



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 22nd September, 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 – 8th September, 2025

4.0 PUBLIC HEARING

4.1 Bylaw No. 963-25 Road Closure Bylaw – A part of Industrial Drive

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

6.1 Policy 103 Computer and Telecommunication Policy

6.2 Policy 108 Council Honorariums & Meeting Fees Policy

6.3 Policy 114 Expense Reimbursement Policy

6.4 Policy 134 Staff Professional Development and Training Policy

6.5 CPR Trail Irrigation

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 Director of Parks and Recreation Report

10.0 CORRESPONDENCE

10.1 Famous 5 Foundation

10.2

11.0 INFORMATIONAL ITEMS

- 11.1 Picture Butte and District Chamber of Commerce – Meeting Minutes
- 11.2 Barons Eureka Warner Family & Community Support Services – Board Meeting Minutes – June 2025

12.0 CLOSED SESSION

- 12.1 ATIA Section 19 – Phase 3 Sanitary Main – Hold Back
- 12.2 ATIA Section 26, 29 – CAO Report

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, September 8th, 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 Emergency Services – F. West
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

261 2509 08 MOVED by Councillor Feist that the agenda be approved as amended.
ADD 6.5 – Economic Development Committee Strategic Plan meeting food request
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – August 11th, 2025

262 2509 08 MOVED by Deputy Mayor Papworth that the Regular Council Meeting minutes of August 11th, 2025 be approved as presented.
CARRIED

4.0 PUBLIC HEARING – None for this meeting.

5.0 DELEGATION

Sgt. Sean Dutch from the RCMP presented the quarterly Community Policing Report to Council. RCMP recruiting is stronger than ever with a big push taking place in Alberta. The recruitment numbers in Alberta are at a ten year high. Criminal Code offences are down from 2023-2024. The RCMP has added two police dogs units working out of the Coaldale Branch. The lockout in Coaldale has caused a staffing issue but they are receiving support from neighbouring municipalities which is helping. There has been an increase in mental health calls, the RCMP has a unit with a nurse that helps with these calls. This allows for a more effective use of resources as the nurse helps with individuals who may need to attend the hospital.

Sgt. Dutch mentioned there had been targeted enforcement to help with the new one-way street, warnings and tickets were issued. Council agreed that there is more awareness of the one-way but there are still vehicles travelling the wrong way occasionally. Councillor Feist expressed concern about the speed of vehicles, specifically larger trucks, travelling down Highway Avenue. The RCMP will send units out to do enforcement along Highway Avenue.

6.0 REQUESTS FOR DECISION

6.1 Records Retention & Disposal Standard Operating Procedure

263 2509 08 MOVED by Councillor Feist to approve the changes made to the Records Retention & Disposal Standard Operating Procedures as recommended.
CARRIED

6.2 Library Board Appointments

264 2509 08 MOVED by Councillor de Kok to approve Susan O'Donnell, Anara Boss and Jessica Sinke to the Picture Butte Library Board for a three-year term.
CARRIED

6.3 Sunset Lots Sales Restriction

265 2509 08 MOVED by Councillor Neels 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.

CARRIED

6.4 Bylaw No. 964-25 Regional Emergency Management Bylaw

266 2509 08 MOVED by Deputy Mayor Papworth the first reading of Bylaw No. 964-25 Regional Emergency Management Bylaw.

CARRIED

267 2509 08 MOVED by Councillor de Kok the second reading of Bylaw No. 964-25 Regional Emergency Management Bylaw.

CARRIED

268 2509 08 MOVED by Councillor Feist permission to move to the third reading of Bylaw No. 964-25 Regional Emergency Management Bylaw.

CARRIED UNANIMOUSLY

269 2509 08 MOVED by Councillor Neels the third and final reading of Bylaw No. 964-25 Regional Emergency Management Bylaw.

CARRIED

6.5 Strategic Plan meeting food request

270 2509 08 MOVED by Councillor de Kok to approve the Economic Development Committee to go out for lunch for the Strategic Plan meeting on September 11, 2025.

CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

August 15-17	Attended Jamboree Days
September 2	Attended Coffee with the Seniors at Piyami Lodge
September 3	Attended a Picture Butte & District Chamber of Commerce Executive meeting
September 5	Attended a Mayors and Reeves of Southwest Alberta meeting

271 2509 08 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:
August 15-17 Attended Jamboree Days

Councillor Feist advised Council of her recent activities:
August 15-17 Attended Jamboree Days
September 3 Attended a Barons Eureka Warner Family & Support Services meeting
September 4 Attended an Oldman River Regional Services Commission meeting

Councillor de Kok advised Council of his recent activities:
August 15-17 Attended Jamboree Days

August 29 Attended a Southern Alberta Energy from Waste Association zoom meeting

Deputy Mayor Papworth advised Council of her recent activities:
August 15-17 Attended Jamboree Days
August 20 Attended a Green Acres Foundation Executive zoom meeting

272 2509 08 MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented.

CARRIED

9.0 ADMINISTRATION’S REPORT

9.1 CAO Report

273 2509 08 MOVED by Councillor de Kok to accept the CAO Report as presented.

CARRIED

10.0 CORRESPONDENCE – None for this meeting.

11.0 INFORMATIONAL ITEMS – None for this meeting.

12.0 CLOSED SESSION

274 2509 08 MOVED by Councillor Neels to close the meeting to the public in accordance with Section 26 & 29 of the Access to Information Act to discuss the Fire Services Agreement, Emergency Services Report, Council Meeting Regularity and Sanitary Sewer Upgrade Update at 7:17 p.m.

CARRIED

275 2509 08 MOVED by Councillor de Kok to open the meeting to the public at 8:36 p.m.

CARRIED

276 2509 08 MOVED by Councillor de Kok to not accept the Fire Services Agreement as presented.

CARRIED

277 2509 08 MOVED by Deputy Mayor Papworth to receive and file the Director of Emergency Services Report.

CARRIED

278 2509 08 MOVED by Deputy Mayor Papworth to schedule two Council meetings per month, one Council Meeting and one Committee of the Whole meeting and to adjust Bylaw No. 902-20 to represent changes.

CARRIED

279 2509 08 MOVED by Councillor de Kok to direct administration to continue investigating waste water options.

CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for September 22th, 2025 beginning at 6:30 p.m.

280 2509 08 MOVED by Councillor Feist to adjourn the Regular Council Meeting at 8:41 p.m.

CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer

Memo

To: Council, Town of Picture Butte

Cc: Keith Davis, CAO

From: Kattie Schlamp, Planner

Date: September 17, 2025

Re: Road Closure Bylaw 963-25

The purpose of Bylaw 963-25 is to close a portion of Industrial Drive, legally described as Plan _____, Area 'A', containing 0.438 hectares (1.08 acres) more or less, excepting thereout all mines and minerals, for sale and consolidation with an adjacent parcel. The portion of Industrial Drive to be closed has never been developed and has been used by the adjacent landowner for a number of years. Access to all adjacent parcels will not be impacted by the closure, including 110 Industrial Drive which does not have any other means of access.

Road Closure Bylaw 963-25 received first reading at the regular meeting of Council on August 11, 2025. Following first reading, notification was sent to Lethbridge County, Alberta Transportation and Economic Corridors (ATEC), utility agencies, Palliser School District, Alberta Health Services (AHS), and adjacent landowners. To date, responses have been received from ATEC, AltaLink, and Fortis. Both AltaLink and Fortis indicated no objections to the road closure. ATEC has acknowledged receipt of the referral and instructed that the road closure package be submitted to the Road Closure Coordinator following the public hearing.

Responses are outstanding from Lethbridge County, Palliser School Division, Telus, AHS, and ATCO Gas and are required to form a part of the road closure package therefore the package will not be submitted until the required responses have been received. Once the necessary responses have been received, Bylaw 963-25 and the corresponding road closure package will be submitted to ATEC for approval by the Minister of Transportation and Economic Corridors. Upon return of the bylaw, Council may proceed with second and third reading of the bylaw, at which time, the road closure can be submitted to Land Titles for registration and consolidation of the closed portion of the road with the adjacent title.

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

BYLAW NO. 963-25

A Bylaw of the Town of Picture Butte in the Province of Alberta for the purpose of closing to public travel a portion of public roadway to create title in the name of the municipality for subsequent disposal of the land through consolidation with adjacent land in accordance with Section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS the land hereafter described, and as illustrated in attached Schedule 'A' is no longer required for public travel; and

WHEREAS application has been made to Council to have the portion of roadway closed; and

WHEREAS the Council of the Town of Picture Butte deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality, and thereafter creating title to same and disposing of the same; and

WHEREAS notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act; and

WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Picture Butte in the Province of Alberta does hereby close to public travel for the purpose of creating title to the following described roadway for consolidation, subject to rights of access granted by other legislation:

PLAN _____
AREA 'A'
CONTAINING 0.438 HECTARES (1.08 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

Received first reading this 11 day of August 2025.

Cathy Moore, Mayor
<seal>

Keith Davis,
Chief Administrative Officer

APPROVED this ____ day of _____ XX____.

Minister of Transportation
<seal>

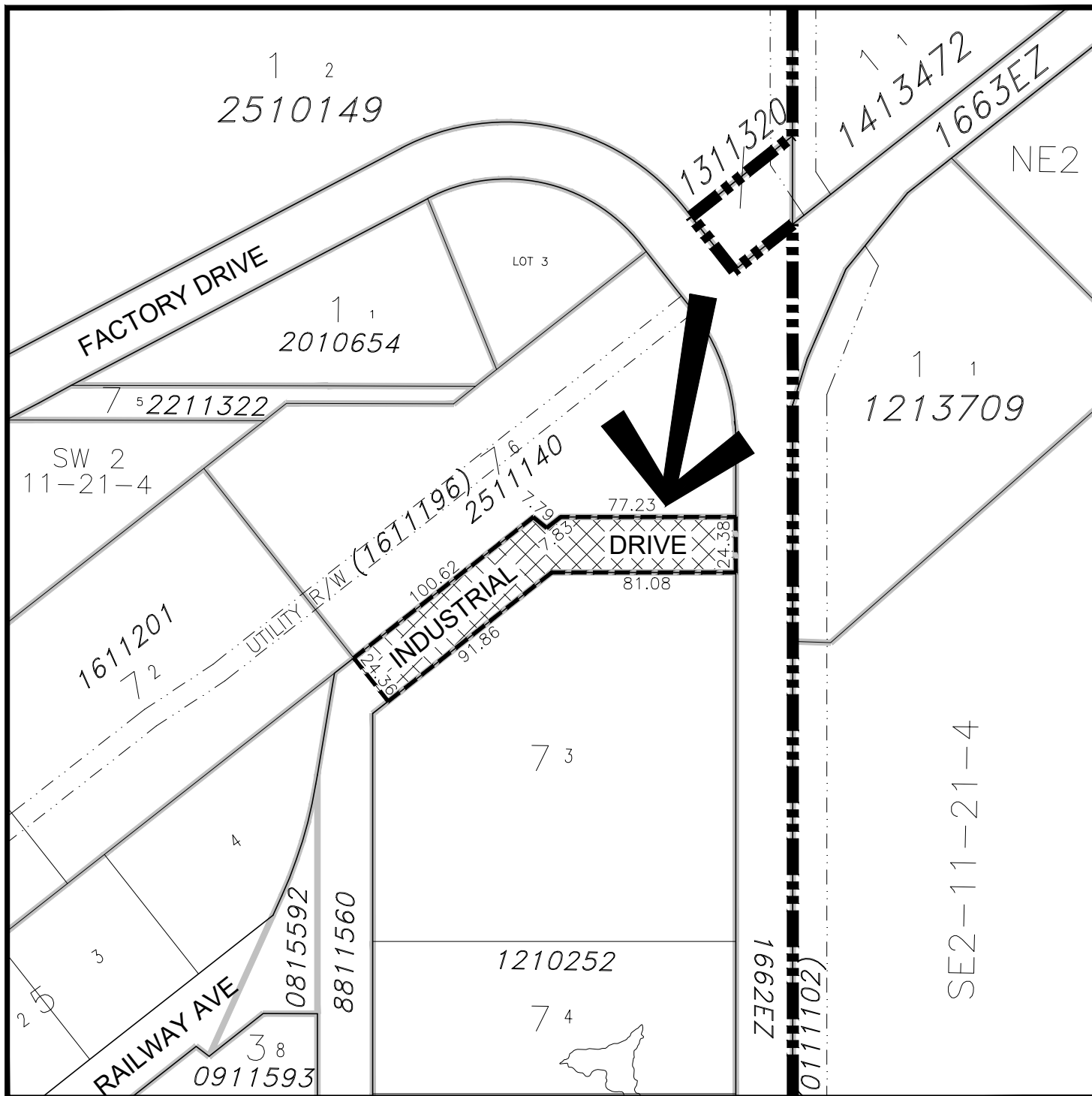
Received second reading this ____ day of _____, 20____.

Received third reading this ____ day of _____, 20____.

Cathy Moore, Mayor

<seal>

Keith Davis,
Chief Administrative Officer



PROPOSED ROAD CLOSURE SCHEDULE 'A'

Bylaw #: _____
Date: _____



PLAN _____
AREA 'A'

CONTAINING 0.438 HECTARES (1.08 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

MUNICIPALITY: TOWN OF PICTURE BUTTE

DATE: AUGUST 11, 2025



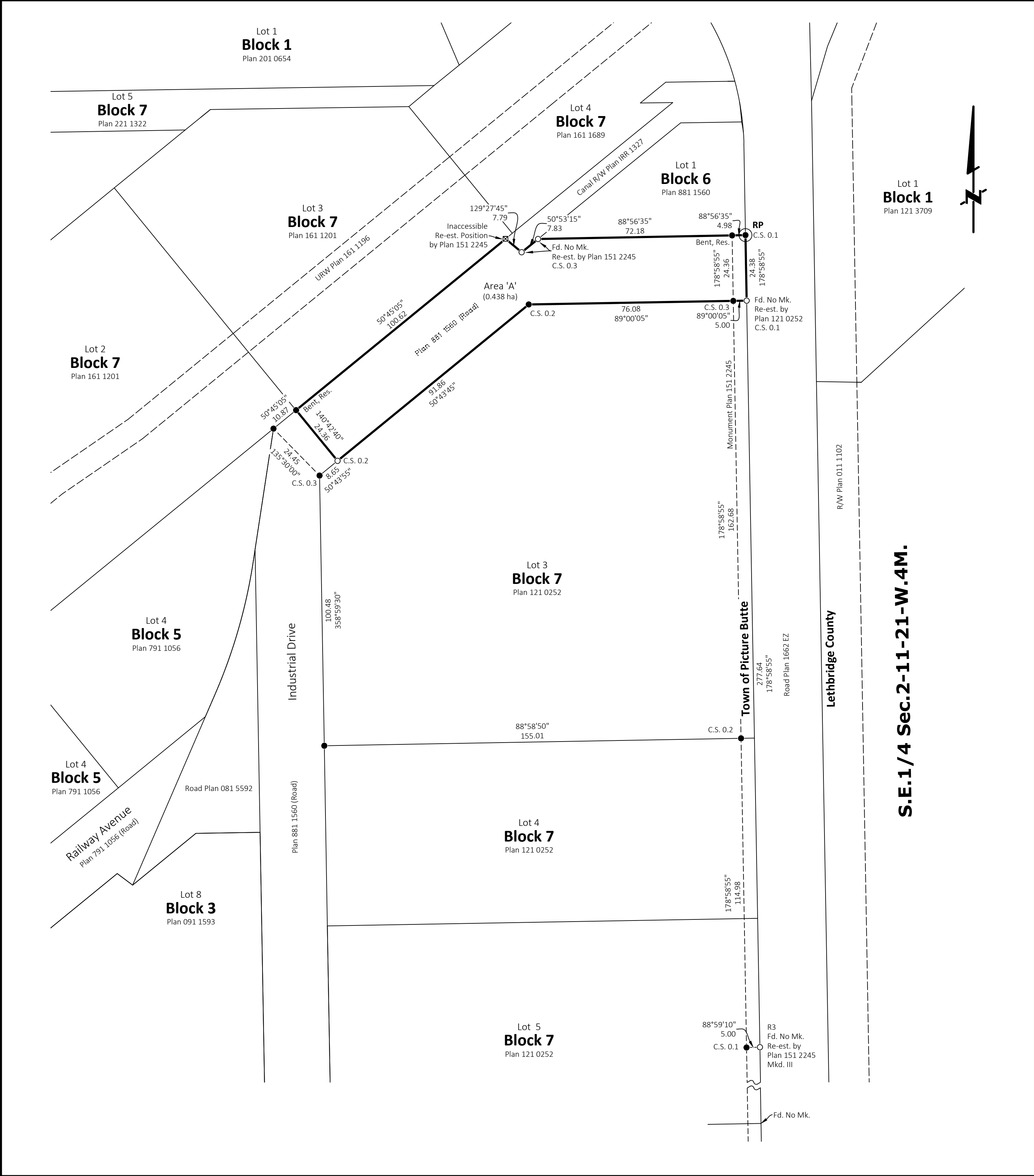
OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

August 11, 2025 N:\Lethbridge-County\Picture Butte\Picture Butte LUD & Land Use Redesignations\Picture Butte Road Closure Bylaw - Portion of Industrial Drive.dwg



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



PLAN No. _____

Entered and Registered on _____

Instrument number _____

A.D. Registrar _____

REQUESTED BY:
Town of Picture Butte

LEGEND:

Geo-Reference Point shown thus:
Statutory Iron Posts found shown thus:
Statutory Iron Posts placed shown thus:
Left No Mark shown thus:
Area dealt with by this plan bounded thus:
All distances are in metres and are from post to post unless shown otherwise.
Iron Posts placed are marked with permit No. P046.
Coordinates and bearings are referred to NAD83 (CSRS) 3TM, Epoch 2010, referenced to the meridian at 114° W.
and were derived from GNSS observations to NRCAN PPP.
Combined Scale factor used = 0.999857
Geo-Reference Point Coordinates: 5527676.61 N., 88479.63 E.

ABBREVIATIONS:

3TM	3-degree Transverse Mercator	Mk.	Mark	Rge.	Range
C.S.	Countersunk	N.	North	RP	Geo-Reference Point
CSRS	Canadian Spatial Reference System	NAD	North American Datum	S.	South
E.	East	NRCAN	Natural Resources Canada	Sec.	Section
Fd.	Found	PPP	Precise Point Positioning	Twp.	Township
GNSS	Global Navigation Satellite System	R/W	Right-of-way	URW	Utility Right-of-way
ha	Hectare	Re-est.	Re-established	W.	West
M.	Meridian	Res.	Restored		

SURVEYED BY:

Michael A. Thompson, A.L.S.

Surveyed between the dates of March 5th, 2025 and April 21st, 2025, in accordance with the provisions of the Surveys Act.

Plan Showing Survey of

RIGHT-OF-WAY FOR
ROAD CLOSURE PURPOSES

within
Part of

Plan 881 1560 (Road)

within

S.W.1/4 Sec.2

Twp.11 - Rge.21 - W.4M.

Town of Picture Butte - Alberta
2025

Scale - 1 : 1000

GeoVerra (AB) Limited Partnership
Toll Free: 1-800-465-6233
www.geoverra.com

Plan Date: May 9, 2025
Project No.: 25-00572
File: 25-00572-001-RCL
Initials: JL - AKM - MAT

PUBLIC HEARING NOTICE TOWN OF PICTURE BUTTE

PROPOSED ROAD CLOSURE BYLAW NO. 963-25

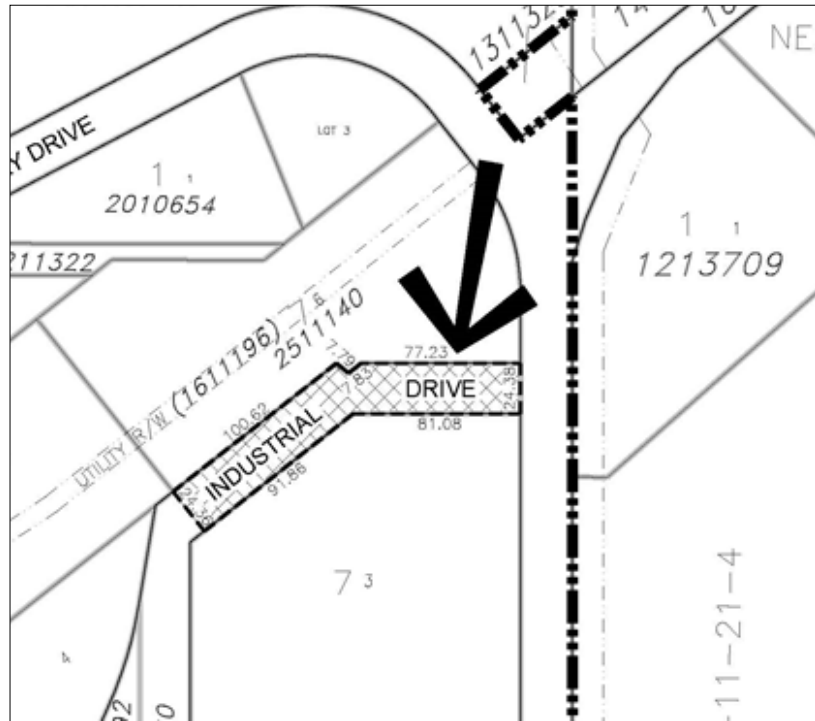
PURSUANT to section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, notice is hereby given that the Council of the Town of Picture Butte will consider a bylaw to close and create a title in the name of the municipality for subsequent sale and consolidation to an adjacent parcel of land as illustrated in Schedule A and described as:

PLAN _____
AREA 'A'
CONTAINING 0.438
HECTARES (1.08 ACRES)
MORE OR LESS

EXCEPTING THEREOUT ALL
MINES AND MINERALS

THE PURPOSE of the bylaw is to close the road not needed for public travel and create separate title to such lands in the name of the municipality for sale and consolidation to an adjacent parcel of land.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 963-25 will be held in the Town of Picture Butte Council Chambers at 6:30 p.m. on September 22, 2025



AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should, in writing, notify the Town of Picture Butte no later than 4:00 p.m., on September 19, 2025. Both written and/or verbal presentations may be made to Council at the public hearing.

AND FURTHER TAKE NOTICE THAT a copy of the proposed Bylaw may be inspected at the Town of Picture Butte office #120 – 4th St. N. Picture Butte, AB during normal business hours.

DATED at the Town of Picture Butte in the province of Alberta this 4 day of September, 2025.

Keith Davis
Chief Administrative Officer



Picture Butte

Picture Perfect!

14 August, 2025

Dear Sir/Madam,

RE: Proposed Road Closure

That portion of road allowance lying within Part of Plan 881 1560 within SW1/4 Sec 2, Twp 11, Rge 21, W4M in the Town of Picture Butte as shown on the enclosed sketch.

Town of Picture Butte is considering a proposal to close a portion of undeveloped public roadway within Part of Plan 8811 1560 within SW1/4 Sec 2, Twp 11, Rge 21, W4M and located between Lot 6, Block 7, Plan 2511140 and Lot 3, Block 7, Plan 1210252, to create a title in the name of the municipality for subsequent sale and consolidation with an adjacent piece of land. The matter will be dealt with before Council in a public hearing at 6:30 pm on September 22, 2025. As part of the road closure process, adjacent landowners are required to be notified of the proposal and provided with the opportunity to express any concerns in advance of the public hearing.

If you have an objection or concern, please submit comments no later than September 15, 2025. All written replies will be forwarded with the file to Alberta Transportation. Please direct your replies to the Town of Picture Butte at the above address.

A sketch showing the location of the proposed road closure is enclosed. If you have any questions or concerns, please contact Keith Davis at 403-732-4555.

Sincerely,
Keith Davis
Chief Administrative Officer

Adjacent landowners



Legend

- Boundary
- Civic Address
- Road Labels
- Hwy Symbol
 - 25
 - 519
 - 843
- Hwy
- Adjacent Roads
- Closed Roads
- Reservoir
- Road Centreline
- Title Linework
- Parcels



1:4,514



0.2 0 0.11 0.2 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© OpenStreetMap contributors

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

© Town of Picture Butte



Picture Butte

Picture Perfect!

14 August, 2025

Dear Sir/Madam,

RE: Proposed Road Closure

That portion of road allowance lying within Part of Plan 881 1560 within SW1/4 Sec 2, Twp 11, Rge 21, W4M in the Town of Picture Butte as shown on the enclosed sketch.

The Town of Picture Butte is considering a proposal to close portions of public roadway to create a title in the name of the municipality for subsequent sale and consolidation with an adjacent piece of land. As part of the road closure process, we are required to notify your office of this proposal in order to give you the opportunity to reply and express any concerns.

Please provide written reply by September 15, 2025, which will be forwarded with the file to AB Transportation. Please direct your replies to the attention of Keith Davis at the above address. If an easement is required to protect your interests within this road closure, please return to the Town of Picture Butte within thirty (30) days three fully executed easement documents. AB Transportation will be the grantor for all easements. The easements will be registered with the Land Titles Office in conjunction with the road closure. If easements are required, please provide three executed easement documents which will be forwarded to AB Transportation for final execution.

I am enclosing a copy of a sketch showing the proposed road closure. If you have any questions or concerns, please contact the undersigned.

Sincerely,
Keith Davis
Chief Administrative Officer

If your agency has no objections, please complete the following and return to the Town.

I hereby certify that I have no objections to the proposed road closure referenced in this notice:

_____.

Date

Signature

List of Notified parties (Agencies and Adjacent Landowners)

That portion of road allowance lying within Part of Plan 881 1560 within SW1/4 Sec 2, Twp 11, Rge 21, W4M in the Town of Picture Butte.

Agencies:

Alberta Health Services Corporate Office:
Seventh Street Plaza
14th Floor, North Tower
10030 – 107 Street NW
Edmonton, AB. T5J 3E4

Alberta Transportation - RPATH
Lethbridge Northern Irrigation District
Main Office
2821 – 18 Avenue North
Lethbridge, AB. T1H 6T5

Palliser Regional Division No. 26
101 – 3305 18 Avenue North
Lethbridge, AB. T1H 5S1

Lethbridge County
Suite 100,
905 4 Avenue South
Lethbridge, AB. T1J 4E4

Alta Link - 3rdpartyrequests@altalink.ca
Fortis Alberta Inc. - landserv@fortisalberta.com
ATCO Gas - land.admin@atco.com
TELUS Communications Inc - circulations@telus.com

Adjacent Landowners:

1578526 Alberta Ltd.
P.O. Box 687
Picture Butte, AB. T0K 1V0

Masterfeeds Inc.
1020 Hargrieve Rd.
London, ON. N6E 1P5

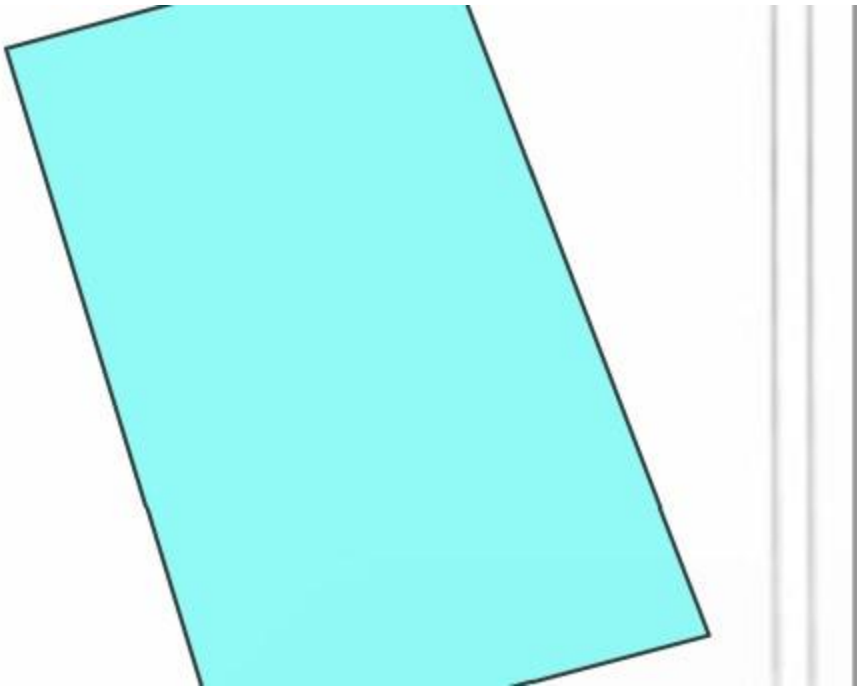
RCL AG. Equipment
P.O. Box 1501
Picture Butte, AB. T0K 1V0



Transportation and Economic Corridors Notice of Referral Decision

Road Closure Request

Municipality File Number:	Bylaw 963-25	Highway(s):	25, 519, 843
Legal Land Location:	QS-SW SEC-02 TWP-011 RGE-21 MER-4	Municipality:	Lethbridge County,Picture Butte
Decision By:	Leah Olsen	Issuing Office:	Southern Region / Lethbridge
Issued Date:	August 21, 2025	AT Reference #:	RPATH0056389
Description of Development:	Application to close an undeveloped portion of Industrial Drive for sale and consolidation with an adjacent parcel.		



This will acknowledge receipt of the above referenced road closure application, which is subject to the requirements of the Municipal Government Act.

Following the public hearing, please submit the bylaw package to Transportation and Economic Corridors (Lethbridge) through the RPATH Portal, referencing the RPATH number noted above. Once you have received confirmation from the Lethbridge District office, the original hard copy of the road closure package shall be sent directly to:

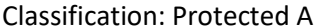
Road Closure Coordinator
Alberta Transportation and Economic Corridors
Technical Standards Branch
2nd Floor, Twin Atria Building
4999 98 Avenue NW
Edmonton, Alberta T6B 2X3

Additional information is available for road closure by bylaw, or by resolution.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Leah Olsen, Development and Planning Tech,**
on **August 21, 2025** on behalf of the Minister of
Transportation and Economic Corridors









Classification: Protected A



Erin Aldcroft
Land Department

FortisAlberta Inc.
320 - 17 Ave SW
Calgary, AB
T2S 2V1
Phone# 587-775-6331
Cell#
www.fortisalberta.com
Email: erin.aldcroft@fortisalberta.com

August 15, 2025

Town of Picture Butte
120 4 Street North
Box 670
Picture Butte, Alberta
T0K 1V0

Attention: Keith Davis

RE: Proposed Road/Lane Closure

FortisAlberta Reference No.: 320161851

Bylaw No.: N/A

Location/Legal Description: SW 02-11-21-W4

FortisAlberta has completed a review of your correspondence dated August 14, 2025, and has no objection to this road closure request as we currently do not have facilities located in government road allowance.

Should you have any questions please contact the undersigned at (403) 514-4783.

Sincerely,

A handwritten signature in cursive script that reads "Erin Aldcroft".

Erin Aldcroft

RE: 320161851

16 September 2025

TELUS File: ABROW-899
Town of Picture Butte
Bylaw: 963-25

Town of Picture Butte
Planning & Development Department
120 – 4th Street North
Box 670
Picture Butte, AB T0K 1V0

Attention: Keith Davis / Kristin Rice

RE: TELUS COMMUNICATIONS INC ('TELUS')
TELUS RIGHT OF WAY AGREEMENT
ROAD ALLOWANCE CLOSURE WITHIN PLAN 881 1560 (SW 02-11-21 W4M)

Pertaining to your notice for the above noted, and further to our email correspondence, please find enclosed three (3) copies of the above noted documents duly executed by TELUS Communications Inc.

Please submit with your road closure package for registration to Alberta Transportation, for execution and registration.

Once the closure has been registered, it would be appreciated if you would forward to our office a fully executed copy of the Right of Way Agreement, along with a copy of title showing registration of same, to the undersigned.

If you have any questions or concerns, do not hesitate to contact our office.

Yours truly,



Tacie Krisher-Kyle
Sr. Real Estate Specialist



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

Re: Policy 103 Computer and Telecommunication Policy proposed amendments

Background:

Policy 103 Computer and Telecommunication Policy was approved by Council on the 23rd of March, 2020. Attached to this memorandum is Policy 103 with some proposed amendments. The amendments mostly surround employee cell phone usage.

The Town has previously purchased Nokia flip phones that do not have an internet connection and are not smart phones. These phones are provided to employees that we previously decided did not need a smart phone. With most people now owning their smart phones most of our employees who were provided a flip phone forward calls to the Town's phone to their own personal smart phone.

Also the Town has started to use safety software that requires a smart phone. There is also an abundance of other software that could be implemented in the future that requires a smart phone.

With these considerations we are proposing to amend Policy 103. The major changes are detailed below:

1. Employees that use their own cell phone for work purposes will be reimbursed \$20 per month.
2. Supervisors (Public Works Foreman, Water and Wastewater Operator, Recreation Leadhand and Lead Primary Care Paramedic) can either have a smart phone provided by the Town and be covered under the Town's cell phone plan or use their own smart phone. If they decide to use their own cell phone the Town will reimburse them \$40 per month

Financial Implications:

This policy will increase the budget by about \$1,000 a year. We think this is a justified cost for the following reasons:

1. We require staff to use their smart phones for things like building inspections, safety inspections, and other uses that are critical to the safety of our employees and Town operations.
2. This option will cost less than providing everyone a smart phone.

Recommendation:

1. Approve Policy 103 Computer and Telecommunication Policy as presented.

Submitted by: Keith Davis, CAO



Municipal Policy Manual

NAME: Computer & Telecommunication Policy **Section:** 100 **No:** 103

COUNCIL MOTION NUMBER: 503 2003 23

UPDATED: 23rd March 2020 **2025**

1. PURPOSE

The intention of this policy is to accomplish the following goals:

- 1.1. To determine what constitutes appropriate use of Town of Picture Butte internet, cellphones, Council iPads, email, the type of computer and cell phone required to do the job, and telecommunication services and equipment. This is to ensure that Picture Butte's IT, email and internet systems operate effectively, without unnecessary disruption due to system breakdowns, and that the Town of Picture Butte is not exposed to any potential liability through unauthorized use of the systems.
- 1.2. This policy also aims to ensure the security and integrity of the network and equipment and to notify users of the existence of the control measures that must be used.
- 1.3. The Town of Picture Butte's business is conducted using computers and computer networks. A failure of our information security could have impacts on our business ranging from minor to major, depending on the nature of the failure. It is imperative we adopt and follow guidelines designed to maintain the integrity of information systems and our Confidential Information.

2. POLICY

- 2.1. Employees should not expect that information stored on town computer or telecommunications equipment is private. The contents of the documents or emails are exchanges in the context of work and can be used, disclosed or accessed without authorization from the employee or user.
- 2.2. All Confidential Information on the network, networked workstations, and messages sent over the Town's computer and communications systems, are the property of the Town. Since the primary purpose of these systems is business use, staff should not have any expectation of privacy associated with the information stored or sent through these systems. Any data may be examined by the Town management at any time, without notice to the user. The Town of Picture Butte disclaims any responsibility or liability related to the content of such data files or messages.
- 2.3. Users should be aware that the Town can log Internet usage, including sites visited; files downloaded and related information exchange. This logging is primarily intended to confirm that our Internet connections and service levels are appropriate to our business needs. However, if inappropriate Internet use is noted, the user may be subject to warnings or discipline.
- 2.4. Computers and telecommunications equipment, as well as access to electronic networks are provided for business purposes and not for personal gain. All files, messages, message bank and open documents stored in electronic systems are integral parts of the records of the municipality.



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- 2.5. Passwords are required when logging onto the computer network. Passwords should be a minimum of six characters long. Staff are encouraged to select an alpha-numeric combination of characters as a password. They are discouraged from using proper names and common words which is a security weak point. Similarly, password(s) should not be stored in a file on local hard drives as that is one of the first places an intruder would check for password records. Users should not give their password to anyone else. Users should be aware that they are responsible for all activity performed under their personal user-ID. If users are aware that anyone knows their password, they should change it immediately.
- 2.6. In order to use the network, users must first login, using their system user-ID and a password. Users are expected to logout at the end of the workday or when they expect to be away from their workstations for extended periods of time.
- 2.7. Town networks or workstations are subject to erasure. Such deletion may be done immediately and without notice. Uploading of unlicensed or third-party proprietary software via our Internet service or other external connections may be a violation of intellectual property laws or our existing licensing agreements. Any questions in this regard should be directed to the Network Administrator.
- 2.8. Data should be saved to the network hard drive disk at least once every 30 minutes and preferably more frequently to minimize the amount of rework in the event of a system failure. Data should always be saved prior to printing, using any sort of communications programs, or initiating any similar activity which increases the risk of the system locking or freezing. Users are encouraged not to save active data on a workstation's local hard drive as the network backup procedure does not include backing up local hard drives. Data that is open at a user's terminal or data that has not been saved to a network drive will not be backed up.
- 2.9. Users are prohibited from using the Town's information systems to gain unauthorized access to other information systems and from damaging, altering or disrupting the operation of such other systems.
- 2.10. Computers and telecommunications equipment are specifically used for the following activities:
 - 2.10.1. Performing any work related to the municipality;
 - 2.10.2. Communicating, as part of their duties, with co-workers, staff working within provincial or federal governments, other municipalities, professional associations, educational institutions, companies or individuals having a business relationship with the municipality; and
 - 2.10.3. Consulting web sites related with employee functions.
- 2.11. Use of the Town's information systems should be limited to its business activities. The Town acknowledges that personal use of its systems will occur, and does not object to such use, so long as the following principles are respected by the user:
 - 2.11.1. the Town's resources and systems may NOT be used for personal gain such as the operation of a personal business or for searching for employment positions outside the Town;
 - 2.11.2. the use does not consume more than a minimum of network resources (e.g., memory storage or bandwidth);



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- 2.11.3. the use does not interfere with staff productivity;
 - 2.11.4. the use does not preempt any business activity; and
 - 2.11.5. the use does not offend the principles of use stated in this section or elsewhere in this document
 - 2.11.6. the cell phone cost that the Town pays does not exceed \$35.00 per month.
- 2.12. The Network Administrator will be assigned an administrator system ID and password which permits “privileged” access to the complete network. The number of staff having such privileged access will be limited in order to minimize security risks. The Network Administrators will have another user-ID/password for normal day-to-day work.
- 2.13. It is strictly forbidden to use computer and telecommunications equipment for the following uses:
- 2.13.1. Issuing any abusive, defamatory and harassing remarks towards a superior, a subordinate, a colleague, customer or other individual;
 - 2.13.2. Consulting websites or maintaining telephone conversations involved with violence, drugs, pornography, criminal skills, games and gambling;
 - 2.13.3. Printing, faxing or photocopying pictures or texts on violence, drugs, pornography, hate speech, criminal skills, games and gambling;
 - 2.13.4. Accessing confidential information illegally;
 - 2.13.5. Intentionally inserting disorders or computer viruses;
 - 2.13.6. Implementing, using or downloading software not authorized by the IT Department;
 - 2.13.7. Carrying out commercial activities unrelated to the employer;
 - 2.13.8. Participating in hacking activities;
 - 2.13.9. Using the identity of another individual;
 - 2.13.10. Intercept, monitor or record a communication of which the employee is not part of;
 - 2.13.11. Providing information that violates intellectual property laws and access to information;
 - 2.13.12. Creating, downloading and distributing sexually explicit information, games, videos, chain letters, software or files, visual or verbal, that go against good morals or are contrary to municipal organizational values;
 - 2.13.13. Using the code or password of another user or to connect to the municipal system without authorization;
 - 2.13.14. Sending anonymous messages (any message or document must be signed or indicate provenance);
 - 2.13.15. Installing, copying or borrowing software registered under a license of the municipality;
 - 2.13.16. Releasing documents and internal confidential correspondence that should not be released outside without first obtaining permission from the Department Director.
- 2.14. The user shall be liable for all damages that inappropriate behavior has caused to the Municipality.
- 2.15. The Municipality reserves the right to audit at any time the use of computer and telecommunications. Random periodic checks shall be carried on and if an investigation is needed, the Department Director will be notified.
- 2.16. The municipality provides computers and telecommunications equipment to facilitate work. It is possible, occasionally, for an employee to use the equipment for personal use for a short period of time.



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Personal use is permitted before and after work and during break periods. This use is permitted as long as it does not affect the employee's performance and causes no additional cost to the municipality over and above what is outlined in this policy.

- 2.16.1. Any employee that is on long term disability must return any Town owned telecommunication or computer equipment to the Town.
- 2.17. Staff may use the Town's Internet connection for personal access to the Internet, but only during personal time and only if such access does not detract from business use of the network, consume resources (e.g., consumables, network band width, computer storage space) required for business use or contravene this policy.
- 2.18. Staff should not keep Town data on local hard drives, except for temporary working backups. Data saved to a local hard drive:
 - Is not backed up when the network backup is performed
 - Is not as secure as data on the network.
 - Is not accessible to other users who may need access to that data.
 - Must be synchronized with the network files.
- 2.19. The network has been structured to provide users access to directories consistent with their job function. Other members of a work group have access to the same network directories. This permits data saved to the network to be shared across work groups.
- 2.20. Computer games can severely impact network performance. This impact can be determined by the Network Administrator. If the Network Administrator deems the games to have little or no impact on the networks, the computer games can be loaded on local work stations (not on the network) for personal use only during personal time.
- 2.21. E-mail messages, and especially their attachments, are to be saved to the appropriate directory and not left on the e-mail directory. E-mail may become impossible to restore in a data recovery situation since it is backed up every two weeks on the network.
- 2.22. Generally, attachments to e-mail communications should be limited to 20 Mb in size. The Town's networks can handle larger sized attachments. However, many outside services or Internet Service Providers (ISP's) through which your communication might pass limit attachment size. In many cases, these outside services will simply truncate the file to an acceptable size, without any notification to you. You may well be unaware that an impaired file attachment is being delivered to the recipient of your e-mail message.
- 2.23. Staff are cautioned to consider e-mail to be similar to letters or memos. Be polite and courteous. Do not use profanity, obscenities or derogatory remarks and do not include material that might be considered harassing, indecent, intimidating, unethical, immoral or illegal. All e-mail messages should be spell-checked and proof read for content, tone, grammar and punctuation before sending.



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- 2.24. All software and files downloaded from non-Town sources via the Internet (or any other public network) are to be screened with virus detection software. Downloaded software should only be loaded onto the network by the Network Administrator to ensure that the Town complies with all necessary licensing requirements
- 2.25. Reasonable cautions are required when working in public places such as airline waiting lounges and aircraft. Confidential Information should not be displayed, either on paper or on laptop computer monitors.
- 2.26. Staff in possession of portable, laptop, notebook, palmtop or other transportable computing devices containing Confidential Information should not check these into airline or other public carrier luggage systems. Such computers should be kept in the possession of the traveler as hand luggage. Data on a portable computer hard drive should be backed up by the user before leaving the office on a trip.
- 2.27. Staff in possession of Confidential Information while traveling, require additional precautions to preserve the confidentiality of that data. Laptop computers and/or paper files containing such data should generally not leave the employee's possession. Sensitive files on the computer should be encrypted to require a password to open the files.
- 2.28. Employees subject to this policy must use discretion and act responsibly with the available computers and telecommunications equipment, while respecting this policy.

3. REPLACEMENT AND RESPONSIBILITIES

- 3.1. The Director of Corporate Services is responsible to:
 - 3.1.1. Monitor and track cell phone charges on a monthly basis and track overage charges.
 - 3.1.2. Issue quarterly invoices to cell phone users for any overage charges as established in the policy.
 - 3.1.3. Follow up with cell phone users on outstanding invoices and charges.
- 3.2. The Town of Picture Butte will invoice each cell phone user, **that is a part of the Town's cell phone plan**, at the end of each month, for all amounts exceeding **his/her \$35.00 \$50.00 monthly limit**.
- 3.3. If a user's cell phone **usage** is less than **\$35.00-\$50.00**, the difference will not carry forward to another month, nor will the user be entitled to any other benefit or compensation for staying below this threshold.
- 3.4. **Employees' may use their personal phones rather than the Town providing flip phones. Staff using their own phone will be reimbursed \$15 to \$20 per month for this usage. Any software that is required to do their job must be loaded onto their personal phone**
- 3.5. **Supervisors (Public Works Foreman, Water and Wastewater Operator, Recreation Leadhand and Lead Primary Care Paramedic) may keep their personal cell phone rather than a Town provided cell phone. Supervisors using their own phone for Town purposes will be reimbursed \$40.00 per month.**



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If the Town provides a cell phone it is the property of the Town. Any software that is required to do their job will be loaded on their personal phone. If the supervisor uses a Town's cell phone then the Town will purchase the phone and no monthly reimbursement will occur.

3.6. Cell phones will be replaced according to the following schedule and costs:

Director Smart Phones:	Every four years. Maximum dollar amount according to their contract.
Supervisor Smart Phones:	Every five years. Maximum dollar amount of \$8600.00 paid towards the phone.
Employee Flip Phones:	Every eight years. Cost of the flip phone.
Vehicle Phones:	Every six years. Cost of the vehicle phone.

3.7. Computers/Electronic devices will be replaced accordingly:

Administrative Full Time Staff:	A new computer every four to five years
Mayor & Councillors:	A new ipad or equivalent at the beginning of a new council term to a maximum of \$2,000.
CAO	A new ipad or equivalent at the beginning of a new council term to a maximum of \$2,000.
Operations, Fire & Part Time Staff:	The oldest computer will be replaced with the previously used Administrative full-time staff member's computer when they receive a new computer.
General Laptops:	A new laptop every five to six years
Emergency Operations Centre:	Will receive any computer or laptop that does not replace another computer to a maximum of seven computers
Server:	A new server will be replaced every seven ten years
SCADA Computer:	A new computer every six years

3.8. Computers may be replaced sooner than scheduled if they have failed and the computer is required to complete daily tasks or is a critical part of the computer infrastructure such as the server or the SCADA system.



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Appendix "A"

Acknowledgement of Computer & Telecommunication Policy

I, _____, hereby acknowledge that my supervisor and I have reviewed the Computer & Telecommunication policy, and I understand and agree to abide by this policy.

Employee Signature: _____ Supervisor Signature: _____

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

Re: Policy 108 Council Honorariums & Meeting Fees

Council Honorarium's

Council's monthly honorariums remuneration amounts have not been adjusted since 2011. In 2011 the monthly honorarium amounts for the Mayor and Councillors were adjusted to their current values of:

- \$900 per month for the Mayor
- \$600 per month for Councillors

Michelle has done extensive research to compare these amounts to what similar sized municipalities pay their elected officials. Below are some research parameters that we measured against.

1. Municipalities that had similar populations and similar assessment values. The six municipalities that we used as comparators were Nanton, Vulcan, Tofield, Millett, Bow Island and Provost.
2. We focused on the monthly honorarium amounts excluding reimbursements for attending meetings.
3. For our average calculations we did not include municipalities that pay a lump sum to their Mayor or Councillors because these amounts encompass reimbursement for all meetings attended. That is, they do not receive additional reimbursement from the Town for attending internal or external meetings.
 - a. The **total reimbursements** for these mayors and councillors were similar to what our Mayor and Councillors were being reimbursed.

Findings:

1. The average monthly honorarium for Mayors:
 - a. Comparator municipalities was \$12,125.
 - b. Picture Butte's is \$10,800
 - c. Difference equals about \$110 per month
2. The average monthly honorarium for Councillors:
 - a. Comparator municipalities was \$8,055
 - b. Picture Butte's is \$7,200
 - c. Difference equals about \$72 per month.

Meeting Fees:

Reimbursement for attending meetings outside of what the monthly honorarium covers, as outlined in the Procedural Bylaw, have also not been adjusted since 2011 with the exception in 2018 when a reimbursement for meetings under 2 hours was added. The current remuneration for attending meetings is as follows:

\$100 if the meeting is under 2 hours.
\$150 if the meeting is from 2 to 4 hours
\$200 if the meeting is over 4 hours

Michelle also researched these rates to what similar sized municipalities pay their elected officials. There are many versions of how municipalities pay for meetings. In our findings we think that our meeting reimbursements rates are comparable to other municipalities of our size.

One rate that could be considered is the all day meeting rate. The average is \$210 for meetings over 4 hours. Vulcan and Bow Island pay \$240, the AMSC average is \$230, Nanton and Picture Butte pay \$200 with Millet paying \$150.

Other Considerations with Policy No. 108

Section 1.1 states the purpose of the policy and states: “To establish a policy that provides honorariums and meeting fees for Councillors, Appointed Committee Members and other Town Representatives including Members at Large for the Town of Picture Butte.”

Section 2.3 states “Members of Council are eligible to receive remuneration in the form of a meeting fee in accordance with the Procedural Bylaw. Rates for meeting fees shall be:”

These two sections are not consistent with each other. One section states that the policy applies to Council and other members however, there is no reimbursements outlined for other committee members.

Our practice has been to follow Section 2.3 in that no volunteer committee members on Council Committees have received meeting reimbursements. The only exception to this is when we had members at large on the Municipal Planning Commission (MPC).

Options:

1. Delete the reference to “Appointed Committee Members and other Town Representatives including Members at Large for the Town of Picture Butte” and only have the policy apply to Council members.
2. Change Section 2.3 to include “Appointed Committee Members and other Town Representatives including Members at Large for the Town of Picture Butte.”
 - a. This option would be a change in operations. Some things to consider with this option are:
 - i. It would apply to volunteers that sit on Council Committees such as the Health Professional Retention and Attraction Committee, Economic Development Committee, Centennial Committee and Municipal Planning Commission.
 - ii. The establishing bylaws would have to be more specific in detailing how often committees are to meet and how many appointees will be on each committee in order to budget for and control expenses.

Recommendation:

1. To approve Policy 108 Council Honorariums and Meeting Fees as presented.
2. That these rate changes be effective 1st of November, 2025.

Attachments:

1. Policy 108 Council Honorariums & Meeting Fees
2. Comparator municipality research spreadsheet

Submitted by: Keith Davis, CAO



Municipal Policy Manual

NAME: Council Honorariums & Meeting Fees

Section: 100 **No:** 108

COUNCIL MOTION NUMBER: ~~443-1812-17~~

UPDATED: ~~December 17, 2018~~ **22nd**
September, 2025

1. PURPOSE

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

2. POLICY

- 2.1. Members of Council are eligible to receive monthly honorariums in accordance with the Procedural Bylaw.
- 2.2. Rates for monthly honorariums shall be:
- 2.2.1. ~~\$900.00~~ **\$1,010** per month for the Mayor
- 2.2.2. ~~\$600.00~~ **\$672** per month for Councillors
- 2.3. Members of Council are eligible to receive remuneration in the form of a meeting fee in accordance with the Procedural Bylaw. Rates for meetings fees shall be:
- 2.3.1. \$100 if the meeting is under two (2) hours;
- 2.3.2. \$150 if the meeting is from two (2) hours to four (4) hours;
- 2.3.3. ~~\$200~~ **\$240** if the meeting is over four (4) hours.
- 2.4. Members of Council that attend more than one meeting in the day shall only be eligible to receive remuneration to the maximum of ~~\$200~~ **\$240**.
- 2.5. Members of Council should not claim a meeting fee 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.
- 2.6. 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.
- 2.7. Council Honorariums and Meeting Fees shall be paid on the first Friday of each month, with the exception of December Honorariums and Meeting Fees, which shall be paid the last Friday prior to the 25th of December.



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- 2.8. Honorariums and meeting fees will be adjusted annually on the 1st of January of each year based upon the previous years Consumer Price Index.

COUNCIL RENUMERATION COMPARISON (2024 Data)

	AMSC (Median)	Picture Butte	Nanton	Vulcan	Tofield	Millet	Bow Island	Provost	Average	Vauxhaul	Nobleford	Coalthurst	Fort Macleod	Raymond	Claresholm	Redwater	Coaldale	Lethbridge County	Average	
Population (2023)		1930	2167	1769	2045	1890	2138	1900		1286	1438	2869	3297	4199	3804	2210	8771	10120		
Assessment (2025)		251,180,751	\$ 437,236,150	258,850,360	257,858,044	\$ 268,763,180	202,703,196	211,302,213		\$ 109,629,026	\$ 351,584,346	\$ 351,584,346	\$ 527,914,723	\$ 461,978,479		319,626,747	\$ 1,410,803,830	\$ 2,543,325,701		
Mayor (2023 data) includes benefits	16,947	17,644.00	18,940.00	15600	20,590.00	18,915.00	22,051.00	18,535.00	18,652.75	13213	10,947.00	27,206.00	27,273.00	21,106.00	24,501.00	45,602.00	55,793.00	83,175.00		
Councillors (2023 data) includes benefits	12,473	11,071.50	12,701.60	9468	14,098.25	14,333.00	\$ 6,651.50	9,681.33	11,309.77	7923.83	7,144.50	23,967.50	18,656.50	19,120.67	13,047.67	25,170.00	38,034.50	50,783.83		
										(2 councillors don't take pay)										
Pay per month:																				
Mayor/Reeve	932	900.00	1421.51	600.00	1610.00	1220.40	\$ 800.00	1,250.00	1,091.74	800.00	500.00	2,083.33	1,235.42	1,128.85	733.33	2066.64	4,123.00	3750	1,824.51	
Councillors	605	600.00	1000.33	300.00	460.00	1017.00	\$ -	833.34	601.96	450.00	250.00	1,666.67	932.50	1,023.40	513.33	1033.33	2,313.00	3750	1,325.80	
			656.08 bi-weekly																	
			461.69 bi-weekly																	
Reeve allowance																			2500	
Deputy Reeve allowance																			500	
Paid per meeting:																				
Attend Council meeting	143						\$ 135.00		139.00	100					154				127.00	
Per meeting				120			\$35 per hour		120.00											
Under 2 hrs		100							100.00											
1/2 day	132		100			50			94.00		100	125		135	126.5	75	100		110.25	
1/2 day convention/seminars				120					120.00											
2 to 4 hrs		150							150.00											
Over 4 hrs up to 8 hrs						100			100.00						(training, conferences)			153	153.00	
Over 4 hrs		200				150	\$ 240.00		186.67							150		306	306.00	
Full day						150	\$ 240.00		210.00											
Full day convention/seminars	230	200	200	240	240				240.00	200	250			270	253		200	459	234.60	
Over 8 hrs																				
payment per hr																				
Budget Meetings	31.5								31.50	35			30.00			25.3			30.10	
										100					(if less than 4 hrs) (for committee meetings)					
Paid per month and extra for meetings not part of committees, ie strat meetings		Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Paid monthly for Council meetings and then all other meetings		Yes		Yes								Yes			Yes					
IT Allowance per month		\$ 20.00	no									no	no	50	no	100	100			
IT and office supplies per year		Yes	Yes		Yes	Yes	Yes			500	no	no	no							
Laptop/pad		Yes	Yes								Yes	Yes	Yes	Yes	Yes		Yes			
Health Benefits		No	No	Yes	No	No		Yes		Yes	No	Yes	Yes	No	No	Yes	Yes	Yes		
Mileage	AB Govt	AB Govt	AB Govt	AB Govt	AB Govt	AB Govt	AB Govt			AB Govt	CRA Rate		AB Govt	CRA Rate	CRA Rate	CRA Rate	CRA Rate	CRA Rate		
Regular Council Meeting - Mayor Per Diem	11,184.00	10,800.00	17,058.00	7,200.00	19,320.00	14,644.80	9,600.00	15,000.00	13,100.85	9,600.00	6,000.00	25,875.00	14,825.04	13,546.20	8,799.96	24,799.68	49,476.00	45,000.00		
Regular Council Meeting - Councillors Per Diem	7,260.00	7,200.00	12,004.00	3,600.00	5,520.00	12,204.00	\$135 per hour	10,000.00	8,255.43	5,400.00	3,000.00	20,700.00	11,190.00	12,280.80	6,159.96	12,399.96	27,756.00	45,000.00		
Mayor Compensation - Total Compensation	16,947.00	16,850.00	17,058.00	15,600.00	20,590.00	18,783.00	22,051.00	15,000.00	17,859.88	12,703.00	8,000.00	25,875.00	20,170.00	21,106.00	22,751.00	26,825.00	50,900.00	70,290.00		
Regular Mayor Per Diems	11,184.00	10,800.00		7,200.00	19,320.00	14,644.80	9,600.00		12,124.90	7,200.00	6,000.00	25,875.00	14,825.04	13,546.20	8,799.96	24,799.68	49,476.00	45,000.00		
Other Mayor Per Diems	5,763.00	6,050.00	17,058.00	8,400.00	1,270.00	4,138.20	12,451.00	15,000.00	8,766.28	5,503.00	2,000.00		5,344.96	7,559.80	13,951.04	2,025.32	1,424.00	25,290.00		
Council Compensation - Avg Total	12,473.00	10,612.50	12,004.00	10,932.00	11,278.60	14,250.00	6,651.50	10,000.00	11,025.20	7,734.50	5,100.00	20,700.00	12,822.50	18,243.50	12,177.00	14,320.00	28,544.33	44,567.00		
Regular Council Per Diems	7,260.00	7,200.00	12,004.00	3,600.00	5,520.00	12,204.00	6,651.50	10,000.00	8,054.94	5,400.00	3,000.00	20,700.00	11,190.00	12,280.80	6,159.96	12,399.96	27,756.00	45,000.00		
Other Council Per Diems	5,213.00	3,412.50	-	7,332.00	5,758.60	2,046.00		-	3,949.59	2,334.50	2,100.00	-	1,632.50	5,962.70	6,017.04	1,920.04	788.33	433.00		
Council increase per month to the per diem		\$ 71.25	\$ 671.25																	
Mayor increase per month to the per diem		\$ 110.42	\$ 1,010.42																	
Union increase per year at minimum																				
Increase to be from November, no % increase at 1 Jan 26																				



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: 19 September, 2025

To: Mayor, Council

From: CAO

Re: Policy No. 114 Expense Reimbursement Policy

Background:

With the review of Policy No. 108 Council Honorariums and Meeting Fees administration identified inconsistencies with the policy as outlined below:

Section 1.1 states the purpose of the policy and states: "To establish a policy that provides honorariums and meeting fees for Councillors, Appointed Committee Members and other Town Representatives including Members at Large for the Town of Picture Butte."

Section 2.3 states "Members of Council are eligible to receive remuneration in the form of a meeting fee in accordance with the Procedural Bylaw. Rates for meeting fees shall be:"

These two sections are not consistent with each other. One section states that the policy applies to Council and other members however, there is no reimbursements outlined for other committee members.

Our practice has been to follow Section 2.3 in that no volunteer committee members on Council Committees have received meeting reimbursements. The only exception to this is when we had members at large on the Municipal Planning Commission (MPC).

Upon review of these inconsistencies Council directed administration to update the Council Honorariums and Meeting Fees policy to represent our historical practice and to include text that would allow the Town to purchase meals for volunteers if meetings went over traditional meal breaks.

Implementation of Council Direction

Instead of adding text to Policy No 108 Council Honorariums and Meeting Fees policy I have amended Policy No. 114 Expense Reimbursement Policy to include Committee of Council members in section 1.1.

This change will mean that volunteer members of a Committee of Council will be reimbursed for any expense as outlined in the policy the same as a member of Council or employee. This means that if a Committee of Council member has to attend a meeting in Lethbridge they will receive mileage. If they attend a meeting over a meal period they will be reimbursed as per the policy. I believe the amendment to this policy to include Committee of Council members to be reimbursed for expenses fits Council's direction given regarding Policy 108 Council Honorariums and Meeting Fees policy.

Recommendation:

1. To accept Policy No 114 Expense Reimbursement Policy as presented.

Attachments:

1. Policy No. 114 Expense Reimbursement Policy

Submitted by: Keith Davis, CAO



Municipal Policy Manual

NAME: Expense Reimbursement Policy

SECTION: 100 No: 114

COUNCIL MOTION NUMBER: ~~213-2406-10~~

UPDATED: ~~June 10, 2024~~ **22nd
September, 2025**

1. PURPOSE

- 1.1. To establish a policy that provides reimbursement to members of Council, **Committee of Council (as defined in The Procedural Bylaw) members** and employees regarding expenses incurred on behalf of the Town of Picture Butte.

2. ACCOMMODATION

- 2.1. The actual cost of single accommodation as supported by proper receipts, will be paid when travelling on Town business and when the distance to and the time of the meeting or function requires an overnight stay(s).
 1. An overnight stay can be approved when attendance is required at a meeting or function that starts before 8:30 a.m. and more than two hours of travel is required.
 2. An overnight stay can be approved when a meeting or function ends after 4:00 p.m. and more than three hours of travel is required to return home.
 3. An overnight stay can be approved when there is a weather warning or travel advisory is issued by Environment Canada for the planned travel day.
- 2.2. If private accommodation is arranged, \$50.00 per night may be claimed without providing a receipt.

3. MEALS

- 3.1. When travelling on Town business meals will be reimbursed according to the Alberta Government Expenses Policy rates.
- 3.2. The reimbursements outlined in section 3.1. will be provided regardless of whether a receipt is submitted or not and excludes an allowed 15% gratuity and GST.
- 3.3. When the Chief Elected Official or designate and management provide good will meals to visitors, developers and/or dignitaries as part of their role:
 1. The actual cost of their guest's meals will be reimbursed with the provision of a receipt. Alcohol costs will not be reimbursed.
 2. The Town of Picture Butte's representative will be reimbursed for their meal cost in accordance with Section 3.1.

4. TRANSPORTATION

- 4.1. Employees must obtain permission from the appropriate Department Head or Chief Administrative Officer to travel by personal car.
- 4.2. Compensation for travel via a personal car will be paid based on the total kilometres travelled at the compensation rate equal to that established by the Government of Alberta Expense Policy on the date



Municipal Policy Manual

of travel.

1. Total kilometres will only be calculated from the ~~member of Council's or employee's~~ **individual's** home to the place of the meeting, function or accommodation.
2. A daily vehicle allowance will be paid at the rate established in the Government of Alberta Expense Policy.
- 4.3. Parking expenses will be reimbursed for the actual cost incurred, with a copy of the receipt.
- 4.4. If the cost for a rental car is calculated to be less than paying mileage, the use of a rental car may be approved by the appropriate departmental head.
- 4.5. Car pooling with more than one member of Council or employee is encouraged.
 1. If more than one member of Council or employee attends the same meeting or event that is over 45 minutes away from Picture Butte, in separate vehicles, then only half mileage will be paid.
- 4.6. Employees travelling to and from meetings or events will not be paid overtime.

5. CONFERENCES, WORKSHOPS AND OTHER EVENTS

- 5.1. When conferences, workshops or other events include a specific formal entertainment function (for example the AUMA conference banquet), the cost for attendance only to such a function may be covered for one companion in addition to the individual attending on behalf of the Town of Picture Butte, up to a maximum of \$100.00 per person per year.

6. CLAIM APPROVAL

- 6.1. Claims will be processed for payment only when signed by the individual submitting the claim and approved by signature as follows:

Submitted by:

Mayor
Deputy Mayor
Councillor
CAO
Director
All other staff
Council Committee Member

Approved by:

Deputy Mayor or designate
Mayor or designate
Mayor or designate
Mayor or designate
CAO or designate
Director
Mayor or designate



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

Re: Policy 134 Staff Professional Development and Training Policy

Background:

Policy No. 134 Training and Development Policy is a new policy that will govern how professional development and training will be administered in the Town of Picture Butte. Most of this policy represents what we currently do however it has not been formalized in policy. For the most part formalizing our practice does not have any implications other than for Sections 3.7 to 3.9 and the Training Agreement.

These sections and this Training agreement outlines the expectations of the Town for people that receive training or professional development over the thresholds of \$5,000. Employees that receive this level of professional development or training will now know the expectations, agree to the agreement as written and hopefully abide by the terms of the agreement. With the agreement and policy now in place if an employee does not abide by the terms of the policy or agreement the Town can take measures to recoup their investment if so desired.

Recommendation:

1. To approve Policy No. 134 Staff Professional Development and Training Policy as presented.

Submitted by: Keith Davis, CAO



Municipal Policy Manual

NAME: Staff Professional Development & Training Policy

Section: 100 **No:** 134

COUNCIL MOTION NUMBER: XXX XXX XXX

UPDATED: XXrd September, 2025

1. PURPOSE

The Town of Picture Butte believes in the development of our workers, both to enhance employee engagement and commitment to the Town as an employer and to ensure the continued excellence of our organization. Training and Development is an essential business investment that enables the Town to maintain and extend our employee's knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into the Town of Picture Buttes annual budget.

The investment that the Town of Picture Butte makes in partnership with employees in their continuing career development allows us to achieve maximum flexibility in meeting our current and future skills required. The Town is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of our employees. All employees will be provided with opportunities so that they may maintain and develop their skills, adapt to change workplace needs and fulfill their employment potential within the Town.

2. DEFINITIONS

- 2.1. Training shall mean the acquisition of knowledge, skills, and competencies as a result of teaching of vocational or practical skills and knowledge that relate to specific useful competencies.
- 2.2. Professional Development shall mean the skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in practice.
- 2.3. Cost(s) shall include tuition fees, registration fees, and any course materials required for the Training or Professional Development.

3. POLICY

- 3.1. The following shall be eligible for Training and Professional Development:
 1. Permanent staff that have successfully completed the probation period.
 2. Casual or Seasonal staff may attend required training as approved by the supervisor.
- 3.2. Department Heads are responsible for identifying development requirements for permanent employees.



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- 3.3. Where the Town has directed a staff member to attend Professional Development or Training outside of regular scheduled hours of work, the time involved is not considered to be overtime. In these instances the employee will be provided with a new work schedule.
- 3.4. Where possible, with the exception of formal evening courses or programs, Professional Development or Training will occur during regularly-scheduled hours of work.
 1. Time spent at social gatherings outside of Professional Development and Training is not considered to be overtime nor will the employee be compensated for this time.
 2. Employees shall not be financially compensated for any personal time required to travel to and from Professional Development and Training.
- 3.5. Where the Town considers an employee's membership in a Professional Association or Organization necessary for that employee to discharge their responsibilities with the Town the Town shall pay that employee's membership fees in the Professional Association or Organization.
- 3.6. Upon approval, the Costs for Training, Professional Development, materials required and cost of accommodations, if required, shall be paid by the Town.
- 3.7. When Professional Development and Training Costs are within \$5,000 to \$9,999:
 1. The employee will enter into a 12 month return of service agreement that states:
 1. If the employee leaves or is dismissed from the Town prior to the completion of the 12 month return of service, all Costs will be reimbursed to the Town by the employee.
 2. Costs shall be pro-rated based upon the months of service given by the employee after receiving the Training or Professional Development.
- 3.8. When Professional Development and Training Costs are over \$9,999:
 1. The employee will enter into a 24 month return of service agreement that states:
 1. If the employee leaves or is dismissed from the Town prior to the completion of the 24 month return of service, all Costs will be reimbursed to the Town by the employee.
 2. Costs shall be pro-rated based upon the months of service given by the employee after receiving the Training or Professional Development.
- 3.9. When an Employee attends Professional Development or Training that requires the passing of an exam or test for official certification or qualification and the employee fails the exam or test resulting in a failure to obtain the certification or qualification then the Employee shall pay back the Costs of the Training or Professional Development.
 1. This clause (Section 3.9) only applies to Employees that have Professional Development or Training costs that are outlined in Section 3.7 and 3.8.

External Training Agreement



Municipal Policy Manual

Employee Name: _____
Name of Training Course: _____
Training Funding Requested: _____

1. I understand and agree that as part of my employment with the Town of Picture Butte I will receive training regarding **insert purpose of training**, which will be funded by the Town of Picture Butte subject to the terms of this agreement.
2. I understand and agree that the purpose of the training is to **insert purpose** and that I therefore stand to personally benefit from this training, including in respect of my own professional development and career prospects separate and apart from my employment with the Town of Picture Butte.
3. My training will begin on **insert date** and end on **insert date**.
4. The total costs of the training are estimated to be **\$ insert amount**, inclusive of all taxes and related charges. I will promptly provide receipts and invoices to the Town of Picture Butte to evidence the actual training costs incurred.
5. I understand and agree that if my employment is terminated for any reason whatsoever, whether occasioned by me or by the Town of Picture Butte for cause or without cause, I undertake to refund the Town of Picture Butte for the actual training costs incurred by the Town of Picture Butte, inclusive of all taxes and related charges, as evidenced by receipts and invoices issued to the Town of Picture Butte (the "Training Charges") according to the following formula ("Repayment Costs"):

Training Costs between \$5,000 - \$9,999 will be pro-rated based on the 12-month return of service.

Training Costs above \$10,000 will be pro-rated based on the 24-month return of service.

6. By signing below, I hereby authorize the Town of Picture Butte to deduct the Repayment Costs from any amounts owing to me upon the cessation of my employment with the Town of Picture Butte for any reason whatsoever, including any amounts payable to me under the provisions of the *Alberta Employment Standards Code*, and the regulations thereto, including any successor legislation, as amended from time to time (collectively, the "ESC" or the "Code"). I understand and agree that this Agreement shall provide the Town of Picture Butte with authorization to make the above-referenced deductions in accordance with section 12 of the ESC, provided that any deductions shall be based on a percentage of the actual Training Charges incurred by the Town of Picture Butte, as explained in Clause 5 above. For further clarity, under no circumstances shall I receive less than my full entitlements under the Code.
7. If for any reason whatsoever the Town of Picture Butte is unable to deduct the Repayment Costs from the amounts owing to me, as described in Clause 6, or if the deductions made in accordance with Clause 6 are insufficient to cover the total amount of the Repayment Costs, then I understand and agree that I will be responsible to immediately pay the Repayment Costs, or any outstanding



Municipal Policy Manual

or unpaid portion thereof, to the Town of Picture Butte directly and that the Town of Picture Butte shall have the right to recover the Repayment Costs, or portion thereof, from me separate and apart from Clause 6.

8. Under no circumstances shall I be required to pay an amount over and above the amounts set out in Clause 5 above, and I hereby understand and agree that the purpose of this Agreement is not to impose a financial penalty upon me or to impose upon me any kind of restraint of trade or punitive sanction.
9. I understand and agree that funding for my training will be withdrawn and I will be required to immediately repay the full amount of any Training Charges incurred by the Town of Picture Butte if I:
 - discontinue the course before completion
 - do not receive a passing grade

However, if this should occur, under no circumstances will be I required to immediately pay an amount greater than the actual Training Charges incurred by the Town of Picture Butte ("Forfeiture Costs"). Moreover, by signing below, I hereby authorize the Town of Picture Butte to deduct the Forfeiture Costs from any amounts, wages or termination pay of any kind owing to me, including any amounts payable to me under the provisions of the ESC. I understand and agree that this Agreement shall provide the Town of Picture Butte with authorization to make the above-referenced deductions in accordance with section 12 of the ESC, as amended from time to time. For further clarity, under no circumstances shall I receive less than my full entitlements under the Code.

10. Each paragraph, clause and provision of this Agreement shall be severable from the others and if for any reason any such paragraph, clause or provision is found to be invalid or unenforceable for any reason, then such invalidity or unenforceability shall not in any way affect the validity or enforceability of any other paragraph, clause or provision.
11. I will inform my manager when I have completed the training and provide any qualification certificate(s) to update my personnel file.

Acknowledgment and Signatures

I confirm that I have had the opportunity to read, review, and consider this Agreement and that I am signing it freely, voluntarily, and without duress.

Employee Name			
Employee Signature:		Date:	
Employer Name			
Employer Signature:		Date:	



Municipal Policy Manual

DRAFT



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 12, 2025

To: Mayor, Council

From: Director of Parks and Recreation

Re: Irrigation for Trail extension

Background:

The Trail construction has been completed. With consultation from two contractors we can use the existing irrigation from phase 1 of the trail to supply irrigation to phase 2. Irrigation for phase 2 was not in the contract and was not budgeted for in the 2025 budget. I believe if we hold off on previous budgeted items in the parks department, we can have the irrigation installed this year. The contractor for the trail extension is currently required to water the new grass seed to the point of establishment.

Recommendation: My recommendation is that we use the \$10,000 which is remaining from the grant for the trail, and we use a part of the money that was allocated for the campground upgrade (\$20,000) to install a sprinkler system this year to ensure the grass seed receives proper water to increase growth.

Submitted by: Curtis Van Dorp, Director of Parks and Recreation

Attachments:

1. Blue Sky Quote
2. Scenic Landscaping



Town of Picture Butte

Our Vision: Providing sustainable growth that results in a safe, vibrant and inclusive community while embracing our heritage.

Our Mission: By serving Picture Butte, Town Council will continually strive to ensure a thriving and vibrant community that improves the lives of Town Residents

Director of Recreation Monthly Report

September 17, 2025

Current Parks & Recreation Activity

- **Parks Maintenance-** General grass maintenance, weed spraying has been done on all Town owned turf. Summer staff completed their term at the end August. Tollestrup has completed the trail as per contract and final walk through was completed.
- **North County Recreation Complex** – Compressor 2 was overhauled, Ice has been installed and the opening date of the arena is September 19th which we are hosting a Hockey Showcase put on by HSL. Regular bookings begin the week of the 22nd. Parks Staff will be transitioning into the arena for the season. Hired a new temporary full-time employee to fill a leave of absence. Arena schedule for the year is currently full.
- **Cor Van Raay Aquatic Centre-** Pool season has ended; pool is being shut down and winterized for the year.
- **Jamboree Days-** Jamboree Days was successful and very good turnout at all the events, now on to the planning for the Centennial is in full swing.

RECOMMENDATION:

That Council receives, for information, the Director of Recreation report for July 28th, 2025

Prepared by: Curtis Van Dorp
Respectfully presented to Council

Date: September 17th, 2025
Date: September 22nd, 2025

Keith Davis

From: Keith Davis
Sent: Friday, September 19, 2025 11:52 AM
To: Keith Davis
Subject: FW: Invitation / Famous 5 "Trailblazers Tour" Pink Tea . Oct. 3 / Lethbridge Public Library

From: "Kimberly D. Gunn" <projects@famous5.ca>
Date: September 12, 2025 at 3:29:22 PM MDT
Cc: "Kimberly D. Gunn" <projects@famous5.ca>
Subject: Invitation / Famous 5 "Trailblazers Tour" Pink Tea . Oct. 3 / Lethbridge Public Library

Good afternoon,

It is my pleasure to invite the Mayor and Council for the Town of Picture Butte to join the **Famous 5 Foundation for a Pink Tea Reception on Friday, October 3, 1:30-3:30pm at the Lethbridge Public Library.**

The Famous 5 Maquette "Trailblazers Tour" of Alberta will be on display at the Lethbridge Public Library throughout the month of October. This stop is part of a 2-year provincial tour introducing Albertans to the women of the Famous 5 and the story of their victory for equality - because of them, 'Women Are Persons!'. At this Pink Tea Reception, we will also celebrate remarkable local women who have contributed to Lethbridge & Area, supportive men and allies, and we hope to inspire the next generation of 'trailblazers' too!

Details are attached. No cost to attend - please RSVP by Oct. 1.
We hope you can join us for this inspiring afternoon!

This tour is made possible with the support of the Gov. of AB, Dept. of Arts, Culture & Status of Women, Werklund Foundation and Individual Donors.

Kimberly Gunn
Project Manager, Famous 5 Foundation
403.801.7367 / projects@famous5.ca / www.famous5.ca

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SAVE THE DATE: FRIDAY, OCTOBER 3

FAMOUS 5 MAQUETTE TOUR OF ALBERTA

Trailblazers Tour

2025
2027

EQUITY • DEMOCRACY • LEADERSHIP



You are invited to a **PINK TEA RECEPTION**

Friday, October 3, 2025 / 1:30-3:30pm
Lethbridge Public Library / 810 5 Ave S, Lethbridge, AB

You are invited to visit the Famous 5 Foundation's "Women Are Persons!" exhibit on display at the Lethbridge Public Library and attend a Pink Tea Opening Reception.

This visit is part of the provincial F5 Maquette "Trailblazers Tour" that will introduce Albertans to these provincial heroes, and to inspire the next generation of trailblazers to be leaders and nation builders!

Join Frances Wright, FSF CEO/CoFounder and other inspiring women of Lethbridge and area to discuss equality issues in your community and find inspiration in the stories of the Famous 5!

Please RSVP by Tuesday, October 1 to Jonathan Jarvie
Jonathan.Jarvie@lethlib.ca / 403-320-4954

Light refreshments served.

This exhibit is at the Lethbridge Public Library throughout October.



PINK TEAS

"Pink Teas" were once a creative form of resistance. Disguised as social gatherings, these teas allowed women to organize for suffrage without interference from opponents.

The 'Women Are Persons!' maquette is designed to represent a Pink Tea, and the moment when the Famous 5 made history!

This exhibit will introduce you to the gutsy, resilient women who secured the right for women to vote, seek elected office and serve as Senators. The F5 challenged the highest court to secure the first, international legal declaration of the principle of equality. Their efforts contributed to Canada's Constitution becoming a "Living Tree" for the future. And because of their courage, Women Are Persons!



INDIVIDUAL DONORS

FOUNDATION
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FOUNDATION

famous5.ca

FAMOUS 5 MAQUETTE TOUR OF ALBERTA

Trailblazers Tour

2025
2027

EQUITY • DEMOCRACY • LEADERSHIP



PINK TEAS

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L to R: Judge Emily Murphy, Henrietta Muir Edwards 'Otter Woman', Hon. Irene Parlby, MLA, Louise McKinney, MLA, Nellie McClung, MLA

MEET THE FAMOUS 5!

SELF-GUIDED TOURS OF THE FAMOUS 5 MAQUETTE
ON DISPLAY IN LETHBRIDGE THIS OCTOBER!
Lethbridge Public Library / 810 5 Ave S, Lethbridge, AB

You are invited to visit the Famous 5 Foundation's "Women Are Persons!" exhibit on display this October at the Lethbridge Public Library!

This visit is part of a provincial F5 Maquette "Trailblazers Tour" that will introduce Albertans to these provincial heroes, and to inspire the next generation of trailblazers to be leaders and nation builders!

Bring others with you to discuss equality issues in your community and find inspiration in the stories of the Famous 5!

For more information contact:

Jonathan.Jarvie@lethlib.ca / 403-320-4954



INDIVIDUAL DONORS

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FOUNDATION

famous5.ca

MIDNIGHT MADNESS EVENT

Date: Friday, November 14, 2025

Time: Merchants will pick their own “sale” times, majority will be open until 9PM. Activities happening from 3PM-9PM. Some stores are open later.

Community Gift Basket: Committee decided to try a Community Gift tree this year. Asking all businesses to donate gift cards to local shops or a monetary donation. This will be on display at My Chic Boutique. All purchases during “sale time” should receive a ballot for entry into the draw. All merchants to bring filled out ballots to My Chic Boutique by 9PM.

Ballot boxes: Eva will bring Ballot boxes/entry forms Thursday to all retail businesses that are participating.

Public Skating: U15 Tournament scheduled for the same weekend. If any businesses want to contribute to the swag bag-Eva will have a final number by October meeting. Possibly use outdoor arena if it is flooded in time? Dependant on weather. Discussion regarding outdoor games in the arena if the weather is nice. Games need to be booked with the library.

Hay Rides: Eva to ask Fire Dept.

Santa Pictures/location: Eva to ask Fire Dept if we could use the fire hall(more space)

Street Food/Hot Chocolate: ATB offering hot chocolate, requesting home hardware to provide popcorn, requesting Kusters to provide donuts in the shop. Also discusses possible food trucks for additional snacks. Eva will look into availability. Mexican tacos.

Fire pits/square bales: Eva to ask Fire dept. Request Lyle Adams to provide firewood. We were not sure where square bales came from-possibly Lyle Adams.

Music/Carolers: look into local DJ (Rec society or Cattleman's might have a contact). Church carolers are welcome as well. Radio add possibility but they did not set up and play music last year.

"Stuff the Bus" Toy & Food Drive: Fire dept and Piyami to discuss further. The ambulance at the gathering place is a great opportunity for toy drop offs.

50/50: possibly Westland? Fire dept usually requests license and all proceeds go to Fire Dept.

ATB Auction for Food Bank: Bonnie is sending out a letter requesting donations for the silent auction. Bidding starts the week before. Need to add pop up Snowman in front of ATB to get more residents out.

Kids Crafts: Cheryl at the library is hosting. Time is 3-5PM

Wine/Spirit Survivor: Waiting on raffle, Cheryl has this organized. Most likely not doing a party for closing raffle.

Advertising/SS add/Mailout: Request Kristine from Sunny South do an add 2 weeks prior. Everyone agreed a mailout is effective to all county residents (Turin, Nobleford, Iron Springs, Shaughnessy and Diamond City)

Donations: Eva to make up letter to present to all chamber members and mail/email to those that do not have storefronts. This works better going door to door to businesses in town.

Christmas Tree Lighting: Last year we did tree lighting at 9:30 and it was very cold. Suggesting we do this as the "Kick off" to midnight madness. Time suggested 6PM. Hot Chocolate/popcorn at the gathering place.

High school mini mall/market: Eva to ask Mark.

Makers Market (homeschool group): Eva has contact for this.

Elf on the shelf passport: This was a great addition to last years event and we will do something similar.

Additional items: Alina to ask 4H for assistance at hot chocolate stands. Alina to ask Ashley for possible renting of old “Wildrose” shop for Santa photos if Fire hall is not available. Alina will reach out to La Mexicana for involvement and staying open later.

Eva to reach out to My Chic Boutique for involvement -Done.

Next meeting: October 7 at 12PM (downstairs library)

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, June 4, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Degenstein, Dave – Town of Milk River, Board Chair
Doell, Daniel – Village of Barons
Jensen, Kelly – Town of Raymond
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling
Deleeuw, Shelley – Town of Vauxhall
Caldwell, Heather – Town of Coalhurst
Heggie, Jack – County of Warner
Foster, Missy – Village of Barnwell
Hickey, Lorne – Lethbridge County
Harris, Merrill – M.D. of Taber

Attendance (online)

Jensen, Melissa – Town of Nobleford
Payne, Megan – Village of Coutts

Absent – Board Members

Chapman, Bill – Town of Coaldale, Vice-Chair
Bekkering, Garth – Town of Taber
Feist, Teresa - Town of Picture Butte

Staff (in-person):

Morrison, Zakk – Executive Director
Florence-Greene, Evelyn – Finance and Human Resources Coordinator
Fitton, Becky – Community Services Supervisor

Call to Order

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

1. Approval of Agenda

Additions:

1. (a) Introductions
7. (e) Northern Alberta Fires

M. Foster moved the Board to approve the agenda as amended.

Carried



2. Delegation

a) Tim Hortons Smile Cookie Campaign Update Delegation

Kim Fehr and Madison Hanson provided an update on the Coaldale and Taber 2025 Smile Cookie campaign.

The Board discussed the campaign, and thanked staff for this year's exceptional efforts.

L. Nilsson moved the Board to accept the Tim Hortons 2025 Smile Cookie Campaign Update for information.

Carried

b) Cheers to Volunteers Update

Cindy Lauwen provided an update on the Cheers to Volunteers annual initiative.

The Board discussed the initiative and expressed appreciation to the winners and nominees for their volunteer contributions.

J. Heggie moved the Board to accept the Cheers to Volunteers annual initiative Update for information.

Carried

Cindy Lauwen, Kim Fehr, and Madison Handson left the meeting at 4:12 p.m.

c) Report to Municipalities – Counselling Services

Mike Fedunec, Counselling Services Supervisor presented the Draft Report to Municipalities – Counselling Services 2025.

The Board discussed the information provided.

The Board thanked Mike Fedunec for his presentation.

H. Caldwell moved the Board to approve the Report to Municipalities – Counselling Services 2025 as presented, and request administration to distribute the report to our Municipalities and Alberta Government funders.

Carried

Mike Fedunec and Becky Fitton left the meeting at 4:25 p.m.

3. Minutes

a) April 2, 2025

K. Jensen moved the minutes of April 2, 2025, FCSS Board meeting be approved as presented.

Carried



4. Business Arising from the Minutes

- a) Letters of congratulations to Z. Morrison, P. DeBow, and M. Fedunec.

D. Degenstein shared the letters of congratulation with the Board and asked Administration to deliver the letters to Z. Morrison, P. DeBow and M. Fedunec for information only.

5. Correspondence

- a) Correspondence Received

The following correspondence was presented for information:

- FRN Partner Survey – March 26, 2025.
- Registration is Live for Provincial FCSS Accountability Framework Reporting Training – April 23, 2025.
- FCSSAA Board Meeting Highlights – April 25, 2025.
- Role of Community Navigator in FCSS Survey Summary – April 2025.
- FCSSAA News – April 2025.
- FCSSAA News – May 2025.
- Reflections on the 2025 FCSS All Council Gathering – April 4, 2025.

S. Deleeuw moved the Board to receive the correspondence as presented for information.

Carried

6. Reports

- a) Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

Professional Development

- 2025 Certified Health Executive (CHE) Convocation (May 28th) (attached).
- FCSS Accountability Framework Reporting Training, online (June 24th – 25th). Eva Penner will also be attending.
- CCHL National Conference (Theme: Unstoppable), Edmonton, AB (June 15th – 17th).

Reports

- FCSS Annual Report completed and submitted April 30, 2024.

Facilities

- Since March 19th, 2025, management has increased discussions and shared resources with staff regarding measles within our region.

Staff

- Staffing updates.

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

Carried

- b) Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

L. Hickey moved the Board to approve the February 2025 Financial Report including:

- Financial statement for April 2025.
- Monthly accounts for March 2025;
- Monthly accounts for April 2025;
- ATB Mastercard Statement March 13, 2025, to April 10, 2025; and
- ATB Mastercard Statement April 11, 2025, to May 12, 2025.

Carried

c) 2024 Annual FCSS Program Report

Z. Morrison reviewed the 2024 Annual FCSS program report.

M. Kirby moved the Board to approve the FCSS program report for information.

Carried

7. New Business

a) Proposed Budget 2025

Z. Morrison reviewed the proposed budget for 2025.

Budget 2025

REVENUE

Provincial FCSS funding	1,493,196
Municipal Requisitions	458,168
Interest Income	40,000
Revenue Other	46,726
Family Resource Network (Children's Services)	658,500
Project Grant Funding	11,874
TOTAL	2,708,464

EXPENDITURES

Counselling Services	638,712
Family Services	781,647
Program Support	299,209
Senior Services	200,259
Youth Services	118,263
Family Resource Network (Children's Services)	658,500
Project Grant Funding	11,874
TOTAL	2,708,464

The Board discussed the proposed 2025 Budget for Barons-Eureka-Warner FCSS.



L. Nilsson moved the Board to approve the proposed 2025 Barons-Eureka-Warner FCSS Budget as presented.

Carried

S. Deleeuw moved the Board approve a retro-active 3% salary grid increase, effective April 1, 2025, applicable solely to permanent employees who were employed as of April 1, 2025. This increase shall exclude the position of Executive Director.

Carried

b) All Councils Meeting Review

The Board discussed the 2025 All-Councils meeting, including the *Reflections on the 2025 FCSS All Council Gathering, April 4, 2025*, letter received from the Town of Coalhurst as correspondence.

D. Degenstein discussed the *Reflections on the 2025 FCSS All Council Gathering* letter and suggested the following future recommendations:

- Offer all participating BEW FCSS municipalities the opportunity to host the All-Councils meeting, including time for Board members to discuss the event at their Council meetings before choosing a location.
- Include an Indigenous story or land acknowledgement during the Welcome portion of the All-Councils Agenda.
- Provide a blessing or invocation that meets the time constraints of the event and is inclusive to all faiths and those who choose not to participate.

Comments from Board members included:

- M. Harris said it was a great evening.
- M. Foster said her two board members had a great evening.
- L. Nilsson thought it was well done. A good evening that was handled well.
- J. Heggie thought it was a nice venue to hold that number of people. FCSS had a lot of Banners and presentations. FCSS kept the presentations to a minimum but handled the evening really well. His Council thought the event was great.
- S. Deleeuw and her two board members enjoyed it, but the photos at the end took too long.
- M. Kirby enjoyed having an FCSS staff member sit at their table.
- H. Caldwell provided further context from the letter, including specific examples such as the diversity of attendees at their table, the context of the invocation, concern for the background within the photos taken as well as a more inclusive representation from all 16 municipalities.
- L. Hickey stated the main objective was for FCSS and did not think that the Town of Coaldale was overstated.
- M. Payne and her Council enjoyed the evening.
- M. Jensen appreciated the convenience of the location.

J. Heggie moved the Board to accept for information.

Carried

c) FCSSAA South Region Meeting

D. Degenstein and Z. Morrison attended the FCSSAA South Region meeting and provided an update.

d) Executive Director Annual Evaluation – Evaluation Committee

The evaluation committee requires the Board Chair and three Board members to form a committee.

L. Hickey moved the Board to appoint D. Degenstein Board Chair, M. Harris, M. Kirby and L. Hickey to the Executive Director Evaluation Committee.

Carried

The Executive Director Evaluation Committee will meet on Wednesday September 3, 2025, at 2:00 p.m. prior to the regular Board meeting.

D. Degenstein will send out the information to the Committee prior to the meeting.

e) Northern Alberta Fires

L. Hickey brought the concern forward and shared the importance of being ready to accept evacuees if required.

Z. Morrison reminded the Board that the FCSS management team and staff have been part of reception centre exercises and are available to support if requested.

8. Round Table

The Board shared municipal updates.

M. Jensen left the meeting at 5:44

9. Closed Session

No closed session was held.

10. Date of Next Meeting

The date of the next regular Board meeting will be September 3, 2025, at the Coaldale HUB (2107 – 13th St.) in person and online (via Teams) starting at 4:00pm.

11. Adjournment

D. Doell moved the meeting to adjourn at 5:46 p.m.

Carried

Barons-Eureka-Warner Family & Community Support Services
Minutes of Regular Board Meeting – Wednesday, June 4, 2025.



Chairperson



Executive Director



Date



Date