



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 9th of June, 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 – 26th May, 2025

4.0 PUBLIC HEARING

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

6.1 Picture Butte and District Agricultural Society – Community Centre Fee
Waiver request

6.2 Town Crest

6.3 Pool Passes for Town Staff

6.4

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

10.0 CORRESPONDENCE

10.1 Resident Request – Residential Garbage Bins for Commercial properties

10.2

11.0 INFORMATIONAL ITEMS

- 11.1 Centennial Committee Meeting Minutes – 15th May, 2025
- 11.2 Oldman River Regional Services Commission – Executive Committee Minutes – 17th April, 2025
- 11.3

12.0 CLOSED SESSION

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, May 26th, 2025 AT 6:30 PM

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

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

1.0 CALL TO ORDER

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

2.0 ADOPTION OF THE AGENDA

193 2505 26 MOVED by Deputy Mayor Papworth that the agenda be approved as amended.
ADD 6.6 – Seniors Dinner
ADD 12.2 – Property Sale Tax Arrears
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – May 12th, 2025
194 2505 26 MOVED by Councillor Feist that the Regular Council Meeting minutes of May 12th, 2025 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 Summer Meeting Schedule
195 2505 26 MOVED by Councillor Neels to cancel Regular Council meetings on July 14 and August 25, 2025 and to cancel the Committee of the Whole meetings on July 21 and August 18, 2025.
CARRIED

6.2 Arena Opening Date and Ice User Policy amendments
196 2505 26 MOVED by Councillor de Kok to open the arena on September 19th and close the second last Sunday in March and to accept the ice user policy amendments as presented.
CARRIED

6.3 Centennial Logo
197 2505 26 MOVED by Deputy Mayor Papworth to use the logo designed by the students at Picture Butte High School as the Centennial Logo to celebrate the 100-year anniversary from January 1, 2026 to December 31, 2016.
CARRIED

6.4 Server Replacement
198 2505 26 MOVED by Councillor de Kok to approve \$20,000 for the purchase of a server.
CARRIED

6.5 Roof for Slide

199 2505 26

CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

May 20	Attended a Committee of the Whole meeting
May 24	Attended the Picture Butte High School Convocation
May 26	Attended a Regional Emergency Advisory meeting

200 2505 26

CARRIED

8.0 COUNCILS REPORT

8.1 Council's Report

Councillor Neels advised Council of her recent activities:

May 20	Attended a Committee of the Whole meeting
May 21	Attended an Economic Development Committee meeting

Councillor Feist advised Council of her recent activities

May 15	Attended a Centennial Celebration Committee meeting
May 20	Attended a Committee of the Whole meeting

Councillor de Kok advised Council of his recent activities.

May 20	Attended a Committee of the Whole meeting
May 21	Attended an Economic Development Committee meeting

Deputy Mayor Papworth advised Council of her recent activities.

May 13	Attended a North County Health Foundation Committee meeting
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May 20 Attended a Committee of the Whole meeting

May 21	Attended a Green Acres Executive meeting
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May 23	Attended a Green Acres Executive meeting
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201 2505 26

CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 Director of Emergency Services Report

202 2505 26

CARRIED

9.2 Director of Parks & Recreation Report

202 2505 26

CARRIED

10.0 CORRESPONDENCE

10.1 Municipal Affairs – 2025 Local Government Fiscal Framework
allocations

203 2505 26

CARRIED

12.0 CLOSED SESSION

- 204 2505 26

MOVED by Councillor Feist 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 Trail Construction Submissions and Property Sale Tax Arrears at 7:00 p.m.

CARRIED
- 205 2505 26

MOVED by Deputy Mayor Papworth to open the meeting to the public at 7:24 p.m.

CARRIED
- 206 2505 26

MOVED by Councillor Neels to allocate more funding to the project to complete the trail to Rogers Avenue and to award the contract to Tollestrup Construction.

CARRIED

13.0 ADJOURNMENT

- The next Regular Council Meeting is scheduled for June 9th, 2025 beginning at 6:30 p.m.
- 207 2505 26

MOVED by Councillor Neels to adjourn the Regular Council Meeting at 7:27 p.m.

CARRIED

Cathy Moore

Mayor

Keith Davis

Chief Administrative Officer



Request for Decision

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.*

Date: 5th June, 2025
To: Mayor, Council
From: CAO

Re: Picture Butte and District Agricultural Society – Community Centre Fee Waiver Request

Background:

The president of the Ag. Society sent the attached request to me on the 12th of May, 2025. They are requesting Council to waive the community centre fee for their community barbeque which they hosted on the 6th of June. I failed to include this request in the Council agenda package for the 26th of May. Subsequently, they have paid the rental fee. If Council waives the fee we will refund the amount they have paid.

Council considered a similar request in 2024 and waived the fee for the Community Centre.

Recommendation:

1. To waive the fee for Picture Butte and District Agricultural Society for the use of the Community Centre on the 6th of June, 2025.

Submitted by: Keith Davis, CAO

Keith Davis

From: Picture Butte Agricultural Society
Sent: Sunday, May 11, 2025 11:19 PM
To: Keith Davis
Subject: Farmers Day BBQ June 6th 2025

Hello there this is Roxanne Adams the new President of the Picture Butte Ag Society. For the past 3 years we have hosted a Free Farmers Day BBQ for all of Picture Butte community and farming area. We have had amazing turn out at our events with over 400 people enjoying the food and conversation with friends, family and community members. In the past the town has donated the use of the community center kitchen and use of the inside of the building should the weather not co-operate we are asking if the town would extend the same benefit to us as we have received in the past. The town has also brought the garbage truck and open the side so people could put their garbage in before they leave this has worked out really well in the past. I you could let me know if we can count on the town's support this year that would be great. Any further questions please feel free to contact me by email or call me at 403-330-7447

Thank you

Roxanne Adams
PB Ag. Society



Memorandum

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.*

Date: 2nd June, 2025
To: Mayor, Council
From: CAO

Re: Town Crest

Background:

With the design of the centennial celebration Town logo we have gone down a bit of a rabbit hole. It appears that there have been a number of adaptations to the original town crest.

Bylaw No. 548-81 is the Town Crest Bylaw. This bylaw has never been rescinded and outlines what the official Town crest is.



Around 2004, it seems that this logo was modified to the below logo.



I have not found any motions in Council meetings that approve or mention the changed logo. The only motion I have found is in 2006 that approves the Town's website, letterhead and new logo (Motion No. 299.06.06). When looking into this motion and the supporting documentation there was no picture of the new logo but there was documentation that directed Administration to stop using Livestock Capital of Alberta to Picture Perfect. I have also found documents that have the changed logo being used as early as 2004.

I believe that the official Town logo, had slight changes made to it around 2004 which may have come through an effort to digitize the original logo.

The official Town logo should be adopted through a legislative document like a bylaw. We do have this legislation but it has not been updated to reflect changes that have occurred to the Town crest.

Options:

1. To keep the original Town crest as per Bylaw No. 548-81.
 - a. If this option is chosen we will replicate the crest electronically.
 - b. If this option is chosen we will also update the centennial logo to represent the official Town crest.
2. To draft a new Town crest bylaw to represent the changes of the updated bylaw.

Recommendation:

1. To direct Administration in one of the options listed above.

Attachments:

1. Bylaw No. 548-81 Town Crest bylaw
2. 2004 Town Crest description
3. 2004 Town Crest Colour Guide
4. Town crest most commonly being used now

Submitted by: Keith Davis, CAO

BYLAW # 548/81

A Bylaw of the Town of Picture Butte to adopt a Town Crest for the Municipality.

WHEREAS Section 145 of the Municipal Government Act, being Chapter 246 of the Revised Statutes of Alberta, 1970, and amendments thereto provides that the Council may by Bylaw, approved by the Lieutenant Governor in Council, adopt a crest or coat of arms for the Municipality, and,

WHEREAS the Act further provides that a person who, without the authority of the Council, assumes or uses the crest or coat of arms or any emblem resembling it is guilty of an offence and liable to a fine, and,

WHEREAS the act further provides that the Council may delegate to the Mayor or other Councillor or appointed official the power to authorize the use of the Municipal Crest.

NOW THEREFORE the Council of the Town of Picture Butte, in the Province of Alberta duly assembled hereby enacts the following:

1. THAT the Town of Picture Butte adopt a Town Crest.
2. THAT the Crest consist of a shield showing the following:
 - (a) Curved lettering representing a chinook arch which announces the arrival of a chinook wind.
 - (b) Landscape lines denoting the Butte, the Coulee at Picture Butte, and the farm land of the region.
 - (c) A wheat stalk on the left and a barley stalk on the right depicting the agricultural area around the Municipality.
 - (d) An irrigation ditch and falling water recognizing the importance of the irrigation system in the centre of which the Town of Picture Butte is located.
3. THAT the Town Crest take the form of the following replica.



4. THAT The Council delegate to the Mayor and Municipal Administrator jointly the power to authorize the use of the Town Crest by any Municipal Organization of the Town of Picture Butte.

5. THAT the crest shall not be placed upon an object which is offered for sale.

6. THAT any person who, without the authority of the Council or its delegate, assumes or uses the Crest of the Town of Picture Butte, or any heraldic emblem so nearly resembling it as to be calculated to deceive, is guilty of an offence and liable on summary conviction to a fine of not more than \$50.00 for every day during which the offence continues.

7. THAT this Bylaw shall become effective upon 3rd and final reading.

MOVED by Councillor Heninger that Bylaw # 548/81 be read a first time this 9th day of March, 1981.
Carried.


ACTING MAYOR


MUNICIPAL ADMINISTRATOR

MOVED by Councillor Casson that Bylaw # 548/81 be read a second time this 23rd day of March, 1981.
Carried.

MOVED by Councillor Watson that Bylaw # 548/81 be read a third time and finally passed this 23rd day of March, 1981. Carried.


MAYOR


MUNICIPAL ADMINISTRATOR

I hereby certify that the foregoing is a true and correct copy of a Bylaw duly and unanimously passed and enacted by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 30th day of April 1981, at which a quorum was present, as entered in the minutes of the said Council, and that the said Bylaw is still in full force and effect.

Given under my hand and the seal of the Corporation this 23rd day of March, 1981.


MUNICIPAL ADMINISTRATOR



ORDER IN COUNCIL

APPROVED AND ORDERED,

J. Lynch-Staunton
LIEUTENANT GOVERNOR

O.C. 416/81

April 22, 1981

EDMONTON, ALBERTA

WHEREAS the Council of the Town of Picture

Butte has by Bylaw No. 548/81 adopted a Crest:

THEREFORE, upon the recommendation of the

Honourable the Minister of Municipal Affairs, the

Lieutenant Governor in Council, pursuant to section

145 of The Municipal Government Act, approves the

TOWN OF PICTURE BUTTE Bylaw No. 548/81 attached

hereto.

[Signature]
CHAIRMAN



Colour Guide – Town Crest

1. In general terms the colours of the crest can be stated to be light green, dark green, yellow, medium brown, light blue and orange, with the lettering in black.
2. In specific terms the colours of the crest on the Town Letterhead shall be the same as or equal to the ink colours supplied by the Hostman – Steinberg (Canada) Ltd. The base colours are: Red – Rhodamine Red, Yellow – Process Yellow, Blue – Process Blue, Black – Black.
3. In specific terms, the colours of the crest in this manual are pencil colours supplied by Laurentian coloured pencils produced by the Venus Esterbrook Canada Limited. The colours are Emerald Green, Lawn Green, Peacock Blue, Deep Yellow, Photo Brown, and Sarasota Orange, with Midnight Black for the lettering.



**Town of
PICTURE BUTTE**

*"The Livestock Feeding Capital
of Canada"*

The town crest consists of a shield which shows:

The curve of the lettering representing a chinook arch over the Rocky Mountains. The arch announces the arrival of a chinook wind.

The landscape lines denote the Butte, the coulee at Picture Butte and the farm land of the region.

The wheat stalk on the left and the barley stalk on the right depict the agricultural area around Picture Butte.

The irrigation ditch and the falling water recognize the importance of the irrigation system in the centre of which the Town of Picture Butte is located.

Two historic events were largely responsible for the founding and development of Picture Butte - the building of the Lethbridge Northern Irrigation System in 1923 and the building of a railroad which would provide access to markets in

PICTURE BUTTE

ALBERTA





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: June 9th, 2025

To: Mayor, Council

From: Director of Parks And Recreation

Re: Employee Swim Passes

Background:

The Town of Picture Butte has currently 18 fulltime staff. I am requesting that Town provides a family season pass to all full-time employees. Currently, Council approves free family season passes to volunteer fire fighters and Town staff are offered a season pass at 50% off. A Family season pass is valued at \$205.

Recommendation:

1. My Recommendation is to provide all full-time staff with a yearly family season pass to the Cor Van Raay Aquatic center for the term of their employment.

Rationale:

1. This initiative has little to no cost to implement but will have a positive impact with our staff.
2. This initiative aligns with Council's strategic plan's Goal 3: Continually Improved Governance which has the desired outcome of: "The Town of Picture Butte is a strong organisation that has happy, productive, long tenured employees who leave a strong legacy for the future."

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

Reviewed 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: 5th June, 2025

To: Mayor, Council

From: CAO

Traffic Bylaw Implementation

I am proud of how our team communicated and implemented the changes that were approved by Council in regards to the changes of the traffic bylaw.

Wastewater Project

We are waiting on one land owner to give approval for a right of way through their property. We are working with this individual's concerns. A receiving water analysis has been completed and an environmental impact assessment is nearly finalised. We have heard from Alberta Environment that we need to address the resident's concerns before they will consider and approve the application. This is ongoing and we still have not received this person's approval. We are beginning to look at alternatives to appease this land owner.

Fire Services Agreement

The Town approved an extension to our current agreement until the 31st of December, 2025 in April of this year, with the understanding that we would finalise the new agreement in short order. Since this time a change of direction has occurred and the County, with Administrative support from participating municipalities would like to explore a regional fire services approach and agreement. I have communicated that prior to exploring the regional system and committing a lot of time and resources to that effort we would like the current fire services agreement extended for 3 years.

Water Meter Installation Project

Approval was given to Neptune to begin installing meters in Town. We are in communication with them and will update Council when we have a solid schedule.

Municipal Development Plan (MDP) update

The MDP open house is scheduled for the 17th of June from 5:30-7:30 p.m. at the Community Centre. We will have advertisements up as soon as we get them from ORRSC. The public survey is also still live and will be until the end of June. Currently, we have a low participation rate of only 38 people responding.

Miscellaneous Items since last Council meeting

- 250 Crescent Avenue has been sold. The new owners take possession of the property on the 12th of June. The Town will be able to recoup any expenses and outstanding taxes when we receive the funds of that sale.
- We have one property that may be sold at a tax arrears auction scheduled for the 26th of June. Fortunately, I have been able to make contact with the owner and I think they are preparing on paying the taxes prior to the auction. If this does not occur everything is in place for the auction to proceed.
- I have been responding to development inquiries, issuing compliance letters and development permits.

HOLIDAY STATUS

Days in lieu used 70 hrs out of 70 hrs

Accrued Holidays 46 days

Submitted by: Keith Davis, CAO

Keith Davis

From: wanda brehaut <wanda.brehaut@telus.net>
Sent: Thursday, May 29, 2025 2:21 PM
To: Keith Davis
Subject: Fwd: Garbage Bins

----- Forwarded message -----

From: wanda brehaut <wanda.brehaut@telus.net>
Date: Sun, Apr 27, 2025 at 7:18 PM
Subject: Garbage Bins
To: <Keith@picturebutte.com>

I am a Commercial owner of a building in Picture Butte, presently the Cooperators and another business is going in the other side. I phoned about getting a garbage bin and I was told no Commercial properties are warranted for one. As I drove up and down the back alleys, there are Commercial Properties with them. I was also told that the restaurants would need more than 1. So I feel I am getting punished because of them. Maybe give everyone 1 and then a it's up to them to deal with there own garbage. I also feel I pay the same taxes as the Commercial buildings that have them. Wanda Brehaut



Picture Butte

Picture Perfect!

2026 Centennial Celebration May 15 ,2025 Minutes

Attendees: Teresa Feist, David Feist, Eva Penner, Rita Tolley, Mark Lowe, Katherine Jakober, Peter Brouwer, Boyd Folden, Shirley Olsen, Curtis Van Dorp.

1. Publication Update

- School has completed five interviews
- PBCC Chair Eva Penner reported that a matching grant application is in progress. The \$1,200 contribution from the PB Happy Oldtimers (to be used for purchasing the desktop publishing software licence) will be listed as an in-kind contribution, hopefully also to be matched by the granting agency. It was confirmed that personal donations to the centennial celebration made to the Town of Picture Butte are issued charitable donation receipts for tax purposes.

2. Budget Meeting Update

- Keith and Eva working on Anniversary Grant
- Monument and Sign project
- \$25000 of grant to possibly go towards small display of sugar factory
- Town of Picture Butte support for money towards book

3. New Business

- Letter from Town Council on approved projects as follows-
- Book Publication
- Fire Works
- Enhanced Jamboree projects
- LED sign
- Admin will work with committee on grants
- Legacy project will be determined after a survey has been put out to public
- Monument

Next Meeting June 26th 1:00pm at community centre.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

April 17, 2025; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, April 17, 2025, at 6:00 pm, in the ORRSC Administration Building.

Attendance

Executive Committee

Christopher Northcott, Chair
Don Anderberg, Vice Chair
Evan Berger
David Cody
Brad Schlossberger
Gordon Wolstenholme

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk
Gavin Scott, Senior Planner

Absent

Neil Sieben

Chairman Northcott called the meeting to order at 6:02 pm.

1. Approval of Agenda

Moved by: Evan Berger

THAT the Executive Committee adopts the April 17, 2025 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

THAT the Executive Committee approves the March 6, 2025 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Audit Presentation

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor's Report for the Year ended December 31, 2024 to the Committee.

The Executive Committee discussed amortization, capital forecasting, and reserve contributions.

Moved by: David Cody

THAT the Executive Committee accepts the Auditor's Report and Financial Statements for the year ended December 31, 2024 prepared by KPMG LLP. as presented, subject to the approved changed; and,

That the documents be sent to Municipal Affairs.

CARRIED

4. Business Arising from the Minutes

a. Recruitment Investigation

Virtual Presentation from Erica Thomas, Transitional Solutions Inc.

E. Thomas, of Transitional Solutions Inc., presented their recruitment proposal, highlighting there investigation process and their experience with the municipal industry.

The Executive Committee inquired about the associated costs, the recruitment timeline, and mentorship opportunities.

5. Official Business

a. ORRSC Service Agreement - Status Update

G. Scott presented an update on the current status of the ORRSC Service Agreements. He highlighted that Administration is working to develop an agreement that will have the ability to grow with the organization if future services are offered.

G. Scott noted that due to the size of the review, Administration is working to have a draft ready for the Executive to review this summer, and for the Board to review in September.

The Executive Committee discussed the importance of the holistic review to ensure that the updates align with the organizational needs and long-term objectives, for both the Members and ORRSC. The Executive Committee further discussed the importance of having the Board to review the contract prior to it being released to Member municipalities to ensure a standardized contract is adopted.

b. Subdivision Activity – As of March 31, 2025

L. Kuiper presented the Subdivision Activity Report as of March 31, 2025 to the Executive Committee.

6. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for February 2025 to the Executive.

Moved by: Gord Wolstenholme

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for February 2025, as presented.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheets and Comparative Income Statements for February 2025 and the Details of Account for February 2025 to the Executive.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for January 2025 and the Details of Account for January 2025, as presented.

CARRIED

7. New Business

There was no new business.

Moved by: Brad Schlossberger

THAT the Executive Committee moves into Closed Session in accordance with Section 24 of the *Freedom of Information and Protections of Privacy Act*.

CARRIED AT 7:20 PM

8. Closed Session

a. Letter from Staff regarding CAO Recruitment

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 8.a – Letter from Staff regarding CAO Recruitment: L. Kuiper, R. Keer, S. Sayer and G. Scott.

Moved by: Don Anderberg

THAT the Executive Committee moves into Open Session

CARRIED AT 7:52 PM

Moved by: Don Anderberg

THAT the Executive Committee directs the Chair to responded to the letter received from staff; and,

That the Executive Committee will host and invite staff to a roundtable discussion, set for Thursday, May 8, 2025 at 4:00 pm.

CARRIED

9. CAO's Report

L. Kuiper presented CAO Report to the Committee.

10. Round Table Discussions

Committee members and staff reported on various projects and activities in their respective municipalities.

11. Next Meeting – May 8, 2025

12. Adjournment

Moved by: Gord Wolstenholme

THAT the Executive Committee hereby closes the meeting.

CARRIED AT 8:14 PM



CHAIR



CHIEF ADMINISTRATIVE OFFICER