

**MINUTES**  
OF THE  
**PICTURE BUTTE TOWN COUNCIL MEETING**  
HELD IN  
**COUNCIL CHAMBERS ON**  
**Monday, March 23<sup>rd</sup>, 2020 AT 6:30 PM**

**PRESENT:** Mayor C. Moore Deputy Mayor J. Watson Councillor H. de Kok  
Councillor T. Feist Councillor C. Papworth

**ALSO PRESENT:** Chief Administrative Officer – K. Davis  
Director of Emergency Services – F. West  
Administrative Assistant – C. Johnson

**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**

498 2003 23 MOVED by Councillor de Kok that the agenda be approved as presented.  
CARRIED

**3.0 ADOPTION OF THE MINUTES**

3.1 Regular Council Meeting – March 9<sup>th</sup>, 2020

499 2003 23 MOVED by Councillor Feist that the Regular Council Meeting minutes of  
March 9<sup>th</sup>, 2020 be approved as presented.  
CARRIED

**4.0 PUBLIC HEARING - None for this meeting**

**5.0 DELEGATION – None for this meeting**

**6.0 REQUESTS FOR DECISION**

6.1 Bylaw No. 894-20 – Manufactured Home Community Reporting Bylaw

500 2003 23 MOVED by Deputy Mayor Watson to approve the second reading of Bylaw  
No. 894-20 – Manufactured Home Community Reporting Bylaw as  
presented.  
CARRIED

501 2003 23 MOVED by Councillor Papworth to approve the third and final reading of  
Bylaw No. 894-20 – Manufactured Home Community Reporting Bylaw as  
presented.  
CARRIED

6.2 Transfer of Outstanding Accounts Receivable Invoice to Tax Roll

502 2003 23 MOVED by Councillor de Kok to transfer the amount of \$103.75 owing on  
Invoice 20190761 to Tax Roll 710000.  
CARRIED

6.3 Policy No. 103 – Computer and Telecommunications

503 2003 23 MOVED by Councillor Feist to accept Policy No. 103 – Computer and  
Telecommunications as presented.  
CARRIED

6.4 COVID-19 Mitigation and Effects

6.4.1 Business Continuity Policy Draft

504 2003 23 MOVED by Councillor Papworth to accept the Business Continuity  
Policy as presented.  
CARRIED



## 9.0 ADMINISTRATION'S REPORT

### 9.1 CAO Report

510 2003 23            MOVED by Deputy Mayor Watson to accept the CAO Report as presented  
CARRIED

### 9.2 Director of Emergency Services Report

511 2003 23            MOVED by Councillor Feist to accept the Director of Emergency Services  
Report as presented.  
CARRIED

## 10.0 CORRESPONDENCE – None for this meeting

## 11.0 INFORMATIONAL ITEMS

### 11.1 Community Futures – Business Improvement Loans – Interest Rate Increase

### 11.2 Picture Butte & District Chamber of Commerce – Meeting Minutes - February 13<sup>th</sup>, 2020

### 11.3 Oldman River Regional Services Commission – Board Meeting Minutes – December 5<sup>th</sup>, 2019

512 2003 23            MOVED by Councillor Papworth to receive and file informational items 11.1  
– 11.3.  
CARRIED

## 12.0 IN CAMERA SESSION

### 12.1 FOIP Div. 2 Section 21 – Recreation Funding Agreement & Intermunicipal Collaboration Framework

### 12.2 FOIP Div. 2 Section 24(1)(g) – Sunset Park Lot Prices

513 2003 23            MOVED by Councillor de Kok to close the meeting to the public in  
accordance with Div. 2 Section 21 and Section 24(1)(g) of the Freedom of  
Information and Protection of Privacy Act to discuss Recreation Funding  
Agreement, ICF and Sunset Park lot prices at 8:04 p.m.  
CARRIED

514 2003 23            MOVED by Councillor Feist to open the meeting to the public at 8:16 p.m.  
CARRIED

515 2003 23            MOVED by Councillor Papworth that Council does not accept the Recreation  
Funding Memorandum of Agreement between Lethbridge County and the  
Town of Picture Butte.  
CARRIED

516 2003 23            MOVED by Councillor de Kok to reduce the sale price of all lot purchases  
that close before the 1<sup>st</sup> of July, 2020 by 10% and to reduce the sale price of  
all lot purchases that close between the 1<sup>st</sup> of July, 2020 and the 1<sup>st</sup> of  
October, 2020 by 5%. The discounted sale price is conditional upon the  
purchaser completing the previously implemented tax incentive  
requirements.  
CARRIED

**13.0 ADJOURNMENT**

The next Regular Council Meeting is scheduled for April 14<sup>th</sup>, 2020 beginning at 6:30 p.m.

517 2003 23

MOVED by Councillor Papworth that the Regular Council Meeting adjourn at 8:17 p.m.

CARRIED

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Mayor Cathy Moore

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CAO Keith Davis