



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Tuesday, 14th October, 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 – 22nd of September, 2025

4.0 PUBLIC HEARING

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

- 6.1 Land Use Bylaw Amendment Application – Retail Commercial to Direct Control
- 6.2 Aggressive Dog Classification Appeal
- 6.3 Council Meeting Schedule
- 6.4 Bylaw No. 965-25 Procedural Bylaw Draft
- 6.5 Fall Clean Up
- 6.6

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

10.0 CORRESPONDENCE

- 10.1 Barons Eureka Warner Family Community Support Services – Board Meeting Minutes – September 2025
- 10.2 Barons Eureka Warner Family Community Support Services – Report to Municipalities
- 10.3 Canadian Union of Postal Workers letter
- 10.4

11.0 INFORMATIONAL ITEMS

- 11.1

12.0 CLOSED SESSION

- 12.1 ATIA Division 2 Section 19 – Oldman River Regional Services Proposed Fee Increases
- 12.2 ATIA Division 2 Section 26 – Wastewater Treatment Options
- 12.3 ATIA Division 2 Section 27 – Day Care Land Request

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, September 22nd, 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
Town Planner – K. Schlamp
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

283 2509 22 MOVED by Councillor Feist that the agenda be approved as presented.
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – August 11th, 2025

284 2509 22 MOVED by Deputy Mayor Papworth that the Regular Council Meeting
minutes of September 8th, 2025 be approved as presented.
CARRIED

4.0 PUBLIC HEARING

4.1 Bylaw No. 963-25 Road Closure Bylaw – A part of Industrial Drive
Kattie Schlamp spoke to the road being proposed to be closed by
Bylaw No. 963-25.

4.1.1 Submissions

4.1.1.1 In Person Submissions

4.1.1.1.1 Ask for Those in Favour

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

4.1.1.1.2 Ask for Those Opposed

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

4.1.1.2 Written Submissions

4.1.1.2.1 Ask for Those in Favour

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

4.1.1.2.2 Ask for Those Opposed

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

4.2 Adjourn Public Hearing

Mayor Moore adjourned the public hearing at 6:36 p.m.

Kattie Schlamp left the meeting at 6:37 p.m.

5.0 DELEGATION – None for this meeting

6.0 REQUESTS FOR DECISION

6.1 Policy 103 Computer and Telecommunication Policy

285 2509 22 MOVED by Councillor Feist to approve Policy No. 103 Computer and Telecommunication Policy as presented.
CARRIED

6.2 Policy 108 Council Honorariums & Meeting Fees Policy

286 2509 22 MOVED by Councillor de Kok to approve Policy No. 108 Council Honorariums and Meeting Fees as presented and that these rate changes will be effective 1st of November, 2025.
CARRIED

6.3 Policy 114 Expense Reimbursement Policy

287 2509 22 MOVED by Deputy Mayor Papworth to accept Policy No. 114 Expense Reimbursement Policy as presented.
CARRIED

6.4 Policy 134 Staff Professional Development and Training Policy

288 2509 22 MOVED by Councillor Neels to approve Policy No. 134 Staff Professional Development and Training Policy as presented.
CARRIED

6.5 CPR Trail Irrigation

289 2509 22 MOVED by Councillor de Kok to approve the use of \$10,000 remaining from the grant for the trail, and part of the money that was allocated for the campground upgrade, \$20,000, to install a sprinkler system this year.
CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

September 10 Attended a Best of Butte zoom meeting
September 11 Attended a Chamber of Commerce meeting
September 15 Attended a Committee of the Whole meeting

290 2509 22 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:
September 11 Attended the Economic Development Committee Strategic Planning meeting
September 15 Attended a Committee of the Whole meeting
September 16 Attended a Picture Butte Library meeting

Councillor Feist advised Council of her recent activities:
September 15 Attended a Committee of the Whole meeting

Councillor de Kok advised Council of his recent activities:
September 11 Attended the Economic Development Committee Strategic Planning meeting
September 15 Attended a Committee of the Whole meeting

Deputy Mayor Papworth advised Council of her recent activities:
September 15 Attended a Committee of the Whole meeting
September 17 Attended a Green Acres Foundation Executive zoom
 meeting

291 2509 22 MOVED by Deputy Mayor Papworth that the Council Reports be accepted
 as presented.

CARRIED

10.0 CORRESPONDENCE

292 2509 22 MOVED by Councillor Feist to receive and file the Famous 5 Foundation invitation.

CARRIED

293 2509 22 MOVED by Councillor Neels to receive and file all informational items.
CARRIED

294 2509 22 MOVED by Councillor Neels to close the meeting to the public in accordance with Section 19, 26 & 29 of the Access to Information Act to discuss the Sanitary Sewer Upgrade Update and the CAO Report at 6:50 p.m.

CARRIED

296 2509 22	MOVED by Councillor Feist to keep \$10,000 of the holdback amount as Site Occupancy payment.	CARRIED
-------------	--	---------

297 2509 22 MOVED by Councillor Neels to adjourn the Regular Council Meeting at 7:14 p.m.

CARRIED

Keith Davis
Chief Administrative Officer

**TOWN OF PICTURE BUTTE
IN THE PROVINCE OF ALBERTA
BYLAW NO. 966-25**

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

WHEREAS the Council of the Town of Picture Butte is in receipt of a request to redesignate certain lands within the municipality.

WHEREAS the purpose of Bylaw No. 966-25 is to redesignate land civically described as 210-214 Jamieson Avenue North and legally described as:

Lots 1-3, Block 2, Plan 6764DI

from 'Retail Commercial – C1' to 'Direct Control - DC', as shown on the map in Schedule 'A' attached hereto to accommodate a proposed development of Construction or Building Trade Shop that is not currently provided within the current Retail Commercial (C1) District.

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

AND WHEREAS a Public Hearing, as required by Section 199 and 692 of the Municipal Government Act, will be held prior to second reading of this Bylaw

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

1. The land described as a portion of Lots 1-3, Block 2, Plan 6764DI as shown on the attached Schedule 'A' be designated as Direct Control - DC.
2. That the Land Use Districts map of the Town of Picture Butte Land Use Bylaw No. 841-15 be amended to reflect this designation.
3. The specific land use district standards for the Direct Control district be added into Land Use Bylaw No. 841-15, as provided in Schedule 'B'.
4. That Part 2 Land Use Districts, Direct Control Districts and Adopting Bylaws, Subsection (2) be amended to reflect the adoption of this bylaw.
5. Bylaw No. 841-15 being the Land Use Bylaw is hereby amended and consolidated.
6. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 14th day of October 2025.

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

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

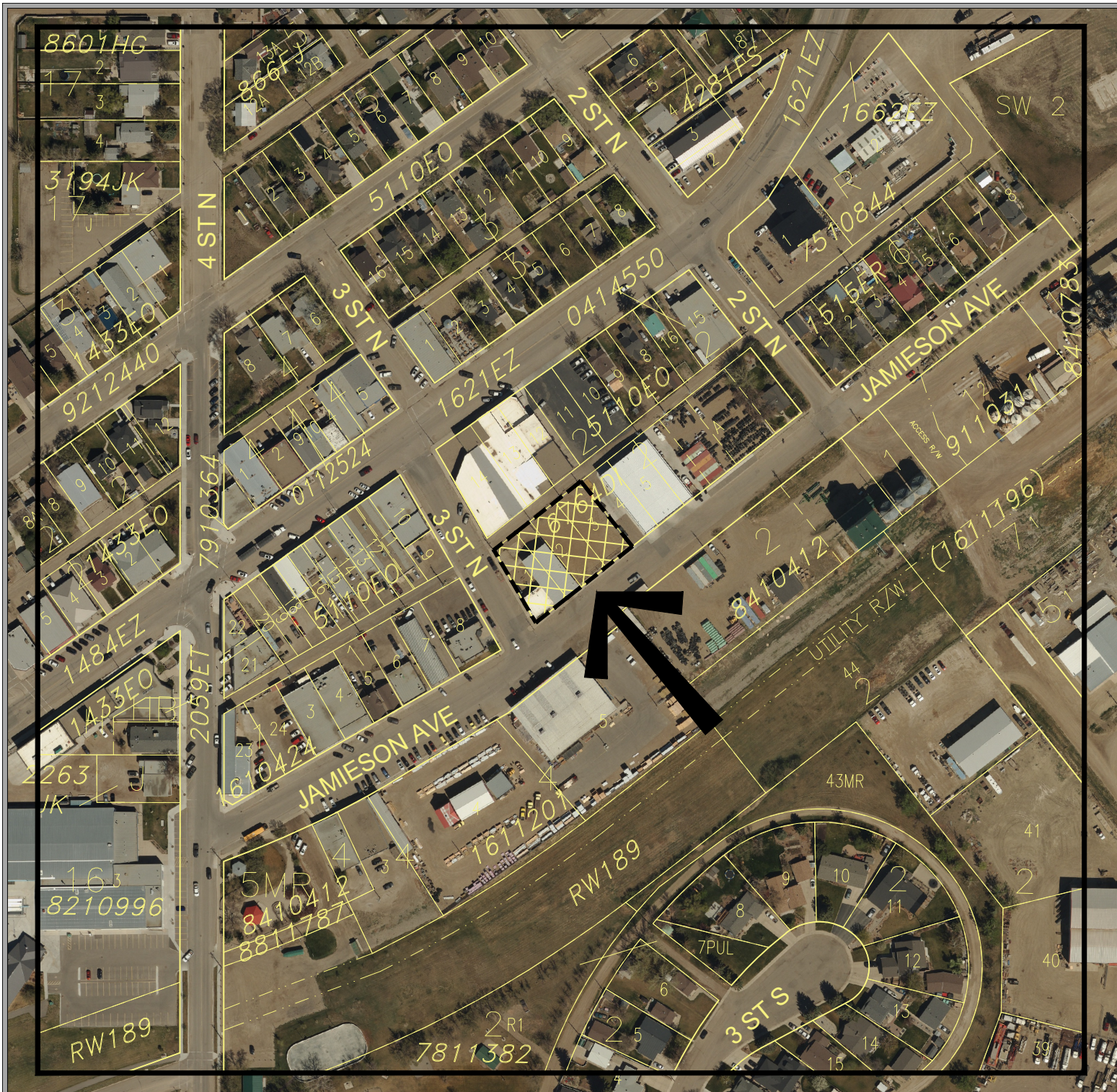
Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis

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

Mayor – Cathy Moore

Chief Administrative Officer – Keith Davis



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: May 7, 2025



FROM: Retail Commercial - C1

TO: Direct Control - DC

LOTS 1-3, BLOCK 2, PLAN 6764DI WITHIN

SW 1/4 SEC 2, TWP 11, RGE 21, W 4 M

MUNICIPALITY: TOWN OF PICTURE BUTTE

DATE: OCTOBER 1, 2025

Bylaw #: XXX-25

Date: _____



0 Metres 50 100 150 200



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"

SCHEDULE 'B'

DIRECT CONTROL – DC BYLAW NO. 966-25

INTENT: To provide a means whereby Council may regulate and control the use, development, or subdivision on a site-specific basis to the following lands: Lots 1-3, Block 2, Plan 6764DI as shown in Section 16. For the specific purposes of accommodating a Construction or Building Trade Shop that is not otherwise provided for within the current Retail Commercial (C1) District.

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

1. USES

PERMITTED USES

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

DISCRETIONARY USES

Accessory buildings and structures
Accessory Uses
Signs Type 2 (in accordance with [Part 5](#))
Any use Council considers suitable.

PROHIBITED USES

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

2. DEFINITIONS

All words and terms have the same meaning as what is specified in the Town of Picture Butte Land Use Bylaw No. 841-15.

3. MINIMUM LOT SIZE

Width – 7.6 m (25 ft.)
Length – 30.5m (100 ft.)
Area – 232.3 m (2,500 ft.)

4. MINIMUM YARD SETBACK REQUIREMENTS

Front yard – 0.9 m (3 ft.) (If required by Council or the Development Officer acting as the Development Authority as assigned by Council)

Secondary front yard – 0.45 m (1.5 ft.)

Side yard – None required

Rear yard – 7.6m (25 ft.)

5. MAXIMUM DENSITY AND SITE COVERAGE

Principal building and accessory buildings combined – 80%.

6. ACCESSORY BUILDINGS AND STRUCTURES

- (1) Accessory buildings or structures 9.3 m² (100 sq. ft.) or less in size shall be constructed such that eaves shall be not be less than 0.6 metres (2 ft.) to a side or rear lot line and all drainage shall be conducted to the appropriate storm drain via the applicant's own property.
- (2) Accessory buildings or structures in excess of 9.3 m² (100 sq. ft.) shall not be less than 0.9 metres (3 ft.) from a side or rear lot line.
- (3) Accessory buildings or structures in excess of 9.3 m² (100 sq. ft.) shall be setback (separated) a minimum 1.2 metres (4 ft.) from the principal building or and all other buildings or structures on the same lot.

7. OUTDOOR STORAGE AND SALES

- (1) No on-site outdoor storage or sale of goods shall be permitted within this land use district unless expressly approved in a development permit.
- (2) For any approved outdoor storage screening and fencing refer to [Part 4](#) of Town of Picture Butte Land Use Bylaw No. 841-15.
- (3) The outdoor display of goods, materials or equipment solely for advertisement purposes may be allowed, unless otherwise stipulated by the Development Authority, subject to the following:
 - (a) the display of goods, materials or equipment may be permitted in the front yard provided that it is restricted to examples of limited equipment, products, vehicles or items sold by the business or industrial use located on the subject site containing the display area;
 - (b) the outdoor display areas are not located within any required setback or on municipal property; and
 - (c) the display areas are not located on any required and approved landscaping area.
- (4) Approved shipping containers must be located in the rear yard only and are not to be located in a front or side yard. As a condition of development permit approval, the Development Authority may require the shipping container to be screened or painted.

8. STANDARDS OF DEVELOPMENT

As Council, or the Development Officer acting as the Development Authority, considers necessary having regard to [Part 4](#) of Town of Picture Butte Land Use Bylaw No. 841-15.

9. SIGNS

Having regard to [Part 5](#) of Town of Picture Butte Land Use Bylaw No. 841-15, signs shall be a permitted or discretionary use as defined in [Section 1](#) of this district.

10. APPROVAL PROCEDURE

- (1) Before Council, or the Development Officer acting as the Development Authority as assigned by Council, considers an application for a use in the Direct Control district, they shall:
 - (a) cause notice to be issued by the Development Officer in accordance with [Part 1, Section 33](#) of Town of Picture Butte Land Use Bylaw No. 841-15;
 - (b) hear any persons who claim to be affected by a decision on the application.
- (2) Council, or the Development Officer acting as the Development Authority, may then approve the application with or without conditions, or refuse the application.

11. OTHER REQUIREMENTS

As Council requires.

12. SUBDIVISION

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

13. DELEGATION OF AUTHORITY

- (1) Council shall be the Development Authority to decide on development permit applications for all uses and application for waivers of development standards.
- (2) The Development Officer, in accordance with [Part 1 Section 35](#) of the Town of Picture Butte Land Use Bylaw No. 841-15 and pursuant to section 641 (3) of the Municipal Government Act may, with the direction of Council, act as the Development Authority and receive and decide upon development permit applications for permitted uses provided they conform to the standards of the bylaw.

14. APPROVAL PROCEDURE

- (1) Where the Development Officer as the Development Authority has been delegated the authority to decide upon development permit applications for permitted uses, and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.

- (2) Before consideration of a development permit application for a proposal requiring waivers, a discretionary use, or a conditional use proposing construction of, or an addition to, a building on the subject property, Council shall:
 - (a) cause a notice to be issued by the designated officer to any person likely to be affected;
 - (b) ensure that the notice contains the date and time that council will hear the application for discretionary uses or applications for waivers of development standards;
 - (c) hear any person that claims to be affected by the decision on the application;
 - (d) Council may then approve the development application with or without conditions or refuse the application with reasons.
- (3) Where Council has made a decision on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the town office.

15. APPEAL PROCEEDURE

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

16. DEVELOPMENT AREA

The regulations and standards of this Direct Control Bylaw apply to Lots 1-3, Block 2, Plan 6764DI as shown in the map below.



DEVELOPMENT AREA

LOTS 1-3, BLOCK 2, PLAN 6764DI WITHIN
SW 1/4 SEC 2, TWP 11, RGE 21, W 4 M
MUNICIPALITY: TOWN OF PICTURE BUTTE
DATE: OCTOBER 1, 2025



Request for Decision

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

Date: 6 October, 2025
To: Mayor, Council
From: CAO

Re: Aggressive Dog Classification

Background:

On the 25th of November, 2024 Council deliberated upon an aggressive dog classification appeal. After consideration Council decided to uphold the aggressive dog classification and conditions given to Mr. Cahoon's dog and stated that Council would reconsider the classification and conditions in September, 2025.

Since beginning with the Town our current bylaw officer has issued two tickets to Mr. Cahoon for offences related to his dog. Both occurred on August 2nd, 2025 at the off leash dog park. The first ticket was for chasing another animal and biting it and the second ticket was for failing to leash an aggressive dog. The second ticket was a violation of the conditions previously set on Mr. Cahoon's dog which included "Milo is to be kept on a leash no longer than a metre".

After reviewing the documentation that our previous bylaw officer made and upon the incident that occurred on the 2nd of August, it is the recommendation of our bylaw officer that Mr. Cahoon's dog remain classified as an aggressive dog.

Process

By stating Council would review the aggressive dog classification in September, 2025 Council essentially prolonged Mr. Cahoon's appeal to September, 2025.

If Council is to uphold the aggressive dog classification and conditions, as Administration is recommending, we are also recommending that there is no language that postpones Mr. Cahoon's appeal to a future date.

Mr. Cahoon and all other residents that have one of their dogs classified as aggressive only get one appeal. If the dog is classified as aggressive it is deemed aggressive for the rest of its life. There are no good behaviour clauses in our bylaw. This is also common practice with municipalities and protects the municipalities from any liability that may arise if a dog previously classified as aggressive demonstrates aggressive behaviour again. The classification essentially puts the onus on the dogs owner to ensure that the dog does not cause any damage.

Mr. Cahoon was notified of this meeting and that Council would be considering his appeal as communicated in 2024. If he is in attendance at the meeting he should be given an opportunity to speak.

Recommendation:

1. To uphold the aggressive dog classification and conditions given to Mr. Cahoon's dog, Monte.

Attachments:

1. Notice given to Mr. Cahoon in 2024.
2. Bylaw Noble's recommendation email.

Submitted by: Keith Davis, CAO



Picture Butte

Picture Perfect!

November 26th, 2024

Re: NOTICE OF DECISION – Aggressive Dog Order Appeal

Dear Mr. Cahoon

During the Council meeting on November 25th 2024, Council considered your appeal request for the Aggressive Dog Order. Council has decided to uphold the order.

The Aggressive Dog Order will be in effect until September 2025. At this time the Aggressive Dog Order will be reevaluated and may be extended or lifted depending upon any incidents during this timeframe.

The following conditions are to be followed for the duration of the order being in effect:

- Milo is to be kept on a leash no longer than a meter
- Milo is not to be left unattended in any public space

In regards to the Aggressive Dog License Feed and Appeal to the Aggressive Dog Committee Fee, the \$200 fee for the appeal request will not be refunded. However, Council will consider the \$200 amount paid for the appeal hearing as payment for the 2024 and 2025 aggressive dog license fees (2024 - \$75, 2025 - \$150) with the remaining amount of \$25 being waived by Council. No further payment is required.

Sincerely
Ryan Mosby
Municipal Enforcement Officer
Town of Picture Butte

Keith Davis

From: Picture Butte Bylaw
Sent: Friday, September 19, 2025 1:52 PM
To: Keith Davis
Subject: FW: Aggressive Dog order appeal
Attachments: Notice of Decision (Cahoon) keith edit.docx

Hi Keith, here is the original notice of decision and the notice to re-evaluate in September.

For your information, I have issued 2 tickets to Monty for offences that occurred on Aug. 2, 2025 at the off-leash dog park. One ticket was for dog bites or chases other animal, and one ticket for failing to leash an aggressive dog.

One of the conditions was to ensure the dog is leashed in public spaces, he had knowingly taken the dog to the off-leash park to let it off leash when the incident on Aug 2, 2025 occurred.

I would recommend upon reviewing the files submitted by Ryan and from the recency of this new alleged offence that the dog remains designated aggressive with no further considerations of appeal as the appeal process has been upheld previously – and that the fees for the aggressive dog license are not removed as they were previously.

Thank you,
Wesley Noble



Wesley Noble
Bylaw Enforcement Officer

(W) 403-732-4555
(C) 403-894-9400
120 4th Street North
Box 670
Picture Butte, AB, T0K 1V0

From: Picture Butte Bylaw
Sent: November 26, 2024 1:56 PM
To: karen.hann@shaw.ca
Subject: Aggressive Dog order appeal

Karen,

Attached is the notice of decision from council regarding the Aggressive Dog Order appeal.

Monty has come to the office and collected a hard copy.

Thanks.

Ryan Mosby
Bylaw Officer/Assistant Development Officer
Town Of Picture Butte



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: 6 October, 2025
To: Mayor, Council
From: CAO

Re: Meeting schedule changes due to Municipal Government Act (MGA) changes

Background:

The Municipal Government Act has changed since last election in its requirements for elected official training and orientation. There are two parts of training that need to occur before different deadlines.

Before the Orientation meeting Council needs to be orientated on:

1. The role of municipalities in Alberta
2. Municipal Organisation and function
3. Roles and responsibilities of council and councillors.
4. Roles and responsibilities of chief administrative officer and staff.

Before the first regularly scheduled council meeting Council needs to be orientated on:

1. Key municipal plans, policies and projects
2. Budgeting and financial administration
3. Public Participation

The legislation also states that the organisational meeting needs to occur 14 days after the 3rd Monday in October which is the 3rd of November, 2025.

I was planning on Munis 101 covering the requirements of Council orientation which is scheduled for the 1st of November. However, with our regular meeting schedule we would be in breach of the 14 days deadline for the organisational meeting.

Options:

1. To hold our organisational meeting on the 3rd of November.
 - a. If this option is chosen, we will have to cancel the Council meeting scheduled for the 27th of October Council Meeting
2. To hold our organisational meeting on the 27th of October
 - a. If this date is chosen, I will provide Council with the orientation required under the MGA.

I am open to either option listed above. Option 1 requires less work from me but I will make either option work for Council.

Recommendation:

1. To cancel the Committee of the Whole meeting scheduled for the election date of the 20th of October.
2. To direct Administration on setting a date for the Organisational meeting.

Submitted by: Keith Davis, CAO



Request for Decision

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

Date: 6 October, 2025
To: Mayor, Council
From: CAO

Re: Bylaw No. 965-25 Procedural Bylaw Update

Background:

At the regular Council meeting held on the 8th of September administration presented information regarding the regularity of meetings that Council has. After discussion Council made the motion directing Administration to schedule two Council meetings per month, one being a Committee of the Whole meeting with the other being a Council meeting and to make adjustments to the Procedural Bylaw to represent such direction.

These changes are represented in Section 6.25 and state:

- The Council meeting shall be held on the fourth Monday of each month.
- The Committee of the Whole meeting shall be held on the second Monday of each month.

Other Consideration:

When Council was considering reducing the number of Council meeting from three to two, Administration did not have any recommendation on what they thought the two meetings should be. That is, whether they should be both Council meetings or one Council meeting and one Committee of the Whole meeting as both had advantages and disadvantages. Council directed administration to do one Council meeting and one Committee of the Whole meeting. Since that direction an example has come up that demonstrates a disadvantage of this meeting schedule and that is a land use bylaw amendment.

A land use bylaw amendment has to be approved in a Council meeting after a public hearing and appropriate advertisement. In the recent example an individual applied for a land use bylaw amendment on the 24th of September. First reading of the bylaw can occur on the 14th of October. Advertising then needs to occur for two weeks. If we proceed with the proposed schedule in the newly drafted Procedural bylaw the public hearing and 2nd and 3rd reading can not occur until the next Council meeting scheduled for the 24th of November making the process a two-month process. If this was to occur under our current schedule, we could do the public hearing on the 10th of November reducing the time by two weeks.

Any issue that is brought to Council or Administration shortly after a Council meeting will have a wait time of close to a month. We can still schedule Municipal Planning Commission meetings prior to Committee of the Whole meetings so development issues at most will only be delayed a week.

Upon this example and thinking further on the issue I think that having two Council meetings per month is the better approach for the following reasons:

1. Council will be able to deal with issues in a timelier matter.
2. If only one Council meeting per month is the schedule an issue that comes up shortly after a Council meeting will not be addressed for up to a month.
3. By having two Council meetings the work load that would be attributed to the one Council meeting should be significantly decreased.

4. I feel that there will be more items needing to be addressed on a regular basis than items needing deeper analysis thus warranting a Committee of the Whole meeting.
5. If an issue needs deeper analysis and there is not enough time in the Council meeting to discuss it thoroughly it can be tabled to the next Council meeting or a Committee of the Whole meeting can be scheduled to address that one issue.

The only disadvantage to having the two Council meetings is that Council may feel that they do not have enough time to deeply analyse and work through more complicated issues. I think this can be addressed by scheduling a Committee of the Whole meeting and that this requirement will be less needed than the need to schedule more Council meetings.

Other Changes to Bylaw No. 902-20 represented in Bylaw No. 965-25

Upon making changes to the bylaw and upon review of the current Procedural bylaw there are a few things that I recommend making changes to including:

1. Eliminating in the bylaw what committees Council have an obligation to attend (7.5).
 - a. These committees can change and I have stated that Council representation will be determined annually at the Organizational meeting.
2. Adding processes and rules around attending Electronic Meetings as outlined in Schedule A. These rules and processes include:
 - a. Attendees participating electronically must:
 - i. Notify the CAO of their participation prior to the end of the business day prior to the meeting.
 - ii. Identify themselves by using their full name as their user name.
 - iii. Keep their cameras and microphones deactivated before and after their presentation.
 - iv. Keep cameras activated during their presentation.
 - v. Not use the chat feature
 - b. Council members attending meetings electronically have to:
 - i. Be visually recognized prior to the start of the meeting.
 - ii. Identify themselves through their username
 - iii. Keep their cameras activated unless permitted by the Chair
 - iv. State they are alone while in a Closed Session

The drafted bylaw also states that Council members may on occasion attend a meeting via Electronic Means and that best efforts must be used to attend meetings in person. We have not had any issues with Council members choosing to attend electronically rather than in person but in many municipalities, it has become an issue. The language in the bylaw is meant to set the expectation for Council members and people that are participating in meetings via electronic means. For reference I used City of Calgary, City of Lacombe and MD of Greenview bylaws as reference for attending meetings electronically. This is the first time Council has seen the drafted rules surrounding attending meetings via electronic means. Council may wish to conduct 1st reading of Bylaw No. 965-25 depending upon directed amendments. If Council is comfortable with the language, then the bylaw has to be passed by unanimous vote with all Council members present.

Recommendation:

1. To conduct 1st reading of the amended Bylaw No. 965-25 Procedural Bylaw to represent two Council meetings per month.
 - a. If this recommendation is accepted and the motion is carried our next Council meeting will be the 10th of November.

Alternate Recommendation:

1. To conduct all three readings of drafted bylaw No. 965-25 Procedural Bylaw.

Attachments:

1. Drafted Bylaw No. 965-25 Procedural Bylaw.

Submitted by: Keith Davis, CAO

A BYLAW OF THE COUNCIL OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, TO PROVIDE RULES GOVERNING THE PROCEEDINGS AND THE REGULAR BUSINESS OF COUNCIL AND COUNCIL MEETINGS

WHEREAS Section 145 (b) of the Municipal Government Act, RSA 2000, Chapter M-26, provides that Council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and for the transaction of its business; and

WHEREAS the Municipal Government Act provides that Council may establish committees to consider matters referred to them by Council, may appoint the members of such committees and may require reports of the findings or recommendations of the committees;

NOW THEREFORE, the Council of the Town of Picture Butte enacts as follows:

From the date of the passing of this bylaw, the following rules and regulations only shall be observed for the order and dispatch of business in Council thereof and all Motions, rules or regulations existing and inconsistent with this bylaw are hereby repealed.

This bylaw shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:

- a. By a bylaw unanimously passed at a regular or special meeting of the Council at which all the members thereof are present, or
- b. By a bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the next preceding meeting of the Council and setting out the terms or the substantial effect of the proposed bylaw.

1.0 **SHORT TITLE**

- 1.1. This bylaw is called "**The Procedural Bylaw**".

2.0 **DEFINITIONS**

2.1. In this bylaw:

1. "**Administration**" means the employees of the municipality.
2. "**Business Day**" means a day on which the municipal offices are open for business.
3. "**Chair**" means the Mayor, Deputy Mayor or presiding officer who presides over Council Meetings, Council Committee meetings or Committee of Council meetings.
4. "**CAO**" means the Chief Administrative Officer for the Municipality or his/her designate.
5. "**Chief Elected Official**" (CEO) means the Mayor;
6. "**Closed Session**" means the part of a meeting closed to the public or municipal employees by Motion of Council, for the purpose of discussing a matter within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
7. "**Committee of Council**" means a committee, board or other body established by Council
8. "**Committee of the Whole**" means a committee comprised of all Councillors which conducts itself as a Committee of Council, for the purpose of providing information to Council; functioning informally and allowing for freedom of debate but where decisions are referred to a Council Meeting.
9. "**Council**" means the duly elected Council of Picture Butte.
10. "**Council Committee**" is a Committee, Board, Commission, Authority or other body to which Council may appoint members.
11. "**Council Meeting**" means duly constituted regular or special open meetings of Council where bylaws and resolutions are formally ratified.
12. "**Councillor**" means a member of Council duly elected pursuant to the Local Authorities Election Act and continuing to hold office.

13. **“Delegation”** means any person that has permission of Council to appear before Council at a Council Meeting or a Committee of Council to provide information and views about a subject pertinent to Council
14. **“Deputy Mayor”** means the Councillor who is elected by Council pursuant to Section 152 of the Municipal Government Act, to act as Mayor in the absence or incapacity of the Mayor.
15. **“Electronic Means”** shall mean the use of video conferencing, or other digital communication technology that enables participants to communicate with each other in real time.
16. **“Emergent Items”** shall be considered as those items of an emergency nature that cannot be left until the next meeting or require immediate attention.
17. **“Freedom of Information and Protection of Privacy Act”** or “FOIP” means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended or legislation substituted therefore.
18. **“Municipal Government Act”** means the Municipal Government Act RSA 2000, chapter M-26 of the Statutes of Alberta as amended or legislation substituted therefore.
19. **“Motion”** means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and may also mean resolutions.
20. **“Notice of Motion”** is the means by which a Member of Council brings business before Council.
21. **“Out of Order”** means to act outside the scope of this Procedural Bylaw in any Council Meeting or Committee of Council meeting
22. **“Organizational Meeting”** means a meeting held not later than two (2) weeks after the 3rd Monday in October for the purpose of:
 1. Taking the Oath of office after a general municipal election,
 2. Electing a Deputy Mayor annually
 3. Appointing members of Council and the public to Council Committees and Committees of Council as required
23. **“Peace Officer”** means a peace officer as defined by the Peace Officer Act, and for the purposes of this Bylaw shall also include a police officer as defined by the Police Act
24. **“Point of Order”** means a demand that the Chair enforce the rules of procedures.
25. **“Point of Privilege”** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the
 1. Organization and existence of Council,
 2. Comfort of members,
 3. Conduct of employees or members of the public in attendance at the meeting.
26. **“Public Hearing”** is a meeting:
 1. To hear matters pursuant to the Municipal Government Act; or
 2. Other matters which Council directs be considered at a Public Hearing.
27. **“Quorum”** means the majority of all, or the majority of the remaining, Councillors that comprise the Council.
28. **“Special Council Meeting”** is a meeting held under the provisions of Section 194 of the Municipal Government Act.
29. **“Special Motion”** means a Motion or resolution passed by two-thirds majority of all Members.
30. **“Table”** means a Motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter.
31. **“Town”** means the Town of Picture Butte, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Town.

3.0 APPLICATION

- 3.1. This bylaw shall be observed and shall be the rules and regulation for the order and conduct of business in all Council Meetings, Organizational Meetings, Special Council Meetings, Committee of the Whole meetings and all Committee of Council meetings.

4.0 STRUCTURE OF COUNCIL

- 4.1. Town Council shall consist of five (5) elected officials
- 4.2. All Councillors shall be elected by a vote of the electors of the whole Town.
- 4.3. The Chief Elected Official shall be elected by a vote of the electors of the whole Town.
- 4.4. The Chief Elected Official of the Town shall be designated the title 'Mayor' and addressed as Mayor (last name).
- 4.5. The Deputy Mayor shall be addressed as Deputy Mayor (last name).
- 4.6. Councillors of the Town other than the Chief Elected Official, and the Deputy Mayor shall be addressed as Councillor (last name).
- 4.7. The Mayor shall preside when in attendance at a meeting of Council; however the Deputy Mayor shall preside over the Committee of the Whole.
- 4.8. The Mayor may, at the discretion of the Mayor, be a member of all Committees of Council and all bodies to which Council has the right to appoint members under the Municipal Government Act.
- 4.9. Seating of Councillors shall be as determined by the Mayor at the yearly Organizational Meeting.

5.0 COUNCIL CONDUCT

Rules of Order

- 5.1. Any employee, or member of the public who refuses to leave Council chambers upon the order of the Mayor may be removed by a Peace Officer.
- 5.2. At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
- 5.3. The first person to raise a hand and address the Chair when the person speaking has finished, and to be recognized by the Chair, has the floor. Speaking while another is still speaking is out of order, except to make a Point of Order or to make a Point of Privilege.
- 5.4. No member of Council shall have the power to direct or interfere with the performance of any work for the corporation, and the officer in charge shall be subject only to his superior officer, or in the case of the CAO who shall report to Council.
- 5.5. Anyone with a pecuniary interest as defined in Section 169 of the Municipal Government Act shall declare that interest, and shall not participate in any debate or decision concerning the matter. Such pecuniary interest shall be recorded in the minutes.

Making Motions

- 5.6. Debate begins when a member of Council states the Motion and asks for discussion on the Motion. If no one initiates discussion, the Chair calls for a vote.
- 5.7. The Chair will determine if a member can speak twice to the same issue prior to everyone who wishes to speak having the opportunity.
- 5.8. No member of Council shall normally speak more than three minutes on any Motion or amendment to a Motion.
- 5.9. Every Motion or resolution shall be stated or read by the mover.
- 5.10. After a Motion has been moved and has been stated or read, it shall be deemed to be in possession of Council, and may only be withdrawn by majority consent of the members of Council present and will not be recorded in the minutes.
- 5.11. All remarks must be directed to the Chair, and must be courteous.
- 5.12. The mover of a Motion may speak and vote for or against the Motion.

- 5.13. A Notice of Motion may be given (and shall be given verbally and in writing to all members present) at any Council Meeting, specifying the entire content of the Motion to be considered, but may not be dealt with at that Council Meeting.
- 5.14. A Motion made in the negative shall be ruled Out of Order.
- 5.15. The following Motions are not debatable by Council:
 1. Adjournment
 2. To take a recess
 3. Point of Privilege
 4. Point of Order
 5. To limit debate on a matter before Council
 6. To Table the matter

Voting on Motions

- 5.16. When debate on a Motion is closed, the Chair shall put the Motion to a vote, and this decision is final unless overruled by a majority vote of the members present at the meeting.
- 5.17. Once the Motion has been put to a vote, no member shall debate further on the Motion or speak any words except to request that the Motion be read aloud.
- 5.18. When a Motion is put to a vote, no member shall leave the Council chambers until the vote is taken.
- 5.19. Any bylaw or Motion upon which there is an equality of votes shall be deemed to be defeated.
- 5.20. The outcome of any vote on any matter shall be recorded in the meeting minutes.
- 5.21. Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 5.22. A Councillor attending a Council Meeting must vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under this or any other enactment, pursuant to sections 182 through 184 of the Municipal Government Act.
- 5.23. The CAO or designate shall record each abstention and the reasons for the abstention in the minutes of the meeting.

Calling a Councillor to Order

- 5.24. The Mayor may call to order any Councillor who is Out of Order.
- 5.25. When a Councillor has been called to order but persists in breaching the order of Council, the Mayor may name the Councillor and declare the offence.
- 5.26. The CAO shall note any offences in the minutes.
- 5.27. A Councillor who is called to order or named may immediately thereafter challenge the ruling of the Mayor and state the reasons according to this bylaw.
- 5.28. When there is a challenge to the ruling of the Mayor, all further debate shall cease until the challenge has been dealt with by Council.
- 5.29. If a Motion of Council supporting the Mayor's ruling passes, the Councillor shall abide by the motion of Council.

6.0 **COUNCIL MEETINGS**

Agendas

- 6.1. The CAO or designate shall be responsible for preparing meeting agendas, including input from the Mayor, Administration, and previous meetings.
- 6.2. Meeting agendas shall be made available the Friday preceding the Council Meeting.

- 6.3. Only business listed in the agenda shall be undertaken at a meeting, unless a Motion to amend the agenda is passed.
- 6.4. Notwithstanding section 6.3, Council may, by a unanimous vote, allow those items which are deemed Emergent Items or requiring immediate attention.
- 6.5. The order of business for Regular Council Meetings shall be as follows:
 1. Call to Order
 2. Adoption of the Agenda
 3. Adoption of the Minutes
 4. Public Hearing
 5. Delegations
 6. Request for Decisions
 7. Mayor's Report
 8. Council's Report
 9. Administration's Report
 10. Correspondence
 11. Information Items
 12. Closed Session
 13. Adjournment

Public Hearings

- 6.6. A Public Hearing must be held when required by the Municipal Government Act.
- 6.7. Public Hearings, when required, shall be held
 1. before second reading of the bylaw, or
 2. before Council votes on the Motion.
- 6.8. The format for a public hearing shall be:
 1. State the purpose of the Public Hearing,
 2. Ask for those present in favour to speak to the matter,
 3. Ask for any written comments in favour,
 4. Ask for those present who are opposed to speak to the matter,
 5. Ask for any written comments opposed,
 6. Close the Public Hearing.
- 6.9. All those who wish to speak to a matter (in favour or opposed) may only speak once and shall be limited to five (5) minutes.

Delegations

- 6.10. Delegations may appear before Council at a regular Council Meeting to present issues of concern.
- 6.11. Delegations wishing to appear before Council must advise the CAO, or designate, in writing no later than noon on the Friday prior to the meeting.
- 6.12. Delegations must provide a copy of their presentation related to the issue or concern at the time of submission for the agenda and only speak to the matter in question.
- 6.13. Any person or Delegation addressing Council shall state name(s), address(es) and the purpose of the meeting.
- 6.14. Delegations will be limited to a ten (10) minute presentation to Council.
- 6.15. Any questions or clarifications which individual Councillors may have from the Delegation should be requested through the Chair.
- 6.16. Delegations shall not address Council on the same subject matter more than once every six (6) months. At Council's discretion, Council may request an individual or group come before Council as a Delegation at any time.
- 6.17. Once Council has approved a Motion, the CAO or designate will provide a written response to the Delegation.

Letters and Petitions

- 6.18. Notwithstanding the provisions of the Municipal Government Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition, or other communication shall be addressed to the Mayor or Town Council. Such letter, petition or other communication shall:
 1. Be printed, typewritten or legibly written;

2. Clearly define the matter at issue which you would like Council to consider to resolve.
 3. Indicate if you wish to meet with Council as a Delegation.
 4. In the case of a letter or communication:
 1. Be signed with the correct name of the writer, and
 2. contain the correct mailing address of the writer
 5. In the case of a petition:
 1. Be signed by at least 10% of the population
 2. Meet all legislative requirements of Sec. 220-226 of the Municipal Government Act.
 6. Be delivered or mailed to the office of the Chief Administrative Officer so it arrives no later than noon on the Friday before the Regular Council Meeting at which it is to be presented.
- 6.19. Where a matter has been considered by Council and dealt with in any final form, no letter, petition, Delegation or other communication on substantively the same matter shall be considered by Council until there has been a lapse of at least six (6) months from the date Council previously disposed of the matter.
- 6.20. Notwithstanding section 6.29, Council, by approving a Special Motion, may again consider a matter at a time earlier than six (6) months.

In Camera Closed Session

- 6.21. All agenda items or reasons for going into a Closed Session must meet the criteria established within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
- 6.22. In accordance with the Municipal Government Act and Section 153 and the Freedom of Information and Protection of Privacy Act, all members of Council are required to keep in confidence all matters discussed in a Closed Session until the item is discussed at a meeting held in public.
- 6.23. A Motion is required to go in a Closed Session and leave a Closed Session as part of a Council Meeting, and the times the meeting is closed and is open are recorded in the minutes.
- 6.24. Council shall not pass resolutions or Motions during a Closed session except to open the meeting to the public again.

Council Meeting Schedule

- 6.25. Regular Council Meetings shall be held as follows:
 1. Council shall hold ~~a~~ Council Meetings in Council Chambers on the ~~second and fourth~~ Monday of each month at 6:30 pm and adjourn no later than 10 pm.
 2. Council may extend the meeting beyond 10 pm by approving a Special Motion.
 3. The Committee of the Whole shall be held in Council Chambers on the ~~third~~ **second** Monday of each month at 6:30 pm and adjourn no later than 10 pm.
 4. In the event of a Regular Council Meeting or Committee of the Whole falling on a day that is not a Business Day, the meeting shall be held the following Business Day.
 5. All meetings of Council are open to the public except for any In Camera portion of the meeting.
 6. All Council Meetings and Committees of Council meetings shall be held in accordance with the provisions of the Municipal Government Act.

7.0 **OTHER MEETINGS OF COUNCIL**

Organizational Meeting

- 7.1. The Chief Administrative Officer shall fix the time and place for the Organizational Meeting as per Section 192(1) of the Municipal Government Act, with the business of the Meeting being limited to:
 1. The administration of the "Oath of Office" and the introduction of new Members, should the Meeting follow the general municipal election.

2. Appoint a member of Council as Deputy Mayor by means of a secret ballot.
 3. The appointment of members of Council to act on committees, commissions, boards and other bodies on which Council is entitled to representation; and,
 4. Any such other business as required under the Municipal Government Act.
- 7.2. When Council has been elected at a general municipal election immediately preceding the meeting, the Chief Administrative Officer shall:
1. Take the Chair;
 2. Call the Meeting to order;
 3. Preside over the Meeting until the oath prescribed by the Oaths of Office Act has been administered to the Mayor.
- 7.3. When the Meeting is not preceded by an election, the Mayor shall take the Chair and call the Meeting to order.
- 7.4. All appointments of Councillors to act on Committees of Council and Council Committees shall be done only by Motion at the organizational meeting or by Special Motion at any other Council Meeting.
- 7.5. ~~The following are~~ **C**committees on which the Town has an obligation for representation, through legislation or legal agreement **will be represented at the Organizational Meeting:**

Committee of the Whole	All members of Council
Municipal Planning Commission	2 members of Council and 3 members at large
The Town of Picture Butte Municipal Library Board	1 member of Council and 7 members at large
Chinook Arch Regional Library Board	1 member of Council
Community Futures Lethbridge Region Board	1 member of Council
Oldman River Regional Services Commission Board	1 member of Council
Barons-Eureka-Warner Family & Community Support Services Board	1 member of Council on odd-numbered years.
Lethbridge Regional Waste Management Services Commission	2 members of Council
Subdivision & Development Appeal Board	1 member of Council
Oldman River Regional Services Commission Assessment Review Board	1 member of Council as required by ORRSC
Regional Bylaw Services Committee	1 member of Council

- 7.6. Council may wish to consider additional Council Committees or Committees of Council where representation of Council would promote the welfare or interests of the municipality.

Committee of the Whole

- 7.7. Whenever Council sits as Committee of the Whole, the Deputy Mayor shall be the Chair and maintain order in the Committee of the Whole.
- 7.8. The rules of order for the conduct of a Meeting of Council shall apply to a meeting of the Committee of the Whole, except:
1. No Motions or resolutions shall be accepted by the Chair, other than close or leave a Closed Session, and
 2. Any member of Council may speak more than once to any discussion.

Special Council Meetings

- 7.9. Subject to the Conditions of Section 194 of the Municipal Government Act, the Chief Elected Official
1. may call a Special Council Meeting whenever the official considers it appropriate to do so, and
 2. must call a Special Council Meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.

Councillor Honorariums

- 7.10. Councillors are eligible to receive monthly honorariums as per rates established in the Town's Honorarium Policy. Regular Council Meetings, Organizational Meetings, Committee of the Whole meetings and public hearings which are a part of regular Council Meetings are considered part of a Councillor's regular responsibilities included in the monthly honorarium.
- 7.11. Councillors shall receive remuneration in the form of a per diem, as per rates established in the Town's Honorarium Policy, for attending special council meetings, public hearings which are not part of regular Council Meetings, Council Committee meetings, meetings of a Committee of Council other than the Committee of the Whole that they have been appointed to by Council, and any other event that a Councillor has been granted permission, in the form of a Council motion, to attend.
- 7.12. If a Councillor receives an honorarium or other compensation from an external organization, an honorarium or per diem shall not be paid by the Town.

8.0 MEETING NOTIFICATION

- 8.1. Notice of regularly scheduled meetings need not be given.
- 8.2. If Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change
 1. to any Councillors not present at the meeting which the change was made, and
 2. to the public.
- 8.3. Notice to the public shall be deemed given by posting to the public bulletin board outside Council Chambers and on the Town website.
- 8.4. Council shall ensure all notification requirements of a Special Council Meeting meet the requirements of Section 194 of the Municipal Government Act.

9.0 MINUTES

- 9.1. Minutes of all proceedings of Council Meetings and Special Council Meetings shall be recorded in accordance with section 208 the Municipal Government Act.
- 9.2. At every regular Council Meeting, minutes of the previous Council Meeting and any Special Council Meeting held more than 48 hours prior to the current meeting shall be considered for adoption.
- 9.3. Minutes shall include Motions to adjourn the meeting.
- 9.4. For the purposes of Council Meeting minutes, members of Council shall be limited to reporting on special council meetings, public hearings which are not part of regular council meetings, Council Committee meetings, meetings of a Committee of Council that they have been appointed to by Council, and any other event that a Councillor has been granted permission, in the form of a Council motion, to attend. Members of Council may report on other Town events that they deem to be pertinent to Town Council, but they shall not be recorded in the minutes.

10.0 BYLAWS RESOLUTIONS AND POLICIES

- 10.1. Bylaws shall be presented and passed according to Part 2, Division 1 of the Municipal Government Act.
- 10.2. Any revisions or consolidations of bylaws shall be in accordance with Part 3, Division 7 of the Municipal Government Act.
- 10.3. Policies shall be presented for discussion, and passed by majority, and shall come into effect as soon as they are passed unless they contain a deferred implementation.

11.0 QUORUM

- 11.1. If there is not a sufficient number of Councillors assembled within one half (1/2) hour following the scheduled commencement time of any meeting to

constitute a Quorum pursuant to Section 167 of the Municipal Government Act, the Chief Administrative Officer shall record the names of all the members of Council present at that time and Council shall be deemed to be adjourned until the next regular Council Meeting.

- 11.2. When Council is unable to meet for want of a Quorum, the agenda delivered for the proposed meeting shall be considered at the next Council Meeting, or alternatively at a Special Meeting called for that purpose.

12.0 MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 12.1. Subject to Section 199 of the Municipal Government Act, a Council meeting or Council Committee meeting may be conducted by **Electronic Means** ~~means of electronic or other communication facilities~~ if:
1. Notice is given to the public of the meeting, including the way in which it is to be conducted,
 2. The facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and
 3. The facilities enable all the meeting's participants to watch or hear each other.
- 12.2. Councillors participating in a meeting held by **Electronic Means** ~~means of a communication facility~~ are deemed to be present at the meeting.
- 12.3. **Attending a meeting via Electronic Means is detailed in Schedule A.**

13.0 COUNCIL'S USE OF TOWN SUPPLIES

- 13.1. No member of Council is permitted to use Town supplies or use equipment and/or facilities unless the Councillor has first been empowered to do so by Bylaw or Motion of Council.

14.0 SIGNING AUTHORITY

- 14.1. The Mayor and Chief Administrative Officer, and if one or both of them is absent, the Deputy Mayor or any Councillor and the Director of Corporate Services, shall countersign all cheques.

15.0 SEVERABILITY

- 15.1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

16.0 REPEAL

- 16.1. Bylaw ~~855-16~~ **902-20** of the Town of Picture Butte and any amendments are hereby repealed.

17.0 COMING INTO FORCE

- 17.1. This bylaw shall come into full force and effect upon the final reading and signing thereof.

INTRODUCED AND GIVEN FIRST READING THIS DAY OF OCTOBER, 2025.

GIVEN SECOND READING THIS DAY OF , 2025.

GIVEN THIRD AND FINAL READING THIS DAY OF , 2025.

SCHEDULE A

MEETING AND PUBLIC HEARINGS BY ELECTRONIC MEANS

1.0 IDENTIFICATION OF COUNCIL MEMBERS

- 1.1 For any Committee of the Whole Meeting, Council Meeting, Organizational Meeting or Public Hearing held by Electronic Means each member attending must be visually identified by the Chair prior to the start of the meeting.

2.0 PUBLIC ACCESS AND SUBMISSIONS

- 2.1 Members of the public who are scheduled to speak at a meeting and wish to attend electronically must notify the CAO by email. The request must be submitted no later than the end of the business day prior to the start of the meeting.
- 2.2 Members of the public who wish to present electronically at a Public Hearing must identify themselves by name through their username.

3.0 ATTENDANCE BY ELECTRONIC MEANS

- 3.1 Council members may on occasion attending a meeting via Electronic Means. Best efforts must be used to attend Committee of the Whole and Council Meetings in person.
- 3.2 Council members attending a meeting via Electronic Means must:
 1. Identify themselves by title and last name.
 2. Keep their cameras activated, with no background being used, for the duration of the meeting, unless otherwise permitted by the Chair.

3. When participating in a Closed Session state that they are alone. If a Council member is not alone they may not participate in the Closed Session portion of the meeting.
- 3.3 Members of the Public attending a meeting via Electronic Means must:
 1. Keep their cameras and microphones deactivated before and after their presentation
 2. Identify themselves by first and last name through their username.
 3. Keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
- 3.4 All participants attending by Electronic means must not use the chat feature during the meeting. Use of the chat feature may result in removal from the meeting.



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: 9 October, 2025
To: Mayor, Council
From: CAO

Re: Fall Clean Up

Background:

Since 2015 Town operational staff have provided a Spring and Fall Clean Up. Residents have the opportunity to put household items, with some limitations, out for pick up. Prior to 2015 operational staff provided this service once a year as "Spring Clean Up" and Fall Clean Up was picking up branches, leaves and grass. After 2015 Fall Clean Up morphed into an expanded service of picking up all unwanted household items.

Conducting two annual clean ups is becoming a challenging task for our operational staff. Operations is requesting Council that the Fall Clean Up of picking up all unwanted household items is no longer offered. The Town will continue to pick up branches, leaves and grass but not all household items. The larger more extensive clean up would be offered once a year in the Spring. Spring is the clean up option better suited to operational staff as they have more staff to conduct the clean up in spring compared to fall. In fall the public staff is reduced to 4 with one individual being full time garbage pick up. This leaves three people to do fall clean up in a busy time and it is becoming burdensome.

Recommendation:

1. To direct operations to conduct an annual Spring Clean Up and to abandon a Fall Clean Up that collects and disposes of unwanted household goods.

Submitted by: Keith Davis, CAO



CAO Report

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

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

Date: 7th October, 2025

To: Mayor, Council

From: CAO

Centennial Celebration:

Attached to my report is a letter that was drafted by the centennial committee representatives and presented to for approval. I have approved the page of this letter and the Centennial Committee will be distributing it to the public. We have not release or approved the second page of the letter and will not until a legacy project has been decided by Council.

As a reminder, Administration presented information regarding options for a legacy project to Council in June of this year. The report included the survey reports of what the public would like to see for a legacy project. From that meeting Council agreed to wait until the conceptual designs for Lions Park were completed prior to making a decision on what the legacy project would be. With talking with Kattie at ORRSC she is planning on having these conceptual designs completed by the end of October. Upon having the finalised conceptual designs Council can choose what the legacy project will be and where it will be going. Administration can then get costs and share this information plus page 2 of the letter when that decision has been made.

As this letter is going out we will need a Council motion stating that tax receipts will be given for donations to the Legacy Project. In the motion we will need to state how much of a donation will qualify for a tax receipt.

Wastewater Project

As per my memorandum in Closed Session.

Fire Services Agreement

A draft is with Lethbridge County. I am awaiting their response to proposed language changes.

Water Meter Installation Project

What we planned and budgeted for has been complete. Rhonda has had technical issues with the water meter program and our accounting software jiving. Rhonda is working through these issues. We will provide a report on how this project has gone and some possible additional steps we can take in the near future.

Miscellaneous Items:

- Since last Council meeting I have attended, a LGAA zone meeting, a Lethbridge Regional Waste Management Commission meeting, and a Health Professionals Retention and Attraction Committee meeting.
- I have spent a lot of time on the Fire Services Agreement.
- Development is continuing and time has been spent with Wes, our bylaw officer in training him on development applications. Development permits are continuing and we have been quite busy with these.
- Kristin has the millennium capsule information on the website and the t-shirts are being advertised for purchase.

HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 43 days

Submitted by: Keith Davis, CAO



Dear Community Partner,

Re: Sponsorship Opportunity – Picture Butte Centennial Celebration & Legacy Project

In 2026, the Town of Picture Butte will proudly celebrate a once-in-a-lifetime milestone — our **100th Centennial Anniversary**. This historic event not only marks a century of growth, resilience, and community spirit, but also provides an opportunity to invest in our town's future.

To commemorate this significant occasion, the Centennial Committee in partnership with the Town of Picture Butte, is organizing a series of community events and legacy project(s) that will benefit families for generations to come. These events will serve as a vibrant, accessible space where children and families can gather, play, and make memories in the heart of Picture Butte.

We are reaching out to valued businesses and community leaders like you to help bring this vision to life. Your sponsorship will directly support the centennial programming that reflects the spirit and heritage of our town. Our 2026 Jamboree Days event will be nothing short of amazing and memorable with your contributions.

Sponsorship Benefits

By partnering with us, your organization will be recognized as a key supporter of Picture Butte's centennial and a lasting contributor to our community's development. Sponsorship benefits can include:

- **Your business name/logo featured on permanent donor signage**
- **Recognition in centennial event promotions**, including social media, website, banners, and print materials
- **Opportunities to participate in centennial events and ceremonies happening August 14-16, 2026**
- **Tax receipts** available for donations to the physical legacy project(s)

How You Can Help

We are seeking sponsorships at various levels and are happy to tailor recognition and involvement to suit your interests. Whether through financial support, in-kind donations, or volunteer engagement, your contribution will have a meaningful and lasting impact.

We would love the opportunity to speak with you further about this exciting project. Please feel free to contact me at 403-360-9460 or pb100centennial@gmail.com. For donations, please visit the Town Office for more information.

Thank you for considering this opportunity to celebrate the past and build the future with us. Together, we can create a centennial celebration — and a legacy — worthy of Picture Butte.

Warm regards,

Eva Penner
President
Centennial Celebration Committee



Picture Butte

Picture Perfect!

Sponsorship Opportunities

Lifetime Partners

\$100,000+

• **Bench plaque**

- **Top-tier logo placement** on permanent donor signage at the park
 - Featured in all print, radio, and digital advertising
 - **Logo on event banners and programs**
- Recognition on the Town's website and social media
- **Opportunity to speak** or be featured at ribbon-cutting or centennial events
 - Tax receipt and personalized thank-you plaque

Legacy Club

\$50,000-\$99,000

- **Top-tier logo placement** on permanent donor signage at the park
 - Featured in all print, radio, and digital advertising
 - **Logo on event banners and programs**
- Recognition on the Town's website and social media
- **Opportunity to speak** or be featured at ribbon-cutting or centennial events
 - Tax receipt and personalized thank-you plaque

Diamond

\$25,000-\$49,000

- **Top-tier logo placement** on permanent donor signage at the park
 - Featured in all print, radio, and digital advertising
 - **Logo on event banners and programs**
- Recognition on the Town's website and social media
 - Invitation to grand opening event
- Tax receipt and personalized thank-you plaque

Platinum

\$10,000-\$24,999

- **Prominent name/logo** on permanent donor signage
- Recognition in local advertising and promotional materials
 - Mention in press releases and social media
 - Invitation to grand opening event
 - Tax receipt and thank-you letter

Gold

\$5,000-\$9,999

- Name/logo on donor signage at the park
- Acknowledgment on town website and social media
- Invitation to community celebration event
 - Tax receipt and thank-you card

Silver

\$2,500-\$4,999

- Name listed on group donor sign
 - Mention on social media
- Tax receipt and letter of appreciation

Bronze

\$500-\$2,499

- Name listed on website and community recognition page
 - Social media shout-out
 - Tax receipt

Community Contributor

\$1-\$499

- Name listed on website
- Social media shout-out
- Tax receipt for amounts over \$25

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, September 3, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Degenstein, Dave – Town of Milk River, Board Chair
Chapman, Bill – Town of Coaldale, Vice-Chair
Doell, Daniel – Village of Barons
Deleeuw, Shelley – Town of Vauxhall
Foster, Missy – Village of Barnwell
Harris, Merrill – M.D. of Taber
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Jensen, Melissa – Town of Nobleford
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling

Attendance (online)

Caldwell, Heather – Town of Coalhurst
Feist, Teresa - Town of Picture Butte
Payne, Megan – Village of Coutts

Absent – Board Members

Bekkering, Garth – Town of Taber
Jensen, Kelly – Town of Raymond

Staff (in-person):

Morrison, Zakk – Executive Director
Florence-Greene, Evelyn – Finance and Human Resources Coordinator
DeBow, Petra – Manager

Call to Order

D. Degenstein called the meeting to order at 4:00 p.m.

1. Approval of Agenda

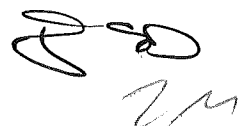
L. Nilsson moved the Board to approve the agenda as presented.
Carried

2. Delegation

a) Community Needs Assessment Update Delegation

Carly Heck on behalf of the Prentice Institute presented to the Board an update on the Community Needs Assessment.

The Board discussed the update.

A handwritten signature in black ink, appearing to be 'L. Nilsson', is located in the bottom right corner of the page.

B. Chapman moved the Board to accept the Community Needs Assessment Update for information.

Carried

Carly Heck left the meeting at 4:32 p.m.

3. Minutes

a) June 4, 2025

J. Heggie moved the minutes of June 4, 2025, FCSS Board meeting be approved as presented.

Carried

M. Foster entered the Board meeting at 4:02 p.m.

4. Correspondence

a) Correspondence Received

The following correspondence was presented for information:

- Announcing the New Look for FCSSAA Annual Conference - June 4, 2025.
- Introducing IMPACT's 2025 FCSSAA Conference Inspiring Keynote Speakers – June 10, 2025.
- Call for Resolutions for the FCSSAA 2025 AGM – June 13, 2025.
- FCSSAA News – June 2025.
- Call for Nominations – FCSSAA Board President 2025-2027 Term - July 8, 2025.
- FCSSAA News – July 2025.
- FCSSAA Materials – Please Share with your Region – August 1, 2025.
- FCSSAA Advocacy Campaign 2025 – August 7, 2025.
- Branded FCSS Clothing – August 12, 2025.

Z. Morrison highlighted the FCSSAA Impact Conference is being held November 26 to November 28, 2025.

Z. Morrison stated the Board can decide at the November Board meeting which Board Members will attend the FCSSAA AGM and annual conference.

B. Chapman asked Z. Morrison if there were any resolutions being considered from the south region.

D. Degenstein discussed an example of a former resolution, increasing the president's term to 2 years that passed in 2024.

Z. Morrison will attend the South Region Director's meeting on Wednesday September 10th and will ask if any resolution could be co-sponsored by BEW FCSS. The FCSSAA AGM resolution submission deadline is September 29, 2025, at noon.

Handwritten signature and initials, possibly "RSD" and "ZM", in the bottom right corner.

D. Doell moved the Board to receive the correspondence as presented for information.

Carried

5. Reports

a) Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

Reports

- Executive Director Workplan 2024-2026.
- Executive Director 2025 Annual Summary
- FCSS Annual Report approved.

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 July 2025 Financial Report including:

- Financial statement for July 2025.
- Monthly accounts for May 2025:
- Monthly accounts for June 2025:
- Monthly accounts for July 2025:
- ATB Mastercard Statement May 13, 2025, to June 11, 2025; and
- ATB Mastercard Statement June 12, 2025, to July 11, 2025; and
- ATB Mastercard Statement July 12, 2025, to August 13, 2025.

Carried

6. New Business

c) Policy Updates and Recommendations

Z. Morrison discussed the notable changes in the Human Resources Policy.

T. Feist moved the Board to approve the Human Resources Policy as presented.

Carried

Z. Morrison discussed the modifications to the Administrative and Finance Policies.

Handwritten signature and initials, possibly "JSD" and "JH", in the bottom right corner of the page.

H. Caldwell moved the Board to receive the updated Administration and Finance policy for information.

Municipal Requisition's 2026

The Board discussed setting the 2026 Municipal Requisition rate and agreed to maintain the current schedule by setting the rate in December to align with the approval of the BEW FCSS Interim Budget.

7. Closed Session

a) Executive Director Annual Evaluation

M. Harris moved the Board move in-camera, based on the Governance Policies - Board Meeting in Absence of the Public, at 5:18 p.m.

Carried

Z. Morrison, P. DeBow, and Evelyn Florence-Greene left the meeting at 5:18 p.m.

M. Kirby moved the Board back to regular session at 5:28 p.m.

Carried

D. Doell moved the Board approve the Executive Directors performance evaluation for 2025.

Carried

M. Kirby moved the Board to approve a 3% salary increase, not to be placed on the grid, but above the current level 7 of the Executive Director's grid, retroactive from April 1, 2025.

Carried

8. Round Table

The Board shared municipal updates.


9. Date of Next Meeting

The date of the next regular Board meeting will be October 1, 2025, at the Coaldale HUB (2107 – 13th St.) in person and online (via Teams) starting at 4:00pm.

10. Adjournment

M. Harris moved the meeting to adjourn at 5:52 p.m.

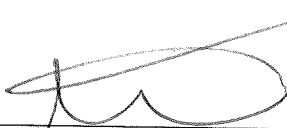
Carried



Chairperson

01 OCT 25.

Date



Executive Director
OCT 6/2025

Date



REPORT TO MUNICIPALITIES

COMMUNITY SERVICES 2025



Introduction

The Community Services team provides preventative services and programming that enhance the wellbeing of individuals, families and communities, incorporating FCSS values of Integrity, Innovation and Inclusiveness. We focus on the following groups within our region:

SENIORS: To improve health and wellness of seniors and support them to age well in place.

YOUTH: To provide resources, expand individual coping strategies, and create safe spaces for youth to develop their skills for success in life.

VOLUNTEER SERVICES: To enrich and extend the amount and variety of FCSS services with the assistance of volunteers.

COMMUNITY: To empower residents to support and improve the wellbeing of their communities.

Throughout 2024 and 2025, the Community Services department prioritized the following goals and sub-goals to align with the 2023-2026 Strategic Plan.

GOAL 1: Timely and Relevant Direct Service Delivery

- 1.1 Addressing Social Isolation
- 1.2 Collaborative Youth Programming
- 1.3 Life Skills and Personal Development

GOAL 2: Enhance Community Spirit

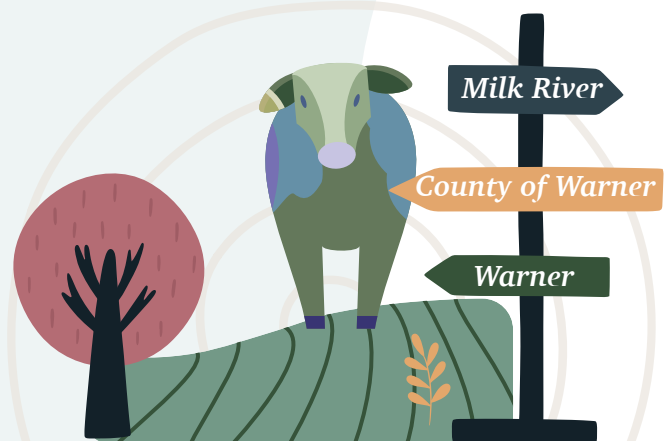
- 2.1 Community Awareness and Engagement
- 2.2 Volunteering

GOAL 3: Entry Point for supports

- 3.1 Information and Referral

GOAL 4: Capture Impact

- 4.1 Information Study and Research
- 4.2 Client surveys and testimonials



► HOW WE SERVE

83% IN-PERSON

2,945 DIRECT SERVICE HOURS

Registered Activities and One on One support

835 CLIENTS

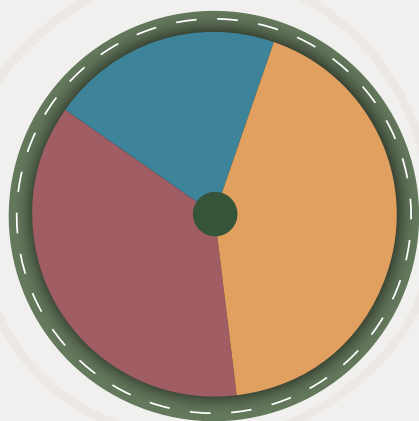
KEY:

Client: A resident who is registered with BEW FCSS

Service Hours: Number of service hours received by clients.

Service Visits: Number of times clients received services

► WHO WE SERVE



AGES:

Seniors (55+) 46%

Children (0-17) 35%

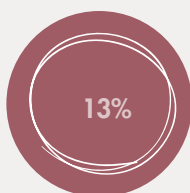
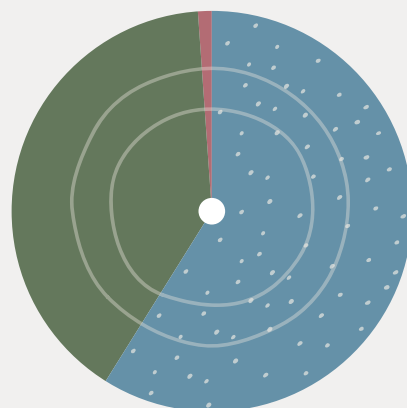
Adult (18-54) 19%

GENDER:

Females 59%

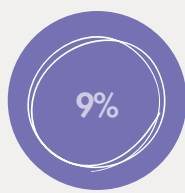
Males 40%

Non-binary or Transgender 1%



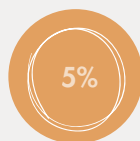
LGM

Other



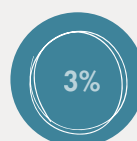
13%

9%



Indigenous 5%

Newcomer 3%



**Data used in this report was collected between September 1, 2024 – August 31, 2025*

Goal 1

Timely and Relevant Direct Service Delivery

Deliver accessible and evidence-informed services to meet community needs throughout the lifecycle of residents.

Goal 1.1

► ADDRESSING SOCIAL ISOLATION AMONG SENIORS

Did you know?

Increasing social activity leads to better physical, mental and emotional health and lowers use of health care services

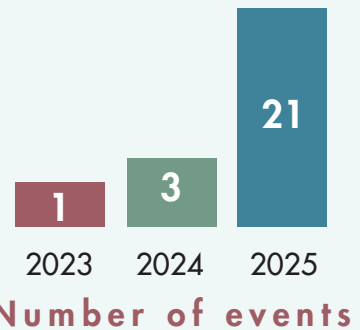
(Community Foundations of Canada, 2015).



Barnwell Seniors Event

Seniors Week Celebrations

MD of Taber: Taber | Vauxhall | Hays | Barnwell
Enchant | Grassy Lake | Lethbridge County: Coaldale
Picture Butte | Coalhurst | Barons | Nobleford
County of Warner: Raymond | Milk River
Warner | Stirling | Coutts



Barnwell

Stirling

Raymond

393 SERVICE VISITS - **34** SERVICE HOURS

SENIORS' PROGRAMS

Speaker Series, Memory Café, Coffee Chats,
Intergenerational Programs and Social Drop-Ins

These programs are designed to increase opportunity for socialization and education, and empower seniors to age well in place, maintain social connections, and learn how and where to access necessary community, health and support services.

*“ I am so glad that I came.
I haven't left the house in a while,
and I wasn't sure I should come...
I felt welcomed and it gave me a
chance to reconnect with
my community. ”*

– Senior Client

74 EVENTS

88 SERVICE HOURS

737 SERVICE VISITS



Coutts Seniors Event



Hays Seniors Event

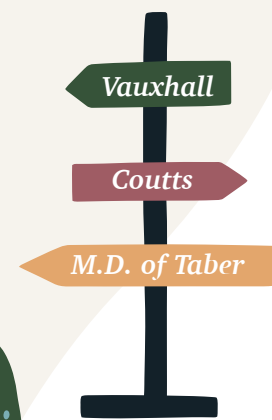


Coaldale Seniors Event

Seniors Expo

The Seniors Expo provides an opportunity for rural seniors to learn about the availability of local services, supports and resources and empowers them to age well in place, maintain social connections, and access necessary community, healthcare, and support services.

105 CLIENTS



Goal 1.2

► COLLABORATIVE YOUTH PROGRAMMING

Summer Day Camps

Children ages 6-12 had opportunities to enjoy full-day programming in their rural communities which included: crafts, games, animal presentations, robotics, chemistry experiments and creative lessons on pro-social skills and coping strategies.

291 CLIENTS

7 COMMUNITIES

10 WEEKS

167 DIRECT SERVICE HOURS



Coalhurst Day Camp

Goal 1.3

► LIFE SKILLS AND PERSONAL DEVELOPMENT

General Interest Courses (GICs)

These programs offer free or low-cost opportunities for children, families and individuals to gain general life skills that enhance their overall wellbeing. They are non-academic, community-focused classes that aim to foster social connection and community involvement.

57 EVENTS

652 SERVICE VISITS

151 SERVICE HOURS

Goal 2

Enhance Community Spirit

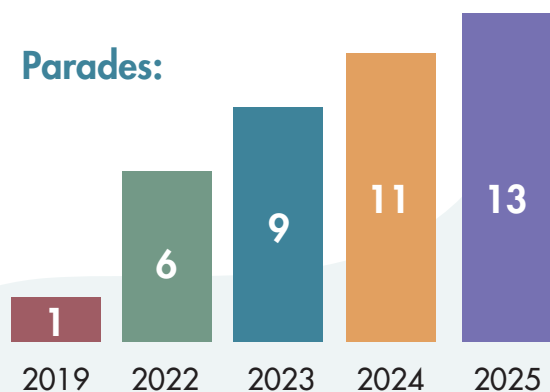
Recognize the uniqueness of each municipality with an inclusive approach.

Goal 2.1

► COMMUNITY AWARENESS AND ENGAGEMENT

BEW FCSS attended events throughout the summer of 2025 to support local initiatives, participate in celebrations, connect with individuals and families within communities, and raise awareness of programming and services available through the organization.

Parades:



Stirling Parade

Summer Fun & Party in the Park:

27 EVENTS

OVER 350
PARTICIPANTS

Miner's Days



Heritage Days

Tim Horton's Smile Cookie Week

This year, FCSS worked to build on the success of the last Smile Cookie campaign by encouraging some friendly competition between two rivaling towns – Taber and Coaldale. With the help of Do Crew and community volunteers, municipal and FCSS staff, we surpassed expectations.

Taber: \$11,602

Coaldale: \$13,124

OVER \$24,700 RAISED
(2024 - \$ 7,400 raised)



Smile Cookie Week



Neighbourhood Good Trailer

Neighbourhood Good Trailer

The trailer continues to bring people and communities together and FCSS has added new games and two large picnic tables to seat even more people for block parties and neighbourhood gatherings. The trailer was used this reporting period for municipal events to facilitate activities for children and families, at parades, and was used by residents living in and around the Milk River area.

Back to School and Clothing Fests:

Free clothing, toys, household items and back to school supplies were made available to families in multiple locations within FCSS' service area.

9 EVENTS

OVER 1,666 PARTICIPANTS



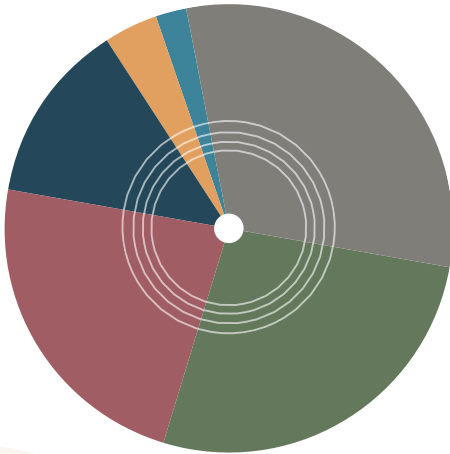
Clothing Fest

Goal 2.2

► VOLUNTEERING

4,246 VOLUNTEER HOURS

ACTION - Engage community members and partners to increase volunteer activity at FCSS.



VOLUNTEER HOURS

42% Practicum Students

31% Meals on Wheels

11% Do Crew

9% Other

7% Tax Program

VOLUNTEER SPOTLIGHT

Snow Angels program encourages neighbours and community members to lend a helping hand to those in need.

Logan volunteers his time and efforts to help out 2 disabled and elderly neighbours in his community by shovelling their sidewalks regularly. His mom shared that he does not do it for any recognition, but in fact, enjoys helping out seniors.

Due to the success of this program, BEW FCSS will be expanding to additional communities for the 2025-2026 winter season.



Snow Angels

DO Crew and DO Crew Jr.

Children and youth grades 5-12 learn about leadership, cultivate new skills, and explore ways to give back to their communities through creative initiatives. Do Crew members (grades 10-12) can gain school credit and recognition for their dedicated time and efforts championing civic-minded projects.

This year, Coalhurst Do Crew members made up over **100 “exam stress kits”** for their fellow classmates graduating from high school. The youth raised money within their community to help cover costs.

In January, Vauxhall Do Crew created an event, “Coco and Cookies” where they visited the senior’s lodge and played games and visited with residents, bringing them snacks and hot coco.



Stress Kits



Coco and Cookies



Public Library Anniversary

Coaldale DO Crew Jr

Do Crew Jr. volunteered at the Coaldale Public Library’s 80th Anniversary Celebration adding to the festivities with fresh popcorn at the FCSS table.



Nobleford

Barons

NATIONAL VOLUNTEER WEEK – CHEERS TO VOLUNTEERS

The purpose of the FCSS 'Cheers to Volunteers' Award is to recognize the extraordinary contributions of an individual, group, and youth who volunteer their time and skills to provide services and programs in our communities.

INDIVIDUAL WINNER: Daniel

“Volunteering is important because it is a great way to give back to your community. The impact to the community is so far reaching. It brings community together and it strengthens the bonds and friendships we have. I volunteer because it is the right thing to do. You help out where you can, because one day you may be the one who needs help. It has been an honor to be recognized by FCSS and by my community. I don't help out for the accolades, but it feels so great to know that people appreciate the help.”



GROUP WINNER: Taber Lost Paws



“Our volunteers are absolutely the backbone and foundation of the Taber Lost Paws Society. Without the support of our volunteers we would not be able to operate and provide the quality of care to the dogs in our shelter that we do. As a non-profit organization we simply do not have the funds to support the staff it would take to run our program and we are forever grateful to the wonderful, selfless, and dedicated volunteers we have.” - Alana McPhee, President of Taber Lost Paws

YOUTH WINNER: Gavin – Why I Volunteer!

“This all started during Covid, to be honest I was so bored when school closed so my mom decided to see what we could do to help make others feel a bit better during that time, so we started with doing small thing for the residents at the Coaldale long term health care. My grandma lived there, and it was nice to cheer up the residents. Then we started with small events around town, I really enjoy that I'm able to always be doing something fun & new while helping out. I even joined the committee that is planning the new skate park & it's cool I got to help design the park. It's a great feeling to just know I got to help with all these cool things. It's always an adventure, and it's always fun.”



Goal 3

Entry Point for Supports

Connect residents to supports at the earliest opportunity through a person-centred approach.

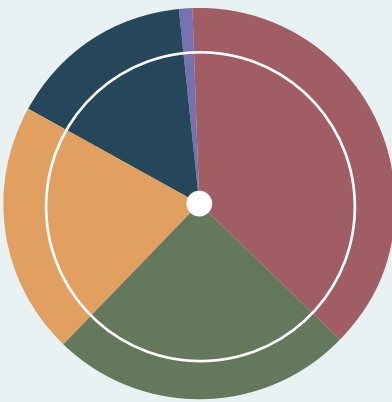
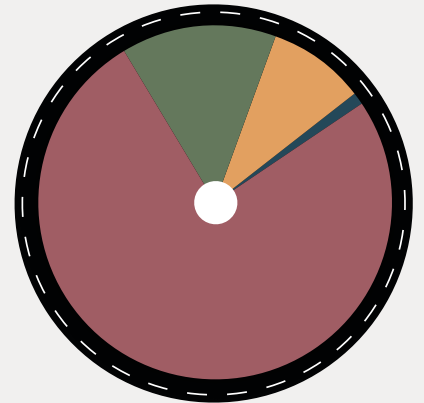
Goal 3.1

► INFORMATION AND REFERRAL

512 ENTRY POINT SUPPORTS

TYPES OF SUPPORT PROVIDED

- 76%** Paperwork and Documentation
- 14%** Referrals and Resources
- 9%** Advocacy and System Navigation
- 1%** Other (assessment, translation support, transportation request)



SYSTEM NAVIGATION

- 35%** Provincial Benefits
- 23%** Income Tax
- 19%** Federal Benefits
- 14%** Other
- 9%** Housing Support

KEY:

Provincial Benefits: Alberta Special Needs Assistance Program, Seniors Benefit, AISH, Income Support

Income Tax Information: Support with queries and amendments needed after tax documentation has been submitted/filed.

Federal Benefits: Canada Pension Plan, Old Age Security, Canada Disability Benefit, etc.

Housing Support: Support to access affordable housing, transportation and home care services.

Other: Digital/Online Support, Fee Assistance applications

COMMUNITY VOLUNTEER INCOME TAX PROGRAM

The Community Volunteer Income Tax Program (CVITP) is offered through a partnership between FCSS and the Canada Revenue Agency. The CVITP arranges for volunteers to complete income tax returns for eligible individuals with a modest income and simple tax situations.

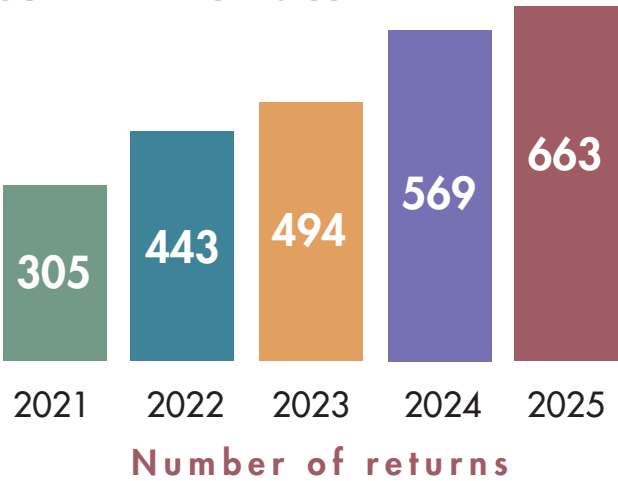
17 TAX CLINICS

6 SUPER TAX CLINICS

\$9,690,774

BENEFITS RECEIVED BY
ELIGIBLE INDIVIDUALS

(Guaranteed Income Supplement, AISH,
Income Support, Alberta Seniors Benefit, WCB, GST,
Climate Action Incentive, Canada Child Benefit)

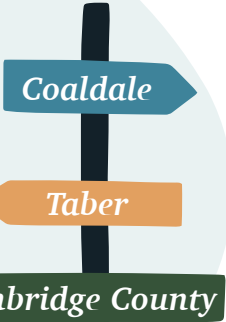


FCSS hosted 6 super tax clinics with representatives from **Service Canada** and **Canada Revenue Agency** available to provide in-person support to residents. Individuals were able to file tax returns, update personal information, apply for federal programs and more.



Tax Clinic

Partners



Goal 4

Capture Impact

Measure the positive impact of programs and services.

Goal 4.1

► INFORMATION STUDY AND RESEARCH IMPACT STORIES

Community

“ While undergoing cancer treatment, a family in our community has been unable to leave their home due to the child’s low immunity. Staff have stayed connected through regular check-ins, provided simple activity ideas to keep the children engaged, and delivered vegetables from our community garden, and the food share program from Lethbridge Interfaith Foodbank. These supports eased stress, reduced isolation, and helped prevent further strain on health. ”

Seniors

“ An individual called us to get information/services/support for her grandparents who were moving from Ontario to Alberta. We assisted in applying for benefits for seniors in Alberta, connected to local social/recreational opportunities (local seniors centre/swimming pool/library/local quilting club), and completed taxes through FCSS Volunteer Income Tax Program. The clients attended the FCSS Memory Café (grandfather has diagnosis of dementia – we connected them to AHS Home Care Services for care and respite). We provided a referral to the Alberta Aids to Daily Living – for in home devices (grab bars for bathroom, etc.) and a referral to the local Meals on Wheels program. We connected them to local resources to support wills/estate planning/advanced care planning decisions and referred to a community clinic to find a family doctor. All of these supports and resources allow them to remain in their own home, aging well in their community. ”

Youth

The “DO Crew” is a BEW FCSS program that provides opportunity for youth to develop leadership skills through hands-on experience. The youth are empowered by FCSS staff to volunteer and give back to their communities through various projects.

Two FCSS staff in Vauxhall connected with the local Fire Chief, who invited the DO Crew to volunteer with the Fire Department after a call. The youth cleaned up the fire trucks after a grass fire and then were given a tour of the station. They learned how to use the firehose and spoke with firefighters. One DO Crew youth in particular was very intrigued and ended up signing up to be a junior volunteer firefighter. He is still on the department today and is loving every minute of it.

Do Crew



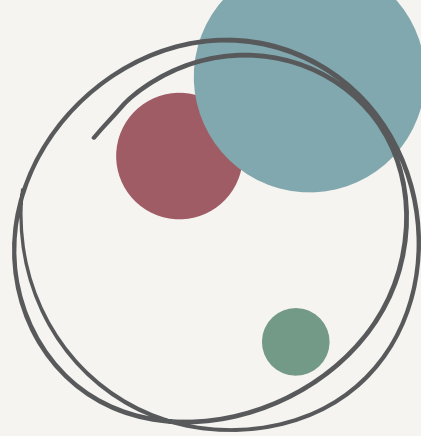
Volunteer Services

“ I had the opportunity to volunteer as a practicum counselling student at the end of my post secondary education. FCSS provided the ability to work alongside a diverse client population, provided individual and peer supervision for training, and offered a collaborative and warm work environment. After graduation, I was pleased to return to the organization and join the counselling team as a staff member to continue learning and serving our rural communities. ”

Coalhurst

Picture Butte

FCSS
HUB



www.fcss.ca



Keith Davis

From: Keith Davis
Sent: Tuesday, October 07, 2025 2:58 PM
To: Keith Davis
Subject: RE: Letter from CUPW | Canada Post Mandate Review

Mayor Catherine Moore
Town of Picture Butte
PO Box 670
Picture Butte AB T0K 1V0
cmoore@picturebutte.ca

Dear Mayor Moore,

Re: Upcoming Mandate Review of Canada Post Could Affect Jobs and Services in Your Community

I am writing you to let you know that the Federal Government is planning a mandate review of Canada Post from October 2025 to March 2026. At this time, we do not have details regarding the format, process or terms of reference. We are very concerned that there is no guarantee of public or stakeholder consultation ([please see enclosure](#)).

I had written you earlier this year about the Industrial Inquiry Commission (IIC) launched to review negotiations between Canada Post and our union. Unfortunately, it examined issues that were beyond collective bargaining and made some recommendations for drastic service cuts. Notably, these were in the form of post office closures and to resume conversion to community mailboxes – something the first Liberal Government after Harper was elected to stop.

CUPW's recommendations for expanded services, including things like postal banking, seniors check ins, community hubs, the reinstatement of an improved Food Mail Program, were rejected as a means to immediately address the financial challenges faced by Canada Post. This, despite the fact that many individuals, municipalities and organizations have supported our efforts over the years.

Canada Post also used the IIC to set up its demands for regulatory changes that could form the basis of the mandate review. We believe that regulatory changes should only be examined after Canada Post returns to stabilized operations, the full impact of the January 2025 stamp price increase is realized, and when parcel volumes reflect sectoral demand.

Canadians deserve to have their say on a public service they own. Our Federal Government must respect their voice, their needs, their communities, including those in rural, remote and Northern locations, workers and their rights, and safeguard public services and jobs – not try to quietly erode them.

I am asking your municipality to:

- 1) Pass a resolution asking for a delay on this mandate review,
- 2) Ask the Government to commit to a fully transparent, public process involving input and hearings from all stakeholders in all regions, and;

- 3) Make a written and/or oral submission to the upcoming mandate review – if you have the capacity and depending upon how the review is structured.

Should you have any questions or concerns, please feel free to reach out to me via Vanessa Murenzi at vmurenzi@cupw-sttp.org

Thank you for your attention to this matter.

Sincerely,

Jan Simpson
National President
Canadian Union of Postal Workers

Encl.

PS - We are pleased to see some municipal-level pushback around the unilateral change in delivery practice for the red flags on rural mailboxes. This has raised concerns, in particular for elderly residents and those with mobility issues, who now have to go to their mailbox to check for mail.

c.c.:

National Executive Board
Regional Executive Committees
CUPW Locals
CUPW Specialists

/mlg cope 225

Appendix A

Canada Post Corporation Review

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.

Source: Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

Federal Government Plan: Canada Post Corporation Review

WHEREAS the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026 as follows:

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.¹

WHEREAS the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

WHEREAS the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

WHEREAS it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

THEREFORE, BE IT RESOLVED that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

THEREFORE, BE IT RESOLVED that (name of municipality) will include in its letter to Minister Lightbound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

THEREFORE, BE IT RESOLVED that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

¹ Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

MAILING INFORMATION

1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3