



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, September 8, 2025 at 6:30 pm

1.0 CALL TO ORDER

2.0 ADOPTION OF THE AGENDA

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting Minutes – 11 August, 2025

4.0 PUBLIC HEARING

5.0 DELEGATION

5.1 RCMP – Sgt. Sean Dutch

6.0 REQUESTS FOR DECISION

6.1 Records Retention & Disposal Standard Operating Procedure

6.2 Library Board Appointments

6.3 Sunset Lot Sales restrictions

6.4 Bylaw No. 964-25 Regional Emergency Management Bylaw

6.5

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

10.0 CORRESPONDENCE

10.1 Council Animal Advocacy Letter

10.2 Chinook Arch Regional Library System – Board Report – Aug. 2025

10.3 Alberta Municipal Affairs – 2025 Fire Services Training Program Grant

10.4 Alberta Municipal Affairs – 2025-26 Canada Community Building Fund

11.0 INFORMATIONAL ITEMS

- 11.1 Oldman River Regional Services Commission – Summer Periodical
- 11.2

12.0 CLOSED SESSION

- 12.1 ATIA Section 26 – Fire Services Agreement
- 12.2 ATIA Section 29 – Emergency Services Report
- 12.3 ATIA Section 29 – Council Meeting Regularity
- 12.4 ATIA Section 29 – Sanitary Sewer Upgrade Update

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, August 11th, 2025 AT 6:30 PM

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

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

1.0 CALL TO ORDER

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

2.0 ADOPTION OF THE AGENDA

248 2508 11 MOVED by Deputy Mayor Papworth that the agenda be approved as amended.
ADD 6.4 – Bylaw No. 963-25 Road Closing Bylaw
ADD 6.5 – Centennial Committee
ADD 12.2 – Sunset Back Alley
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – July 28th, 2025

249 2508 11 MOVED by Deputy Mayor Papworth that the Regular Council Meeting minutes of July 28th, 2025 be approved as amended.
CARRIED

4.0 PUBLIC HEARING – None for this meeting.

5.0 DELEGATION – None for this meeting.

6.0 REQUESTS FOR DECISION

6.1 Town Front Entrance Water Feature

250 2508 11 MOVED by Councillor de Kok to approve the purchase of the Aquascapes Stacked Slate Sphere 32” for the front entrance water feature.
CARRIED

6.2 Tax Exemption Application – Tax Roll No. 326000

251 2508 11 MOVED by Deputy Mayor Papworth to approve the tax exemptions for the municipal portion of taxes for Tax Roll No. 326000 in the years as follows:
2026 – 100%, 2027 – 75%, 2028 – 50%, 2029 – 25%.
CARRIED

6.4 Bylaw No. 963-25 Road Closure Bylaw – Industrial Drive

252 2508 11 MOVED by Councillor de Kok first reading of Bylaw No. 963-25 Road Closure Bylaw
CARRIED

7.0 MAYOR’S REPORT

7.1 Mayor’s Report

July 9 Attended the Coaldale Parade

253 2508 11 MOVED by Mayor Moore that the Mayor’s Report be accepted as presented.
CARRIED

8.0 COUNCILS REPORT

8.1 Council's Report

Councillor Neels advised Council of her recent activities:
No meetings to report.

Councillor Feist advised Council of her recent activities:
No meetings to report.

Councillor de Kok advised Council of his recent activities:
No meetings to report.

Deputy Mayor Papworth advised Council of her recent activities:
No meetings to report.

254 2508 11 MOVED by Deputy Mayor Papworth that the Council Reports be accepted
as presented. CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report - Verbal

255 2508 11 MOVED by Councillor Feist to accept the CAO Report as presented. CARRIED

9.2 Director of Emergency Services Report

256 2508 11 MOVED by Councillor Feist to accept the Director of Emergency
Services Report as presented. CARRIED

10.0 CORRESPONDENCE – None for this meeting.

11.0 INFORMATIONAL ITEMS – None for this meeting.

12.0 CLOSED SESSION

257 2508 11 MOVED by Councillor de Kok to close the meeting to the public in
accordance with Division 2 Section 19 of the Access to Information Act to
discuss the Waterline Install for Trail Extension at 7:23 p.m. CARRIED

258 2508 11 MOVED by Councillor Neels to open the meeting to the public at 7:47 p.m. CARRIED

259 2508 11 MOVED by Deputy Mayor Papworth to direct Administration to not proceed
with the presented quote to tie into 6th Street South waterline for the
provision of future irrigation water for the trail due to the high cost and to
investigate alternative options. CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for September 8th, 2025
beginning at 6:30 p.m.

260 2508 11 MOVED by Councillor Neels to adjourn the Regular Council Meeting at 7:53
p.m. CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer



2025-08-11

Mr. Keith Davis
CAO
Picture Butte, AB

Dear Mr. Davis,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Picture Butte detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sgt. Sean Dutch
Chief of Police
Picture Butte Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Picture Butte

Detachment Commander

Sgt. Sean Dutch

Report Date

August 11, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Traffic – Safety (motor vehicles, roads)**Updates and Comments:**

April: Speed - The Month of April remained steady for the number of violation tickets issued. Speeding, seatbelts and handheld electronic devices were the primary occurrences.

May: Motorcycles - Limited interaction with motorcycle specific enforcement due to the low number of vehicles on the road and cooler than normal temperatures.

June: Commercial Vehicles - The number of common offence tickets remained on par with expected traffic enforcement numbers.

Priority #2: Police / Community Relations - Police Visibility**Updates and Comments:**

Picture Butte detachment continues to conduct proactive routine patrols throughout the rural communities in order to provide police visibility. There has been an increased focus on enforcement in Picture Butte due to recent signage change and the subsequent community education.

2025-06-17 – A member attended Piyami Lodge Seniors center for an event with seniors and students from surrounding schools.





Priority #3: Intelligence led policing - Crime prevention

Updates and Comments:

The first quarter has gotten off slow with regards to attending formal meetings due to various reasons including Absent on Leave (AOL). However, intelligence sharing with partners including Lethbridge Police Service (LPS) and Crime Reduction Unit (CRU) remain constant. Coaldale/Picture Butte has been invited to attend the LPS High Risk Offender monthly meetings. Partnerships have been made with the Lethbridge Correctional Centre to obtain information on inmates. Coaldale/Picture Butte continues to make efforts to attend monthly meetings with the CRU intel sharing and the Youth High Risk Committee.

Even with the slow start to the year, I am confident the year end goals will be met and surpassed.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified.	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	5	7	1	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the five established positions, seven officers are currently working with one officer on Medical leave. The position is backfilled to ensure coverage. There are two positions with two officers assigned to each. There is no hard vacancy at this time.

Detachment Support: There are two established positions that are currently working with no resource on special leave. There is no hard vacancy at this time.



Picture Butte Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	1	0	0	0	N/A	N/A	-0.1
Sexual Assaults		0	5	1	2	5	N/A	150%	0.7
Other Sexual Offences		0	0	1	1	0	N/A	-100%	0.1
Assault		7	9	16	7	3	-57%	-57%	-1.0
Kidnapping/Hostage/Abduction		0	0	1	1	0	N/A	-100%	0.1
Extortion		0	2	0	0	1	N/A	N/A	0.0
Criminal Harassment		3	2	0	1	2	-33%	100%	-0.3
Uttering Threats		2	4	2	2	2	0%	0%	-0.2
TOTAL PERSONS		12	23	21	14	13	8%	-7%	-0.7
Break & Enter		3	6	7	6	5	67%	-17%	0.4
Theft of Motor Vehicle		1	10	6	7	1	0%	-86%	-0.3
Theft Over \$5,000		0	4	3	2	2	N/A	0%	0.2
Theft Under \$5,000		7	8	5	10	4	-43%	-60%	-0.4
Possn Stn Goods		2	5	4	4	0	-100%	-100%	-0.5
Fraud		8	2	2	1	4	-50%	300%	-0.9
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		3	10	4	11	2	-33%	-82%	-0.1
Mischief - Other		8	4	7	4	10	25%	150%	0.4
TOTAL PROPERTY		32	49	38	45	28	-13%	-38%	-1.2
Offensive Weapons		0	1	0	0	1	N/A	N/A	0.1
Disturbing the peace		2	5	6	3	4	100%	33%	0.2
Fail to Comply & Breaches		3	10	12	4	8	167%	100%	0.4
OTHER CRIMINAL CODE		2	6	1	5	1	-50%	-80%	-0.3
TOTAL OTHER CRIMINAL CODE		7	22	19	12	14	100%	17%	0.4
TOTAL CRIMINAL CODE		51	94	78	71	55	8%	-23%	-1.5



Picture Butte Provincial Detachment
Crime Statistics (Actual)
Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		0	0	0	3	1	N/A	-67%	0.5
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	4	1	N/A	-75%	0.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	1	0	N/A	-100%	0.1
TOTAL FEDERAL		0	0	0	5	1	N/A	-80%	0.7
Liquor Act		2	1	0	1	1	-50%	0%	-0.2
Cannabis Act		1	0	0	1	0	-100%	-100%	-0.1
Mental Health Act		10	9	7	12	16	60%	33%	1.5
Other Provincial Stats		17	19	13	12	12	-29%	0%	-1.7
Total Provincial Stats		30	29	20	26	29	-3%	12%	-0.5
Municipal By-laws Traffic		1	0	0	1	0	-100%	-100%	-0.1
Municipal By-laws		8	5	1	3	6	-25%	100%	-0.6
Total Municipal		9	5	1	4	6	-33%	50%	-0.7
Fatals		1	0	0	1	0	-100%	-100%	-0.1
Injury MVC		0	3	2	6	7	N/A	17%	1.7
Property Damage MVC (Reportable)		12	8	17	8	14	17%	75%	0.4
Property Damage MVC (Non Reportable)		3	1	6	2	2	-33%	0%	-0.1
TOTAL MVC		16	12	25	17	23	44%	35%	1.9
Roadside Suspension - Alcohol (Prov)		0	0	1	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		314	78	90	101	80	-75%	-21%	-44.5
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		1	1	1	4	0	-100%	-100%	0.1
Common Police Activities									
False Alarms		8	4	7	3	4	-50%	33%	-0.9
False/Abandoned 911 Call and 911 Act		29	26	59	6	34	17%	467%	-1.0
Suspicious Person/Vehicle/Property		12	22	16	17	11	-8%	-35%	-0.7
Persons Reported Missing		1	1	0	0	1	0%	N/A	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		9	11	11	8	1	-89%	-88%	-1.9
Form 10 (MHA) (Reported)		0	0	0	1	3	N/A	200%	0.7



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: 08 September, 2025

To: Mayor, Council

From: Director of Corporate Services

Re: Records Retention & Disposal Standard Operating Procedure

Background:

The Standard Operating Procedure was implemented in July 1999. This procedure is used for destroying our records according to the schedules provided. The original procedure was taken from what the province recommended in 1999. Since 1999 there was a revision in June 2022. We have reviewed the sections and compared them to other municipalities policies.


Recommendation Options:

THAT Council approves the changes made to the Records Retention & Disposal Standard Operating Procedures as recommended.

Submitted by:

Michelle Overbeeke, CPA CMA

Director of Corporate Services

Records Retention & Disposal	
	Town of Picture Butte Standard Operating Procedures Administration
Title: Record Retention & Disposal	Section: 100
Number: 127	Version:
Implementation Date: July 1999	Revision Date: June 2022
Prepared By:	Approved By:
Related SOP:	

1.0 Scope

2.0 Purpose

- 2.1 To establish a records management system consistent with Bylaw No. 756/99.
- 2.2 To ensure the retention of legal or legislatively required documents.
- 2.3 To ensure the retention of records of historic, cultural or research value.
- 2.4 To ensure the orderly disposition of routine or outdated material.

3.0 Additional Definitions

4.0 Procedure

- 4.1 All municipal records are to be disposed of in accordance with the methods described in Bylaw No. 756/99 and as per the attached Disposition Schedule (Appendix 'A').
- 4.2 ~~Before any municipal records are disposed, a Request for Disposition of Inactive Records (Appendix 'B') shall be submitted to Council for authorization.~~
- 4.3 A Statement of Disposition of Inactive Records (Appendix 'C') shall be prepared for Council attesting to the date, time and place of the destruction of the records, together with a detailed list of the records destroyed and also the name of the person who witnessed the destruction.

5.0 References

APPENDIX 'A'

DISPOSITION SCHEDULE

Subject	Description	Suggested Disposition Period in Years
Accountants	Working Papers	7
Accounts	<ul style="list-style-type: none"> - Paid (Summary Sheet) 7 - Payable Vouchers 7 - Receivable Duplicate Invoices 7 - Receivable Paid Invoices 7 	
Administration	Reports (not part of Minutes)	11
Advertising	<ul style="list-style-type: none"> - General 2 - As per legislation 7 	
Agendas	Agendas – part of Minutes	P
Agreements	<ul style="list-style-type: none"> - General 20 - Development P - Downtown Revitalization P - Major Legal P - Minor Legal 7 - Neighbourhood (Local) Improvement P - Rental and Service 7 	
Ambulance	<ul style="list-style-type: none"> - Patient Care Reports 11 - Inspection Reports 11 	
Animal Control	Working documents	3
Annexations	<ul style="list-style-type: none"> - Correspondence 7 - Final Order P 	
Annual Reports	<ul style="list-style-type: none"> - Town P - Local Boards 7 	
Applications	<ul style="list-style-type: none"> - Overnight Street Parking 2 - Site Plan Approval 2 - Subdivision (after approval) 3 - Zoning Amendment 7 - Part-time employees (after end of employment) 1 - Resumes (not hired) 1 	
Appointments	Other than those in minutes	3
Architect Drawings	Buildings, Park Sites, etc.	P

Subject	Description	Suggested Disposition Period in Years
Assessment	<ul style="list-style-type: none"> - Rolls - Assessment Review Board (ARB) - Appeals - Duplicate Roll 	<p>P</p> <p>P</p> <p>7</p> <p>7</p>
Assessment Appeal	- Board File	5
Assets	<ul style="list-style-type: none"> - Permanent Files - Records of Surplus - Temporary Files 	<p>P</p> <p>7</p> <p>7</p>
Financial Statements	- Audited	P
Bank	<ul style="list-style-type: none"> - Deposit Books - Deposit Slips - Memos (Debit & Credit) - Reconciliations - Statements 	<p>7</p> <p>7</p> <p>7</p> <p>3</p> <p>7</p>
Boards	<ul style="list-style-type: none"> - Minutes - Authority and Structure - Routing Correspondence 	<p>P</p> <p>P</p> <p>7</p>
Briefs/Reports	To Council	7
Budgets	<ul style="list-style-type: none"> - Final Capital (In Minutes) - Final Operating (In Minutes) - Department Capital - Department Operating - Estimates and Working Papers 	<p>P</p> <p>P</p> <p>7</p> <p>7</p> <p>3</p>
Bylaws	- All	P
Building	<ul style="list-style-type: none"> - Inspection Reports - Permits 	<p>P</p> <p>20</p>
Daily	<ul style="list-style-type: none"> - Journals - Calendars 	<p>3</p> <p>1</p>
Calendars	<ul style="list-style-type: none"> - Daily - Wall 	<p>1</p> <p>1</p>
Cash	<ul style="list-style-type: none"> - Receipts Journal - Disbursements Journal - Daily Reports - Daily Summaries - Duplicate Receipts - Payment Stubs 	<p>P</p> <p>P</p> <p>7</p> <p>7</p> <p>7</p> <p>3</p>

Subject	Description	Suggested Disposition Period in Years
Payroll	<ul style="list-style-type: none"> - Bi-weekly Summary - Bonuses and Commissions - Car Allowance Sheets - Garnishees - Individual Earnings Records - Records - Journal - Rough Sheets - Time Cards - Time Distribution Sheets - Time Sheets (Daily, Overtime, Weekly) - E.I. Records 	<ul style="list-style-type: none"> 11 7 11 7 11 7 11 7 P 7 P 7 1 11 7 11 7 11 7 11 7 10
Permits	<ul style="list-style-type: none"> - Building - Development - Electrical - Fire - Gas - Parade - Plumbing - Miscellaneous 	<ul style="list-style-type: none"> 20 20 20 20 20 20 20 20
Personnel Files	- While employed	P
Petitions		7
Petty Cash	Vouchers	3
Photos	<ul style="list-style-type: none"> - Aerial - General 	<ul style="list-style-type: none"> P P
Plans	<ul style="list-style-type: none"> - Official - Amendments - Subdivision 	<ul style="list-style-type: none"> P P P
Plumbing Permits		20
Policy	- After Superseded	10
Power Lines	Location Records	P
Press Releases & Declarations		11
Production	Control Records	3
Progress Reports	<ul style="list-style-type: none"> - Project - Under Contract (Final Payment) 	<ul style="list-style-type: none"> 11 11
Project Applications to Province		11
Property Files		P
Prosecution	All	5
Publications	Local Reports	7

Purchase	Of Land	P
Real Estate	Supporting Files	P
Receipts	- Books - Duplicate Cash - Registration	7 7 7
Receptions & Special Events Files (non historic)		7
Records	See Subject Matter	
Removal Orders	Of Buildings, etc.	20
Rental Permits	Duplicate (after rental period over)	2
Reports	- Accident/Incident - Accident Statistics - AHS Financial Reports - Field - Building Fire - Emergency Running - Fire Chief's - Fire Prevention Inspection - Fire Truck Inspection - Monthly Inspections - Tour - Vehicle Accident - Statistical Analysis	10 7 7 10 10 10 10 P 11 10 7 5 3
Reports & Records	- Inventory - Material Transfer - Receiving - Insurance Paper Files - Year-end Paper Files - Year-end Inventory Count Sheets	7 7 2 7 10 2 10
Requisitions	- Copies - Duplicate - Paid	2 7 7
Resolutions	- Minutes	P
Sale of Land	All Sales	P
Road	- Construction Records (after completion) - Closing - Dedication - Widening	 15 10 10 10
Sewage	- Analysis Records (effluent)	25
Sign	Inventory Register	P
Stop Orders	- Planning	20
	- Invoices	7

	- Issue Slips	7
	- Closing Files (with Bylaw)	P
Street	- Lighting Area Maps	P
	- Sign Inventory Register	P
Subdivision	- After Final Approval	7
Surveys	- General Correspondence	15
	- Parking	8
	- Traffic Counts	15
Tax	- Rolls	P
Tax Recovery	- All Records	P
Taxes	- Arrears	7
	- Assistance Adjustments	7
	- Collectors Certificate	7
	- Duplicate Prepayment Certificates	7
	- Final Billing	10
	- Ledger Cards	P
	- Municipal Credits	7
	- Receipts	7
	- Registration Records	P
	- Rolls	P
	- Sale Deeds	P
	- School Credits	7
	- Subsidy and Application Forms	7
Telephone Lines	- Location of (above ground and underground)	P
	- Location Cards	P
Termination	Employees	P 10
Tenders	- Files	7
	- Successful	7
	- Purchase Quotations	7
	- Unsuccessful	2
Tickets	- Admission	3
	- Fines	7
Traffic	- Lights	P
	- Streets	15
Trial Balances	- Monthly	3
	- Year End	7
Training & Development	- Files	5
Transitory Records	- Temporary Information	I
	- Duplicates	I
	- Draft Documents and Working Materials	
	- Publications	I

	- Direct Mail - Blank Information Media	I I I
Truck Hire	- Summaries - Time Reports	3 3
Union	- Agreements - Grievance Files	P 10
Vehicle Records	After Disposal of Vehicle	1
Vouchers	Duplicate	7
Vendors	- Acknowledgements To - Contracts - Suppliers Files	2 7 7
Warrants		7
Water	Accounts Effluent Analysis Records Meter Books Test Results	7 25 7 10
Weed Control Reports	Until Updated	1
Work Diaries	Yearly	7
Work Orders		7
Writs		20
Zoning	Bylaws Bylaw Enforcement	P 5

APPENDIX 'B'

TOWN OF PICTURE BUTTE

REQUEST FOR DISPOSITION OF INACTIVE RECORDS

Authority: ~~Bylaw No. 756/99~~

Date Presented to Council: _____

Municipal Records To Be Destroyed	Records Held Since	Suggested Disposition Period

~~Approved by Council:~~

Mayor _____ Date _____

Municipal Administrator (Designate) _____ Date _____

APPENDIX 'C'

TOWN OF PICTURE BUTTE

STATEMENT OF DISPOSITION OF INACTIVE RECORDS

Authority: Bylaw No. 756/99

Records that were destroyed:

Municipal Records To Be Destroyed	Records Held Since	Suggested Disposition Period

Date Records Destroyed: _____

Method Used: _____

Name of Official Who Destroyed the Records: _____

Name of Witness: _____

Signature of Official

Date

Signature of Witness

Date



Request for Decision

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

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

Date: 3 September, 2025

To: Mayor, Council

From: CAO

Re: Library Board Member Application

Background:

The Town has received an application from Susan O'Donnell and Amara Boss to be a members of the Picture Butte Library Board. Below is a table outlining the current appointments to the Picture Butte Library Board. The Library Board can have up to ten members appointed by Council. If these appointments are approved there will be eight board members serving on the Picture Butte Library Board.

NAME	MEMBERS	APPOINTMENT	AUTHORITY	TRAINING REQUIRED
Picture Butte Municipal Library Board	Councillor Neels	No more than 2 Councillors. 2 addiconsecutive terms, 3 year terms	Bylaw No. 818-09	No
	Amanda Anderson - Chairperson	2nd term expires 28 Nov, 2025		
	Charlene Dooper	1st term expires Dec 2025		
	Estelle Anderson	1st term expires May 2026		
	Bonnie Zacher	1st term expires June 2026		
	Martin Oudshoorn	1st term expires Oct 2026		
	Vacant			
	Vacant			
	Vacant			
	Vacant			

Recommendation:

1. To appoint Susan O'Donnell and Amara Boss to the Picture Butte Library Board for a three year term.

Attachments:

1. Susan O'Donnell's and Amara Boss's email applications.

Submitted by: Keith Davis, CAO

Keith Davis

From: Susan O'Donnell <odonnellsusan3@gmail.com>
Sent: Tuesday, September 02, 2025 2:39 PM
To: Keith Davis
Subject: Library board

Hi Keith, I hope that you have had a lovely summer.

I recently heard that the Library Board may be in need of a new member. As books are a passion of mine and I greatly value the Picture Butte Library and all it does for our community I would like to volunteer to be of service and serve on this Board. Should you need any further information on me or a letter of reference, please contact me at this email or by phone at 403-380-0611.

Thank you and I look forward to hearing from you.

Susan O'Donnell
odonnellsusan3@gmail.com

To Whom it May Concern,

I am writing to express interest in becoming a member of the Picture Butte Library Board.

Our family has lived in Picture Butte since May 2024. Upon moving, the first place we visited was the library and we have been regular patrons since.

I am a homeschooling mom of 5 and became a member of the Friends of the Library board in November 2024. The library is an integral part of our family and homeschool and I have always cared deeply about libraries. In fact, my first job as a teen was as a page at the Calgary Public Library.

The Picture Butte Municipal Library is an incredible community resource and I would appreciate your consideration in allowing me to become more involved with the library and its impact in our community.

Thank you for your consideration. If you have any further questions, please feel free to contact me in any of the ways listed below.

Sincerely,



Amara Boss

Email: amara.boss@gmail.com

Phone: (403) 593 0042

Mail:

PO Box 1400

Picture Butte, AB

T0K1V0

To whom it may concern,

My name is Jessica Sinke and I would like to apply for the Library Board Member position.

I am a homeschool mom of three children and I grew up in the area, so our library in particular holds a special place in my heart. I would love to serve my community in this way.

I am currently president of our Homeschool Co-op, and I have been a member of the Southern Alberta Registered Music Teachers Association in the past, so I have some experience with committees and meetings and such. Other than that, everything would be new to me.

Please email me any questions or information that may be relevant to conjesssinke@gmail.com, or call or text to 403-795-3993.

Thank you for your time,

Jessica Sinke



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: 3 September, 2025
To: Mayor, Council
From: CAO

Re: Lot Sale Restrictions in Sunset Park Phase 2

Background:

In November, 2023 Council passed a motion stating that Administration should “only allow purchasers to purchase and own two lots in Sunset Park at one time.” This motion was made after a discussion with Administration and the intent was that we did not one people buying up more than two lots, sitting on them and doing nothing with them.

I would like some clarification on the scenario of when a person/corporation owns two lots, has built houses on them and wants to buy another lot. I think selling a lot in this scenario meets the intent of the motion made in 2023 but does not meet the letter of the law.

Recommendation:

1. To allow an entity to purchase and own more than two lots at a time only in instances where the previously owned lots are full developed with a single detached dwelling. The maximum amount of undeveloped lands bought by an entity at any given time shall remain at a maximum of two undeveloped lots. An undeveloped lot may be sold to an entity when the undeveloped lot has a single detached dwelling constructed upon the property.

Submitted by: Keith Davis, CAO



Request for Decision

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

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

Date: September 4, 2025

To: Mayor, Council

From: Director of Emergency Services

RE: Regional Emergency Management Bylaw Amendment

Background:

The Regional Emergency Management Bylaw 960-25 was passed by Council on April 28, 2025 and in June was submitted to the Minister of Municipal Affairs as part of our Ministerial Order application. The Minister's office has returned our application requiring the following amendments to the bylaw.

Updates to the bylaw:

- Section 1(f) updated the Emergency definition from the Act.
- Section 3(B) changed the second sentence to read from "includes" to "excludes the powers..."
- Section 7(b) power for the REAC to declare, renew, or terminate a SOL. was deleted.
- Section 11(b) deleted the following words "from any Regional Partner" and "for any of its partners."

Financial Implications: *None*

Recommendation:

THAT Council perform all three readings of the Regional Emergency Management Bylaw 964-25 to incorporate the required amendments.

Attachments:

- *Regional Emergency Management Bylaw 964-24*

Submitted by:

Frank West

Director of Emergency Services

Bylaw No. 964-25

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

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

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

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

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

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

designate, from each of the partnering municipalities of the Lethbridge County Regional Emergency Management Partnership.

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

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

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

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

- h. review the status of the Regional Emergency Management Plan and related plans and programs at least once each year;
 - i. setup and maintain Regional Command Centres for the Partnership;
 - j. use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency management Agency and the Local Authority Emergency Management Regulation;
 - k. on an annual basis, report to the Committee, duly assembled, on the status of the Regional Emergency Management Plan and any actions which have been performed.
11. State of Local Emergency
- a. The State of Local Emergency will be declared to obtain Ministerial Powers under Section 19(1) of the Emergency Management Act.
 - b. In the event of an emergency the power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirements specified in Section 14 of this Bylaw, are hereby delegated to the Chief Elected Official, who may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
12. When a state of local emergency is declared, the following must occur:
- a. ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists, and the powers intended to be used;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister immediately.
13. Subject to Section 14, when a state of local emergency is declared, the Town of Picture Butte may exercise the powers outlined in Section 24 of the Act.
14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a. a resolution is passed under Section 14 (Section 23 of the Emergency Management Act);
 - b. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;

- c. if declared due to a Pandemic, a period of 90 days has lapsed since it was declared, unless it is renewed by resolution;
 - d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - e. the Minister cancels the state of local emergency.
16. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected and the Government of Alberta.
17. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
18. This Bylaw rescinds the Municipal Emergency Management Bylaw #960-25.
19. This Bylaw shall take effect on the day of the final passing thereof.

Introduced and given first reading on this _____ day of _____, 2025.

Given second and third and final reading on this _____ day of _____, 2025.

Given second and third and final reading on this _____ day of _____, 2025.

Click or tap to enter a date.

**Town of Picture Butte
Mayor**

Date

Click or tap to enter a date.

**Town of Picture Butte
Chief Administrative Officer**

Date



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: 4th September, 2025

To: Mayor, Council

From: CAO

Wastewater Project

I will discuss this in a closed session of Council.

Fire Services Agreement

This will also be discussed in a closed session of Council.

Water Meter Installation Project

The installation of the water meters is almost complete. On the 2nd of September we were update that out of 499 meters to be installed there were only 7 that did not have appointments. There are loose ends to finalise but the overall project is almost complete. After the rocky start, I believe the majority of installations went well.

Open House for Possible Development NW of Town

Engineers working on behalf of their clients are hosting an open house on Tuesday, the 23rd of September from 6:00 – 10:00 p.m. at the community centre. The engineers are drafting up an area structure plan on how the lands north of Northridge could possibly be developed. We have expressed concerns around servicing and transportation to the engineers and owners. This open house is their attempt to present to the public what they are considering and to receive feedback from the community. No official applications have come to Town and this is not a public open house that is required for any legislated document or process that the Town may have to go through if we receive an application in the future. It is just the engineers and the owners trying to gauge and present information about possibilities they are exploring.

Jamboree Days Butte Bucks

We gave out 322 Butte Bucks to parade participants. 165 were handed in. This program in 2025 cost the Town \$825.

Millenium Capsule Opening and Goods

We will be discussing this at the Committee of the Whole meeting next week.

HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 43 days

Submitted by: Keith Davis, CAO

The Council Animal Advocacy (CLAW)

Subject:

Solutions to Animal Relations issues will be achieved working together, standard Municipal Legislation; Focused Government Funding and Individual Animal Group solicitations - but so far most have fallen between the cracks.

Premier & Cabinet, Province of Alberta
Mayor & Councillors, City of Coaldale, Alberta,
Mayor & Councillors, Picture Butte, Alberta
Mayor & Councillors, Lethbridge
Alberta, SPCA; Community Animal Services; Lethbridge SPCA;

My role as a younger man with empathy, knowledge and vision, I found myself having fallen between the cracks with many well-meaning colleagues who, too, are casualties. So, my first effort was to try and gather as much info on every animal related problem, animal advocates, levels of government, SPCA, individual to groups of individuals working to make the lives of Animals, notably for our purposes Companion Animals. My analysis dating back to 1995 identified the status and sadly, now as then, while some major gains have been made I would estimate we are not even half way to making 100% improvements needed. Sadly, exorbitant VET fees are still a major issue, similarly Municipal Councils indifference/ignorant are at least 50% of elected Council remain intransigent. There seems to be an uncanny connection to farming communities where little improvements are achieved, simply to be trite per se, "a sense Cats are, simply "Barn Cats, mousers, etc.". I compiled a partial list of interested parties, including Provincial Government, Local Municipalities of a few known municipalities stated but I'll amass a few more to try and complete most parties. I'm taking the liberty to inform all of the same observations, goals for Alberta, that each of you who may or may not know each other, currently work together or in my mind you should all know and be working together in unison to solve the major Alberta dilemma involving Companion Animals. One group keeps getting mentioned to me, as I have nearly 1000 relatives, mostly on my wife side of family, but scattered all over Alberta, the name is **LAST CHANCE CAT RANCH**. Sadly, I find the same type scenario appearing all over BC and elsewhere that I have entertained some Advocacy, always a few groups doing fabulous work for Cats, under-funded, under-volunteered, but the small band of Volunteer forge on often at much sacrifice, as I understand is befalling Last Chance Cat Ranch, having recently lost a founder and dear volunteer, the remaining bunch keep dedicating, keep sacrificing their daily lives to help little ANIMALS while Like prevalent everywhere I Advocate, like SPCA well funded usually vastly miss needed goals of, for example, eliminating over population of unwanted litters that create desperate situations that groups/Individual like Last Chance Cat Ranch to jump in to fill the void, often unrecognized, as I get a sense today, Alberta fits the common pattern I have encountered since 1995 and no, it is not fair. So, I am stepping into the foray to level the playing field a bit maybe, at least to bring all recipients on to same page. What you do going forward from this juncture, will naturally be up to you, continue to reflect indifference and self-importance values or make an effort to follow my intended lead, simply "work together".. I have given you a plan and path of legislation to adopt but while many or most of you know of each other and are close by, I'm an outsider, right!

Sadly, since 1995 a small number of colleagues have been able to form well organized, funded and one may surmise successful insofar as each has defined their role. Sadly, today like back in 1995 little progress has emerged, indeed, many Municipalities are abject failures looking after Municipal Animal care, mostly due to ignorance/indifference of far too many Mayors, Councillors and CAO indifference.

Most still have become obsessed with soliciting necessary funds, but fail monthly to achieve adequate funds to meet rescue, adoption and so forth goals. I read, see and hear from many telling their very sad stories about, let's say massive numbers of stray Cats, unwanted litters emanating from unaltered Cats, some desperately try using TNR a failing proposition overall but with minor successes at certain locations.

Looking back, as is my custom, I developed a series of Bylaws and other rules, regulation, Bylaws, practices and so forth which most can be found on my encyclopedia format web.site www.thecouncilclaw.ca. For most Municipal governance and Bylaws that could have solved most if not all issues, far too many, even today, too many Mayors, Councillors for some unknown reason exactly, other than pure ignorance and like it, indifference and uncaring so do not bother me with your kindness, I'm told, it is only a CAT, you know? Simply though, if all had merely heeded my sage words, created a framework of necessary Bylaws, we would not be having this talk right now.

This brings me to another part of my quandary, who are you, where are you and why is it so hard, particularly with Municipal/City web.sites, to even feature 'pictures and description of who you are, some are doing fine efforts, others nothing. This kinda hits at the crux of issue I was discussing, sheer ignorance/indifference, so much, it was and is an ongoing effort, even for me, to just compile a comprehensive contact list for most of you. So, you will know why I say this, as some of you will receive a package in the mail, some will receive an email package. So a worthwhile effort for all would be to standardize your web.sites; under CONTACT, refrain from petty effort to use 'submit form email' and instead proudly, publish your organization chart, listing position, name, email address and brief summary about yourself possibly. Now, we would, including your voting populace all be coordinated and I would not have to be sending each of you, in this mailing several different types of contact, like a Canada post delivered package in the mail; some will receive an email, others, well I'm still researching.

I have found the absence of documents, Bylaws and some idea of kindness toward Animals, has produced much like I found back in 1995, sadly not much of anything productive, yet many have very attractive informative web.sites, why not all?

So, I am listing a brief outline of my "Animal Advocacy", just to give you a sense of what I'm trying to achieve. Thus, other than many successful, larger organization of non-profits, some still just do fine work saving Cats and often many pay their own way (my wife and I have never accepted a cent and regularly housed, as part of our family up to 18 cats in our home, which in the other side it became cumbersome as some Municipal Councils seem to feel a maximum number of Cats/Dogs ought to be allowed per home, such nonsense but ignorant people do ignorant things, don't they? Sadly, over the decades we are down to two Cats,

So, enough grumbling from this 86 year old Animal Lover, still, after all these years, trying to impress upon, "do some acts of kindness in your lives, a lot of poor little Animals, notably Cats for this email and letter, but they need our help as obviously the kind people trying to help, find stray cats new homes, help pay for some exorbitant VET bills, (I won't go there in this email/letter but that is a major annoyance I'm pursuing to get more reasonable vet bills).

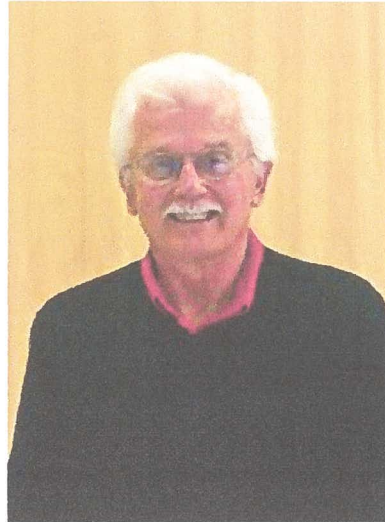
So, hopefully you will receive this email in the kind intent sent to you and possibly you may be kind enough to talk to your Municipal Council colleagues about how you can help. Let me hasten to say, "every municipality needs to do their share, as many Citizens' are trying desperately to improve Animal lives but sadly, too few have the additional ability to do ADVOCACY, as like writing to you, and daily face insurmountable challenges, to deal with terrible cruelty imposed upon many Animals by some of your fellow citizens' and so, while many do the labour, some need your expertise as elected Council leaders to create the community environment and often to assist financially, otherwise we find many, like **Last Chance Cat Ranch**, Lethbridge becoming overwhelmed, while frankly, too many of you do nothing and that is a shame! Like Last Chance Cat Ranch, too many are fighting an uphill battle, unless you get involved now!

I'm going to close for now but I find nearly every Municipality has their person striving to assist the little lost souls, notably Cats today but some terrible circumstances exist in, likely even your Municipality, where too many Cats are abused, stray and lost, not altered so having litters of kittens all over that only exacerbate the problem of more cats, lack of funds and the cycle seems endless. Thus, when I hear of such a group I can only be inspired and thankful to the kind persons, most notably a group "in Lethbridge are **LAST CHANCE CAT RANCH WHO LIKE MANY OTHER KIND SOULS, DOING FINE UNSELFISH EFFORTS** to rehome or get a VET to perform needed operation at a reasonable or low/no cost fee. to assist the many **DESERVING LITTLE Cats (and Dogs)** and older ones too, who have fallen on hard times or lost their Companion Animal Guardian and many have found themselves sick, injured, until the Angels from the local humane society appear to assist. So, first, if you can assist Last Chance Cat Ranch by placing on a Community Grant program,

please consider, if you can send some funds to assist them please do so now! If some of you, under your perceived gruff manner or perceived indifferent behavior are not whom you are portrayed to be, step up alongside me and others, get Bylaws adopted, let's get every little Cat a home and prevent unwanted litters by ensuring your community has an effective Bylaw to prohibit unwanted litters. Thank you for reading. I hope you may find some kindness to join me and others to make the lives of our furry little friends more enjoyable and yes, create "Legislation/Bylaws supported by Education, enforced by severe fines for offenders", as working in-concert together we can make our World better for all.

Kindest Personal Regards,

George "The Cat Father"



GEORGE F. EVENS, ADVOCATE aka "The Cat Father" – My "VISIONARY BIO"
"A HEAD for BUSINESS, a HEART for PEOPLE, ANIMALS, ENVIRONMENT & WORLD"
EDITOR-IN-CHIEF: "News To You Action Proposals" & "DELIBERATELY STUPID" SEGMENT

Attachment – the first step a condensed list of varied Advocacy/Legislation proposals needed to improve Animal lives. For our purposes today, simply extract those applicable to Companion Animals, I have highlighted for your convenience of finding topic:

INTERNATIONAL ADVOCATE ANIMAL RELATIONS (1995) - web.site: www.thecouncilclaw.ca E.Mail:

thecouncilclaw@shaw.ca . These revisions effective August 1, 2025, others pending. The following are a sample of known atrocities in existence demanding immediate action but attending is not limited to this initial group;

- **Abolish Cruelty to Animals**, FIRST MANDATORY FOUNDATIONAL STEP, "Amend Canadian **Criminal Code** to declare Animal as sentient-beings, capable of feeling and fearing pain; remove 'property classification; cruelty definition adequate, no need to prove 'wilful'"
- **MAJOR Universal Objective "Breeder Permit"** (to control ALL Cat & Dog Breeding, eliminating all puppy & kitten mills), as well, other than approved Humane Society/Home/Purebred Breeder with Permit, prohibit sale of all Companion Animals in any retail or on-line site, location; Prohibition of any "puppy or kitten mills"; Municipal Bylaws. Federal & Provincial Legislation (1995);
- **TOP PRIORITY** If not in existence, To create a 'state-of-the-art no-kill Animal Control facility, for Dogs & Cats' at Mission & each Municipality; services including Education, Adoption, Foster, LOW-COST Veterinary Hospital, TNR Program. Bylaw Development –Provincial Legislation, Municipal Bylaws.(1995);
- To provide a check-list format of things that must be done refer to web.site www.thecouncilclaw.ca, click on "OUR POSITIOIN ON ISSUES", scroll to Sections 30 and/or 31 for details of steps to be taken and some criteria but not limited to this selection or issue or additional legislation that may be indicated by you as may apply to your location. By adopting our proposed Animal Relations Program as recommended, you will create a warm and caring environment for Companion Animals care and treatment.

- *Create Legislation to prevent Animals being left in vehicles or tethered outdoors in extreme heat or cold conditions, notably retail Stores parking lots; mandatory all parking lots to be 'posted with 'warning' sign to not leave pets in vehicles, minimum fine \$ 1000.00. Include contact number for local police or Humane Society*
- *To prohibit the sale of Animals on all on-line venues, such as Kijji , only permissible sales via "Purebred or Licenced Breeder" under Breeder Permit legislation; prohibit all "Puppy & Kitten Mills"*

RECEIVED

AUG 20 2025

TOWN OF
PICTURE BUTTE

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 7, 2025

Summer Fun with the Summer Reading Program Coordinators

The 2025 Summer Reading Program Coordinators have had a busy summer! Amy and Morgan travelled to various Chinook Arch libraries, hosted lots of exciting youth programs, created a region-wide summer book bingo challenge, and dropped lots of curious clues for community book hunts.

Here are some interesting stats from the summer:

LIBRARY

24 libraries visited

45 programs delivered

Over 200 book bingo entries received



Board Members Present

Corry Walk – Village of Arrowwood
Ron Gorzitza – Village of Barons
Tom Nish – Cardston County
Blanche Anderson – Village of Carmangay
Terry Penney – Village of Champion
Jordan Sailer – Town of Coaldale
Stephen Pain – Village of Coutts
Doreen Glavin – Municipality of Crowsnest Pass
Linda Allred – Village of Glenwood
Tory Campbell – Lethbridge County
Marie Logan (Vice Chair) – Village of Lomond
Anne Michaelis – Town of Milk River
Christopher Northcott – Village of Milo
Amanda Bustard – Town of Nanton
Melissa Jensen – Town of Nobleford
Mark Barber – Town of Pincher Creek
Dave Cox – Pincher Creek MD
Chelsey Hurt – Town of Stavely
Monica McLean – Town of Taber
Merrill Harris – Taber MD
Lorraine Kirk – Town of Vulcan
Doug Logan – Vulcan County
Derek Baron – Village of Warner
Morgan Rockenbach – County of Warner
Maryanne Sandberg – MD of Willow Creek
Allan Quinton – LPL Resource Centre

Regrets

Marsha Jensen – Town of Cardston
Lyndsay Montina – Town of Coalhurst
Jim Monteith (Treasurer) – Town of Fort Macleod
Jenn Schmidt-Rempel – City of Lethbridge
Darryl Christensen (Chair) – Town of Magrath
Crystal Neels – Town of Picture Butte
Kelly Jensen – Town of Raymond
Marilyn Forchuk – Town of Vauxhall

Not Present

Jane Johnson – Village of Barnwell
Brad Schlossberger – Town of Claresholm
Sue French – Village of Hill Spring
Justin Davis – Village of Stirling



Did You Know?

The Alberta Libraries Regulation allows for the appointment of an alternate member to a library system board! This can be a great way to ensure that your council maintains a seat at the board table when your regular appointee is unable to attend a meeting. Alternates must be appointed by council resolution.

To learn more about appointing an alternate to the Chinook Arch Library Board, please contact CEO Robin Hepher at rhepher@chinookarch.ca or 403-360-2727.

Policies Reviewed

The board reviewed and approved the following revised policies. All board policies are reviewed once every three years, or as necessary. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Purchasing Supplies and Services
- Cheque Signing
- Expenses
- Board Meetings
- Executive Officers
- Board Meetings
- Organizational Meeting

Contact Us

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



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



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR119561

August 6, 2025

Subject: 2025 Fire Services Training Program Grant

Dear Elected Officials:

It is my pleasure to announce that Municipal Affairs is providing \$500,000 in grant funding for the 2026 Fire Services Training Program. This government recognizes the important work of fire services, and that public safety is always a priority. While Municipal Affairs respects that fire services are a municipal responsibility, we also recognize that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses approved for delivery under this grant will align with the following key outcomes:

- public safety is preserved in Alberta;
- community risk is effectively managed by local authorities; and
- firefighters are able to receive training in alignment with best practices.

The grant guidelines and application form are available at www.alberta.ca/fire-services-training-grant.aspx. Please forward this information to your chief administrative officers and fire chiefs, so they may complete the application form. Collaboration involving multiple municipalities is permitted but not required. **Please note the application deadline is September 30, 2025.**

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or firecomm@gov.ab.ca.

This grant program will assist fire departments across the province to be prepared with the knowledge and skills to protect their communities. I look forward to reviewing your 2026 Fire Services Training Program submissions.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR119711

August 8, 2025

Her Worship Catherine Moore
Mayor
Town of Picture Butte
PO Box 670
Picture Butte AB T0K 1V0

Dear Mayor Moore:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Town of Picture Butte, your 2025 CCBF allocation is \$167,222.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Keith Davis, Chief Administrative Officer, Town of Picture Butte

Trails

Providing for community trails in municipal land use planning.

Municipalities in southern Alberta are increasingly recognizing the benefits of multi-use trails designed for walking, running, cycling, and other small-wheeled activities. Trails animate the public realm, promote engagement with the outdoors and serve as vital corridors for active transportation. This periodical will explore the planning and design of trails from the perspective of municipal planning. As urban areas grow, providing for trails in planning initiatives—either independently or in collaboration with neighbouring municipalities and other regional partners—is a surefire approach to support active living and cultivate a connected community.

Overview

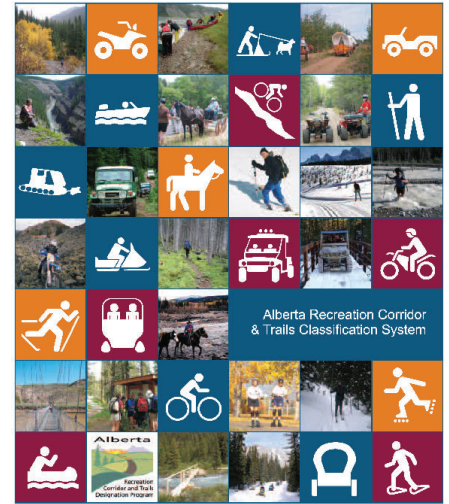
Trails are human-scale corridors, including meandering nature trails and hard-surfaced pathways, that facilitate the movement of people on foot and non-motorized devices. In an urban context, the primary goals of a trail are twofold: to provide an alternative transportation option for commuters as well as a recreational offering for leisure users. Unlike sidewalks, which are linear pedestrian facilities located within road rights-of-way, trails are often laid out to complement watercourses and other natural features, creating an alternative public realm with a perspective that isn't available from the conventional urban hardscapes that dominate our lives. Interwoven into the fabric of the places they serve, trails facilitate connections that strengthen community ties to both the built environment and the natural surroundings.

This periodical will focus specifically on the role of trail development within municipal planning, considering the planning, design and operation of trails. While parks and other nodes are also essential to a community-level open space network, the roles of these other elements are not explored in-depth in this edition. Furthermore, while many trail types exist, this publication will focus on trails in, around, and between urban areas that are designed mainly for walking, running, cycling, and other small-wheeled activities.

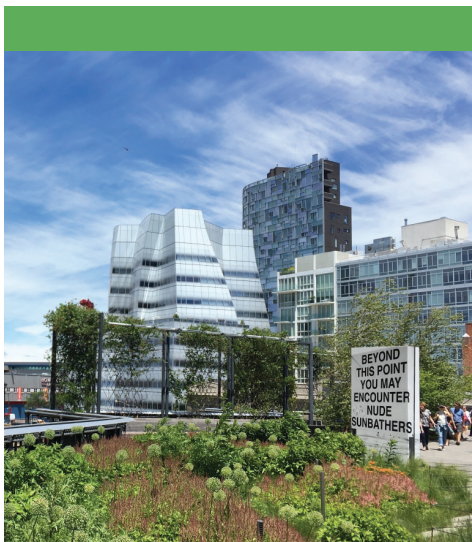
Policy framework

The federal government promotes multi-use trails and other non-motorized travel through the National Active Transportation Strategy 2021–2026. The strategy envisions new and expanded active transportation networks throughout Canada and for all Canadians. Within this strategy, active transportation is defined as movement powered by human activity, including walking, cycling and the use of human-powered or hybrid mobility aids such as wheelchairs, scooters, e-bikes, rollerblades, snowshoes and cross-country skis.

At the provincial level, a policy gap currently exists following the expiration of Active Alberta: 2011–2021, which focused on enhancing the physical, social and emotional health and wellness of Albertans through active living, recreation and sport. However, these same three elements—active living, recreation and sport—are emphasized in the South Saskatchewan Regional Plan as key to the wellness of Albertans and their communities. Strategy 6.1 contemplates the “South Saskatchewan Regional Trail System Plan”—a policy document to be developed in collaboration with municipalities, aboriginal peoples, industry stakeholders and the public that will preserve and promote the region’s unique natural and cultural heritage. The South Saskatchewan Regional Trail System Plan will designate motorized and non-motorized trails to link neighbourhoods and communities with the region’s parks, outdoor recreation spaces and tourism destination areas. The Implementation Progress Report 2022 for the South Saskatchewan Regional Plan identifies the status of the regional trails plan as “in progress.”



Under the Alberta Recreation Corridor & Trails Classification System, trails are classified based on trail conditions, level of experience and type of activity (non-motorized, motorized). The use of a trail classification system is expected to assist various groups—trail developers and operators; landowners and municipal governments; land managers; trail users and leaders; and other funders—in assessing trail requests and grant applications.



The High Line, Manhattan

An emerging phenomenon in the 21st century is the “rail trail”—a colloquial term that describes a multi-use trail located on an abandoned rail line. The longest rail trail in Canada is Newfoundland T’Railway Provincial Park, which spans nearly 900 km across the island. From a design perspective, the generous width of a railway right-of-way opens up a world of possibility to enhance the public realm, particularly in urban settings where multiple sources of funding can be accessed to fund the capital improvements. One of the more remarkable examples of this is the High Line in Manhattan, which is equal parts transportation corridor and public space. A 2.3-km-long elevated structure, the High Line physically separates pedestrians from the traffic impacts below. It includes overlooks, public seating areas, sculptures, water features, spaces for community programming and performance art, and even an open-air food court. The High Line is owned by the City of New York and operated by a local non-profit organization pursuant to a licence agreement with the municipal parks department.

On the legislative side, the province has committed to improving recreational access to public land by enacting the *Trails Act*, which establishes a trail management planning process with consideration of the many land uses and values on the landscape. While the *Trails Act* does contemplate the development of non-motorized trails, the backcountry locations associated with most public lands are—except in Crowsnest Pass—well removed from the urban and edge environments that are the focus of this periodical.

Municipal planning for trails

Trails facilitate exploration—within the urban environment itself and along its outer reaches. They also serve a utilitarian purpose as the fundamental connective tissue in the fabric of the urban open space environment. Whereas neighbourhoods, parks and other nodes function as hubs of concentrated activity, trails facilitate navigation between these various gathering spaces. The spatial interdependence of trails and nodes reinforces the significance of each of these elements: a trail acquires meaning when it leads to a node, and a node becomes more memorable if it exists at the end of a trail. Interpretive elements like signage help contextualize and tell the narrative of the place. Recognizing how the positive imagery of a thoughtfully planned trails system can positively influence the perception of the urban environment, municipalities are increasingly integrating comprehensive trails planning into broader land use planning frameworks.

For a trail network to be successful it should emphasize unique local conditions, thus producing a memorable reflection of the area. For this reason, effective trails planning is contingent on engaging residents to tap into knowledge of place. The engagement process is frequently spearheaded by a local non-profit organization functioning as a trails committee. These volunteer-driven groups can play a central role by advocating for trail initiatives, engaging in fundraising, formulating trails concepts, and entering into trail management agreements with municipal councils.

From a local governance perspective, the municipal development plan (MDP) is the starting point for a local government to articulate policy that formally recognizes multi-use trails as a valuable recreational amenity and integral component of the local transportation network. MDP policy could be aimed at initiating the development of a trails master plan or, conversely, at embedding elements of an existing trails master plan into the MDP to give them statutory authority. Due to the high-level nature of an MDP, policy at this planning stage will typically be more general in nature, emphasizing connectivity and promoting the health and wellness benefits of engagement with the outdoors. An MDP may also include coarse-scale mapping of trail corridors, or at least of environmentally significant areas as a precursor to trail mapping at a subsequent planning stage. Open spaces and other naturalised areas have the capacity to secure crucial links within a municipal trail network and enhance multi-modal connectivity to surrounding neighbourhoods, parks and other nodes within the community. A more precise evaluation of layouts for specific trail segments often occurs

at the area structure plan (ASP) stage, where the vision of how a specific area will be developed becomes more crystallised. For example, a biophysical impact assessment undertaken as a preliminary study to an ASP could uncover information about the local flora and fauna that warrants a specific trail alignment to prevent unnecessary habitat loss or otherwise minimize environmental impact. Likewise, findings from a geotechnical investigation could bring to light information regarding the suitability of certain lands for trail development based on the subsurface characteristics. Naturally, a municipality should be aware of the costs associated with this more detailed consideration of trail alignments—not only the costs of due diligence investigations but of land surveying and engineering design as well. Where trail alignments are mapped within an ASP, those alignments will guide the layout of future subdivisions within the plan area. ASP policy can also articulate phasing for development of the trail network and outline specific trail-related requirements for subdivision proposals within the plan area.

Trails planning also has the capacity to extend beyond municipal boundaries, as in the regional trails system in the Town of Magrath and Cardston County, or the Meadowlark Trail east of Calgary. The latter stretches 7 km along a former rail line from the Village of Beiseker to the Town of Irricana, featuring interpretive signage and scenic lookouts across the grasslands. This regional trail is part of the Trans Canada Trail (formerly known as the “Great Trail”), the longest multi-use trail system in the world.

Trail design considerations

Trails should not be perfectly linear, curved or curvilinear. Rather, they should embody aspects of all these forms to reflect the distinctive shape of nature: unpredictability. Where trails meander in harmony with the physical transitions and natural rhythms of the local environment, the result is a more intriguing visual experience for trail users. The sense of place can be further enhanced by accentuating changes in direction by integrating trees or other vertical elements (“anchors”) adjacent to the trail, which serve to provide a memorable point of reference. Naturally, the qualitative benefits of a meandering route should be balanced with the goal of maintaining clear sightlines. The desired minimum sight distance will be directly proportional to the design speed of the trail, with an unobstructed distance of 45 m (147 ft) being the target where cycling will be accommodated.

To complement the existing terrain, trails should be developed at grade where cross-slopes are negligible. In the case of a paved trail, where the cross-slope of the existing grade exceeds 2% (3% for an unpaved trail), the best practice is to construct the trail either on an embankment or using partial cut and fill. Depending on the context, hard surfaces like asphalt, granular-based surfaces like limestone, and rough dirt trails are all potentially suitable surface finishes. The finish will depend, among other factors, on the desired user groups, the cost of constructing and maintaining the capital improvements, and the subsurface characteristics of the land. As soil composition determines structural stability, well-drained soils are the



Interpretive signage at Head-Smashed-In Buffalo Jump (Estipah-skikikini-kots / Áistipahskikikinikots) celebrates history by weaving storytelling into the trail experience.



The MPE Link Pathway in Lethbridge County connects the City of Lethbridge and the Town of Coaldale and parallels a drainage drain owned by the St. Mary River Irrigation District. A combination of provincial, municipal and private funding was leveraged to build Phase 1 of the MPE Link Pathway, with the trails committee raising a total of \$3.5 million to-date.

SAMPLE TRAIL STANDARDS:

Min. Right-of-Way Width:

Natural	6.1 m
Local Connector	7.6 m
Regional Multi-Use	9.1 m

Min. Surface Width:

Natural	1.2 m
Local Connector	1.8 m
Regional Multi-Use	2.4 m

Max. Sustained Vertical Grade:

Natural	3–10% *
Local Connector	7%
Regional Multi-Use	5%

* Contingent on erosion control

Source:
Magrath Regional Trails
Master Plan

The ongoing development of the 2,987-km portion of the Trans Canada Trail located within Alberta is supported by Alberta TrailNet, a non-profit organization who acts as the provincial trail council. Alberta TrailNet works with trail supporters, trail operators, provincial trail user associations, municipalities and the provincial government to support trail projects throughout Alberta.

most ideal subgrade. The Alberta Recreation Corridor & Trails Classification System provides a baseline set of standards for trail development.

Natural trails are low-impact corridors that are suitable in settings where the anticipated traffic is mostly low-volume foot traffic. They are generally found in the outer reaches of a comprehensive urban trail network, or where an urban cross-section design is challenged by the presence of steep slopes, narrow spaces, obstructed sightlines or other physical constraints. In comparison, local connector trails involve moderate design impact and accommodate more diverse user types and medium traffic volumes. They provide community links and enhanced access to local services and points of interest. At the far end of the continuum are the regional multi-use trails. Characterised by gentle slopes and smooth, hard surfaces, these trails are designed to be barrier-free and accommodate the full spectrum of non-motorized users and high traffic volumes.

As one of the key purposes of a trail is to create an aesthetically pleasing environment, furnishing the trail network with ample amenities like garbage receptacles will be central to maintaining functionality and convenience. To this end, one receptacle per kilometre is a reasonable distribution in most settings. Receptacles should be bear-resistant and sufficiently separated from seating areas. In the Magrath regional trails system, the preferred spacing between benches is 500 metres for regional multi-use and local connector trails, and 700 metres for natural trails. Native landscaping should be adopted so as to accentuate the allure of the most consequential amenity—the landscape itself. Annual flowerbeds and natural plant xeriscapes are two popular planting strategies that can create visual interest and enhance the user experience. Lastly, to discourage trespassing on private property and prohibit access to hazard lands, fencing may be necessary for certain segments of a trail.

Land acquisition and funding

Under Part 17 of the *Municipal Government Act* (MGA), a community trail falls under the category of “pedestrian walkway.” The scope of what constitutes a pedestrian walkway was considered by the Alberta Court of Appeal in *Stantec Consulting Ltd. v. Edmonton (City of)*, 2004 ABCA 241. In this case, the local subdivision and development appeal board imposed a condition on subdivision approval under s. 655(1)(b)(ii) of the MGA requiring the developer to construct a pedestrian walkway within a dedicated three-metre-wide strip of land. The developer appealed the condition, arguing that these dimensional standards were excessive because a pedestrian walkway should be reserved exclusively for foot traffic. The Court disagreed, concluding that a pedestrian walkway was analogous to a sidewalk, the only difference being that it is outside the road right-of-way. Since the city’s traffic bylaw allowed the use of sidewalks by individuals using roller skates, in-line skates, skateboards, scooters, and bicycles, it made sense that those same mechanical devices would be accommodated on a pedestrian walkway. The Court also cited Black’s Law Dictionary to demonstrate that the term

“pedestrian” is not confined to individuals travelling on foot. Ultimately, the condition specifying the width and surface finish of the pedestrian walkway was upheld and it was determined that specifics relating to the scope of non-foot traffic allowed on a pedestrian walkway was a discretionary matter for the municipal authority to decide. Today, winter skating is even accommodated on select pedestrian walkways in Edmonton. The city refers to these scenic ice trails as “iceways.”

An important point about s. 655(1)(b)(ii)—and about the equivalent provision dealing with conditions attached to the issuance of a development permit (s. 650(1)(b))—is that the requirement to construct or pay for the construction of a pedestrian walkway can be imposed to serve the subject lands and/or to connect to pedestrian walkways that serve (or will serve) adjacent lands. This authority to require a developer to connect to off-site trails can help facilitate implementation of a municipality’s trails master plan.

Land for a trail corridor can be secured at the subdivision stage, either as a public utility right-of-way, a separately titled public utility lot owned by the municipality, or reserve land. For land abutting the bed and shore of a water body, environmental reserve may be the preferred tool, provided that the banks are stable enough to accommodate the development of low-impact trail facilities. Environmental reserve may also be suitable for trails where physical constraints make the land unsuitable for permanent structures yet public access can still be safely accommodated. Municipal reserve is another popular mechanism; however, it is generally accepted that this designation is best utilized for recreational facilities that are not intended solely for circulation purposes. Where the trail corridor was not acquired at the subdivision stage, a municipality can negotiate with the landowner to make the land subject to an access easement, or purchase the land outright. This is also where a local trails committee can step in and help obtain the land through donations, fundraising, or by securing government grants.

Government funding is available to support the planning and development of trails. The federal Active Transportation Fund offers funding for the creation of formal strategic planning documents as well as for capital projects involving new construction, enhancement of existing infrastructure, and/or improvements to design and safety features that encourage active transportation. At the provincial level, the Alberta Community Partnership can be leveraged for trail initiatives that involve intermunicipal collaboration.

Concluding remarks

Community trails are an important component of a municipality’s recreation profile. By undertaking comprehensive trails planning, a municipality can align infrastructure investments with community goals and create vital assets. The development of accessible trail networks ultimately supports regional connectivity, active living and engagement with the great outdoors for southern Albertans—today, and for generations to come.

Under the Occupiers’ Liability Act, “occupier” refers to the person responsible for the condition of a trail, while a trail user is deemed to be a “trespasser.” The Act provides that an occupier is only liable for damages for injury to the trespasser that result from the occupier’s willful or reckless conduct. The caveat is that there is a higher expectation on occupiers regarding child trespassers, who are less perceptive of danger. It is thus in the best interest of a municipality to provide a reasonable duty of care that contributes to the safety of all trail users.

In many cases, a municipality will outsource trail management to a local grassroots organization by entering into a management agreement. The third-party is then responsible for monitoring trail conditions, undertaking repairs, installing erosion control measures, managing vegetation, removing litter, etc. However, even under such an arrangement, the municipality may still be liable for damages despite any insurance and indemnity provisions included in the underlying management agreement. The determinative factor is whether the municipality exercised reasonable care in the selection and supervision of the third party.

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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