

Regular and Closed Meeting Agenda  
for Tuesday, April 11, 2023, at 5:30 p.m. to be held  
in the Council Chambers, in the Town Hall Complex,  
at 240 Main Street, Milk River, Alberta



1. Call to Order
2. Delegations 6:00 pm
3. Additions to the Agenda
4. Approval of Minutes
  - A) Minutes of the March 13, 2023, Regular Council Meeting
5. Business Arising from Minutes
  - A) Council Table
6. Financial Report
7. Administration Reports
  - A) Public Works
  - B) Community Peace Officer
  - C) Chief Administrative Officer
8. Bylaws and Policies
9. Old Business
10. New Business
  - A) Correspondence
  - B) Tax Credit Request - Roll 3919000
  - C) Seniors Week Proclamation
  - D) Director of Emergency Management Appointment
  - E) Special Council Meeting
  - F) Tax Recovery Reserve Bids
  - G) Veterans Highway 36 Committee Appointment
  - H) Chief Administrative Officer Performance Evaluation
  - I) National Public Works Week Proclamation
  - J) Milk River Municipal Library Appointments
11. Councillor Reports
  - A) Authorities, Boards, Committees and Commission Minutes
12. Mayor's Report
  - A) Authorities, Boards, Committees and Commission Minutes
13. Closed Session
14. Adjournment

Request for Decision

## Approval of Minutes

April 11, 2023



### RECOMMENDATION

That the minutes for the March 13, 2023, regular council meeting be accepted as presented.

### LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)  
Procedure Bylaw 1023

### BACKGROUND

As per the MGA and the Town's Procedural Bylaw, minutes are to be recorded and given to council for adoption at a subsequent council meeting.

### RISKS/CONSEQUENCES

1. By not approving the previous meetings minutes, Council would then not approve the decisions they made, as recorded, and no motion would be actioned by administration.
2. The minutes of the Council meetings can be adopted as amended. Council would need to be specific in an amendment to the recording of the previous meetings minutes.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Prior to Adoption: March 13, 2023, regular council meeting minutes

## Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, March 13, 2023, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

### Present – Elected Officials

Mayor Larry Liebelt, Councillor Peggy Losey (zoom), Councillor Anne Michaelis, Deputy Mayor Dave Degenstein (zoom – Joined the meeting at 5:50 p.m.), and Councillor Shayne Johnson

### Absent – Elected Officials

### Present – Administration

Kelly Lloyd, Chief Administrative Officer

## 1. Call to Order

Mayor Liebelt called the meeting to order at 5:30 p.m.

## 2. Delegation: 6:00 p.m.

### A) Glen Motz, MP

Mr. Motz spoke to the upcoming federal budget and advocacy points.

Moved by Councillor Johnson, “that Council thank Mr. Motz for his attendance and answers to Councils questions.”

Motion Carried 2023-59

### B) Milk River Fire Department

Chief Thompson provided a report on fire calls for 2022, along with budget 2023 request items and reported there are 15 members in the fire department.

Moved by Councillor Michaelis, “that Council thank Chief Thompson and Deputy Chief Cody for their attendance and accept the fire department report as information.”

Motion Carried 2023-60

*Mayor Liebelt recessed the meeting at 6:42 p.m.*

*Mayor Liebelt reconvened the meeting at 6:49 p.m.*

### C) Oldman River Regional Services Commission: Block 39

Bonnie Brunner, Senior Planner and Kattie Schlamp, Assistant Planner from the Oldman River Regional Services Commission spoke to the report on Block 39 as contained in the agenda package.

Moved by Councillor Losey, “that Council accept the Block 39 Design Concept number four.”

Motion Carried 2023-61

## 3) Additions to the Agenda

### A) Adoption of the Agenda

CAO Lloyd noted that agenda Item 10I, 8 Flags Campground Management Agreement was included in the agenda package, however, not listed on the agenda.

Moved by Councillor Losey, “that Council accept the agenda, as amended, for the regular council meeting on March 13, 2023.”

Motion Carried 2023-62

#### **4) Approval of Minutes**

##### **A) Minutes of the February 13, 2023, Regular Council Meeting**

Motion Carried 2023-54 should read Deputy Mayor Degenstein, not Councillor DM Degenstein.

Moved by Deputy Mayor Degenstein, "that Council accept the regular council meeting minutes from Monday, February 13, 2023, as amended."

Motion Carried 2023-63

#### **5. Business Arising from Minutes**

##### **A) Council Table**

Moved by Councillor Johnson, "that Council direct Administration to purchase the council meeting table."

Motion Carried 2023-64

#### **6. Financial Report**

Moved by Councillor Michaelis, "that the Financial Report for the period ending February 28, 2023, be accepted as information."

Motion Carried 2023-65

#### **7. Administration Reports**

##### **A) Public Works**

Moved by Councillor Johnson, "that Council accept the Public Works report for the period ending February 28, 2023, as information."

Motion Carried 2023-66

##### **B) Community Peace Officer**

There was nothing to report February.

##### **C) Chief Administrative Officer**

CAO Lloyd reviewed the report for the month of February.

Moved by Deputy Mayor Degenstein, "that the Administration Reports for the period ending February 28, 2023, be accepted as information."

Motion Carried 2023-67

#### **8. Bylaws**

##### **8A) Policy R3.0 Snow and Ice**

Moved by Councillor Johnson, "that Council direct administration to make changes to Policy R3, Snow and Ice Control, as discussed, and bring back to a future council meeting."

Motion Carried 2023-68

##### **8B) Policy F9.0 Sale of Town Land**

Moved by Deputy Mayor Degenstein, "that Council accept policy F9.0, Sale of Town Land as information."

Motion Carried 2023-69

#### **A) Old Business**

None.

#### **B) New Business**

10A) Correspondence

Moved by Councillor Losey, "that correspondence for the period ending March 13, 2023, be accepted as information."

Motion Carried 2023-70

10B) Childcare/Daycare

Deputy Mayor Degenstein relayed a key factor where the best place to develop childcare centres is in the schools. Council discussed potential next steps.

Moved by Councillor Michaelis, "that Council accept the report on Childcare/Daycare as information."

Motion Carried 2023-71

10C) Roll 3910000 Tax Write Off

Moved by Councillor Losey, "the Council approve of the bad debt expense for roll 3910000 in the amount of \$12,911.81."

Motion Carried 2023-72

10D) Riverside Community Golf Course Society Expenses

Moved by Deputy Mayor Degenstein, "that Council accept the submitted expenses from the Riverside Golf Society in the amount of \$15,890.99 against the \$25,000 annual requirement from the lease agreement."

Motion Carried 2023-73

10E) Historical Society Funding Request

Moved by Councillor Losey, "that Council accept the funding request from the Milk River Historical Society to paint the upper part of the outside of the Museum building and to pay for the painting."

Motion Carried 2023-74

10F) Candu Invoice

Moved by Councillor Johnson, "that Council approve payment for Candu invoice 2125, in the amount of \$7,696.16."

Motion Carried 2023-75

10G) Milk River Minor Ball Sponsorship Request

Moved by Councillor Johnson, "that Council approve the sponsorship of \$400.00 towards Milk River Minor Ball for the 2023 season."

Motion Carried 2023-76

10H) Roll 50600 Options

Moved by Councillor Michaelis, "that Council direct administration to obtain an appraisal for roll 50600."

Motion Carried 2023-77

10I) 8 Flags Campground Management Agreement

Moved by Councillor Losey, "that Council extend the 8 Flags Campground Management Agreement with the Riverside Community Golf Course Society for one year, to December 31, 2023."

Motion Carried 2023-78

## **11. Councillors Reports**

Councillor Losey attended the Oldman River Regional Services Commission, Milk River and District Seniors and Ridge Country Housing meetings, as well as represent the Milk River Watershed at a Prairie Conservation conference.

Deputy Mayor Degenstein attended Ridge Country Housing, and Ridge Regional Public Safety Services meetings. He also met with Minister Neufeld and Mayor Liebelt.

Councillor Johnson attended Alberta Health Services Town Hall, Town budget meeting, as well as the Ag Society and Heritage Handi-Bus meetings.

Councillor Michaelis attended the Future of Municipal Government webinar hosted by Alberta Municipalities, the Town Hall Budget meeting with the Minister of Municipal Affairs, as well as the Alberta Health Services Town Hall.

Moved by Councillor Johnson, "that the Councillors reports for the period ending March 13, 2023, be accepted as information."

Motion Carried 2023-79

## **12. Mayors Report**

Mayor Liebelt attended the following meetings: All Council, Alberta Tourism, Mayors and Reeves, Chief Mountain Regional Solid Waste Commission strategic planning and regular meeting, as well as the town budget meeting, and the CARE Conference. Along with Deputy Minister Degenstein, met Minister Neudorf to discuss the visitor information centre and the east end of Erle Rivers School.

Moved by Councillor Michaelis, "that Council accept the Mayors Report for the period ending March 13, 2023, as information."

Motion Carried 2023-80

## **13. Closed Session**

A) Section 17: Disclosure Harmful to Personal Privacy – CAO Evaluation

Moved by Councillor Losey, "that Council move into closed session in accordance with Section 197(2) of the Municipal Government Act at 9:30 p.m., to discuss matters exempt from disclosure under FOIP Section 17: Disclosure Harmful to Personal Privacy, with Council only to remain in attendance."

Motion Carried 2023-81

Moved by Deputy Mayor Degenstein, "that the meeting reconvene to the regular Council meeting at 10:03 p.m."

Motion Carried 2023-82

## **14. Adjournment**

Moved by Councillor Losey, "that the regular council meeting of March 13, 2023, adjourn at 10:04 p.m."

Motion Carried 2023-83

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Larry Liebelt  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

These minutes were approved on the XX day of XXXXX 2023.

Request for Decision

## Administration Reports

April 11, 2023



### RECOMMENDATION

That the Administration Reports for the period ending March 31, 2023, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

On a monthly basis, administration provides Council with reports on the following: Public Works, Municipal Enforcement (Community Peace Officer), and the Chief Administrative Officer.

### RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the reports. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

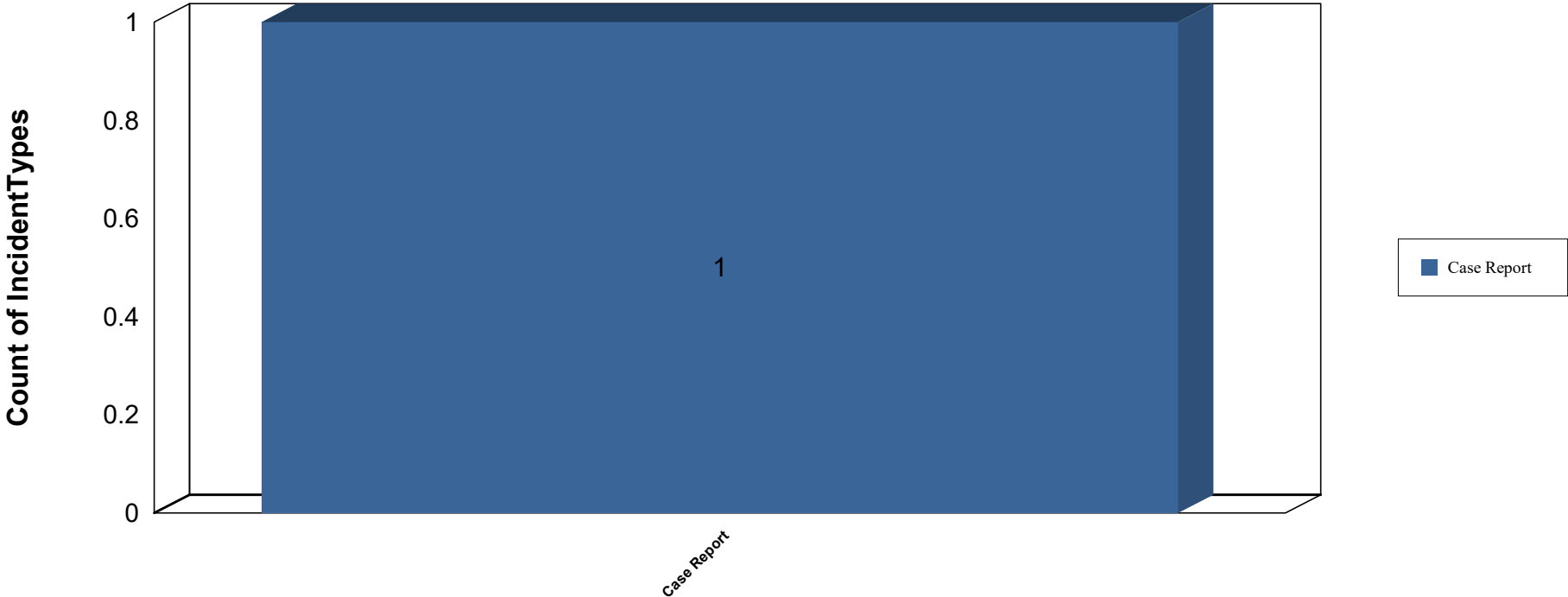
### ATTACHMENTS

1. Public Works Report
2. Community Peace Officer Report
3. Chief Administrative Officer Report

Municipal Enforcement

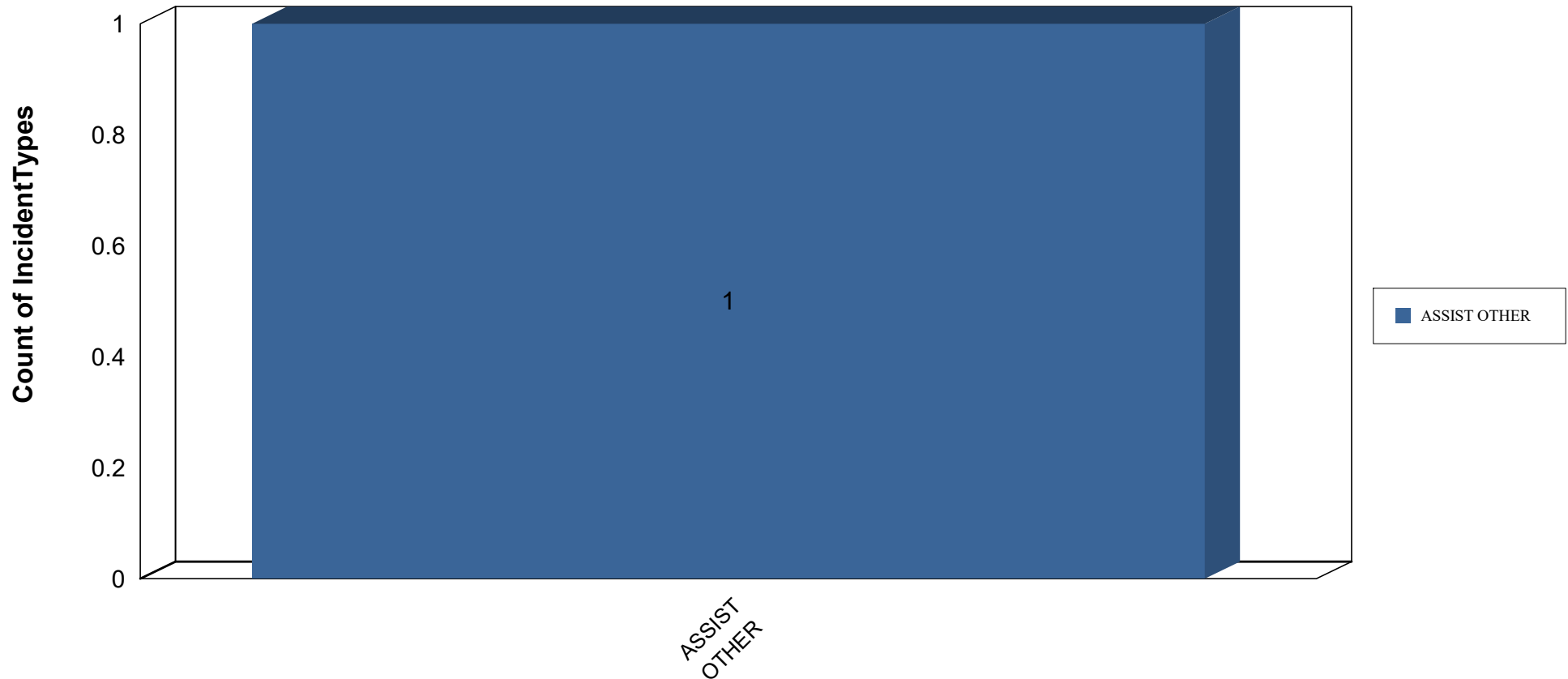
Statistics from: 3/1/2023 12:00:00AM to 3/31/2023 11:59:00PM

Count of Reports Completed





# Count of Incident Types



100.00% # of Reports: 1 Case Report ASSIST OTHER

**Grand Total: 100.00% Total # of Incident Types Reported: 1 Total # of Reports: 1**

Grand Total: 100.00% Total # of Incident Types Reported: 1

Request for Decision

## Correspondence

April 11, 2023



### RECOMMENDATION

That correspondence for the period ending April 11, 2023, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

Correspondence is a collection of general information received at the Town Office and is provided to Council as information.

### RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in correspondence. Council shall be specific in the direction it provides.
2. Council may direct Administration on any item contained in correspondence.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Town of Barrhead - ERP Program
2. Municipal Affairs - Joint Use and Planning Agreements / Minister's Order
3. Writing on Stone Minutes
4. Municipal Affairs - Alberta Community Partnership Grant
5. Farm Safety Centre - Thank you
6. Alberta Infrastructure - East End of Erle Rivers School
7. Public Safety and Emergency Services - Police Funding Model
8. Alberta Ombudsman - Introduction
9. Alberta Safety Codes Council - Annual Audit
10. County of Warner - Thank you

March 21, 2023

Office of the Minister  
Environment & Protected Areas  
224 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

**RE: Community Spaces Grant application by Barrhead Wellness Connection**

Dear Minister Savage,

On March 14, Council heard from Evan Jamieson, President, Alberta Weekly Newspapers Association. Mr. Jamieson highlighted what impact changes to the EPR program would have on newspaper media.

The newspaper industry is already under extreme financial pressure due to increased costs of materials and inflation coupled with the decline in advertising spend and subscriptions. It might seem simple to discontinue physical publications in a digital world; however, digital excludes entire demographics of individuals who cannot access the internet. Newspapers serve as a source of information for those who still operate in an analogue world. A newspaper shuttering its doors due to additional expenses, will cut an entire demographic off from access to local, national, and international news.

We urge the UPC to follow in the footsteps of jurisdictions such as Great Britain and Ontario where newspapers have become exempt from similar EPR programs. Newspapers have multiple uses, offering a secondary purpose aside from providing information about the world. Among other uses, they are conducive as insulation for temperature sensitive products during transport and protect precious family heirlooms during a move. We urge you to recognize the importance of local papers and the impact the potential closure newspaper businesses would have on the social fabric of the communities they serve. Consider the challenges already faced. Follow in the footsteps of the Ontario government, and please exempt newspapers from the revised EPR program.

Regards,



Dave McKenzie  
Mayor

cc: Glen van Dijken, MLA Westlock-Peace River  
Alberta Municipalities  
All Alberta Municipalities



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR110902

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards by June 10, 2023.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this deadline. My colleague, the Honourable Adriana LaGrange, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards to June 10, 2025, to provide sufficient time to complete these agreements.

In addition to this extension granted as per Ministerial Order No. MSD:013/23, the Ministry of Municipal Affairs can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca), or toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca) or call the number above for more information.

Sincerely,

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:013/23

cc: Honourable Adriana LaGrange, Minister of Education





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:013/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *MGA*, is extended to June 10, 2025.

This order shall come into force on April 1, 2023.

Dated at Edmonton, Alberta, this 8<sup>th</sup> day of March, 2023.

Rebecca Schulz  
Minister of Municipal Affairs

# 2023 Writing-on-Stone/Áísínai'pi (WOS/A) & Local Community Spring Meeting Minutes

**March 15, 2023**

**1:00pm - 2:15pm**

## **In Attendance:**

Community members: Ross Ford, Shawn Hathaway, Rob Johnston, Kelly Lloyd, Anne Michaelis, Josie Noble, Andrew Reese, Tim Romanow, Kyle Turner, Jim Willet, Bob Wills, Darcy Wills

Staff: Aaron Faber (Infrastructure Project Manager), Dylan Leech (SE Area Manager), Cam Lockerbie (Ecologist), Suzanne Lodermeier (Visitor Experience Team Lead), Robert Oakley (Rangeland Agrologist), John Reid (Park Ranger Team Lead), Travis Sjøvold (Regional Operations Support Manager), Brad Tucker (Regional Rec & Resource Mgmt. Coordinator), Rebecca Wilde (Visitor Engagement Supervisor)

Meeting chair: Suzanne Lodermeier

- 1) Welcome & Introductions
  - a) Round-table introductions, agenda review
  - b) Last meeting was December 2021. We are looking forward to connecting with local landowners and community members to build working relationships.
- 2) Writing-on-Stone/ Áísínai'pi Updates
  - a) Alberta Forestry, Parks & Tourism
    - i) Another move to a new ministry: we are now Forestry, Parks and Tourism; under Minister Todd Lowen.
    - ii) Travis provided an organizational overview – who to contact regarding different issues.
    - iii) Commitment to reach out annually to talk about the work we are doing and to hear from community about updates.
  - b) Staffing Changes
    - i) As of the last meeting, Aaron Domes has moved to Lands division as a planner. Suzanne has taken over leadership at the park.
    - ii) Rebecca Wilde has returned after working seasonally in the past.
    - iii) Shelly Law has retired as caretaking and maintenance supervisor.
    - iv) With the ministry reorganization, the Park mandate has shifted to recreation and tourism and rangeland management has moved to another department.
    - v) Robert Oakley is the rangeland agrologist who is now responsible for the WOS area.
    - vi) Cam Lockerbie responsible for ecology file.

- vii) John Reid is head park ranger and will be overseeing WOS and Cypress Hills providing compliance support for summer season.
  - viii) Dylan Leech has been recently hired as the SE area manager and will be taking over Writing-on-Stone area in addition to Cypress Hills. Travis will help with transition over the next few months and has already started in his new Operational Supports Manager for the Southern Region.
  - ix) The park will be looking to hire a new Maintenance & Caretaking supervisor ASAP. Community encouraged to share job posting in their networks. The rest of our seasonal positions are mostly filled.
- c) Vegetation-Ecosystem Management
- i) Cam Lockerbie and Robert Oakley reported on vegetation management with grazing and haying updates. Those who held permits last year have been extended for another year. For upcoming year, in the process to determine how the transition will be handled moving from parks to lands division.
  - ii) Cam reports that the second draft for vegetation management plans – recommendations for land use decisions, ecosystem management, conservation, range and riparian management, reclamation, park and visitor use, heritage considerations and historical sites, indigenous considerations, fire considerations. This document will provide background information for Robert in decision making going forward for permits. This must be in alignment with management plan and its context.
- d) Infrastructure Assessment
- i) Aaron Faber, project manager– in the process of securing a contract for an infrastructure assessment for Writing-on-Stone Áísinaí'pi. This will help aid in determining priorities to steer capital investment in the park over the next few years.
- e) Park Operations & Visitor Services
- i) This past year the rock art monitoring staff have worked to make sure the petroglyph and pictographs are in good condition. Dedicated volunteer Mike Forbis has spent endless hours monitoring these resources.
  - ii) Brad Tucker reported that the Queen's Platinum Jubilee was awarded to Mike Forbis on Feb 27 in Edmonton by minister Todd Lowen for Mike's volunteer contributions on the ground and for his development of the rock art database.
  - iii) Visitation during "COVID" years were higher than usual – we saw an increase in visitation as Albertans were looking for outdoor opportunities, but the visitation declined some in 2022.
  - iv) Theatre program returned with very positive feedback,
  - v) Formal education reintroduced as well; virtual and onsite. Programming collaboration with the Milk River Watershed Council Canada (MRWCC) continues. Also planning longer guided hikes for upcoming season.



- vi) Information services: We have a new Business Operations & Info Services Supervisor (BOISS) seasonal position new to the park in 2022 and we have a new local candidate for the 2023 season.
- vii) Reserve Alberta Parks (RAP) 2.0 online reservation system for booking camping is being redeveloped with more robust operation.
- viii) Recruiting for the seasonal team is nearing completion and looking forward to a new season.
- ix) John Reid is the new Ranger team lead – spent 33 years in military excited to get on the ground for the upcoming season for Writing-on-Stone with two new rangers for the park

### 3) Community Updates & Questions/ Discussion

- o Kelly Lloyd: Visitor Information Centre (VIC) in Milk River will be open this season, operated by the Businessmen's Association.
- o Tim Romanow: Q: timeline for vegetation management document?
  - Cameron responded that report will be ready for spring. Election may interfere with RFPs.
- o Tim says MRWCC is interested in relocating to VIC building. MRWCC is hiring a summer intern. Last year's intern conducted an informal survey of canoe launch points in an effort to encourage recreational opportunities. New state of the Watershed report coming in the fall. MRWCC will continue to gather data regarding river users. Acknowledged river user trespass concerns identified by Kyle T. previously.
- o Milk River Watershed Council Canada Community Appreciation Forum coming up March 27; everyone invited.
- o Travis: interested in river user report information if available?
  - Tim will provide summary to Travis.
- o Discussion of meeting frequency and in-person vs remote options
  - Support for next meeting to be held in person in November.
  - Suzanne will select a date for early November and send out with minutes
- o Ross Ford: interested in statistical data for visitation to the park in 2022.
  - Suzanne will provide Ross the visitation stats
- o Ross expressed interest in how Visitor Centre displays and messages were created and who to contact regarding history of the park and how it is shared.
  - Suzanne suggested getting in touch with her or Becky for collections management for the Visitor Centre at WOS/A.
- o Ross had a question for Aaron F. regarding upcoming projects – how do local contractors bid and can they be kept informed of work/project opportunities?
  - Aaron responded that still trying to determine what parks priorities would be regarding infrastructure projects.
  - Suzanne said she could provide Ross with another Parks contact for information regarding regular maintenance contracts for Alberta Parks.
- o Ross suggested that John become acquainted with local law enforcement and to building relations.
  - John will seek opportunities to connect.
  - Shawn Hathaway shared peace officers on call # 587-813-0791

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- Question for Robert regarding leaseholders.
    - Robert will communicate and keep updated with current leaseholders.
  - Anne Michaelis would like letter of support for VIC – looking for ways to keep it operational. Wanting data from those affected.
    - Suzanne said that she could work with Anne on this.

4) Adjournment: 2:15pm



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR110742

March 21, 2023

His Worship Larry Liebelt  
Mayor  
Town of Milk River  
PO Box 270  
Milk River AB T0K 1M0

Dear Mayor Liebelt:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Milk River has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2022/23 ACP in support of your Regional Water Services and Supply Study project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by first dialing 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Schulz". The signature is fluid and cursive, with the first name "Rebecca" being more prominent than the last name "Schulz".

Rebecca Schulz  
Minister

cc: Honourable Grant Hunter, MLA, Taber-Warner  
Mayor Jimmy Willett, Village of Coutts  
Mayor Tyler Lindsay, Village of Warner  
Reeve Randall Taylor, County of Warner  
Kelly Lloyd, Chief Administrative Officer, Town of Milk River and Village of Warner  
Lori Rolfe, Chief Administrative Officer, Village of Coutts  
Shawn Hathaway, Chief Administrative Officer, County of Warner



RECEIVED

MAR 23 2023

265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – [www.abfarmsafety.com](http://www.abfarmsafety.com)

March 20, 2023

Town of Milk River  
Box 270  
240 Main Street  
Milk River, AB T0K 1M0

The \$350.00 contribution received March 6, 2023 was very much appreciated by the Farm Safety Centre. Find receipt 1742 enclosed. It is our hope to reach more rural children in your area in the coming years. The consistent financial assistance from committed contributors is greatly appreciated especially in this time of uncertainty. Recognition of contributions are always noted on our website under "Supporters".

We are grateful for the continued support and interest in farm safety education shown by your organization and acknowledge your generous responses to our 2022 request letter.

The Safety Smarts program is running at full capacity and we are on track to reach more students this year than in 2021. Feedback from students and teachers is both positive and encouraging.

The Sustainable Farm Families program and the Rural Health Initiative are also up and running with new workshops being scheduled and delivered year-round. See included brochure for more information. If your organization would like more information about these programs or would like to host one for members of your organization or people in your area then please let us know.

Thanks again for your generous support. It would not be possible to deliver these important programs without the generous support of organizations like yours.

Sincerely,

Jordan Jensen  
Executive Director  
Farm Safety Centre





ALBERTA  
INFRASTRUCTURE

*Office of the Minister*

AR 54081

March 30, 2023

His Worship Larry Liebelt  
Mayor, Town of Milk River  
240 Main St NW  
Milk River, AB T0K 1M0

Dear Mayor Liebelt:

I appreciated the opportunity to meet with you on March 3, 2023, to discuss your concerns regarding the capital project solution for Horizon School Division's (HSD) Milk River School and Erle Rivers High School. As Minister of Infrastructure, I value hearing the feedback of my ministry's partners.

I am pleased to advise that Education and Infrastructure are currently reviewing the possibility of fulfilling the Town's and HSD's request to preserve the precast east portion (junior high wing) of Erle Rivers High School. I understand that Education will be contacting HSD to initiate discussions and the required agreements and conditions required to move forward.

I recognize the importance of this project to HSD, the Town, and the families in Milk River, and the surrounding region. As such, I appreciate your advocacy on behalf of your community and look forward to seeing this project continue to progress.

Sincerely,

Nathan Neudorf  
Minister

cc: Honourable Adriana LaGrange, Minister of Education  
Marie Logan, Board Chair, Horizon School Division

**From:** [Trudi Sutherland](#)  
**To:** ["Sean Butler"](#); [Kelly Lloyd](#)  
**Subject:** FW: Hwy 36:02 Paving Operations  
**Date:** March 23, 2023 8:46:08 AM  
**Attachments:** [Location Plan-REV1.pdf](#)  
[Con22248 Hwy 36 - Haul Route.pdf](#)

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Trudi Sutherland  
Administrative Assistant  
Ph.(403)-647-3773  
Fx.(403)-647-3772  
[www.main@milkriver.ca](mailto:www.main@milkriver.ca)



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**From:** Justin Sciarra <[justin.sciarra@eagleengineering.ca](mailto:justin.sciarra@eagleengineering.ca)>  
**Sent:** Wednesday, March 22, 2023 4:44 PM  
**To:** [main@milkriver.ca](mailto:main@milkriver.ca)  
**Cc:** Chris P Poirier <[Chris.P.Poirier@gov.ab.ca](mailto:Chris.P.Poirier@gov.ab.ca)>; Midkhat Aptekaev <[MAptekaev@aecon.com](mailto:MAptekaev@aecon.com)>  
**Subject:** Hwy 36:02 Paving Operations

Good Afternoon,

Alberta Transportation and Economic Corridors will be partnering with Aecon Transportation West to rehabilitate Highway 36 in the Spring of 2023. Please find attached the project location plan which displays the areas where Aecon Transportation West will be completing cold milling and asphalt paving. The Contractor will be using the Milk River (South) Pit as an aggregate source for the Project. Please find attached the route map that trucks and vehicles will be traveling to transport asphalt from the pit and recycled asphalt pavement back to the pit.

The tentative start for construction is May 1<sup>st</sup>.

Schedules are subject to change and our project team will do our best to notify you if they do. As we approach construction, we will distribute a notification pamphlet and additional project details. Please feel free to contact us with any questions, comments, or concerns.

Thank you,

**Justin Sciarra, P.Eng.**



19 White Avenue, PO Box 208

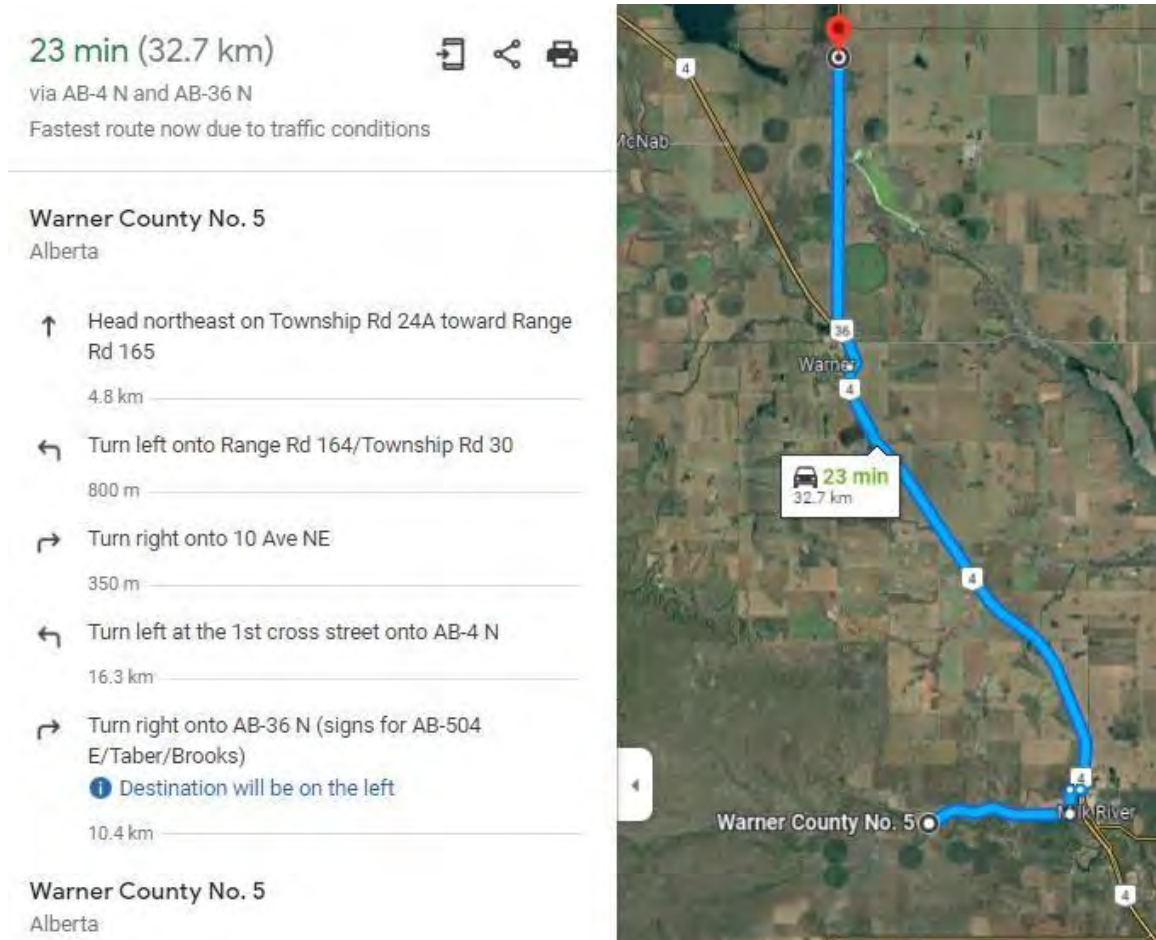
Bragg Creek, AB T0L 0K0

ph: (403) 949-9116

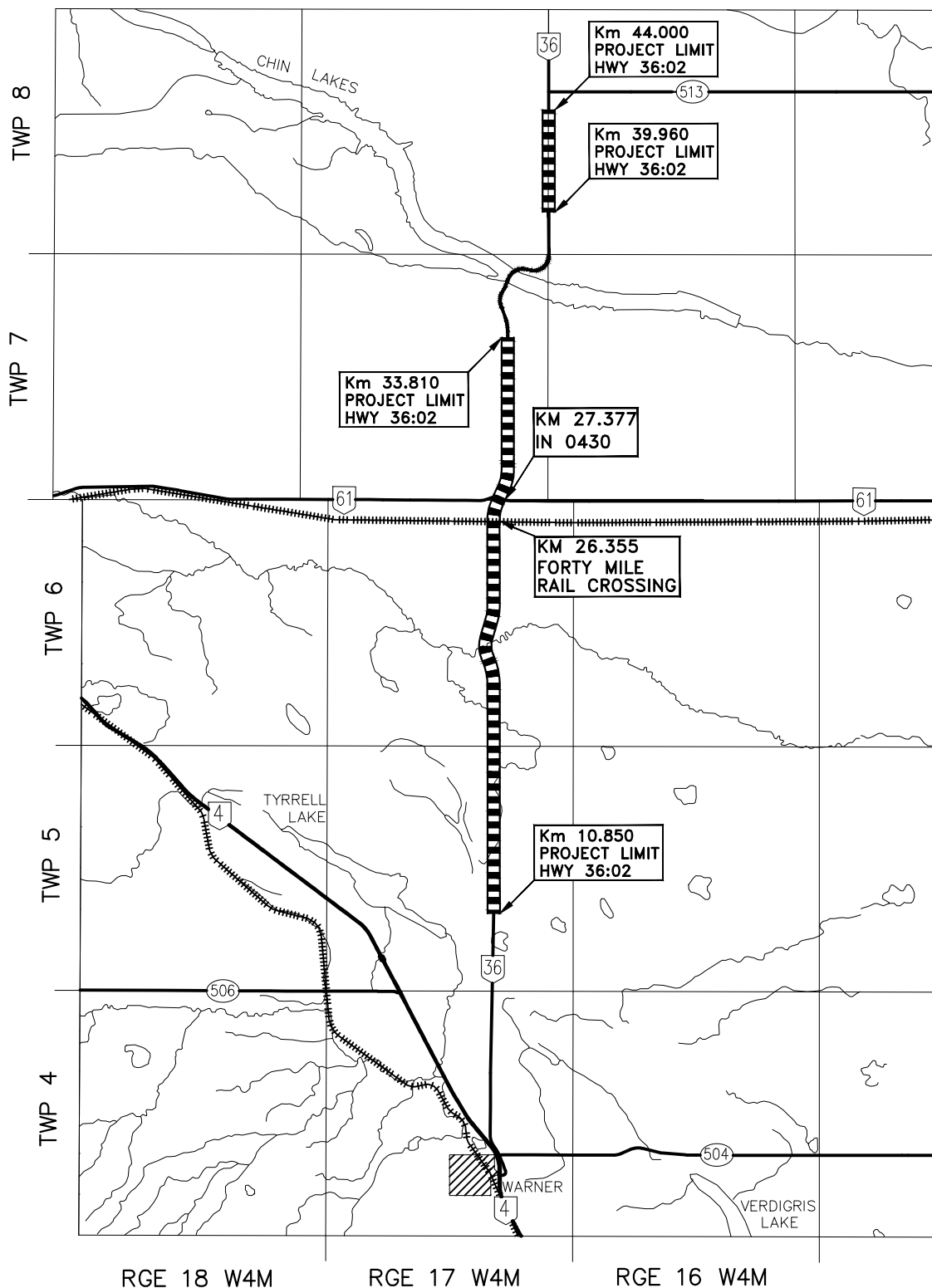
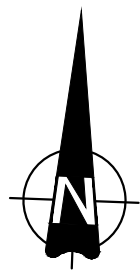
cell: (403) 589-4431

email: [Justin.Sciarra@eagleengineering.ca](mailto:Justin.Sciarra@eagleengineering.ca)





**Figure 4: Milk River Pit Haul Route to Project**



INDICATES PROJECT AREA

SCALE 2 0 10 KILOMETRES

CONSULTANT



HWY 36:02

9 KM N OF HWY 504 TO 13 KM S OF TOWN OF TABER

ACP AND OTHER WORK

LOCATION PLAN



REGION  
SOUTHERN

DRAWN BY  
TB

CHECKED BY  
KB

DATE  
2022-01-20

SITE  
N/A

CONTRACT  
22248

SCALE  
N/A

HWY  
36:02

SHEET  
1 OF 3

DRAWING No  
36:02 - 1

March 1, 2023

Ms. Kelly Lloyd  
Chief Administrative Officer  
Town of Milk River  
PO Box 270  
Milk River AB T0K 1M0

Dear Ms. Lloyd:

This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 20 per cent cost recovery for the fiscal year 2022/23. Total revenue generated is estimated to be \$44,784,300 and will be reinvested in Alberta policing initiatives. For fiscal year 2023/24 and going forward, municipalities will be invoiced based on a 30 per cent cost recovery. For your planning purposes, please use your invoiced amount for 2022/23 and add an additional 50 per cent to estimate your 2023/24 invoice total.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at [gordon.crawford@gov.ab.ca](mailto:gordon.crawford@gov.ab.ca). Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at [lisa.gagnier@gov.ab.ca](mailto:lisa.gagnier@gov.ab.ca).

Sincerely,



M. A. (Marlin) Degrand, M.O.M.  
Assistant Deputy Minister

### **Cost Breakdown**

The provincial payment generating \$44,784,300 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

#### ***Provincial Data***

<b>Revenue Generated 2022-23 after modifiers</b>	<b>Total Municipal Population (2021)</b>	<b>Total Equalized Assessment (2023)</b>	<b>Total Revenue Base Estimate</b>
\$44,784,300	762,490	303,816,170,576	\$46,500,000

#### ***Municipal Data***

<b>Town of Milk River</b>	<b>Data/Cost Breakdown</b>
2021 Population	812
2023 Equalized Assessment	\$70,844,040
Equalized Assessment per capita	\$87,246
Population % of total for PFM	0.10649%
Equalized Assessment % of total for PFM	0.02332%
Amount based on 50% Population (A)	\$24,759
Amount based on 50% Equalized Assessment (B)	\$5,422
Total share policing cost C = (A + B)	\$30,181
<b><i>Less modifiers:</i></b>	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 0
Subsidy from Shadow Population (variable %) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$ 0
Total share with modifiers	\$30,181

#### **Notes**

Population provided by Alberta Treasury Board and Finance

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

**Note 1:** CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

**Note 2:** Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

**Note 3:** No detachment subsidy provided if town/municipality does not have access to a detachment.

Good afternoon!

People relying on government programs expect fair treatment when a decision affects their lives and wellbeing. Most of the time, public services are delivered effectively and, in the public's best interest. However, when problems arise, the Ombudsman's office is here to listen and objectively investigate complaints.

Recently, I was honoured to be sworn in as Alberta's tenth Ombudsman. The purpose of this email is to introduce myself and my office to public agencies, advocacy services and organizations serving people who may be struggling. If your organization recognizes a person is feeling stuck or uncertain as to how to move their complaint forward, we may be able to help. Complaints can be submitted in a variety of ways, including through our secure online complaint form, email, and regular mail. We have [promotional material](#) to help or this video explains [how](#) to complain.

Some of you may have collaborated with our office before, or this may be the first time you have heard of us. If you are interested in learning more about the Ombudsman's role, the Canadian Council of Parliamentary Ombudsman is releasing a series of podcasts called *Making it Fair*. Our submission is episode four, "**No**" is Never a Complete Sentence and has just been released.

We hope you enjoy listening: <https://ccpo-ccop.ca/podcasts/>

Sincerely,

**Kevin Brezinski**

Alberta Ombudsman

OMB – 1-888-780-427-2756

[www.ombudsman.ab.ca](http://www.ombudsman.ab.ca)



**CONFIDENTIALITY NOTICE:** This message is intended only for the use of the individual or entity to which it is addressed and contains information that is strictly confidential. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, distribution or copying of this message and any attachments is strictly prohibited. If you have received this message and any attachments in error, please notify the sender immediately, and delete this message and any attachments from your computer system, and refrain from saving or copying this communication or forwarding it to any other recipient.

**Please note:** Any materials prepared as a result of a complaint submitted to the Ombudsman, including the complaint itself, and any material produced by the Ombudsman, such as this email, cannot be used in any other proceedings, including before a board or court. This applies whether you or the Ombudsman have possession of any of these materials.

## Our Mission

The Alberta Ombudsman provides oversight to ensure fair treatment through independent investigations, recommendations and education for all Albertans.

## Our Values

**Integrity. Respect. Accountability. Independence.**

We also value a working environment that embraces diversity, fosters personal and professional growth, collaboration and innovation.

## Our Role

### The Ombudsman:

- Is an independent Officer of the Legislative Assembly
- Does not report to any Minister, Executive Council or other individual
- Provides impartial and objective, third-party oversight
- Makes recommendations to improve decisions and/or decision-making processes



## Get in Touch

### Edmonton Office:

9925 – 109 Street NW, Suite 700  
Edmonton, Alberta T5K 2J8  
Phone: 780.427.2756  
Fax: 780.427.2759

### Calgary Office:

801 – 6 Avenue SW, Suite 2560  
Calgary, Alberta T2P 3W2  
Phone: 403.297.6185  
Fax: 403.297.5121

Toll free: 1.888.455.2756  
Email: [info@ombudsman.ab.ca](mailto:info@ombudsman.ab.ca)  
Website: [www.ombudsman.ab.ca](http://www.ombudsman.ab.ca)  
Follow us on Twitter: @AB\_Ombudsman



[www.ombudsman.ab.ca](http://www.ombudsman.ab.ca)

**Your voice  
of fairness.**

The Alberta Ombudsman is the office of last resort. If you have completed all available appeals and exhausted all available reviews, you may register a complaint with our office.

[www.ombudsman.ab.ca](http://www.ombudsman.ab.ca)

## Our Jurisdiction

The Ombudsman can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

The Ombudsman cannot investigate:

- Decisions made by the Federal government
- Members of the Legislative Assembly
- Federal or municipal police forces
- Decisions made by universities or schools
- Decisions made by the courts
- Private businesses or private matters

# Making a Complaint

## HERE'S HOW

- 1 Complete our online complaint form at [www.ombudsman.ab.ca](http://www.ombudsman.ab.ca) or submit your complaint in writing should you not have access to the internet
- 2 Provide specific information about your complaint, your name and contact information (address, telephone number, email, etc.)
- 3 Identify in your complaint the name of the department, agency or organization you are complaining about; include names and titles of the individuals you have dealt with
- 4 Explain what you have done to resolve the problem and why you feel you were treated unfairly
- 5 Describe the result or outcome that you seek
- 6 Provide a copy of the final decision or latest correspondence you received to help us understand your complaint

## Complaint Received

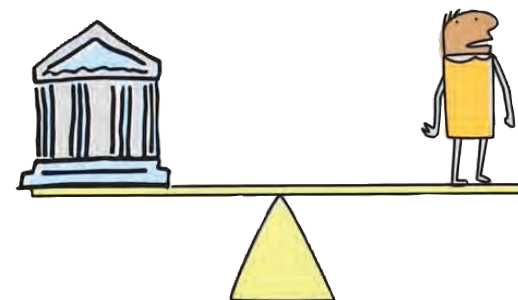
Once the complaint has been received, the Ombudsman will review the information and determine if an investigation is warranted.

If your complaint is accepted, we will:

- Contact you and discuss your complaint
- Contact the department, agency, or designated professional organization and provide them an opportunity to respond
- Advise of the outcome of any investigation to the appropriate department, agency, or designated professional organization involved and
- Provide you with a letter explaining the final outcome of our investigation

The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

If you are unsure if your complaint falls within the Ombudsman's jurisdiction, please contact us for further information. The Ombudsman is open, approachable and responsive to questions and concerns of Albertans seeking our assistance.





March 23, 2023

Kelly Lloyd  
Chief Administrative Officer  
Town of Milk River  
BOX 270  
Milk River AB T0K 1M0

Dear Kelly Lloyd:

**RE: 2022 Annual Internal Review  
Town of Milk River - Accreditation No: M000402**

The Town of Milk River 2022 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect. Thank you for submitting your review promptly.

One Item that was flagged during our review is regarding your Quality Management Plan (QMP). It is important to keep the QMP as up to date as possible as this describes the terms and conditions of accreditation. The Aged QMP Program was introduced in 2022, requires organizations to update their QMPs every five years in accordance with Accreditation Policy. Organizations with a QMP date of 2016/2017/2018 will receive a formal notification letter in August of 2023, informing them of a mandatory update.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca).

Best Regards,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows  
Administrator of Accreditation

LM



**2022**

## **Annual Internal Review**

**Accredited Municipality**

**Town of Milk River**



## 2022- Municipal Accreditation

### Accreditation Information

**Accreditation ID:** M000402  
**Municipal Name:** Town of Milk River  
**Population Size:** 827  
**Municipal Type:** Town  
**Accredited Disciplines:** Building, Electrical, Gas, Plumbing  
**Application Disciplines:** Building, Electrical, Gas, Plumbing

### QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name , Last name)	QMP Manager Job Title
241	Building, Plumbing, Electrical, Gas	2018-09-10	Kelly Lloyd	Chief Administrative Officer

### Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	7	15	5	3	0	30
Permits Closed	12	16	7	5	0	40
Permits Open	3	10	3	1	0	17
Inspection Completed	8	19	8	5	0	40
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0

### QMP Administration

a.	Is an accredited agency under contract to provide safety codes services?	Yes
b.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

### Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other
Park Enterprises	Yes	Yes	Yes	Yes				

### Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes



v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

		Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a.	Overall satisfaction.	Yes			
b.	Delivery of permit services.	Yes			
c.	Delivery of inspection services.	Yes			
d.	Timeliness and responsiveness of service delivery.	Yes			
e.	Competency and knowledge of SCOs.	Yes			
f.	Actions taken to improve the delivery of safety codes services.	Yes			
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.	Yes			

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

File Information

Discipline: Plumbing	Permit Issue Date: 2022-03-15	Permit Closure Date: 2022-09-09
Issuing Organization: Park Enterprises Ltd.		
Permit Issuer: Bonnie Wilson	DOP Number: P00009998	
Inspecting Organization: Park Enterprises Ltd.		
Inspecting SCO: Rob Brown	DOP Number: D000010006	
Discipline: Electrical	Permit Issue Date: 2021-09-21	Permit Closure Date: 2022-03-21
Issuing Organization: Park Enterprises Ltd.		
Permit Issuer: Clifford Rosenberg	DOP Number: P00009901	
Inspecting Organization: Park Enterprises Ltd.		
Inspecting SCO: Darren Imesch	DOP Number: D00008766	
Discipline: Building	Permit Issue Date: 2022-10-19	Permit Closure Date: 2022-10-26
Issuing Organization: Park Enterprises Ltd.		
Permit Issuer: Clifford Rosenberg	DOP Number: P00009901	
Inspecting Organization: Park Enterprises Ltd.		
Inspecting SCO: Jacob Koster	DOP Number: D00009190	
Discipline: Private Sewage	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	



Discipline: Gas                      Permit Issue Date: 2021-08-21                      Permit Closure Date: 2022-03-10

Issuing Organization: Park Enterprises Ltd.

Permit Issuer: Clifford Rosenberg                      DOP Number: P00009901

Inspecting Organization: Park Enterprises Ltd.

Inspecting SCO: Zackary Goodwill Anderson                      DOP Number: D00009651

File Review

Building	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	No
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the “work in place” at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Electrical	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes

<b>Electrical</b>	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
<b>Gas</b>	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	Yes
	1.	Were the deficiencies resolved prior to permit closure?	Yes
	2.	Were the deficiencies an unsafe conditions?	No

<b>Gas</b>	3.	Was a verification of compliance accepted?	Yes
<b>Plumbing</b>	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	No
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
<b>Private Sewage</b>	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	

Private Sewage	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the “work in place” at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	Was the permit closed with an unsafe condition?	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	

Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

No

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

No

Municipal Acknowledgement and Signature

Signature: Kelly LloydDate: 2023-03-15

Job Title: CAO

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature: Date: 2023-03-23





## COUNTY OF WARNER NO. 5

OFFICE OF THE ADMINISTRATOR  
Box 90  
300 County Road  
WARNER, AB T0K 2L0

RECEIVED

APR 05 2023

Ph: 403-642-3635  
Toll Free: 1-888-642-2241  
Fax: 403-642-3631  
Web: [www.warnercounty.ca](http://www.warnercounty.ca)

March 29, 2023

Town of Milk River  
Attention: Kelly Lloyd  
PO Box 270  
Milk River, AB T0K 1M0

**Re: Donation to Emergency Services Appreciation Evening**

On behalf of the County of Warner and the Emergency Services Volunteers, I would like to thank you for the donation you provided as a prize at the annual Emergency Services Appreciation Night. Your continued support of this event means a great deal to us.

The volunteers were treated to a wonderful dinner, after which long-term service awards were presented to those who have achieved 10 or more years of service. With your generosity, we were able to present a donated prize to every volunteer. Thank you again for taking the time to make a donation.

Yours truly,

Nikki van Klaveren  
Tax Clerk



Request for Decision

Roll 3919000 Credit Request

April 11, 2023



## RECOMMENDATION

The Council approve / not approve the credit request for roll 3919000 in the amount of \$7,479.85.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

The owner of 836 Main Street has called regarding the exemption, who was not aware when the lease was signed in 2011 that the rental unit would qualify for an exemption of property taxes.

There previously had not been any communication from Alberta Health Services to identify those properties that would qualify from property tax exemption. As such, the letter received by both the property owner and the Town has resulted in the request before Council.

Administration is currently gathering further information to support Council's decision making.

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Alberta Health Services Letter
2. MGA Excerpt
3. Exemption Calculation

March 6, 2023

Email to: [main@milkriver.ca](mailto:main@milkriver.ca)

Town of Milk River  
Box 270  
240 Main Street  
Milk River, AB T0K 1M0

**RE: PROPERTY TAX EXEMPTION – TERMINATION  
PREMISES AT 201, 836 MAIN STREET, MILK RIVER, AB**

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Please be advised that AHS has terminated the Residential Tenancy Agreement of the above noted property as of February 28, 2023. Accordingly, the exempt status granted for this space by the Town of Milk River is no longer required after that date.

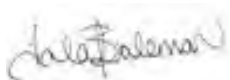
<b>Name of Landlord:</b>	[REDACTED]
<b>Address:</b>	201, 836 Main Street, Milk River, AB
<b>Leased Premises:</b>	930 square feet of rentable area
<b>Termination Date:</b>	February 28, 2023

Please process the lease termination in the Town of Milk River's records, apply AHS' property tax exemption termination for the formally leased premises as indicated above, and provide written confirmation of the termination.

Should you have any questions or concerns, please do not hesitate to contact me by telephone at 587-774-5159 or via email at [tala.bateman@ahs.ca](mailto:tala.bateman@ahs.ca).

Sincerely,

**ALBERTA HEALTH SERVICES**



Tala Bateman  
Real Estate Administrator

cc: Bryon Skretting ([bryon.skretting@gmail.com](mailto:bryon.skretting@gmail.com)); Shawna Pineau (AHS); file

- (5) An agreement under this section with an operator who is subject to regulation by the Alberta Utilities Commission is of no effect unless it is approved by the Alberta Utilities Commission.  
RSA 2000 cM-26 s360, 2007 cA-37.2 s82(17)

**Exemptions based on use of property**

**361** The following are exempt from taxation under this Division:

- (a) repealed 1996 c30 s27;
- (b) residences and farm buildings to the extent prescribed in the regulations;
- (c) environmental reserves, conservation reserves, municipal reserves, school reserves, municipal and school reserves and other undeveloped property reserved for public utilities.

RSA 2000 cM-26 s361; 2017 c13 s1(34)

**Exemptions for Government, churches and other bodies**

**362(1)** The following are exempt from taxation under this Division:

- (a) any interest held by the Crown in right of Alberta or Canada in property other than property that is held by a Provincial corporation as defined in the *Financial Administration Act*;
- (b) property held by a municipality, except the following:
  - (i) property from which the municipality earns revenue and which is not operated as a public benefit;
  - (ii) property that is operated as a public benefit but that has annual revenue that exceeds the annual operating costs;
  - (iii) an electric power system;
  - (iv) a telecommunications system;
  - (v) a natural gas or propane system located in a hamlet, village, summer village, town or city or in a school division that is authorized under the *Education Act* to impose taxes and has a population in excess of 500 people;
- (c) property, other than a student dormitory, used in connection with school purposes and held by
  - (i) the board of trustees of a school division,

- (i.1) the Francophone regional authority of a Francophone education region established under the *Education Act*,
- (i.2) the operator of a charter school established under the *Education Act*, or
- (ii) the person responsible for the operation of a private school registered under the *Education Act*;
- (d) property, other than a student dormitory, used in connection with educational purposes and held by any of the following:
  - (i) the board of governors of a university, polytechnic institution or comprehensive community college under the *Post-secondary Learning Act*;
  - (ii) the governing body of an educational institution affiliated with a university under the *Post-secondary Learning Act*;
  - (iii) a students association or graduate students association of a university under the *Post-secondary Learning Act*;
  - (iv) a students association of a polytechnic institution or comprehensive community college under the *Post-secondary Learning Act*;
  - (v) the board of governors of the Banff Centre under the *Post-secondary Learning Act*;
- (e) property, other than a student dormitory, used in connection with hospital purposes and held by a hospital board that receives financial assistance from the Crown;
- (f) property held by a regional services commission;
- (g) repealed by RSA 2000;
- (g.1) property used in connection with health region purposes and held by a health region under the *Regional Health Authorities Act* that receives financial assistance from the Crown under any Act;
- (h) property used in connection with nursing home purposes and held by a nursing home administered under the *Nursing Homes Act*;
- (i) repealed 1998 c24 s29;

**3919000 836 Main Street NE**

	<b>Taxes</b>	<b>exemption</b>
2022	4,256.26	608.22 (1/7 of taxes)
2021	4,293.15	613.49
2020	4,386.39	626.82
2019	4,731.87	676.18
2018	4,659.40	665.83
2017	4,488.19	641.36
2016	4,416.18	631.07
2015	4,461.79	637.59
2014	4,637.88	662.75
2013	4,715.86	673.90
2012	4,861.65	694.73
2011	4,869.25	347.91 Rental started July 2011

**7,479.85**

Request for Decision

Seniors Week Proclamation

April 11, 2023



## RECOMMENDATION

That June 5 - 11, 2023, be recognized as Seniors Week, in the Town of Milk River.

## LEGISLATIVE AUTHORITY

## BACKGROUND

The Ministry of Seniors, Community and Social Services is encouraging municipalities to recognize and celebrate seniors throughout Seniors Week.

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Sample Declaration

From: Seniors Information <Seniorsinformation@gov.ab.ca>  
Sent: February 13, 2023 10:09 AM  
To: Seniors Information  
Subject: Celebrate and Declare Seniors' Week 2023!  
Attachments: 2023 Seniors' Week Community Declaration.pdf

For 37 years, the Government of Alberta has celebrated the first week of June to honour and recognize seniors for their many contributions to Alberta. This year, Seniors' Week is from June 5 – 11. If you are planning an event in your community on June 5, you are encouraged to submit an Expression of Interest by February 28, 2023, to help officially kick-off the celebrations. The community with the selected expression of interest will receive a \$5,000 grant to co-host the provincial launch event of Seniors' Week 2023.. Please visit <https://www.alberta.ca/seniors-week.aspx> for more information.

As well, all municipalities, First Nations communities and Metis Settlements are invited to officially declare Seniors' Week. Attached is a Community Declaration to show your support and to generate greater awareness of the importance of seniors in Alberta. If your community officially declares Seniors' Week, please send a notification to [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) by June 1, 2023, so your participation can be acknowledged on <https://www.alberta.ca/seniors-week.aspx>.

Your community or organization is encouraged to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit <https://www.alberta.ca/seniors-week.aspx> or email at [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) if you have any questions.

Best regards,  
Seniors, Community and Social Services

Classification: Protected A





# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 5 – 11, 2023 to be Seniors' Week in

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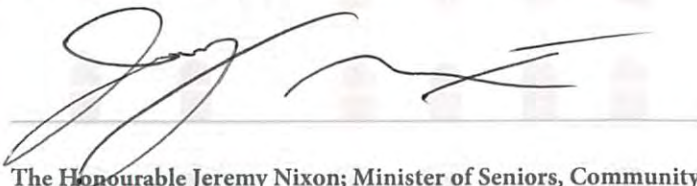
Community

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Official Title

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Official Signature



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The Honourable Jeremy Nixon; Minister of Seniors, Community and Social Services



Request for Decision

Emergency Management Appointments

April 11, 2023



## RECOMMENDATION

That Council rescind the appointments of Jamie Anderson and Ryan Leuzinger as Director of Emergency Management (DEM) and Deputy Director of Emergency Management (DDEM) respectively, and further, Council appoint Amanda Flaws be appointed as the Director of Emergency Management (DEM) and appoint Kelly Lloyd as the Deputy Director of Emergency Management (DDEM) for the Town of Milk River.

## LEGISLATIVE AUTHORITY

Emergency Management Act

## BACKGROUND

Following up from the Municipal Accountability Program, it was identified that a Director of Emergency Management should be appointed by Council.

As the individual in the DEM role has changed, and the last motion was made in 2018, new appointments should be made.

**Regional Emergency  
Management**  
#2018-08-10

MOVED by Councillor Wright to approve the Regional Emergency Management model as presented and appoint Jamie Anderson as the Director of Emergency Management and CAO Ryan Leuzinger as the Deputy Director of Emergency Management for the Town of Milk River.

CARRIED

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

Request for Decision

Special Council Meeting Date

April 11, 2023



## RECOMMENDATION

That Council set a Special Council meeting for April \_\_\_\_\_, 2023 at \_\_\_\_\_ a.m./p.m. to review the audited 2022 financial statements and to review the draft 2023 operating and capital budgets.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

May 1 of every year is the deadline in which municipalities are to submit their audited financial statements to Municipal Affairs.

Returns and reports to Minister

Section 278

Each municipality must submit

(a) its financial information return and the auditor's report on the financial information return, and

(b) its financial statements and the auditor's report on the financial statements to the Minister by May 1 of the year following the year for which the financial information return and statements have been prepared.

The first draft of the 2023 operating budget was reviewed by Council on March 9, 2023. A separate meeting outside of Regular Council meetings is required for further review.

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

Request for Decision

Tax Recovery Public Auction and Reserve Bids

April 11, 2023



## RECOMMENDATION

That Council set June 12, 2023, at 2:00 p.m. as the public auction date with the reserve bids set as follows for the following properties:

Title	Lot	Block	Plan	Reserve Bid
901096465	7 and 8	6	2227Y	\$69,280
191145971	8	14	2575AI	\$97,890

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

Reserve bid and conditions of sale

Section 419

The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Alberta Gazette Advertisement

### **Town of Milk River**

Notice is hereby given that, under provisions of the Municipal Government Act, the Town of Milk River will offer for sale, by closed sealed bids, with a public opening, at the Town Office, 240 Main Street, Milk River, Alberta, on June 12, 2023, at 2:00 pm., the following lands:

<b>Title</b>	<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Reserve Bid:</b>
<b>901096465</b>	<b>7 and 8</b>	<b>6</b>	<b>2227Y</b>	<b>\$69,280</b>
<b>191145971</b>	<b>8</b>	<b>14</b>	<b>2575AI</b>	<b>\$97,890</b>

The parcels will be offered for sale, subject to reserve bid and to the reservations and conditions contained in the existing certificate of title.

These properties are being offered for sale on an “as is, where is” basis, and the Town of Milk River makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the Purchaser. All bids must be submitted in a sealed envelope and will be opened in public. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by the Town of Milk River. No further information is available regarding the lands to be sold.

The Town of Milk River may, after the opening of the bids (close of the public auction), become the owner of any parcel of land that is not sold at the public auction.

Terms: 10% down payment at bid opening (public auction date); balance within 30 days of the public auction (opening date). All payments must be made by Cash or Certified Cheque.

Redemption may be effected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Milk River, Alberta April 11, 2023.

Kelly Lloyd, Chief Administrative Officer

Request for Decision

Authorities, Boards, Commissions and Committees

April 11, 2023



## RECOMMENDATION

That Council appoint \_\_\_\_\_ to the Highway 36/Veterans Memorial Highway Committee, and \_\_\_\_\_ as the alternate.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

Communication has been received from the Veterans Memorial Highway Committee that has reengaged municipalities to represent on this Committee.

Council has not appointed a representative to this organization and is presented as an agenda item to do so.

## RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

## Town of Milk River Appointments to Authorities, Boards, Commissions and Committees 2022-2023



The following are appointments of Council members to various Authorities, Boards, Commissions and Committees for the period of November 1, 2022, to October 31, 2023.

Airport Commission • Town Bylaw 802	2 MR Flying Club 1 Councillor and 1 Alternate 1 Public at Large	Liebelt
Chief Mountain Regional Solid Waste Services Commission • Town Agreement (2000)	1 Councillor 1 Alternate	Liebelt
Chinook Arch Regional Library Board • Town Agreement (2021)	1 Councillor	Michaelis
Chinook Intermunicipal Subdivision and Development Appeal Board • Town Bylaw 1018	1 Councillor 2 Public at Large	Michaelis
Committee of the Whole • When required	5 Councillors	All of Council
Family & Community Support Services • Town Bylaw 625 • Agreement (1982) • FCSS Governance Policies	1 Councillor 1 Alternate	Degenstein
Heritage Handi-Bus • Handi-Bus Bylaws	1 Councillor	Johnson
Highway 36 / <b>Veteran's Highway</b>	1 Councillor	
Highway 4 Corridor Committee	Silent	Liebelt
Intermunicipal Collaboration Framework Committee • ICF Agreement (2020)	2 Councillors 1 Alternate	Losey and Michaelis Degenstein - Alternate
Mayors and Reeves	Mayor or Deputy Mayor	Liebelt
Milk River and District Ag Society • Ag Society Bylaw (2020)	1 Councillor - nonvoting rights	Johnson
Milk River and District Senior Citizens Society • Society Bylaws	Silent	Losey
Milk River Cemetery Board • Cemetery Bylaws	1 Councillor	Liebelt
Milk River Community Business Association • Association Bylaws	Silent	Degenstein
Milk River Health Professionals Attraction and Retention Committee	Designate	Michaelis

Town of Milk River Appointments to Authorities, Boards, Commissions  
and Committees 2022-2023



<ul style="list-style-type: none"> <li>Committee Bylaws</li> </ul>		
Milk River Municipal Library <ul style="list-style-type: none"> <li>Libraries Act</li> <li>Town Bylaw 574</li> </ul>	No more than two councillors	Michaelis
Milk River Watershed Council Canada <ul style="list-style-type: none"> <li>Watershed Bylaw</li> </ul>	Membership	Losey
Municipal Planning Commission Subdivision & Development Authority <ul style="list-style-type: none"> <li>Town Bylaw 803</li> </ul>	2 Councillors 3 Public at Large	Degenstein, Johnson
Oldman River Regional Services Commission <ul style="list-style-type: none"> <li>ORRSC Bylaw 2013-2</li> </ul>	1 Councillor 1 Alternate	Losey
Quad Council	All of Council	All of Council
Regional Assessment Review Board <ul style="list-style-type: none"> <li>Town Bylaw 1039-23 / 3 year term</li> </ul>	1 Councillor 1 Alternate	Jon Hood
Regional Emergency Advisory Committee <ul style="list-style-type: none"> <li>Town Bylaw 1030</li> <li>CoWREP Terms of Reference</li> </ul>	1 Councillor 1 Alternate	Johnson
Ridge Country Housing <ul style="list-style-type: none"> <li>Housing Business Plan 2023-2025</li> </ul>	1 Councillor 1 Public at Large	Losey, Degenstein
Ridge Regional Public Safety Services <ul style="list-style-type: none"> <li>Ridge Bylaw 001-16</li> </ul>	1 Councillor	Degenstein
Riverside Community Golf Course Society <ul style="list-style-type: none"> <li>Society Bylaws</li> </ul>	Silent	Liebelt
SouthGrow <ul style="list-style-type: none"> <li>Articles of Association (2021)</li> </ul>	1 Councillor 1 Alternate	Johnson
Swimming Pool Committee <ul style="list-style-type: none"> <li>Town Terms of Reference</li> </ul>	1 Councillor 4 Public at Large	Liebelt



Request for Decision

Chief Administrative Officer Performance Evaluation

April 11, 2023



## RECOMMENDATION

Be it resolved that Council conducted the annual Performance Evaluation of Ms. Kelly Lloyd, the Town of Milk River's Chief Administrative Officer on April 5, 2023, in accordance with the Municipal Government Act; Sections 205.1 and 207.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

An annual performance evaluation of the Chief Administrative Officer (CAO) conducted by Council is good business practice. Furthermore, such an evaluation is legislated in Section 205.1 of the Municipal Government Act.

Excerpt from the Municipal Government Act: Performance evaluation 205.1 A council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer's responsibilities under section 207.

## RISKS/CONSEQUENCES

1. By not conducting the performance review, Council would be in violation of the Municipal Government Act.
2. By not conducting the performance review, the CAO may not be able to work towards achieving the results Council desires.
3. By not conducting the performance review, the CAO would not be afforded the opportunity to have clear direction on performance as the Chief Administrative Officer.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

Request for Decision

Public Works Week Proclamation

April 11, 2023



## RECOMMENDATION

That Council proclaim May 21 - 27, 2023 as the National Public Works Week in the Town of Milk River.

## LEGISLATIVE AUTHORITY

## BACKGROUND

The APWA Alberta Chapter is seeking support to recognize and promote National Public Works Week, taking place from May 21-27, 2023. The theme for this year is "Connecting the World Through Public Works".

Public Works connectors help keep communities strong by providing and infrastructure of services in water, wastewater, and storm water management, solid waste, public buildings and spaces, and parks and grounds.

Council endorsed Public Works Week by proclamation in 2022.

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. APWA Alberta Chapter Letter



MAR 20 2023

March 16, 2023

**Attention: Honourable Mayor/Reeve,  
Members of Council and Chief Administrative Officers**

**Re: National Public Works Week, May 21-27, 2023 – "Connecting the World Through Public Works"**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63<sup>rd</sup> year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to  
[office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:  
APWA Alberta Chapter  
PO BOX 44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen'.

Mike Haanen, APWA President





# CONNECTING THE WORLD THROUGH PUBLIC WORKS

**NATIONAL PUBLIC WORKS WEEK**

**MAY 21-27, 2023**

National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of [insert Province/Territory]; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in [Insert Province/Territory] to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, [Insert Full Name], [Insert Premier -or- other title] of [Insert Province/Territory], do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of [Insert Province/Territory] (to be affixed),

DONE at the [City/Town/Rural Municipality] of [Insert City/Town/Rural Municipality], [Insert Province/Territory] this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

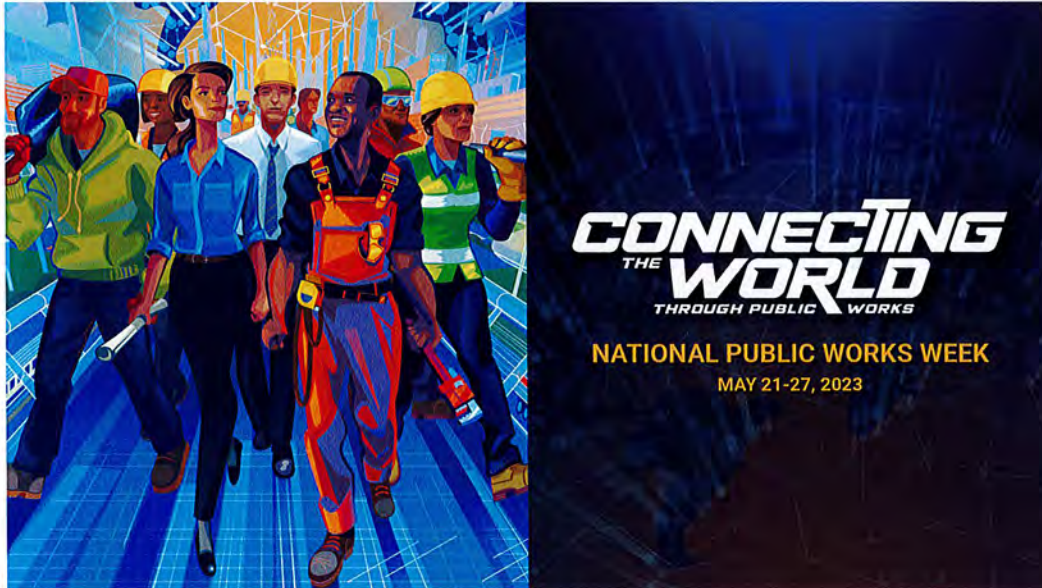
[Insert Full Name of Premier]

[SEAL]





## Celebrate Public Works Week



### What You Can Do

#### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! Contact us for a sample proclamation [office@publicworks.ca](mailto:office@publicworks.ca)

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Rodeo and participate in the "Boots to Boardroom" Annual Technical Conference & Snow Show May 29 – June 1, 2023 at the River Cree Resort in Enoch AB.

See our website for details [www.publicworks.ca](http://www.publicworks.ca)

#### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.





### **Public Works Exhibit**

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### **Thought starters:**

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### **Rodeo/Equipment Shop**

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### **Thought starters:**

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)

Or contact Jeannette Austin

Executive Director

[admin@publicworks.ca](mailto:admin@publicworks.ca)

Request for Decision

Milk River Municipal Library Board Appointments

April 11, 2023



## **RECOMMENDATION**

That Council accept and approve the Milk River Municipal Library Board Appointments and terms.

## **LEGISLATIVE AUTHORITY**

Municipal Government Act  
Libraries Act

## **BACKGROUND**

## **RISKS/CONSEQUENCES**

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## **FINANCIAL CONSIDERATIONS**

None

## **ATTACHMENTS**

1. Milk River Municipal Library Board Appointment Listing



## Library Board Members – March 2023

				<b>term ends</b>
Darlene Fleming	Treasurer	<a href="mailto:darleneefleming@gmail.com">darleneefleming@gmail.com</a>	393-3223	2025
Rita Lodermeier	Chair	<a href="mailto:rjloder@mrcable.ca">rjloder@mrcable.ca</a>	421-0101	2026
Anne Michaelis	Town Rep	<a href="mailto:michaelisa1@gmail.com">michaelisa1@gmail.com</a>	360-0634	2024
Wendy Orsten	Trustee	<a href="mailto:orsten@mrcable.ca">orsten@mrcable.ca</a>	393-8442	2024
Lesley Oslanski	Trustee	<a href="mailto:lesoslanski@gmail.com">lesoslanski@gmail.com</a>	647-3488	2026
Ron Oswald	Vice Ch.	<a href="mailto:rsoswald@hotmail.com">rsoswald@hotmail.com</a>	647-7574	2025
Jodie Wehlage	Trustee	<a href="mailto:jodiewehlage@gmail.com">jodiewehlage@gmail.com</a>	647-4351	2024
Scott Harvey	Trustee	<a href="mailto:scott.mho34@gmail.com">scott.mho34@gmail.com</a>	519-802-9463	2026
Peter Denmark	Library Manager	<a href="mailto:help@milkriverlibrary.ca">help@milkriverlibrary.ca</a>	647-3793	
Marian Wiwchar	Substitute Librarian		647-4373	

Request for Decision

Councillors Report

April 11, 2023



## RECOMMENDATION

That the Councillors reports for the period ending April 11, 2023, be accepted as information.

## LEGISLATIVE AUTHORITY

## BACKGROUND

Elected Officials, appointed at the annual organizational meeting, attend regular meetings of various boards, commissions, and committees. Each elected official is required to keep Council informed by providing regular activity of the board, commission, or committee they are appointed to.

## RISKS/CONSEQUENCES

Should committee reports not be relayed, members of Council will not be informed on the various boards, commissions, and committees.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Milk River Municipal Library Minutes
2. Milk River Health Professionals Attraction and Retention Committee Minutes

## **AGM MINUTES   Milk River Municipal Library**

**March 14, 2023 – 5:30pm**

**1. Call to order:** Rita (chair) called meeting to order at 5:31

**2. Attendance:** Rita Lodermeier, Darlene Fleming, Lesley Oslanski, Jodie Wehlage, Wendy Orsten, Ron Oswald, Peter Denmark (Library Manager), Anne Michaelis (Council Rep) – Scott (community member), Marian (community member)

**Absent:** Diane Losey

**3. Adoption of agenda:** - Lesley moved approval of agenda as presented

**4. Approval of minutes of 2022 AGM:** - Ron moved to adopt minutes as presented

**5. Treasurer's report:** – **Motion** – Darlene moved to accept reports as presented. Lesley seconded. All in favor.

-2022 year end update

-2023 budget

**6. Library Manager's report – Peter** – Report Attached. Wendy adopted Ron seconded.

-Annual report for Public Library Services Branch

### **7. Review of board members:**

- vice-chair – Ron Oswald term end, April 2025
- treasurer – Darlene Fleming term end, April 2025
- secretary – Wendy Orsten term end, April 2024
- trustee – Diane Losey term end, April 2023 – **DIANE RESIGNED, term completed.**
- trustee – Lesley Oslanski term end, April 2026
- trustee – Jodie Wehlage term end, April 2024
- council rep – Anne Michaelis
- chairperson – Rita Lodermeier term end - April 2026

As nearly all board members are due to end next year, discussion was held to extend some terms now to even out the rotation of board members.

**Motion** – Ron Motioned Rita Lodermeier term to be extended to April 2026 – Lesley  
Seconded

**Motion** – Ron Motioned Lesley Oslanski term to be extended to April 2026 – Wendy  
Seconded

**Motion** – Wendy Motioned Ron Oswald extend position as vice chair to April 2025 – Jodie Seconded

**Motion** – Lesley Motioned Darlene Fleming extend position as secretary/treasurer to April 2025 – Ron Seconded

**Motion** – Ron Motioned to accept Scott Harvey as a trustee to library board. Wendy seconded. Regular terms remain at 3 years. **All motions were carried.**

**ACTION ITEM** – Rita will submit a list of board members to the town.

**9. Other discussion:**

- Move AGM to fall, as per request by Town CAO, Kelly Lloyd

Provincial guidelines require that AGMs be held within 6 months of the group's year end. A fall AGM would be outside of that range, so it is not really possible. Anne indicates that Town Council is flexible on the matter, so we will continue to have our AGM in March.

**10. Next AGM:** March 2024

**11. Adjournment:** Rita adjourned meeting at 6:06

Chequing Account Balance As At January 31, 2023	\$7,189.88
Income in February	0
Expenses in February	
Chq # 281 - Anne Michaelis - Dr. Site Visit Expense	105.68
Chequing Account Balance As At February 28, 2023	<u>\$7,084.20</u>
Bank Balance As At February 28, 2023	<u>\$7,084.20</u>

GIC's As At February 28, 2023	Maturity Date	Int Rate	Balance
NR 42550136900 July 5, 2022	5-Jan-24	3.10%	\$3,075.59
NR 42245644300 May 18, 2022	18-Nov-23	3.00%	\$10,000.00
Total GIC's			<u>\$13,075.59</u>
Total Funds			<u>\$20,159.79</u>



## MINUTES

### Town of Milk River Library Board Meeting

March 14, 2023 – 5:30pm

**1. Call to Order:** Rita (chair) called meeting to order at 6:06

**2. Attendance:** Rita Lodermeier, Darlene Fleming, Lesley Oslanski, Jodie Wehlage, Wendy Orsten, Ron Oswald, Peter Denmark (Library Manager), Anne Michaelis (Council Rep) – Scott (community member), Marian (community member)

**Absent:** Diane Losey

**3. Approval of agenda: Motion** – Wendy moved approval of agenda as presented. Carried

**4. Approval of minutes from last meeting: Motion** – Lesley moved to adopt minutes as presented. Carried

**5. Treasurer's report:** Presented at AGM

**6. Library Manager's report:** attached

-Fun new catalogue items – UV lamp for seasonal affective disorder, 3 wifi hotspots that can be loaned out

-Teen area – going to get some feedback from high school through a survey

-CARLS position – A “digital navigator” has been hired who will travel around to help with digital literacy

-The Chinook website is being updated.

## **7. Old Business**

### *A. Friends of Library*

-Shortly after the December meeting, Rita received a letter from Charlene Olsen from Friends of the Library asking for written assurance that the disbanding of FOL would not negatively impact the MR library. After getting consensus from board members, Rita wrote a letter as requested. Copy is attached.

### *B. Building Walk Through*

-Rita met with the MR Ag Society and did a walk-through of the library to look at a few maintenance issues.

-The Ag Board is to provide the library with a safe, warm, well-lit space. As such they will see that:

- snow is shovelled up to the library steps
- will look for the needed tube light bulb for back light fixture – fixed now
- will look into finding a better grate for the furnace duct by the book drop

-They were not involved with installation of the floor tiles that are lifting.

-We are to get some mousetraps and set them in likely locations.

**ACTION ITEMS – Peter to purchase mouse traps and Rita will revisit the leaky door issue and heat vent that has no grate with Ag Board.**

Peter will purchase salt for the steps as needed

### *C. Board composition*

-Peter found this info:

“A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.”

[https://www.kings-printer.alberta.ca/266.cfm?page=L11.cfm&leg\\_type=Acts&isbncln=9780779811762](https://www.kings-printer.alberta.ca/266.cfm?page=L11.cfm&leg_type=Acts&isbncln=9780779811762)

### *D. Corvette raffle*

-Many thanks to Ron for making the roster and to all who sat for shifts.



**ACTION ITEM** – Darlene will send Thank You Cards to community members who sold tickets on behalf of the library: Gwen Chamberlain, Cindy Rombough, Wendy Brown, Leslie Cody and Vivian O'Hara.

#### *E. Other Old Business*

-Peter has been in contact with CARLS about the fees for the new phone system. We will be getting invoices soon, starting with a lump sum amount, then \$15.75 monthly moving forward.

-Thank you for Marian Wiwchar -\$100 in Milk River Bucks – was purchased and delivered

### **8. New Business**

#### *A. Grants*

-Applied for Public Library Grant for Skill Development in Rural Alberta: Applied for \$10,000.00

- 4 new public-use computers @\$5700
- Re-do lobby area with vinyl plank flooring @\$4608 Total of \$10,308.
- Sent Feb 9. Successful applicants will be notified before March 31, 2023
- Estimates from Floorright were much higher than \$4600!

#### *B. Funding*

-Budget/Provincial funding has increased! New grant amount for MR Library is \$13,631.

**ACTION ITEM** - Bring your thoughts on programming to future meetings please so that we have ideas on how to better interact and provide for the community.

#### *C. Library Fines*

-Discussion around dropping library overdue fines

-Have a due date but wont be charged for going past. After the renewal limit is reached, the borrower will be charged the replacement fee.

**ACTION ITEM** - Peter will look into charges when an item is overdue to another library.

**Motion – Ron motioned to go fine free for items from the Milk River branch. Lesley seconded - Motion carried.**

#### *D. Meeting Dates*

- Request by CAO to move our AGM to the fall

-As discussed in AGM the AGM meeting will remain in March

- Meeting Dates were finalized via email with all members agreeing to move our date to the second

Tuesday of a month. Remaining dates for 2023 are:

- June 13 at 5:30
- September 12 at 5:30
- December 12 at 5:30

**9. Correspondence:** PLBS funding announcement letters are attached, as well as copies of letters sent to AG Society and Charlene at Friends of Library.

**10. Next Meeting:** Tuesday, June 13 @ 5:30pm

**11. Adjournment:** Rita moved we adjourn at 6:41



**QUAD MUNICIPALITY HEALTHCARE SUPPORT COMMITTEE  
ANNUAL GENERAL MEETING  
APRIL 5, 2022**

**MILK RIVER TOWN HALL – COUNCIL CHAMBERS**

In Attendance: Scott MacCumber, Austin Hook, Don Toovey, David Cody, Colleen Bianchi, Joan Hughson, Emma Hulit, Anne Michaelis, Sharon Thompson, Julie Davis

1. Call to order - The meeting was called to order by Scott at 7:01 p.m.
2. Agenda - A motion to accept the agenda as written was made by Colleen. All in favour. Carried.
3. Committee Members - A list of committee members was provided showing that there were 10 of 12 positions filled according to our bylaws. There are vacancies for a resident of Coutts and a resident of Warner.
4. Minutes - A motion to accept the minutes of our last AGM (May 7, 2019) was made by Emma. All in favour. Carried.
5. Chairperson Report – Scott gave a report on all the activities that the committee completed in 2021.
6. Financial Report – The annual report for 2021, audited by David and Austin, was reviewed. A motion was made by Austin to accept the report as written. All in favour. Carried. As of December 31, 2021, the committee had \$1816.64 in the chequing account and \$21,537.22 in GIC's, for a total of \$23,353.86.
7. Old Business
  - A. Successful Communities Study – link sent out by Julie. Closed.
  - B. Bylaw Update for Name Change – bylaws updated by Scott. Closed.
8. New Business
  - A. Bylaw Review
    - i) Committee Name Change – A motion was made by Don to change the committee's name from "Quad Municipality Healthcare Support Committee" to "Milk River Health Professionals Attraction and Retention Committee". All in favour. Carried. It was felt that the name change would better identify the location of the committee within the province and its main purpose. The committee's name for banking purposes will not change and will stay as "Quad Municipality Physician Recruitment and Retention Committee". Closed.
    - ii) Membership – general discussion on if membership should be limited according to the current bylaws or if it should be open to anyone living in the Milk River

area. It was decided that the committee members would give it some thought and it would be discussed again at the next general meeting. Open.

B. Mission Statement Review – the existing mission statement was reviewed, and it will continue as is. Closed.

C. Meeting Dates / Times / Location Review – Night meetings will remain on the first Tuesday of the month, at 7:00 p.m. in Milk River. However, we may move meetings to Coutts or Warner periodically. We are also open to the idea of having meetings during the day if it means we can engage more of our stakeholders such as the Clinic or the Health Centre. Meeting times and locations will be discussed at each regular monthly meeting. Open.

## 9. Elections

A. Board of Directors – no new directors were added to the committee.

B. Executive

i) Chairperson – David nominated Scott. No other nominations. Scott accepted.

ii) Vice Chairperson – Joan nominated David. No other nominations. David accepted.

iii) Secretary – David nominated Scott. No other nominations. Scott accepted.

iv) Treasurer – David nominated Scott. No other nominations. Scott accepted.

10. Auditors – Austin and Don will audit the 2022 financial records.

11. AGM 2023 – the date of April 4, 2023, was selected.

12. Adjournment – The AGM was adjourned at 8:16 p.m.

**Milk River Health Professionals Attraction & Retention Committee  
Chairpersons Report for 2022**

- We had 1 AGM and 10 regular meetings.
- Financially we started the year with \$23,353.86 and ended with \$20,265.47 for a reduction of \$3088.39.
- We changed our name from the “Quad Municipality Healthcare Support Committee” to the “Milk River Health Professionals Attraction & Retention Committee”, to better identify our location and purpose.
- We received a donation of \$2500 for selling Kinsmen Corvette tickets in 2021 and we sold them again this year.
- We received a donation from the JT Wine & Spirits Bottle Collection program of \$704.35.
- We started a scholarship program for existing healthcare workers and gave out 2 x \$250.
- We continued with our high school scholarship program and gave out 1 x \$250.
- We did Facebook posts recognizing Nutrition Month, National Social Work Month, Pharmacist Awareness Month, Dental Assistants Recognition Week, National Dental Hygienists Week, National Medical Laboratory Week, National Physiotherapy Month, Speech and Hearing Month, National Physicians Day, National Nursing Week, International Nurses Day, World Family Doctor Day, Alberta Rural Health Week, World Pharmacist Day, Pharmacy Technician Day, Healthcare Aide Day, Massage Therapy Awareness Week and Physicians Assistant Day.
- We gave out gifts of appreciation during Physicians Assistant Day, Alberta Rural Health Week, World Pharmacists Day, Health Care Aide Day, and Christmas.
- We did Facebook posts on a regular basis listing all jobs available at the Milk River Health Centre.
- We purchased a sofa bed and reclining chair for the Doctor’s Suite at the hospital.
- We continued to provide visiting doctors with welcome packages.
- One committee member attended the Attraction & Retention Conference in Drayton Valley.
- We continually promoted our local health services to our community, AHS representatives, and elected officials.

**Balance Sheet as at December 31, 2022**

General Chequing Account	\$7,189.88
GIC Investments	\$13,075.59
Total Assets	<u>\$20,265.47</u>
Total Liabilities	<u>0.00</u>

Audit Date

And Found Correct By

(print name)

Signature

Audit Date

And Found Correct By

(print name)

Signature

**Income and Expense Statement for the Year 2022**

General Chequing Account Balance	1-Jan-22	\$1,816.64
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**Income**

Matured GIC's	\$18,553.94	
Donations	\$3,204.35	
Bank Interest	\$ 7.12	
<b>Total Income</b>		<b>\$21,765.41</b>

**Expenses**

GIC Purchase	\$10,000.00	
Doctor Suite Furniture	\$2,497.00	
Retention & Recognition	\$2,162.72	
Attraction & Retention Conference	\$ 931.00	
Scholarships	\$ 750.00	
Supper Meeting	\$ 51.45	
<b>Total Expenses</b>		<b>\$16,392.17</b>

<b>Income - Expenses</b>		<b>\$5,373.24</b>
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General Chequing Account Balance	31-Dec-22	<u>\$7,189.88</u>
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**Guaranteed Investment Certificate Activity Report for 2022**

GIC'S As at January 1, 2022	Amount	Maturity Date	Interest Rate	R/NR
39900494700	\$9,113.29	22-Mar-22	0.5	NR

	39954041500	\$9,348.34	1-Apr-22	0.5	NR
	40573101100	\$3,075.59	5-Jul-22	0.2	R
<b>Total GIC's</b>		<u>\$21,537.22</u>			

**GIC's Matured & Deposited to Chequing**

	39900494700	\$9,113.29	22-Mar-22		
Interest Earned		<u>\$ 45.57</u>	22-Mar-22		
Total Deposit to Chequing		<u>\$9,158.86</u>			

	39954041500	\$9,348.34	1-Apr-22		
Interest Earned		<u>\$ 46.74</u>	1-Apr-22		
Total Deposit to Chequing		<u>\$9,395.08</u>			

**GIC's Purchased & Renewed**

May 18, 2022	42245644300	\$10,000.00	18-Nov-23	3	NR
	40573101100	\$3,075.59	5-Jul-22		
Renewed as 42550136900 on July 5, 2022		\$3,075.59	5-Jan-24	3.1	NR
Interest Earned at Time of Renewal and Deposited to Chequing		\$ 6.15	5-Jul-22		

**GIC's as at December 31, 2022**

	42245644300	\$10,000.00	18-Nov-23		
	40573101100	\$3,075.59	5-Jan-24		
<b>Total GIC's</b>		<u>\$13,075.59</u>			

Request for Decision

## Mayors Report

April 11, 2023



### RECOMMENDATION

That the Mayors Report for April 11, 2023, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

Mayor Liebelt will provide a report from the Mayors Desk.

### RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Riverside Community Golf Course Society

# Riverside Community Golf Meeting 2023

- Meeting called to order Apr 3 @ 7:05 pm
- Attendance- Larry, John, Lee, Rick, Doug, Beth, Layne, Lance, CJ, Darcy and Kristin
- Minutes read by Kristin, Lee moves to accept the minutes as information-carried
- Treasurer's Report read by John. CJ moves to accept the Treasures report as info. -carried

## Old Business

- Campground Update- Laptop was purchased and program was ordered. Beavers are chewing many established trees down.
- Ron and greenskeepers are supposed to start next Tuesday.
- Lee has done some looking for a gas BBQ, hasn't found one that will suit us just yet.
- Minty Pine will be bringing porta-pottys for May 1<sup>st</sup>.
- Rough mower- still in discussion. Doug sent an estimate to the town about shared cost and use. Doug will follow up with the town.
- Grants- student grant is still in the process of being approved or denied.
- Town Cost sharing agreement- A total has been given for what we own on our \$25,000 loan repayment. After the cost sharing has been applied.
- Lee spoke with Kinsmen, they have donated \$20,000 towards the back flush pump. Our remaining cost for the pump and installation is minimal.
- Layne spoke to the cable club about wifi. Leave it "as is" until Doug can talk to the Town.
- Darcy motions that we purchase an iPad for the kitchen POS. – carried.
- Kristin will call Sysco and get a quote to see price increases. Menu prices will be determined after all info is gathered.

## New Business

- We will review applications and interview most qualified applicants. Hiring will be decided if terms can be agreed upon.
- Tarps to be tentatively removed Monday at 1pm. Interviews for greenskeepers and kitchen staff to begin next week.
- Golf Pass- \$159 to put our course in a golf coupon booklet. CJ motions to continue with Golf Pass – carried.
- Due to rising costs to maintain the course and clubhouse all fees to increase, excluding youth and student memberships. CJ motions to go forward with these price increases - carried
- To offer last year's prices if purchased by May 1<sup>st</sup>.
- Visitor centers offer to maintain their property- Doug will talk more with David Swanson.
- John motions to go ahead with quote to pave creek crossings and #9 trail. -carried
- Larry will look into pest control for wasps on the course.
- Worker cart needs a new tank. Larry will see if he can find a used one.
- Kristin will list cement lego blocks on facebook and Kijiji. Darcy motions to sell 80 for \$100 each-carried

## AED monthly testing

Next meeting Monday, May 1, 2023 @7pm @ clubhouse.

Motion to adjourn by Kristin. Carried.