

Regular and Closed Meeting Agenda  
for Monday, January 8, 2024, 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
  - A) Jarrad McCoy
3. Additions to the Agenda
4. Approval of Minutes
  - A) Minutes of the December 11, 2023, Regular Council Meeting
5. Business Arising from Minutes
6. Financial Report
7. Administration Reports
  - A) Public Works
  - B) Community Peace Officer
  - C) Chief Administrative Officer
8. Bylaws and Policies
  - A) Utility Bylaw 1047
  - B) Concerts Licenses and Regulations Bylaw 1049
  - C) Animal Control Bylaw 1051
  - D) Traffic Control Bylaw 1052
  - E) Airport Commission Bylaw 802
  - F) Fire Services Bylaw 1043-23
9. Old Business
  - A) Street Signs
10. New Business
  - A) Correspondence
  - B) County of Warner Health and Safety Agreement
  - C) Assessor Appointment
  - D) Auditor Appointment
  - E) Riverside Community Golf Society Expenses
  - F) Chief Mountain Regional Solid Waste Commission Alternate Appointment
  - G) Grants in Place of Taxes
11. Councillor Reports
  - A) Authorities, Boards, Committees and Commission Minutes

12. Mayor's Report

A) Authorities, Boards, Committees and Commission Minutes

13. Closed Session

A) Section 17 - Disclosure harmful to personal privacy

14. Adjournment

Request for Decision

Delegation: Jarrad McCoy

January 8, 2024



**RECOMMENDATION**

That the presentation from Mr. Jarrad McCoy be accepted as information.

**LEGISLATIVE AUTHORITY**

Procedural Bylaw

**BACKGROUND**

Mr. Jarrad McCoy, local business owner, will be in attendance to discuss the Council's letter regarding his housing project.

**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**

Request for Decision

## Approval of Minutes

January 8, 2024



### RECOMMENDATION

That the minutes for the December 11, 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: December 11, 2023, regular council meeting minutes

## Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, December 11, 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, Councillor Dave Degenstein, Councillor Anne Michaelis, and Deputy Mayor Shayne Johnson

### Absent - Elected Officials

### Present - Administration

Kelly Lloyd, Chief Administrative Officer  
Barry Salter, Public Works Supervisor

## 1. Call to Order

Mayor Liebelt called the meeting to order at 5:30 p.m. Mayor Liebelt welcomed Mr. Salter to the Town of Milk River.

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

## 3) Additions to the Agenda

- A) Adoption of the Agenda  
Additions to the agenda  
10D) FCSS Letter of Support

Moved by Councillor Degenstein, "that Council accept the December 11, 2023, regular council meeting agenda, as amended."

Motion Carried 2023-293

## 4) Approval of Minutes

- A) Minutes of the November 14, 2023, Regular Council Meeting

Moved by Councillor Losey, "to approve the November 14, 2023, regular council meeting minutes as presented."

Motion Carried 2023-294

## 5. Business Arising from Minutes

## 6. Financial Report

## 7. Administration Reports

- A) Public Works

Moved by Deputy Mayor Johnson, "that Council accept the Public Works report for the period ending November 30, 2023, as information."

Motion Carried 2023-295

- B) Community Peace Officer

The report was contained within the agenda package.

---

Moved by Councillor Degenstein, **“that Council accept the Community Peace Officer report for the period ending November 30, 2023, as information.”**

Motion Carried 2023-296

C) Chief Administrative Officer

CAO Lloyd provided a verbal report in addition to the report contained in the agenda package.

Moved by Councillor Losey, **“that the CAO Report for the period ending November 30, 2023, be accepted as information.”**

Motion Carried 2023-297

## 8. Bylaws and Policies

A) Nuisance Bylaw 1045

Moved by Councillor Degenstein, **“that the Nuisance Bylaw 1045 be given first reading.”**

Motion Carried 2023-298

Moved by Councillor Losey, **“that the Nuisance Bylaw 1045 be given second reading.”**

Motion Carried 2023-299

Moved by Deputy Mayor Johnson, **“that the Nuisance Bylaw 1045 receive unanimous consent for consideration of third reading.”**

Motion Carried 2023-300

Moved by Councillor Michaelis, **“that the Nuisance Bylaw 1045 be given third and final reading.”**

Motion Carried 2023-301

B) Business License Bylaw 1046

Moved by Councillor Degenstein, **“that the Business License Bylaw 1046 be given first reading.”**

Motion Carried 2023-302

Moved by Councillor Losey, **“that the Business License Bylaw 1046 be given second reading.”**

Motion Carried 2023-303

Moved by Deputy Mayor Johnson, **“that the Business License Bylaw 1046 receive unanimous consent for consideration of third reading.”**

Motion Carried 2023-304

Moved by Councillor Michaelis, **“that the Business License Bylaw 1046 be given third and final reading.”**

Motion Carried 2023-305

C) Utility Bylaw 1047

Moved by Councillor Degenstein, **“that the Utility Bylaw 1047 be given first reading.”**

Motion Carried 2023-306

D) Cannabis Consumption Bylaw 1048

**Moved by Deputy Mayor Johnson, "that the Cannabis Consumption Bylaw 1048 be given first reading."**

Motion Carried 2023-307

**Moved by Councillor Degenstein, "that the Cannabis Consumption Bylaw 1048 be given second reading."**

Motion Carried 2023-308

**Moved by Councillor Michaelis, "that the Cannabis Consumption Bylaw 1048 receive unanimous consent for consideration of third reading."**

Motion Carried 2023-309

**Moved by Councillor Losey, "that the Cannabis Consumption Bylaw 1048 be given third and final reading."**

Motion Carried 2023-310

E) Concerts Licenses and Regulations Bylaw 1049

**Moved by Councillor Losey, "that the Concert Licenses and Regulations Bylaw 1049 be given first reading."**

Motion Carried 2023-311

**Moved by Councillor Degenstein, "that the Concert Licenses and Regulations Bylaw 1049 be amended to include a section as follows: Alcohol: Any sale or consumption of alcohol shall follow all Alberta Gaming, Liquor and Cannabis regulations."**

Motion Carried 2023-312

F) Water Conservation Bylaw 1050

**Moved by Councillor Degenstein, "that the Water Conservation Bylaw 1050 be given first reading."**

Motion Carried 2023-313

**Moved by Deputy Mayor Johnson, "that the Water Conservation Bylaw 1050 be given second reading."**

Motion Carried 2023-314

**Moved by Councillor Losey, "that the Water Conservation Bylaw 1050 receive unanimous consent for consideration of third reading."**

Motion Carried 2023-315

**Moved by Councillor Michaelis, "that the Water Conservation Bylaw 1050 be given third and final reading."**

Motion Carried 2023-316

G) Animal Control Bylaw 1051

**Moved by Councillor Degenstein, "that the Animal Control Bylaw 1051 be given first reading."**

Motion Carried 2023-317

**Moved by Councillor Degenstein, "that reference to the Land Use Bylaw in Section 13 be removed from the Bylaw and to add the definition of a Designated Officer."**

Motion Carried 2023-318

H) Traffic Control Bylaw 1052

**Moved by Councillor Degenstein, "that the Traffic Control Bylaw 1052 be given first reading."**

Motion Carried 2023-319

**Moved by Councillor Degenstein, "that the definition of Designated Officer be added to the Traffic Control Bylaw."**

Motion Carried 2023-320

I) Repeal Bylaws 879 and 885

**Moved by Councillor Losey, "that Council table the repeal of Bylaw 879 - Handicapped Parking at the Curling Rink."**

Motion Carried 2023-321

**Moved by Councillor Degenstein, "that Council repeal Property Information Bylaw 885."**

Motion Carried 2023-322

J) Rates Bylaw 1053

**Moved by Councillor Losey, "that the Rates Bylaw 1053 be given first reading."**

Motion Carried 2023-323

**Moved by Councillor Degenstein, "that Rates Bylaw 1053, Schedule B, be revised to add under cats - male intact and neutered, and female, unspayed and spayed, under dogs."**

Motion Carried 2023-324

**Moved by Councillor Degenstein, "that the Rates Bylaw 1053 be given second reading, with amendments."**

Motion Carried 2023-325

**Moved by Deputy Mayor Johnson, "that the Rates Bylaw 1053, with amendments, receive unanimous consent for consideration of third reading."**

Motion Carried 2023-326

**Moved by Councillor Michaelis, "that the Rates Bylaw 1053, with amendments, be given third and final reading."**

Motion Carried 2023-327

*The Mayor recessed the meeting at 6:30 p.m.*

*The Mayor reconvened the meeting at 6:35 p.m.*



## 9. Old Business

### A) Street Signs

Moved by Councillor Degenstein, **“that Council add street signs to the 2024 budget deliberations.”**

Motion Carried 2023-328

### B) Riverside Community Golf Society Agreements

Moved by Councillor Losey, **“that the Golf Course Lease Agreement be approved as to include adding Debt Reduction to the title on Schedule A., and the Campground Management Agreement to be revised to include: the Town will be responsible for mowing along the river’s edge.”**

Motion Carried 2023-329

## 10. New Business

### A) Correspondence

Moved by Deputy Mayor Johnson, **“that correspondence for the period ending December 11, 2023, be accepted as information.”**

Motion Carried 2023-330

### B) 2024 Interim Operating Budget

Moved by Councillor Degenstein, **“that Council approve the 2024 Interim Operating Budget to be based on 2023 budget numbers.”**

Motion Carried 2023-331

### C) 2024 Interim Capital Budget

Moved by Councillor Losey, **“that the 2024 Interim Capital Budget be approved as presented.”**

Motion Carried 2023-332

### D) FCSS Letter of Support

Moved by Councillor Michaelis, **“that Council provide a letter in support of BEW FCSS application to the Canada Service Corps program.”**

Motion Carried 2023-333

## 11. Councillors Reports

Councillor Michaelis attended a Housing Subcommittee meeting, the Milk River Health Professionals Attraction and Retention Committee meeting, and a Chinook Arch Regional Library Board meeting.

Deputy Mayor Johnson attended the Milk River and District Ag Society meeting.

Councillor Degenstein attended an FCSS meeting, AB Municipalities Town Hall, a Ridge Country Housing meeting and Ridge Regional Public Safety Services.

Councillor Losey attended a Ridge Country Housing meeting, MR Watershed, the Horizon School Board Division meeting, and an ORRSC meeting.

Moved by Councillor Losey, **“that the Councillors reports for the period ending December 11, 2023, be accepted as information.”**

Motion Carried 2023-334

**12. Mayors Report**

Mayor Liebelt attended the following meetings: the Alberta Municipalities Town Hall, the Horizon School Board Division meeting, as well as a zoom meeting with Alberta Health Services.

Mayor Liebelt wished all a Merry Christmas.

Moved by Councillor Michaelis, "that Council accept the Mayors Report for the period ending December 11, 2023, **as information.**"

Motion Carried 2023-335

**13. Closed Session**

A) Section 21 - Disclosure Harmful to Intergovernmental Relations

Moved by Councillor Degenstein, "that Council move into closed session in accordance with Section 197(2) of the Municipal Government Act at 7:53 p.m., to discuss matters exempt from disclosure under FOIP Section 21 - Disclosure Harmful to Intergovernmental Relations, with Council and the CAO to remain in attendance."

Motion Carried 2023-336

*Public Works Supervisor Salter left the meeting at 7:53 p.m.*

Moved by Councillor Degenstein, "that the meeting reconvene to the regular Council meeting at 8:07 p.m."

Motion Carried 2023-337

Rise and Report

Moved by Councillor Degenstein, "that a response be sent to the Horizon School Division Board thanking them for their consideration of saving a portion of the school, conceding to the destruction of the school due to cost burden."

Motion Carried 2023-338

Moved by Deputy Mayor Johnson, "that a letter be written to Jarrad McCoy **asto Council's** decision regarding the Erle Rivers School demolition due to cost and unknowns."

Motion Carried 2023-339

*The Mayor recessed the meeting at 8:10 p.m.*

*The Mayor reconvened the meeting at 8:23 p.m.*

B) Section 17 –Disclosure Harmful to Personal Privacy

Moved by Councillor Losey, "that Council move into closed session in accordance with Section 197(2) of the Municipal Government Act at 8:23 p.m., to discuss matters exempt from disclosure under FOIP Section 17: Disclosure Harmful to Personal Privacy, with only Council to remain in attendance."

Motion Carried 2023-340

*CAO Lloyd left the meeting at 8:23 p.m.*

Moved by Deputy Mayor Johnson, "that the meeting reconvene to the regular Council meeting at 9:37 p.m."

Motion Carried 2023-341

**C) Adjournment**

Moved by Councillor Losey, "that the regular council meeting of December 11, 2023, adjourn at 9:38 p.m."

Motion Carried 2023-342

---

Larry Liebelt  
Mayor

---

Kelly Lloyd  
Chief Administrative Officer

These minutes were approved on the XX day of XXXXX 2024.

Prior to Adoption

Request for Decision

## Financial Report

January 8, 2024



### RECOMMENDATION

That the Financial Report for the period ending December 31, 2023, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

On a quarterly basis, a high-level financial report is provided to council for review and information.

### 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. 2023 Year to Date Operating Budget
2. Cash Report

**Operating Revenue/Expenditures by Department for the 12 Months Ended December 31, 2023**

Department	REVENUES				EXPENDITURES				Actual Contribution to Surplus
	Budget	YTD Actual	Remaining Dollars	% Collected	Budget	YTD Actual	Remaining Dollars	% Used	
0 General Government	-1,250,936	-1,325,478	74,542	106.0	230,368	232,695	-2,327	101.0	-1,092,783
11 Council	0	-267	267	0.0	76,753	65,315	11,438	85.1	65,048
12 Administration	-423,641	-169,596	-254,045	40.0	450,811	376,324	74,487	83.5	206,728
23/24 Fire/Disaster Services	-17,800	-39,643	21,843	222.7	110,229	98,418	11,811	89.3	58,775
26 Bylaw Enforcement	-2,900	-2,475	-425	85.3	63,181	60,486	2,695	95.7	58,011
31 Common Services	0	-424	424	0.0	172,690	148,601	24,089	86.1	148,177
32 Roads	-24,475	-148,550	124,075	606.9	264,755	223,726	41,029	84.5	75,176
33 Airport	-465	-465	0	100.0	10,884	4,409	6,475	40.5	3,944
4101 Water Supply/Distribution	-309,700	-307,249	-2,451	99.2	250,250	230,879	19,371	92.3	-76,370
42 Wastewater	-100,560	-105,598	5,038	105.0	87,027	66,493	20,534	76.4	-39,105
43 Solid Waste	-109,150	-117,021	7,871	107.2	106,783	88,567	18,216	82.9	-28,454
46 Transfer Station	-12,200	-12,391	191	101.6	26,230	23,391	2,839	89.2	11,000
56 Cemetery	-2,500	-3,400	900	136.0	5,000	5,000	0	100.0	1,600
61 Planning & Development	-6,960	-8,089	1,129	116.2	15,000	13,111	1,889	87.4	5,022
62 Economic Development	-44,500	-76,581	32,081	172.1	114,790	29,240	85,550	25.5	-47,341
72 General Recreation	-15,600	-268	-15,332	1.7	217,053	139,428	77,625	64.2	139,160
7201 Campground	-18,000	-12,957	-5,043	72.0	94,044	38,758	55,286	41.2	25,801
7202 Pool	-80,560	-40,258	-40,302	50.0	95,498	126,597	-31,099	132.6	86,339
7203 Golf Course	0	0	0	0.0	8,300	6,717	1,583	80.9	6,717
74 Culture & Library	0	0	0	0.0	20,301	20,301	0	100.0	20,301
									0
<b>TOTAL OPERATING</b>	<b>-2,419,947</b>	<b>-2,370,710</b>	<b>-49,237</b>	<b>98.0</b>	<b>2,419,947</b>	<b>1,998,456</b>	<b>421,491</b>	<b>82.6</b>	<b>-372,254</b>

**Revenue and Expenses - by Funtion**  
**for the 12 Months Ended December 31, 2023**

	2022 Actual	2023 Budget	2023 YTD Actual	Remaining Dollars	% Collected/ Used
<b>Operating Revenues</b>					
Taxation	-1,036,963.41	-1,063,703.00	-1,051,542.40	-12,160.60	98.86
Sale of Goods and Services	-634,602.22	-652,720.00	-719,435.81	66,715.81	110.22
Other Revenue/Franchise Fees	-260,562.34	-213,683.00	-306,873.48	93,190.48	143.61
Conditional Grants	-110,575.56	-234,130.00	-292,858.82	58,728.82	125.08
Transfer from other Functions	0.00	0.00	0.00	0.00	0.00
Transfer from Reserves	0.00	-255,711.00	0.00	-255,711.00	0.00
<b>TOTAL REVENUES</b>	<b>-2,042,703.53</b>	<b>-2,419,947.00</b>	<b>-2,370,710.51</b>	<b>-49,236.49</b>	<b>97.97</b>
<b>Expenditures</b>					
Salaries, Wages & Benefits	561,653.31	668,224.00	612,892.69	55,331.31	91.72
Contracted & General Services	658,531.30	843,372.00	578,440.55	264,931.45	68.59
Materials, Goods & Utilities	418,308.91	546,321.00	453,778.56	92,542.44	83.06
Government Requisitions	244,586.58	246,549.00	246,548.76	0.24	100.00
Transfers to Local Boards	47,597.77	47,701.00	46,208.03	1,492.97	96.87
Transfers to Ind/Organizations	18,944.13	36,510.00	25,089.34	11,420.66	68.72
Bank Charges	736.82	5,150.00	7,443.84	-2,293.84	144.54
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	36,959.47	26,120.00	28,052.19	3,449.58	107.40
<b>TOTAL EXPENDITURES</b>	<b>1,987,318.29</b>	<b>2,419,947.00</b>	<b>1,998,453.96</b>	<b>426,874.81</b>	<b>82.58</b>



**TOWN OF MILK RIVER**  
Cash and Investments Report  
For the Period Ending December 31, 2023

General Ledger	Description	2023 Opening Balance	2023 YTD Balance
<b>CHEQUING ACCOUNTS</b>			
3-12-00-120-00	General Bank Chequing Account (ATB)	42,104.74	173,506.13
3-12-00-130-00	General Savings Account (ATB)	222,199.88	662,883.91
*	<b>TOTAL CHEQUING ACCOUNTS</b>	<b>264,304.62</b>	<b>836,390.04</b>
<b>TOWN TERM DEPOSITS</b>			
3-41-00-310-00	Water Capital GIC	313,441.50	3,842.16
3-43-00-310-00	Equipment Replacement Capital GIC	348,908.74	367,829.06
3-97-00-315-00	General Capital GIC	510,123.10	537,785.59
*	<b>TOTAL TOWN TERM DEPOSITS</b>	<b>1,172,473.34</b>	<b>909,456.81</b>
<b>ARMS LENGTH TERM DEPOSITS</b>			
3-12-00-140-00	Alumni GIC	5,254.74	0.00
3-43-00-315-00	Transfer Station Operating GIC	5,083.64	5,359.29
*	<b>TOTAL ARMS LENGTH TERM DEPOSIT</b>	<b>10,338.38</b>	<b>5,359.29</b>
**P	<b>TOTAL CASH AND INVESTMENTS</b>	<b>1,447,116.34</b>	<b>1,751,206.14</b>

\*\*\* End of Report \*\*\*

**2023 - Capital Budget - Approved June 12 2023**

Dept.	Project Description	2023 Proposed Budget Estimated Cost	MSI \$117,621	Debtentures / Loan	From Reserves	Other Funds	CCBF \$91,772	Total Funds	2023 ACTUALS
<b>23   Fire Service</b>	Fire Hall lights	\$ 10,000			\$ 5,000	\$ 5,000			Dec-23
	<b>Total</b>	<b>\$ 10,000</b>			<b>\$ 5,000</b>	<b>\$ 5,000</b>		<b>\$ 10,000</b>	<b>12,498.60</b>
<b>31   Common Services</b>	Cement Pad at PW	\$ 12,000						\$ 12,000	
	<b>Total</b>	<b>\$ 12,000</b>						<b>\$ 12,000</b>	<b>\$14,060.00</b>
<b>32   Roads</b>	6th Ave Cul de Sac Paving	\$ 90,000			\$ 90,000				\$52,109.88
	8th Avenue Phase 8 Power	\$ 172,603	\$ 117,621		\$ 3,210		\$ 51,772		(\$117,430.00) MSI Operating
	New Holland Workmaster 25S Sub Compact Tractor	\$ 39,500			\$ 39,500				(\$262,646.00) MSI Capital
	Line Painter	\$ 10,500			\$ 10,500				\$39,750.00
	EV Charging Station	\$ 50,400				\$ 50,400			\$30,000.00
	<b>Total</b>	<b>\$ 363,003</b>	<b>\$ 117,621</b>		<b>\$ 143,210</b>	<b>\$ 50,400</b>	<b>\$ 51,772</b>	<b>\$ 363,003</b>	
<b>41   Water</b>	Water Supply Study	\$ 33,578			\$ 33,578				\$103,494.71
	Fence at WTP	\$ 25,400			\$ 25,400				
	IT Hardware - WTP	\$ 58,978			\$ 58,978				
	<b>Total</b>	<b>\$ 117,956</b>			<b>\$ 117,956</b>				
<b>42   Wastewater</b>	Lagoon rehabilitation and upgrades**	\$ 10,330,000		\$ 2,582,500		\$ 7,747,500			(\$150,000.00) FGTF Grant
	<b>Total</b>	<b>\$ 10,330,000</b>		<b>\$ 2,582,500</b>	<b>\$ -</b>	<b>\$ 7,747,500</b>		<b>\$ 10,330,000</b>	\$19,984.60
<b>61   Economic Development</b>	EV Bus	\$ 81,400				\$ 81,400			\$0.00
	<b>Total</b>	<b>\$ 81,400</b>				<b>\$ 81,400</b>		<b>\$ 81,400</b>	
<b>72   Recreation</b>	Civic Centre generator	\$ 110,000				\$ 110,000			
	Swimming pool upgrades	\$ 85,000				\$ 85,000			
	PH Controller	\$ 6,150							
	Block 39 Engineering and Design	\$ 45,000				\$ 45,000			\$14,242.39
	Neighbourhood Trailer - FCSS	\$ 4,000							\$13,096.19
	Corner lot / block 39 fencing	\$ 250,150			\$ -	\$ 240,000		\$ 250,150	
<b>Total 2023 Capital Budget</b>		<b>\$ 11,105,531</b>	<b>\$ 117,621</b>	<b>\$ 2,582,500</b>	<b>\$ 202,188</b>	<b>\$ 8,124,300</b>	<b>\$ 51,772</b>	<b>\$ 11,105,531</b>	<b>\$531,847.55</b>
									<b>(\$813,826.00)</b>



Request for Decision

## Administration Reports

January 8, 2024



### RECOMMENDATION

That the Administration Reports for the period ending December 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

## **Public Works – January 2023**

I started December 11, 2023 and jumped right in to see where Public Works stood with work. We were very fortunate the snow held off and able to complete some outstanding projects. I am spending my time getting to know the layout, assets and operations. Before Christmas we have completed one water meter install, eight replacement of street signs/stop signs, replaced sock at airport, filled potholes, shaved down doors at Town Hall, replaced lights at dentist office, oil change on one of the trucks, fluid change on skid steer and regular operational activities including monitoring waste water treatment and water treatment.

We are reviewing all outstanding work and potential work to come. I met with Larry Liebelt and Shayne Johnson, from the County on December 18, 2023 to discuss railway drainage and shoulder. The plan is to do work January 2 or 3, 2024. The County is bringing in a grader and tandem to assist in removal of excess three quarter and add the cement crush we have at Treatment Facility. We are going to taper off the end to assist in proper drainage into the ditch. We have called in an Alberta One Call for all utility locates for this project.

December 18, 2024, we ordered fifty water meters and fifty ERTs, in order to complete outstanding water meter installs. There are five at the shop that we intend to have installed as time permits. Out of the forty three installs on the books, there has been fifteen installed. My hopes are by the end of summer, we can complete all remaining installs with my assistance.

With my short time here, I have discovered somethings that we can do to more efficiently. The crews have been busy completing everything that I have asked of them with all their other duties completed daily. My plans are to guide the Public Works Department to a preventative maintenance perspective instead of reactive. Starting in spring we are replacing sign posts that are too low and bringing them up to Alberta Traffic Standards. This is an imperative thing to do and remove liability from the Town for any accidents or injuries that may occur. With this, we need to order and replace signs that are faded and worn. The initial plan for signs in downtown core will need to have a decision in order to order the proper signage.

Some other plans are to look into ensuring all drainage and culverts are effectively work, proper clean of sanitary lift stations (which includes buying proper confined space equipment), Removing Milk River from the County's Health and Safety Program (Most safety can be done in house and save \$1000/month), look at tapering grounds by drainage near golf course to be more effective, re-establish ditch and work on swale at 6<sup>th</sup> Avenue. As we move forward, the plan is to have proper equipment and training for staff to minimize contracting out.

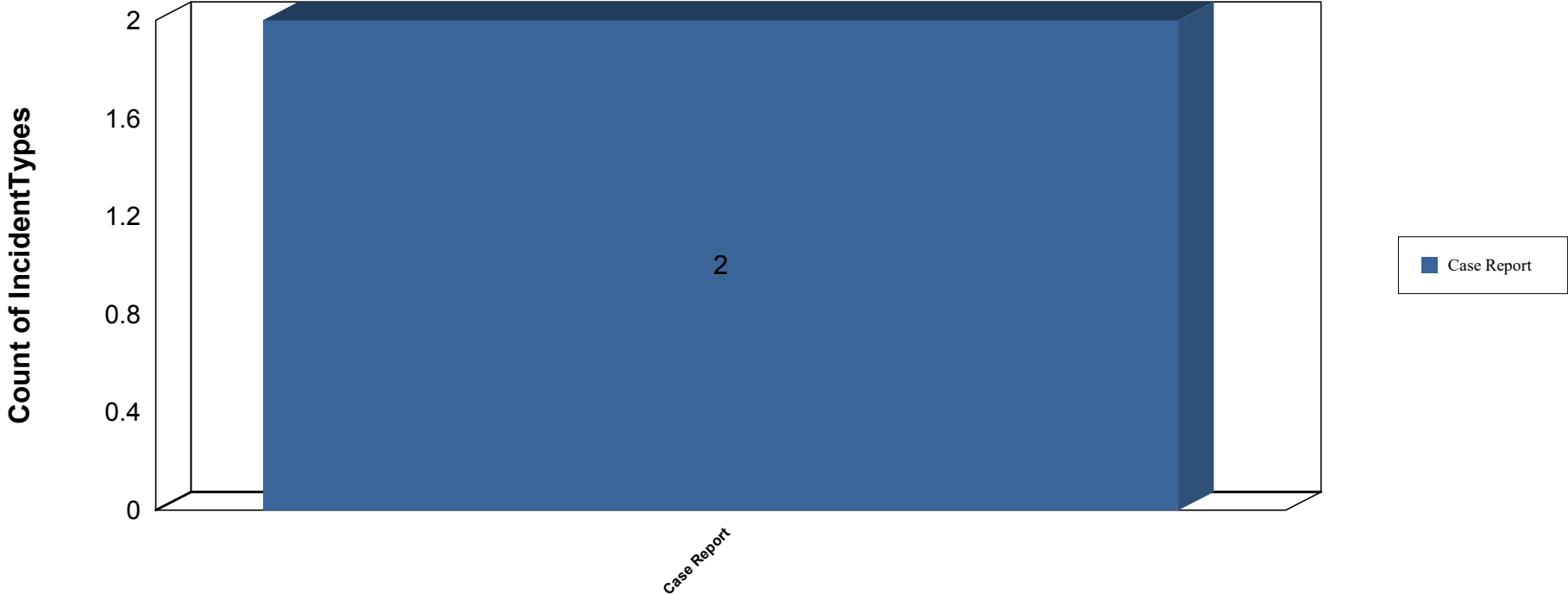
***Barry Salter***

Town of Milk River  
Public Works Supervisor

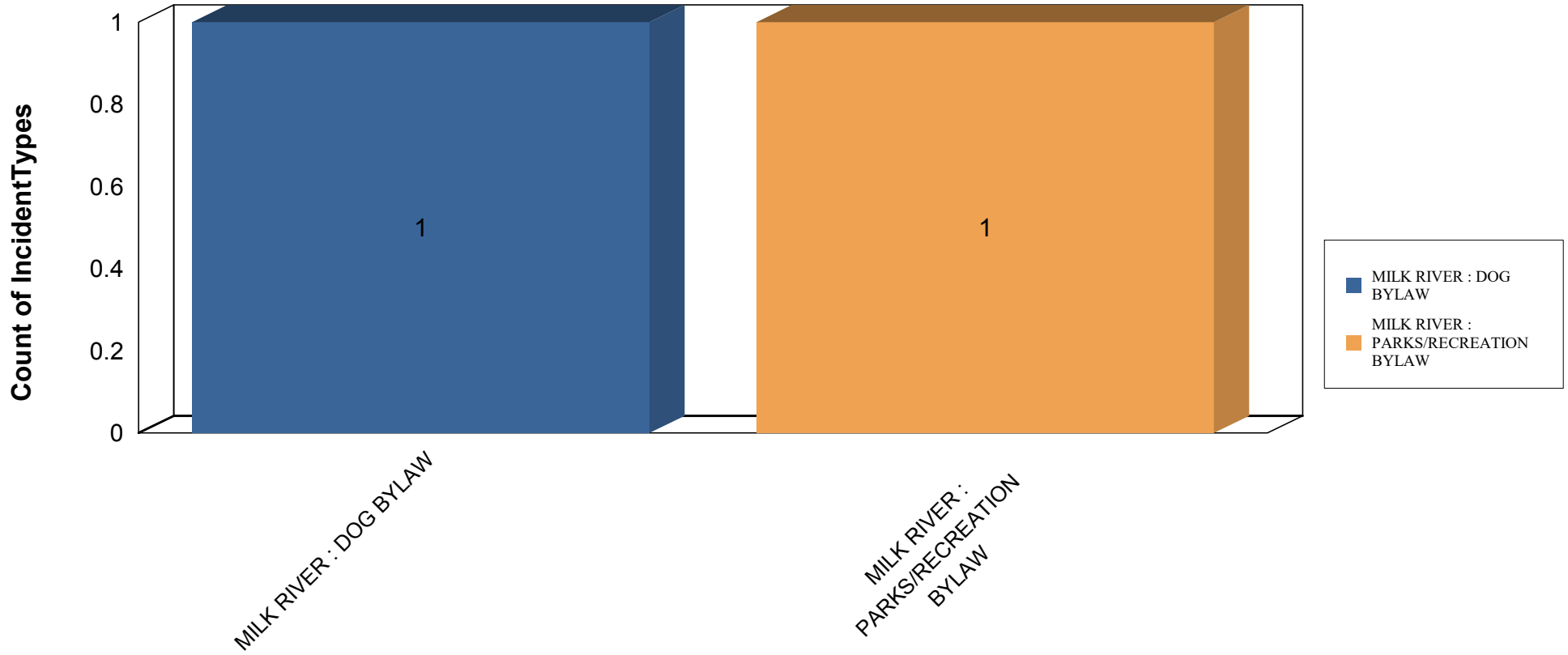
# Municipal Enforcement

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

## Count of Reports Completed



# Count of Incident Types



50.00% # of Reports: 1 Case Report MILK RIVER : DOG BYLAW

50.00% # of Reports: 1 Case Report MILK RIVER : PARKS/RECREATION BYLAW

**Grand Total: 100.00% Total # of Incident Types Reported: 2 Total # of Reports: 2**

Grand Total: 100.00% Total # of Incident Types Reported: 2

<u>2022-04-03</u>	Moved by Councillor Losey, "that administration look into the affordability of raising our grants to the small committees."	WIP
	<b>2023</b>	
<u>2023-12</u>	Moved by Councillor Losey "that Council directs administration to dispose of extra desks in Council Chambers and clean up Council Chambers."	WIP
<u>Motion Carried 2023-206</u>	Moved by Deputy Mayor Degenstein, "that Bylaw 1024 and Policy R1.0 be revised reflecting the following changes and bring back to a future Council meeting:	WIP
	<i>the failure to cut grass or weeds, including responsibility for the land at the front of property to the centre of the Street/Avenue and at the alley to the centre of the alley responsibility for the land at the front of the property to the gutter of the Street/Avenue and to where the lane for driving begins in the alley."</i>	
<u>Motion Carried 2023-210</u>	Moved by Councillor Michaelis, "that Council directs administration to look into sidewalk repair for 108-1 Avenue, NE for 2024 budget."	2024 Budget
<u>Motion Carried 2023-231</u>	Moved by Councillor Johnson, "that Council direct administration to determine options regarding kochia weeds."	WIP
<u>Motion Carried 2023-251</u>	Moved by Councillor Losey, "that the detailed park design fee proposal for Block 39 from Stantec, be accepted as information and be put forward to the 2024 budget deliberations."	2024 Budget
<u>Motion Carried 2023-252</u>	Moved by Deputy Mayor Johnson, "that Council approve December 28 and 29 as holidays for all town staff, with the administrative office to be closed from December 25-29 inclusive, and that all staff work on January 1, 2024."	Complete
<u>Motion Carried 2023-253</u>	Moved by Councillor Losey, "that Council approve an annual \$1,000.00 member community contribution, for the next three years to Canada's Western Gateway, beginning in 2024."	2024 Budget
<u>Motion Carried 2023-255</u>	Moved by Councillor Losey, "that Council directs administration to work with the Milk River and District Ag Society to mitigate water drainage."	WIP
<u>Motion Carried 2023-260</u>	Moved by Councillor Michaelis, "that Council write a letter to all ministries regarding the Visitor Information Centre, including the Milk River Watershed Council Canada."	WIP
<u>Motion Carried 2023-275</u>	Moved by Councillor Michaelis, "that Councillor Degenstein be approved to attend Brownlee LLP's legal session on Emerging Trends in the spring of 2024."	Complete
<u>Motion Carried 2023-277</u>	Moved by Councillor Losey, "that Council approve the closure of town facilities from December 25-29 inclusive, with the 29 <sup>th</sup> as a day off with pay."	Complete
<u>Motion Carried 2023-279</u>	Moved by Councillor Losey, "that the item of a housing needs assessment be added to the 2024 budget deliberations."	2024 Budget
<u>Motion Carried 2023-282</u>	Moved by Councillor Michaelis, "that the Campground Management agreement be revised as follows: Section 3: A term of 10 years, with first right of refusal and Contractor Duties and Responsibilities Schedule, removal of number 3 under Other Considerations	Complete

<u>Motion Carried 2023-283</u>	Moved by Councillor Degenstein, "that the Golf Course Lease Agreement be amended to add the following: Continuing reduction of the debt by completing approved improvements without additional funds being paid to the town."	Complete
<u>Motion Carried 2023-285</u>	Moved by Councillor Degenstein, "that the Town of Milk register for the Extended Producer Responsibility program."	Complete
<u>Motion Carried 2023-286</u>	Moved by Councillor Degenstein, "that \$10 per person per meal at council to include in budget deliberations for 2024, as well as a change in the procedural bylaw to include a nutrition break."	2024 Budget
<u>Motion carried 2023-287</u>	Moved by Deputy Mayor Johnson, "that Council direct administration to investigate the feasibility of a streetlight on the corner of 3 <sup>rd</sup> Avenue and 1 <sup>st</sup> Street NE."	WIP
<u>Motion Carried 2023-312</u>	Moved by Councillor Degenstein, "that the Concert Licenses and Regulations Bylaw 1049 be amended to include a section as follows: Alcohol: Any sale or consumption of alcohol shall follow all Alberta Gaming, Liquor and Cannabis regulations."	Complete
<u>Motion Carried 2023-318</u>	Moved by Councillor Degenstein, "that reference to the Land Use Bylaw in Section 13 be removed from the Bylaw and to add the definition of a Designated Officer."	Complete
<u>Motion Carried 2023-320</u>	Moved by Councillor Degenstein, "that the definition of Designated Officer be added to the Traffic Control Bylaw."	Complete
<u>Motion Carried 2023-324</u>	Moved by Councillor Degenstein, "that Rates Bylaw 1053, Schedule B, be revised to add under cats - male intact and neutered, and female, unspayed and spayed, under dogs."	Complete
<u>Motion Carried 2023-328</u>	Moved by Councillor Degenstein, "that Council add street signs to the 2024 budget deliberations."	2024 Budget
<u>Motion Carried 2023-329</u>	Moved by Councillor Losey, "that the Golf Course Lease Agreement be approved as to include adding Debt Reduction to the title on Schedule A., and the Campground Management Agreement to be revised to include: the Town will be responsible for mowing along the river's edge."	Complete
<u>Motion Carried 2023-333</u>	Moved by Councillor Michaelis, "that Council provide a letter in support of BEW FCSS application to the Canada Service Corps program."	Complete
<u>Motion Carried 2023-338</u>	Moved by Councillor Degenstein, "that a response be sent to the Horizon School Division Board thanking them for their consideration of saving a portion of the school, conceding to the destruction of the school due to cost burden."	Complete
<u>Motion Carried 2023-339</u>	Moved by Deputy Mayor Johnson, "that a letter be written to Jarrad McCoy as to Council's decision regarding the Erle Rivers School demolition due to cost and unknowns."	Complete

Request for Decision

**Utility Bylaw 1047**

January 8, 2024



**RECOMMENDATION**

That the Utility Bylaw 1047 be given second reading.

That the Utility Bylaw 1047 be given third and final reading.

**LEGISLATIVE AUTHORITY**

Municipal Government Act

**BACKGROUND**

Bylaw 1047 was presented to Council at the December 2023 meeting. There was a question regarding lead testing on new construction. Subsequent conversations with Ridge Water, it was determined this provision was not required.

**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**

1. Utility Bylaw 1047



**TOWN OF MILK RIVER  
BYLAW NO. 1047**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA TO REGULATE THE USE OF WATER WORKS, WASTEWATER WORKS, AND SOLID WASTE COLLECTION SYSTEMS.**

**WHEREAS**, pursuant to the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000, as amended, the Council may pass bylaws for the general maintenance of management or conduct of any public utility, the rates, charges, tolls, fares, rents, the times, and places where they will be payable, and provide for a discount that the Council considers expedient for prepayment or punctual payment; and

**WHEREAS** the Council of the Town of Milk River deems it necessary to provide for the control and management of the Water Works, wastewater, and garbage collection systems.

**NOW THEREFORE**, the Council of the Town of Milk River, duly assembled enacts as follows:

**1. SHORT TITLE**

1.1 That this Bylaw shall be cited as the UTILITY Bylaw of the Town of Milk River.

**2. DEFINITIONS**

**AUTHORIZED PERSON** shall mean any person employed by the Town of Milk River.

**BOILERS** shall include hot water heaters and/or tanks.

**CHIEF ADMINISTRATIVE OFFICER (CAO)** shall mean the person appointed by Council in accordance with Section 205 of the *Municipal Government Act*.

**CONSUMER** shall mean and include the owner or occupier of lands and premises therein or on, to which any water or wastewater service pipes are installed to service any land or premises thereon or in.

**COUNCIL** shall mean the Council of the Town of Milk River elected pursuant to the provisions of the *Municipal Government Act*.

**CURB STOP** shall mean the device on a Water Service Line used to interrupt or discontinue the supply of water.

**HOUSEHOLD WASTE** shall mean any waste normally generated within a household and shall not include those items listed in Part 5 of this bylaw.

**METER** shall mean a mechanical and/or electronic device used to measure the amount of water consumed on the premises upon which such meters are situated.

**MUNICIPALITY** shall mean the municipal corporation of the Town of Milk River.

**PERSON** shall mean an individual, firm, corporation, owner, occupiers, lessee, or tenant.

**PUBLIC WORKS SUPERVISOR** shall mean the person with authority to supervise and have charge of the Water and Sewer Department, subject to the powers delegated to them through the Chief Administrative Officer of the Town of Milk River.

**SEWER SERVICE LINE** shall mean that portion of the sewer line from the collecting street mains to the property line of the land or building being serviced.

**SHUT OFF** shall mean the interruption in or discontinuation of the supply of water.

**STORM SEWER** shall mean the line dedicated for storm, surface drainage, and groundwater only.

**STREET MAIN** shall mean that portion of the water and/or sewer system laid down in Town owned land for the purpose of servicing more than one property.

**TOWN** shall mean the Town of Milk River, in the Province of Alberta.

**UTILITY** shall mean and includes, as the context may require, the supply of water and/or the provision of wastewater and storm water collection and disposal.

**UTILITY CHARGES** shall include charges for water, wastewater, and garbage.

**WATER SERVICE LINE** shall mean that portion of the water line from the distributing Street Mains to the property line of the land or building being serviced.

**WATER WORKS** shall mean all public water treatment systems, Street Mains, and service lines within the Town of Milk River.

### **3. WATER WORKS REGULATIONS**

- 3.1 No person, except employees of the Town, shall make any connection or communication whatsoever with any of the public water pipes or mains, unless otherwise approved by the Public Works Supervisor. Upon authorization, an individual assumes full liability for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- 3.2 The Town shall be responsible for the costs of installation and repair of a Water Service Line from the main line to the Curb Stop. All Water Service Lines laid down on private property shall be constructed of CSA approved material of equal or better quality to the service lines in the street between the Street Main and the property line.
- 3.3 After any construction, reconstruction, alteration or change, or the completion of any work requiring a permit, water shall not be turned on to any building or premises until after the whole of the work has been done to the satisfaction of the Town. Water shall be turned on or off only by an authorized employee of the Town, as dictated by Town policy. Water consumed during new construction shall be free of charge.
- 3.4 To maintain an adequate supply of water and adequate water pressure within the Town, or in the emergency situations, the Council or CAO may authorize restriction on the use of water.

- 3.5 Except as hereinafter provided, no person other than authorized employees of the Town shall open or close or operate or interfere with any valve, hydrant, or fire plug, or draw water therefrom.
- 3.6 The Fire Chief of the Town Fire Department, their assistants and officers, members of the department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or fire practices, or testing of hose pipe for fire protection. However, all such cases shall be under the direction and supervision of the said Chief or duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug.
- 3.7 No person shall in any manner obstruct the free access to any hydrant or valve or Curb Stop. No vehicle, building, or any other matter which would cause such obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within five (5) meters of the hydrant in a direction parallel with the said property line.
- 3.8 The Town shall assume the full responsibility and cost for any Water Service Line, which may hereinafter be frozen between the property line and the main line. Any Water Service Line frozen between the property line and the building shall be the responsibility of the person owning the property. In addition, should the Water Service Line be frozen between the Street Main and the property line as the result of the negligence of the customer, the customer will be held responsible for costs associated with thawing said line.
- 3.9 The Town may, with due notice, Shut Off the water supplied to the land or premises of any Consumer who may be guilty of a breach of non-compliance with any of the provisions of the Bylaw or provincial government regulation, and may refuse to turn on the water until satisfied and assured that the Consumer intends to comply with the Bylaw or provincial regulations.
- 3.10 When possible, reasonable notice will be provided to all customers, however the Town reserves the right to turn off water service without notice to any or all Consumers in an emergency situation. It is hereby declared that no person shall have any claim for compensation or damages as a result of the Town turning off the water service in an emergency situation without notice or from the failure of water supply system from any cause whatsoever.
- 3.11 No person shall interfere with, damage, or make inaccessible any Curb Stop due to the construction of sidewalks, pathways, driveways, etc. If it is required to make any repairs or changes to inaccessibility to or damage to Curb Stops, the owners of the property being serviced by said Curb Stop shall, in addition to the penalties in the Town of Milk Rivers' Rates Bylaw, be required to assume all costs involved in said repair.
- 3.12 Any person or persons about to vacate a premises that has been supplied with water and / or who are desirous of discontinuing the use thereof must give notice to the Town, either in writing or by telephone, to Shut Off the water to said premises. Otherwise, they will be held liable for the accruing rates therefore and for all damages suffered or sustained by the Town and caused by failure to give such notice. There will be a charge associated with water turn on and Shut Off.

3.13 In all cases where Boilers or electric water heaters may become damaged or cause damage, the property owner must notify the Town and make arrangements for the Town to disconnect the unit prior to a water shutoff. If no notification is given, and the unit, persons and/or property becomes damaged in a water shut-off or water supply failure, the Town shall not be liable for any damages which result, the customer may be subject to a fine under this bylaw, and no deduction from water bills will be made in consequence thereof.

3.14 All development within the Town of Milk River requiring connection to the water system for the Town of Milk River shall require a water Meter, as a condition of development.

The said Meter shall be acquired from the Town and installed at the developer's expense.

The Meter shall remain the property of, and shall be maintained by, the Town. The Town will replace any Meter that stops working due to normal wear and tear at no cost to the owner.

No person shall interfere with, disconnect, impede, damage, permit to be damaged, or otherwise tamper with a water Meter. Repairs to said Meters will be at the expense of the customer, and as listed in the Town of Milk Rivers Rates Bylaw.

The Town, upon due notification to the occupant, shall be provided clear and unhindered access to the Meter.

3.15 No well or other source of water except the Town waterworks will be permitted within the Town of Milk River corporate boundaries.

#### **4. WASTEWATER WORKS REGULATIONS**

4.1 No person, except employees of the Town, shall make any connection whatsoever with any of the public wastewater pipes or mains, unless otherwise approved by the Public Works Supervisor. Upon authorization, an individual assumes full liability for any damage caused while making such connection and will also provide adequate safety provisions during the connection.

4.2 The Town shall be responsible for the costs of installation or repair of a wastewater service line from the main line to the property line. All wastewater service lines laid down on private property shall be constructed of CSA approved material of equal or better quality to the service lines in the street between the Street Main and the property line.

4.3 No person shall discharge, throw, deposit, or leave in or upon any Town wastewater service or any trap, basin, grating, manhole or other appurtenance or any Town wastewater main any material, thing or liquid which would prejudicially affect the wastewater collection system.

4.4 The Public Works Supervisor shall have the right, with due notice, to enter houses or other places which have been connected to Town wastewater collection systems. In the case of emergency, no notice is required. Facilities will be provided in order to ascertain whether or not any improper material or liquid is being discharged into the wastewater

collection system and shall have the power to stop or prevent any material or action from continuing to damage the system.

- 4.5 The person(s) owning or occupying any premises connected to a Street Main by a wastewater service line shall be responsible for contacting a plumber to clean the wastewater service line. Should a plug be located on the customer's line, the plumber has the right to bill the customer. Should the plug be thought to be on the public side of the property line, or the location cannot be determined, the plumber will contact the Town to inspect the line, and to confirm the location of the plug and responsibility for the costs associated.
- 4.6 The owner of any premises connected to a Street Main by a Sewer Service Line may take advantage of sewer camera service programs offered by the Town through policy.

## **5. WASTE MANAGEMENT REGULATIONS**

- 5.1 The Municipality shall provide waste management services as follows:
  - 5.1.1 RESIDENTIAL waste pickup shall be conducted on Tuesdays.
  - 5.1.2 COMMERCIAL waste pickup shall be conducted as follows:
    - 5.1.2.1 Restaurants, grocery stores and recreational facilities shall have waste collection pickups on Tuesdays and Fridays.
    - 5.1.2.2 All other commercial outlets shall have waste collection pickups on Fridays.
    - 5.1.2.3 Should the Town feel that extra pickups are necessitated due to volume or other extenuating circumstances, additional pickups will be authorized at Council's discretion.
  - 5.1.3 In the event a statutory or provincial or municipal holiday falls on a regularly scheduled waste collection day the pickup shall be conducted on the next following workday.
- 5.2 Waste shall be picked up:
  - 5.2.1 at the curb in residential areas with a three-foot parameter of space left between black bins;
  - 5.2.2 at the curb or other such location deemed appropriate in commercial areas with a three-foot parameter of space left between black bins;
  - 5.2.3 generally starting from the south end of the Town, working north.
- 5.3 All waste shall be placed in the black bin provided for each premises.
- 5.4 The following wastes are deemed appropriate for pickup and disposal by the Municipality:
  - 5.4.1 household / commercial waste;
  - 5.4.2 paper;
  - 5.4.3 cardboard;
  - 5.4.4 bagged or boxed cold ashes from fireplaces, wood stoves and garbage barrels

- 5.5 The following wastes will not be picked up for disposal by the Municipality:
- 5.5.1 dead animals;
  - 5.5.2 noxious or hazardous wastes, used oils, used commercial food oils;
  - 5.5.3 construction and demolition debris, concrete and pavement;
  - 5.5.4 refrigerators, air conditioners, freezers, stoves, ovens, washers or dryers;
  - 5.5.5 furniture;
  - 5.5.6 metal;
  - 5.5.7 tree branches, limbs and trunks;
  - 5.5.8 tires;
  - 5.5.9 grain dust and seed screenings;
  - 5.5.10 burning barrels
- 5.6 Recycling shall be encouraged by the Municipality, and composting will be encouraged by the Municipality.
- 5.7 The Municipality is not responsible for cleaning out any bins, or containers. If a bin or container is in need of cleaning, a notice will be given.
- 5.8 If a bag is considered too heavy by the Municipality, it will be left. A notice explaining the reason(s) why will be left on the bag.
- 5.9 Burning barrels will not be provided by the Municipality.
- 5.10 The Municipality shall not conduct Spring and Fall cleanups.
- 5.11 Residential dwellings will be limited to one garbage bin per property. Multi-family residential will be allocated one garbage bin per unit within the multi-family complex.

## **6. UTILITY BILLING AND PENALTIES**

- 6.1 The monthly water rates for metered water shall be as outline in the Town of Milk Rivers Rates Bylaw.
- 6.2 The monthly wastewater rates shall be as outlined in the Rates Bylaw. The wastewater Meter rates are based on Metered water consumption for all residential, commercial, and institutional buildings.
- 6.3 The monthly solid waste collection rates shall be as outlined in the Rates Bylaw.
- 6.4 Utility billings showing all service charges to the user, shall be delivered to the user bi-monthly. The garbage service charge will be combined on the same bill as the water service charge and the wastewater service charge; but each shall be calculated separately, and separate entries shall be made on the utility bill.
- 6.5 No reduction in rates shall be made for:
- 6.5.1 interruption of the service on account of any service or main piping becoming frozen or out of order as a result of frost; or
  - 6.5.2 the absence of the occupier, if the service is not turned off; or

6.5.3 interruption of service due to repair work.

6.6 Utility billings shall be due and payable within thirty (30) days of the date of mailing. The penalty for failure to pay a Utility bill on or before the due date and payable date shall be three (3%) of the then unpaid current outstanding balance.

6.7 The Town reserves the right to discontinue service to any property where any charges for services remain outstanding for a period of more than sixty (60) days.

A written notice will be forwarded giving ten (10) working days to pay the account in full or outstanding amount is transferred to Taxes.

When water service is inactive, basic sewer and garbage rates will also no longer be applied, providing the customer is not utilizing the services.

Any person or persons about to vacate any premises that have been supplied with water service or who are desirous of discontinuing the use thereof, must give notice to the Town to terminate billing and/or Shut Off the water at the said premises otherwise they will be held liable for the accruing rates therefor and for all damages suffered or sustained by the Town and caused by failure to give such notice.

5.8 Yearly prepayments of utility billings will be accepted during the month of January in any year. Persons making said yearly prepayment shall receive by way of credit on account an amount equal to one (1) months charges for water, wastewater and garbage. Said prepayments will be equal to eleven (11) months of charges.

5.9 All Utility accounts shall be placed in the name of the registered owner(s) of the property for which the account is for.

The Town will bill the renter if asked, but the account remains in the landowner's name and outstanding amounts are the responsibility of the landowner.

5.10 Any rates, costs or penalties for utilities supplied by the Town to any land or premises may be added to the taxes assessed against the real property to which the Utility services have been supplied and may be collected in any of the ways provided by the collection of taxes, including the sale of the said property provided that the Consumer is the owner or purchaser of the property.

5.11 Any person who violates a provision of the Bylaw is guilty of an offence and liable upon summary conviction to a fine of not more than five hundred (\$500.00) dollars exclusive of costs and in each and every case of default of payment, said person may be liable to imprisonment in the nearest common jail for a period not exceeding thirty (30) days, unless fines are sooner paid.

## **7. ENACTMENT**

7.1 Bylaws 989 and 1014 are hereby repealed.

7.2 This Bylaw shall come into full force and effect on January 1, 2024.

Read for a first time this the 11<sup>th</sup> day of December 2023.

Read for a second time this XX day of XXXX 2024.

Read for a third and final time this XX day of XXXX 2024.

---

Larry Liebelt  
Mayor

---

Kelly Lloyd  
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this XX  
day of XXXX 2024.



Request for Decision

## Concert Licenses and Regulations Bylaw 1049

January 8, 2024



### RECOMMENDATION

That the Concert Licenses and Regulations Bylaw 1049, with amendments, be given second reading.

That the Concert Licenses and Regulations Bylaw 1049, with amendments, be given third and final reading.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

At the December Council meeting, the following motion was approved:

**Moved by Councillor Degenstein, "that the Concert Licenses and Regulations Bylaw 1049 be amended to include a section as follows: Alcohol: Any sale or consumption of alcohol shall follow all Alberta Gaming, Liquor and Cannabis regulations."**

Motion Carried 2023-312

The amendment has been completed and is back in front of Council to ratify.

### 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

1. Concert Licenses and Regulations Bylaw 1049

**TOWN OF MILK RIVER  
BYLAW NO1049**

**A BYLAW OF THE TOWN OF MILK RIVER IN THE PROVINCE OF ALBERTA  
RESPECTING THE LICENSING AND REGULATING OF CONCERTS.**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, RSA 2000, being Chapter M-26, as amended, a Council may pass a bylaw to raise revenue to establish fees for licenses, permits and approvals; and

**WHEREAS** section 6 gives a municipality natural persons power, which imply the power to charge for goods and services provided; and

**WHEREAS** section 61(2) authorizes a municipality to charge fees, tolls, and charges for the use of its property;

**NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF MILK RIVER, IN  
THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**1. Title**

This Bylaw may be cited as the Concert Licensing and Regulations Bylaw.

**2. Definitions**

**Concert** shall mean any music festival, dance festival, rock festival, or similar musical activity, whether indoor or outdoor, and is likely to attract 500 or more people in any one twenty four (24) hour period, at which music is provided by paid or amateur performers or by pre-recorded means, and which is held at any place within the municipality, and to which members of the public are invited or admitted for a charge or free of cost;

**Council** means the Council of the Town of Milk River;

**Health Inspector** means an Inspector appointed by Alberta Health Services;

**Licensee** means a person who has applied for and obtained a license to operate a Concert pursuant to the Bylaw;

**Licensing Officer** means the Council or such person as Council may designate;

**Municipality** means the Town of Milk River.

**3. Licensing**

3.1. No person shall operate, maintain, conduct, or advertise a Concert in the municipality unless they have first obtained a license from the Licensing Officer to operate or conduct such a Concert.

3.2. Applications for a license to conduct an indoor/outdoor Concert shall be made to the Licensing Officer in writing at least sixty days prior to the proposed date of the Concert and shall be accompanied by a non-refundable application fee of \$100.00 and shall contain the following information:

3.2.1. The name, age, residence, mailing address and telephone or email of the person making such application. If the application is made by a partnership, the names and addresses of the partners shall appear. Where the applicant is an incorporated company, the application shall be signed by at least two directors of the incorporated

company and shall contain the addresses of such corporate directors and shall have attached a certified copy of the Certificate of Incorporation.

- 3.2.2. A written statement of the find, character, or type of Concert which the applicant proposes to conduct, operate, or carry on.
  - 3.2.3. The address of legal description of property where the proposed Concert is to be conducted, operated, or carried on. Additionally, the applicant shall submit proof of ownership of the place where the Concert is to be conducted or a statement signed by the owner of the premises indicating their consent that the site be used for the proposed Concert.
  - 3.2.4. The date or dates and the hours during which the Concert is to be conducted.
  - 3.2.5. An estimate of the number of customers, spectators, participants, and other persons expected to attend the Concert for each day it is conducted.
  - 3.2.6. The names and addresses of anyone contributing, investing, or having a financial interest greater than five hundred (\$500.00) dollars in producing the Concert.
  - 3.2.7. A financial statement to give assurance of the ability of the applicant to meet the conditions of the license being applied for.
  - 3.2.8. A detailed written explanation of the applicant's plans to provide security and fire protection, water supplies and facilities, food supplies and facilities, sanitation facilities, first aid facilities and services, vehicle parking spaces, vehicle access policing and on site traffic control, and, if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities. The applicant's plans shall include what provisions shall be made for numbers of spectators in excess of the estimate, provisions for the cleanup of the premises and provisions for the removal of rubbish after the Concert has concluded. A plot plan showing the arrangement of the facilities, including those for parking, egress, and ingress, shall be submitted with such application.
- 3.3 Every person applying for a license pursuant to this Bylaw shall satisfy the Licensing Officer and Health Inspector that they are able to meet the conditions and requirements set out in this Bylaw.
- 3.4 Every license to conduct an indoor/outdoor Concert shall be subject to the following conditions and requirements:
- 3.4.1 Security protection: Every Licensee shall provide security protection at their own expense. This shall include the provision of a minimum of one security officer for every 100 persons expected to be in attendance.
  - 3.4.2 Water and sanitation facilities: Every Licensee shall provide an ample supply of potable water for drinking and sanitation purposes at the site of the Concert. The minimum supply of water to outdoor Concerts shall be 68 litres of water for each person in attendance per day. All water shall meet Canadian Drinking Water Standards. Public and private flush-type lavatories and drinking facilities and items incidental to the operation of the foregoing shall be required as determined by the Health Inspector. This condition shall only be deemed to have been met where the Health Inspector has accepted such arrangements as satisfactory.
  - 3.4.3 Food concessions: Where the proposed Concert is to be held a distance of 200 metres from public eating places, food handling places or like establishments, the applicant

shall provide such food facilities as may be required by the Health Inspector to adequately provide food services to those persons attending the Concert.

- 3.4.4 Every Licensee shall be required to furnish garbage receptacles as may be required by the Health Inspector. An adequate supply of plastic bag liners to fit the trash cans shall be provided and each container shall at all times have a plastic bag liner inserted and, when full, it shall be tied and removed, and a new plastic bag liner inserted. The pickup and removal of trash, refuse, garbage, and rubbish shall be at least once a day or often if required by the Health Inspector. A signed contract with a licensed refuse collector shall be submitted and filed with the Health Inspector. The removal of all trash and refuse shall be at the Licensee's expense.
- 3.4.5 First aid facilities: Every Licensee shall provide such first aid facilities at the site of the Concert as may be required by the Health Inspector. The Licensee shall provide ambulance services to transport persons attending the Concert from the site of the Concert to the nearest hospital where need arises. The type of ambulance service shall be as required by the Health Inspector. Where a proposed Concert is expected to attract a large number of persons to a site located a distance of five (5) kilometres from adequate existing treatment facilities, the Licensee may be required to provide emergency medical treatment facilities on the premises of the Concert.
- 3.4.6 Parking areas: Every Licensee shall provide adequate parking spaces for persons attending the Concert by motor vehicle. The Licensee may be called upon to provide a separate parking space for every two (2) persons expected to attend the Concert by motor vehicle. Such parking areas shall be clearly marked. The Licensing Officer shall approve an applicant's "parking plan" before a license shall be issued.
- 3.4.7 Access and parking control: The Licensee shall provide adequate ingress and egress to the Concert premises and parking areas, therefore necessary roads, driveways and entrance ways shall exist to ensure the orderly flow of traffic into the premises from a highway or road which is part of the highway system or which is a highway or road which is part of the highway system, or which is a highway maintained by the municipality. A special access way for fire equipment, ambulances and other emergency vehicles may be required. The Licensing Officer shall approve the Licensee's plan for ingress and egress before a license shall be issued. Additionally, any license may be required to show that traffic guards are under their employ to ensure orderly traffic movement and relieve traffic congestion in the vicinity of the Concert area.
- 3.4.8 Hours of operation: All Concerts which are subject to a license pursuant to the provisions of the Order shall close and cease operations continuously between the hours of 2:00 a.m. and 7:00 a.m. of each and every day.
- 3.4.9 Communications: The applicant shall be required to establish a communication system for public use where ordinary communications are not available.

3.4.10 Alcohol: Any sale or consumption of alcohol shall follow all Alberta Gaming, Liquor and Cannabis regulations.

- 3.4.11 Miscellaneous: The Licensing Officer may impose such additional conditions as are reasonably calculated as necessary to protect the health, welfare and property of local residents and persons attending Concerts.

3.5 A Licensee shall comply with all relevant Federal, Provincial or Municipal laws in existence.

3.6 The Licensing Officer may grant relief from any of the above public requirements where it

appears that such an action is in the best public interest. This ability to grant relief shall be limited to those items within the control of the Licensing Officer under this Bylaw and does not relieve the Licensee from any conditions or requirements imposed by law, contract, or otherwise.

3.7 Any person who:

3.7.1 Operates, maintains, conducts, advertises a Concert in the Town of Milk River without first having obtained the licenses required by this Order; or

3.7.2 having obtained the license, fails to comply with the conditions set out in this Order or attached to a License.

is guilty of an offense and is liable on conviction to a fine of not more than the fines outlined in the Town of Milk Rivers Rates Bylaw. and in default of payment, to imprisonment for a term not exceeding thirty (30) days.

#### 4. GENERAL PROVISIONS

4.1. Should any provision of this Bylaw be determined invalid, then the invalid provision shall be severed, and the remaining Bylaw shall be maintained.

4.2. Bylaw 624 is repealed as of January 1, 2024.

4.3. This Bylaw shall take force and effect January 1, 2024.

READ a First time this 11<sup>th</sup> day of December 2023.

READ a Second time this XXXX day of XXXXX, 2024.

READ a Third and Final time this XXXX day of XXXX, 2024.

---

Larry Liebelt  
Mayor

---

Kelly Lloyd  
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XXX day of XXXX, 2024.

Request for Decision

Animal Control Bylaw 1051

January 8, 2024



**RECOMMENDATION**

That the Animal Control Bylaw 1051, with amendments, be given second reading.

That the Animal Control Bylaw 1051, with amendments be given third and final reading.

**LEGISLATIVE AUTHORITY**

Municipal Government Act

**BACKGROUND**

At the December Council meeting, the following motion was approved:

**Moved by Councillor Degenstein, "that reference to the Land Use Bylaw in Section 13 be removed from the Bylaw and to add the definition of a Designated Officer."**

Motion Carried 2023-318

The amendment has been completed and is back in front of Council to ratify.

**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**

- 1. Animal Control Bylaw 1051

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1051**

**BEING A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE LICENSING, AND REGULATING THE CONTROL OF ANIMALS, DOMESTIC OR WILD, WITHIN THE TOWN OF MILK RIVER LIMITS.**

**WHEREAS** Section 7 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for the passing of bylaws to regulate, and control animals, wild or domestic, Livestock and Poultry, within the municipality; and

WHEREAS THE Municipal Government Act, being Chapter M-26 of the RSA 2000 and amendments thereto, authorize a Council to pass bylaws with regard to safety, health and welfare of people and the protection of people and property;

WHEREAS the keeping of any species of animals with the Town of Milk River may constitute a nuisance or public health risk;

**NOW THEREFORE**, the Municipal council of the Town of Milk River, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. Title**

That this Bylaw may be cited as the Animal Control Bylaw.

**2. Definitions**

In this Bylaw, unless the context otherwise requires:

**Animal** means any domesticated animal.

~~**Bylaw Enforcement Officer** means a person appointed by the Town of Milk River to carry out the provisions of this Bylaw and anyone acting or authorized by the Bylaw Control Officer to act on their behalf.~~

**Cat** means a domestic animal of the feline family.

**Day** means a continuous period of 24 hours.

~~**Designated Officer** shall mean the person appointed to the position or a member of the Royal Canadian Mounted Police or a Peace Officer appointed pursuant to the Peace Officer Act or a Bylaw Enforcement Officer.~~

**Dog** means a domestic animal of the canid family.

**Dog Fancier's License** means a Dog license issued annually to an owner permitting the keeping or harboring, on land or premises occupied by the owner, of up to six (6) licensed Dogs over the age of (3) months.

**Domestic Animal** means and includes any Dog, cat or any animal reclaimed from a wild state and adapted to live with man, not including "Livestock" and "Poultry" as defined herein.

**Former Owner** means a person, who at the time of impoundment, was the owner of an Animal which has subsequently been sold or destroyed.

**Kennel** means a dwelling, shelter, room, or place so considered, housing or keeping four (4) or more Dogs over the age of one (1) month.

**Livestock** means horses, cattle, sheep, swine, donkeys, goats, rabbits, and fur bearing animals raised in captivity.

**Poultry** means chicken, turkey, geese, pigeons, ducks, and ornamental birds.

**Pound** means a place the Town Council shall provide or designate for the confinement of animals impounded.

**Running at Large** means an Animal, or Animals, which are not under the control of a person responsible and is, or are, actually upon property in respect of which the owner of the Animal or Animals, does not have the right of occupation, or upon any highway.

**Town** means the Municipal Corporation of the Town of Milk River in the Province of Alberta.

**Vicious Dog** is any Dog with a propensity, tendency, or disposition to attack or injure, without provocation, other animals or humans, which attacks, bites or injures without provocation any human or animals or which represents a continuing threat of serious harm to persons or animals.

**Wildlife** means big game, game birds, birds of prey, fur bearing carnivores and any other species of vertebrates designated wildlife by the Wildlife Act and the regulations passed pursuant thereto.

### **3. Responsibilities of Animal Owners**

The owner of an Animal shall:

- 3.1 Ensure that the Animal is not Running at Large; and
- 3.2 be deemed to have failed or refused to comply with the requirements of the previous subsection unless they prove to the satisfaction of the Court trying the case that they have taken all reasonable precautions either to:
  - a. secure the Animal so that it would not be able to leave the premises of the owner, or
  - b. ensure that the Animal is on a leash, adequate to restrain it, at all times that it is off the owner's premises.

### **4. Nuisance**

The owner of an Animal shall ensure that such Animal shall not become a nuisance by:

- 4.1 Biting or chasing a person or persons whether on the property of the owner or not;
- 4.2 Biting, barking at, or chasing Livestock, bicycles, automobiles, or other vehicles;
- 4.3 Barking, howling or otherwise disturbing any neighbours;



- 4.4 Causing damage to property or other Animals;
- 4.5 The owner of a female Dog which is in heat shall keep the Dog housed and confined;
- 4.6 An owner whose Animal defecates on property other than their own shall remove forthwith, any defecated matter deposited;
- 4.7 Any owner of an Animal which is found upsetting waste receptacles or scattering the contents thereof, either in or about a street, lane or other public property or in or about premises not belonging to or in the possession of the owner of the Animal, is guilty of an offense provided in Section 3.1 and upon conviction thereof, in addition to any penalty imposed upon them, be civilly liable to the Town of any expense directly or indirectly incurred by it in connection with the receptacle being upset or the waste scattered.

## **5. Licensing**

- 5.1 The owner of a Dog and/or Cat shall obtain an annual license for each Dog and Cat, and pay therefore, an annual fee as prescribed in the Town of Milk Rivers Rates Bylaw.
- 5.2 Obtain an Animal license for each Animal on or before January 31<sup>st</sup> of each year.
- 5.3 Notwithstanding Subsection 5.1, the licensing provisions of the Bylaw where a person is blind or whose vision is impaired, is the owner of a Dog, trained and used as a guide Dog, there shall be no fee payable to the owner for a license under this Bylaw.
- 5.4 Subject to the provision of 5.7, obtain a license for it on the first day when the Town Office is open for business after the Animal reaches six (6) months of age.
- 5.5 Shall obtain the license for an Animal on the first day on which the Town office is open for business after they become the owner of the Animal.
- 5.6 Shall obtain a license for a Dog notwithstanding that it is under the age of six months where the Dog is found Running at Large.
- 5.7 The owner of a Dog shall ensure that their Dog wears a collar and current license.
- 5.8 Upon losing a Dog license, an owner of a Dog shall present the receipt for payment of a current year's license fee to the Town Office who will issue a new tag as per the Town of Milk Rivers Rate Bylaw.
- 5.9 No person shall be entitled to a refund under this Bylaw.
- 5.10 No license shall be transferrable from one Animal to another Animal.
- 5.11 Where a license required pursuant to this Section has been paid by the tender of an uncertified cheque, the license is issued subject to the cheque being accepted and cashed by the bank without mention of this condition being made on the license and is automatically revoked if the cheque is not accepted by the bank of which it is issued.
- 5.12 The maximum number of Dogs and/or Cats in a single-family dwelling or household shall be restricted to three (3) over the age of three months except in the case where an owner is in receipt of a Dog Fancier License.

5.13 A Dog Fancier License shall be issued upon payment of the fee specified in the Town of Milk Rivers Rates Bylaw. Each Dog owner under a Dog Fancier's License shall be licensed pursuant to Section 5 of this Bylaw.

- a. In order to apply for a Dog Fancier's License, the Owner must complete a Dog Fancier's License application in the form attached as Schedule "B" to this Bylaw and submit the completed application form, together with the applicable application fee, to the CAO or their designate.
- b. The Administrator may revoke the Dog Fancier's license upon receipt of bona fide complaints from two or more neighbours residing within 60 meters of the residence of the license.
- c. OR, if in their opinion there are just and reasonable grounds for the revocation or suspension of the license.
- d. Upon a license being revoked or suspended as hereinbefore provided, the Administrator shall notify the licensee thereof:
  - i. By delivering a notice to them personally, or
  - ii. By mailing a registered letter to their place of business or residence.

#### 5.13.1 Appeal

- a. In every case where:
  - i. A request for a Dog fanciers license has been refused.
  - ii. A Dog fanciers license has been revoked or suspended, the person seeking the license may appeal to the Town Council.
- b. An appeal from subsection one (1) hereof shall be made by the applicant within thirty (30) Days after such refusal, revocation, or suspension.
- c. All appeals shall be made in writing addressed to the Municipal Administrator of the Town of Milk River and shall be dated as of the date received by the Municipal Administrator.
- d. Town Council after hearing the applicant may:
  - i. Direct a Dog fanciers license to be issued or reinstated
  - ii. just and reasonable.
  - iii. Direct a Dog fanciers license to be issued or reinstated with conditions
  - iv. Refuse to grant a Dog fanciers license.
  - v. Uphold the revocation or suspension of a Dog fanciers license, on grounds which appear.

5.14 The Town office shall keep a record of the name and municipal address of the owner, the breed, colour, sex of the Dog, and the number stamped on the tag issued to the owner.

## 6. Animal Control Operation – Authority

~~A Bylaw Enforcement Officer, a constable or an Animal control Officer, or any person authorized by this Bylaw, Designated Officer~~ may capture and impound any Animal;

- 6.1 They believe or has reasonable grounds to believe an offence under this Bylaw is being or has been committed.
- 6.2 Which is required to be impounded pursuant to the provisions of any statute of Canada or the Province of Alberta, or any regulation, made thereunder.
- 6.3 A Bylaw Enforcement Officer, a constable or Animal control officer of the Town or any person authorized by this Bylaw to enforce the provisions contained herein, may enter onto the land surrounding any building in pursuit of any Animal which has been observed Running at Large.
- 6.4 The Town Council shall ~~establish such number of pounds and~~ appoint ~~such Bylaw enforcement officers~~Designated Officers as are necessary to provide reasonable facilities for the impounding of Domestic Animals Running at Large.

## **7. Animal Control Operations – Kennels**

- 7.1 A Kennel shall not be permitted on residential property unless the Kennel is located not less than one hundred (100) feet from any other person's property; and
- 7.2 Further provided that if written complaints are received at the Town Office, or damage is proven as a result of the Kennel, Council may direct that the person operating the Kennel move or cease to operate same.

## **8. Interference With an Animal**

No person, whether they are the owner of an Animal which is being or has been pursued or captured, shall;

- 8.1 Interfere with or attempt to obstruct a ~~Bylaw Enforcement Officer, or Constable or an Animal control Officer~~Designated Officer who is attempting to capture or who has captured an Animal which is subject to being impounded pursuant to the provisions of this Bylaw.
- 8.2 Persuade the Animal to enter a house or other place where it may be safe from capture or otherwise assist the Animal to escape capture.
- 8.3 Falsely represent themselves as being in charge or control of an Animal so as to establish that the Animal is not Running at Large.
- 8.4 Unlock or unlatch or otherwise open the Pound van or vehicle in which Animals are kept for impoundment have been placed to allow or attempt to allow any Animal to escape therefrom.
- 8.5 Untie, loosen, or otherwise free an Animal which has been tied or otherwise restrained.
- 8.6 Negligently or willfully open a gate, door or other opening in a fence or enclosure in which an Animal has been confined and thereby allow an Animal to run at large within the Town.
- 8.7 Tease, torment, or annoy an Animal.

## 9. Vicious Dog

- 9.1 No Person shall own, nor have, the physical care, possession, or control of a Vicious Dog within the Town unless that Person is not less than 18 years of age and is physically and mentally capable of maintaining control of the Dog.
- 9.2 An Owner of a Vicious Dog shall:
- a. Notify the Town that they own a Vicious Dog,
  - b. Ensure that the Dog remains, at all times while on the property of the Owner, confined to a Secure Enclosure,
  - c. Ensure that at any time that the Dog is not on the property of the Owner, the Dog is secured by a restraining device which does not exceed 1.0 meter in length, and which is sufficient to control the Dog, and the Dog is under the physical control of the Owner or person in possession of the Dog with the owner's consent,
  - d. Ensure that any time that the Dog is not on the property of the Owner, that the Dog is wearing a properly fitted muzzle that permits adequate ventilation for the Dog while remaining securely fastened on the Dog,
  - e. Ensure that at no time while the Dog is in a Motor Vehicle, the Dog has access to Persons or Domestic Animals which are outside the motor vehicle, while ensuring that, at all times, the Dog has adequate ventilation and temperature control within the Motor Vehicle,
  - f. Ensure that at no time is the Dog transported unsecured in a motor vehicle or transported outside of the cab of a motor vehicle,
  - g. Provide to the Town proof that a policy of liability insurance is in force and provides third party liability coverage in a form satisfactory to the Town and in a minimum coverage amount of \$500,000.00 for any injuries which may be caused by the Dog,
  - h. Ensures that the insurance policy contains a provision requiring the insurer to immediately notify the Town in writing in the event that the policy expires, is cancelled or is terminated, and
  - i. Prominently displays, at the front and rear entrances to the owner's property, a sign stating, "Beware of Dog".
- 9.3 If an owner has any reason to believe that their Dog may be a Vicious Dog, they shall keep the Dog in accordance with the provisions of this Section unless and until the Town's ~~Bylaw Enforcement~~Designated Officer has determined that the Dog is not a Vicious Dog and has so advised the owner in writing.
- 9.4 If the Town's ~~Bylaw Enforcement~~Designated Officer has reasonable grounds to believe that a Dog is a Vicious Dog, either through personal observation or after an investigation initiated by a complaint about the Dog, the ~~Bylaw Enforcement~~Designated Officer may, in writing:
- a. Notify the owner that the Dog is deemed to be a Vicious Dog, and
  - b. Require the owner to comply with all provisions of this Bylaw with respect to

Vicious Dogs immediately.

- 9.5 A notice under Section 9.4 shall include a summary of the applicable Bylaw provisions governing Vicious Dogs.
- 9.6 Notice given under Section 9.4 will be deemed served upon actual personal service of the notice upon the owner or after five (5) Days from mailing via regular mail to the owner's address as it appears on the Town's tax roll.
- 9.7 A person who has been served with a notice in accordance with Section 9.4 may appeal the notice to the Council by filing a written notice of appeal with the Chief Administrative Officer within seven (7) Days of being served with the notice under Section 9.4. The appeal will be heard by Council within 30 Days of receiving the notice of appeal.
- 9.8 Until such time as Council hears and upholds the appeal, the Dog must be treated in accordance with Vicious Dog provisions under this Bylaw.
- 9.9 The owner of a Vicious Dog shall apply for a Vicious Dog License under this Bylaw within seven (7) Days of the Dog being declared a Vicious Dog.
- 9.10 Where the owner of a Vicious Dog is guilty of an offence under this Bylaw, the minimum penalties for Vicious Dogs set out in Schedule B shall apply.
- 9.11 Nothing contained within this Bylaw shall prevent the Town from making application to the Court for an Order to destroy a Dog in accordance with the *Dangerous Dogs Act*, R.S.A. 2000, Chapter D-3 as amended, or repealed and replaced from time to time or taking such other steps with respect to the seizure, impoundment, control, or destruction of a Dog as may be available to the Town at law.
- 9.12 The Owner of a Vicious Dog shall immediately advise the ~~Bylaw Enforcement~~Designated Officer if the Vicious Dog is sold, gifted, transferred, or dies.

## **10. Reclaiming an Animal**

- 10.1 The owner of any impounded Animal may reclaim the Animal from the Pound as per the Town of Milk River Rates Bylaw and by obtaining the license for such Animal should a license be required under this Bylaw.
- 10.2 If at the expiration of a seventy-two (72) hour period from the time a Domestic Animal was first impounded it has not been redeemed, it may be sold or destroyed.
- 10.3 For the purpose of calculating the seventy-two (72) hour period of impoundment of a Domestic Animal, the date of impoundment included, however Saturdays, Sundays and holidays shall be excluded.
- 10.4 The purchase of a Domestic Animal from the Pound pursuant to the provisions of this section shall obtain full right and title to it and the right and title of the Former Owner to the Domestic Animal shall cease thereupon.
- 10.5 Impounded Domestic Animals shall be sold by the Town of Milk River at a price of no less than charges and costs levied against the Domestic Animal.

10.6 Disposal of all Domestic Animals as required by this Bylaw shall be done through euthanasia performed by a veterinarian.

**11. Trapping of Cats**

11.1 Any person who has a complaint about a cat running at large or causing damage to their property may request a cat trap from Ridge Public Safety Services for a fee set by Ridge Public Safety Services.

**12. Wildlife**

12.1 No person shall have or keep a Wildlife animal or bird alive within the Town of Milk River.

**13. Livestock, Poultry or Bees**

13.1 No person shall keep Livestock, Poultry or bees, other than one pet rabbit per household within the Town of Milk River, ~~unless the location on which such Livestock, Poultry or bees are kept falls within one of the following classifications:~~  
a. ~~Those areas of the Town of Milk River which would be classified as farms in compliance with the requirements of the Land Use Bylaw.~~  
b. ~~Those locations in the Town of Milk River for which development approvals has been granted pursuant to the requirement of the Land Use Bylaw and those locations in which an existing use does not conform to the Land Use Bylaw continues legally, where the permitted or legal non-conforming involves a farm, a packing plant, a Livestock auction market, or a similar operation.~~

~~13.2 No person while raising Livestock or Poultry shall create, establish, or maintain:~~  
a. ~~Any stable, byre or other building in which birds or animals are kept in a such a manner or in numbers as to be injurious or dangerous to health or which may hinder in any manner the prevention or suppression of disease.~~  
b. ~~Any accumulation or deposit of refuse, wherever situated, which is injurious to health, or which may hinder in any manner the prevention or suppression of disease.~~  
c. ~~Any deposit or offensive matter, refuse, offal, or manure contained in uncovered vehicles at any station or siding or elsewhere so as to be injurious to health, or which may hinder in any manner the prevention or suppression of disease.~~  
d. ~~Any accumulation of refuse wherever situated, for so long a period as to provide a breeding place for flies or creation of odours.~~

~~13.3 All Livestock or Poultry, while not under the direct control of a person shall be placed in a fenced or other secure area which will prevent the free roaming of such Livestock or Poultry.~~

**14.13 Penalties – Voluntary Payment Tickets**

14.1 Where a ~~Designated Bylaw Enforcement Officer, a Constable or an Animal Control Officer of the Town, or any person authorized by this Bylaw,~~ believes that a person has contravened any provisions of this Bylaw, they may serve upon such person a ticket as provided in this section either personally by mailing, or by leaving the same at the last known address and such service shall be adequate for the purpose of this Bylaw.

- 14.2 A ticket shall be in such form as determined by the Town Council and shall state the section of this Bylaw which as contravened and the amount payable according to The Town of Milk Rivers Rates Bylaw, or to section 13 (13.1) above, whichever applies, in the form accepted by the Town of Milk River in lieu of prosecution.
- 14.3 Upon presentation of a ticket, issued pursuant to this section, within ten (10) Days from the date of issue thereof, together with the payment to the Town of Milk River of the fee as provided on the ticket, the person to whom the ticket was issued shall not be liable for prosecution for the contravention in respect of which the ticket was issued.
- 14.4 Nothing in this section shall:
  - a. Prevent any person from exercising their right to defend any charge of committing a breach of the provisions of Sections 3, 4, 5, 8 and 10.
  - b. Prevent any person from laying an information and complaint against any other person for committing a breach of any of the provision of Sections 3, 4 ,5 8 and 10 of this Bylaw.
  - c. Prevent any ~~Peace Officer or Bylaw Enforcement~~Designated Officer appointed specifically to enforce the provisions of Sections 3, 4, 5, 8, and 10 of this Bylaw.
- 13.1 Where any person has made a payment to the provisions of this section and is prosecuted for the offence in respect of which such payment has been made, such payment shall be refunded.

**14. Summary Conviction**

14.1 A person who contravenes a provision of this Bylaw doing something which they are prohibited from doing, or by failing to do something which they are required to do, or by doing something in a manner different from which they are required or permitted to do by this Bylaw, is guilty of an offence and liable, upon summary conviction, to fines set out in regulations passed pursuant hereto.

**15. General Provisions**

- 15.1 It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- 15.2 Bylaw 624 is repealed as of January 1, 2024.
- 15.3 This Bylaw shall take force and effect January 1, 2024.-

Read a first time this 11<sup>th</sup> day of December 2023.

Read a second time this XXX day of XXXX 2024.

Read a third and final time this XXX day of XXXX 2024.

---

Larry Liebelt  
Mayor

---

Kelly Lloyd  
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XXX day of XXXX, 2024.



**SCHEDULE A  
BYLAW 1051  
ANIMAL CONTROL TICKET**

This ticket is issued for breach of section(s) \_\_\_\_\_ of the Town of Milk River Bylaw 1051.

Upon presentation of the Animal control ticket with in ten (10) Days from the date of service of the Animal control ticket, together with voluntary payment of the penalty indicated, prosecution will be waived.

**Failure to do so will result in prosecution.**

**Payment to be made to:** The Town of Milk River  
PO Box 270  
Town of Milk River, AB T0K 1M0

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Service of Ticket \_\_\_\_\_

Offence \_\_\_\_\_

Location of Offence \_\_\_\_\_ Time of Offence \_\_\_\_\_

Description of Animal \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Animal Impounded: Yes \_\_\_\_\_ No \_\_\_\_\_

Ticket Issued By: \_\_\_\_\_ Receipt Number \_\_\_\_\_

**SCHEDULE B  
BYLAW 1051  
DOG FANCIER'S LICENSE APPLICATION FORM**

Proposed License Holder's name(s): \_\_\_\_\_

Property address: \_\_\_\_\_

Legal Description: Lot or Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

1. This application is limited to the following Dogs: Breed Tattoo or Microchip Registration Number (Where applicable)

1.

2.

\* A copy of the any applicable registration papers for the Dogs must accompany the Application.

2. The Dogs will be housed in the following manner (i.e., are the Dogs going to be kept in the house or another building on the property, what access to the outside will the Dogs have, how much time will the Dogs spend outside every Day):

3. The following provisions will be undertaken to minimize and control any noise caused by the Dogs:

4. The following provisions will be undertaken to remove all waste caused by the Dogs:  
Other Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that:

- a) I am 18 years of age or older,
- b) I own or rent the Property where the Dogs will be kept,
- c) I am the proposed License Holder,
- d) I am the Owner of the listed Dogs, and
- e) All the information in this Application is true.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ [Applicant's Signature]

\_\_\_\_\_ [Applicant's printed Name]

Request for Decision

**Traffic Control Bylaw**

January 8, 2024



## **RECOMMENDATION**

That the Traffic Control Bylaw 1052, with amendments, be given second reading.

That the Traffic Control Bylaw 1052, with amendments, be given third and final reading.

## **LEGISLATIVE AUTHORITY**

Municipal Government Act

## **BACKGROUND**

At the December Council meeting, the following motion was approved:

Moved by Councillor Degenstein, "that the definition of Designated Officer be added to the Traffic Control Bylaw."

Motion Carried 2023-320

The amendment has been completed and is back in front of Council to ratify.

## **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**

1. Traffic Control Bylaw 1052

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
Bylaw No. 1052**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO REGULATE VEHICLE TRAFFIC IN THE TOWN OF MILK RIVER.**

**WHEREAS** the Traffic Safety Act, RSA 2000, Chapter T-6, as amended, provides that a Council may make bylaws for the regulation and control of vehicle, animal, and pedestrian traffic; and

**WHEREAS** the Council of the Town of Milk River deems it necessary to regulate vehicle traffic within the Town of Milk River.

**NOW THEREFORE**, the Council of the Town of Milk River duly assembled enacts as follows:

**1. NAME**

1.1. This Bylaw shall be cited as the Traffic Control Bylaw of the Town of Milk River.

**2. DEFINITIONS**

2.1. Wherever in this bylaw the following terms are used, they shall have the meanings respectively ascribed to them in this section. Any terms not defined in the bylaw shall have the meaning as defined in the Traffic Safety Act, RSA 2000, Chapter T-6, and amendments thereto.

**ADMINISTRATOR** means a person duly appointed by the Council of the Town of Milk River as the Administrator of the Town of Milk River.

**ALLEY or LANE** means a narrow highway providing and offering access to the rear of the building and parcels of land notwithstanding the restriction stated herein shall also include a side or flankage alley or lane.

**CURB** means the actual curb, if there be one, and if there be no curb in existence shall mean the division of a highway between that part thereof intended for the use of vehicles and that part thereof intended for the use of pedestrians.

**COUNCIL** means the Municipal Council of the Town of Milk River.

**DESIGNATED OFFICER** shall mean the person appointed to the position or a member of the Royal Canadian Mounted Police or a Peace Officer appointed pursuant to the Peace Officer Act or a Bylaw Enforcement Officer.

**EMERGENCY VEHICLE** means any vehicle of the Town, fire department, or of the Royal Canadian Mounted Police, any ambulance, any military or public utility vehicle designated as an emergency vehicle by the respective officer in charge.

~~**PEACE OFFICER** means a member of the Royal Canadian Mounted Police, a member of a Municipal Police Force, a Special Constable, or Bylaw Enforcement Officer, or Member of the Patrol Division of the Department of the Solicitor General.~~

**PUBLIC PLACE** means any publicly owned park, parkway or square to which the public is permitted access, or a parking area designed for the public, by a business, government, or by an institution.

**PUBLIC WORKS SUPERVISOR** means any person in charge of the Public Works Department, and responsible for the maintenance, repair and upkeep of Town Property, roads and sidewalks, or the person in charge under their direction.

**TOWN** means the Town of Milk River.

**TRAFFIC** means pedestrians, animals or vehicles while using a street for the purpose of travel.

**TRUCK ROUTE** means the streets or avenues within the Town that have been posted with signs indicating truck ingress or egress.

### **3. SPEED LIMITS**

3.1. The Public Works Supervisor is duly authorized to place, erect, or mark maximum speed signs as such locations as determined by Council indicating the maximum speed within the Town for that highway.

3.2. The maximum rate of speed within the Town shall not exceed the speed limit as posted.

3.3. No person shall drive a motor vehicle in or on any highway intended chiefly to give access to the rear of buildings and a parcel of land at a greater speed than 15 kilometers per hour.

3.4. The Public Works Supervisor, may by signs posted along a highway, fix a maximum speed limit in respect of any part of the highway under construction or repair or in a state of disrepair applicable to all vehicles or to any class or classes of vehicles while traveling over that part of the highway.

### **4. TRAFFIC CONTROL DEVICES**

4.1. The Public Works Supervisor is duly authorized to place, erect, or mark traffic control devices or traffic control signals at such locations as are considered necessary for controlling highways subject to the Councils control and management.

4.2. The Public Works Supervisor shall cause a record to be kept of the locations or all traffic control devices and traffic control signals. Such record shall be open to the public at the Town Hall during normal business hours.

### **5. PARKING**

5.1. No person shall park or stand any motor vehicle:

5.1.1. on any highway for a period of more than 72 hours;

5.1.2. where a curb has been lowered to allow a vehicle to cross a sidewalk in order to reach private property so as to obstruct the use of such crossing or driveway;

5.1.3. Within five meters of any intersection except where otherwise marked;

- 5.1.4. Within five meters of a line drawn at right angles to the curb from a fire hydrant;
  - 5.1.5. In such a manner as to interfere with the proper operation of any vehicle used by the fire department or other department of the Town;
  - 5.1.6. At any place where signs or marks prohibit parking.
- 5.2. No person shall double park a vehicle.
- 5.3. No person shall park any commercial vehicle, truck, or trailer with a design capacity of more than one tonne, or length of more than six meters, upon any highway except where such parking is expressly permitted or except for the purpose of loading or unloading such vehicle.
- 5.4. No person shall park a vehicle in an alley or lane except when actively loading or unloading goods or passengers from the vehicle provided also that the vehicle concerned does not so obstruct the alley or lane as to prevent other vehicles from passing along such lane or alley.
- 5.5. No commercial, farm, school bus, holiday unit, or public vehicle shall be parked on any of the streets of the Town in the residential areas except in the conducting of its normal business.

## **6. TRUCK ROUTES**

- 6.1. No person shall operate a vehicle in excess of 12 tonne Gross Vehicle Weight, excluding Public Passenger Vehicles, on any highway of the Town, except solely upon those portions of the highways expressly designated as truck routes except that no offence shall be committed if:
- 6.1.1. The person was, at the time, engaged in the delivery or collection of goods, wares or merchandise to or from bona fide customers of the owner of such overweight or over dimension vehicle, the premises of said customers abutting a highway prohibited to such vehicles.
  - 6.1.2. The person was going to or from the business premises of the owner of the overweight or over dimension vehicle concerned where the business premises of said owner abut on a highway prohibited to such vehicles.
  - 6.1.3. The person was going to or from the business premises abutting on a highway prohibited to overweight over dimension vehicles for the purpose of servicing or repair to such vehicles; and that the highway upon which they were traveling which is prohibited to overweight over dimension vehicles is the most direct and practicable routed between the premises referred to in subclauses (6.1.1.), (6.1.2.) and (6.1.3.) and the portion of the highway designated as a truck route;
  - 6.1.4. The person was pulling a motor vehicle disabled by accident or otherwise from a highway prohibited to overweight over dimension vehicles.

## **7. VEHICLES WITH LUGS**

7.1. No person shall drive, propel, or move on any highway any vehicle having metal spikes, lugs, cleats, or bands projecting from the surface of the wheel or tire of such vehicles, or any vehicle having a stud tractor tread. Studded snow tires and chains are expected.

## **8. EMERGENCIES**

8.1. In the case of fire within Town, any Peace-Designated Officer or member of the fire brigade of the Town may designate in any manner a line or lines near the location of the fire beyond which no member of the public shall pass, no unauthorized person, whether on foot, or on horse or in a vehicle shall cross such line or lines.

8.2. The Fire Chief of the fire department of the Town or any person acting under their instruction shall have the right to move or cause to be moved any vehicle which they may deem necessary to move or have moved for the purpose of carrying out any duty, work or undertaking of the fire department of the Town.

8.3. The provisions of this bylaw regulating the operation, movement, stopping and parking of vehicles shall not apply to any emergency vehicle while it is responding to an emergency call and sounding its siren and flashing its warning lights, or while attending at any emergency call, this exemption shall not excuse the driver of any such vehicle from exercising due care for the safety or other traffic.

8.4. The provisions of this bylaw prohibiting stopping or parking or weight limits shall not apply to:

8.4.1. Municipal or provincial utility vehicles;

8.4.2. Vehicles of a public utility corporation;

8.4.3. Wrecking vehicles.

8.5. While such vehicles are engaged in work requiring them to be operated in contravention of any such provisions provided, they have a flashing amber light in operation thereon said vehicle. This exemption shall not relieve the driver of such vehicle on any street while still parked or stopped.

## **9. GENERAL PROVISIONS**

9.1. No occupier of any premises shall permit the unrestricted flow of any water from such premises over any street, avenue, sidewalk, boulevard, or ally.

9.2. No person shall leave parked on any highway, any trailer, semi-trailer, mobile drilling equipment or any other vehicle which has been detached from any vehicle which is used to draw such trailer, semi-trailer, mobile drilling equipment or other vehicle.

## **10. AUTHORITY OF PEACE-DESIGNATED OFFICER**

10.1. In the case of fire or other emergency, or in order to expedite traffic officers of the fire department are hereby authorized to direct traffic in such a manner as they deem necessary, whether or not in conformity with the provisions of this bylaw.

- 10.2. In a case of fire or other emergency, if no Peace-Designated Officer is present, officers of the fire department are hereby authorized to direct traffic in such a manner as deem necessary, whether or not in conformity with the provisions of this bylaw.
- 10.3. Every person shall comply with any traffic signal or direction of a Peace-Designated Officer or of any officer of the fire department in the case of a fire or other emergency.
- 10.4. Every Peace-Designated Officer is, and is deemed to be, duly authorized, and entitled to place an erasable chalk mark on the tread face of the tire or parked or stopped vehicle without that Peace Officer or the municipality incurring any liability for doing so, in order to enforce the parking provisions of this bylaw.
- 10.5. Every Peace-Designated Officer is, and is deemed to be, duly authorized, and required to enforce the provisions of Section 72, 73, 74, 75 and 76 of the Traffic Safety Act, RSA 2000, Chapter T-6, as amended thereto, and of this bylaw.
- 10.6. Any Peace-Designated Officer is, and is deemed to be, duly authorized to impound and remove from the highway or parking lot or other public place, a vehicle in respect of which charges have not been paid or of a vehicle in violation of any provision of this bylaw and all costs incurred may be recovered by the Town by action in any court of competent jurisdiction.

## 11. PENALTIES

- 11.1. Where any Peace-Designated Officer believes that any person has committed a breach of any of the sections of this bylaw set out in the Town of Milk Rivers Rates Bylaw hereto, ~~he~~ they may serve upon such person a notice or tag as provided herein.
- 11.2. Notice or tag shall be in such form as provided for in the Regulations pursuant to the Summary Convictions Act and service of any such notice or tag shall be sufficient if it is:
  - 11.2.1. Personally served.
  - 11.2.2. Served by certified mail.
  - 11.2.3. Attached to the vehicle in respect of which the offense is alleged to have committed.
- 11.3. Upon production of any such notice tag, within seven (7) days from the date of services of such notice, together with the payment of sums specified in the Town of Milk Rivers Rates Bylaw hereto, to the Administrator of the Town, an official receipt for said payment shall be issued, and subject to the provisions of this section, payment shall be accepted in lieu of prosecution.
  - 11.3.1. Upon production of any such notice or tag between the eighth and fifteenth day from the date of service of such notice, together with the sums specified in such notice, there shall be added an additional five (\$5.00) dollar penalty which upon payment to the Administrator of the Town an official receipt for said full payment shall be issued, and subject to the provisions of this section, payment shall be accepted in lieu of prosecution.



- 11.4. If the person upon whom any such notice or tag is served, fails to pay the said sum within the time allotted, the provisions of this section shall no longer apply, and the person shall be prosecuted pursuant to provisions of the Summary Convictions Act.

Nothing in this section contained shall:

- 11.4.1. Prevent any person from exercising their right to defend any charge of committing a breach of any of the sections in this bylaw.
  - 11.4.2. Prevent any person from informing or laying a complaint against any other person for committing a breach of any of the sections in this bylaw.
  - 11.4.3. Prevent any person from exercising any legal right such person may have, to inform or lay a complaint against any other person for a breach of this bylaw.
- 11.5. Where any person has made a payment pursuant to the provisions of this section and is prosecuted for the offense in respect of which such payment has been made, such payment shall be refunded.
  - 11.6. No person other than the owner or driver of a vehicle shall remove any notice placed on or fixed to such vehicle by a Peace-Designated Officer in the course of their duties.
  - 11.7. Where a vehicle is driven, used, parked or left in contravention of any of the provisions of this bylaw, the registered owner of the vehicle is responsible for the contravention and liable to a penalty provided herein unless they prove to the satisfaction of the judge trying the case that at the time of the contravention, the vehicle was not driven, used or parked or left by them, or any other person with their consent, expressed or implied.
  - 11.8. Not with standing anything contained herein, any person violating any other provisions of this bylaw or any other person responsible for such violation shall be liable on summary conviction before a judge or justice of the peace having jurisdiction therein, to a penalty not exceeding one hundred dollars (\$100.00) exclusive of costs, and in the case of non-payment of fine and costs, to imprisonment for any period not exceeding sixty (60) days, unless such fine and costs including the costs of committal are sooner paid.
  - 11.9. If any person is in default in doing any matter or thing directed to be done by this bylaw, the matter or thing may be done by the Town at the expense of the person in default, and the Town may recover expenses thereof with costs by action in any court of competent jurisdiction.

## **12. ENACTMENT**

- 12.1. It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid.
- 12.2. Bylaw 777 is repealed as of January 1, 2024.
- 12.3. This bylaw shall come into full force and effect on January 1, 2024.

Read a first time this 11<sup>th</sup> day of December 2023.

Read a second time this XXX day of XXX 2024.

Read a third time and passed this XXX day of XXX 2024.

---

Larry Liebelt  
Mayor

---

Kelly Lloyd  
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2024.

Request for Decision

## Bylaw Repeal

January 8, 2024



### RECOMMENDATION

That Council repeals Bylaw 802, being a bylaw to establish an airport commission.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

In December 2023, Mayor Liebelt, as the appointed elected official to the Airport Commission, attended a meeting of the Commission.

Following up from research by administration into the governance documents for each Authority, Board and Commission, the Airport Commission was asked if the Commission was still required.

As a result of this meeting, a motion to repeal the Airport Commission Bylaw is on Council's agenda for decision.

### 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

1. Bylaw 802, Establish an Airport Commission

BY-LAW NO. 802

A BY-LAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA TO ESTABLISH AN AIRPORT COMMISSION FOR THE PURPOSE OF OPERATING THE MILK RIVER AIRPORT.

WHEREAS pursuant to the Municipal Government Act being Chapter M-26.1 of the Statutes of Alberta, a Council may pass by-laws in relation to the establishment and functions of Council Committees,

AND WHEREAS, the Council of the Town of Milk River deems it necessary to establish an Airport Commission and its functions.

NOW THEREFORE, the Council of the Town of Milk River duly assembled enacts as follows:

**PART A. DEFINITIONS**

**COMMISSION** shall mean and include the MILK RIVER AIRPORT COMMISSION.

**COUNCIL** shall mean the Council of the Town of Milk River.

**SECRETARY** shall mean the Secretary of the MILK RIVER AIRPORT COMMISSION.

**PART B. APPOINTMENTS/TERMS**

1. A commission known as the MILK RIVER AIRPORT COMMISSION is hereby established in and for Milk River.
2. The Commission shall consist of 4 voting members who shall be appointed by resolution of the Council. The said members will be selected from such organizations and businesses as follows:
  - 2 Milk River Flying Club Members
  - 1 Council member with 1 Alternate
  - 1 community member at large

Other local resource people, who may be of assistance, may serve as non-voting members.
3. The Commission members appointed shall serve for the following terms:
  - a) Members of Council and/or Administration shall be appointed annually at the Organizational Meeting of Council.
  - b) All other members shall hold office for 3 years and shall be appointed at the Organizational Meeting immediately following a General Election.
4. All members shall remain in office until their respective successors are appointed by Council.
5. If any member of the Commission shall be absent from three consecutive regular meetings, the Council may, upon recommendation of the Commission declare the office of such absent Commission member to be vacant.
6. The Council may remove any member of the Commission for malfeasance in office, or any other good and sufficient cause.

**PART C. PROCEEDINGS**


1. Annually, during the month of November, the Commission shall hold a meeting at which time a Chairman shall be selected for the ensuing year.

2. Meetings of the Commission shall be held on a regular basis at a time to be set by resolution of the Commission, at least once every three months, and at such other times as deemed necessary.
3. A quorum for regular and special meetings of the Commission shall be three quarters of the members, one of whom must be Chairman.
4. Special meetings may be called by the Chairman.
5. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rule of Order, newly revised.
6. Remuneration of the members of the Commission may be established by resolution of Council.
7. Neither the Commission nor any member thereof, shall have the power to pledge the credit of the municipality in connection with any matters whatsoever, nor shall the said commission, or any member thereof, have any power to authorize any expenditure charged against the Town of Milk River.

**PART D. SECRETARY OF THE MILK RIVER AIRPORT COMMISSION**

1. There shall be a Secretary who shall assist the Commission.
2. The Secretary shall, upon recommendation from the Milk River Airport Commission, be appointed by resolution of the Council.
3. The Secretary shall:
  - a) Notify all members and advisors of the Commission of the holding of any regular or special meetings.
  - b) Keep proper and accurate minutes of the proceedings of all meetings which shall be retained in the Municipal Office.
  - c) Maintain all records and correspondence that are relevant to the Commission.
  - d) Carry out such other administrative duties as the Commission may require.
4. The Secretary shall not have voting privileges.

**PART E. DUTIES OF THE MILK RIVER AIRPORT COMMISSION**

- 
1.
    - a) The Commission shall be responsible for preparing, for the consideration of Council, an AIRPORT SERVICE PLAN, operating policies and service level(s) for the airport and for recommending to Council such changes as should from time to time be required.
    - b) The Commission shall be responsible for ensuring the Milk River Airport is operated in a safe and efficient manner in accordance with policy, conditions as maybe set by the Council of the Town of Milk River and with Federal and/or Provincial Regulatory Bodies and airport license standards.
  2. Annually, before the 31st day of December, the Commission shall submit to the Council a written annual report together with a statement showing in reasonable form and detail, expenditures proposed to be made by the Commission during the next year with respect to all matters over which the Commission has jurisdiction.
  3. Within the budget approved by Council, the Commission shall carry out a program for the promotion of the goals and objectives and operations of the Milk River Airport.

**THIS** By-Law shall come into force on the date of the final passing thereof.

**THAT** By-Law No. 591 is hereby repealed.

**READ** a first, second and by unanimous consent of the Councillors present, a third and final time this 10th day of October A.D. 1995.

  
MAYOR - DONALD J. MCGOY

  
C.A.O. - LAVINIA HENDERSON

Request for Decision

Fire Services Bylaw 1043-23

January 8, 2024



## RECOMMENDATION

That the Fire Services Bylaw 1043-23, with amendments be given second reading.

That the Fire Services Bylaw 1043-23, with amendments, be given third and final reading.

## LEGISLATIVE AUTHORITY

Safety Codes Council  
Alberta Fire Code (2014)

## BACKGROUND

Under Municipal Affairs' Municipal Accountability Program, one recommendation was as follows:

Recommendations/Action Items: Fire Services Bylaw 1005 should be amended to remove **council's ability to appoint the fire chief, or alternatively, if the fire chief is established as a designated officer by bylaw, council may continue to appoint.**

Subsequently upon review of the whole Bylaw, the area of fireworks has been incorporated. The province had previously downloaded the jurisdiction of fire works and permitting to municipalities.

Through conversations with the Fire and Deputy Fire Chiefs, it was agreed to include firework provisions into the newly revised fire services bylaw. With this new provision, a permitting process will be required and created.

## 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

1. Fire Services Bylaw 1043-23

**TOWN OF MILK RIVER  
FIRE SERVICES  
BYLAW 1043-23**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, BEING ENACTED FOR THE PURPOSE OF ESTABLISHING AND REGULATING FIRE PROTECTION**

WHEREAS the *Municipal Government Act*, R.S.A. 2000 c. M-26, provides that a council of a municipality may pass bylaws for municipal purposes respecting the following matters:

- a. The safety, health and welfare of people, and the protection of people and property; and
- b. The enforcement of bylaws.

AND WHEREAS the Municipal Government Act further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

AND WHEREAS the Alberta Fire Code contemplates that municipalities will regulate the use, sale and storage of fireworks within their jurisdiction;

AND WHEREAS, the Municipal Government Act authorizes a municipality to provide services provided for on behalf of the municipality to another municipality; and

AND WHEREAS Council for the Town of Milk River wishes to establish a fire department within the Town, provide for the efficient operation of such a fire department, provide for the prevention, regulation and control of the lighting of fires within the Town;

NOW THEREFORE, the Council of the Town of Milk River, duly assembled, enacts as follows:

**1. TITLE**

1.1. This Bylaw may be cited as the "Fire Services Bylaw."

**2. DEFINITIONS**

2.1. In this Bylaw:

**Apparatus** means any vehicle provided with machinery, or Equipment for firefighting operated by or for Fire Services whether that vehicle operates on land, in the air, or on water.

**Approved Fire** means a fire contained within a CSA certified barbecue, or a fire pit or outdoor fireplace that:

- has an opening, surface or cooking area of not more than 3800 square centimeters;
- has enclosed sides no greater than 46 centimeters above ground level;
- is constructed of bricks, concrete blocks or heavy gauge metal; and
- is covered with a spark arrestor mesh screen made with expanding metal, or
- an equivalent non-combustible material with openings no larger than 1.3 centimeters.

**Burnable Debris** means but is not limited to: Clean (non-treated), Dry Wood, Charcoal, Natural Gas, and Propane.

**Burning Barrel** means, but not limited to, any non-combustible structure or container used for open burning of all material not listed as burnable debris.



**Burning Hazard** means an actual or potential occurrence of fire or other combustion of organic or inorganic material that could endanger human life or property or damage property.

**CAO** means the Chief Administrative Officer of the Town or their delegate.

**Consumer Fireworks** means Fireworks listed as Class F.1 in Part 16 of the Explosives Regulations (also known as "low-hazard fireworks").

**Council** means the municipal Council of the Town of Milk River.

**Dangerous Goods** means any material or substance that may constitute an immediate or long-term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment, and shall include those products, substances and organisms described in the *Dangerous Goods Transportation and Handling Act*, RS.A. 2000, c. D-4, as amended, and the regulations there under.

**Designated Officer** shall mean the person appointed to the position or a member of the Royal Canadian Mounted Police or a Peace Officer appointed pursuant to the Peace Officer Act or a Bylaw Enforcement Officer.

**Display Fireworks** means Fireworks listed as Class F.2 in Part 18 of the Explosives Regulations (also known as "high-hazard fireworks").

**Equipment** means any tools, devices, materials, or supplies used by or for Fire Services to respond to an Incident.

**Explosives Act** means the Explosives Act, RSC 1985, c E-17, as amended or repealed and replaced from time to time.

**Explosives Regulations** means the Explosives Regulations, 2013, SOR/2013-211, as amended or repealed and replaced, from time to time.

**False Alarm** means any notification, by whatsoever means received, to Fire Services respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to persons or property, wherein such condition, circumstance, fire or other event does not, in fact exist.

**Fire Ban** means any fire ban, whether municipally or provincially declared, that prohibits fires in all or part of the Town.

**Fire Chief** means the Town Fire Chief, or their designate.

**Fire Hazard** means combustible material that, through its nature, location, condition or arrangement, or any combination of those factors, may be ignited and, if ignited, could create a Burning Hazard.

**Fire Protection Area** means the following geographic areas with the County of Warner No. 5 where Fire Protection is to be provided.

**Fire Protection** means any and all of the services enumerated in Section 3.1 and 3.2 and includes any other service delivered by or for Fire Services that is authorized by Council.

**Fire Protection Charges** means all costs incurred by or for Fire Services in providing Fire Protection both within and outside the Town's boundaries.

**Fire Season** means the period from April 1 to October 31 in each year or such extended or shortened period that the Minister responsible for the *Forest and Prairie Protection Act* may declare from time to time.

**Fire Services** means a department established and organized by the Town to provide Fire Protection and shall include all Members.

**Fire Services Property** means all real and personal property owned or controlled by the Town and designated for use by Fire Services including but not limited to Apparatus, Equipment, and fire stations.

**Fireworks** includes Consumer Fireworks, Display Fireworks and Special Effect Pyrotechnics, but does not include distress flares or any other pyrotechnic or any other explosive devices.

**Fireworks Permit** means a permit issued by the Fire Chief, pursuant to this Bylaw, authorizing a person to purchase, possess, handle, discharge, fire or set off Fireworks in the Town, and constitutes written permission for purposes of the Alberta Fire Code.

**Fireworks Sales Permit** means a permit, issued by the Fire Chief, pursuant to this Bylaw, authorizing a person to distribute, sell, possess, handle or store for the purpose of selling Fireworks in the Town, and constitutes written permission for purposes of the Alberta Fire Code.

**Incident** means a fire, explosion, rescue, alarm call, or any situation presenting a danger or a possible danger to life or property to which the Fire Department has responded.

**Incident Command** means the Fire Chief, or in the absence of the Fire Chief, the highest-ranking Member who first arrives at the scene of an Incident.

**Incinerator Fire** means any fire for the burning of wastes within the confines of an enclosed, non-burnable, container controlled for such purposes.

**Member** means any person who is duly appointed as a member of Fire Services, including part time or volunteer members, the Fire Chief, and any Officer.

**Nuisance** means the causing of opaque, dense and/or malodorous smoke by or from any fire permitted or allowed under this Bylaw, at the discretion of the Fire Chief or their designate.

~~Peace Officer means a bylaw enforcement officer appointed by the Town pursuant to the *Municipal Government Act* and includes members of the Royal Canadian Mounted Police and when authorized, a community peace officer appointed under the *Peace Officer Act*.~~

**Person** means a natural person, an association of natural persons, a partnership, or a corporation.

**Prohibited Debris** means any combustible waste that, when burned, may result in the release to the atmosphere of dense smoke, offensive odours or toxic substances and includes but is not limited to:

- Animal manure;
- Pathological waste;
- Non-wooden material;
- Waste material from building or construction sites, excluding wooden materials that do not

- contain wood preservatives;
- Combustible material in automobile bodies;
- Residential and commercial paints and aerosols (pressurized or not)
- Tires;
- Rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
- Used oil;
- Wood or wood products containing substances for the purpose of preserving wood;
- straw and stubble;
- grass and weeds;
- leaves and tree pruning's;
- brush and fallen trees on newly cleared land or associated with logging operations;
- used power, telegraph and telephone poles that do not contain wood preservatives;
- wooden materials, which do not contain wood preservatives, from the construction or demolition of buildings;
- solid waste from post and pole operations that does not contain wood preservatives; and,
- solid waste from tree harvesting operations;

**Special Effect Pyrotechnics** means Fireworks listed as Class F.3 in Part 17 of the Explosives Regulations.

**Recreational Fire** means a fire confined within a non-combustible structure or container, which is lit for the purpose of cooking, obtaining warmth, or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane.

**Town** means the municipal corporation of the Town of Milk River.

**Violation Ticket** means a violation ticket issued pursuant to the *Provincial Offences Procedure Act*, R.S.A. 2000, C. P-34, as amended, and the regulations thereunder.

### 3. FIRE SERVICES

3.1 Council hereby provides Fire Services in the Town for the purpose of:

- 3.1.1 Preventing and extinguishing fires;
- 3.1.2 Preserving life and property and protecting persons and property from injury or destruction by fire, natural disasters and Dangerous Goods;
- 3.1.3 Preventing prairie or running fires and enforcing the provisions of the *Forest Prairie and Protection Act*;
- 3.1.4 Preventing, combating and controlling Incidents;
- 3.1.5 Carrying out preventable controls;
- 3.1.6 Fulfilling the requirements of any mutual aid agreements with other municipalities;
- 3.1.7 Maintaining and operating Apparatus and Equipment for extinguishing fires and preserving life and property;
- 3.1.8 Providing medical co-response services, when requested by dispatch services;
- 3.1.9 providing emergency medical response, excluding ambulance services;

- 3.1.10 Providing rescue services;
  - 3.1.11 Providing public education and information regarding fire safety;
  - 3.1.12 Training or other Member development in accordance with the policies and guidelines established by the Town from time to time and all applicable legislation; and
  - 3.1.13 Responding to, and mitigating Dangerous Goods Incidents, and/or retaining third parties to provide assistance with such Incidents, when necessary.
- 3.2 By agreement with the County of Warner No. 5, Fire Protection shall be provided in the County of Warner No. 5.

#### **4. AUTHORITY AND RESPONSIBILITY OF FIRE CHIEF**

- 4.1 Fire Chief shall be appointed by, and report to, the Chief Administrative Officer.
- 4.2 The Fire Chief shall be responsible to the CAO for the performance of duties pursuant to this Bylaw and all applicable policies of the Town.
- 4.3 The Fire Chief shall be responsible for appointing a Deputy Fire Chief, who will accept the role and responsibility of the Fire Chief in their absence.
- 4.4 The Fire Chief shall manage and administer the affairs of the Fire Department pursuant to this Bylaw, applicable Town policies, direction of the CAO, and agreements with other municipalities.
- 4.5 The Fire Chief may prescribe rules, regulations and policies for the ongoing organization and administration of Fire Services, including but not limited to: the appointment, recruitment, conduct, discipline, duties, training, and responsibilities of members; the efficient operation of Fire Services; the operating procedures of the department; and may perform such other functions and have such other powers and responsibilities the CAO may from time to time prescribe.
- 4.6 The Fire Chief shall be responsible for supervising the Members and the day-to-day operation, maintenance, and protection of Fire Services Property.
- 4.7 Subject to the approval of the CAO, the Fire Chief shall establish Standard Operational Guidelines for the provision of Fire Protection that are consistent with this Bylaw and all applicable policies of the Town and the Province of Alberta.
- 4.8 The Fire Chief may dismiss Members from the Fire Department, in accordance with applicable Town guidelines.
- 4.9 The Fire Chief shall maintain and submit to CAO on a timely basis:
  - 4.9.1 Records of all business transactions of the Fire Department;
  - 4.9.2 Records of all Incidents attended by the Fire Department and actions taken; and
  - 4.9.3 Any other records incidental to the operation of the Fire Department.
- 4.10 The Fire Chief may, subject to the Council approved budget, appoint as many

Members and Officers as the Fire Chief deems required for the operation of the Fire Department.

- 4.11 The Fire Chief has complete responsibility and authority over the Fire Department, and the delivery of Fire Protection, subject to:

4.11.1 this Bylaw;

4.11.2 all applicable Town policies and guiding documents;

4.11.3 the direction the Chief Administrative Officer; and

4.11.4 the direction of Council.

## **5. AUTHORITY AND RESPONSIBILITY OF MEMBERS**

- 5.1 Members are responsible to the Fire Chief for the performance of their duties pursuant to this Bylaw and applicable policies of the Town.

- 5.2 Any Member charged with a duty under this Bylaw acting in good faith, is hereby relieved from all personal liability for any damages that may occur to persons or property as a result of any act or omissions in the discharge of those duties.

## **6. AUTHORITY AND RESPONSIBILITY OF INCIDENT COMMAND**

- 6.1 Incident Command at an Incident shall have control, direction and management of all Apparatus, Equipment and manpower assigned to that Incident and shall continue to act as the Incident Command until relieved by another Member authorized to do so.

- 6.2 Incident Command shall take action as deemed necessary for preserving life and property and protecting persons and property from injury or destruction by fire or another emergency and is authorized to:

6.2.1 Enter, pass through or over buildings, structures or property whether adjacent or in proximity to an Incident and to cause Members or Apparatus to enter or pass through or over the building, structure or property without permission;

6.2.2 Establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;

6.2.3 Request the ~~RCMP, Peace Officer~~Designated Officer s and ~~Bylaw Enforcement Officers~~ to enforce restrictions on persons entering within the boundaries or limits outlined in subsection 6.2.2;

6.2.4 Cause a building, structure or thing to be pulled down, demolished or otherwise removed;

6.2.5 Request Town manpower and Equipment which is considered necessary to deal with an Incident; and

6.2.6 Request any adult person who is not a Member, to assist in:

6.2.6.1 Extinguishing a fire or preventing the spread thereof;

6.2.6.2 Removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and

6.2.6.3 Demolishing a building or structure at or near the fire or other Incident.

## 7. REQUIREMENT TO REPORT

- 7.1 The owner of any Property damaged by fire shall immediately report the particulars of such fire to the Fire Department.
- 7.2 The owner of any Property upon which Dangerous Goods have been spilled or released shall immediately report particulars of such spill or release to the Fire Department.
- 7.3 Any person who has spilled or released any Dangerous Good shall immediately report particulars of such spill or release to the Fire Department.

## 8. PERMITTED AND PROHIBITED FIRES

- 8.1 No person shall light or cause to be lit any outdoor fire or permit any outdoor fire upon land owned or occupied by themselves or under their control within the boundaries of the Town unless the fire is a Recreational Fire or as otherwise provided for under this Bylaw.
- 8.2 No person shall ignite, construct, or create a fire within a Burning Barrel, in the Town limits.
- 8.3 No person shall ignite, construct, or create a recreational fire in a park or public area unless the fire occurs at a location so designated within the park or public area, or in a device or structure so designated for that purpose in the park or public area.
- 8.4 No person shall, either directly or indirectly, personally or through an agent, servant, or employee, kindle a fire and let it become a running fire on any land not their own property or allow any fire to progress to the property of another.
- 8.5 No person shall light a permitted fire without first taking sufficient precaution to ensure that the fire can be always kept under control.
- 8.6 No person shall permit a fire, or the smoke resulting from such fire, to become a nuisance as defined by this policy the key is consideration for others. No heavy smoke or noxious smelling fires shall be permitted. Should a complaint be received by the ~~Peace Officer~~Designated Officer, the site will be investigated, and a determination will be made as to whether the fire should be extinguished.
- 8.7 No person, persons or corporation shall light, ignite, start or cause to be made an open fire of non-burnable debris, or cause or permit open burning unless it is in a gas fired incinerator for which approval to construct and a license to operate have been obtained in accordance with federal and provincial legislation.
- 8.8 When a fire is lit under the circumstances prohibited above, the owner or occupier of the land or the person having control of the land upon which such fire is lit shall: extinguish the fire immediately, or when unable to extinguish the fire immediately, report the fire to the Fire Department.
- 8.9 No person shall burn or cause to be burned any Prohibited Debris within the boundaries of the Town.

8.10 Recreational Fires require:

- 8.10.1 A minimum of 3.0 metres clearance shall be maintained from buildings, property lines or any combustible material;
- 8.10.2 Only clean, dry wood, charcoal, natural gas and propane to be burned;
- 8.10.3 Installations must have enclosed sides made from bricks, concrete blocks, heavy gauge metal or other suitable non-combustible components;
- 8.10.4 The fire pit or barbeque is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
- 8.10.5 The fire pit or barbeque pit height does not exceed 0.6 metres when measured from the surrounding grade to the top of the pit opening;
- 8.10.6 The fire pit or barbeque pit opening does not exceed 1.0 metre in width or in diameter when measured between the widest points or interior edges; and
- 8.10.7 Is generally acceptable to the Fire Chief ~~and to the Fire Safety Codes Officer~~ having jurisdiction.

8.11 Outdoor fireplaces must meet the following requirements:

- 8.11.1 A minimum of 1.0 metre clearance measured from the nearest fireplace side or rear edge, and 3.0 metres from the front edge is maintained from buildings, property lines, or other combustible material;
- 8.11.2 The fireplace is constructed of materials, such as bricks or rocks, that are heat and flame resistant;
- 8.11.3 The fireplace is equipped with a chimney that is not less than 2.5 metres in height when measured from the base of the fire burning area;
- 8.11.4 The fireplace chimney is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
- 8.11.5 The base of the fire burning area is not less than 0.3 metres above the surrounding grade;
- 8.11.6 The fire chamber does not exceed 1.25 metres in width, and is at least 0.4 metres but not more than 0.6 metres in depth; and
- 8.11.7 Is generally acceptable to the Fire Chief ~~and to the Fire Safety Codes Officer~~ having jurisdiction.

**9. FIREWORKS: FIREWORKS PERMIT**

- 9.1. No person shall purchase, possess, handle, discharge, fire or set off Fireworks within the Town unless they hold a valid Fireworks Permit.
- 9.2. An application for a Fireworks Permit shall be submitted to the Fire Chief, in writing, in the form approved by the Town, no less than five (5) business days prior to the date on which

the Fireworks are to be discharged.

9.3. A person who submits an application for a Fireworks Permit shall pay any applicable fee set out in ~~Schedule A~~ the Rates Bylaw.

9.3.1. Upon receipt of a completed application for a Fireworks Permit, and the fee contemplated by subsection 10.3, the Fire Chief may, in their discretion:

9.3.1.1. refuse to issue a Fireworks Permit; or

9.3.1.2. issue a Fireworks Permit, with or without conditions.

9.5 No person shall apply for a Fireworks Permit, and no Fireworks Permit shall be issued:

~~9.5.1 in respect of Consumer Fireworks or Display Fireworks, unless the applicant holds a display supervisor fireworks operator certificate issued pursuant to the Explosives Act and the regulations thereunder; or~~

9.5.1~~2~~ in respect of Special Effect Pyrotechnics, unless the applicant holds the required fireworks operator certificate for the use of Special Effect Pyrotechnics, issued pursuant to the Explosives Act and the regulations thereunder.

9.6 No person under the age of eighteen (18) years shall apply for, or be issued, a Fireworks Permit.

9.7 A Fireworks Permit shall include:

9.7.1 the time(s) and date(s) for which the Fireworks Permit is valid;

9.7.2 the location(s) where the Fireworks may be discharged; and

9.7.3 which shall constitute terms and conditions of the Fireworks Permit.

9.8 No person shall purchase, possess, handle, discharge, fire or set off Fireworks in a manner that is contrary to the terms and conditions of a Fireworks Permit, or otherwise contravene any term or condition of a Fireworks Permit.

9.9 Any person purchasing, possessing, handling, discharging, firing, or setting off Fireworks shall keep the Fireworks Permit available for immediate production to a Member or ~~Peace Officer~~ Designated Officer upon demand.

9.10 The Fire Chief may suspend or revoke a Fireworks Permit if, in the opinion of the Fire Chief, acting reasonably:

9.10.1 the holder of the Fireworks Permit has contravened this Bylaw, the Alberta Fire Code, applicable legislation or the terms and conditions of the Fireworks Permit; or

9.10.2 the suspension or revocation of the Fireworks Permit is necessary or desirable for the protection of persons or Property.

9.11 The person to whom a Fireworks Permit is issued shall:

9.11.1 ensure that no fire or other damage occurs as a result of Fireworks or Fireworks



debris;

9.11.2 in the event that a fire occurs, extinguish the fire immediately or contact the Fire Department without delay;

9.11.3 ensure that no Fireworks debris or other waste is left behind after the Fireworks are discharged;

9.11.4 ensure that:

9.11.4.1 where Consumer Fireworks or Display Fireworks are to be discharged, all requirements of the most recent version of the Display Fireworks Manual published by Natural Resources Canada, are complied with;

9.11.4.2 where Special Effect Pyrotechnics are to be discharged, all requirements of the most recent version of the Special Effect Pyrotechnics Manual, published by Natural Resources Canada, are complied with; and

9.11.4.3 all Alberta Fire Code and Fireworks Permit requirements regarding the discharge of Fireworks is complied with.

9.12 In the event that Fireworks are discharged without a valid Fireworks Permit, the person who causes a Firework to be ignited shall be accountable for those responsibilities listed in subsection 9.11 above.

## **10. FIREWORKS: FIREWORKS SALES PERMITS**

10.1. No person shall sell, offer for sale or store for the purpose of sale, Fireworks within the Town unless they hold a valid Fireworks Sales Permit.

10.2. An application for a Fireworks Sales Permit shall be submitted to the Fire Chief, in writing, in the form approved by the Town.

10.3. A person who applies for a Fireworks Sales Permit shall pay any applicable fee set out in the Rates Bylaw.

10.4 Upon receipt of a completed application for a Fireworks Sales Permit, and the fee contemplated by subsection 10.3, the Fire Chief may, in their sole discretion:

10.4.1 refuse to issue a Fireworks Sales Permit; or

10.4.2 issue a Fireworks Sales Permit, with or without conditions.

10.5 A Fireworks Sales Permit shall expire one (1) year after the date on which the Firework Sales Permit was issued unless the Fireworks Sales Permit establishes a shorter time period.

10.6 All requirements for Fireworks sales found in the Alberta Fire Code are deemed to constitute terms and conditions of any Fireworks Sales Permit.

10.7 No person shall sell, offer for sale or store for the purposes of sale, Fireworks in a manner that is contrary to the terms and conditions of a Fireworks Sales Permit, or otherwise contravene any term of condition of a Fireworks Sales Permit.

- 10.8 A person that has been issued a Fireworks Sales Permit shall post the Fireworks Sales Permit in a manner clearly visible to the public at the premises where the Fireworks are sold, offered for sale, or stored for the purpose of sale.
- 10.9 The Fire Chief may suspend or revoke a Fireworks Sales Permit if, in the opinion of the Fire Chief, acting reasonably:
- 10.9.1 the holder of the Fireworks Sales Permit has contravened this Bylaw, the Alberta Fire Code, applicable legislation or the terms and conditions of the Fireworks Sales Permit; or
  - 10.9.2 the suspension or revocation of the Fireworks Sales Permit is necessary or desirable for the protection of persons or Property.

## **11. FIRE BAN**

- 11.1. The Town may, from time to time, prohibit all Fires in the Town, when in the opinion of the Fire Chief, Mayor, and CAO that the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- 11.2. A Fire Ban imposed pursuant to section 8.1 of this Bylaw shall remain in force until either the date provided in the notice of the Fire Ban or until such time as the Town provides notice to the public that the Fire Ban is no longer in effect.
- 11.3. Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signs posted throughout the municipality, in locations to be determined by the Town, through a public service message through electronic communications, or by any other means which the Town determines is appropriate for the purpose of informing the public of the Fire Ban.
- 11.4. When a Fire Ban is in place, no person shall ignite any fire and shall immediately extinguish any fire lit once the person knows or ought reasonably to know of the Fire Ban.

## **12. FIRE PROTECTION CHARGES**

- 12.1 Upon providing Fire Protection on a parcel of land within or outside the Town's boundaries, the Town may, in its sole and absolute discretion, charge any or all of the following persons, namely;
- 12.1.1 The person or persons causing or contributing to the fire; or
  - 12.1.2 The owner or occupant of the parcel of land;
  - 12.1.3 The person with control over the parcel of land on which Fire Protection was provided, which may include, without restriction, a property manager; and
  - 12.1.4 the person or persons who requested the Fire Protection;
- and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to the Town.
- 12.3 Fire Protection Charges shall be paid within sixty (60) days of receipt.
- 12.4 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court

of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to on the parcel of land in respect of which the indebtedness is incurred.

12.5 The owner of a parcel of land within the Town to which Fire Protection is provided is liable for Fire Protection Charges incurred and the Town may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, which forms a special lien against the parcel of land in favour of the Town from the date the amount was added to the tax roll, in accordance with section 553 of the *Municipal Government Act*.

12.6 Where the Fire Department has responded to a motor vehicle collision, the Town may, in its discretion, charge Fire Protection Charges to any or all of the following persons, in addition to those persons identified in subsection 12.1:

12.6.1 the owners of motor vehicles involved in the collision; and

12.6.2 where the motor vehicle collision has occurred on a provincial highway, the Government of Alberta;

and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to the Town.

12.7 Without limiting the generality of subsection 12.1, the Town may charge a fee, set out in the Rates Bylaw, if the Fire Department responds to a Security Alarm that has been routed to the Fire Department, and such fee may be charged to any person who caused or contributed the triggering of the Security Alarm, in addition to those persons identified in subsection 12.1.

12.8 Without limiting the generality of subsection 12.1:

12.8.1 the Town may charge a fee, set out in the Rates Bylaw, when the Fire Department responds to more than two (2) False Alarms originating from the same alarm system or Property within the same calendar year, and such a fee may be charged to any person who caused or contributed to the False Alarm, in addition to those persons identified in subsection 12.1;

12.8.2 if the Fire Department receives a False Alarm, but is advised that the notification received was a False Alarm before any Fire Department Apparatus has left the fire station and, as a consequence, only one Fire Department Apparatus responds in order to reset the alarm system, the applicable fee payable pursuant to subsection shall be reduced by fifty (50%) percent; and

12.8.3 for greater certainty, the fee reduction described in subsection (12.8.2) shall apply to False Alarms only and shall not apply to Security Alarms routed to the Fire Department.

12.9 Without limiting the generality of subsection 12.1, where the Fire Department has attended at a Property in response to an alarm, call or notification of any kind, including a False Alarm or Security Alarm, and:

12.9.1 the Property is not equipped with a Fire Department approved lock-box, in an accessible location on the Property, that contains current keys and/or access codes capable of providing the Fire Department with access to the building; and

12.9.2 the owner or occupant of the Property, or other person with control of the Property, does not provide the Fire Department with access to the interior of the building within fifteen (15) minutes of the Fire Department's arrival at the Property;

the Town may impose a response fee for a single engine Apparatus, as set out in the Rates Bylaw, which fee shall be applied to the period of time from the Fire Department's arrival at the Property until access has been provided to the interior of the building, and such charge shall be payable in addition to any other Fire Protection Charges that may be applicable in the circumstances.

- 12.10 For greater certainty, the rates, fees and charges described in subsections 12.7 to 12.9 are Fire Protection Charges, and subsection 12.1 applies to these rates, fees and charges.
- 12.11 Fire Protection Charges imposed by the Town shall be paid, in full, on or before the due date imposed by the Town.
- 12.12 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to on the parcel of land in respect of which the indebtedness is incurred.
- 12.13 Without limiting subsection 12.1, the owner of a parcel of land within the Town is liable for Fire Protection Charges that are specifically related to the Fire Department extinguishing fires on the parcel of land, and the Town may add, to the tax roll of the parcel of land, all unpaid Fire Protection Charges that are related to the Fire Department extinguishing fires on the parcel, which forms a special lien against the parcel of land in favour of the Town from the date the amount was added to the tax roll, in accordance with section 553 of the *Municipal Government Act*.

### **13. NOTICE**

13.1. Any notice provided for in this Bylaw shall be in writing.

13.2. Service of any notice provided for in this Bylaw may be made as follows:

13.2.1. Personally upon the person to be served; or to any person receiving it on their behalf; or

13.2.2. By mailing the copy to the person to be served to the last known post office address of the person to be served.

13.2.3. Where the Property is not occupied, by mailing the notice by regular mail to the mailing address noted on the Town tax roll for the Property.

13.2.4. As directed by the courts.

13.3 Service is presumed to be effected under section 13.2:

13.3.1 Seven days from the date of mailing if the document is mailed in Alberta to an address in Alberta; or

13.3.2 Subject to fourteen days from the date of mailing if the document is mailed in

Canada to an address in Canada; unless the document is returned to the sender other than by the addressee, or the document was not received by the addressee, the proof of which lies on the addressee.

#### **14. INSPECTION AND ENFORCEMENT**

- 14.1. Where a parcel of land does not comply with this Bylaw or a person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the Town, adding amounts to the tax roll of the owner of the parcel, and pursuing injunctions pursuant to the *Municipal Government Act*.
- 14.2. The Fire Chief is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *Municipal Government Act*.

#### **15. OFFENCES**

15.1. No person shall:

- 15.1.1. Contravene any provision of this Bylaw;
- 15.1.2. Impede, obstruct or hinder a Member, or any other person assisting or acting under the direction of a Member from carrying out any function or activity related to the provision of Fire Protection Services;
- 15.1.3. Damage or destroy or interfere with the operation of any Apparatus, Equipment or Fire Services Property; A person who has damaged or destroyed any Apparatus, Equipment or Fire Department Property shall, in addition to any penalty imposed pursuant to this Bylaw, be liable for, and pay upon demand, all costs incurred by the Town to repair or replace the Apparatus, Equipment or Fire Department Property in question.
- 15.1.4. Falsely represent oneself as a Member, or other person affiliated with the Fire Department, including by, without limiting the generality of the foregoing, wearing or displaying any insignia or materials of the Fire Department, without authorization from the Fire Chief;
- 15.1.5. Obstruct or otherwise interfere with access by Fire Services or Fire Services Property to:
- 15.1.5.1. The scene of an Incident;
- 15.1.5.2. A fire hydrant or other body of water designated for firefighting purposes; or
- 15.1.5.3. Connections to fire mains, standpipes, or sprinkler systems.
- 15.1.6. Cross any boundaries or limits established by the Fire Services in accordance with this Bylaw, without the express authorization of the Member in Charge;
- 15.1.7. Cause or permit a Burning Hazard or Fire Hazard to exist on a parcel of land;
- 15.1.8. Deposit, discard or abandon any burning matter or substance in a location

where it may reasonably be expected to ignite other material and cause a fire;

- 15.1.9 Light a fire or cause a fire to be lit during a Fire Ban;
- 15.1.10 Provide false, incomplete or misleading information to the Fire Chief, a Member or a ~~Peace Officer~~Designated Officer with respect to a fire;
- 15.1.11 Light a fire on any land not their own without the written consent of the owner of the land;
- 15.1.12 Permit a fire lit by that person to pass from their own land to the land of another person;
- 15.1.13 Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- 15.1.14 Conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- 15.1.15 Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede the visibility of vehicular and pedestrian traffic on any road or highway;
- 15.1.16 Use a fire to burn Prohibited Debris;
- 15.1.17 Have more than one false alarm over a twelve-month period.

## 16. PENALTIES

- 16.1. A person who contravenes any provision of this Bylaw or with any order or request directed to that person pursuant to this Bylaw is guilty of an offence and is liable, upon summary conviction, to the specified penalty for the offence set out in Schedule "A".

## 17. VIOLATION TICKET

- 17.1. A ~~RCMP Officer or Peace Officer~~Designated Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any person who the ~~RCMP Officer or Peace Officer~~Designated Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 17.2. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;
  - 17.2.1. Specify the fine amount established by this Bylaw for the offence; or
  - 17.2.2. Require a person to appear in court without the alternative of making a voluntary payment.

## 18. VOLUNTARY PAYMENT

- 18.1. A person who commits an offence may:
  - 18.1.1. If the Violation Ticket is issued in respect of the offence; and

- 18.1.2. If the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

Make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

- 18.2 When the Clerk records in the Court records the receipt of a voluntary payment pursuant to Section 18.1 and the *Provincial Offences Procedure Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the specified penalty.

## **19. SEVERABILITY**

- 19.1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

## **20. APPEAL PROCESS**

- 20.1. Residents may appeal any Fire Protection Charges or Penalties, by writing an appeal letter to Council.

20.1.1. Letters must include the following information: name, address, the address of incident, date of the incident, reasons for the appeal, evidence that is applicable and if you would like to participate as a delegation on the next available Council meeting.

20.1.2. After Council has reached a decision on the appeal, affected parties will be notified of the decision within 5 business days.

## **21. REPEAL**

- 21.1. Bylaw 1005 is hereby repealed.

## **22. EFFECTIVE DATE**

- 22.1. This Bylaw shall come into force and effect upon third and final reading.

READ a first time this 14<sup>th</sup> day of August 2023.

Read the second time this \_\_\_\_ day of \_\_\_\_\_ 2024.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_ 2024.

---

Larry Liebelt – Mayor

---

Kelly Lloyd – Chief Administrative Officer

SCHEDULE "A" SPECIFIED PENALTIES

OFFENCE \_\_\_\_\_ SPECIFIC PENALTY

Contravention of any provision of this Bylaw \_\_\_\_\_ \$400.00

Second or subsequent offence within one (1) Year \_\_\_\_\_ \$600.00

DRAFT



Request for Decision

Correspondence

January 8, 2024



## RECOMMENDATION

That correspondence for the period ending January 8, 2024, 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. Fortis Franchise Fee PowerPoint
2. 2024 Fortis Estimated Rates
3. Poppy Fund Additional Donations
4. Milk River and District Agricultural Society Thank You
5. Utility Safety Partners
6. Municipal Affairs: Alberta Community Partnership Grant
7. MPE Engineering Ltd.: Regional Water Supply Study
8. Municipal Affairs: Assessment Review Model
9. Municipal Affairs: Municipal and Federal Agreements
10. Municipal Affairs: Local Government Fiscal Framework
11. Alberta Environment and Parks: Water Supply



# Town of Milk River 2022 Franchise Presentation

Cody Webster  
Stakeholder Relations Manager

**FORTIS**  
ALBERTA

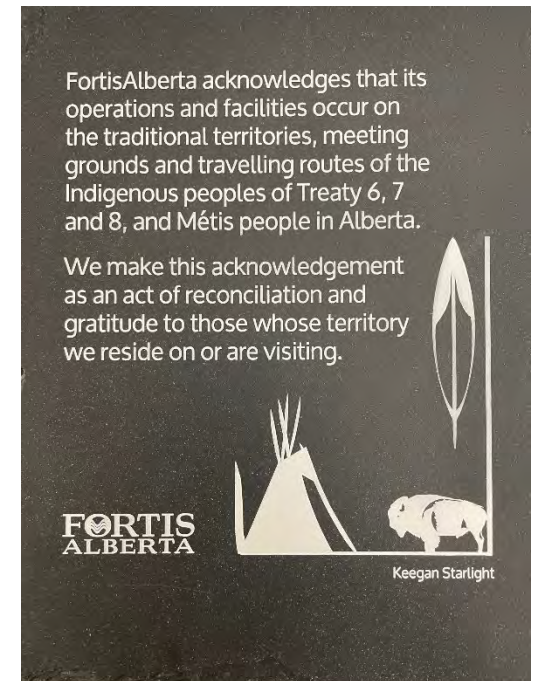
# Acknowledgement of Traditional Land

---

FortisAlberta acknowledges that its operations and facilities occur on the traditional territories, meeting grounds and travelling routes of the Indigenous Peoples of Treaty 6, 7 and 8, and Métis people in Alberta.

We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

[FortisAlberta's Indigenous Commitment Statement](#)





## FortisAlberta at a Glance

**583,500+**

customers (residential, farm and industrial sites)

**128,000 km+**

of power lines

 **1 million+**  
power poles

**60%** of Alberta's electric  
distribution network

 **17,000 GWh**  
of electricity delivered per year

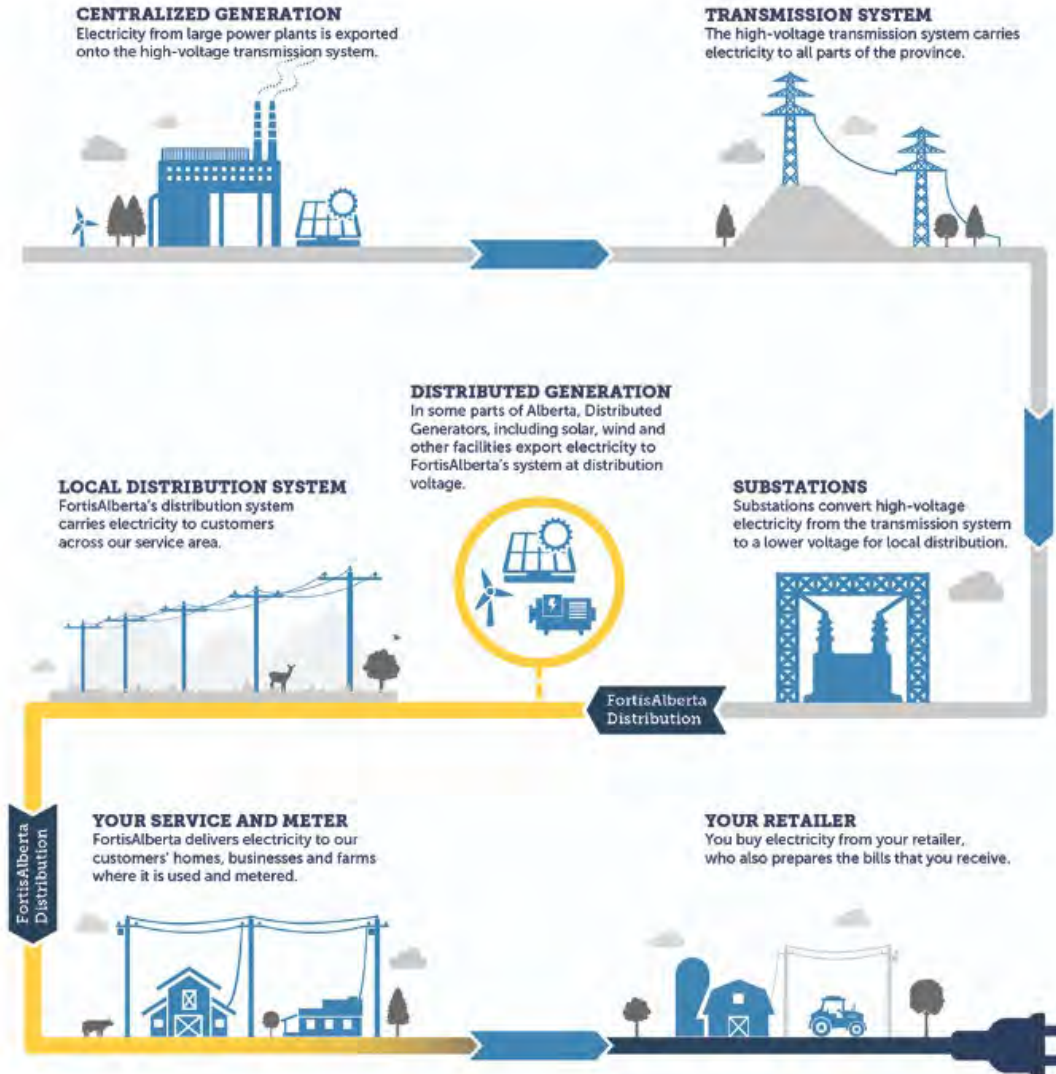
**15%** of electricity delivered each year is generated  
by renewable sources connected to our system

**240** number of communities  
we operate in

 **1200+**  
Albertans employed

**FORTIS**  
**ALBERTA**

# Alberta's Electricity System





# Electrical Safety



#clickbeforeyoudig



# Reliability Results

YEAR	SAIDI	SAIFI
2022		
2021	1.29	1.67
2020	0.22	0.12

*These major event outages have occurred within your Municipality over the last 3 years.*

$$\text{SAIDI (System Average Interruption Duration Index)} = \frac{\text{Total Customer-Hours of Interruption}}{\text{Total Customers Served}}$$

$$\text{SAIFI (System Average Interruption Frequency Index)} = \frac{\text{Total Customer Interruptions}}{\text{Total Customers Served}}$$

	2020		2021		2022	
	SAIDI	SAIFI	SAIDI	SAIFI	SAIDI	SAIFI
FortisAlberta Average	1.82	1.20	2.42	1.42	1.70	1.08
Canadian Average	5.49	2.44	4.50	2.28	8.33	2.63

The Canadian and FortisAlberta Inc. Averages exclude significant events (i.e., hurricanes, floods, ice storms etc.)



# Outage Detail

Cause	Outage Date ▲	Customer Hours	Customer Interruptions
Adverse Weather	1/27/2019	1652	511
	7/23/2019	1171	508
	2/11/2021	72	510
Equipment Failure	4/22/2019	1624	511
	6/6/2019	831	112
Foreign Interference	10/2/2019	888	502
Lightning	8/23/2022	62	14
Loss of Supply	11/5/2022	5017	515
Scheduled Outage	9/29/2021	385	67
Tree Contacts	9/3/2022	186	112
Unknown	7/6/2022	116	31
	7/30/2022	1083	513





We're available 24/7 during power outages and emergencies.



CALL NOW

- OUTAGE MAP**

View and report power outages within the FortisAlberta service territory.
- STREETLIGHT MAP**

Locate streetlights, request repairs, and check the repair status.
- MY ACCOUNT**

View site and project status information and review your electricity consumption.
- CHECK PROJECT STATUS**

Check the status of your new or upgraded service.
- ABOUT US**

Connect with us online and learn more about the company.

# Streetlights

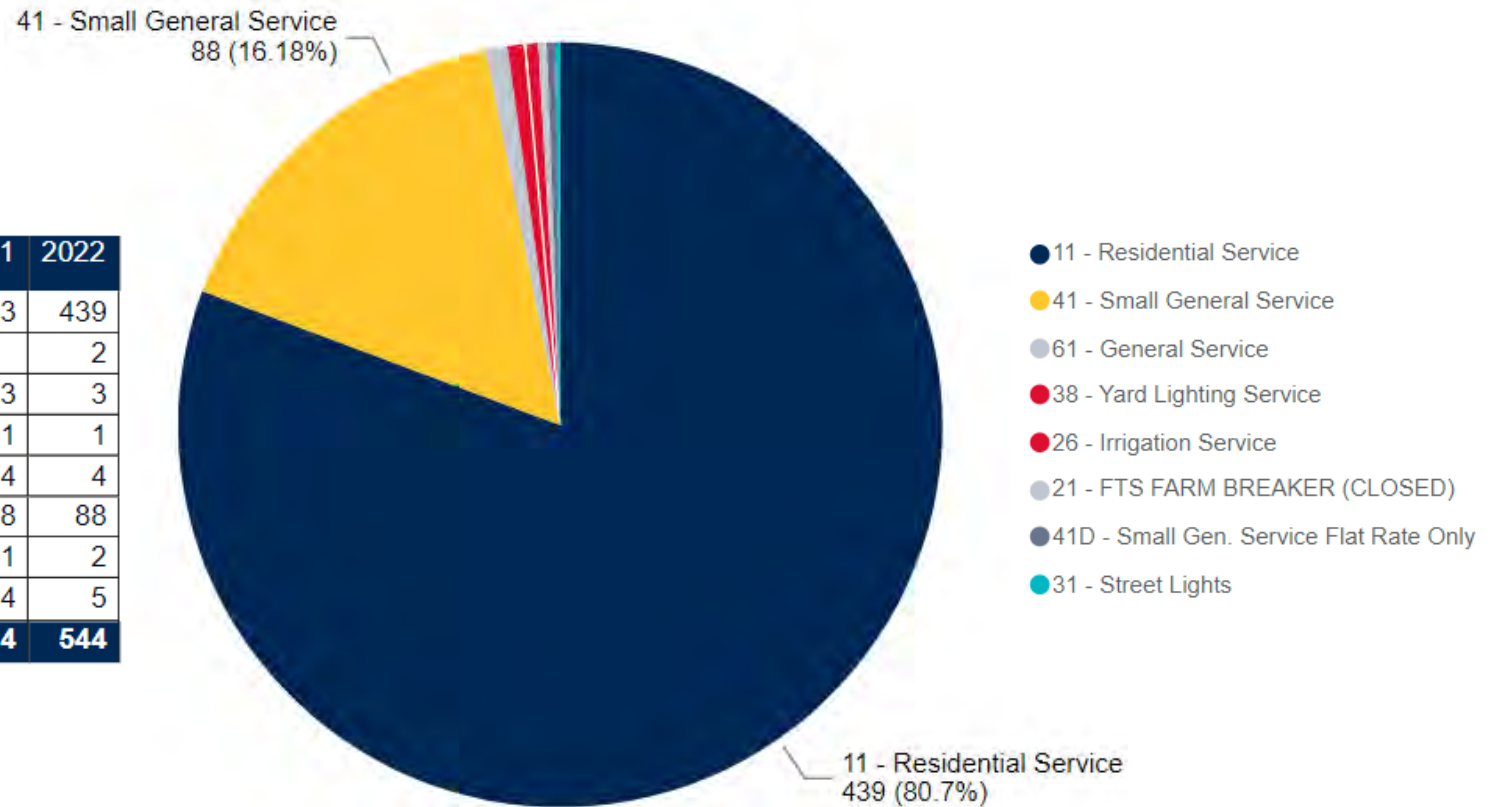
Rate Code	Description	Site ID	Quantity
3873	100 HPS CONNECT/UNMTRD YARDLIT	0040001227745	5
3182	150 LED EQ CONNECT/UNMTRD INVE	0040249051117	87
3186	250 LED EQ CONNECT/UNMTRD INVE	0040249051117	17
3188	400 LED EQ CONNECT/UNMTRD INVE	0040249051117	8
3174	70 LED EQ CONNECT/UNMTRD YARDL	0040249051117	61
<b>Total</b>			<b>178</b>

This inventory is as of December 31, 2022

Total Number of Reported Streetlight Outages from January 1 – December 31, 2022		
Total # of Streetlight Repairs Reported	Total # of Streetlight Repairs Met SLA	Total # of Streetlight Repairs Missed SLA
0	0	0

# Site Count with Consumption

Site Count	2020	2021	2022
11 - Residential Service	431	433	439
21 - FTS FARM BREAKER (CLOSED)			2
26 - Irrigation Service	3	3	3
31 - Street Lights	1	1	1
38 - Yard Lighting Service	4	4	4
41 - Small General Service	90	88	88
41D - Small Gen. Service Flat Rate Only	1	1	2
61 - General Service	4	4	5
<b>Total</b>	<b>534</b>	<b>534</b>	<b>544</b>



# Municipal Sites with Consumption

Rate Category	2022 Site Count	2022 Consumption
26 – Irrigation Service	1	26,324
31 – Streetlights	1	48,726
38 – Yard Lighting Service	1	2,573
41 – Small General Service	21	817,452
Total	24	895,075

# Franchise Fee & Linear Tax

Franchise Fee	2020	2021	2022
11 - Residential Service	\$34,486	\$36,793	\$38,607
26 - Irrigation Service	\$719	\$1,012	\$1,199
31 - Street Lights	\$6,450	\$6,569	\$6,796
38 - Yard Lighting Service	\$184	\$190	\$195
41 - Small General Service	\$23,211	\$24,741	\$28,952
41D - Small Gen. Service Flat Rate Only	\$114	\$119	\$200
61 - General Service	\$11,590	\$12,084	\$12,717
<b>Total</b>	<b>\$76,753</b>	<b>\$81,508</b>	<b>\$88,667</b>

Linear Tax	2020	2021	2022
11 - Residential Service	\$7,205	\$6,747	\$6,290
31 - Street Lights	\$1,343	\$1,203	\$1,102
41 - Small General Service	\$4,886	\$4,543	\$4,746
41D - Small Gen. Service Flat Rate Only	\$24	\$22	\$32
61 - General Service	\$2,437	\$2,221	\$2,084
<b>Total</b>	<b>\$15,895</b>	<b>\$14,735</b>	<b>\$14,255</b>

# Maintenance Activities

FortisAlberta spent over \$115M in capital maintenance activities in 2022 and has forecasted to spend over \$115M\* again for 2023. \* this does not include line moves or urgent repairs.

Municipality	Feeder	Detailed Line Patrol	Pole & Ground Replacement	Vegetation Management
Town of Milk River	344S-19LS	2028	2029	2024



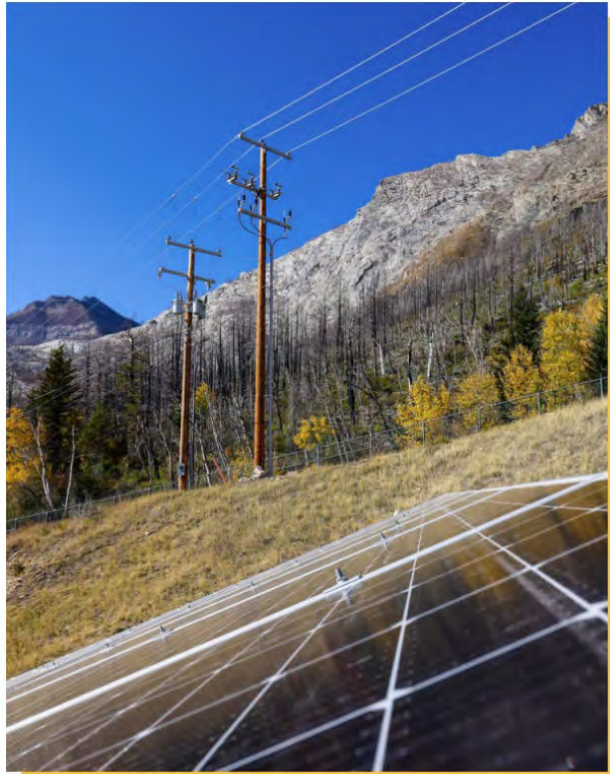


# System Planning

<b>Distribution Feeder</b>	135S-4670L
<b>Substation Transformer</b>	25.0 MVA
<b>2032 Estimated Substation Transformer Capacity</b>	18.7 MVA
<b>2032 Estimated Distribution Feeder Capacity</b>	10.0 MVA

For detailed planning capacity information please contact your Stakeholder Relations Manager.

# 2022 YEAR IN REVIEW



## Battery Energy Storage System

The battery energy storage system is a unique reliability solution to meet the needs of the Townsite of Waterton. The battery has a capacity of 5.2 MWh and can supply backup power to customers for up to four hours during peak periods.



## Electric Vehicles

Rate 62, the Electric Vehicle Fast Charging Service rate was approved by the Alberta Utilities Commission. For more details, please contact your Stakeholder Relations Manager.

## Coaldale Operations Centre

FortisAlberta completed construction of our first zero carbon building, as outlined by the Canada Green Building Council. The design of the building reduces energy consumption and utilizes onsite solar generation.



THANK YOU





December 13, 2023

**RE: Update regarding FortisAlberta's 2024 Estimated Distribution & Transmission Rates**

As a follow up to our correspondence in September 2023, FortisAlberta is expecting to receive the Alberta Utilities Commission (AUC) approval of the 2024 rates in mid-January. The AUC usually approves the annual rates by mid-December but the process was delayed by a few weeks this year. The 2024 rates are higher than the 2023 rates due to three main factors:

1. Inflation alone has contributed to about half of the rates increase;
2. Increased cost of financing the capital that has been invested in the electricity distribution system infrastructure; and
3. Increased costs of new facilities that are required for maintaining reliability or wildfire mitigation.

The attached charts compare total billing amounts from December 2023 and the projection for January 2024. The total billing amounts include transmission, distribution, and energy charges. The first table highlights the estimated percentage change and average change for each rate class based on estimated consumption and demand. The second table highlights the increases to Maximum Investment Levels, which are the maximum amounts by rate class that FortisAlberta is allowed to invest in new and upgraded services.

Once the rates have been approved, FortisAlberta will issue another letter to highlight the rate and investment impacts. Please feel free to contact me or your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink that reads "Ralph Leriger".

Ralph Leriger  
Manager, Stakeholder Engagement  
P: (780) 609-1307

**2024 Estimated Rates - Average Monthly Bill Impacts by Rate Class  
BUNDLED BILL Including Energy, Retail, and DT Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2023 Bill	Jan 2024 Bill	\$ Difference	% Change
		300 kWh		\$131.52	\$135.20	\$3.68	2.8%
<b>11</b>	<b>Residential</b>	640 kWh		\$239.75	\$244.58	\$4.83	2.0%
		1200 kWh		\$418.01	\$424.75	\$6.74	1.6%
		900 kWh	5 kVA	\$153.83	\$161.82	\$7.99	5.2%
<b>21</b>	<b>Farm (Breaker Billed)</b>	1,400 kWh	10 kVA	\$589.46	\$604.01	\$14.55	2.5%
		7,500 kWh	25 kVA	\$2,700.80	\$2,739.21	\$38.41	1.4%
<b>22</b>	<b>Farm (Demand Metered)</b>	700 kWh	10 KVA	\$398.20	\$414.69	\$16.49	4.1%
		3000 kWh	20 kVA	\$1,240.83	\$1,270.59	\$29.75	2.4%
		15,000 kWh	60 kVA	\$5,424.51	\$5,504.00	\$79.49	1.5%
		6,000 kWh	20 kW	\$2,775.33	\$2,809.07	\$33.74	1.2%
<b>26</b>	<b>FortisAlberta Irrigation</b>	15,000 kWh	33 kW	\$5,957.97	\$5,955.71	-\$2.25	0.0%
		45,000 kWh	100 kW	\$17,834.59	\$17,830.47	-\$4.12	0.0%
<b>31</b>	<b>Streetlighting (Investment)</b>	5,144 kWh	12,500 W	\$3,867.28	\$4,176.11	\$308.83	8.0%
<b>33</b>	<b>Streetlighting (Non-Investment)</b>	7,900 kWh	20,000W	\$2,534.01	\$2,706.05	\$172.04	6.8%
<b>38</b>	<b>Yard Lighting</b>	5,000 kWh	12,000 W	\$2,662.07	\$2,862.73	\$200.66	7.5%
	Rates 31, 33 and 38 is based on 100 High Pressure Sodium (HPS) lights in assorted fixture wattages.						
		1,083 kWh	5 kW	\$414.13	\$413.20	-\$0.93	-0.2%
<b>41</b>	<b>Small General Service</b>	2,165 kWh	10 kW	\$788.96	\$784.23	-\$4.73	-0.6%
		10,825 kWh	50 kW	\$3,787.59	\$3,752.47	-\$35.12	-0.9%
		2,590 kWh	7.5 kW	\$963.00	\$965.78	\$2.78	0.3%
<b>44/45</b>	<b>Oil and Gas Service</b>	5,179 kWh	15 kW	\$1,875.95	\$1,879.78	\$3.83	0.2%
		25,895 kWh	75 kW	\$9,179.59	\$9,191.81	\$12.23	0.1%
		32,137 kWh	100 kW	\$8,361.23	\$7,762.61	-\$598.62	-7.2%
<b>61</b>	<b>General Service</b>	63,071 kWh	196 kW	\$16,372.61	\$15,194.42	-\$1,178.19	-7.2%
		482,055 kWh	1500 kW	\$124,884.08	\$115,855.80	-\$9,028.28	-7.2%
		500 kWh		\$457.51	\$449.81	-\$7.70	-1.7%
<b>62</b>	<b>EV Fast Charging Station Service</b>	4,500 kWh		\$3,752.19	\$3,654.80	-\$97.39	-2.6%
		40,000 kWh		\$32,992.44	\$32,099.16	-\$893.28	-2.7%
		824,585 kWh	2500 kW	\$208,920.50	\$200,000.92	-\$8,919.58	-4.3%
<b>63</b>	<b>Large General Service</b>	1,529,769 kWh	4638 kW	\$380,306.65	\$363,091.60	-\$17,215.05	-4.5%
		3,298,338 kWh	10,000 kW	\$810,134.77	\$772,115.08	-\$38,019.69	-4.7%
<b>65</b>	<b>Transmission Connected Service</b>	The Distribution component will increase to \$49.256273/per day. The Transmission Component is the applicable rate of the AESO.					

**CUSTOMER CONTRIBUTIONS SCHEDULES**

**Table 1  
2024 Maximum Investment Levels for Distribution Facilities  
When the Investment Term is 15 years or more**

<b>Type of Service</b>	<b>Maximum Investment Level</b>
Rate 11 Residential	\$3,016 per service
Rate 11 Residential Development	\$3,016 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,461 base investment, plus \$924 per kVA of Peak Demand
Rate 26 Irrigation	\$6,461 base investment, plus \$1,028 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,325 per fixture
Rate 38 Yard Lighting	\$919 per fixture
Rate 41 Small General Service	\$6,461 base investment, plus \$1,028 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,461 base investment, plus \$1,028 per kW of Peak Demand  FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,461 base investment, plus \$1,028 per kW for the first 150 kW, plus \$128 for additional kW of Peak Demand
Rate 63 Large General Service	\$116 per kW of Peak Demand, plus \$127 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years.

When I was out and about during the Poppy Campaign season the information on the "For Your Information" sheet wasn't quite complete but I wasn't able to reveal any other information. After approval from Command office Calgary the donations have been made. The parties involved receiving the 2022 donations were thrilled to receive the donation cheque for items needed. The updates information is as follows. Thank You.

2021	<b>Bow Island Health Center</b>	<b>\$2094.53</b>
	Patient Monitoring Equipment & stand with basket	
	<b>Foremost Medical Clinic</b>	<b>\$1302.10</b>
	2 blood pressure machines, 2 adult pulse oximeter, weigh scale, wheel chair, 2 digital no touch forehead thermometer	
2022	<b>Milk River Health Center</b>	<b>\$2071.69</b>
	Amenities cart, 2 sets wicker furniture	
	<b>Milk River Health Center</b>	<b>\$1133.97</b>
	CPR meter 2	
	<b>Milk River Medical Clinic</b>	<b>\$2065.30</b>
	High Frequency Desiccator, tips for Desiccator, 2-adult pulse oximeters	
	\$500 of this donation was received from Gas Alberta Give Back Program (nominated to 2022 Poppy Fund by Chinook Gas Co-op Ltd)	
	<b>Coutts Fire &amp; Rescue</b>	<b>\$1367.59</b>
	7305 Series Homecare Suction unit with internal filter, Water Jet Burn Kit, Tactical gunshot trauma kit, 2-emergency obstetrical kits, touchless thermometer, Combustible gas leak detector	
2023	<b>Foremost &amp; Area</b>	



*With Sincere Thanks*

Dear Town of Milk River

On behalf of the Milk River & District Agricultural Society and the organizing committee for the 2<sup>nd</sup> Annual Oktoberfest, thank you so much for the support to help make this a successful event.

Thank you for the mugs, liqueur goodie basket

Sincerely,

Milk River Ag Society

**From:** [Utility Safety Partners](#)  
**To:** [i-support-damage-prevention@uspinfo.ca](mailto:i-support-damage-prevention@uspinfo.ca)  
**Subject:** Important: This Legislation may Affect Your Municipality  
**Date:** December 14, 2023 6:33:52 PM

---



Dec 14, 2023

### **Support Proposed Damage Prevention Legislation - Municipal Members with Registered Assets**

Utility Safety Partners (USP) is proposing comprehensive provincial damage prevention legislation for buried and above-ground utilities in Alberta. The new legislation will enhance safety across the province by creating a comprehensive provincial energy and utility notification system that would require the registration of all critical infrastructure with USP (formerly Alberta One-Call). This would include all municipalities in Alberta.

While the majority of Alberta's municipalities and industries have registered their utilities with USP, some have not. That poses a safety risk in the province.

You are receiving this message because your municipality is a registered member of USP, which is a non-profit organization, and we would appreciate your municipality's support to help us get this important safety legislation passed into law. While there are many obvious reasons to support the legislation from a safety perspective, having all organizations registered also delivers administrative and operating cost efficiencies.

We currently anticipate that the proposed legislation will be brought to the Alberta Legislature in the coming months, depending on the Legislature's agenda.

For more information and to submit a Letter of Support for improved Damage Prevention legislation which will be delivered directly to your MLA through our automated mail-delivery system, please visit <https://damage-prevention.utilitysafety.ca>

If you have questions, please email us at [info@utilitysafety.ca](mailto:info@utilitysafety.ca).

Thank you,

A handwritten signature in blue ink, appearing to be a stylized name, possibly "J. Smith".

Mike Sullivan  
President, Utility Safety Partners

PO Box 87131 / Douglas Square RPO / Calgary, AB /  
**1.800.242.3447** [UtilitySafety.ca](http://UtilitySafety.ca)

**Where's the LINE?**





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

December 19, 2023

AR112681

His Worship Trevor Lewington  
Mayor  
Village of Stirling  
PO Box 360  
Stirling AB T0K 2E0

Dear Mayor Lewington:

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 Village of Stirling has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2023/24 ACP in support of your Barons Eureka Warner Family and Community Support Services Needs Assessment 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,



Ric McIver  
Minister

cc: Honourable Joseph Schow, MLA, Cardston-Siksika  
Honourable Grant Hunter, MLA, Taber-Warner  
Jack Van Rijn, Mayor, Town of Coaldale  
Lyndsay Montana, Mayor, Town of Coalhurst  
Larry Liebelt, Mayor, Town of Milk River  
Joan Boeder, Mayor, Town of Nobleford  
Catherine Moore, Mayor, Town of Picture Butte  
Andrew Prokop, Mayor, Town of Taber  
Kimberley Cawley, Mayor, Town of Vauxhall  
Daniel Doell, Mayor, Village of Barons  
Scott MacCumber, Mayor, Village of Coutts  
Tyler Lindsay, Mayor, Village of Warner  
Tory Campbell, Reeve, Lethbridge County  
Tamara Miyanaga, Reeve, MD of Taber  
Randall Taylor, Reeve, County of Warner  
Kalen Hastings, Chief Administrative Officer, Town of Coaldale  
Shawn Patience, Chief Administrative Officer, Town of Coalhurst  
Kelly Lloyd, Chief Administrative Officer, Town of Milk River and Village of Warner  
Joseph Hutter, Chief Administrative Officer, Town of Nobleford  
Keith Davis, Chief Administrative Officer, Town of Picture Butte  
Derrin Thibault, Chief Administrative Officer, Town of Taber  
Cris Burns, Chief Administrative Officer, Town of Vauxhall  
Jen Durell, Chief Administrative Officer, Village of Barons  
Lori Rolfe, Chief Administrative Officer, Village of Coutts  
Scott Donselaar, Chief Administrative Officer, Village of Stirling  
Cole Beck, Chief Administrative Officer, Lethbridge County  
Arlos Crofts, Chief Administrative Officer, MD of Taber  
Shawn Hathaway, Chief Administrative Officer, County of Warner

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

December 19, 2023  
File: M:\N-Data\1440\058

**Attention: Kelly Lloyd**  
**Chief Administrative Officer**

Dear Ms. Lloyd:

**Re: Project Scope Update**  
**Milk River Regional Water Supply Study**

---

MPE has prepared the following project scope update which details engineering services proposed to meet our recommendations for next steps in the Milk River Regional Water Supply Study project. This letter outlines our current understanding of the project, our proposed revised work scope, and an approximate schedule for completion of the work.

### **Project Understanding**

The Town of Milk River, the County of Warner, the Villages of Warner and Coutts, and Ridge Water Services Commission have partnered to review the feasibility of an expanded regional potable water supply system to include the provision of potable water to the Town of Milk River and the Village of Coutts. The main deliverable of this project is the Regional Water Supply Feasibility Study, which is nearly complete.

The initial scope of work was limited to a regional water supply concept. The scope of work for the feasibility study has changed in the previous two meetings by request of the project team. The main reason is due to infrastructure projects being completed in the U.S. which will provide more reliability for flow through the Milk River. These projects are happening as a result of the U.S. transfer infrastructure failure in 2020. This infrastructure failure had a large impact on water level and flow rates in the Milk River in 2020. An investigation was conducted on the water level and flow data for the Milk River in years following the infrastructure failure. Our conclusions are that in the subsequent years (2021-2022), flow and water level in the Milk River has reached comparable values as years prior to 2020.

In November 2023, the project team met with Cindy Helm (Alberta Transportation, Safety and Grants Program Administrator) to review the current status of the project and plans for revising the Water for Life (W4L) grant application. It was decided to keep the previous regional water supply application unchanged and make a new application based on the recommendations from the Regional Water Supply Feasibility Study. The new application could be submitted at any time prior to November 30, 2024 to be considered for funding in 2025.

## Revised Scope of Work

In order to achieve the deliverable requested from the project team, the revised scope of work would include the evaluation of two alternatives. The first being the previously mentioned regional water supply concept and the second alternative being upgrades to the Milk River Water Treatment Plant and raw water system. Both alternatives will include separate conceptual designs and capital cost estimates, which will be included in the updated Regional Water Supply Feasibility Study. Local upgrades to Warner and Coutts would be included in both alternatives.

As a follow-up to the feasibility study, preliminary design development could be completed for Milk River's raw water system and local upgrades in the Villages of Warner and Coutts using the remaining engineering budget for the project. MPE would complete the following work items as part of the proposed preliminary design development.

- Preliminary design development (multi-discipline):
  - Milk River Raw Water System upgrades
  - Village of Warner upgrades – treated water storage expansion and distribution pumping
  - Village of Coutts upgrades – treated water storage expansion and distribution pumping
- Development of capital cost estimate (AACE Class 3),
- Further development of capital project implementation strategy and project phasing.
- Development of Preliminary Design Technical Memorandum.
- Development of additional funding application documents in support of the following projects:
  - Regional Water Project (Phase 1) – Milk River Raw Water System Upgrades
  - Village of Warner Storage and Distribution Pump Upgrades
  - Village of Coutts Water Storage and Distribution Pump Upgrades

## Project Schedule

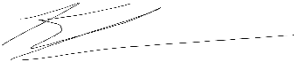
We propose having a study review meeting to discuss the revised Regional Water Supply Feasibility Study in early February 2024. After incorporating comments from project shareholders, we will have this study finalized by February 29, 2024.

We would like to thank Town of Milk River and other project stakeholders for the opportunity to provide this revised scope for engineering services and we look forward to working with you to successfully complete this important project.

Should you have any inquiries please do not hesitate to contact the undersigned at (403) 317-3631.

Yours truly,

**MPE a Division of Englobe**

A handwritten signature in black ink, appearing to read 'K. Lohrenz', is positioned above a horizontal dashed line that extends to the right.

Kyle Lohrenz, P.Eng.  
Project Manager

KL:kl



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta

**From:** [municipalservicesdivision@gov.ab.ca](mailto:municipalservicesdivision@gov.ab.ca)  
**To:** [Kelly Lloyd](#)  
**Subject:** Municipal-Federal Agreements  
**Date:** December 14, 2023 10:49:10 AM  
**Attachments:** [Information Collection Excel Form.xlsx](#)  
[Information Sheet.pdf](#)

---

Dear Mayors, Reeves, and Councils:

The Government of Alberta is committed to advocating for equitable funding from the federal government. Premier Danielle Smith and her premier colleagues recently agreed on the need for unity to ensure funding envelopes from the federal government are shared equitably.

To better understand municipal-federal agreements in place, Municipal Affairs is creating an inventory to document the scope and scale of these agreements. I am requesting that you provide an overview of the agreements you held with the federal government in 2022. If your municipality did not hold any agreements with the federal government during this time, please indicate 'none' in the attached template.

Please return the completed template by January 31, 2024. For guidance in completing the form, please refer to the info sheet included with this package and the form overview tab. If you have any further questions or would like support to complete the template, I encourage you to reach out by email to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers



# Information Request: Municipal-Federal Agreements

Natural person powers granted by *the Municipal Government Act* allow municipalities to enter into contracts. These contracts may be with other public entities, such as the federal government.

The Government of Alberta is working to understand the different agreements and contracts in place between Alberta's municipalities and the federal government. Examples may include:

- building leases for the RCMP K-Division;
- maintenance of federal properties provided by municipalities;
- mutual aid agreements between First Nations and municipalities;
- funding by Heritage Canada for national celebrations, such as Canada Day; and
- community mailboxes for Canada Post.

Municipal Affairs is requesting municipalities provide an overview of the agreements they hold with the federal government by January 31, 2024. Specifically, the ministry is collecting the: name, value, purpose, date, and duration of agreements signed or in effect between January 1, 2022, and December 31, 2022.

---

## Why is Municipal Affairs collecting this information?

The Government of Alberta is creating an inventory of municipal-federal agreements to understand the scope and scale of these agreements. This will help the province continue to advocate for equitable funding from the federal government.

## How is a municipal-federal agreement defined?

A municipal body includes a municipality, group of municipalities, entity that receives 50 per cent or more of funding from municipalities, or an entity where a majority of members or boards are appointed by a municipality.

A federal body includes the Crown (Canada), federal agencies, entities required to report to Federal Parliament, entities that receive 50 per cent of funding from federal public funds, or entities where a majority of members are appointed by Canada's public sector.

## Are you collecting information for all agreements with federal funding?

No. Agreements that are already coordinated through the Government of Alberta, such as the Building Canada Fund and Canada Community Building Fund, are not included.

If you are uncertain if your agreement is already coordinated through the Government of Alberta, please include it in the template.

## What time period are you collecting information for?

Only agreements signed or in effect between January 1, 2022, and December 31, 2022, will be included.

If you have questions, or require support, please email [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) for assistance.





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website ([www.alberta.ca/local-government-fiscal-framework-capital-funding](http://www.alberta.ca/local-government-fiscal-framework-capital-funding)), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website ([www.alberta.ca/local-government-fiscal-framework-operating-funding](http://www.alberta.ca/local-government-fiscal-framework-operating-funding)). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver  
Minister

cc: Chief Administrative Officers



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at [rivers.alberta.ca](http://rivers.alberta.ca). To learn more about the impacts of drought on communities and the principles for sound water management, please visit [alberta.ca/drought](http://alberta.ca/drought).

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca).

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz  
Minister of Environment and Protected Areas

cc: Honourable Ric McIver  
Minister of Municipal Affairs

Honourable RJ Sigurdson  
Minister of Agriculture and Irrigation

Stacey Smythe  
Assistant Deputy Minister, Regulatory Assurance  
Environment and Protected Areas

Request for Decision

## Health and Safety Agreement

January 8, 2024



### RECOMMENDATION

That the Town of Milk River terminate the Health and Safety Agreement with the County of Warner No. 5, providing ninety (90) **days' notice** to, as per Section 15.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

In 2020, an agreement between the Town of Milk River and the County of Warner No. 5 was signed to enable the County to provide oversight with a Health and Safety Coordinator. Through this agreement, a Workplace Safety Management System was created. This role was compensated monthly at \$1,000.

The program has been created and is now being maintained by Public Works. The agreement has run its course and the Town is very appreciative to the County for their assistance over the years.

### RISKS/CONSEQUENCES

1. Council may provide further direction. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. County of Warner No. 5 Health and Safety Agreement

**THIS AGREEMENT MADE THIS 1<sup>st</sup> DAY OF JANUARY, AD, 2020.**

**BETWEEN:**

**THE TOWN OF MILK RIVER**  
A Municipality in the Province of Alberta  
(hereinafter referred to as the "Town")

**AND:**

**THE COUNTY OF WARNER**  
A Municipality in the Province of Alberta  
(hereinafter collectively referred to as the "County")

### **SAFETY AGREEMENT**

**WHEREAS** the Town is required to operate municipal operations to the standards required by Provincial regulations set forth in the Occupational Health and Safety Act, Regulations and Code, and is currently in need of a formalized safety program in order to do so;

**AND WHEREAS** the County has the experience and expertise in the management and operation of these services, and is available to provide them until such time as the Town is able;

**AND WHEREAS** the Town and the County have reached agreement with respect to the terms and conditions under which the County will provide service to the Town;

**NOW THEREFORE**, in consideration of the promises, mutual terms, covenants and conditions herein, the parties hereto agree as follows:

#### **1. DEFINITIONS**

- 1.1 "Agreement" means this Agreement together with any amendments hereto or extensions hereof, provided that such amendments or extensions are in writing and signed by each of the parties;
- 1.2 "Program" means the Workplace Safety Management System developed by the County for implementation in the Town.
- 1.3 "Advisor" means the person or persons who are provided by the County as per the requirements of this agreement.

#### **2. APPOINTMENT**

The Town hereby appoints the County, and the County hereby accepts such appointment to perform all those activities reasonably necessary and incidental to the development, implementation and oversight of the Town's Workplace Safety Management System.

#### **3. TERM OF AGREEMENT**

This Agreement shall become effective on **January 1, 2020** and shall remain in effect until notice has been provided from either party to terminate the agreement.

**4. CONSIDERATION**

The Town shall pay to the County invoiced amounts on a monthly basis at a fee of one thousand dollars (\$1,000.00).

**5. TAXES AND DEDUCTIONS**

The County shall be responsible for the payment of all income tax, Canada Pension, Employment Insurance and all other required payments, contributions or deductions including, but not limited to, any assessments levied pursuant to the *Workers' Compensation Act* that arise or may hereafter arise with respect to the activities herein performed by the County's agents.

**6. FEES AND LICENCES**

The Town shall be responsible for all fees, licenses, permits, filings, supplies and all other costs incidental to the performance of the County's obligations under this Agreement.

**7. COMPLIANCE WITH LAW**

The County and Town shall at all times carry out their obligations pursuant to this Agreement in compliance with all statutes, regulations and by-laws passed by any authority having jurisdiction.

**8. HOLD HARMLESS**

The Town agrees to hold harmless the County and its employees and agents from any and all claims, demands or actions for which the Town is legally responsible, including those arising out of negligence, excepting willful acts or gross negligence by the County or any of its employees or agents.

**9. OBLIGATIONS OF TOWN**

During the Term of this Agreement, the County's responsibilities shall be to provide at all times a qualified and Safety Advisor to the Town, whom will be available by phone or in person for any issue relating to the Town's Safety Program. The County's Advisor will also spend one dedicated day per month on site in the Town to oversee implementation and maintenance of the program.

**10. RIGHT OF THE COUNTY TO ACCEPT CONCURRENT RETAINERS**

The County may accept concurrent retainers from other parties during the Term provided that they do not interfere, in the opinion of the County acting reasonably, with the proper delivery of the Services.

**11. RELATIONSHIP BETWEEN PARTIES**

Nothing contained herein shall be construed to create the relationship of employer and employee between the Town and the County nor, except as otherwise expressly stated in writing by the Town, shall the County be constituted as the agent, partner, servant, joint venture or legal representative of the Town for any purposes whatsoever.



courier, or three (3) days after the same has been mailed in a prepaid envelope by double registered mail to:

To the Town: Chief Administrative Officer  
Town of Milk River  
Box 270, Milk River, AB T0K 1M0  
Fax: (403) 647-3772

To the County: Administrator  
County of Warner  
Box 90, Warner AB T0K 2L0  
Fax: (403) 752-4379

or to such other address as each party may from time to time direct in writing.

17. **HEADINGS**

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

19. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

20. **AMENDMENTS MUST BE IN WRITING**

This Agreement may be modified, amended or assigned only by a written instrument duly executed by the Parties.

21. **WAIVER**

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act or the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

22. **UNENFORCEABILITY**

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term,

**12. NO AUTHORITY**

Except as otherwise expressly stated in writing by the County, the Town has no authority beyond that which is set forth herein to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the County, nor to bind the County in any manner whatsoever.

**13. OWNERSHIP AND CONTROL**

13.1 All records and financial documents relating to the activities of the County pursuant to this Agreement are deemed the property of the County and shall remain in the sole ownership and control of the County.

13.2 All records and financial documents relating to the activities of the Town pursuant to this Agreement are deemed the property of the Town and shall remain in the sole ownership and control of the Town.

**14. SURVIVAL**

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination, or expiry of the Term shall survive the termination or expiry of the Term and shall not be merged therein or therewith.

**15. TERMINATION OF AGREEMENT**

This Agreement may be terminated by either party by giving a written notice of termination to the other party with ninety (90) days notice (as outlined in this agreement);

**16. NOTICE**

Whether or not so stipulated herein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by facsimile or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
  - (i) upon transmission with answer back confirmation if received within the normal working hours of the business day; or
  - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or

Except as herein otherwise provided, Notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or



Request for Decision

## Assessor Appointment

January 8, 2024



### RECOMMENDATION

That Council appoint Benchmark Assessment Consultants Inc. as the Town of Milk Rivers designated municipal assessor.

### LEGISLATIVE AUTHORITY

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

### BACKGROUND

Benchmark Assessment Consultants Inc. have been the Town of Milk Rivers municipal assessor for many years.

### RISKS/CONSEQUENCES

1. Council may provide further direction. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

None

Request for Decision

**Auditor Appointment**

January 8, 2024



**RECOMMENDATION**

That Council appoint the Mercer Wilde Group as the Town of Milk Rivers auditor for the 2023 financial year.

**LEGISLATIVE AUTHORITY**

Municipal Government Act Section 280(1) Each council must appoint one or more auditors the municipality.

**BACKGROUND**

This request for decision is to appoint the Group for the 2023 financial year.

**RISKS/CONSEQUENCES**

- 1. Council may provide further direction. Council shall be specific in the direction it provides.

**FINANCIAL CONSIDERATIONS**

None.

**ATTACHMENTS**

None

Request for Decision

## Riverside Community Golf Course Society Expenses

January 8, 2023



### **RECOMMENDATION**

That Council accept the submitted expenses from the Riverside Community Golf Course Society in the amount of \$29,293.68 against the annual requirement from the golf course lease agreement.

### **LEGISLATIVE AUTHORITY**

Municipal Government Act

### **BACKGROUND**

In early 2022, a verbal cost sharing agreement was developed to offset the amount of debt owed to the Town of Milk River.

A new lease agreement was signed off by the Society and the Town, that incorporated the debt reduction requirement.

The second attachment shows the payment schedule to note that at the end of 2023, the Riverside Community Golf Society has fulfilled their requirement of annual payments.

### **RISK/CONSEQUENCES**

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

### **FINANCIAL CONSIDERATIONS**

None

### **ATTACHMENTS**

1. Riverside Community Golf Course Society 2023 Expenses
2. Annual Lease Payments

**Riverside Community Golf Society  
Cost Sharing Agreement  
October 31, 2023**

**Insurance costs (excluding equipment)**

2/8/2023	AMSC Insurance	Total	6,263.00		
	less: equipment & automobile		<u>(1,244.00)</u>		
			<u>5,019.00</u>	50%	2,509.50

**Grass seed & fertilizer**

3/28/2023	Brett Young	Fertilizer	2,587.35		
7/13/2023	Hirsche Construction	Topsoil	597.36		
8/23/2023	Brett Young	Grass seed	<u>412.63</u>		
			<u>3,597.34</u>	50%	1,798.67

**Course upgrades/improvements**

4/25/2023	Saal Paving	Paving cart paths	9,530.00		
8/2/2023	J Ko Industries	Arborist services	<u>1,036.00</u>		
			<u>10,566.00</u>	50%	5,283.00

**Irrigation upgrades/maintenance**

5/2/2023	1954913 Alberta Ltd. / Weing's Sprinkler	Excavate and expose mainline leak	1,000.00		
5/2/2023	Landsan Locating Ltd.	Line locating for repair work	225.50		
5/10/2023	L.A. Power Systems	Hydrovac trench	1,250.00		
6/8/2023	SiteOne Landscape Supply	Maintenance	766.13		
6/8/2023	SiteOne Landscape Supply	Maintenance - return	(63.84)		
6/8/2023	Sego	Maintenance	36.93		
6/28/2023	Automated Electric Systems	Backflush control panel and electrical work for new pump	10,707.73		
6/30/2023	SiteOne Landscape Supply	Maintenance	174.86		
7/11/2023	SiteOne Landscape Supply	Maintenance	1,104.08		
7/27/2023	Automated Electric Systems	Commission new backflush pump for the wells	530.00		
8/24/2023	Sego	Maintenance	375.00		
9/12/2023	Sego	New pump, hose, etc.	<u>10,818.22</u>		
			<u>26,924.61</u>	50%	13,462.31

**Buildings - renovations and upgrades**

7/4/2023	McTaggart HVAC	Air conditioning upgrades	<u>4,300.00</u>	75%	3,225.00
----------	----------------	---------------------------	-----------------	-----	----------

**Buildings - maintenance**

3/26/2023	Tuxedo Steam Cleaners	Cleaning	1,688.84		
4/5/2023	Hoytos Welding	Patch vent hood	191.25		
4/18/2023	Thermax	Ice machine, etc. repairs	890.50		
4/19/2023	Tuxedo Steam Cleaners	Cleaning	395.49		
5/3/2023	McTaggart HVAC	Bathroom maintenance	2,208.42		
5/29/2023	Hoytos Welding	Bathroom maintenance	566.00		
10/18/2023	Home Hardware	Bowling alley repairs	<u>89.90</u>		
			<u>6,030.40</u>	50%	3,015.20

**TOTALS**

29,293.68

**Riverside Community Golf Society Town of Milk River Lease**

1-1-2014	Balance per land lease agreement		221,874.00
10-31-2014	Payment - August 12, 2014	(25,000.00)	196,874.00
10-31-2015	Payment - October 8, 2015	(25,000.00)	171,874.00
10-31-2016	Payment - September 12, 2016	(25,000.00)	146,874.00
10-31-2017	Payment was deferred	-	146,874.00
10-31-2018	Payment - January 18, 2019	(25,000.00)	121,874.00
10-31-2019	Payment was waived by the Town	(25,000.00)	96,874.00
10-31-2020	Cost share agreement reduction	(25,000.00)	71,874.00
10-31-2021	Cost share agreement reduction	(25,000.00)	46,874.00
10-31-2022	Cost share agreement reduction	(25,000.00)	21,874.00
10-31-2023	Cost share agreement reduction	(21,874.00)	-





Request for Decision

## CMRSWC Alternate Appointment

January 8, 2024



### RECOMMENDATION

That Council appoint \_\_\_\_\_ as the alternate appointee to the Chief Mountain Regional Solid Waste Commission.

### LEGISLATIVE AUTHORITY

### BACKGROUND

As per the attached letter, the Commission is looking for alternate appointments to the Commission to ensure quorum.

### 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

1. Letter from Chief Mountain Regional Solid Waste Commission



Chief Mountain

Regional Solid Waste Services Commission

P.O. Box 1711, Cardston, Alberta T0K 0K0 Phone: 403-653-2703 Fax: 403-653-2704

December 14, 2023

Mayor Larry Liebelt  
Town of Milk River  
Box 270  
Milk River, AB TOK 1M0

Dear Mayor Liebelt:

Re: Appointment of Representatives to Board of Directors

At the Chief Mountain Regional Solid Waste Services Commission organizational meeting held December 13, 2023, the Board of Directors discussed the municipal appointments to the Board. The Board asked that I notify the member municipalities that the Commission Bylaws allow for an alternate to be appointed along with the established Board member. This allows for the alternate to attend and vote at meetings where the appointed Board member is absent.

If you have any questions, please do not hesitate to contact me.

Yours truly,

Marian Carlson  
SEO

Request for Decision

## Grants in Place of Taxes

January 9, 2023



### RECOMMENDATION

That Council direct administration to write off the remaining balance of taxes for Roll Number 36000 in the amount of \$2,903.14.

### LEGISLATIVE AUTHORITY

Municipal Government Act  
Section 366: Grants in place of taxes

### BACKGROUND

Properties belonging to the Government of Alberta are exempt from municipal taxation. To account for this, municipalities are paid a grant in place of taxes (GIPOT) on eligible properties within their boundaries. This is a discretionary grant program and not a tax payment.

This payment acknowledges that the province benefits from municipal services provided to these properties, such as roadwork, snow clearing, transit, and emergency services.

### 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

1. Receipt



# TOWN OF MILK RIVER

Box 270 240 Main Street

Milk River AB T0K 1M0

(403) 647-3773

## OFFICIAL RECEIPT

Page 1 of 1

RECEIPT #

20234319

DATE OF ISSUE

2023-12-20

1:40:54PM

POSTING DATE

2023-12-20

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA  
C/O MINISTER OF INFRASTRUCTURE  
INFRASTRUCTURE BLDG. 3 FLOOR  
6950 - 113 ST.  
EDMONTON, AB  
T6H 5V7  
CANADA

ACCOUNT #	DESCRIPTION	PREV BAL	PAYMENT	BALANCE	GST
36000 TX	504 HIGHWAY 4 S.E. PRINCIPAL PAYMENT	5,806.26	2,903.14	2,903.12	0.00
DIRECT DEPOSIT			2,903.14		

GST REG. # 108128216RT	\$0.00
LEVY	\$0.00
TOTAL AMOUNT RECEIVED	\$2,903.14

Received By
ks
Batch #
14522

Request for Decision

**Councillors Report**

January 8, 2024



RECOMMENDATION

That the Councillors reports for the period ending January 8, 2024, 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. FCSS Minutes
2. Milk River Health Professionals Attraction and Retention Committee

**Barons-Eureka-Warner Family & Community Support Services (FCSS)**  
**Minutes of Board Meeting – Wednesday, November 1, 2023**  
**Coaldale Hub (2107-13<sup>th</sup> Street)**  
**In-person**

**Attendance (in-person)**

Degenstein, Dave – Town of Milk River, Board Chair  
Bekkering, Garth – Town of Taber  
Coad, Ray – Town of Vauxhall  
Doell, Daniel – Village of Barons  
Feist, Teresa - Town of Picture Butte  
Foster, Missy – Village of Barnwell  
Jensen, Phil – Alternate, County of Warner  
Hickey, Lorne – Lethbridge County  
Jensen, Melissa – Town of Nobleford  
Jensen, Kelly – Town of Raymond  
Kirby, Martin – Village of Warner  
Nilsson, Larry – Village of Stirling  
Payne, Megan – Village of Coutts

**Absent – Board Members**

Caldwell, Heather – Town of Coalhurst  
Chapman, Bill - Town of Coaldale, Vice-Chair  
Harris, Merrill – M.D. of Taber  
Heggie, Jack – County of Warner

**Staff (in-person):**

Morrison, Zakk - Executive Director  
Florence-Greene, Evelyn – Accounting Assistant  
Hashizume, Linda – Executive Assistant

**Call to Order**

Z. Morrison called the meeting to order at 4:01 p.m.

Introductions were made.

**Elections**

Z. Morrison called for nominations for the position of Chairperson.

M. Payne nominated D. Degenstein for the position of Chairperson.

Z. Morrison called a second time for nominations for the position of Chairperson.

Z. Morrison called a third time for nominations for the position of Chairperson.

G. Bekkering moved nominations cease. T. Feist seconded the motion.

**Carried Unanimously**



**Carried Unanimously**

Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

M. Kirby moved the Board approve the November 1, 2023 Financial Report including:

- Financial statement for September 30, 2023;
- Monthly accounts for September 1-30, 2023;
- Mastercard statement for September 14 to October 12, 2023.

**Carried Unanimously**

**New Business**

Board Photo

The Board members had a group photo taken.

Family and Community Support Services Association of Alberta (FCSSAA)  
Conference 2022

Z. Morrison discussed the annual FCSSAA Conference which will be held Nov. 22-24, 2022.

D. Degenstein stated as per a past Board motion four Board members may attend the annual conference on a rotating basis.

T. Feist moved the Board send K. Jensen, L. Hickey, D. Doell and R. Coad to the FCSSAA Conference and appoint K. Jensen and L. Hickey as the voting delegates for the 2023 FCSSAA AGM.

**Carried Unanimously**

2024 Municipal Requisitions

The Board discussed 2024 Municipal Requisition rates.

**Round Table**

M. Payne asked if the Board photo could be distributed to all Board members.

Z. Morrison responded we would email all the Board members a copy of the photo.

The tax program and volunteers were discussed.

G. Bekkering stated the Tax program is a crucial service for Seniors.

T. Feist added how important this service is for low-income Seniors.

D Degenstein asked the Board if they would like to recognize the service to the FCSS Board provided by M. Harris as the Board Chairperson.



The Board agreed that M. Harris should be recognized.

Z. Morrison discussed the new Emergency Responder Provider - Counselling Services Brochure.

Z. Morrison discussed the Anit-Bullying Resource Guide developed by the Youth Do Crew.

L. Hickey offered the Lethbridge County office for the December Board meeting.

**Date of Next Meeting**

The date of the next regular Board meeting will be December 6, 2023, at the Lethbridge County Office in-person and online (via Teams) at 4:00 pm.

**Adjournment**

G. Bekkering moved the meeting adjourn at 5:05 p.m.

**Carried Unanimously**



Chairperson



Executive Director

**Milk River Health Professionals Attraction & Retention Committee Minutes Dec 5, 2023**

In Attendance: Scott MacCumber, Anne Michaelis, David Cody, Lisa Balog, Christine Latimer, Emma Hult, Judy Gaehring, Sharon Thompson, Austin Hook and Pam, Colleen Bianchi

- 1 **WELCOME** The meeting was called to order at 5:00p.m by Scott
- 2 **AGENDA** Ann made motion to accept Dec 5 agenda Carried.
- 3 **Minutes** of Previous Meeting: Emma made a motion to accept the minutes of Nov 7, 2023. Carried.
- 4 **UPDATE** from **HEALTH CENTER** and **CLINIC**:

- Dr Meyer is STILL “short of HELP”
- Milk River Clinic will be closed Dec 25<sup>th</sup> – Jan 2

Scott has informed AHS that this Committee supports Dr Meyer – this committee realize that “burnout” is a concern with this current situation

- Scott understands that AHS is considering a NP for Milk River; N.P. can have own clinic; ‘trial’ for Milk River have a N.P. handle Long Term and ER

-Dr Aweke is at Brooks, [ for 6 weeks], she’s considering Coutts for housing. So far AHS is fine with Dr Aweke living in Coutts.

- Dr Ada is being the regular Locum for Milk River
- Milk River Lab hours should be provided when ER is open including x-ray. We understand Lab Techs are willing to be ‘on call’ when in Milk River, so why can’t they?
- Scott has had discussion with the Parliamentary Secretary of Rural Health about the Milk River health situation

**5. FINANCIAL REPORT:**

Bank Account -\$8418.23  
GIC's --\$13,470.93  
TOTAL \$21,889.16

The \$500 for the 5 Healthworker baskets spent

Funds returned from nurse- Lori Canina;

“IOU” -Dr Meyer still open

?? made a motion to accept Scott’s report. Motion Carried

**6. OLD BUSINESS:**

**A.** Doctor Recruitment Update- Dr Akewe waiting..

**B.** REFRESH/RESTART – ‘on hold’

**C.** Rental Housing Shortage- Committee next meeting -Jan 8<sup>th</sup> .

This committee discussing how to “fund” within – by percentages for instance. Jayco is interested in building and may concern a multi-home

- Dr Aweke had looked in the area and has chosen Coutts and would like a 6 month lease Christine has talked with the Dangerfields [Coutts house], Christine has not been able to take photos for Dr Aweke to view.

**D.** Committee Webpage – Christine has not heard anything with the website.

No website officially;

Austin is working on a new website

**7. PROJECTS:**

**a** Locum Welcome Packages – good

**b** Support of Healthcare Workers -

Healthworker baskets is M & R Home Hardware, ATB

Coutts/Warner, Kim & Co Cafe & Gift Shop, Marvin Bohne Enterprises/Blooming Plains, and Riverside Market.

Draw will be Dec. 18<sup>th</sup>

For Doctor support. looking at being able to have the Dr’s FREE memberships in local activities – golf, bowling, swimming, and local Organizations

**c** Healthcare Services Book –working project

d School Awards -done

e Health Centre Staffing -

f Scholarship Employee –

g- Fundraising- January Kinsmen Corvette shifts are filled

8. RhPAP – Lysney sent regrets

**8. NEW BUSINESS:**

-- County plans meeting with the Province

- There is plans to met with Dr. Low, local Mayors and Reeve

“Round Table”

- Ann shared about #811 webinar

- Emma mentioned Long Term did pet photos for fundraising

-Judy said that Milk River has the first electric community bus in Southern Alberta

Next meeting Jan 2/2024 at 5:30pm

Scott Adjourned 6:30 pm

Request for Decision

Mayors Report

January 8, 2024



**RECOMMENDATION**

That the Mayors Report for January 8, 2024, 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. Chief Mountain Regional Solid Waste Services Commission

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD NOVEMBER 8, 2023, AT THE TOWN OF MAGRATH.**

**Members Present:**

Brian Wickhorst – Village of Glenwood  
Byrne Cook – Town of Magrath  
Bryce Coppieters – Town of Raymond  
Allan Burton – Town of Cardston  
Tyler Lindsay – Village of Warner

Tanya Smith – Village of Coutts  
Wayne Harris – Cardston County  
Gary Bikman – Village of Stirling  
Randy Taylor – County of Warner (Zoom)

**Others Present:**

Marian Carlson – SEO  
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Commenced at 5:05 pm

Gary Bikman in the Chair.

**AGENDA**

Wayne Harris moved that the agenda be adopted as presented. Carried

**MINUTES**

Tyler Lindsay mentioned that Larry Liebelt is listed with the wrong municipality.

Bryce Coppieters moved that the minutes of the October 11, 2023, regular board meeting be adopted with the correct municipality listed. Carried

**NEW BUSINESS**

The SEO reported that she participated in a webinar on October 24, 2023, hosted by the Circular Materials Working Group to discuss further the Extended Producer Responsibility. They are an organization that was formed to support producers in meeting obligations under extended producer responsibility (EPR) regulations. Once a municipality has registered, they will reach out within 2 weeks to discuss the existing municipal recycling program to determine where there is an opportunity for collaboration. They are creating a checklist for municipalities to help them gather the appropriate information for the initial discussion.

The SEO advised that the Staff have been working on preparing the 2024 budget. The Finance Committee has had two meetings to review drafts and provide direction. The final draft is included on the current agenda for consideration by the Board.

The SEO reported that an email was sent to CAOs to remind them to provide a letter of support for the Town of Raymond's ACP grant application.

The SEO gave an update on the Strategic Plan to the board.

The SEO advised that the recycling reports have been coming from SASH only. The SEO will contact other municipalities for information.

Bryce Coppieters moved to approve the SEO's report. Carried

The Operator reported that 889.53 tonnes of waste were delivered to the Landfill in October 2023, making the year-to-date total 8,555.459 tonnes.

The Operator advised that Wilde Brothers Engineering has been contacted regarding completing the year-end report for Alberta Environment.

The Operator met with Darren from Wilde Brothers Engineering regarding the drainage ditch, and a plan is being developed.

The Operator reported that the 2021 semi-truck and trailer has had its annual safety inspection. There are a few repairs needed, and parts have been ordered.

Tanya Smith moved to approve the Operator's report. Carried

#### **Financial Statement**

The Financial Statement for September 30, 2023, was reviewed.

Byrne Cook moved to accept the September 30, 2023, Financial Statement. Carried

#### **Approval of Bills**

Bills for October 2023 were reviewed.

Bryce Coppieters moved to approve the bills for October 2023. Carried

The SEO presented the 2024 Budget for the board to review. The presented budget represents a 2% increase in requisition rates. The board wants to see a five-year capital replacement plan by the next meeting. If the budget is increased, the funds will go to reserves for purchasing new equipment.

#### **CORRESPONDENCE**

A letter from Cardston County regarding their organizational meeting and the representatives to the Commission. Filed

A letter from RMA Insurance regarding the change to using Canoe. Filed

A letter from RMA Insurance notifying of the changes the company is making to property values, cyber, and insurance rate increases. Filed

**ADJOURNMENT**

Tanya Smith moved the meeting adjourned.

Adjournment at 6:28 p.m.

The Next Commission organizational and board meeting is scheduled for Wednesday, December 13, 2023, at 5:00 p.m. in the Town of Magrath.

  
\_\_\_\_\_

Chairman

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD  
DECEMBER 13, 2023, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood  
Byrne Cook – Town of Magrath  
Bryce Coppieters – Town of Raymond  
Tyler Lindsay – Village of Warner  
Mike Nish – Village of Hill Spring

Tanya Smith – Village of Coutts (Zoom)  
Wayne Harris – Cardston County  
Randy Taylor – County of Warner  
Larry Liebelt – Town of Milk River

Others Present:

Marian Carlson – SEO  
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Commenced at 5:17 pm

Byrne Cook in the Chair.

**AGENDA**

Randy Taylor moved that the agenda be adopted as presented. Carried

Brian Wickhorst arrived at 5:19 p.m.

**MINUTES**

Bryce Coppieters moved that the minutes of the November 8, 2023, regular board meeting be adopted as presented. Carried

**NEW BUSINESS**

The SEO presented the 2024 Budget with the 5-year reserve schedule for the board to review. The presented budget represents a 3% increase in requisition rates. A portion of the budget increase will provide funds to be placed in a reserve account for purchasing new equipment.

The board discussed the Landfill Tipping Fee for 2024 and the rates for the City of Lethbridge.

23 -20 Larry Liebelt moved to have the Landfill Tipping Fee for the 2024 year set at \$115/tonne. Carried

23-21 Randy Taylor moved to approve the 2024 Budget with the requisition rate set at 31.24/capita. Carried



Wayne Harris brought to the board's attention concerns at the Glenwood Transfer Station regarding customers coming from the Blood Tribe and not helping pay the Operator's wage. The Blood Tribe does pay a requisition fee for waste disposal.

The SEO reported that she participated in a webinar on November 15, 2023, hosted by the Circular Materials Working Group, to further discuss the Extended Producer Responsibility. Some important information from the webinar was that if municipalities don't register, no funding from the producer will come to the municipality. The regulation requires recycling curbside pick-up beginning October 2026 if the municipality currently has curbside pick-up. All municipalities can have Circular Materials contracted with a 3rd party for curbside pick-up.

Wayne Harris was excused at 6:26 p.m.

Tyler Lindsay moved to approve the SEO's report. Carried

The Operator reported that 881.82 tonnes of waste were delivered to the Landfill in November 2023, making the year-to-date total 9,437.279 tonnes.

The Operator advised that Wilde Brothers Engineering has been contacted regarding completing the year-end report for Alberta Environment.

The Operator reported that water samples have been taken and gas sampling has been completed.

The Operator advised that J.I.M. Equipment is near completion on the drainage ditch to deal with the spring run-off.

Brian Wickhorst moved to approve the Operator's report. Carried

### **Financial Statement**

The Financial Statement for October 31, 2023, was reviewed.

Bryce Coppieters moved to accept the October 31, 2023, Financial Statement. Carried

### **Approval of Bills**

Bills for November 2023 were reviewed.

Larry Liebelt moved to approve the bills for November 2023. Carried

The Year-to-date Budget was presented as of November 30, 2023.

Mike Nish moved to approve the Year-to-Date Budget as of November 30, 2023. Carried

The Operator reported that the 2012 semi-truck and trailer were present during an accident on Saturday, December 8, 2023. A resident passed the semi-truck on a solid line and went over the guard rail near the Lee Creek bridge near Cardston. The semi did not make contact with the vehicle. The other driver was taken to Lethbridge by ambulance but will fully recover.

The SEO presented a Christmas card from RMA Insurance.

Byrne Cook advised that he has information from SAEWA regarding a waste incineration plan moving forward. He will forward the information to the SEO.

**CORRESPONDENCE**

A letter from the Town of Magrath regarding their organizational meeting and the representative to the Commission. Filed

Randy Taylor moved the correspondence filed for information. Carried

**ADJOURNMENT**

Tanya Smith moved the meeting adjourned.

Adjournment at 6:41 p.m.

The Next Commission board meeting is scheduled for Wednesday, January 10, 2024, at 5:00 p.m. in the Town of Magrath.

---

Chairman

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION  
ORGANIZATIONAL MEETING HELD DECEMBER 13, 2023, AT THE TOWN OF MAGRATH.**

Authority Members Present:

Larry Liebelt – Town of Milk River  
Byrne Cook – Town of Magrath  
Wayne Harris – Cardston County  
Tanya Smith – Village of Coutts (zoom)  
Allan Burton – Town of Cardston (Zoom)

Tyler Lindsay – Village of Warner  
Randy Taylor – County of Warner  
Bryce Coppieters – Town of Raymond  
Mike Nish – Village of Glenwood

Others Present:

Marian Carlson – SEO  
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Meeting commenced at 5:03 p.m.

Byrne Cook in the Chair.

**Chairman**

Byrne Cook asked for nominations for Chairman.  
Bryce Coppieters nominated Gary Bikman.  
Byrne Cook called for nominations a second and third time.  
Randy Taylor called for nominations to cease.  
Gary Bikman is declared Chairman.

**Vice-Chairman**

Byrne Cook asked for nominations for Vice-Chairman.  
Bryce Coppieters moved to nominate Byrne Cook.  
Byrne Cook asked for nominations a second and third time.  
Randy Taylor called for nominations to cease.  
Byrne Cook is declared Vice-Chairman.

**Signing Authorities**

23-15 Bryce Coppieters moved that the signing authorities be as follows: Gary Bikman, Allan Burton, Byrne Cook, Wayne Harris, Marian Carlson, Suzanne Pierson, and Lee Beazer; (Lee Beazer and Suzanne Pierson cannot sign the same cheque(s)) signing for the following accounts: Chief Mountain Regional (Depreciation), Chief Mountain Regional Solid (Current Operating), Chief Mountain Regional Closure Account, and Chief Mountain Regional Reserve Account. Carried

The SEO advised the need to access online banking for printing bank statements and transferring funds as per the budget.

- 23-16 Randy Taylor moved to allow access to online banking for the SEO and Secretary/Treasurer to print bank statements and transfer funds between accounts according to the budget. Carried

**Committees**

- 23-17 Wayne Harris moved that the committees be as follows: Finance Committee are Bryce Coppieters, Tyler Lindsay, and Byrne Cook; Joint Health and Safety Committee are Larry Liebelt, Mike Nish, and Brian Wickhorst; Policy Committee are Allan Burton, Tanya Smith, Randy Taylor, and Wayne Harris; HR Committee are Wayne Harris, Tyler Lindsay, Bryce Coppieters, and Randy Taylor. Carried

**Per Diem**

- 23-18 Randy Taylor moved that the per diem rates stay at \$200 for meetings less than four hours and \$260 for meetings over four hours and to follow the CRA-approved rate for mileage, same as 2023. Carried

The Board discussed whether to keep the regularly scheduled board meetings.

- 23-19 Bryce Coppieters moved to maintain the regularly scheduled board meetings on the second Wednesday of each month in Magrath at 5:00 p.m. Carried

Wayne Harris advised that the Commission By-Law allows an alternate to be assigned to the Commission board. The SEO will send a letter to the municipalities regarding an option of having an alternate assigned and request that the alternate be submitted in writing to the Commission.

Allan Burton was excused at 5:17 p.m.

**ADJOURNMENT**

Larry Liebelt moved the adjournment of the organizational meeting.

Adjournment at 5:17 p.m.

---

Chairman