



AGENDA

REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday, 11th August, 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 – 28 July, 2025

4.0 PUBLIC HEARING

5.0 DELEGATION

6.0 REQUESTS FOR DECISION

6.1 Town Front Entrance Water Feature

6.2 Tax Exemption Application – Tax Roll No. 326000

6.3 Jamboree Days Planning and Update

6.4

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1.1 Emergency Services Report

10.0 CORRESPONDENCE

11.0 INFORMATIONAL ITEMS

12.0 CLOSED SESSION

12.1 Waterline Install for Trail Extension

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, July 28th, 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

231 2507 28 MOVED by Councillor Feist that the agenda be approved as amended.
ADD 12.4 – County Fire Agreement
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – June 23rd, 2025

232 2507 28 MOVED by Councillor Feist that the Regular Council Meeting minutes of
June 23rd, 2025 be approved as amended.
CARRIED

4.0 PUBLIC HEARING

4.1 Bylaw No. 962-25 – Land Use Bylaw No. 841-15 Amendment –
Redesignation of Land from R1 to R5.

4.1.1 Submissions

4.1.1.1 In Person Submissions

4.1.1.1.1 Ask for Those in Favour

Ben Gelliger was present to speak in favour of the proposed amendment. Ben addressed the need for affordable housing in Picture Butte and that is what he is trying to accomplish.
Councillor Feist agreed that this change would be beneficial for Picture Butte.

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 multiple written submissions in favour of the redesignation.

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.

Ben Gelliger left the meeting at 6:36 p.m.

5.0 DELEGATION – None for this meeting.

6.0 REQUESTS FOR DECISION

6.1 Bylaw No. 962-25 – Land use Bylaw No. 841-15 Amendment – Redesignation of Land from R1 to R5

233 2507 28 MOVED by Deputy Mayor Papworth second reading of Bylaw No. 962-25
CARRIED

234 2507 28 MOVED by Councillor Feist third and final reading of Bylaw No. 962-25.
CARRIED

6.2 2nd Quarter 2025 Variance Report

235 2507 28 MOVED by Councillor Neels to accept the 2nd Quarter 2025 Variance Report
as presented.
CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

July 2 Picture Butte and District Chamber of Commerce Executive
meeting

July 17 Attended a Jamboree Days Committee meeting

236 2507 28 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:

July 15 Attended an Economic Development Meeting

July 26 Attended the Nobleford Parade

Councillor Feist advised Council of her recent activities:

No meetings to report.

Councillor de Kok advised Council of his recent activities:

July 15 Attended an Economic Development meeting

July 25 Attended a virtual Southern Alberta Energy from Waste
Association meeting

July 26 Attended the Nobleford Parade

Deputy Mayor Papworth advised Council of her recent activities:

June 23 Attended a Green Acres Executive meeting

June 25 Attended a Green Acres Board meeting

July 28 Attended a Green Acres Executive meeting

237 2507 28 MOVED by Deputy Mayor Papworth that the Council Reports be accepted
as presented.
CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 CAO Report

238 2507 28 MOVED by Councillor Neels to accept the CAO Report as presented.
CARRIED

9.1.1 Property Tax Update

239 2507 28 MOVED by Deputy Mayor Papworth to accept the Property Tax Update as presented. CARRIED

9.1.2 Director of Parks & Recreation Report

240 2507 28 MOVED by Councillor Feist to accept the Director of Parks & Recreation Report as presented. CARRIED

10.0 CORRESPONDENCE

10.1 Crystal McGregor – Dorothy Dalgliesh Principal – Swim Passes

241 2507 28 MOVED by Deputy Mayor Papworth to receive and file the letter from Principal Crystal McGregor. CARRIED

10.2 Trevor Darouz, O.O.M. Deputy Commission Commanding Officer Alberta RCMP

242 2507 28 MOVED by Councillor Feist to receive and file the letter from Trevor Darouz, O.O.M. Deputy Commission Commanding Officer Alberta RCMP. CARRIED

10.3 Robert and Tamara Jones – Tax Increases

243 2507 28 MOVED by Councillor de Kok to direct Administration to respond to resident with the breakdown of the taxes. CARRIED

10.4 Green Acres Municipal Requisition Fact Sheet

244 2507 28 MOVED by Councillor Feist to receive and file the Green Acres Municipal Requisition Fact Sheet. CARRIED

11.0 INFORMATIONAL ITEMS – None for this meeting.

12.0 CLOSED SESSION

245 2507 28 MOVED by Deputy Mayor Papworth to direct Administration to send a letter to the resident regarding commercial garbage and to bring the topic back to Council in November 2025.

246 2507 28 MOVED by Deputy Mayor Papworth to bring the topic of Council Meeting Regularity back to Council at the September 8, 2025 Regular Council meeting.

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for August 11th, 2025 beginning at 6:30 p.m.

247 2507 28 MOVED by Councillor Neels to adjourn the Regular Council Meeting at 8:10 p.m. CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer



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: 7th August, 2025
To: Mayor, Council
From: Director of Parks & Recreation

Re: Town Office Front Entrance Water Feature

Background:

The stones that were removed from the water feature in front of Town Office exceed the weight limit for the new basin that was installed. I am requesting that we purchase a new feature that will fit on the water basin that was installed.

Recommendation:

My recommendation is to approve the purchase of a new water feature from the options presented and use the stones removed in another beautification project in the future. Remaining budget for this project is \$2500.

Attachments: Water Feature Options

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

Water Feature Options



Stacked Slate Spheres

18" Diameter - \$430.49

24" Diameter - \$787.49

32" Diameter - \$1,291.49

40" Diameter - \$2,141.99



Faux Basalt
Column Set of 3
\$2,204.99

Stacked Slate Wall
26" Height, Curved
\$1,322.98





Request for Decision

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Date: 24th July, 2025
To: Mayor, Council
From: CAO

Re: Bylaw No. 953-25 Tax Exemption Application – Tax Roll No. 326000

Background:

We have received an application for tax exemptions under Bylaw No. 953-25 Tax Exemptions Bylaw which established an incentive program to encourage new multi-unit residential and new non-residential developments in Town. In this instance the applicant is applying because they built a new multi-unit development at 546 Rogers Avenue.

In order to qualify for this tax exemption the applicant must have:

1. Built a new multi-unit or non-residential development within Town boundaries;
2. Complied with the Land Use Bylaw;
3. Have no outstanding property taxes upon the property;
4. Have no outstanding monies owed to the Town; and
5. Submit a completed application.

Apart from the usual monthly utility invoices which at time of writing was not paid, the applicant meets all of the requirements of the Tax Exemptions Bylaw.

Recommendation:

1. To approve tax exemptions for the municipal portion of taxes for Tax Roll No. 326000 in the years as follows:
 - 2026 - 100%
 - 2027 - 75%
 - 2028 - 50%
 - 2029 - 25%

Submitted by: Keith Davis, CAO

SCHEDULE A
APPLICATION FORM FOR TAX INCENTIVE

Owners Name:	Schooten and Sons Feedyards (Justin Schooten)
Mailing Address:	Box 148, Diamond City Ab, T0K 0T0
Email Address:	justinschooten@gmail.com
Phone Number:	403-315-5679
Registered Corporate Name: (if applicable)	John Schooten and Sons Custom Feedyard LTD
Corporate Registry Office Address of Applicant:	Same as above
Qualifying Property Information	
Street Address of Property:	546 Rogers Ave S, Picture Butte AB
Legal Description:	Lot 8 Block 2 Plan 169JK
Tax Roll No.	326000
Development Permit No.	2024-15 Land Use Bylaw No. 841-15 (LUB)
Type of Development:	Multi Family Dwelling (4 Plex)
Date Construction will be completed:	Construction Completed
Occupancy Date:	April 2025

August 1, 2025
Date


Signature of Owner

Justin Schooten
Printed Name of Owner

Notes:

1. Complete applications must be received within ONE (1) year of the date of assessment notice issued with respect to the property which reflects the New Construction.
2. Applications and materials may be included in reports to Council and Council agenda packages. All Qualifying Properties may be subject to inspection by the Town Administration to ensure the validity of the application.

Personal Information required by the Town of Picture Butte application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your applications(s). Please be advised that your name, address and details related to your application may be included in reports that are available to the public as requires or allowed by legislation. If you have any questions, please get in touch with the Town's FOIP Head at Michelle Overbeeke, Director of Corporate Services @ 403-732-4555.

FOR OFFICE USE ONLY

1st August, 2025
Date Application Received

Keith Davis
Name of Recipient

Date Application Approved/Refused



Memorandum

- Our Vision:** *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*
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Date: August 8th, 2025
To: Mayor, Council
From: Director of Parks and Recreation

Re: Jamboree Days

Background:

Jamboree Days Schedule is outlined below:

Time Capsule opening schedule and Agenda:

- a. Schedule Start time 4:30pm
 - i. Welcome
 - ii. WOWs and sign unveiling
 - iii. Mayors Speech
 - iv. Capsule Opening
 - v. Display and announcing goods in capsule
 - vi. Displaying goods
 - vii. Closing remarks from MC welcoming everyone to BBQ.
 - viii. BBQ

BBQ: I have attached a drawing of the set up for the BBQ there is a few options we could do is to have just chairs set-up for the ceremony and people can sit or stand to eat, or we could set up tables with chairs.

Time capsule opening: There has been some info that has been brought to our attention on how the items were sealed inside the capsule, there is possibly a 25-year box a 50-year box and a 100-year box. We thought at first only the 25-year box had items inside but it is possible that all three have contents and are to be opened at each milestone. Possible solution is we open all three and when sealed in 2026 for the centennial we just put one box with all the past contents and new contents to be opened at each milestone.

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

✦ Jamboree Days Schedule ✦

AUGUST 15-17, 2025

ALL WEEKEND

Baseball Tournament

Location: Picture Butte Baseball Diamonds

FRIDAY AUGUST 15

7PM – 9PM Street Dance, Concession

Location: Outdoor Arena at Lions Park

FRIDAY AUGUST 15

10PM Fireworks

Location: Picture Butte Reservoir

SATURDAY AUGUST 16

7AM-10AM Pancake Breakfast

Location: Arena

SATURDAY AUGUST 16

8AM – 1PM Ag Society Country Market

Location: Arena

SATURDAY AUGUST 16

11AM Parade Starts (Line up at 10AM)

Parade Start at Harry Watson Memorial
Park (*See Parade Route Map)

SATURDAY AUGUST 16

12PM – 3PM Kids Day in the Park – Free Hot Dog Lunch

Location: Lions Park

SATURDAY AUGUST 16

12PM – 8PM Ag Society Beer Gardens and Food Trucks

Location: Elks Hall

SATURDAY AUGUST 16

1PM – 4PM Toonie Public Swim (Bring Lawn Chairs)

Location: Cor Van Raay Aquatic Centre

SATURDAY AUGUST 16

4:30PM Beet Industry Display Unveiling

Location: Arena Front Entrance

SATURDAY AUGUST 16

4:30PM Time Capsule Opening & BBQ AT 5:30PM

Location: Arena Front Entrance

SATURDAY AUGUST 16

9PM Movie in the Park (Bring Lawn Chairs)

Location: Lions Park

SUNDAY AUGUST 17

11AM Interdenominational Church Service (Bring Chairs)

Location: Lions Park

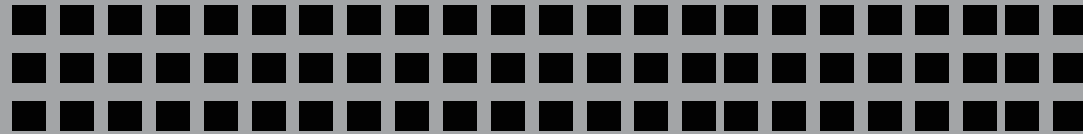


Arena

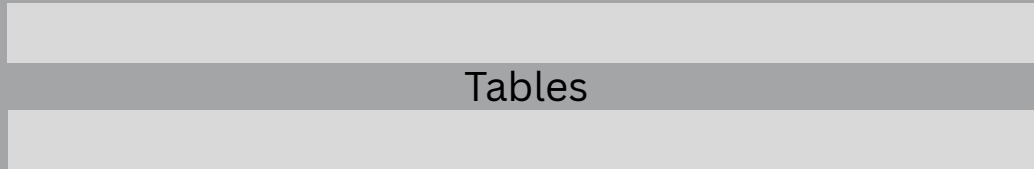
Post Office

Option #1 - Tables & Chairs

Time Capsule



Chairs



Tables

ROAD CLOSED

ROAD CLOSED

4th Street

4th Street

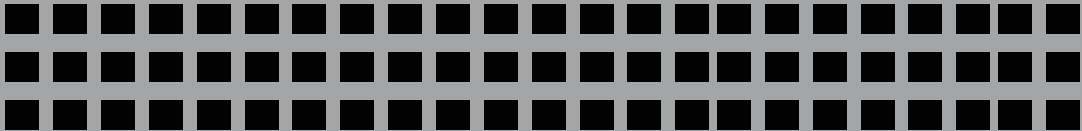
ROAD CLOSED

Arena

Post Office

Option #2 - Just Chairs

Time Capsule



Chairs

Standing Room

4th Street

4th Street

ROAD CLOSED

ROAD CLOSED

ROAD CLOSED



Memorandum

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Date: June 18, 2025
To: Mayor, Council
From: Director of Emergency Services

RE: Emergency Services Report – June/July 2025

Year-to-Date Emergency Events (Jan-Jun)					
Fire		Medical		Motor Vehicle Collisions	
Town	County	Town	Other	Town	County
10	40	130	153	1	19
					352

Fire Services

Fire crews responded to 27 events in June including 7 motor vehicle collisions, 2 structure fires, 1 alarms, 2 outside fires, 3 tender assists, 2 wildland fires, and 10 medical emergencies.

Picture Butte Emergency Services was invited by the contractor working on the Butte Landing subdivision to participate in an exercise at the construction site on July 24, 2025. It was a great opportunity for our members to train for construction site incidents and given the scale of current construction activities in Picture Butte was extremely valuable. I want to thanks Groundbreakers Construction for the collaborative efforts in setting up this exercise and providing this unique opportunity for our members.



Firefighters at the Butte Landing construction site for an exercise



Firefighters removing the injured “worker” from an excavation

Emergency Medical Services

Our EMS crews responded to 47 events in June and transported or treated 41 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 corporation is taking place. We are also awaiting the outcome of the collective bargaining negotiations between AHS and HSAA, which part of our contract funding is tied to. 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

Our new Municipal Enforcement Officer, Wesley Noble, started July 7, 2025 and has had an immediate impact in the community. Officer Nobel brings a wealth of knowledge and experience to the position that is greatly benefitting the organization. Officer Noble has been systematically clearing the backlog of files from earlier this year, and has created a significant increase in unsightly premise compliance. Examples attached in appendix to this report.

Emergency Management

The Government of Alberta recently passed new legislation including the *Emergency Statutes Amendment Act 2024* which introduced new authorities to establish requirements for local authorities to report to the Minister of Public Safety and Emergency Services regarding emergency management matters. The Managing Director of AEMA, under the delegated authority of Ministerial Order PSES 25/2025, has established minimum reporting requirements to

ensure consistency in reporting during emergency situations across the province.

The province states the intent of these new requirements is to improve the ability of the Provincial Emergency Coordination Centre (PECC) to establish and maintain situational awareness during emergencies and disasters through regular and timely reporting that conforms to a common shared standard. The new requirements result in an increased workload for the DEM during the response to a disaster, whether well-intended or not. Luckily, our regional emergency management partnership is well-designed to support this increased workload and our RDEM is on top of the new requirements.

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

COMPLETED FILES

UNSIGHTLY PROPERTIES

CLEAN UPS



COMPLETED FILES

UNSIGHTLY PROPERTIES

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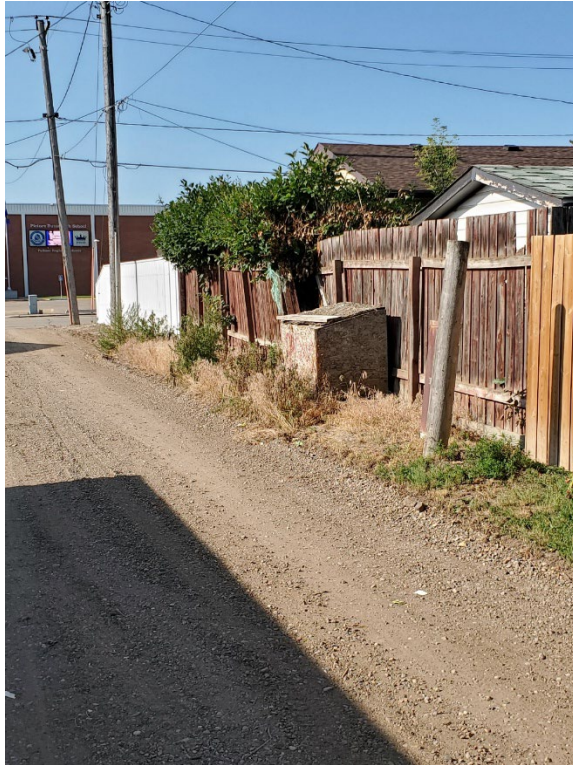
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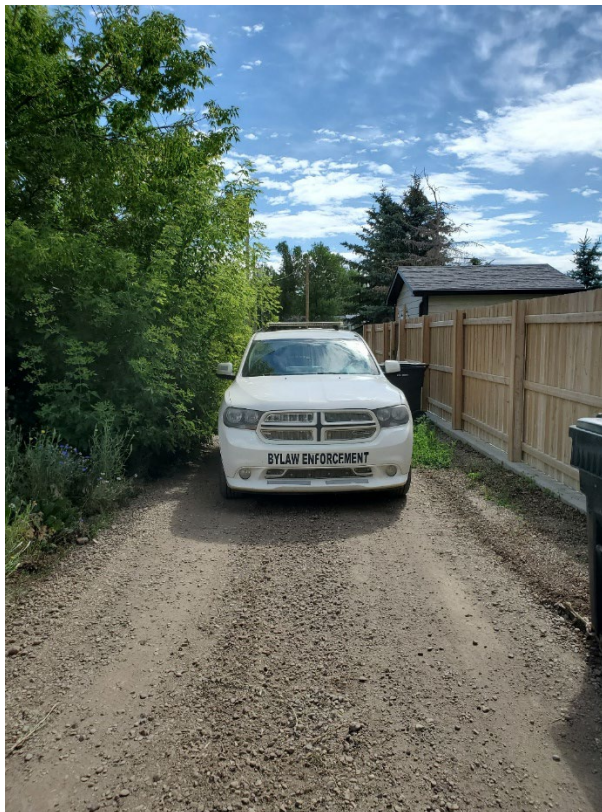
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JUL 21/2025

COMPLETED PROPERTIES



JUL 21/2025

COMPLETED PROPERTIES



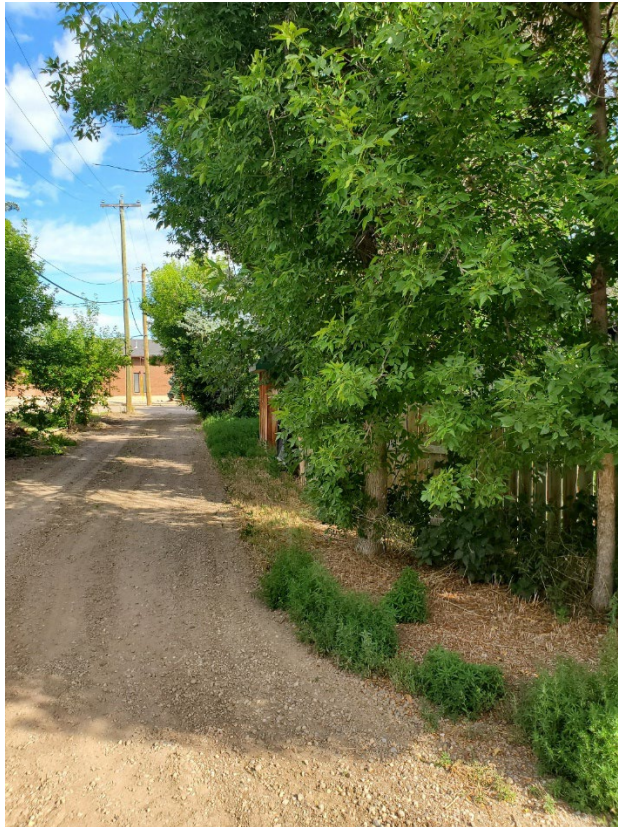
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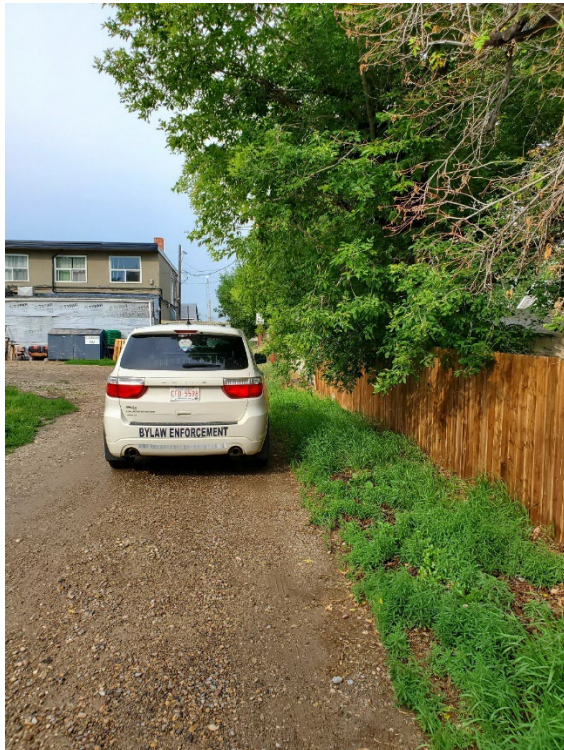
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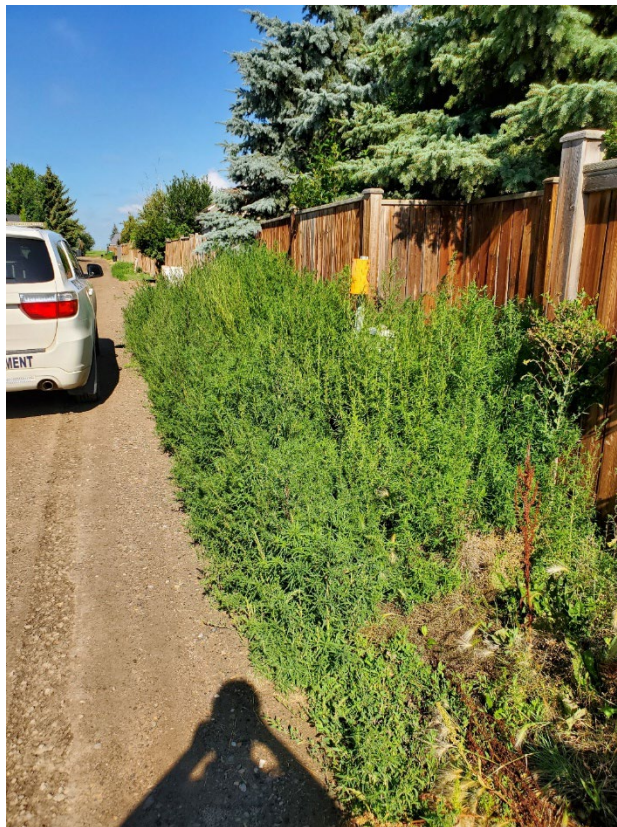
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