



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, May 26, 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 – 12th May, 2025

4.0 PUBLIC HEARING

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

- 6.1 Summer Meeting Schedule
- 6.2 Arena Opening Date and Ice User Policy amendments
- 6.3 Centennial Logo
- 6.4 Server Replacement
- 6.5 Roof for Slide

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

- 9.1 CAO Report
 - 9.1.1 Director of Emergency Services Report
 - 9.1.2 Director of Parks & Recreation Report

10.0 CORRESPONDENCE

- 10.1 Municipal Affairs – 2025 Local Government Fiscal Framework allocations
- 10.2

11.0 INFORMATIONAL ITEMS

11.1

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 16 – Trails Construction Submissions

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, May 12th, 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
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

175 2505 12 MOVED by Deputy Mayor Papworth that the agenda be approved as amended.
ADD 12.1 – Land Development

CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – April 28th, 2025

176 2505 12 MOVED by Councillor Feist that the Regular Council Meeting minutes of April 28th, 2025 be approved as amended.

CARRIED

4.0 PUBLIC HEARING – None for this meeting.

5.0 DELEGATION

5.1 STARS Foundation – Jackie Seely

Jackie presented to Council via Zoom. STARS have been serving Albertans for 40 years and now have 6 bases across Canada that operate as a borderless organization between the provinces to ensure that calls are responded to with the best available resources. STARS is a charitable organization that operates at no cost to the patient. Jackie shared that STARS has just secured another ten-year agreement with Alberta Health Services. Additionally, STARS is able to fund an entire base through the STARS Lottery funding, covering 11.4 million dollars. A number of municipalities throughout Alberta have joined the Regional Partnership. Jackie went through operational statistics; she shared that most patients are transported by ambulance to the hospital in Lethbridge and then STARS is called if the patient is critical to transport them to another hospital. Jackie shared the story of their longest mission, what resources were used and the life that was saved.

Jackie Seely left the meeting immediately following presentation.

6.0 REQUESTS FOR DECISION

6.1 1st Quarter Variance Report

177 2505 12 MOVED by Councillor Feist to approve the 1st Quarter Variance Report as presented.

CARRIED

6.2 Chair Purchase

178 2505 12 MOVED by Councillor de Kok to approve up to \$2,500 for the purchase of 50 chairs to be used in the downstairs conference meeting room.
CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

May 2 Attended a Mayors and Reeves of Southwest Alberta meeting
May 7 Attended a Picture Butte and District Chamber of Commerce Executive meeting
May 8 Attended a Picture Butte and District Chamber of Commerce meeting

179 2505 12 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.
CARRIED

8.0 COUNCILS REPORT

8.1 Council's Report

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

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

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

Deputy Mayor Papworth advised Council of her recent activities:
April 29 – May 2 Attended a Green Acres Foundation Canadian Housing Renewal Association National Congress Conference
May 7 Attended a Green Acres Board meeting

180 2505 12 MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented.
CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

181 2505 12 MOVED by Councillor de Kok to receive and file the CAO Report as presented.
CARRIED

10.0 CORRESPONDENCE

10.1 Alberta Municipalities – Alberta Day

182 2505 12 MOVED by Councillor Feist to receive and file Alberta Municipalities – Alberta Day.
CARRIED

10.2 Alberta Municipalities – Summer Leaders Caucus

183 2505 12 MOVED by Councillor de Kok to allow any member of Council to attend the Alberta Municipalities Summer Leaders Caucus.
CARRIED

10.3 Alberta Environment and Protected Areas – Water Consultations

184 2505 12 MOVED by Councillor de Kok to receive and file Alberta Environment and Protected Areas – Water Consultations.
CARRIED

10.4 Lethbridge Northern Irrigation District – Walk on the Wildside Requests

185 2505 12 MOVED by Councillor de Kok to direct Administration to write a letter to Walk on the Wildside and Brett Houweling to inform them of the response from Lethbridge Northern Irrigation Districts response to their requests.
CARRIED

10.5 Alberta Recreation & Parks Association – 2025 Award Nominations

186 2505 12 MOVED by Councillor Feist to receive and file Alberta Recreation & Parks Association – 2025 Award Nominations.
CARRIED

11.0 INFORMATIONAL ITEMS

11.1 Centennial Celebration Committee Meeting Minutes – 17th April, 2025

187 2505 12 MOVED by Deputy Mayor Papworth to receive and file Centennial Celebration Committee Meeting Minutes – 17th April 2025.
CARRIED

12.0 CLOSED SESSION

188 2505 12 MOVED by Deputy Mayor Papworth to close the meeting to the public in accordance with Division 2 Section 16 of the Freedom of Information and Protection of Privacy Act to discuss Land Development at 7:15 p.m.
CARRIED

189 2505 12 MOVED by Deputy Mayor Papworth to open the meeting to the public at 7:20 p.m.
CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for May 26th, 2025 beginning at 6:30 p.m.

190 2505 12 MOVED by Councillor de Kok the Regular Council Meeting adjourn at 7:20 p.m.
CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer



Memorandum

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

Date: 16th May, 2025
To: Mayor, Council
From: CAO

Re: Council Meeting Summer Schedule

Background:

Council has usually amended their meeting schedules in the summer months. Below is a summary of the historical practice for the past four years.

- 2024 – July meetings cancelled. One Council meeting and one COW in August.
2023 – July meeting cancelled. One Council meeting in August. One Cow in August.
2022 – July meetings cancelled. One Council meeting in August. One COW in August
- In 2022 we ended up having one Special Council meeting in July.
- 2021 – One Council meeting in July and August. One COW in August

The following dates would be the usual Council meeting schedule:

23 June	Council Meeting	
14 July	Council Meeting	
21 July	COW	
28 July	Council Meeting	
11 August	Council Meeting	(15-16 August Jamboree Days)
18 August	COW	
25 August	Council Meeting	

September would return to the regular meeting schedule.

If imminent things arise we always have the option of calling a Special Council Meeting. I would propose that if a special council meeting is called during the summer then remuneration would not be issued unless there are more than three Council meetings in the month.

Due to Council and the Town taking on more responsibility of the parade and due to us doing the Millenium Capsule opening on Jamboree Days, Administration thinks that Council should meet on the 28th of July and on the 11th of August in the least. This will allow us to coordinate work and responsibilities prior to Jamboree Days. We feel that only possibly meeting on the 11th of August is too short of time frame to organise the things we are involved in.

Recommendation:

1. To direct Administration to cancel meetings over the summer months as decided upon by Council.
2. To make a motion stating that if any Special Council meetings are required during July and August that Council remuneration will only occur if there are more than three meetings of Council in the month.

Submitted by: Keith Davis, CAO



Request For Decision

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

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Date: May 26th, 2025

To: Mayor, Council

From: Director of Parks & Recreation

Re: Ice User Policy Amendments

Background:

For the second straight year the Town has been requested by Minor Hockey to extend the arena season by opening one week earlier according to the Town Ice User Policy.

I am proposing a change to the current policy which states the arena will be open from October 1st to the last Sunday in March to be changed to the fourth weekend in September with the Arena closing the second last Sunday in March. I believe opening earlier will be beneficial to the Town because there is higher demand for ice rentals compared to the last week in March where most users drop their ice.

Also, this year I have another request from Justin Schooten to have ice available for September 19th to 21st. I am recommending that we open the 19th of September to accommodate this request. He is planning on running a hockey tournament and utilizing all the available ice times during this weekend.

Analysis:

Last week of March historically has been hard to fill, also there was a lot of booked ice that was paid for but users chose to not show. In the 2025 season we did see a significant increase in rentals for the last week of March, but it would be more beneficial if the Users requested the Town to extend the season with guaranteed rentals.

Year	2022 March 21-27	2023 March 20-26	2024 March 25-31	2025 March 24-30	2024 Early Open Sept 23-29th
Hours Rented	36	25	17	43.5	41
Hours Available	56	56	56	56	56

Recommendation:

That the arena will open September 19th and close the second last Sunday in March, and that amendments to the ice user policy are accepted as presented.

Attachments:

1. Arena Ice Rental Policy
2. Minor Hockey Letter,
3. Justin Schooten Letter.

Submitted by:

Curtis Van Dorp

Director of Parks & Recreation



PICTURE BUTTE MINOR HOCKEY ASSOCIATION



Thursday, May 7, 2025

Attn Mayor Moore and Members of Council,

I am writing on behalf of the Picture Butte Minor Hockey Association to ask for your consideration in opening the arena starting in September, as you did this past year.

We are hoping that you will consider opening the arena beginning the week of Monday, September 22. Minor hockey will commit to using our regular ice times on Tuesdays, Thursdays and Fridays-Sundays through September.

Thank you for your consideration,

Kristy Ruaben

A handwritten signature in black ink that reads 'Kristy Ruaben' in a cursive script.

Ice Scheduler



*KLEVR YOUNG KINGS YQL
YOUTH HOCKEY ORGANIZATION*

To Whom It May Concern,

The Young Kings Youth Hockey Program, established in 2024, was created to provide a developmental hockey experience for local children aged 6 to 10. Our program emphasizes long-term player growth both on and off the ice. Currently, we are proud to be the second-largest user of ice time in the town, following PBMHA.

We are writing to formally request an early opening of the ice arena for September 2025. The Young Kings have an opportunity to host a tournament-style weekend featuring 10 teams and nearly 150 young athletes. This event is expected to bring significant traffic to local businesses, including restaurants, and shops—benefiting the community as a whole.

To support this initiative, we are requesting that the arena be made available beginning **Friday, September 19, 2025**. We are prepared to commit to the following schedule for ice usage (Commitment to more ice if needed):


- **Friday, September 19:** 4:30 PM – 8:30 PM
- **Saturday, September 20:** 8:00 AM – 8:00 PM
- **Sunday, September 21:** 8:00 AM – 2:45 PM
- **Monday, September 22 – Sunday, September 28:** Minimum of 9 hours (to be coordinated with PBMHA)


We sincerely appreciate your consideration of this request. Should you have any questions or require additional information, please don't hesitate to contact me directly.

Warm regards,

Justin Schooten

Klevr Young Kings

 403-315-5679

 justin@youngkingsyql.com



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: 26st May, 2025

To: Mayor, Council

From: Director of Corporate Services

Re: Centennial Logo

Background:

There has been numerous logo's created, including one from the High School with the help of the other two schools in town. These logo's have been presented to Council over the last several weeks.

This logo will be used for 2026 and any other correspondence that will be sent out this year in regards to the Centennial celebration.

Recommendations

1. For Council to choose a Centennial Logo that will be used for the next years as we prepare to celebrate the 100 year anniversary.

Submitted by: Michelle Overbeeke, CPA, CMA
Director of Corporate Services



TOWN OF PICTURE BUTTE
1926 - 2026



TOWN OF PICTURE BUTTE
1926 - 2026



TOWN OF PICTURE BUTTE
1926 - 2026



TOWN OF PICTURE BUTTE
1926 - 2026



1926 - 2026



TOWN OF PICTURE BUTTE
1926 - 2026



1926 - 2026



1926 - 2026



1926 - 2026



1926 - 2026



YEARS



TOWN OF PICTURE BUTTE
1926 - 2026



1926 - 2026



YEARS



Request for Decision

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Date: 26st May, 2025

To: Mayor, Council

From: Director of Corporate Services

Re: Server Replacement

Background:

The server was schedule to be replaced this year. However, with no issues with the server we decided to see if we could get 1 more year out of the server. Normally a server can last for 7 years.

Unfortunately, over the last several months with has had some issues with the server and we are also running out of memory.

Administration feels it is best to replace the server rather than try to fix it as parts are hard to find due to the age of the server and we would need to replace the server next year anyway so we felt it would be a waste of funds to do a repair.

Financial Implications

The cost to replace the server is \$20,000 and we have the funds in reserve to cover these costs.

Recommendations

1. To approve \$20,000 for the purchase of a server

Submitted by: Michelle Overbeeke, CPA, CMA
Director of Corporate Services



Request for Decision

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Date: May 26th, 2025

To: Mayor, Council

From: Director of Parks And Recreation

Re: Roof For Slide

Background:

The Town has received more donations for more Shade at the pool; from requests of users and staff I feel that roof installed over the slide is the best option for the pool. Hank's feed mill has provided a sketch of what roof will look like as well they are willing to donate to this project as well. This project will be completely funded by donations.

Recommendation:

1. My Recommendation is to install a roof over the slide providing shade to the users and making the slide attendants slide shift safer during high temperature periods.

Attachments: Roof sketch

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



**Hank's
FEEDMILL
Service Ltd.**

P.O. Box 1094
Picture Butte, AB T0K 1V0

Date: _____

☐ Job #: _____

Requested By: _____

Paint Colour: _____

Customer: _____

Date Needed By: _____

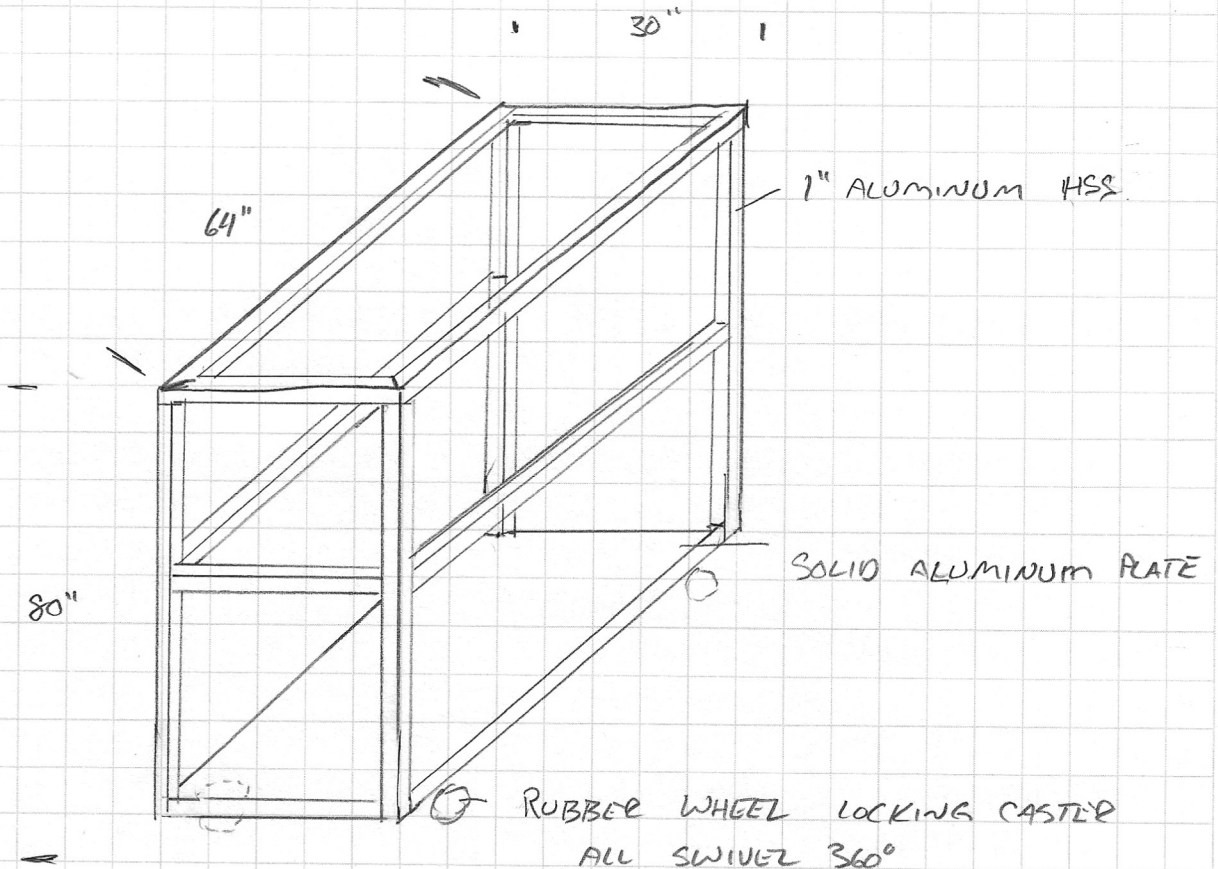
Site Location: _____

Material type & thickness: _____

Area of Plant: _____

Equipment Name/Number: _____

Type of Liner: _____





**Hank's
FEEDMILL
Service Ltd.**

P.O. Box 1094
Picture Butte, AB T0K 1V0

Date: _____

☐ Job #: _____

Requested By: _____

Paint Colour: _____

Customer: _____

Date Needed By: _____

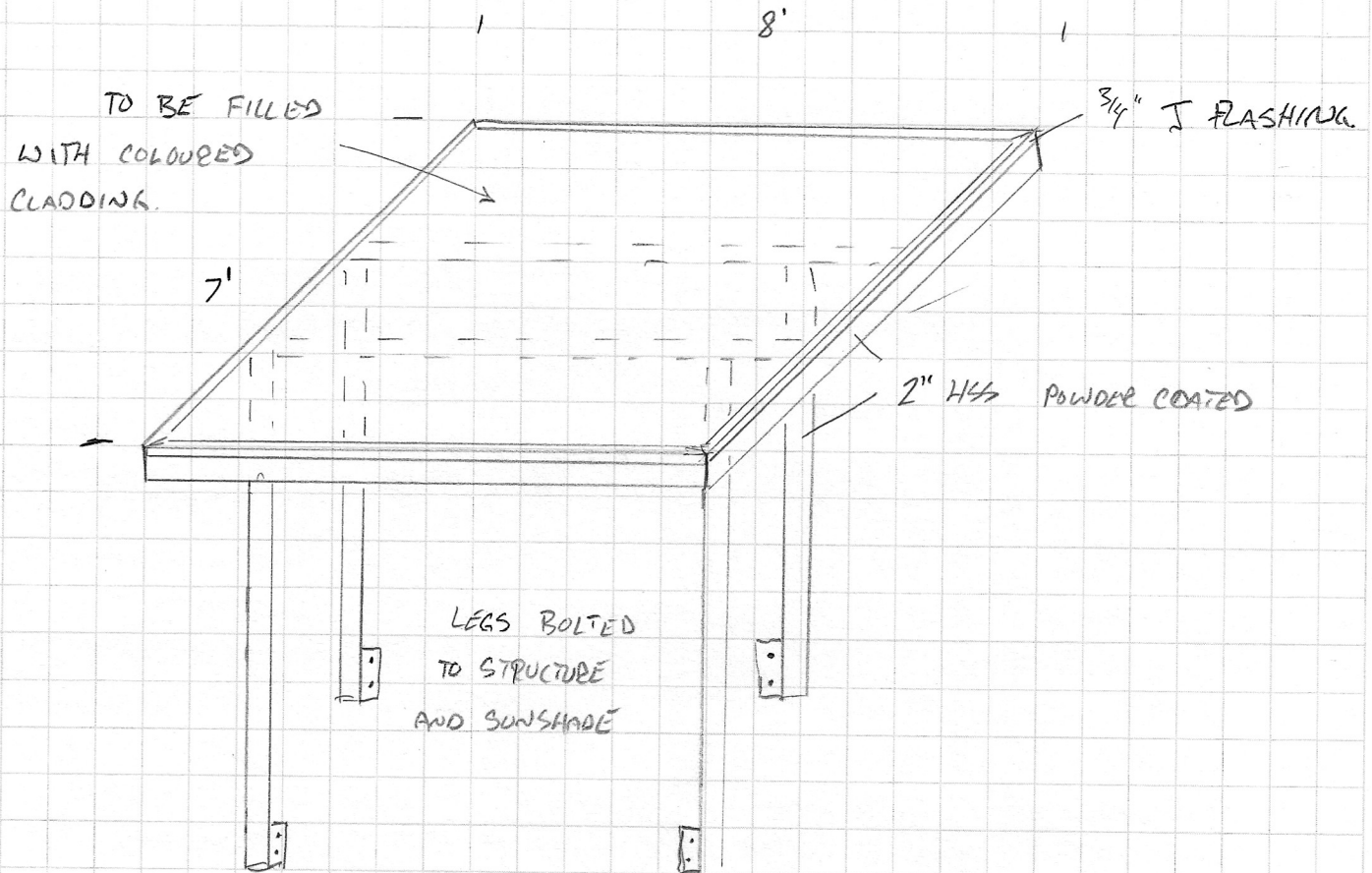
Site Location: _____

Material type & thickness: _____

Area of Plant: _____

Equipment Name/Number: _____

Type of Liner: _____





Memorandum

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Date: May 23, 2025
To: Mayor, Council
From: Director of Emergency Services

RE: Emergency Services Report – April 2025

Year-to-Date Emergency Events (Jan-Apr)						
Fire		Medical		Motor Vehicle Collisions		Total
Town	County	Town	Other	Town	County	
7	24	84	92	0	6	213

Fire Services

Fire crews responded to 24 events in April including 1 motor vehicle collision, 2 structure fires, 3 alarms, 1 outside fire, 1 tender assist, 5 wildland fires and 11 medical emergencies.

On April 25, 2025 fire crew responded to a large wildland fire in Lethbridge County which quickly escalated to a 4-alarm fire. Several fires were ignited along RGE RD 21-4 that quickly merged together with a light wind and very dry fuels. The fire spread north into Vulcan County and mutual aid resources from Carmangay and Lomond were dispatched. Firefighters did a tremendous job stopping the forward progression of the fire and creating a fire break along TWP RD 13-4. The fire was contained to an area of 1230 acres with no structures damaged and no injuries reported.



The area at the head of the fire where crews were able to stop the fire.



A large wildland fire burned 1230 acres in Lethbridge County on April 25, 2025

On April 23, 2025, two crews from Picture Butte Emergency Services were dispatched to an industrial structure fire with Coaldale & District Emergency Services on Highway 3 in Lethbridge County. Industrial occupancies pose several hazards to firefighters including high fuel loads, dangerous floor plans, and large spaces. The responding crews did an excellent job to contain the fire and limit damage to the facility.



An industrial structure fire in Lethbridge County on April 23, 2025



Engine 31 crew after the fire

Fire service agreement negotiations with Lethbridge County are ongoing, with Keith and I recently attended a meeting with Lethbridge County and regional partners to discuss future regionalization efforts. It was communicated that the current service agreement will be amended and completed shortly as a bridge agreement to the future model. A resolution for Council consideration to provide Administration with direction will be submitted in the coming weeks.

We were fortunate again this year to have 3 of our instructors attend the international Fire Department Instructors Conference in Indianapolis, IN from April 6-12, 2025. Our training budget was able to cover the expenses for Captain Henry Dekok to attend, while Captain Curtis Watson was invited to the conference to assist with delivering one of the sessions alongside firefighters from California and Georgia (a huge honour for our department!), and Lieutenant Dylan Derick attended at his own cost. We are grateful for these 3 fire officers taking a week of the time to better themselves and bring back invaluable training to our department.





Fire Department Instructors Conference in Indianapolis, IN April 6-12, 2025

Emergency Medical Services

Our EMS crews responded to 39 events in April and transported or treated 33 patients. We recently met with Alberta Health Services representatives to discuss our open funding proposal which yielded no results and is being delayed while the transition to the new Acute Care Alberta organization is taking place. We will continue discussions and advocacy for our contract funding, and I believe it would be beneficial for Council to lobby the health minister to direct Alberta Health Services to move forward with our proposal at the next opportunity.

Bylaw Services

There was no bylaw officer for the month of April. The temporary full-time Municipal Enforcement Officer position has been posted.

Emergency Management

The regional emergency management framework project continues with all partners completing the bylaw updates and the Ministerial Order process is now underway. A request for the Ministerial Order has been submitted along with the updated bylaws to the Minister of Municipal Affairs.

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



Town of Picture Butte

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

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

Director of Recreation Monthly Report

May 25th, 2025

Current Parks & Recreation Activity

- **Parks Maintenance-** General grass maintenance, Parts for automation of the irrigations systems has been ordered. Pad at lion's park and new bench on highway avenue have been poured. Bathrooms signs at Lions Park have been relocated. Flowers have been purchased and planting has begun. Rock in Tree wells on 4th street have been replaced with mulch which will help the tree retain moisture and also easier for Town Staff to maintain.
- **North County Recreation Complex** – AARFP has approved the Town of Picture Butte to host the Arena Operator level one course at our arena in September, this will bring roughly 20 students to our facility to install our ice, also AARFP gives the Town one employee to gain certification for free.
- **Cor Van Raay Aquatic Centre-** Donor sign and Bronze plaque have been Installed. AHS is conducting their annual inspection on Monday May 26th, Pool is scheduled to open June 1st,2025. Pool Staff hiring is complete.
- **Jamboree Days 2025-** The AG Society responded to our letter and they have to chose to set the theme of this years Jamboree Days as Boots Hoots & Hooves. Conducted a Jamboree Days meeting on May 2nd.

RECOMMENDATION:

That Council receives, for information, the Director of Recreation report for April 14th, 2025

Prepared by: Curtis Van Dorp
Respectfully presented to Council

Date: May 22nd, 2025
Date: May 26th, 2025

May 12, 2025

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

Dear Mayor Moore:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Town of Picture Butte:

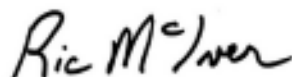
- The 2025 LGFF Capital allocation is \$440,190.
 - This includes \$20,698 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2025 LGFF Operating allocation is \$136,550.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$479,425. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

Information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,



Ric McIver
Minister

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