



AGENDA
REGULAR MEETING OF PICTURE BUTTE TOWN COUNCIL
COUNCIL CHAMBERS

Monday, January 13, 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 – 16 December, 2024

4.0 PUBLIC HEARING

5.0 DELEGATION

5.1 Dr. Alexander Darku – Associate Director of the Prentice Institute – FCSS Research

6.0 REQUESTS FOR DECISION

6.1

6.2

7.0 MAYOR'S REPORT

8.0 COUNCIL'S REPORT

9.0 ADMINISTRATION'S REPORT

9.1 CAO

9.1.1 Director of Corporate Services

9.1.2 Director of Parks and Recreation

10.0 CORRESPONDENCE

10.1

11.0 INFORMATIONAL ITEMS

- 11.1 Chinook Arch Regional Library System – Board Report – December 2024
- 11.2

12.0 CLOSED SESSION

- 12.1 FOIP Act Division 2 Section 16 – Sunset Park Entrance Landscaping Quote
- 12.2 FOIP Act Division 2 Section 21 – Memorandum of Understanding – Recreation Agreement Extension
- 12.3 FOIP Act Division 2 Section 16 – Southern Alberta Energy from Waste – Contract Drafts
- 12.4 FOIP Act Division 2 Section 21 – Green Acres – Piyami Lodge Funding
- 12.5 FOIP Act Division 2 Section 16 – Tax Roll No. 718001

13.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL MEETING
HELD IN
COUNCIL CHAMBERS
Monday, December 16th, 2024 AT 6:30 PM

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

ALSO PRESENT: Director of Corporate Services – M. Overbeeke
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

397 2412 16 MOVED by Councillor Feist that the agenda be approved as presented.
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Regular Council Meeting – November 25th, 2024

398 2412 16 MOVED by Deputy Mayor Papworth that the Regular Council Meeting
minutes of November 25th, 2024 be approved as presented.
CARRIED

4.0 PUBLIC HEARING – None for this meeting

5.0 DELEGATION

5.1 R.C.M.P. – St. Sgt. Mike Numan

Body worn cameras are beginning to be rolled out across the province. The Coaldale-Picture Butte detachment will hopefully be seeing them here in the New Year. RCMP members have attended 46 events this year in the surrounding communities. There has been a significant drop in crime statistics looking at the year over year numbers. This could be due to people making less reports or there being less crimes to report. St. Sgt. Numan suggests that it is the latter option of there actually being less crimes to report. He has not been hearing feedback from the communities that the residents are feeling frustrated in the lack of response from the RCMP when they make a report. The RCMP continue to work with Community groups such as Lethbridge Police to check on and keep the habitual offenders at bay. Council discussed the speeding on Highway Avenue and requested if the RCMP would be able to provide a letter of support to help lobby Alberta Transportation to lower the speed limit in the downtown area. St. Sgt. Numan stated that the RCMP they have done this for other communities like for the Town of Coalhurst with their Highway 3 intersection and would be happy to do that for the Town. St. Sgt. Numan also suggested traffic counting for a week and providing those numbers along with the letters. St. Sgt. Numan will set a date with Keith for Coffee with a Cop in the New Year and include the recent changes to the traffic bylaw.

6.0 REQUESTS FOR DECISION

6.1 Returning Officer

399 2412 16 MOVED by Deputy Mayor Papworth to appoint Michelle Overbeeke as the
Returning Officer and Keith Davis as the Deputy Returning Officer.
CARRIED

6.2 2025-2027 Interim Operating Budget

400 2412 16 MOVED by Councillor de Kok to approve the 2025 interim operating and capital budget that was originally approved March 3, 2024 with the understanding that changes will be made in February 2025 when the new budget is presented to Council.

CARRIED

6.3 Town of Coalhurst – Regional Meeting Request

401 2412 16 MOVED by Councillor de Kok to direct Administration to reply to Town of Coalhurst that the discussed dates work for Council to meet for the Regional Council Workshop.

CARRIED

7.0 MAYOR'S REPORT

7.1 Mayor's Report

December 2 Attended a Health Professional Attraction and Retention meeting
December 5 Visited Piyami Lodge to deliver Christmas cards
December 5 Attended the Firefighters Awards Ceremony
December 6 Attended Mayors and Reeves meeting
December 9 Attended a meeting with Dr. Edegbe

402 2412 16 MOVED by Mayor Moore that the Mayor's Report be accepted as presented.

CARRIED

8.0 COUNCIL'S REPORT

8.1 Council's Report

Councillor Feist advised Council of her recent activities:

December 5 Attended the Firefighters Awards Ceremony
December 9 Attended Water Availability Engagement Open House in Fort Macleod

Councillor de Kok advised Council of his recent activities:

November 26 Attended Alberta Irrigation Provincial Water Availability Engagement Virtual
November 27 Attended an Economic Development Committee meeting
December 5 Attended an Oldman River Regional Services Commission meeting
December 12 Attended a SouthGrow AGM

Deputy Mayor Papworth advised Council of her recent activities:

November 27 Attended a Green Acres Board meeting
December 2 Attended a Health Professional Attraction and Retention meeting
December 5 Attended the Firefighters Awards Ceremony
December 10 Attended the Piyami Lodge Christmas Party

Councillor Neels advised Council of her recent activities:

November 26 Attended Alberta Irrigation Provincial Water Availability Engagement Virtual
November 29 Attended Midnight Madness event

403 2412 16 MOVED by Deputy Mayor Papworth that the Council Reports be accepted as presented.

CARRIED

9.0 ADMINISTRATION'S REPORT

9.1 Emergency Services Report

404 2412 16 MOVED by Councillor Neels to accept the Emergency Services Report as presented.

CARRIED

10.0 CORRESPONDENCE – None for this meeting

11.0 INFORMATIONAL ITEMS

11.1 Food Cycle – Report Cards

11.2 Oldman River Regional Services Commission – Christmas Card

11.3 Barons-Eureka-Warner Family & Community Support Services – Board meeting minutes – November, 2024

11.4 Office of the Minister – Successful application to the Community Facility Enhancement Program Grant

405 2412 16 MOVED by Councillor Feist to receive and file Informational Items 11.1 - 11.4.

CARRIED

12.0 CLOSED SESSION

12.1 FOIP Act Division 2 Section 16 – Municipal Development Plan Costs

12.2 FOIP Act Division 2 Section 16 – Tax Incentive Bylaw

12.3 FOIP Act Division 2 Section 27 - Legal

406 2412 16 MOVED by Councillor Neels to close the meeting to the public in accordance with Division 2 Section 16 & 27 of the Freedom of Information and Protection of Privacy Act to discuss Municipal Development Plan Costs, Tax Incentive Bylaw and Legal at 7:21 p.m.

CARRIED

C. Johnson left the meeting at 7:37 p.m.

407 2412 16 MOVED by Councillor de Kok to open the meeting to the public at 8:11 p.m.

CARRIED

408 2412 16 MOVED by Councillor Feist to approve Administration's recommendation of options for the Municipal Development Plan and add the scope of Lion's Park conceptual design if it can fit within the allocated budget of \$39,000.

CARRIED

409 2412 16 MOVED by Councillor de Kok to implement a municipal tax incentive for new residential and non-residential buildings based on the following:
a. 1st year of building completion – 100% refund for the municipal portion of taxes.
b. 2nd year after building completion – 75% refund for municipal portion of taxes.
c. 3rd year after building completion – 50% refund for municipal portion of taxes.
d. 4th year after building completion – 25% refund for municipal portion of taxes.
e. 5th year and beyond, after building completion – 0% refund for municipal portion of taxes.

This incentive will exempt residential properties built in Sunset Park and to maintain the current tax incentives. The bylaw will apply to all new residential (exempting Sunset Park) and non-residential buildings.

CARRIED

13.0 ADJOURNMENT

The next Regular Council Meeting is scheduled for January 13th, 2025 beginning at 6:30 p.m.

410 2412 16

MOVED by Councillor Neels that the Regular Council Meeting adjourn at 8:12 p.m.

CARRIED

Cathy Moore
Mayor

Keith Davis
Chief Administrative Officer



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: 10 January, 2025

To: Mayor, Council

From: CAO

Wastewater Project

I have not received any progress updates regarding this project.

Dr. Recruitment

Dr Edegbe has hired a medical office assistant and has been setting up the Piyami clinic to begin his practice. He is jumping through hoops to get documentation and approvals required including renting the facility and having a supervisor assigned for his 3 month supervised period of time.

Carpet Install at the Library

This project has begun with everything being removed from the library and put in storage. The operational staff were able to do some patching and painting while the carpet was out. The carpet installers will be on site the week of the 13th of January.

Municipal Development Plan

Kattie is working on the final sign off document. I am expecting that this week and we can begin updating this document.

Miscellaneous Items since last Council meeting

- I have begun doing performance evaluations with staff that report to me. This will be ongoing in early January.
- I have been involved in the interview process for a new Administrative Assistant and Water Wastewater Operator. We recently received two applications for the Water and Wastewater operator which has been a big relief. Hopefully, one of these candidates will be selected and enjoy working for the Town.
- Attended a meeting with Green Acres representatives, Mayor Moore and Deputy Mayor Moore.
- Have sent out notices to residents that have taxes owing past two years. 31st of March is the deadline to submit a tax arrears list to Land Titles.
- We are getting audited from Safety Codes Council so I have prepared documents for their review. The audit will be occurring in the week beginning the 27th of January. This a routine audit and nothing has triggered it. It is just our lucky turn to go through the process.
- Ryan our Bylaw officer has transitioned to a public works position that was open. He has three months to see if he would like to stay in that position or return to the bylaw position. We will be discussing options for bylaw enforcement with Council in the coming weeks.
- I have drafted up a tax incentive bylaw which will be presented to Council at the next Committee of the Whole meeting.

HOLIDAY STATUS

Days in lieu used 0 hrs out of 70 hrs

Accrued Holidays 38 days

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: January 7, 2025
 To: Mayor, Council
 From: Director of Corporate Services

Re: Property Tax Update

Background:

Provide Council with an update as to our property taxes outstanding. Also, provide information about the number of residents that are taking part in our TIPP program.

Year	Tax Levies \$	Balance on Dec 31/24	% Outstanding	# on TIPP	Approx Tipp \$	% of TIPP \$ to Tax Levy	# properties put on Tax Notice
2024	\$2,438,407.00	\$61,137.34	2.51%	168	\$507,624.24	20.82%	5

In January 2025 we had approximately 18 new TIPP applications.

Recommendation:

That Council receive this for information.

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

Reviewed by:
 Keith Davis
 CAO



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

January 9, 2025

Current Parks & Recreation Activity

- **Parks Maintenance-** Cameras have been installed at Lions park and are operational, new timer installed for outdoor arena lights. I have begun creating an RFP for the trail extension.
- **North County Recreation Complex** – Equipment for Live Barn has been installed and is now live, advertising and notifications have been posted through the building. Holiday public skating was a success averaging 20 attendees and Shiny hockey averaged 12 players. We have a U13 tournament the weekend of the 9th.
- **Cor Van Raay Aquatic Centre-** Toddler Slide has arrived.

RECOMMENDATION:

That Council receives, for information, the Director of Recreation report for January 9, 2025

Prepared by: Curtis Van Dorp
Respectfully presented to Council

Date: January 9, 2025
Date: January 9, 2025

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 5, 2024

Chinook Arch Library Board Elects New Executive for 2025

Congratulations to the board trustees that were elected to the following positions at the December Organizational Meeting:

- Chair: Darryl Christensen (Town of Magrath)
- Vice-Chair: Marie Logan (Village of Lomond)
- Treasurer: Jim Monteith (Town of Fort Macleod)
- Directors-at-Large:
 - Mark Barber (Town of Pincher Creek)
 - Dave Cox (MD of Pincher Creek)
 - Doreen Glavin (Municipality of Crowsnest Pass)
 - Melissa Jensen (Town of Nobleford)
 - Doug Logan (Vulcan County)
 - Vic Mensch (Ministerial Appointment)
 - Lyndsay Montina (Town of Coalhurst)

Special thanks to all outgoing board members, with a special acknowledgement of Vic Mensch's three years of steady leadership as the outgoing Chair of the Chinook Arch Library Board.



2025 Operating Budget Approved

The board reviewed and approved the 2025 Operating Budget. The budget is based on the most recent Municipal Affairs Population List, and factors in flat revenues from municipal and provincial partners. The budget allows for a 1.5% increase to the Chinook Arch salary grid.

Board Members Present

Corry Walk – Village of Arrowwood
Ron Gorzitza – Village of Barons
LeGrande Bevans – Cardston County
Terry Penney – Village of Champion
Lyndsay Montina – Town of Coalhurst
Stephen Pain – Village of Coutts
Doreen Glavin – Municipality of Crowsnest Pass
Sue French – Village of Hill Spring
Marie Logan (Vice Chair) – Village of Lomond
Darryl Christensen – Town of Magrath
Anne Michaelis – Town of Milk River
Amanda Bustard – Town of Nanton
Melissa Jensen – Town of Nobleford
Mark Barber – Town of Pincher Creek
Dave Cox – Pincher Creek MD
Kelly Jensen – Town of Raymond
Monica McLean – Town of Taber
Merrill Harris – Taber MD
Lorraine Kirk – Town of Vulcan
Doug Logan – Vulcan County
Derek Baron – Village of Warner
Morgan Rockenbach – County of Warner
Lesley Little – ID #4 Waterton
Maryanne Sandberg – Willow Creek MD
Vic Mensch (Chair) – Ministerial Appointee

Regrets

Marsha Jensen – Town of Cardston
Blanche Anderson – Village of Carmangay
Jordan Sailer – Town of Coaldale
Jim Monteith (Treasurer) – Town of Fort Macleod
Robin Harper – City of Lethbridge
Tory Campbell – Lethbridge County
Crystal Neels – Town of Picture Butte
Justin Davis – Village of Stirling
Marilyn Forchuk – Town of Vauxhall

Not Present

Jane Johnson – Village of Barnwell
Brad Schlossberger – Town of Claresholm
Linda Allred – Village of Glenwood
Christopher Northcott – Village of Milo
Chelsey Hurt – Town of Stavely

Policies Reviewed

The board reviewed and approved the following policies. All of the Board's policies are available on the Chinook Arch website at www.chinookarch.ca/about-us

- Direct Loans
- Library Services to System Members with No Library Board
- Resource Sharing
- Purchasing Supplies and Services
- Holidays
- Hours of Work and Overtime
- Relocation Expenses for New Employees



Contact Us

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