our EMS crews. The auditors conducted a brief summary of their findings prior to concluding the Qmentum session and the final report will be forwarded pending the decision of the Accreditation Board.

## Bylaw Services

Officer Mosby performs regular daily patrols of Picture Butte to actively monitor for bylaw compliance. Bylaw Services has been engaged in summer enforcement activities including weeds, unsightly properties, trailer parking, and campground patrols. There are currently 4 of the 10 allocated Urban Hen Licenses issued in town. With the Regional Park Campground recently closing, the first season of the new bylaw has been successful. Campground usage was more easily regulated this year and the Town of Picture Butte saw record usage with camping fees being over 4 times the regular usage. I believe this shows that our campground is a space that people feel safe and comfortable using.

2024 Bylaw Enforcement Files				
	August	September	October	Year-to-date Totals
Dog Control Bylaw	4	3	2	36 files
Traffic Bylaw	6	10	8	58 files
Noise Bylaw	-	-	1	1 file
Unsightly Premises Bylaw	12	4	1	102 files
Public Information	-	1	1	7 files
Business License Bylaw	1	-	-	12 files
Animal Regulation	-	-	-	1 file
Fire Protection Bylaw	-	-	-	1 file
Utility Bylaw	-	-	-	-
Land Use Bylaw	-	-	-	-
Urban Hen Bylaw	-	1	-	7 files
Parks & Campground Bylaw	1	2	4	13 files
<b>Total</b>	<b>24 files</b>	<b>21 files</b>	<b>17 files</b>	<b>247 files</b>
<b>Development Files</b>	<b>20 files</b>	<b>9 files</b>	<b>18 files</b>	<b>169 files</b>

The date for the appeal hearing for an aggressive dog order is scheduled for November 25, 2024 and all parties involved have been notified of their opportunity to speak on the matter.

## Emergency Management

The Regional Emergency Management Partnership Agreement has been signed by all parties and a media release was conducted November 1, 2024. Lethbridge County has begun the hiring process for the Regional Emergency Management Coordinator.

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

# Midnight Madness Invitation

## November 29<sup>th</sup>



Dear Business owners,

The Midnight Madness Planning Committee in conjunction with the Picture Butte & District Chamber of Commerce are looking forward to celebrating a late-night shopping evening, winter festival, held on Friday, November 29<sup>th</sup> from 3pm-9pm, with some businesses being open till midnight.

Many activities are being planned including hayrides, fire pits, 50/50 draw, Spirit Survivor, Toy & Food drive, and much more, as well as hot chocolate and treats around various locations. As such, we are kindly asking for monetary donations to cover expenses for this event. All sponsors will be recognized in radio advertising and posters.

Cheques/cash may be dropped off with Eva at Co-operators and made out to Picture Butte Midnight Madness committee or E-transfers sent to [dana.sargent@scotiabank.com](mailto:dana.sargent@scotiabank.com) (Memo as Midnight Madness)

We are also accepting donations of items for our community gift baskets. Customers will receive an entry to this draw for every purchase made during the event, and the draw will be done the following morning. Donations can be dropped off at Butte's Fashion during regular business hours.

If you would like to take part in this year's Midnight Madness success, please reach out so we can include you in our advertising.

We look forward to receiving your donations and hope for a successful Midnight Madness this year!

Thank you,

Eva Penner  
President



**chamberplan.ca**  
Group Benefits with a Difference. Simple. Stable. Smart.

The Picture Butte and District Chamber Small Business Christmas Party will be Dec. 6/24. Tickets can be purchased at [picturebuttechamber.ca](http://picturebuttechamber.ca) or email [chamber@picturebutte.ca](mailto:chamber@picturebutte.ca)

## Keith Davis

---

**From:** Sylvia Kaminski <Sylvia.Kaminski@nrcb.ca>  
**Sent:** Wednesday, November 06, 2024 7:23 AM  
**To:** Keith Davis  
**Cc:** Carina Weisbach; Sylvia Kaminski  
**Subject:** LA24038 - Vanden Dool Dairy Farms Ltd.  
**Attachments:** LA24038 complete application.pdf

**Re: Application LA24038 – Determined Complete  
Vanden Dool Farms Ltd.  
NW 10-11-21 W4M**

Please be advised that the attached application has been reviewed by the NRCB and was determined to be complete on September 9, 2024. The application is to increase the size of an existing catch basin to 40 m x 40 m x 3.6 m. No increase in animal numbers is proposed.

Please provide our office with your written comments, including any concerns, by November 13, 2024.

Please note that, in deciding whether to approve the application, an approval officer can consider only those comments relating to the Agricultural Operation Practices Act.

Our apologies for not sending you this application sooner as the town is within the notification distance.

If you have any questions or concerns, please contact Carina Weisbach at 403-892-0408 or [carina.weisbach@nrcb.ca](mailto:carina.weisbach@nrcb.ca).

*Sylvia G. Kaminski*

Sylvia G. Kaminski  
Website Coordinator/Field Office Administrator  
Natural Resources Conservation Board  
100, 5401 1st Avenue South  
Lethbridge, Alberta T1J 4V6  
Phone: 403-381-5166  
[sylvia.kaminski@nrcb.ca](mailto:sylvia.kaminski@nrcb.ca)  
website: [www.nrcb.ca](http://www.nrcb.ca)

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# Part 1 – General Information & Disclosure



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

<b>NRCB USE ONLY</b> <input type="checkbox"/> Approval <input type="checkbox"/> Registration <input checked="" type="checkbox"/> Authorization	NRCB Application Number <b>LA24038</b>	Date stamp <b>NRCB APPLICATION AUG 30 2024 RECEIVED</b>
---	---	--

## CONTACT INFORMATION

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

## LOCATION OF PROPOSED DEVELOPMENT

Legal land description(s)	NW-10-11-21-W4M <span style="float: right;">(Qtr-Sec-Twp-Rg-W Mer)</span>
Municipality	Lethbridge County
Registered landowner(s)	Is the applicant the registered landowner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no, please attach letter of consent, ensure that it is signed by all landowners)</i>
Does this legal land description have an existing permit or permits for CFO facilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

# Part 1 – General Information & Disclosure



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

We are proposing to increase the size of a catch lagoon located to the west of the main dairy lagoon that receives runoff from the replacement heifer corrals. We want to move the east bank of the lagoon 30 feet further east and the south bank 10 feet south to increase storage capacity.

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

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

## APPLICATION DISCLOSURE

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

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

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

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

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

August 29, 2024

\_\_\_\_\_  
Date of signing

Vanden Dool Farms Ltd.  
\_\_\_\_\_  
Corporate name (if applicable)

  
\_\_\_\_\_  
Signature

Peter Vanden Dool  
\_\_\_\_\_  
Print name



## Part 1 – General Information & Disclosure

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

<b>NRCB USE ONLY</b>	Application Number <u>LA24038</u>
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<b>Applicant contact information</b>	
Name	Peter Vanden Dool
Preferred phone number(s)	403-317-3911
Email	peterd.dool@gmail.com

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

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

# Part 2 – Technical Requirements



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

<b>NRCB USE ONLY</b>	Application number	Legal land description
<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Registration <input type="checkbox"/> Authorization <input type="checkbox"/> Amendment	<u>LA24038</u>	<u>NW 10-11-21 W4M</u>

## APPLICATION DISCLOSURE

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

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

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

<u>September 5 2024</u> Date of signing	 Signature
<u>Vanden Dool Farms Ltd</u> Corporate name (if applicable)	<u>Peter Vanden Dool</u> Print name

## GENERAL INFORMATION REQUIREMENTS

<b>Proposed facilities:</b> list all proposed confined feeding operation facilities and their dimensions. Indicate whether any of the proposed facilities are additions to existing facilities. (attach additional pages if needed)	
Proposed facilities	Dimensions (m) (length, width, and depth)
increase existing catch basin	40 x 40 x 3.6 m

<b>Existing facilities:</b> list ALL existing confined feeding operation facilities and their dimensions		
Existing facilities	Dimensions (m) (length, width, and depth)	NRCB USE ONLY
LA17027		

<b>NRCB USE ONLY</b>
----------------------

Existing Facilities

		dimensions in (m)
1	Old dairy barn	76 x 20.8
2	Calf barn 1	10 x 23
3	old maternity barn	21.8 x 10.8
4	old EMS	19.3 x 33 x 3.6
5	old dry cow barn	14.2 x 24
6	New dairy barn	31.9 x 182.8 + 21.6 x 114.6
7	new EMS	100 x 45 x 3.6 (actual size 115 x 66 x 6.5 deep)
8	old catch basin	37 x 32 x 3.6
9	feed pens	20 x 46 + 141.6 x 30 + 17 x 44.5 + 86 x 24 + 23 x 30.5
10	solid manure storage pad	6.1 x 7.3
11	New calf barn	31.7 x 19.5 + 7.3 x 3
12	New catch basin	75 x 50 x 6

# Untitled Map

Write a description for your map.

## Legend

 catch lagoon



Google Earth

Image © 2024 Airbus

100 m



## Part 2 – Technical Requirements

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

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

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

*Date and sign one of the following four options*

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

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

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

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

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

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

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

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

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

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

Signed this 5 day of September, 2024

C12111060NW  
\_\_\_\_\_  
*Signature of Applicant or Agent*

## Part 2 – Technical Requirements

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

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

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

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

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

## Part 2 – Technical Requirements

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

### GENERAL ENVIRONMENTAL INFORMATION

(complete this section for the worst case of the existing facility which is the closest to water bodies or water wells and for each of the proposed facilities)  
 Facility description / name (as indicated on site plan)

Existing: catch basin cold Proposed 1: \_\_\_\_\_

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

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

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



# Part 2 – Technical Requirements

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

## RUNOFF CONTROL CATCH BASIN: Naturally occurring protective layer

(complete a copy of this section for EACH proposed runoff control catch basin with a naturally occurring protective layer)

Facility description / name (as indicated on site plan)

1. catch catch basin expansion
2. \_\_\_\_\_
3. \_\_\_\_\_

### Determination of runoff area

Provide a plan and show how you calculated the area contributing to runoff for each catch basin

see calculator attached

### Catch basin capacity

	Length (m)	Width (m)	Total depth (m)	Depth below ground level (m)	Slope run:rise			NRCB USE ONLY Calculated storage capacity (excl. 0.5 m freeboard) (m <sup>3</sup> )
					Inside end walls	Inside side walls	Outside walls	
1.	<u>40</u>	<u>40</u>	<u>3.6</u>					
2.								
3.								
TOTAL CAPACITY								

### Naturally occurring protective layer details

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

Catch Basin - Design and management requirements can be found in Technical Guideline Agdex 096-101

If soil info differs per facility include additional soils page.

#### NRCB USE ONLY

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

# Catch Basin Storage Volume Calculator

Construction Dimensions of Catch Basin	
* Only cells in blue can be changed.	
Overall Dimensions of Catch Basin	
Total Length* <sub>4</sub>	40.0 m
Total Width* <sub>4</sub>	40.0 m
Total Depth* <sub>4</sub>	3.6 m
Design Capacity Depth	3.10 m
End Slope* <sub>4</sub>	3 run:rise
Side Slope* <sub>4</sub>	3 run:rise
Length of Bottom	18.4 m
Width of Bottom	18.4 m
Capacity @ top of Bank	3,209 m <sup>3</sup>
Design Capacity of Catch Basin (freeboard level)	
Length (design capacity depth)	37.0 m
Width (design capacity depth)	37.0 m
Total Depth	3.6 m
Design Capacity Depth	3.10 m
End Slope	3 run:rise
Side Slope	3 run:rise
Design Capacity (freeboard level)	2,468 m <sup>3</sup>
level)	1,369 m <sup>2</sup>

Catch Basin Dimensions	
	131 ft
	131 ft
	12 ft
	10 ft
	3 run:rise
	3 run:rise
	60 ft
	60 ft
Capacity (@top)	113,341 ft <sup>3</sup>
	705,985 Imp. Gal
Design Capacity (freeboard level)	
	121 ft
	121 ft
	12 ft
	10 ft
	3 run:rise
	3 run:rise
	87,156 ft <sup>3</sup>
	542,878 Imp. Gal.
	14,736 ft <sup>2</sup>

CFO Name <sub>1</sub> (Enter CFO Name Here)  
 Land Location <sub>1</sub> 1-1-4-WVS

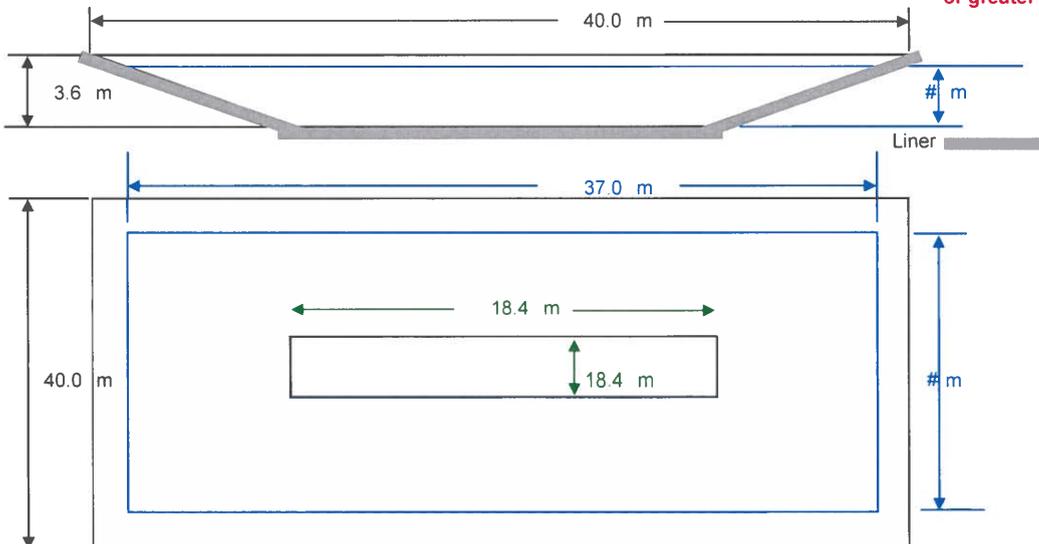
Paved Runoff Catchment Area(s)			
Area <sub>2</sub>	Length (m)	Width (m)	Area (m <sup>2</sup> )
1			0.0
2			0.0
3			0.0
4			0.0
5			0.0
Total Area (m <sup>2</sup> )			0

Unpaved Runoff Catchment Area(s)			
Area <sub>2</sub>	Length (m)	Width (m)	Area (m <sup>2</sup> )
6			1,071.0
7			7,975.0
8			0.0
9			0.0
10			0.0
Total Area (m <sup>2</sup> )			9,046

Rainfall (Select Town <sub>3</sub>)  
 Picture Butte, 85  
 AOPA Design Rainfall 85 mm

Minimum Catchbasin Storage Volume Required	
461 m <sup>3</sup> **	16292.28 ft <sup>3</sup>
	101481.89 Imp. Gal.

\*\* Design capacity of catch basin should be equal to or greater than, minimum storage volume required.



— Lines in Black - Overall catch basin dimensions  
 — Lines in Blue - Design capacity depth dimensions (excludes freeboard)

NTS - Not To Scale

July 24, 2017

Amec Foster Wheeler File: BX30484

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



**Attention: Mr. Peter Vanden Dool**

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

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

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

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

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

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

In order to calculate the permeability of the screened portion of the clay stratum at the test well location, a modified falling head test (as outlined in the USBR *Engineering Geology Field Manual Volume 2* [2001]) was used. The input variables and output data are outlined on the *In Situ Permeability Test* report, attached. As outlined on the report, the results of the *in situ* permeability testing indicate a hydraulic conductivity,  $k_s$ , of  $4.6 \times 10^{-8}$  cm/s.

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

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

**Conclusion**

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

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

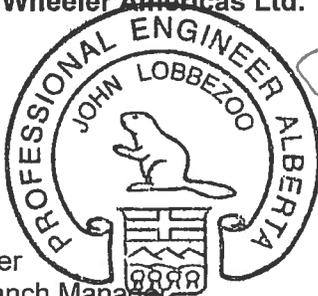
We trust this satisfies your present requirements. If you have questions or require further information or clarification, please don’t hesitate to contact the undersigned.

Respectfully submitted,

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



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

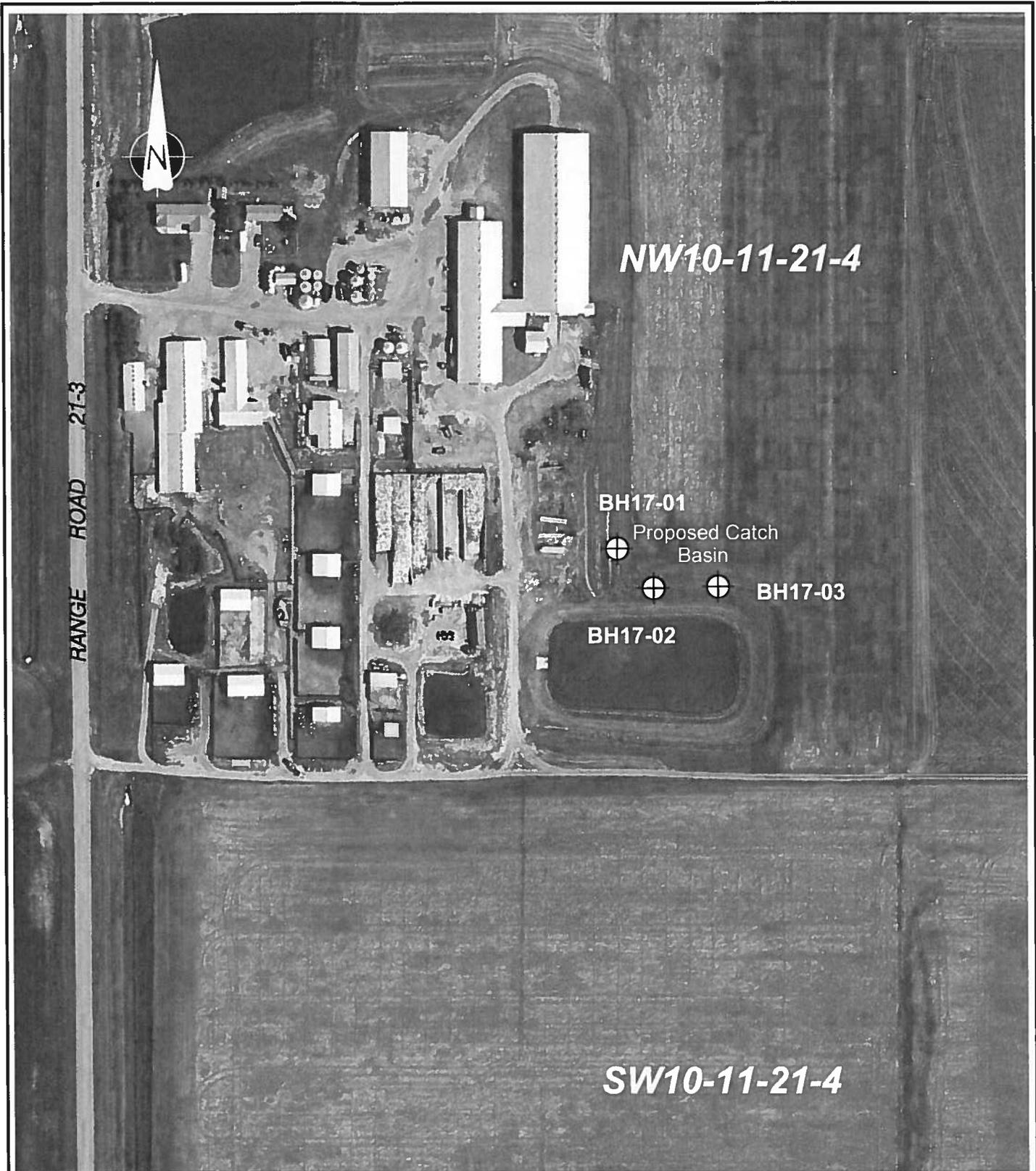


July 25, 2017

**APEGA Permit: P04546**

**Attachments:**

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



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

BH17-02

In Situ Permeability Test



Modified Falling Head Permeability Equation

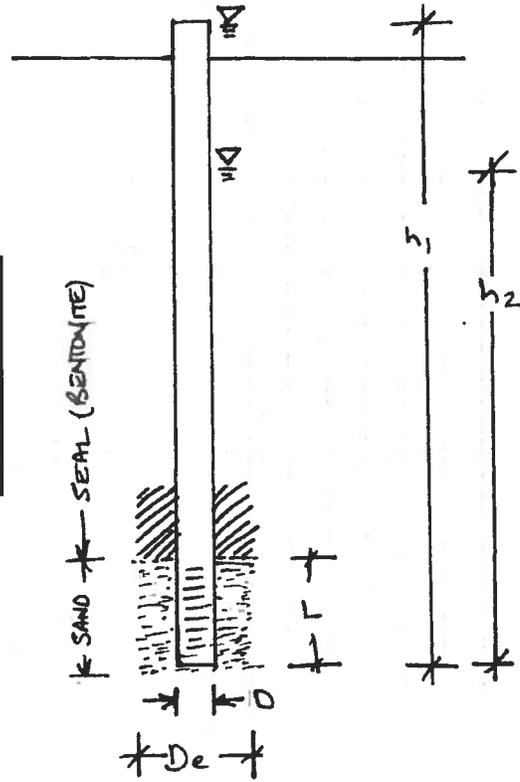
$$K_s = \frac{r^2}{2\ell\Delta t} \left[ \frac{\sinh^{-1} \frac{\ell}{r_e}}{2} \ln \left[ \frac{2H_1 - \ell}{2H_2 - \ell} \right] - \ln \left[ \frac{2H_1 H_2 - \ell H_2}{2H_1 H_2 - \ell H_1} \right] \right]$$

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

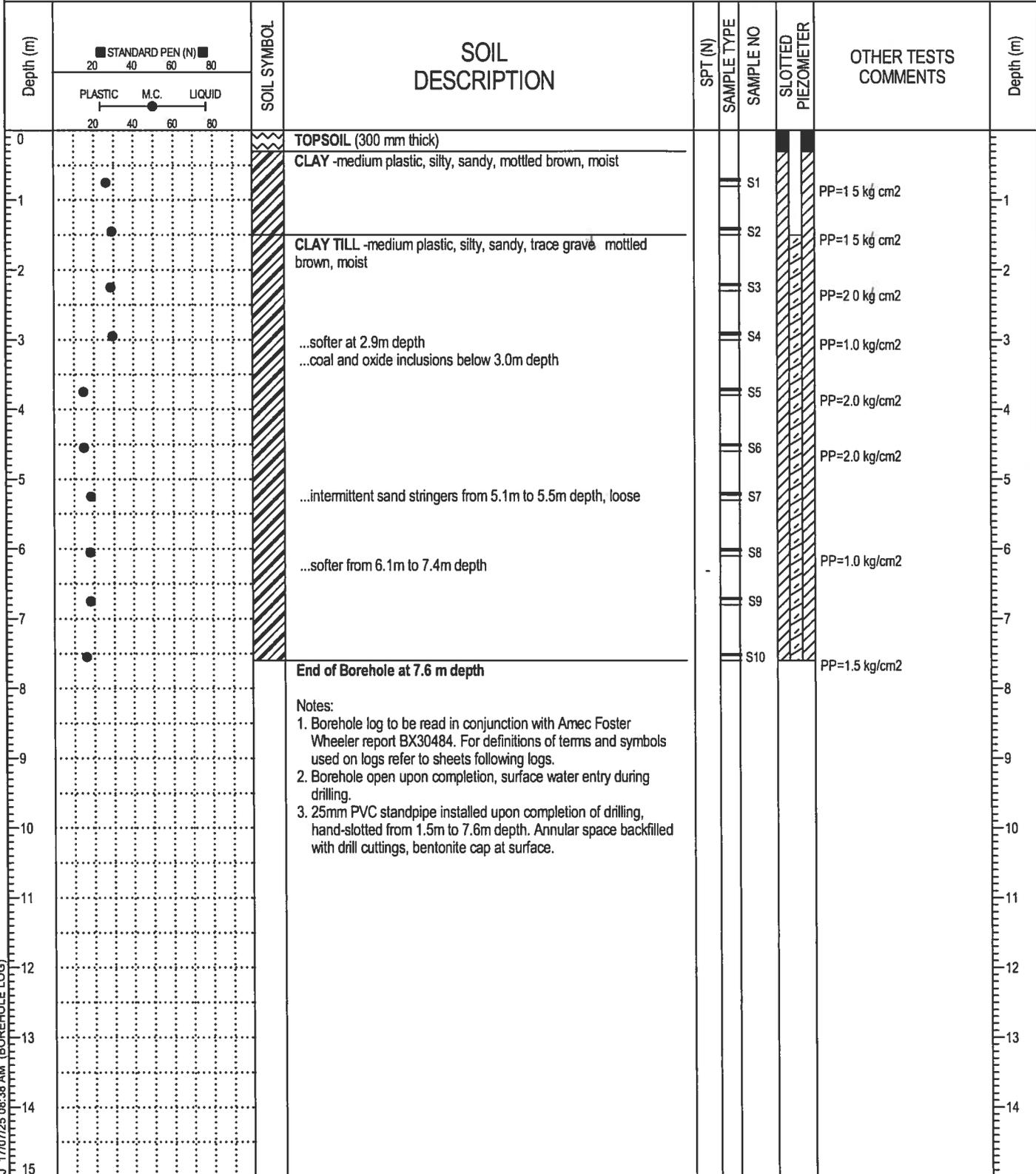
BH 17-02 - Vanden Dool Farms Ltd.  
 Amec Foster Wheeler File: BX30484

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

**Ks = 4.6E-08 cm/sec**



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

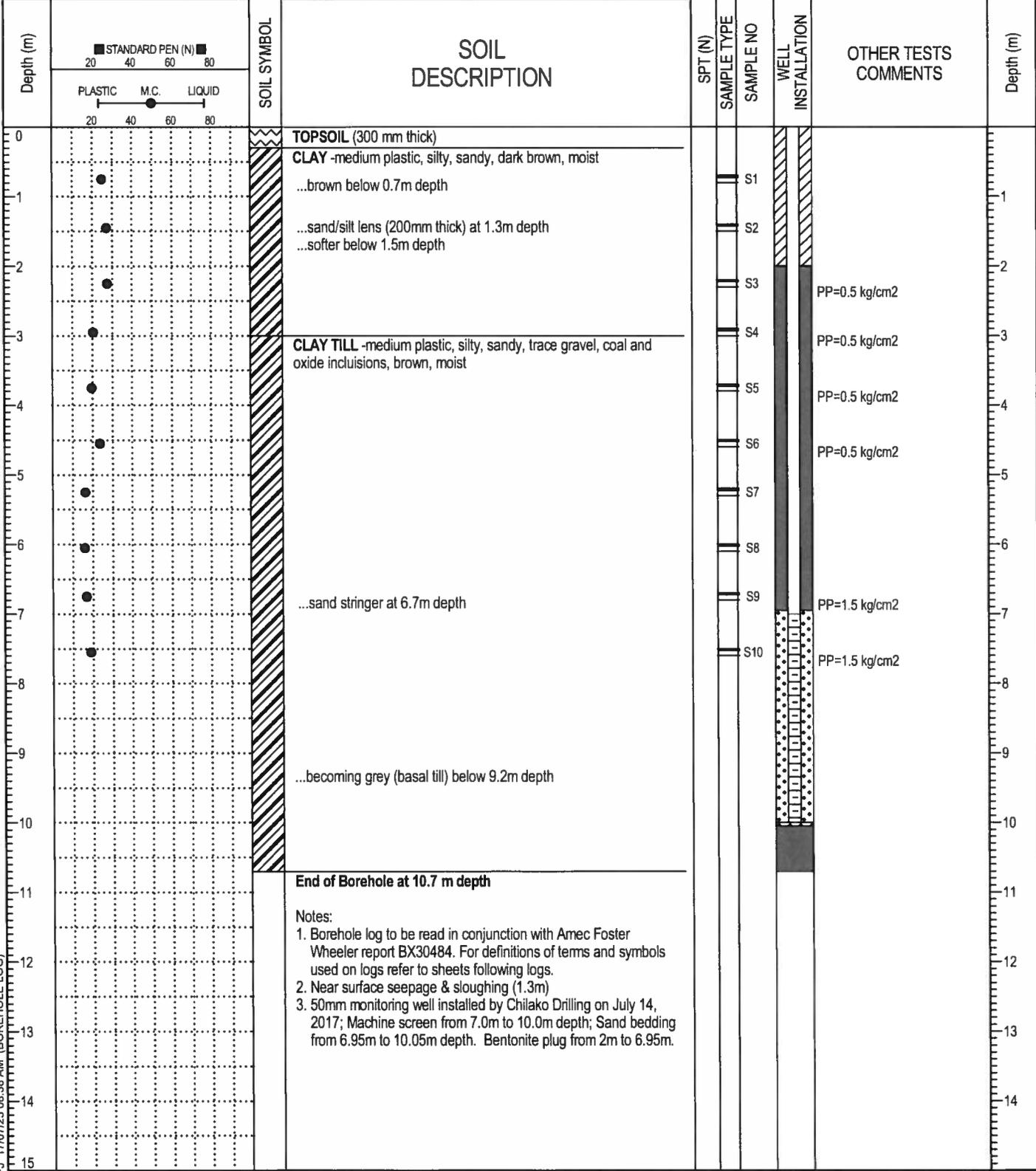


BX30484.GPJ 17/07/25 08:38 AM (BOREHOLE LOG)

Amec Foster Wheeler  
Environment & Infrastructure

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

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



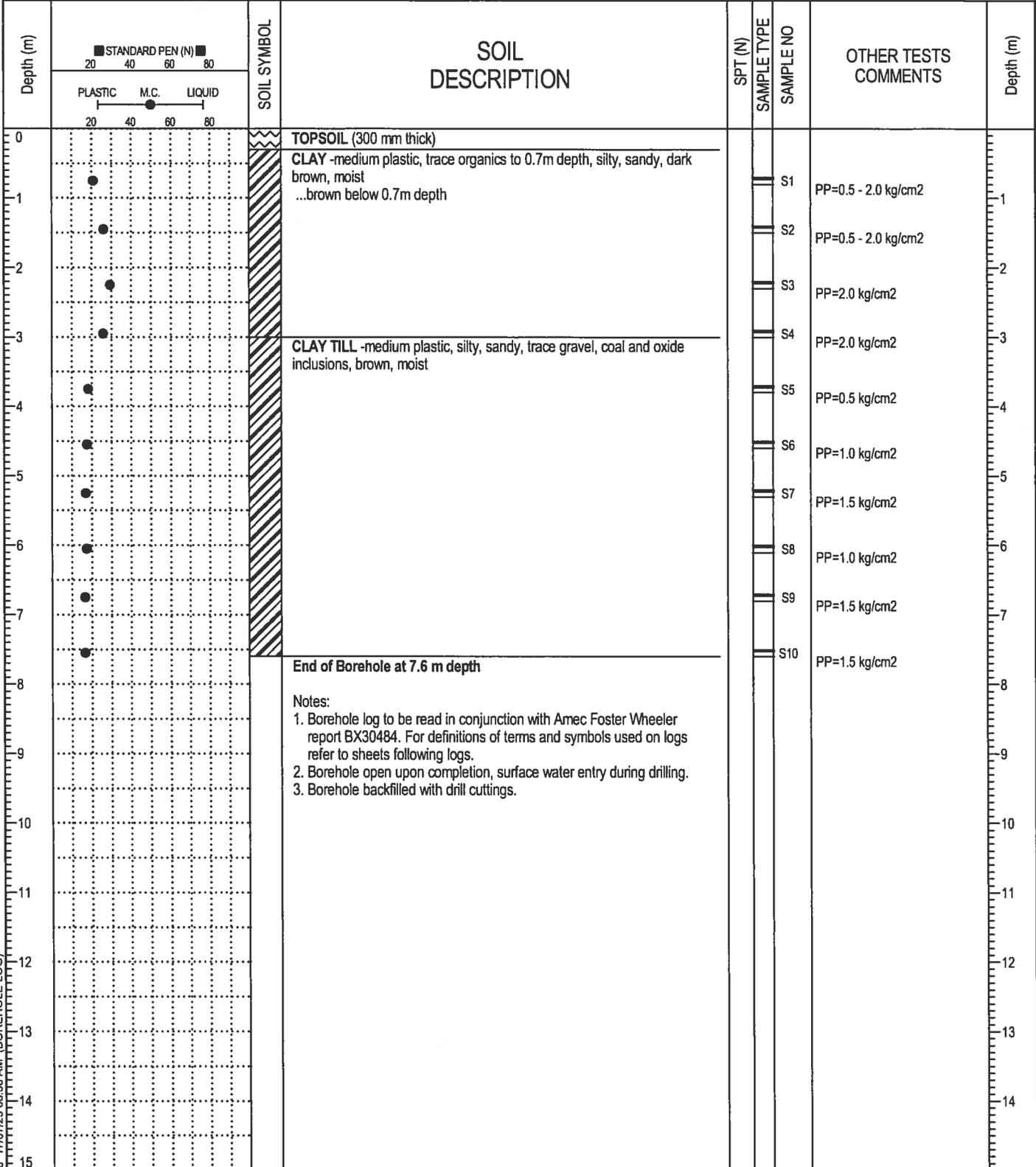
BX30484.GPJ, 17/07/25 08:38 AM (BOREHOLE LOG)

**Amec Foster Wheeler**  
**Environment & Infrastructure**

LOGGED BY: BM  
 REVIEWED BY: JL

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

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



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

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

Amec Foster Wheeler  
 Environment & Infrastructure

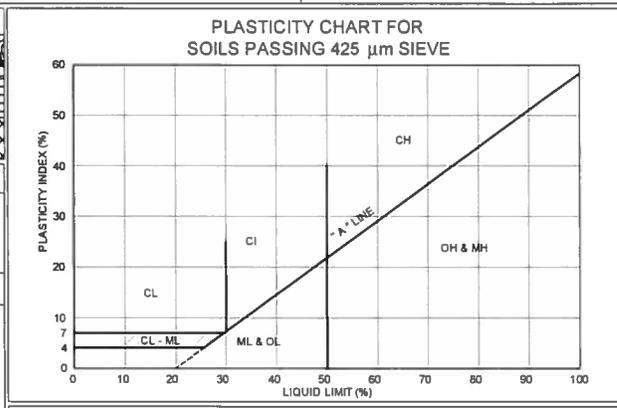
LOGGED BY: BM	COMPLETION DEPTH: 7.60 m
REVIEWED BY: JL	COMPLETION DATE: 14/6/17

**MODIFIED UNIFIED CLASSIFICATION SYSTEM FOR SOILS**

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

SPECIAL SYMBOLS			
LIMESTONE		OILSAND	
SANDSTONE		SHALE	
SILTSTONE		FILL (UNDIFFERENTIATED)	

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



**NOTES:**

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

OVERSIZED MATERIAL	
ROUNDED OR SUBROUNDED COBBLES 76mm TO 200mm BOULDERS > 200mm	NOT ROUNDED: ROCK FRAGMENTS > 76mm ROCKS > 0.76 CUBIC METRE IN VOLUME

amec foster wheeler

# EXPLANATION OF TERMS AND SYMBOLS

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

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

## TEST DATA

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

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

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

\* The results of these tests are usually reported separately

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

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

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

### Relative Density and Consistency:

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

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

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

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

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

November 4, 2024

File No:30C-178

Chief Administrative Officers & Councils  
All Member Municipalities of ORRSC

Dear Chief Administrative Officer and Council,

**RE: 2025 Annual Membership Contribution Fee Increase**

We are writing to inform our membership of an upcoming adjustment to our annual membership fees, effective January 1, 2025. After careful review and deliberation of the organization's finances the Executive Committee has determined that membership fees will need to increase for ORRSC to remain financially viable. We can no longer rely on the financial instability associated with fee for service and subdivision fees to meet the minimum financial needs of the organization. It is the Executive Committee and Administration's goal to find a way to remain financially stable and continue to provide member municipalities with the high-quality services and programs that our membership has come to expect from us. For 2025, the mill rate is estimated to increase by 0.031, in addition to raising the fee ceiling to \$108,000 (estimated using the 2024 equalized assessments), and an increase of the fee floor to \$5,000.00. As we await the official 2025 equalized assessment numbers from the Province of Alberta, there will be an opportunity to review the proposed changes and adjust them accordingly.

We have thoroughly reviewed the operational costs, and the Executive Committee has determined a financial goal of guaranteeing that the organization's fixed expenses (payroll, benefits, utilities, insurance, software, professional services, etc.) are covered by the annual membership fees. The Executive Committee's long-term goal for moving forward is for the fixed operating expenses to be fully covered by membership fees within three years. The Executive Committee acknowledges that the proposed plan is aggressive, but it is important for the organization to develop a new financial stability plan to ensure that our members can continue to have the planning, subdivision, and GIS services which we have provided to our members over the last 69 years.

We want to make certain that our members know that a large amount of time and discussion was put into reviewing several scenarios and financial plans, and that these proposed changes are not being implemented lightly. Our intention, moving forward, is to conduct large-scale financial reviews, like the one completed this Fall on a regular basis. The Executive Committee believes that a 3-year financial plan will help to ensure the organization's viability and assist the member municipalities with future budget planning.

We understand that an increase in fees can be challenging and that all industries, including municipal government, are feeling the financial pressures of the current economic climate. We want to assure our membership that a great deal of consideration has gone into this decision and that we appreciate the loyalty and support that we have received since ORRSC's inception. ORRSC remains dedicated to providing exceptional value to our members.

The proposed 2025 Budget will be presented to the Board of Directors at our Organizational Meeting on December 5, 2024.

If you have any questions or concerns regarding this change, please do not hesitate to contact Lenze Kuiper, Chief Administrative Officer, or one of the Executive Committee members as detailed below.

Lenze Kuiper, Chief Administrative Officer  
403-329-1344     [admin@orrsc.com](mailto:admin@orrsc.com)

Gord Wolstenholme, Chair (Town of Fort Macleod)  
[wooly@telusplanet.net](mailto:wooly@telusplanet.net)

Don Anderberg, Vice Chair (Town of Pincher Creek)  
[danderberg@pinchercreek.ca](mailto:danderberg@pinchercreek.ca)

Scott Akkermans (Town of Coalhurst)  
[sakkermans@coalhurst.ca](mailto:sakkermans@coalhurst.ca)

David Cody (County of Warner)  
[dcody@warnercounty.ca](mailto:dcody@warnercounty.ca)

Christopher Northcott (Vulcan County)  
[christopher.northcott@vulcan.ca](mailto:christopher.northcott@vulcan.ca)

Brad Schlossberger (Town of Claresholm)  
[brad.schlossberger@claresholm.ca](mailto:brad.schlossberger@claresholm.ca)

Neil Sieben (Town of Raymond)  
[sieben@raymond.ca](mailto:sieben@raymond.ca)



---

Gord Wolstenholme, Chair



---

Lenze Kuiper, Chief Administrative Officer

PLEASE JOIN US FOR OUR ANNUAL



*Awards*  
CEREMONY  
& CHRISTMAS DINNER

DRESS IN YOUR HOLIDAY BEST AND JOIN US  
FOR A CELEBRATION.

SATURDAY,  
DECEMBER  
2024

7

5:30 PM - Cocktails  
6:00 PM - Dinner Served  
7:00 PM - Awards Ceremony

607 HIGHWAY AVENUE NORTH,  
PICTURE BUTTE, AB T0K 1V0



## PROJECT UPDATE

Attention to: THE SAEWA BOARD AND MEMBERS

From: SAEWA Executive

Date: November 01, 2024

### BACKGROUND

SAEWA MISSION:

***The Southern Alberta Energy from Waste Association (SAEWA) is a coalition of waste management jurisdictions with an interest in implementing technologies to recover energy from residual waste and reduce long-term reliance on landfill disposal.***

PROJECT OVERVIEW:

The SAEWA Board on April 28, 2024 did appoint the SAEWA Executive as the Technology Vendor selection committee providing the team of six (6) to invite technology vendors who have expressed their interest in meeting with SAEWA to present them with their background and qualifications as an energy-from-waste technology vendor to be considered for development of an Energy-from-Waste Facility in the southern Alberta membership footprint.

The SAEWA Executive have met with the candidates several times during this process in effort of going through a rigorous review interview screening process. All parties have been presented with the same series of questions as they relate to location, waste tonnage requirements, transportation challenges, carbon strategies, financial investment models, water and environmental requirements. During this process nine (9) candidates were narrowed down to a short-list of three (3).

The SAEWA Executive did provide the SAEWA Board with a short-list of three (3) technology vendor candidates as a result of the process, and they are VARME, SUSTANE, and GREEN GLOBAL / VIKING NORTH ENVIRONMENTAL.

The SAEWA Board did receive presentations by all three (3) short-listed candidates upon their request. These presentations to the board were completed on October 25, 2024. The Board did request formal proposals from the three (3) candidates in-order to move forward with a secure procurement process with the intention of selecting a preferred candidate by the date of November 30, 2024. The SAEWA Executive will meet on November 15, 2024 to put together an executive summary to present to the SAEWA Board in recommendation of a Technology Vendor.

A copy of the Request for Proposal submitted to the short-listed Technology Vendors on November 1, 2024 is attached for your reference.

-  
- **Appendix A** -



## REQUEST FOR PROPOSAL

Attention to: SUSTANE  
From: SAEWA  
Date: November 01, 2024

### BACKGROUND

#### SAEWA MISSION:

***The Southern Alberta Energy from Waste Association (SAEWA) is a coalition of waste management jurisdictions with an interest in implementing technologies to recover energy from residual waste and reduce long-term reliance on landfill disposal.***

#### PROJECT OVERVIEW:

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**Southern Alberta Energy from Waste Association**  
www.saewa.ca

**Southern Alberta Energy from Waste Association**  
www.saewa.ca

PROPOSAL REQUIREMENTS:

The expectation of SAEWA is to receive a short-form proposal from the three (3) short listed technology vendors. This will assist the SAEWA Executive with their task of making a recommendation to the SAEWA Board for whom they feel confident will take the SAEWA mission to concept successfully.

The proposal will be required to meet the objective of building a strong business case as to why you should be selected as the preferred Technology Vendor to enter into a Memorandum of Understanding with SAEWA to develop an EFW Facility within the southern Alberta member footprint.

Critical points of reference in order of priority:

1. Estimated tipping fee
2. Minimum waste tonnage required
3. Funding Model
4. Estimated MOU Timeline
5. Estimated Timeline for Letter of Intent
6. Footprint
7. CV / project lead /s and contact information

We look forward to receiving your proposal by November 14, 2024 end of day.

MTN E202411.04

## Keith Davis

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**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** Thursday, October 31, 2024 9:24 AM  
**To:** Keith Davis  
**Subject:** Provide your input on the 2024 Outstanding Resolutions  
**Attachments:** ABmunis 2024 Outstanding Resolutions 20241030.pdf

Dear Mayor, Councillors, and CAOs:

Due to the high number of resolutions brought forward by members this year and the lengthy debate on some of the resolutions at ABmunis 2024 Convention, the resolutions session ended before members could debate and vote on all the resolutions. This was a unique and unfortunate outcome. That said, ABmunis was prepared for this type of scenario as section 45 of our [Resolutions Policy](#) specifies that resolutions not debated at a resolution session due to lack of time are to be considered by ABmunis Board of Directors.

Before our Board votes on the six outstanding resolutions, we want to make sure you have an opportunity to share your views on those six outstanding resolutions, which are presented in the **attached Resolutions Book**. You have two options to share your views with our Board:

### 1. Provide Input in Writing

Elected officials of Regular Member municipalities may submit input in writing to [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca) by **November 18, 2024**. Any written input must include your name, position, and municipality, and a reference to the resolution number(s). Written input does not require the endorsement of your council, similar to how members can speak and vote on resolutions at ABmunis Convention.

### 2. Provide Input via Webinar

Elected officials of Regular Member municipalities may speak to the Board and provide input through poll questions during a webinar on **November 28, 2024 at 12:00 – 1:30 p.m.** The process for this online engagement is outlined on page 3 of the attached Resolutions Book for the 2024 Outstanding Resolutions. [Register to attend the webinar](#).

CAOs and administrators may attend the webinar but are ineligible to speak or participate in the Zoom polls.

### **What happens after the webinar?**

After the webinar and a review of the written input, the ABmunis Board will vote on each of the outstanding resolutions at an upcoming Board meeting to determine if the resolutions will form part of ABmunis' advocacy efforts. ABmunis will report back to members on the Board's decision by January 2025.

To avoid this scenario in the future, our Municipal Governance Committee and Board will be reviewing our Resolutions Policy to explore the opportunity for improvements.

We look forward to receiving your written input on the outstanding resolutions by November 18 or hearing your remarks at the November 28 webinar. If you have any questions about this process, please email our Advocacy Team at [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca).

Thank you for your support and participation in our resolution process.

E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

# 2024 Outstanding Resolutions



 **Alberta  
Municipalities**  
Strength  
In Members

October 30, 2024

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# Background

On September 26, 2024, Alberta Municipalities (ABmunis) hosted its annual resolutions session at ABmunis' 2024 Convention. Twenty-seven resolutions were submitted for consideration. Due to the high number of resolutions and the lengthy debate on some resolutions, the Resolutions session ended before members could debate and vote on all resolutions, leaving six outstanding. Per section 45 of ABmunis' [Resolution Policy](#), resolutions which are not debated at a Resolutions session are to be considered by ABmunis' Board of Directors following Convention.

# How to Provide Input on the 2024 Outstanding Resolutions

Recognizing the unique circumstances, ABmunis Board is interested in receiving input from members before the Board determines whether any of the outstanding resolutions should form part of ABmunis' advocacy. The following outlines how Regular Member elected officials can provide their views on each of the outstanding resolutions.

## Provide Input in Writing

Elected officials of Regular Member municipalities may submit input in writing to [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca) by **November 18, 2024**. Written submissions must indicate the person's name, position, and municipality and clearly label which resolution the member is addressing by referencing the resolution number. Written input does not require the endorsement of council, similar to how members can speak and vote on resolutions at Convention.

## Provide Input via Webinar

Elected officials of Regular Member municipalities may attend a webinar where you will have the opportunity to speak to the Board and give input through poll questions. Administrators may attend only as observers.

### Webinar Date & Time

- Date: November 28, 2024
- Time: 12:00 – 1:30 p.m. — [Register for the webinar](#).

### Webinar Process

The webinar will be held using Zoom and involve the following process:

1. The mover of a resolution will have 2 minutes to make opening remarks.
2. Members who wish to speak to a resolution must click the "Raise Hand" button. The Moderator will call on each speaker in order.
  - Speakers will have up to 1 minute to make a comment or raise a question. After 1 minute, the speaker's microphone will be muted.
3. The moderator will end discussion on a resolution after 10 minutes.
4. At the end of discussion, ABmunis will launch a Zoom Poll where members can indicate their opinion on whether the Board should advocate on the issue.

**NOTE: The result of the Zoom Poll does not represent a binding vote because the webinar does not meet the formal requirements of a resolution session and quorum of members. The Zoom Poll is solely intended to provide guidance to ABmunis' Board who has final discretion per ABmunis policies.**

## Amendments

If you wish to put forth an amendment, you must submit the proposed amendment in writing by **November 18, 2024** to [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca). ABmunis Board will consider any proposed amendments when it votes on the outstanding resolutions.

# 2024 OUTSTANDING RESOLUTIONS

The outstanding resolutions all relate to  
Category C – Other Issues of Potential Interest to Municipalities

## C3: Fires on Frozen Lakes

Moved by:	Town of Sylvan Lake
Seconded by:	Summer Village of Jarvis Bay
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Environment
Status:	Outstanding – To be determined

---

**WHEREAS** fires directly lit on the surface of frozen lakes results in significant environmental damage due to the debris left behind, including materials such as garbage, tires, and pallets containing nails;

**WHEREAS** the debris from fires directly lit on the surface of frozen lakes poses a threat to the ecosystem of Alberta lakes and surrounding areas, particularly upon melting, when it enters the lake and contributes to environmental pollution;

**WHEREAS** the current regulatory framework lacks specific provisions to regulate fires directly lit on frozen lakes, necessitating the development of a new regulation to address this emerging environmental challenge;

**WHEREAS** there is an urgent need for a regulation to address this issue and prevent further harm to the environment; and

**WHEREAS** collaborative efforts between municipalities, the provincial government, and other stakeholders have proven effective in addressing environmental concerns in the past.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta to develop, implement, and enforce, a regulation that mandates fires be contained within raised containers to mitigate the risk of debris contamination and to prevent environmental damage caused by fires directly lit on the surface of frozen lakes.

### **BACKGROUND:**

The practice of burning fires directly on the surface of frozen lakes, as observed in Sylvan Lake and surrounding areas, has raised concerns due to the environmental damage caused by the debris left behind. The debris often contains harmful materials such as nails, garbage, and tires, posing a significant risk to the ecosystem upon melting. While efforts have been made to address this issue through existing channels, such as 310-PARKS, the current system has proven ineffective in resolving the problem.

To mitigate the environmental impact of fires on frozen lakes, it is imperative to develop a regulation mandating fires be contained and removed when the user concludes their time on the lake. This regulation would not only prevent debris contamination, but also facilitate effective enforcement measures to ensure compliance.

By working collaboratively with relevant stakeholders, including municipalities, the Government of Alberta can address this pressing environmental concern and safeguard the integrity of Alberta's natural resources.

### **ALBERTA MUNICIPALITIES' COMMENTS:**

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Environment and Sustainability Committee within the context of other priorities and positions.

## C4: Increase Capital Funding for Accessible Playgrounds for All New, Replacement or Renovated Alberta Public Schools with K-6 Programming

Moved by: City of Spruce Grove  
Seconded by: Village of Amisk  
Category: C – Other issues of potential interest to Alberta municipalities  
Subject: Social  
Status: Outstanding – To be determined

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**WHEREAS** the Government of Alberta announced in June 2020 that any new school with K-6 programming will have funding for a playground included in their capital budgets;

**WHEREAS** the Government of Alberta provides grant funding of up to \$250,000 per school to support the construction of a playground for new or replacement schools; school communities that wish to exceed \$250,000 can use fundraising to supplement the project;

**WHEREAS** significant fundraising is often required above the Government of Alberta grant funding with schools<sup>1</sup> reaching out to municipalities for additional funding due to insufficient provincial funding for accessible playgrounds;

**WHEREAS** accessible playgrounds are built to accommodate children of all abilities enabling youth with or without disabilities, their parents, and caregivers to fully participate in all aspects of the playground;

**WHEREAS** accessible playgrounds require additional funding, above what non-accessible playgrounds cost;

**WHEREAS** many municipal governments are working towards increasing accessibility in their communities through various measures such as accessibility policies and accessible playground standards for developers;

**WHEREAS** there is no mechanism that mandates accessible school playgrounds; and

**WHEREAS** school play time and playgrounds are vital to childhood development, which includes the development of gross motor skills, social interactions, and creativity.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta to increase capital funding for all new, replacement, or renovated public schools with K-6 programming to enable the construction of accessible playgrounds to ensure that students with disabilities have equal development opportunities.

### **BACKGROUND:**

In 2021/2022, there were 745,770 K-12 students in Alberta with approximately 14% having a coded status that can be related to an identified disability.

Municipalities across the province recognize the importance of creating welcoming, inclusive, and accessible communities. Several municipalities in Alberta have accessibility policies in place or under development; however, school playgrounds are provincially mandated, and therefore excluded from any municipal accessibility policies.

This resolution aligns with Alberta Municipalities' Welcoming and Inclusive Communities (WIC) Initiative, which aims to help municipalities adapt to and celebrate the increasing diversity of Alberta's population. The WIC Initiative works

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<sup>1</sup> In the context of this resolution 'schools' refer to school jurisdictions eligible for Government of Alberta capital funding which include a public, separate or Francophone grouping of schools governed by an elected school board.

## 2024 Outstanding Resolutions

to create communities where all residents and visitors enjoy a sense of belonging and where diversity adds to the social and economic vibrancy of the community, improving the quality of life for all residents, including people with disabilities.

Currently, school boards are eligible for Government of Alberta grant funding for playgrounds either through Alberta Education or Alberta Arts, Culture and Status of Women; however, school authorities and their fundraising societies are not eligible to receive funding from both sources:

- Alberta Education provides up to \$250,000 for playgrounds, through capital grant funding for new and replacement schools. Schools can use their fundraising societies to supplement playground construction builds that exceed \$250,000.
- Alberta Arts, Culture and Status of Women provides grant funding through the Community Facility Enhancement Program (CFEP) of up to \$125,000 to support the construction of a school playground. Matching funds are required, and funding can be used for new, replacement or renovated schools.

Alberta public sector entities have a history of advocating for additional capital school funding:

- In 2014, the Town of Penhold put forward the Provincial Support for School Development resolution requesting “that the Government of Alberta, when developing new schools, fulfill the role of a contractor and share the costs associated with the development of the lands for the placement of a school structure”.
- In 2017, Edmonton Public School Board successfully advocated to the Government of Alberta for funding playgrounds to be committed to in the 2020 Budget proportional to the new schools announced. In June 2020, the Government of Alberta announced that any new school with K-6 programming would have funding for a playground included in their capital budgets.

Alberta interest groups have a history of advocating for consistent accessibility standards:

- The Alberta Advocate for Persons with Disabilities is working towards a proactive approach towards reducing barriers and improving opportunities for those with disabilities.
- The Alberta Ability Network (AAN) is a collaboration of 170 organizations and community advocates located in Alberta, working together to address systemic barriers facing persons with disabilities, and has advocated to the province for mechanisms for enforcement of accessibility standards in the province.

### **ALBERTA MUNICIPALITIES' COMMENTS:**

This issue relates to ABmunis' Welcoming and Inclusive Communities initiative to support all residents to have equitable access to services and facilities, but ABmunis does not currently have a position on whether the province should create a funding system that enables the construction of accessible playgrounds at all K-6 schools. If the resolution is passed, it will be forwarded to the Government of Alberta for response and further advocacy recommended to ABmunis' Board by the Infrastructure Committee within the context of other priorities and positions.

## C5: Doubling Speed Fines in Playground Zones and School Zones

Moved by:	City of Calgary
Seconded by:	Village of Duchess
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Social
Status:	Outstanding – To be determined

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**WHEREAS** ensuring the safety of children, particularly in playground zones near schools, is paramount due to their heightened vulnerability to traffic-related risks;

**WHEREAS** various public entities, including school boards and parent councils have voiced concerns regarding speeding and pedestrian safety, underscoring the urgency for additional protective measures;

**WHEREAS** other jurisdictions, such as Nova Scotia, British Columbia, Quebec, and Ontario, have successfully implemented measures to double speeding fines in school zones;

**WHEREAS** Alberta has already doubled fines for other vulnerable road users such as when workers are present in construction zones or when passing first responders; and

**WHEREAS** the provincial government holds responsibility for the Traffic Safety Act and associated regulations/specified penalties, including the establishment of school and playground zones with reduced speed limits to safeguard children's well-being.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act to improve safety within designated school zones and playground zones through measures such as double fines for speeding offenses or adjusting demerits to encourage improved compliance.

### **BACKGROUND:**

This issue affects all Alberta municipalities with school zones and/or playground zones. According to a study cited by the Global Road Safety Partnership<sup>1</sup> increasing speeding fines by 50-100 per cent can result in a 15 per cent decrease in violations.

Given the alignment with existing provincial legislation intended to protect vulnerable road users, and the potential to help reduce safety incidents in school zones and playground zones, this resolution should be given a high priority.

While prioritizing the safety of road users in school zones and playground zones does not specifically align with strategic initiatives listed in Alberta Municipalities' 2024 Business Plan, it does align with the general strategy of prioritizing and building common solutions that strengthen municipalities.

Advocacy to increase fines for speeding in school and playground zones was addressed by Alberta Municipalities through a 2011 resolution sponsored by the City of Grande Prairie. Alberta Transportation responded that they were not pursuing an increase in fine amounts at that time. There does not appear to be any other associations or groups acting on this issue currently.

### **ALBERTA MUNICIPALITIES' COMMENTS:**

ABmunis does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to the ABmunis Board by the Safe and Healthy Communities Committee within the context of other priorities and positions.

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<sup>1</sup> Sakashita, C. Fleiter, J.J, Cliff, D., Flieger, M., Harman, B. & Lilley, M (2021). A Guide to the Use of Penalties to Improve Road Safety. Global Road Safety Partnership, Geneva, Switzerland.

## C6: Coverage of Mandatory Drivers' Medical Exam Fees for Albertans Aged 75 and Older

Moved by: City of Cold Lake  
Seconded by: Town of Bonnyville  
Category: C – Other issues of potential interest to Alberta municipalities  
Subject: Social  
Status: Outstanding – To be determined

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**WHEREAS** mandatory driver medical exams for Albertans aged 75 years and older were covered by the Alberta Health Care Insurance Plan until 2020;

**WHEREAS** many Albertans aged 75 years and older live on a fixed income and are disproportionately impacted by new and increasing personal expenses;

**WHEREAS** the ability to maintain a driver's license impacts an individual's independence, his or her ability to efficiently attend medical appointments, and care for themselves as well as their families;

**WHEREAS** seniors who are not able to drive increasingly rely on municipal services, including accessible transportation, door-to-door bus services, and medical travel subsidies; and

**WHEREAS** it is in Alberta's best interest to encourage and support independent, active, and healthy seniors who are able to age in their communities with dignity and a high quality of life.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to reinstate Alberta Health Care Insurance Plan coverage for mandatory driver medical exams for Albertans aged 75 years and older.

### **BACKGROUND:**

In 2020, the Government of Alberta removed mandatory driver medical exams from the Alberta Health Care Insurance Plan (AHCIP) as a cost-saving measure. Amongst the reasons cited for the change was that Alberta was the only province to cover such costs.

Alberta's 2024-25 budget contains measures intended to assist seniors with rising costs, including a 25% reduction in personal registry services and a 25% coverage of the cost of mandatory medical exams. These programs are acknowledged and commended by the movers of this resolution as a meaningful step that will reduce the cost of living and help to maintain the independence of Alberta's seniors.

Given the recent and unprecedented rise in the cost of living, and the disproportionate affect that cost of living increases have on people as they age and are more likely to rely on a fixed income, however, it is requested that the Government of Alberta consider resuming its position as a leader in providing access to mandatory drivers' medical exams for its residents aged 75 years and older.

Mandatory drivers' medical exams are required at the age of 75, 80, and every two years thereafter. The requirements for such mandatory drivers' exams are, of course, reasonable given that changes in people's health can impact their ability to drive safely and are more likely to occur as people age.

The costs, however, are not consistent across the province and can range up to \$150, a 75% increase over the rate that was covered under the AHCIP, which was \$85.58. The movers of this resolution feel that it is in our province's best interest to ensure that each Albertan can live as independently as possible where they are able and willing to do so. Significant fees for mandatory drivers' medical exams can represent a barrier to maintaining a driver's license for healthy Albertan's aged 75 and older who would otherwise be medically cleared to drive.

## 2024 Outstanding Resolutions

The Government of Alberta has noted that the population of seniors in Alberta continues to rise faster than any other age group. According to the Government of Alberta's website, in September 2022, there were 725,000 Albertans over the age of 65 years. That number is expected to double by 2042. Ensuring that Albertans aged 75 and up can afford to maintain their driver's license will also ensure that a greater number of Albertans are able to remain active participants in the communities in which they plan to age. Maintaining independence will mitigate social isolation and exclusion, which the Government of Alberta notes "... can be a significant issue for many seniors and can lead to negative health effects including depression and a reduced sense of well-being." (<https://www.alberta.ca/seniors-resources>)

The benefits of independence and independent mobility that come with maintaining a driver's license are magnified in the context of rural and remote communities. Many seniors living in a rural or remote context must travel to Alberta's larger centres for health care appointments. If these trips cannot be made independently, the burden often falls on public services or more expensive private transportation options.

### **ALBERTA MUNICIPALITIES' COMMENTS:**

ABmunis does not currently have a position on this issue. On June 18, 2024, the Government of Alberta announced that seniors over 65 years of age now receive a 25 per cent discount on driver's medical exams<sup>1</sup>; however, this does not meet the intent of the resolution that seniors should receive full coverage under the Alberta Health Care Insurance Plan.

If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Economic Strategy Committee within the context of other priorities and positions.

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<sup>1</sup> Government of Alberta June 18, 2024 News Release: "Another registry discount for seniors." <https://www.alberta.ca/release.cfm?xID=90536BB2B13FF-ADDE-CF3F-70AF076F9D229090>

## C7: Alberta Learner's Licence Program Review

Moved by:	City of Brooks
Seconded by:	Town of Sexsmith
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Economic
Status:	Outstanding – To be determined

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**WHEREAS** the ability to drive impacts the livelihood of individuals who do not have access to public transportation to go to and from work and other daily needs, especially in rural Alberta;

**WHEREAS** the Province of Alberta possesses the most restrictive Learner's Licence Program in Canada;

**WHEREAS** within the Government of Alberta's Learner's Licence Program, a Class 7 Learner's Licence is the first step to legally driving a vehicle per Alberta's Graduated Driver Licensing (GDL) program;

**WHEREAS** for the first year, a driver with a Class 7 Learner's License may only operate a vehicle if there is a passenger present who is over 18 years old and has a full Class 5 driver's license or higher;

**WHEREAS** after one year with a Class 7 Learner's License, a driver can complete a series of tests and upgrade to a Class 5 GDL, which no longer requires a licensed passenger, but still carries various restrictions; and

**WHEREAS** in Alberta, it takes up to three years to get a full, non-GDL Class 5 Driver's Licence.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Provincial Government to review its Learner's Licence Program for legislative changes which includes shortening the Class 7 Learner's Licence period from twelve months to eight months for those 16 years of age and older who take an approved and accredited driver's training course.

### **BACKGROUND:**

In Alberta, there is no ability to shorten the Class 7 Learner's Licence period by taking driver's training. For those 16 and over, the process requires a minimum of twelve months before a road test can be completed to obtain a Class 5 GDL, which enables the license holder to drive without a licensed passenger present.

If a person is 16 years or older when they apply for a driver's license, Alberta's GDL system requires:

1. At least one year with a Class 7 license, which requires the driver to travel with a passenger in the front seat who has a full Class 5 license.
2. After one year, the driver may complete a road test and receive a Class 5 GDL, which allows them to drive without a licensed passenger, but other restrictions still apply.
3. A driver with a Class 5 GDL may only upgrade to a full Class 5 license after they have driven with a Class 5 GDL for at least two years and have had no license suspensions or demerits in the last year. However, a driver can reduce the time they hold a Class 5 GDL by six months if they complete an accredited Class 5 driver training school.<sup>1</sup>

If a person is under 16 years old when they apply for a Class 7 learner's license, they will not be eligible to upgrade to a Class 5 GDL until they turn 16 years old.

In most provinces, individuals with a Class 7 Learner's Licence have the opportunity to shorten the required time period to obtain a full Class 5 Driver's Licence by way of an approved and accredited driver's training course that teaches the fundamentals of driving, both in theory and practicality. Should a new driver be successful in completing

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<sup>1</sup> Steps to getting an Alberta driver's licence <https://www.alberta.ca/get-drivers-licence-steps>

## **2024 Outstanding Resolutions**

the approved and accredited driver's training course, the driver is able to cut down their probation time anywhere from 12 months to eight months (and even six months in some provinces).

If the Province of Alberta reduced the Class 7 Learner's Licence period with the approved and accredited driver's training course, it would certainly mean safer roads, as it is witnessed too often that Class 7 drivers are driving with individuals who they themselves barely know how to drive or just sit there as a passenger rather than someone who is to be providing supervision. In addition, a lot of Class 7 drivers continue to hold their Class 7 Learner's Licence for a number of consecutive years which is attributed to failing road tests, as the driver likely had no real training and or good supervision.

Giving Albertans the option to take a driver's training course that not only goes over the theory of driving, but the fundamentals of actually driving is crucial to the individual's development as a driver and fellow road user.

Furthermore, it is a great incentive for people to obtain their Class 5 GDL within a shorter period of time, which is so important in aiding in municipal economies, as new opportunities will arise for business across the province. This will also provide an opportunity for those who want to do better and learn how to be better drivers because of it. Drivers may even qualify for cheaper insurance rates with having a driver's training course on file as well.

### **ALBERTA MUNICIPALITIES' COMMENTS:**

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Economic Strategy Committee within the context of other priorities and positions.

## C8: Review of Provincial Animal Protection Act

Moved by: City of Airdrie  
Seconded by: Town of Didsbury  
Category: C – Other issues of potential interest to Alberta municipalities  
Subject: Governance  
Status: Outstanding – To be determined

---

**WHEREAS** Alberta's Animal Protection Act (APA) is a crucial legislative framework designed to safeguard the welfare of animals within the province;

**WHEREAS** it is imperative to periodically reassess and update existing legislation to ensure it remains effective and aligned with current standards and Alberta's APA has not been substantially changed since 2006;

**WHEREAS** the current version of the legislation does not differentiate between commercial and companion animals;

**WHEREAS** societal attitudes and norms have changed, new challenges and risks have emerged and best practices for animal protection may be enacted;

**WHEREAS** municipalities play a pivotal role in enforcing animal welfare laws within our jurisdictions; and

**WHEREAS** Alberta's outdated APA lacks clear guidance for when peace officers are empowered to act and what enforcement mechanisms are available such as cases where companion animals are in the care of an animal shelter, rescue, or humane society.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate to the Government of Alberta for a comprehensive review and update of Alberta's Animal Protection Act.

### **BACKGROUND:**

The landscape of animal welfare is dynamic, with new challenges and risks constantly emerging. Public attitudes towards animals and their treatment have undergone significant transformation in recent decades, with an increasing emphasis on compassion, empathy, and ethical stewardship.

Under the current Animal Protection Act (APA) there is no differentiation between commercial and companion animals. This distinction is necessary to provide appropriate guidelines for care and welfare enforcement. Commercial animals can include horses, cattle, sheep, swine and live poultry but usually, they are animals raised for meat production or other products from the animals. A companion animal could be anything that is not a commercial animal, but most commonly include dogs and cats.<sup>1</sup> While a review of the APA may include changes that impact commercial animals, this resolution allows for better protection of companion animals.

In 2006, a major revision to the APA was enacted, only the second update since its inception in 1967. A comprehensive review of the APA is now needed to identify and rectify deficiencies in the legislation, ensuring that it provides clear guidance and consistent enforcement mechanisms across municipalities in dealing with companion animals.

Modernizing legislation and regulation around kennels and rescues is critical to ensuring the welfare and safety of animals in these facilities. With the growing prevalence of companion animals and the increasing demand for adoption and boarding services, outdated regulations fail to address emerging challenges and protect vulnerable animals. Clear and comprehensive regulations can establish standards for housing, care, and hygiene, ensuring that companion animals are provided with adequate nutrition, medical attention, and living conditions. Additionally,

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<sup>1</sup> Province of Manitoba, Animal Care Act. [https://web2.gov.mb.ca/laws/statutes/ccsm/\\_pdf.php?cap=a84](https://web2.gov.mb.ca/laws/statutes/ccsm/_pdf.php?cap=a84)

## 2024 Outstanding Resolutions

updated regulations can mandate regular inspections, licensing requirements, and transparency measures, enabling authorities to monitor compliance and intervene promptly in cases of neglect or abuse.

In addition, over the past decade Alberta has witnessed a significant shift in online animal sales. The increase of online marketplaces, social media platforms and unregulated transactions has transformed the way companion animals are bought, sold, and traded, presenting both opportunities and risks for animal welfare and regulation. While reputable breeders and licensed sellers may utilize online channels to connect with potential buyers, there has also been a surge in informal or backyard breeding operations advertising animals for sale online. These sellers may operate without proper licensing, veterinary oversight, or adherence to animal welfare standards, raising concerns about the welfare and health of the animals involved.

Additionally, the anonymity and convenience of online platforms have created challenges for enforcement agencies tasked with monitoring and regulating animal sales. Unlike traditional brick-and-mortar pet stores or breeding facilities, online sellers can easily avoid scrutiny and oversight, making it difficult to ensure compliance with existing regulations. This lack of transparency and accountability poses risks not only to animal welfare but also to consumer protection, as buyers may unknowingly purchase animals from disreputable sources.

Municipalities play a pivotal role in enforcing animal welfare laws within our jurisdiction. By revisiting the APA, the province can streamline enforcement procedures, provide additional resources, and enhance collaboration between municipalities and provincial authorities, improving compliance with animal welfare standards.

A local business in Airdrie, which was operating as a dog rescue organization, was recently charged under the APA. With complaints dating back to 2016, Airdrie Municipal Enforcement in partnership with the Alberta SPCA seized a large number of dogs in varying states of distress due to the care conditions at the facility. Under the authority of the APA, peace officers are empowered to act when animals are in distress; however, challenges exist as the Act does not provide direction on animal care standards for shelters, rescues, or Humane Societies. Additionally, there are no requirements for registration or oversight of organizations who provide sheltering and care for animals.

In recent years, several Canadian provinces, including British Columbia and Ontario, have taken significant steps to strengthen their animal protection legislation, reflecting a growing recognition of the importance of safeguarding animal welfare. Manitoba's legislation<sup>1</sup> stands out as an example with clear definitions, separation between commercial and companion animals and kennel regulations. The Alberta SPCA and other provincial animal welfare associations agree that the APA is lacking the necessary tools to truly protect animal welfare and could be engaged as stakeholders in the review process.

A comprehensive review of Alberta's APA is essential to ensure that it remains robust, relevant, and responsive to the evolving needs of companion animals and society. From incorporating scientific advancements to addressing enforcement challenges and fostering stakeholder engagement, such a review holds the potential to enhance animal welfare outcomes across the province.

### **ALBERTA MUNICIPALITIES' COMMENTS:**

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to the ABmunis Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

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<sup>1</sup> Province of Manitoba, Animal Care Act. [https://web2.gov.mb.ca/laws/statutes/ccsm/\\_pdf.php?cap=a84](https://web2.gov.mb.ca/laws/statutes/ccsm/_pdf.php?cap=a84)

**GENERAL  
INFORMATION ABOUT  
RESOLUTIONS**

# What is a resolution?

Alberta Municipalities (ABmunis) conducts an annual resolutions process that enables member municipalities to bring forward common issues and solutions and seek member approval to give direction to ABmunis' Board of Directors to advocate to the federal and provincial governments on members' behalf.

This process includes a resolutions session at ABmunis' annual Convention where Regular Members vote on resolutions that have been submitted by members. When a resolution is adopted by members, ABmunis takes action to develop and implement an advocacy strategy for each resolution.

As set out in ABmunis' [Resolutions Policy](#), for a resolution to be presented at ABmunis' Convention, the resolution must:

- address a topic of concern affecting municipalities on a regional or provincial level,
- be approved by the council of the sponsoring municipality, and
- be seconded by an additional municipal council of different sized population.

A resolution must not direct one or more municipalities to adopt a particular course of action or policy but must be worded as a request for consideration of an issue, including a call for action by ABmunis.

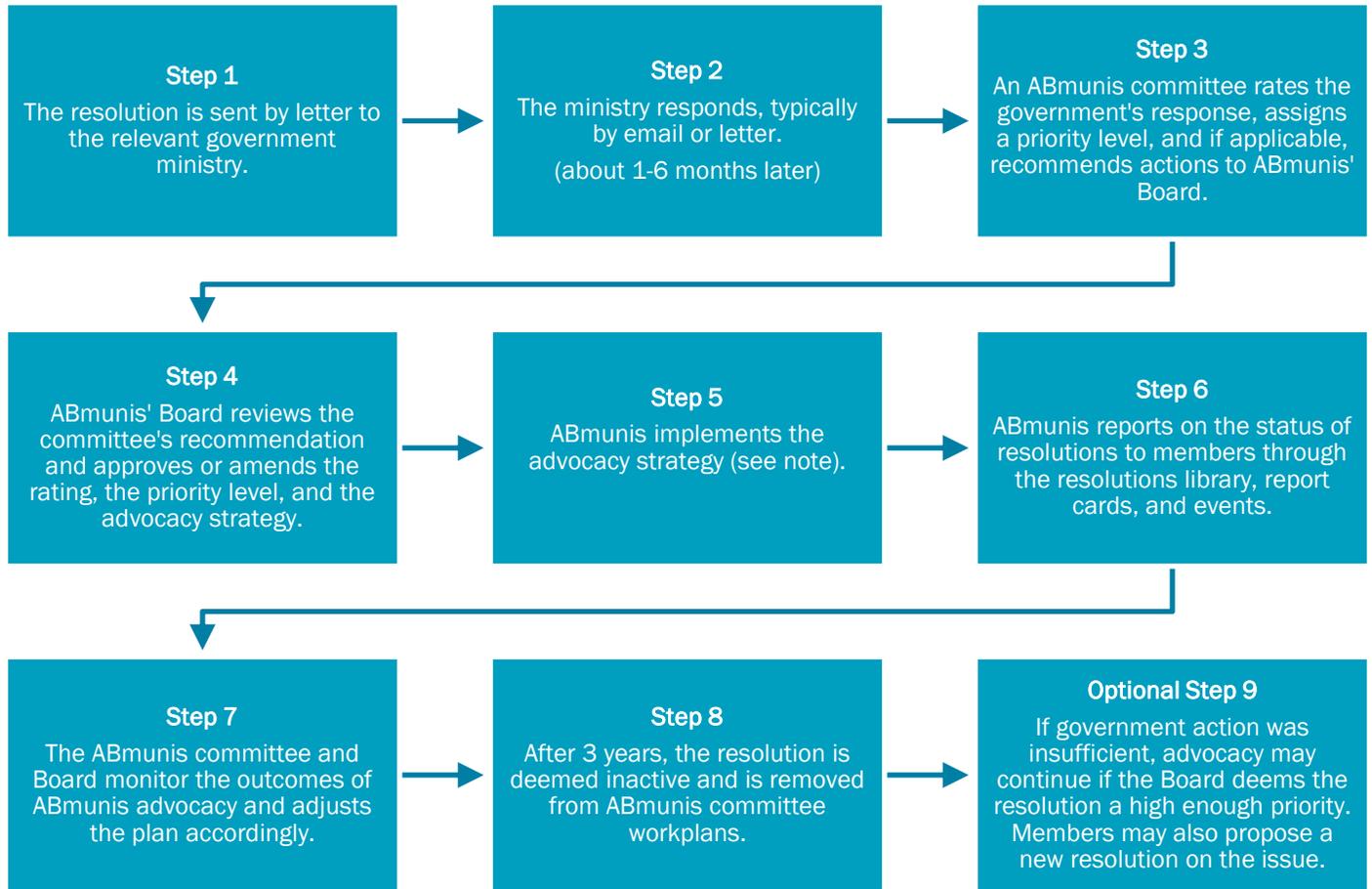
# How do I find the status of a resolution?

The status of all resolutions are posted in ABmunis' searchable [Resolutions Library](#) and the status of adopted resolutions can also be viewed in ABmunis' annual [resolution report cards](#).

# Adopted 2024 Resolutions

To view the 2024 resolutions that were adopted by members at ABmunis 2024 Convention on September 26, 2024, please refer to the [2024 Resolutions Results](#).

# What happens after members adopt a resolution?



Note: ABmunis' advocacy strategy will differ depending on the priority of the issue. If the Board deems a resolution to be a low priority, ABmunis will monitor the issue but may not take other action after sending the initial letter to the government. Whereas a resolution that is considered a high priority may lead to an advocacy strategy such as sending additional letters, seeking a meeting with a minister, premier, or senior staff, conduct research, strike an ad hoc working group, collaborate with other stakeholder organizations, engage media, conduct a public social media campaign, encourage members to take specific action, or other initiatives.



# Alberta Municipalities Strength In Members

## **Connect**

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Edmonton, AB T6E 6E6  
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# BOARD REPORT

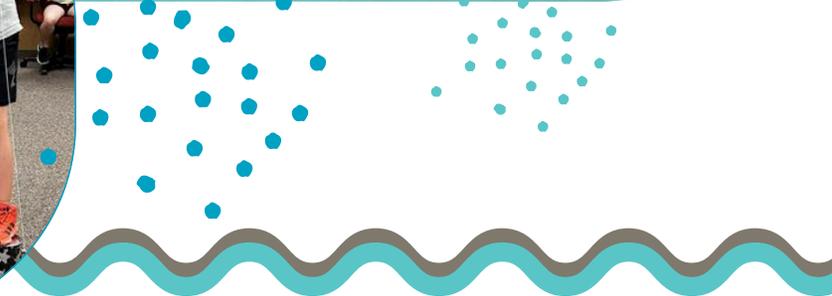


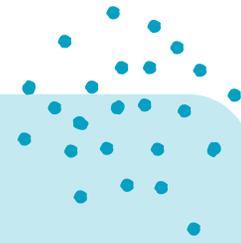
**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 1, 2024

## Summer Reading Program a Smashing Success!

The 2024 TD Summer Reading Club had a banner year, with over 1,200 young people registered for programs in Chinook Arch member libraries – an increase of 61% over 2023. There were over 300 programs offered in area libraries and in the community. Special thanks to SRP Coordinators Shayla and Morgan, who traveled 5,600 km to facilitate programs designed to keep kids reading over the summer break!





# Board Members Present

Corry Walk – Village of Arrowwood  
 Ron Gorzitza – Village of Barons  
 Marsha Jensen – Town of Cardston  
 Tom Nish – Cardston County  
 Blanche Anderson – Village of Carmangay  
 Terry Penney – Village of Champion  
 Stephen Pain – Village of Coutts  
 Doreen Glavin – Municipality of Crowsnest Pass  
 Jim Monteith (Treasurer) – Town of Fort Macleod  
 Sue French – Village of Hill Spring  
 Robin Harper – City of Lethbridge  
 Tory Campbell – Lethbridge County  
 Marie Logan (Vice Chair) – Village of Lomond  
 Darryl Christensen – Town of Magrath  
 Anne Michaelis – Town of Milk River  
 Christopher Northcott – Village of Milo  
 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  
 Chelsey Hurt – Town of Stavely  
 Justin Davis – Village of Stirling  
 Daniel Remfert – Town of Taber  
 Merrill Harris – Taber MD  
 Marilyn Forchuk – Town of Vauxhall  
 Doug Logan – Vulcan County  
 Derek Baron – Village of Warner  
 Morgan Rockenbach – County of Warner  
 Lesley Little – ID #4 Waterton  
 Maryanne Sandberg – Willow Creek MD  
 Brendan Cummins – LPL Resource Centre  
 Vic Mensch (Chair) – Ministerial Appointee

### Regrets

Kesley Hipkin – Town of Claresholm

### Not Present

Jane Johnson – Village of Barnwell  
 Jordan Sailer – Town of Coaldale  
 Lyndsay Montina – Town of Coalhurst  
 Linda Allred – Village of Glenwood  
 Kelly Jensen – Town of Raymond  
 Debra Wyatt – Town of Vulcan

# Chinook Arch Receives \$75,000 CIP Grant

Chinook Arch has received \$75,000 in matching funds in the form of a Community Initiatives Program grant. These funds will help to defray the cost of the server/storage upgrade that the Board had approved earlier in the year, and will help to preserve the Board’s Technology Fund. The Board acknowledges the Government of Alberta and Lethbridge East MLA and Minister of Affordability and Utilities Hon. Nathan Neudorf for his support of this application. Since its incorporation in 1992, Chinook Arch has raised almost \$9 million dollars to support and enhance library services in southwestern Alberta.

# Policies Reviewed

All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Borrowing Policy – governs the terms under which the Board may borrow funds for operations
- Confidentiality of Patron Records – governs how patrons’ personal information is used and protected by Chinook Arch
- Services for the Print Impaired – a required policy outlining how the Board will serve patrons who are unable to read traditional print material

## Contact Us

Chinook Arch Regional Library System  
 2902 7th Avenue North  
 Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



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



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

# News Release



November 1, 2024

## Regional Emergency Partnership to Enhance Readiness and Response Across the Region

LETHBRIDGE COUNTY – A new Regional Emergency Management Partnership Agreement between Lethbridge County, the Towns of Coalhurst, Nobleford, Picture Butte and the Village of Barons aims to enhance collaborative disaster preparedness and response in the region. This per-capita cost-sharing arrangement brings consistency and increased resources to emergency management across these communities.

The partnership's goals include:

- **Enhanced training opportunities:** Municipal staff will receive specialized training in managing large-scale disasters that could threaten our area, including wildfires, floods, hazardous material releases and more.
- **Streamlined processes:** Consistent emergency management procedures will be implemented across all member communities to improve coordination.
- **Cross-boundary response capabilities:** The agreement allows emergency management staff to respond in any member community when needed during significant incidents.

This partnership focuses on preparing for major disasters rather than routine emergencies, which will continue to be managed by each community's existing fire and EMS contracts. The next steps involve reviewing current emergency processes to identify gaps and organizing additional training for emergency management staff.

"Disasters don't have borders," says Reeve Tory Campbell. "A threat to our community will often affect one of our neighbours. We've signed on to this partnership because we see a real value in collaborating across the region and building strength and resilience together."

"The Village of Barons is so pleased to be signatories to the Regional Emergency Management Partnership with Lethbridge County, the Town of Coalhurst, Town of Picture Butte, and Town of Nobleford," says Barons Mayor Daniel Doell. "We've been working hard on this initiative for a few years now, and we are thrilled to see things coming together. The Village has always been committed to working together collaboratively and efficiently with our neighbouring communities, and this partnership is a direct reflection of this work. This partnership will stand to benefit our residents greatly, enhance training for our staff, increase overall preparedness, and build capacity in all of our organizations to respond to emergencies across the region. We are so excited to be a part of this program and look forward to its implementation."

“Disaster response requires significant resources that a single community may not have,” says Coalhurst Mayor Lyndsay Montana. “By linking arms with our regional neighbours, we are intentionally deepening our resource pools and preparing to face adversity from a much stronger, better equipped, and more collaborative position. This benefits all of us.”

“Our greatest strength as a group is our collaborative expertise,” says Nobleford Mayor Joan Boeder. “As smaller communities we must rely on our neighbours in emergency situations. As a team we are able to provide increased training, processes, and capabilities we would not have on our own. For this reason, we are excited to be part of this agreement that will keep the people in our communities safe.”

“It is wonderful that our communities have, once again, come together to work collaboratively together,” says Picture Butte Mayor Cathy Moore. “The Regional Emergency Management Partnership is another example of this. It is a needed collaboration that will assist all of our communities to have more expertise and to be better prepared to respond to emergencies. We look forward to working with our partners as we prepare to keep our residents safe if and when disaster hits our region.”



# ALBERTA INTERIM POLICE ADVISORY BOARD

Report to Municipalities, Police Governance Bodies,  
and Stakeholders

October 2024

# Alberta Interim Police Advisory Board Communiqué

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## Introduction

The purpose of this communiqué is to update municipalities, police governance bodies, and other stakeholders on the Alberta Interim Police Advisory Board’s work to date. This document provides an overview of the police funding model (PFM) implemented in 2019; Bill 6, the Police Amendment Act, which establishes a new system of police governance in Alberta; and Bill 11, the Public Safety Statutes Amendment Act, which establishes an independent police agency.

From its inception, the Interim Board has prioritized communicating and consulting with municipalities and existing police governance bodies. The Interim Board has endeavored to update stakeholders on the work it has undertaken, as well as solicit feedback through surveys and meetings to inform that work. All previous Interim Board communiqués are available on the [ABmunis policing hub](#).

## Alberta Interim Police Advisory Board

### *History and Background*

In December 2019, the Government of Alberta (GoA) introduced a new, five-year Police Funding Model (PFM) that applies to municipalities receiving police services from the RCMP under the Provincial Police Service Agreement (i.e. municipalities with populations under 5,000 and all municipal districts and counties). The following spring, the Minister of Justice and Solicitor General established the Alberta Police Advisory Board to give municipalities a stronger voice in setting RCMP policing priorities. The creation of this board aligned with Alberta Association of Police Governance (AAPG), Alberta Municipalities (ABmunis), and Rural Municipalities of Alberta (RMA) advocacy calling for municipalities to have greater oversight of policing, particularly now that they were paying directly for a portion of policing costs.

The Alberta Police Advisory Board was originally meant to be implemented in two phases; in the first year, an Interim Board would develop the structure and scope of the Advisory Board. On completion

of the Interim Board’s mandate, the work of the Operational Police Advisory Board would begin for a four-year term.

According to the [Terms of Reference](#) developed by Justice and Solicitor General, the Interim Board is made up of one representative from the AAPG Executive, four representatives from the ABmunis Board, and four representatives from the RMA Board.

Interim Police Advisory Board Current Membership

AAPG	ABmunis	RMA
Ian Sanderson Chair of the St. Albert Policing Committee	Tanya Thorn Mayor, Town of Okotoks, and Interim Board Chair	John Burrows Councillor, Woodlands County
	Tyler Gandam Mayor, City of Wetaskiwin	Paul McLaughlin Reeve, Ponoka County
	Krista Gardner, Councillor, Town of Calmar	Jason Schneider Reeve, Vulcan County
	Trina Jones Councillor Mayor, Town of Legal	Kara Westerlund Councillor, Brazeau County

The Interim Board was originally mandated with:

1. Developing the scope and terms of reference for the Operational Board.
2. Developing a recruitment and selection process for Operational Board members.
3. Developing governance documents for the Operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document.
4. Providing input, advice, and recommendations to the government and RCMP “K” Division on the buildup of the provincial police service.
5. Providing input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the Operational Board.

The Interim Board fulfilled its mandate one year later, with [recommendations on governance](#) submitted to the Minister of Justice and Solicitor General, in June 2021. At the end of 2021, the Board was notified that the Ministry would be providing financial and staff support to the Board but would not be moving forward with the recommendations.

In early 2022, a new Minister was appointed as Minister of Justice and Solicitor General and the Board requested that this Minister review and reconsider the Board’s recommendations. The new Minister directed the Board to provide advice on provincial policing priorities for 2023, as well as support the transition to an Operational Board.

In June 2022, the Board was notified that recruitment for an Operational Board would likely be delayed and asked whether the Interim Board members would be willing to continue to participate on the Board until an Operational Board could be established, using the GoA’s internal recruitment and selection process instead of the recommendations that the Board had previously provided.

AAPG, ABmunis, and RMA advised that they were willing to continue serving on the Interim Board, subject to the following conditions:

- Justice and Solicitor General provides administrative support to the Board and the Board Chair.

- The mandate of the Operational Board is amended to enable the Board to be effective in its advisory role and to determine its annual work plan.
- A new Terms of Reference for the Board is created.
- The Interim Board's recommendations related to governance of the Operational board are reviewed and the Ministry provides rationale for the direction it took regarding these recommendations.

Following the October 2022 UCP leadership race and the election of Danielle Smith as party leader, Mike Ellis, MLA for Calgary-West, was appointed as Minister of Public Safety and Emergency Services.

In early 2023, the Board was advised by the Public Safety and Emergency Services staff that:

- Minister Ellis was looking for us to proceed with previous support requests.
- A new Terms of Reference would be created.
- An administrative position was in the process of being hired.

The [updated Terms of Reference](#) was finalized by the Board in May 2023. The Board's new mandate was to:

- Provide ongoing input, advice, and recommendations to the GoA and RCMP "K" Division on policing in Alberta.
- Collaborate with the GoA and RCMP "K" Division to develop annual provincial policing priorities.
- Engage with the GoA and RCMP "K" Division to provide input, advice, and recommendations on any other issues, plans, or documents as determined by the GoA.
- Provide recommendations and advice on the buildup of PPSA resources from the PFM revenue during the Board's term.
- Serve as a communications conduit between all municipalities served by the RCMP through the PPSA and the GoA/RCMP "K" Division. This includes:
  - Regularly reporting to municipal associations and PPSA municipalities on the Board's activities and other policing-related information.
  - Regularly soliciting local input from PPSA municipalities and other relevant organizations on policing issues, initiatives, and priorities.
  - Distributing at least one annual survey to seek input from PPSA municipalities seeking input or further clarification on how they are seeing these priorities improved in their communities.
  - Distributing a survey every third year to aid the Board's input into the provincial policing priorities development process.
  - Working with the GoA and RCMP "K" Division to provide information to municipal associations and communities on how police funds were spent and the resulting outcomes.
  - Creating the Board's annual work plan to assist with the completion of deliverables.
  - Providing input into the next phase of the Provincial Policing Funding Model.
  - Aid and support the ministry in the transition from the Interim Board to a Permanent Board.

Throughout 2023 and 2024, the Board has continued to meet with the RCMP and Public Safety and Emergency Services staff to provide input into the 2023 provincial policing priorities and RCMP resource allocation (see Appendix A for more details on RCMP staffing).

In February 2024, Minister Ellis announced provincial policing priorities for the upcoming year for all policing in Alberta. Consequently, the Board determined that there was no need to survey our

members on any changes to the policing priorities in the RCMP Joint Business Plan. The Board has provided input into the Police Amendment Act Regulations and advised that the consultation period on PFM renewal is not sufficient given that this model will expire in March 2025. Following the Board's July 2024 meeting with Minister Ellis, we are waiting for an update from the Ministry on the Board's next steps, including timelines and deliverables.

## **Board Benefits and Challenges**

AAPG, ABmunis, and RMA acknowledge that participating on the Interim Board has been beneficial in building relationships with the RCMP and Ministry staff. The Deputy Commissioner and Commander of "K" Division, along with senior RCMP staff, have attended all Interim Board meetings and demonstrated a strong commitment to municipal engagement, at both the local and provincial level. AAPG, ABmunis, and RMA have noted several improvements to RCMP accountability and transparency since the establishment of the Interim Board, including:

- Standardized reporting and invoicing forms.
- Municipal education sessions on multi-year financial plans.
- The development of a performance evaluation framework for the RCMP Joint Business Plan.
- Detailed information on the allocation of PFM funds to augment RCMP resources.

Having all partners (Ministry of Public Safety & Emergency Services, RCMP and municipalities) involved in and impacted by contracted RCMP policing services at the same table has resulted in a valuable sharing of perspectives, as well as a broader understanding of all the challenges faced by each entity. Interim Board members often have access to valuable information, discussions, and updates that we wouldn't have access to otherwise. We have also gained a solid understanding of how the resources supported by PFM funding have affected crime across the province.

The Board has seen four Ministers since our inception, which has created a learning curve with each new Minister and resulted in some shifting of priorities and policy directions. With the transition to an Operational Provincial Advisory Board anticipated in early 2025, the Board is currently seeking clarity from Minister Ellis on what role he would like the Board to take in the transition, as well as any deliverables he wishes to assign to the Board.

## **Police Funding Model (PFM)**

### **Background**

The PFM, introduced in December 2019 and implemented in 2020-21, applies to municipalities with populations under 5,000, as well as municipal districts and counties, which are policed by the provincial police service. The PFM takes the total cost of frontline officers and redistributes a portion of those costs to these municipalities. The implementation of the PFM required those communities that had not previously paid for frontline policing to begin contributing a portion of the costs. At the time of implementation, the GoA committed that the additional revenue raised through the PFM would be reinvested into policing, with a priority on core policing.

Under the five-year model, municipalities pay 10% of provincial policing costs in Year One, 15% in Year Two, 20% in Year Three, and 30% in Years Four and Five. Each municipality's share of policing costs is calculated according to a formula that weighs equalized assessment at 50% and population at 50%, with modifiers related to shadow populations, crime severity, proximity to detachment, and existing enhanced policing positions. The province has shared a [spreadsheet](#) listing the costs for

affected municipalities over the five years, as well as [sample calculations](#) for the distribution of costs under this model.

### **Use of Police Funding Model (PFM) Funds**

As previously mentioned, the RCMP has shared detailed information on how PFM funds have been used to augment its resources. The RCMP understands that police resource levels are important to Alberta communities, particularly under the PFM. Within the RCMP’s integrated service delivery model, detachment resources are augmented by centralized frontline support and specialized units, as well as by civilian support positions. This means that even detachments that do not receive new police officer positions benefit from additional centralized services, as these positions enable frontline officers to spend more time on community policing.

The RCMP and the Board have prioritized using PFM funds to:

- Ensure adequate resources in frontline detachments.
- Enhance specialized support services for emergency response and investigational capacity.
- Focus on community safety and well-being to help address the root causes of crime.

To help determine where to allocate new resources, the RCMP analyzed its workload at each detachment, looking at factors such as travel time, call volume, the type of crimes occurring in the area, amount of time required for investigations, the size of detachment, and the time available for proactive policing (strategic patrols, community engagement, visiting schools, and attending community events).

The following table provides a summary of the positions created using PFM funds. Additional information on position locations and types is available in Appendix A.

Year	Police Officer Positions		Civilian Support Positions	
	Positions Created	Positions Filled	Positions Created	Positions Filled
2020-21	76	76	57	57
2021-22	55	53	42	40
2022-23	40	24	52	42
2023-24	108	55	91	39
<b>Total</b>	<b>279</b>	<b>208</b>	<b>242</b>	<b>178</b>

The RCMP has acknowledged municipal concerns about staff recruitment and retention, vacancies, and emergency response, and has provided further information about current strategies to address these issues in Appendix B.

### **Invoicing and Vacancies under the PFM**

The Interim Police Advisory Board also believes it is important to clarify that under the current PFM, there is no direct link between the number of positions at a detachment and the amount that communities are invoiced. As mentioned above, each municipality’s share of policing costs is calculated based on equalized assessment and population. This means that regardless of whether a detachment is at full strength or if there are vacancies, the PFM amount invoiced to communities by the GoA remains the same.

The RCMP does invoice the GoA for provincial police services based on the actual number of RCMP members that are employed full time. This means that the province does not pay for vacant

positions<sup>1</sup> under the Provincial Police Service Agreement, and that the province is not charged for newly created positions until they are filled. Given that the RCMP, like other police services at this time, has struggled with recruitment, the province has chosen to invest the refunds for unfilled positions into other initiatives to reduce crime and enhance public safety. The RCMP's Real-Time Operations Centre, which supports frontline members with real-time, accurate, and actionable intelligence, is one example of how these funds have been invested.

### ***Police Funding Model (PFM) Renewal***

As the PFM expires in March 2025, the Public Safety and Emergency Services Ministry is expected to begin engaging on a renewed model. The Police Advisory Board has not yet received a timeline for this engagement. Department staff have indicated that if engagement is not completed in time for the 2025-26 fiscal year, the Minister will be asked to consider extending the model for an additional year, billing municipalities at the same rate as in Year Five (30% cost recovery). The Board is still waiting for confirmation of this.

When the PFM was created in 2019, the base cost utilized to calculate each municipalities costs was \$285M. This represents the estimated cost of delivering front-line services under the RCMP contract for Alberta's provincial police service. Since then, there have been significant increases in RCMP policing costs, due to collective bargaining settlements, equipment upgrades, body-worn cameras, and so on. The GoA has paid all of these increased costs as they have not been factored into the PFM to date.

As the Ministry considers renewing the PFM, it is important for our members to understand that this escalation of costs has resulted in an increase in the cost of delivering frontline policing to a conservative estimate of \$311.4 million in 2024. Even if the GoA only changes the base cost in the original PFM formula (and not the percent of cost recovery), this will result in increased costs for all municipalities.

## **Police Act Amendments**

### ***New Police Governance Model***

The Police Act mandates the GoA to ensure that adequate and effective policing is maintained in Alberta. Following several years of engagement with stakeholders and the public, the province passed Bill 6, the Police Amendment Act (PAA), in December 2022. According to the GoA, this legislation was intended to increase police transparency and enhance public trust to help build safer communities. In addition to other reforms, the legislation required the formation of civilian governance bodies for all municipalities in Alberta, with the intent for communities to have a role in setting policing priorities and performance goals. The PAA creates several new mandated structures for municipal input into policing:

- Communities with a population over 15,000 that are policed by the RCMP with an MPSA will be required to establish municipal policing committee.
- Communities with a population of under 15,000 policed by the RCMP with a Municipal Police Service Agreement (MPSA) will be represented by regional policing committees but will have the option to form their own municipal policing committee.

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<sup>1</sup> The RCMP categorizes vacancies as either "hard" or "soft". Hard vacancies refer to unfilled positions, while soft vacancies refer to temporary absences such as injury or parental leave. While contract partners are invoiced for soft vacancies, they are not invoiced for hard vacancies.

- Communities policed by the RCMP under a Provincial Police Service Agreement (PPSA) will be represented by a Provincial Police Advisory Board (PPAB).

As next steps to the 2022 legislative amendments, the GoA is currently developing supporting regulations to clarify the powers, duties, functions, and composition of these new governance bodies, as well as the configuration of regional policing committees. Written submissions were accepted until mid-March 2024 and were in the form of an online questionnaire.

It is our understanding that the PPAB will be in place by early 2025. However, it is unclear what role the Interim Police Advisory Board will play moving forward with this transition. The Board has expressed through our original governance recommendations and in subsequent engagements that the PPAB should develop governance, engagement, and accountability processes that align with the fact that policing challenges and priorities are often regional or local in nature. Before the PPAB begins speaking on behalf of those it represents, it must have a plan in place to ensure that perspectives from different parts of the province, as well as different groups within communities, are adequately represented.

### **Bill 11**

In March 2024, the GoA introduced Bill 11, the Public Safety Statutes Amendment Act, which permits the province to establish a new policing organization. This new organization will work alongside police services across the province. Officers in the new agency would take on the responsibility for the roles currently carried out by the Alberta Sheriffs. This agency will have the authority and jurisdiction to support the RCMP, municipal police services, and First Nations police services in Alberta, with the goal of allowing other police services across the province to spend more of their time on core operations and frontline duties.

It is important to note that there was no mention of this new policing organization in the 2024-25 provincial budget, and it is unclear where the funding for this potential transition would come from. Unfortunately, it does not appear that there was any engagement done regarding Bill 11 with municipal associations, municipalities, or any other policing organizations, such as Alberta Sheriffs. This lack of engagement is concerning, considering the community input necessary to ensure that policing reflects local needs.

Although AAPG, ABmunis, and RMA support any effort that will help make life safer and more secure for Albertans, it is unclear how Bill 11 will accomplish this. There are many unknowns regarding how this entity will work with the RCMP at the local level in terms of collaboration, the development of Community Safety Plans, gathering community input, implementing policing priorities, and so on. If supported by proper governance and local input, enhanced police capacity is beneficial to rural communities, but there are risks around having two different entities providing similar services within the same community.

The Minister of Public Safety and Emergency Services has indicated that no decision has been made on the creation of an Alberta Provincial Police Service and that this new agency is not intended to replace the RCMP. The Interim Police Advisory Board has not been involved to date with the establishment of the new policing organization and does not anticipate that the future Operational Board will have any say in its governance.



## Appendix A – Police Officer and Civilian Position Detail

Funding provided through the police funding model has enabled the Alberta RCMP to grow the Provincial Police Service by adding 279 police officer positions and 242 civilian support positions. The chart below highlights how many positions were added each year, and the current staffing status as of October 1, 2024.

PFM Position Allocation						
	RM			PS		
	Allocated	Filled	% Filled	Allocated	Filled	% Filled
<b>PFM Year 1</b>	76	76	100.00%	57	57	100.00%
<b>PFM Year 2</b>	55	53	96.36%	42	40	95.24%
<b>PFM Year 3</b>	40	24	60.00%	52	42	80.77%
<b>PFM Year 4</b>	108	55	50.93%	91	39	42.86%
<b>Total</b>	<b>279</b>	<b>208</b>	<b>74.55%</b>	<b>242</b>	<b>178</b>	<b>73.55%</b>

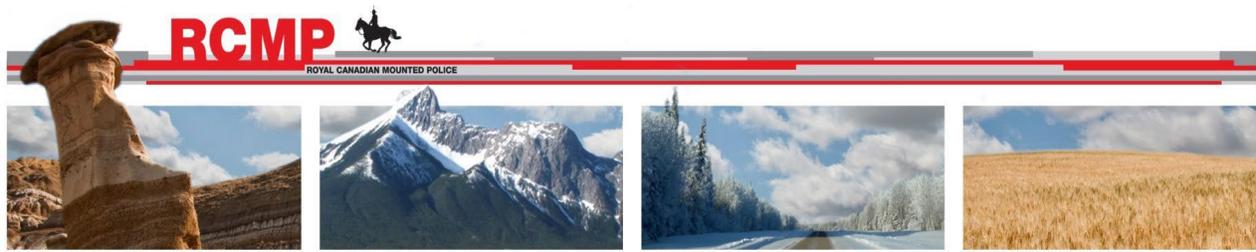
*\*Data as of Oct. 1, 2024. Number of filled positions fluctuate with new hires, transfers, leaves, etc.*

To ensure we provide a comprehensive policing service to Albertans, Alberta RCMP allocated positions afforded to us through the PFM to frontline policing, specialized support units and resources focused on addressing root causes of crime.

### POLICE OFFICER POSITIONS

#### Police Officers Allocated to Detachments

Over four years, the Alberta RCMP added 136 Regular Member positions directly at detachments. When allocating police officer positions, our first priority was to ensure all detachments had adequate resources to balance the time spent responding to call for service with the time available to engage in activities such as strategic patrols, participation in community events and increased school presence. Through a workload analysis model and data related to the frequency, seriousness and type of crimes occurring, geography and population of the detachment area and travel time to calls, we determine the number of resources needed at each detachment to ensure we direct resources to where the data told us they were needed.



POLICE OFFICER POSITIONS BY DETACHMENT = 136 POSITIONS											
Central Alberta District Detachments		31	Eastern Alberta District Detachments		34	Southern Alberta District Detachments		35	Western Alberta District Detachments		36
Bashaw	Stettler		Athabasca	Viking		Airdrie	Three Hills		Beaverlodge	Spirit River	
Blackfalds	Strathcona		Bonnyville	Westlock		Bassano	Vulcan		Edson	Swan Hills	
Breton	Sylvan Lake		Cold Lake			Bow Island			Evansburg	Valleyview	
Camrose	Thorsby		Elk Point			Canmore			Faust	Whitcourt	
Innisfail	Wetaskiwin		Kitscoty			Cochrane			Grande Prairie		
Leduc			Lac La Biche			Didsbury			High Level		
Morinville			Provost			Hanna			High Prairie		
Parkland			Smoky Lake			High River			Manning		
Ponoka			St. Paul			Lake Louise			Mayerthorpe		
Rimbey			Two Hills			Okotoks			Peace Regional		
Rocky Mountain House			Vegreville			Strathmore			Red Earth Creek		

**Relief Support for Detachments**

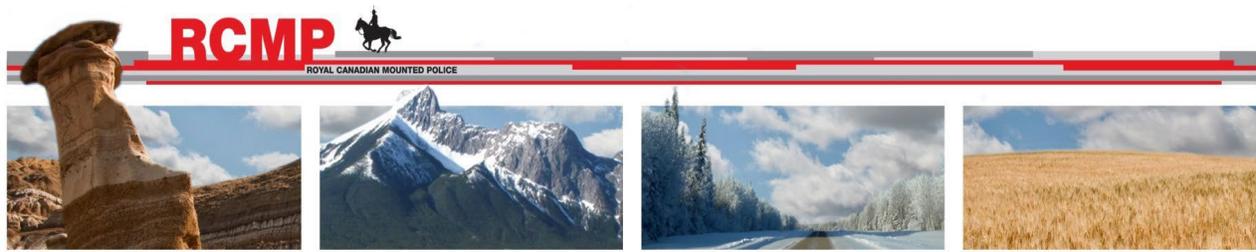
30 Positions were also allocated to Relief Teams. When staffed, these teams of police officers will be able to deploy to detachments experiencing short-term resource pressures.

**Police Officers Allocated to Specialized Units**

Ensuring that we have the necessary specialized services in place to support the work of the front-line officers when needed is critical to providing a comprehensive police service to our communities. To that end, the Alberta RCMP has increased capacity to a number of units that provide specialized support to detachments in areas such as investigations, forensic units, police-dog teams, and Emergency Response Teams (ERT). We were able to establish the Real Time Operations Centre (RTOC), a team of senior police officers who monitor operations in real-time, assess incident risk, coordinate resources (including with other police agencies and first responders) and manage the response. Additionally, we were able to build capacity in our teams dedicated to tackling financial and cybercrime, and in teams that provide specialized skills related to child advocacy. While these resources are not needed in each community every day, they are always available to address more dangerous situations or take on the more sensitive, complex, or serious files.

**Police Officers Focusing on Root Causes of Crime**

We also know enforcement alone or in isolation doesn't always work. Often, people facing addictions, mental health challenges and those who live without adequate housing are among offenders who land in a cycle of reoffending. We know there are root causes to some of this behavior, and while there are no simple solutions to address them all, there is work we can do with our community and social agency partners to achieve tangible, positive impacts to community safety. To this end, we used funding through the PFM to establish the Community Safety and Wellbeing Branch. With our partners, the Branch was able to build Rural Police and Crisis Teams (RPACT), teams of police officers and health professionals who respond to calls related to mental health. We also implemented the Virtual Opioid Dependency Program (VODP), which provides medical intervention and support to those dealing with addiction.



## CIVILIAN SUPPORT POSITIONS

### Civilian Supports Allocated at Detachments

Over four years, the Alberta RCMP added 77 Public Service Employee positions directly to detachments to enable police officers to be more visible with the communities they serve.

CIVILIAN SUPPORT POSITIONS BY DETACHMENT = 77 POSITIONS							
Central Alberta District Detachments <span style="float: right;">16</span>		Eastern Alberta District Detachments <span style="float: right;">20</span>		Southern Alberta District Detachments <span style="float: right;">21</span>		Western Alberta District Detachments <span style="float: right;">20</span>	
Bashaw	Wetaskiwin	Athabasca	Wood Buffalo	Airdrie	Nanton	Beaverlodge	Swan Hills
Blackfalds		Bonnyville		Beiseker	Picture Butte	Ft. Vermillion	Valleyview
Breton		Boyle		Bow Island	Strathmore	Fox Creek	
Camrose		Cold Lake		Cardston	Turner Valley	Grande Prairie	
Innisfail		Coronation		Cochrane	Vulcan	High Level	
Rimbey		Desmarais		Crowsnest Pass		High Prairie	
Rocky Mountain House		Elk Point		Didsbury		Hinton	
Strathcona		Kitscoty		Gleichen		Manning	
Stony Plain		Lac La Biche		Lake Louise		Mayerthorpe	
Sylvan Lake		Provost		Milk River		Peace Regional	
Thorsby		Two Hills		Olds		Peace River	
Wetaskiwin		Westlock		Oyen		Red Earth Creek	

### Civilian Supports in Specialized Units

The Alberta RCMP allocated a number of civilian support positions in areas such as intelligence and analytics, digital forensics and scenes of crime. We were also able to dedicate more operators to the Operational Communication Centre (OCC) and build our Remote Piloted Aircraft Systems (or drones) program, to name a few. Additionally, we invested in establishing a Return-on-Investment Team that will help us assess whether our efforts are achieving their stated goals and objectives.

### Civilian Supports Focusing on Root Causes of Crime

Civilian positions in Community Safety and Wellbeing branch provide critical support to communities by working with our community partners to tackle the root causes of crime. These include the Rural Police and Crisis Teams (RPACT), and teams focused on community engagement and outreach, social engagement, alternative and restorative justice, and youth programming.



## Appendix B – RCMP Strategies for Recruitment, Retention, and Emergency Response

### Enhancing Recruitment Efforts

Over the past several years, recruiting has been a challenge for not only the RCMP, but for all police organizations in North America. The Alberta RCMP has made addressing this challenge a top priority.

In addition to all detachments having their own recruiting strategy, over the past year we have attended over 1,200 events and engaged with over 400,000 people to talk about a policing career with the Alberta RCMP. These efforts are paying off: in April 2023, the Alberta RCMP had 102 applicants. As of May 2024, this number has more than tripled to 318 Albertans. Depot (the RCMP training academy) is also back to having troop gate that it had prior to the pandemic.

The Alberta RCMP has also been focused on recruiting experienced police officers, and over the past couple of years a significant number of experienced police officers have joined the. Several years ago, regular member officers received a pay raise that brought their salaries in line with other police officers in Canada, and this pay raise has had a positive impact on our ability to recruit officers to the RCMP.

We're continually working to find efficiencies in the application process, and thus far have cut the time it takes to get into training to 6 months. We're examining ways to cut that timeframe down even further.

Our focus on recruiting remains, and will continue to remain, a top priority for the Alberta RCMP.

### Addressing Vacancies

Increased vacancy rates have been a challenge for all police services in North America, including the Alberta RCMP. Ensuring that we have enough police officers in our detachments to respond to calls is a critical aspect of how we manage our resources. We are continually analyzing our service delivery models to ensure they are as efficient and effective as they could be. Some of this work includes regular examination of shift schedules to ensure optimal schedules are in place or looking at alternate service delivery models such as regional options, fly-in options for remote communities. This work is always done in consultation with the communities, as if the model doesn't meet their needs, it's not workable.

Our Human Resources Management dashboard allows our District Management Teams to continually monitor HR numbers at detachments to ensure they have an adequate number of police officers working at any given time. Should a detachment be experiencing a significant resource pressure, the District Management Team is able to redeploy resources from another area to address the pressure.

We share our vacancy rates with the Police Advisory Board at our meetings, and with the Ministry of Public Safety and Emergency Services on a monthly basis. As of Sept 14, 2024, our combined vacancy number is 17.3%, which includes both hard vacancies (meaning we don't have an officer to fill a position) and soft vacancies (meaning the position is encumbered, but the employee is away from work due to things such as medical or parental leave). Earlier this year, that number was closer to 20%, but we are seeing improvements every month.

The Alberta RCMP is very focused on recruiting to address hard vacancies, but we're also very focused on addressing our soft vacancies and have introduced number of initiatives to ensure we're supporting our



employees and getting them back to work as soon as they are able. These strategies include hiring additional doctors, disability case managers, nurses and psychologists and enhancing our mental health and wellness programs.

### **911 Call Response**

The Alberta RCMP operates in a vast geographic area, which brings its own challenges. Given the geography and size of the areas we police, response times in a rural environment will be different than in an urban setting such as Calgary or Edmonton. That said, we continually monitor our response times to priority calls and implement any changes required to policy or by examining the service delivery model, ensuring we are best positioned to respond. In some cases, as a community evolves its existing detachment boundaries no longer make sense, so we examine whether adjustments to those boundaries would enhance our response.

We are also looking at ways to educate the public around proper use of 911, with the ultimate goal of reducing the number of non-emergency calls to 911. We've also hired a number of new operators in our call centers, which decreases wait times when calling 911. Additionally, the Alberta RCMP is currently working towards providing an easy-to-remember option for non-emergency calls.

The Alberta RCMP is always examining strategies that will positively impact response times and enhance our service.

### **24/7 Shift Coverage in all PPSA locations**

In late 2000, the Alberta RCMP presented an analysis of what would be required to have police officers on shift 24/7 in each of our detachments to the Police Advisory Board. The key finding was that in order to do this, the Alberta RCMP would need to add an additional 350 police officers to the PPSA. Adding this many police officers would also require additional detachments and housing (in some locations), along with the items that our officers would need to do their job, such as equipment, vehicles and more. In order to achieve this, it required a significant increase in financial investment by the Province.

While we do not have someone on shift 24/7 in every one of our detachments, all detachments do have 24/7 coverage via our on-call officers.

**Barons-Eureka-Warner Family & Community Support Services (FCSS)**  
**Minutes of Board Meeting – Wednesday, October 2, 2024**  
**Coaldale Hub (2107-13<sup>th</sup> Street)**  
**In-person and Online**

**Attendance (in-person)**

**Board Members:**

Caldwell, Heather – Town of Coalhurst  
Chapman, Bill – Town of Coaldale, Vice-Chair  
Degenstein, Dave – Town of Milk River, Chair  
Bekkering, Garth – Town of Taber  
Doell, Daniel – Village of Barons  
Foster, Missy – Village of Barnwell  
Heggie, Jack – County of Warner  
Hickey, Lorne – Lethbridge County  
Jensen, Kelly – Town of Raymond  
Kirby, Martin – Village of Warner  
Nilsson, Larry – Village of Stirling

**Attendance (on-line):**

Payne, Megan – Village of Coutts

**Absent**

Feist, Teresa – Town of Picture Butte  
Harris, Merrill – M.D. of Taber  
Jensen, Melissa – Town of Nobleford  
Norris, Russell – Town of Vauxhall

**Staff (in-person):**

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

**Call to Order**

D. Degenstein called the meeting to order at 4:01 p.m.

D. Degenstein noted this is the last meeting of this Board and thanked the Board for their service.

**Approval of Agenda**

J. Heggie moved the Board approve the agenda as presented.  
**Carried Unanimously**

**Minutes**

L. Nilsson moved the minutes of the September 4, 2024, FCSS Board meeting be approved as amended.  
**Carried Unanimously**



## Delegation

### Report to Municipalities – Outreach Services

Kaitlynn Weaver, Outreach Services Supervisor presented the draft Report to Municipalities – Outreach Services 2024.

The Board discussed the information provided.

M. Foster entered the meeting at 4:05 p.m.

M. Payne entered the meeting at 4:05 p.m.

K. Jensen entered the meeting at 4:15 p.m.

The Board discussed the Volunteer Income tax program and the need for new Volunteers. New Volunteer names must be submitted by November and CRA training begins in January 2025.

The Board thanked K. Weaver for her presentation.

L. Hickey moved the Board approve the Report to Municipalities – Outreach Services 2024 as presented and requested Administration distribute the report to our Municipalities and Alberta Government funders.

**Carried Unanimously**

Kaitlynn Weaver left the meeting at 4:17 p.m.

## Correspondence

The following correspondence was presented for information:

- 2024-07-05 - FCSSAA Board Meeting Highlights
- 2024-08 – FCSSAA News
- Challenges facing FCSS September 2024 – Summary
- Alberta Farm Mental Health Network (AGKNOW) – Upcoming Events

The Board discussed the Community Needs Assessment project, Board members are being contacted directly by the Prentice Institute to arrange interviews.

G. Bekkering moved the Board to receive the correspondence presented for information.

**Carried Unanimously**

## Reports

### Executive Director

Zakk Morrison reviewed the Executive Director's report.

The following was highlighted:

- International Day of the Older Person is October 1, 2024.

B. Chapman asked about the Seniors Speakers Series held in Coaldale and would like Z. Morrison to provide an update for activities held in Coaldale.



Z. Morrison will contact Cindy Lauwen to provide B. Chapman with an update.

M. Kirby moved the Board to approve the Executive Director's Report as presented.

**Carried Unanimously**

Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

L. Hickey moved the Board approve the October 2024 Financial Report including:

- Financial statement for August 31, 2024;
- Monthly accounts for August 31, 2024;
- ATB Mastercard statement August 14 to September 12, 2024.

**Carried Unanimously**

**New Business**

2025 Municipal Requisitions

Z. Morrison asked the Board members when they would like to discuss the 2025 Municipal Requisitions.

The Municipal Requests will be brought forward at a future Board meeting.

Family and Community Support Services Association of Alberta (FCSSAA)

Z. Morrison reported the FCSSAA Conference will be held November 13-15, 2024, in Edmonton. Board attendance at the conference is done on a rotating basis with four Board members budgeted to attend the FCSSAA Conference yearly.

The following Board members indicated they would be interested in attending: D. Degenstein, H. Caldwell, M. Kirby, D. Doell and B. Chapman.

The Board members not in attendance will be contacted to see if they would like to put their name forward to attend.

The Board directed Administration to register D. Degenstein and H. Caldwell for the conference. The additional two Board members to attend the conference will be decided at the November Board meeting.

The Board discussed sending an invitation G. Hunter and J. Schow to attend the "Breakfast with Your MLA" during the Conference.

H. Caldwell moved the Board direct Z. Morrison to send a letter to the MLA's in our area inviting them to the "Breakfast with Your MLA" on November 14, 2024 during the FCSSAA Conference.

**Carried Unanimously**

2024-2025 FCSS Association Membership Invoice

The Board discussed the 2024-2025 FCSS Association Membership Invoice.

B. Chapman moved the Board approve payment of the FCSSAA Membership Invoice #1895 for September 1, 2024, to August 31, 2025.

**Carried Unanimously**

**Round Table:**

The Board shared municipal updates.

**Closed Session**

J. Heggie moved the Board move in-camera, based on the Governance Policies-Board Meeting in Absence of the Public, at 5:25 p.m.

**Carried Unanimously**

Linda Hashizume, Evelyn Florence-Greene, Petra DeBow left the meeting at 5:26 p.m.

G. Bekkering moved the Board to regular session at 5:52 p.m.

**Carried Unanimously**

H. Caldwell moved the Board approve the Executive Directors work plan for 2025-2026.

**Carried Unanimously**

L. Hickey moved the Board approve the Executive Directors performance evaluation for 2024.

**Carried Unanimously**

**Date of Next Meeting**

The date of the next regular Board meeting will be November 6, 2024, at the Coaldale Hub (2107-13<sup>th</sup> Street) in-person and online (via Teams) starting at 4:00 p.m.

**Adjournment**

J. Heggie moved the meeting adjourn at 5:57 p.m.

**Carried**

Chairperson



2024 10 24

Executive Director



2024 10 24