



AGENDA

ORGANISATIONAL MEETING OF PICTURE BUTTE TOWN COUNCIL COUNCIL CHAMBERS

Monday 28th October, 2024 at 6:30 pm

1.0 CALL TO ORDER

2.0 ADOPTION OF THE AGENDA

3.0 ADOPTION OF THE MINUTES

3.1 Organisational Meeting – 14th November, 2023

4.0 REQUESTS FOR DECISION

4.1 Election of Deputy Mayor

4.2 Council Appointments for 2024/2025

4.3 Appointment of Assessor

4.4 Appointment of Auditor

4.5

5.0 ADJOURNMENT

MINUTES
OF THE
PICTURE BUTTE TOWN COUNCIL ORGANIZATIONAL MEETING
HELD IN
COUNCIL CHAMBERS ON

Tuesday, November 14th, 2023 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 Emergency Services – F. West
Administrative Assistant – C. Johnson

1.0 CALL TO ORDER

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

2.0 ADOPTION OF THE AGENDA

294 2311 14 MOVED by Councillor de Kok that the agenda be approved as presented.
CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 Adoption of October 24th, 2022 minutes

295 2311 14 MOVED by Councillor Papworth that the Organizational Meeting minutes of October 24th, 2022 be accepted as presented.
CARRIED

4.0 REQUESTS FOR DECISION

4.1 Oath of Office

Crystal Neels was sworn into office as Councillor.

J. Harrison left the meeting at 6:33 p.m.

4.2 Election of Deputy Mayor

A secret ballot was held whereby each member of Council cast a ballot for the position of Deputy Mayor. This position is for a term of one year.

Councillor Papworth was declared Deputy Mayor for a term of one year.

296 2311 14 MOVED by Councillor Feist that Councillor Papworth be appointed to the position of Deputy Mayor for the term of one year.
CARRIED

4.3 Council Appointments for 2023/2024

297 2311 14 MOVED by Councillor Feist that the Councillor committee appointments be as presented.

	Committee	Appointment
1.	Committee of the Whole	All of Council
2.	Municipal Planning Commission	All of Council
3.	Picture Butte Library Board	Councillor Neels
4.	Chinook Arch Library Board	Councillor Feist
5.	Community Futures Lethbridge Region	Mayor Moore
6.	Oldman River Regional Services Commission	Councillor Feist alt. Councillor de Kok
7.	Lethbridge Regional Waste Management Services Commission	Councillor Neels and Mayor Moore

8.	Subdivision & Development Appeal Board	Deputy Mayor Papworth Member at Large: Undecided
9.	ORRSC Assessment Review Board	Deputy Mayor Papworth
10.	North County Health Foundation	Deputy Mayor Papworth
11.	Picture Butte and District Chamber of Commerce	Deputy Mayor Papworth
12.	Barons-Eureka-Warner Family & Community Support Services	Councillor Feist
13.	Intermunicipal Development Committee	Councillor Neels and Councillor de Kok
14.	Emergency Advisory Committee	Mayor Moore and Deputy Mayor Papworth
15.	Mayors and Reeves of Southwest Alberta	Mayor Moore
16.	Remembrance Day Committee	Deputy Mayor Papworth
17.	Southern Alberta Energy from Waste Association	Councillor de Kok Alt: Councillor Neels
18.	Green Acres Foundation	Deputy Mayor Papworth
19.	South Grow	Councillor de Kok
20.	Doctor Recruitment Committee	Deputy Mayor Papworth and Mayor Moore
21.	Economic Development Committee	Councillor Neels and Councillor de Kok

CARRIED

298 2311 14 MOVED by Deputy Mayor Papworth to invite the Southern Alberta Kanadier Association to present at a Council meeting for Council to decide for representation on the board.

CARRIED

4.4 Appointment of Assessor

299 2311 14 MOVED by Councillor de Kok that Benchmark Assessment Consultants Inc be appointed as Town of Picture Butte’s assessor.

CARRIED

4.5 Appointment of Auditor

300 2311 14 MOVED by Deputy Mayor Papworth that Mercer Wilde Group be appointed as the Town of Picture Butte’s auditor.

CARRIED

5.0 ADJOURNMENT

301 2311 14 MOVED by Councillor Feist that the Organizational Meeting adjourn at 6:54 p.m.

CARRIED

Cathy Moore
Mayor

Keith Davis
CAO

ORGANISATIONAL APPOINTMENTS 2024-2025

NAME	MEMBERS	APPOINTMENT	AUTHORITY	TRAINING REQUIRED
Barons-Eureka-Warner Family & Community Support Services	Councillor Feist	Organisational Meeting	Orgs. Bylaws	No
Chinook Arch Regional Library Board	Councillor Neels	1 representative from the Town	Library Agreement No. 91-09	No
Chinook Intermunicipal Subdivision and Development Appeal Board	Murray Williams	Made by resolution. Two or Three year term. Cannot exceed three years without refresher training, Appointed January 10, 2022	880-19	Yes
Committee of Whole	All of Council		855-16	Yes
Community Futures Lethbridge Region	Mayor Moore	Council Committee	Orgs. Bylaws	No
Doctor Recruitment Committee	Deputy Mayor Papworth	Two Members of Council	908-21	No
	Mayor Moore			
Economic Development Committee	Councillor de Kok	Two members of Council	906-21	No
	Councillor Neels Bronwyn Kelly Joe Watson Yves Leclair Evert Van Esssen	Chamber Representative		
Emergency Advisory Committee	Mayor Moore	Appointed January 10, 2022	Emergency Management Act	Yes
	Deputy Mayor Papworth			
	Blake Olsen			

ORGANISATIONAL APPOINTMENTS 2024-2025

NAME	MEMBERS	APPOINTMENT	AUTHORITY	TRAINING REQUIRED
Green Acres Foundation	Deputy Mayor Papworth	Organisational Meeting	Formation Agreement - Contract 83-03	No, but orientation occurs. Prefer continuity
Intermunicipal Development Committee	Councillor de Kok	Organisational Meeting	Bylaw No. 865-18	No
	Councillor Neels			
Lethbridge Regional Waste Management Services Commission	Mayor Moore	2 members of Council.	Commission Agreement 3 Oct 1989	No
	Councillor Neels			
Mayors and Reeves of Southwest Alberta	Mayor Moore	Council Committee	Orgs. Bylaws	No
Municipal Planning Commission	All of Council	Made by resolution. Shall be for 1 year.	Bylaw No. 516-79	No
North County Health Foundation	Deputy Mayor Papworth	Council Committee	Orgs. Bylaws	No
Oldman River Regional Services Commission	Councillor Feist	Organisational Meeting	Bylaw No. 764-00	No
	alt. Councillor de Kok			
ORRSC Assessment Review Board	Deputy Mayor Papworth	Made by resolution. 3 or 4 year term. May be reappointed. May be resident at large	Bylaw No. 825-11	Yes
Picture Butte and District Chamber of Commerce - Executive and Regular	Deputy Mayor Papworth	Organisational Meeting	Orgs. Bylaws	No

ORGANISATIONAL APPOINTMENTS 2024-2025

NAME	MEMBERS	APPOINTMENT	AUTHORITY	TRAINING REQUIRED
Picture Butte Municipal Library Board	Councillor Neels	No more than 2 Councillors. 2 additional consecutive terms, 3 year terms	Bylaw No. 818-09	No
	Amanda Anderson - Chairperson	2nd term expires 15 Oct, 2025		
	Karen Kok	1st term expires 15 Jun, 2024		
	Theo Slingerland	1st term expires March, 2025		
	Jill Droogers	1st term expires Aug, 2025		
	Charlene Dooper	1st term expires Dec 2025		
	Estelle Anderson	1st term expires May 2025		
	Bonnie Zacher	1st term expires June 2025		
	Martin Oudshoorn	1st term expires Oct 2026		
Remembrance Day Committee	Deputy Mayor Papworth	Organisational Meeting	Orgs. Bylaws	No
South Grow	Councillor de Kok	Organisational Meeting	Orgs. Bylaws	No
Southern Alberta Energy from Waste Association	Councillor de Kok	Organisational Meeting	Orgs. Bylaws	No
	Alt. Councillor Neels			



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: 24 October, 2024

To: Mayor, Council

From: CAO

Re: Appointment of Assessor

Background:

Section 284(1) of the Municipal Government Act (MGA) states that a municipality “must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act.”

The Town of Picture Butte has a contract with Benchmark Assessment Consultants Inc. to provide assessment services to the Town in accordance with the MGA and regulations.

Recommendation:

To appoint the assessor, that is assigned to assess the Town of Picture Butte by Benchmark Assessment Consultants Inc., as the Town of Picture Butte’s Assessor.

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: 24 October, 2024
To: Mayor, Council
From: CAO

Re: Appointment of Auditor

Background:

Section 280 of the Municipal Government Act (MGA) states that a municipality “must appoint one or more auditors for the municipality”.

The Town of Picture Butte has a contract with Mercer Wilde Group to audit the Town of Picture Butte’s financials.

Recommendation:

To appoint the auditor, assigned to the Town of Picture Butte by Mercer Wilde Group, to be the auditor for the Town of Picture Butte.

Submitted by:

Keith Davis,
CAO