

Regular and Closed Meeting Agenda for Monday, January 13, 2025, 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. Additions/Deletions to the Agenda
3. Delegations 5:40 pm
  - A) William King: 1950s Dam Presentation
  - B) MPE a Division of Englobe: Lagoon Update
4. Approval of Minutes
  - A) Minutes of the December 9, 2024, Regular Meeting
5. Business Arising from Minutes
6. Financial Report
7. Administration Reports
  - A) Public Works
  - B) Community Peace Officer
  - C) Chief Administrative Officer
8. Break (10-15 minutes)
9. Old Business
10. Bylaws and Policies
  - A) Repealing Bylaw 1072
  - B) Golf Cart Pilot Project Bylaw 1073
11. New Business
  - A) Correspondence
12. Councillor Reports
  - A) Authorities, Boards, Committees and Commission Minutes
13. Mayor's Report
  - A) Authorities, Boards, Committees and Commission Minutes
14. Closed Session
15. Adjournment

Request for Decision

Delegation: William King

January 13, 2025



**RECOMMENDATION**

That Council accept Mr. King's presentation on the 1950's dam project, as information.

**LEGISLATIVE AUTHORITY**

Municipal Government Act

**BACKGROUND**

Mr. William King will be in attendance to provide a slide presentation on the 1950's dam project.

**RISKS/CONSEQUENCES**

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

**FINANCIAL CONSIDERATIONS**

None

**ATTACHMENTS**

None

Request for Decision

Delegation: MPE A Division of Englobe

January 13, 2025



**RECOMMENDATION**

That Council accept the report on the lagoon project from MPE, as information.

**LEGISLATIVE AUTHORITY**

Municipal Government Act

**BACKGROUND**

Team members from MPE will be in attendance to provide an update and overview of the lagoon project.

**RISKS/CONSEQUENCES**

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

**FINANCIAL CONSIDERATIONS**

None

**ATTACHMENTS**

None

Request for Decision

Approval of Minutes

January 13, 2025



## RECOMMENDATION

That the minutes for the December 9, 2024, regular council meeting be accepted as presented.

## LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)  
Procedure Bylaw 1060

## 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 9, 2024, regular council meeting minutes

## Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, December 9, 2024, 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, Deputy Mayor Anne Michaelis, Councillor Shayne Johnson and Councillor Dave Degenstein

Absent - Elected Officials

Present - Administration

Kelly Lloyd, Chief Administrative Officer

### 1. Call to Order

Mayor Liebelt called the meeting to order at 5:35 p.m.

### 2. Additions / Deletions to the Agenda

A) Additions / Deletions to the Agenda

Addition: 11K) Visitor Information Centre

Moved by Councillor Degenstein, "that Council approve the agenda for December 9, 2024, regular council meeting as amended."

Motion Carried 2024-304

### 3. Delegation: 5:40 p.m.

A) Food Cycle Science Corporation

Maddy From, a Municipal Partnerships Representative with Food Cycle Science was in attendance virtually and spoke to a pilot project partnership surrounding food waste diversion solutions to reduce the amount of organic waste going to landfills.

Moved by Councillor Degenstein, "that Council thank Ms. From for the Food Cycle Science Corporation, and to accept the presentation as information."

Motion Carried 2024-305

B) RCMP

Sergeant L. Shiels was in attendance and provided an update on community statistics.

Moved by Deputy Mayor Michaelis, "that Council thank Sergeant Shiels for the RCMP report, and to accept the presentation as information."

Motion Carried 2024-306

### 4. Approval of Minutes

A) Minutes of November 12, 2024, Regular Council Meeting

Moved by Councillor Losey, "that Council approve the November 12, 2024, regular council meeting minutes as presented."

Motion Carried 2024-307

## 5. Business Arising from Minutes

## 6. Financial Report

Council reviewed the 2024 year to date operating budget, the cash report and cheque listing.

Moved by Councillor Johnson, "that the Financial Report for the period ending November 30, 2024, be accepted as information."

Motion Carried 2024-308

## 7. Administration Reports

### A) Public Works

The report was contained within the agenda package.

Moved by Councillor Losey, "that Council accept the Public Works report for the period ending November 30, 2024, as information."

Motion Carried 2024-309

### 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, 2024, as information."

Motion Carried 2024-310

### C) Chief Administrative Officer

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

Moved by Councillor Johnson, "that the Chief Administrative Officer Report for the period ending November 30, 2024, be accepted as information."

Motion Carried 2024-311

## 8. Break

*The Mayor recessed the meeting at 6:39 p.m.*

*The Mayor reconvened the meeting at 6:53 p.m.*

## 9. Old Business

Moved by Councillor Degenstein, "that Council withdraw the requirement to report weekly on the water reservoir levels and to report if there is a change."

Motion Carried 2024-312

## 10. Bylaws and Policies

### A) L6.0 Remuneration Policy

Moved by Councillor Degenstein, "that Council approve the Council Remuneration Policy L6 as amended."

Motion Carried 2024-313

### B) RC1 Care of Trees in Boulevards and Alleys Policy

Moved by Councillor Losey, "that Council approve the Care of Trees in Boulevards and Alley's policy RC1 as presented."

Motion Carried 2024-314

### C) R4.0 Construction Clean Up and Restoration Policy

Moved by Councillor Johnson, "that administration make the recommended changes to R4.0 Construction Clean Up and Restoration Policy and bring back to a future Council meeting."

Motion Carried 2024-315

### D) 1045 Nuisance Bylaw

Moved by Councillor Degenstein, "that the Nuisance Bylaw 1045 REVISED be given first reading."

Motion Carried 2024-316

Moved by Councillor Losey, "that the Nuisance Bylaw 1045 REVISED be given second reading."

Motion Carried 2024- 317

Moved by Deputy Mayor Michaelis, "that the Nuisance Bylaw 1045 REVISED receive unanimous consent for consideration of third reading."

Motion Carried 2024-318

Moved by Councillor Johnson, "that the Nuisance Bylaw 1045 REVISED be given third and final reading."

Motion Carried 2024- 319

## 11. New Business

### A) Correspondence

Moved by Councillor Losey, "that correspondence for the period ending November 12, 2024, be accepted as information."

Motion Carried 2024-320

B) SouthGrow Support Letter

Moved by Councillor Michaelis, **“that Council approve sending a letter in support of SouthGrow Regional Economic Development’s application for funding to the Northern and Regional Economic Development Program and Prairies Canada.”**

Motion Carried 2024-321

C) RRPS Priorities 2025

Moved by Councillor Degenstein, **“that Council set the 2025 priorities to be provided to Ridge Regional Public Safety Services as follows: 1. Responsible Water Usage 2. Unsightly Premises 3. Public Safety (unsafe driving, vicious animals, snow and ice).”**

Motion Carried 2024-322

D) Heartland Training & Support Hub (formerly known as the Farm Safety Centre) Donation Request

Moved by Councillor Degenstein, **“that Council approve the donation of \$350.00 towards the Heartland Training & Support Hub and further to contact the school to inform them of such and that Heartland still offers the safety smart program that the school can take advantage of.”**

Motion Carried 2024-323

E) 2025 Interim Operating Budget

Moved by Deputy Mayor Michaelis, **“that Council approve the 2025 interim operating budget as presented.”**

Motion Carried 2024-324

F) 2025 Capital Budget

Moved by Councillor Degenstein, **“that the 2025 capital budget be approved as amended and includes as follows: breathing apparatus, 8<sup>th</sup> Avenue Power, Sidewalk, curb and gutter work, the lagoon project, a garbage truck, Block 39 - Phase 1, and pool liner and drain as well as a sun shelter for a total of \$11,912,000.”**

Motion Carried 2024-325

G) Environment and Protected Areas Water Engagement Survey

Moved by Councillor Losey, **“that Council accept the Water Engagement Survey as information.”**

Motion Carried 2024-326

H) Returning Officer and Substitute Appointment



Moved by Deputy Mayor Michaelis, **“that Council** appoint Kim Swanson as the Returning Officer and Kelly Lloyd as the Substitute Returning Officer for the 2025 municipal election.”

Motion Carried 2024-327

I) Staff Bonus

Moved by Councillor Degenstein, **“that Council** approve the provision of \$100.00 each in Milk River Bucks to the full time and transfer station employees, as a 2024 Christmas Bonus.”

Motion Carried 2024-328

J) Warner and District Minor Hockey Donation Request

Moved by Councillor Losey, **“that Council** approve a Gold Sponsorship in the amount of \$500.00 to Warner and District Minor Hockey.”

Motion Carried 2024-329

K) Visitor Information Centre

Council held a discussion on the meeting held with the Property Manager.

## 12. Councillors Reports

Deputy Mayor Michaelis attended a SouthGrow webinar, the Visitor Information Centre meeting, the Milk River Health Professionals Attraction and Retention Committee meeting, and a Chinook Arch Regional Library Board meeting.

Councillor Degenstein attended the provincial FCSS conference, a Ridge Country Housing meeting, an FCSS meeting and the Prairie Rose Lodge supper.

Councillor Losey attended a Milk River and District Senior Citizens meeting, a Ridge Country Housing meeting, Southgrow and Visitor Information Centre meetings as well as the ASHA senior’s webinar.

Councillor Johnson attended a Handi-Bus meeting, a Milk River and District Ag Society meeting and the Visitor Information Centre meeting.

Moved by Councillor Degenstein, **“that the Councillors reports for the period ending** December 9, 2024, **be accepted as information.”**

Motion Carried 2024-330

## 13. Mayors Report

Mayor Liebelt attended a Mayors and Reeves meeting, a Chief Mountain Regional Waste Services Commission meeting, an AHS Dr’s meeting update, and participated in the FCSS needs assessment interview.

Moved by Councillor Degenstein, "that Council accept the Mayors Report for the period ending December 9, 2024, as information."

Motion Carried 2024-331

#### 14. Closed Session

#### 15. Adjournment

Moved by Councillor Losey, "that the regular council meeting of December 9, 2024, adjourn at 9:13 p.m."

Motion Carried 2024-33

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Larry Liebelt  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

These minutes were approved on the    day of                    2024.

Prio to Adoption

Request for Decision

## Financial Report

January 13, 2025



### RECOMMENDATION

That the Financial Report for the period ending December 31, 2024, 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. 2024 Year to Date Operating Budget
2. Cash Report
3. Cheque Listing

**Revenue and Expenses - by Funtion**  
**for the 12 Months Ended December 31, 2024**

	2023 Actual	2024 Budget	2024 YTD Actual	Remaining Dollars	% Collected/ Used
<b>Operating</b>					
<b>Revenues</b>					
Taxation	-1,051,542.40	-1,207,616.00	-1,174,373.87	-33,242.13	97.25
Sale of Goods and Services	-719,610.81	-675,790.00	-674,293.67	-1,496.33	99.78
Other Revenue/Franchise Fees	-307,141.47	-298,216.00	-307,593.03	9,377.03	103.14
Conditional Grants	-292,858.82	-213,600.00	-163,938.95	-49,661.05	76.75
Transfer from other Functions	0.00	0.00	0.00	0.00	0.00
Transfer from Reserves	0.00	-276,889.00	0.00	-276,889.00	0.00
<b>TOTAL REVENUES</b>	<b>-2,371,153.50</b>	<b>-2,672,111.00</b>	<b>-2,320,199.52</b>	<b>-351,911.48</b>	<b>86.83</b>
<b>Expenditures</b>					
Salaries, Wages & Benefits	613,892.69	745,156.00	800,217.41	-55,061.41	107.39
Contracted & General Services	616,576.88	967,080.00	571,497.84	395,582.16	59.10
Materials, Goods & Utilities	462,662.18	514,175.00	448,844.00	65,331.00	87.29
Government Requisitions	246,548.76	258,828.00	270,651.60	-11,823.60	104.57
Transfers to Local Boards	46,208.03	47,701.00	48,535.82	-834.82	101.75
Transfers to Ind/Organizations	30,612.07	36,640.00	22,561.72	14,078.28	61.58
Bank Charges	7,443.84	7,700.00	9,597.11	-1,897.11	124.64
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	28,052.19	28,440.00	26,528.66	1,911.34	93.28
Transfer from Capital	0.00	66,391.00	0.00	66,391.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,051,996.64</b>	<b>2,672,111.00</b>	<b>2,198,434.16</b>	<b>407,285.84</b>	<b>82.27</b>

**Operating Revenue/Expenditures by Department for the 12 Months Ended December 31, 2024**

Department	REVENUES				EXPENDITURES				Actual Contribution to Surplus
	Budget	YTD Actual	Remaining Dollars	% Collected	Budget	YTD Actual	Remaining Dollars	% Used	
0 General Government	-1,478,166	-1,450,322	-27,844	98.1	230,795	241,918	-11,123	104.8	-1,208,404
11 Council	0	-19	19	0.0	97,800	65,433	32,367	66.9	65,414
12 Administration	-443,694	-169,988	-273,706	38.3	426,372	375,787	50,585	88.1	205,799
23/24 Fire/Disaster Services	-24,184	-26,493	2,309	109.5	106,517	62,131	44,386	58.3	35,638
26 Bylaw Enforcement	-2,400	-3,937	1,537	164.0	76,733	77,555	-822	101.1	73,618
31 Common Services	-62	-408	346	0.0	165,832	175,292	-9,460	105.7	174,884
32 Roads	-24,450	-25,279	829	103.4	417,823	186,431	231,392	44.6	161,152
33 Airport	-465	-465	0	100.0	8,701	4,847	3,854	55.7	4,382
4101 Water Supply/Distribution	-307,800	-270,162	-37,638	87.8	348,643	341,088	7,555	97.8	70,926
42 Wastewater	-106,000	-98,829	-7,171	93.2	72,902	64,239	8,663	88.1	-34,590
43 Solid Waste	-117,700	-117,232	-468	99.6	113,205	124,121	-10,916	109.6	6,889
43 Transfer Station	-12,385	-12,409	24	100.2	24,624	24,435	189	99.2	12,026
56 Cemetery	-2,500	-3,574	1,074	143.0	5,000	5,000	0	100.0	1,426
61 Planning & Development	-7,850	-7,498	-352	95.5	15,000	17,010	-2,010	113.4	9,512
62 Economic Development	-50,000	-73,518	23,518	147.0	164,290	32,149	132,141	19.6	-41,369
72 General Recreation	-6,055	-400	-5,655	6.6	178,515	137,195	41,320	76.9	136,795
7201 Campground	-13,000	-19,234	6,234	148.0	57,141	36,183	20,958	63.3	16,949
7202 Pool	-75,400	-40,432	-34,968	53.6	134,917	202,568	-67,651	150.1	162,136
7203 Golf Course	0	0	0	0.0	7,000	4,735	2,265	67.6	4,735
74 Culture & Library	0	0	0	0.0	20,301	20,317	-16	100.1	20,317
									0
<b>TOTAL OPERATING</b>	<b>-2,672,111</b>	<b>-2,320,199</b>	<b>-351,912</b>	<b>86.8</b>	<b>2,672,111</b>	<b>2,198,434</b>	<b>473,677</b>	<b>82.3</b>	<b>-121,765</b>



**TOWN OF MILK RIVER**  
For the Period Ending December 31, 2024

General Ledger	Description	2024 Opening Balance	2024 YTD Balance
<b>CHEQUING ACCOUNTS</b>			
3-12-00-120-00	General Bank Chequing Account (ATB)	173,506.13	28,674.10
3-12-00-130-00	General Savings Account (ATB)	662,883.91	299,096.78
* TOTAL CHEQUING ACCOUNTS		<u>836,390.04</u>	<u>327,770.88</u>
<b>TOWN TERM DEPOSITS</b>			
3-41-00-310-00	Water Capital GIC	3,842.16	4,043.15
3-43-00-310-00	Equipment Replacement Capital GIC	367,829.06	387,070.16
3-97-00-315-00	General Capital GIC	537,785.59	565,917.11
* TOTAL TOWN TERM DEPOSITS		<u>909,456.81</u>	<u>957,030.42</u>
<b>ARMS LENGTH TERM DEPOSITS</b>			
3-43-00-315-00	Transfer Station Operating GIC	5,359.29	5,639.62
* TOTAL ARMS LENGTH TERM DEPOSIT		<u>5,359.29</u>	<u>5,639.62</u>
**P TOTAL CASH AND INVESTMENTS		<u>1,751,206.14</u>	<u>1,290,440.92</u>

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



# TOWN OF MILK RIVER

## Cheque Listing For Council

2025-Jan-3  
11:54:00AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240906	2024-12-13	AMSC INSURANCE SERVICES LTD.	202412 HS019202411	DEC BENEFITS HEALTH SPENDING ACCOUNT-WATE	5,565.94 128.12	5,694.06
20240907	2024-12-13	BENCHMARK ASSESSMENT CONSULT.	3321	DECEMBER ASSESMENET FEE	1,423.54	1,423.54
20240908	2024-12-13	CATALIS TECHNOLOGIES CANADA LTD.	INV308336886	MASS NOTIFICATION-DEC 24-NOV 2:	4,510.80	4,510.80
20240909	2024-12-13	CITY OF LETHBRIDGE	80373	4/4 2024 FIRE DISPATCH SERVICE	900.97	900.97
20240910	2024-12-13	CUMMINS CANADA ULC	BQ-241242587	WTP REPAIR-GENERATOR	2,189.40	2,189.40
20240911	2024-12-13	FORTIS ALBERTA INC.	90258876	CABLE CLUB TERAGRAPH PROJECT	120.21	120.21
20240912	2024-12-13	HEARTLAND TRAINING & SUPPORT HUB	202401	DONATION	350.00	350.00
20240913	2024-12-13	LIEBELT, LARRY	202402	JULY-DEC MILEAGE, MEALS, LODGII	1,668.65	1,668.65
20240914	2024-12-13	MEDICINE LINE CONSTRUCTION LTD.	261493	SIDEWALK-LIBRARY, GEN PAD-CIVIC	11,187.22	11,187.22
20240915	2024-12-13	MICROAGE COMPUTER CENTRE	26157	MANAGED IT	609.00	609.00
20240916	2024-12-13	MILK RIVER CABLE CLUB	86577	DEC INTERNET	219.11	219.11
20240917	2024-12-13	MILK RIVER HOME HARDWARE	2508182 2508210 2508215 2508216 2508258 2508266 2508276 2508300 2508449 2508487 2508492 2508773	ROPE LIGHTS ICE PAKS POLY TARP-WTP TARP STRAPS-WTP GARB BAGS RETURN ROPE LIGHTS LMPS, FL 40W-48"-DENTIST OFFICE CONCRETE MIX-BENCHES LATHE-SNOW FENCE SREWS, WASHERS-SNOW FENCE CORD HEATER, OIL RADIANT-TRANS STN	283.12 19.69 71.38 35.09 46.19 <b>(330.31)</b> 107.27 141.59 36.75 20.27 10.49 90.27	531.80
20240918	2024-12-13	MPE ENGINEERING LTD.	1440-059-00-16 1440-062-00-05	WASTEWATER LAGOON UPGRADE RAW WATER CONTINGENCY PLANN	44,499.00 19,786.58	64,285.58
20240920	2024-12-13	RMA	0546844 68209340 68237168 P95621 P95788 RMA010592 W23578	W.E. GREER-HAND SOAP STAPLES-PAPER STAPLES-MONTHLY PLANNERS RME-MAN HANDLERS RME-GLASS CLEANER,AIR FRESHEI RMA AUG 1 24-JULY 31 25 MEMBERS RME-REPAIR WORKMASTER TRACT	78.17 124.13 72.42 62.71 22.72 261.45 632.27	1,253.87
20240921	2024-12-13	ROCKY MOUNTAIN PHOENIX	IN031664	COMPRESSOR SERVICE	2,103.67	2,103.67
20240922	2024-12-13	██████████	202412	██████████	300.00	300.00
20240923	2024-12-13	TLC VENTURES INC.	610	WTP-REPAIR ANALYZER	1,568.70	1,568.70
20240924	2024-12-13	TOLLESTRUP HOMES	1387	REPAIR STEEL SIDING-TOWN SHOP	1,475.25	1,475.25
20240925	2024-12-13	TRUCK/RV/CAR/WASH	8787	NOV VEHICLE WASHES	140.75	140.75
20240926	2024-12-13	UNITED FARMERS OF ALBERTA	115821315 115843779 115843780	FUEL FUEL COUNTY FIRE FUEL	2,590.10 748.12 165.42	3,503.64
20240927	2024-12-13	VOLKER STEVIN HIGHWAYS LTD.	C02-026309	WINTER SAND	850.98	850.98
20240928	2024-12-13	WASTE CONNECTIONS OF CANADA INC.	7410-0000547240	RECYCLE TRAILER, 2 DUMP AND RE	1,185.56	1,185.56
20240929	2024-12-13	XEROX BUSINESS SOLUTIONS CANADA	IN1225104	NOV COPIES	281.83	281.83
20240930	2024-12-13	WARNER & DISTRICT MINOR HOCKEY	202426	SPONSORSHIP	500.00	500.00
20240931	2024-12-13	MILK RIVER COMMUNITY BUSINESS ASSOCIATION	202403	MILK RIVER BUCKS-EMPLOYEES	800.00	800.00
20240932	2024-12-30	ATB FINANCIAL MASTER CARD	2024098 2024099 2024100	ULINE-TRASH LINERS XEROX-STAPLES FOR COPIER COSTCO-COFFEE PODS-PW	707.04 191.10 42.99	995.47



# TOWN OF MILK RIVER

## Cheque Listing For Council

2025-Jan-3  
11:54:00AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240932	2024-12-30	ATB FINANCIAL MASTER CARD	2024101	SUBWAY-COUNCIL MEAL	54.34	995.47
20240933	2024-12-30	[REDACTED]	202413	[REDACTED]	870.33	870.33
20240934	2024-12-30	CLEARTECH INDUSTRIES INC.	INV1143528	SODIUM HYPOCHLORITE	1,880.81	1,880.81
20240935	2024-12-30	COUNTY OF WARNER	4950	TRANS STN LEASE-AB GOV	600.00	600.00
20240936	2024-12-30	CUMMINS CANADA ULC	BQ-241242958	REPLACE BATTERY-BOOSTER STAT	592.95	592.95
20240937	2024-12-30	DTR SERVICES LIMITED	27418	SPARK PLUG, TIGER FLEX-WTP	141.19	141.19
20240938	2024-12-30	[REDACTED]	202414	[REDACTED]	774.10	774.10
20240939	2024-12-30	JOHNSON, SHAYNE	202402	MILEAGE OCT-DEC 2024	240.62	240.62
20240940	2024-12-30	[REDACTED]	202415	[REDACTED]	668.61	668.61
20240941	2024-12-30	[REDACTED]	202414 202415	[REDACTED]	1,326.90 44.99	1,371.89
20240942	2024-12-30	PITNEY BOWES LEASING	3202468057	POSTAGE METER LEASE SEP 30-DE	374.85	374.85
20240943	2024-12-30	RIVERSIDE MARKET 2009	1699550 552009 552084 552217	CHRISTMAS FOOD HAMPERS CHRISTMAS HAMPERS-GIFT CERTIF FOOD HAMPERS-CLOTH FOOD BAG CHRISTMAS FOOD HAMPERS-TURK	432.30 1,100.00 115.50 1,463.80	3,111.60
20240944	2024-12-30	ROCKY MOUNTAIN PHOENIX	IN0148656	HARNESSES, FACEPIECES, CYLINDI	24,347.40	24,347.40
20240945	2024-12-30	[REDACTED]	202413	[REDACTED]	1,035.21	1,035.21
20240946	2024-12-30	SOUTH COUNTRY POWER	4331	OMRON 5 PIN RELAY BASE, INDICAT	495.59	495.59
20240947	2024-12-30	SOUTH COUNTRY TIRE	11431	TIRES-UNIT 116	1,690.50	1,690.50
20240948	2024-12-30	[REDACTED]	202415 202416	[REDACTED]	750.00 491.78	1,241.78
20240949	2024-12-30	[REDACTED]	202413	[REDACTED]	392.23	392.23
20240950	2024-12-30	TNS BUSINESS CENTRE LTD.	73723	WORK ALONE MONITORING	294.42	294.42

**Total 148,774.14**

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



Request for Decision

## Administration Reports

January 13, 2025



### RECOMMENDATION

That the Administration Reports for the period ending December 31, 2024, 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 December 2024**

- Water leak roof and ceiling of Public Works Kitchen, repaired
- Snow plowing, sanding and shoveling
- Cement pad poured at Civic Centre
- Drainage completed by Vidmar at Civic Centre
- Water leak on home owner's side 924 Main St (Curb Stop shut off and turned on after repair)
- Passey replaced heat trace at Town Hall – Getting quote, was done improper
- Stop sign ran over at 8<sup>th</sup> and frontage road
- Reported street lights out on Railway to Fortis
- Generator at Water Treatment Plant serviced and replaced parts
- Replaced cutting edges and fiberglass backing on plow truck
- Ordered New Garbage Truck – approximately 295 days till delivery
- Meetings with Splash Park designers and builders. Received quotes
- Back hoe in for oil leak
- ATCO backfilled 2<sup>nd</sup> Street NE (gas service replacement), called in
- Created a proper documented Maintenance Program for vehicles and equipment
- Got quote for Spring Street Sweeping and book sweepers earlier
- Hospital water meter replaced
- Turned off/on curb stop for home owners water leak, 924 Main St
- Credit/Card Debit installed at Water Station
- Renewed Safety Certificate for Plow Truck with Government of Alberta
- CCTV Sanitary Service Line at 428 Main Street

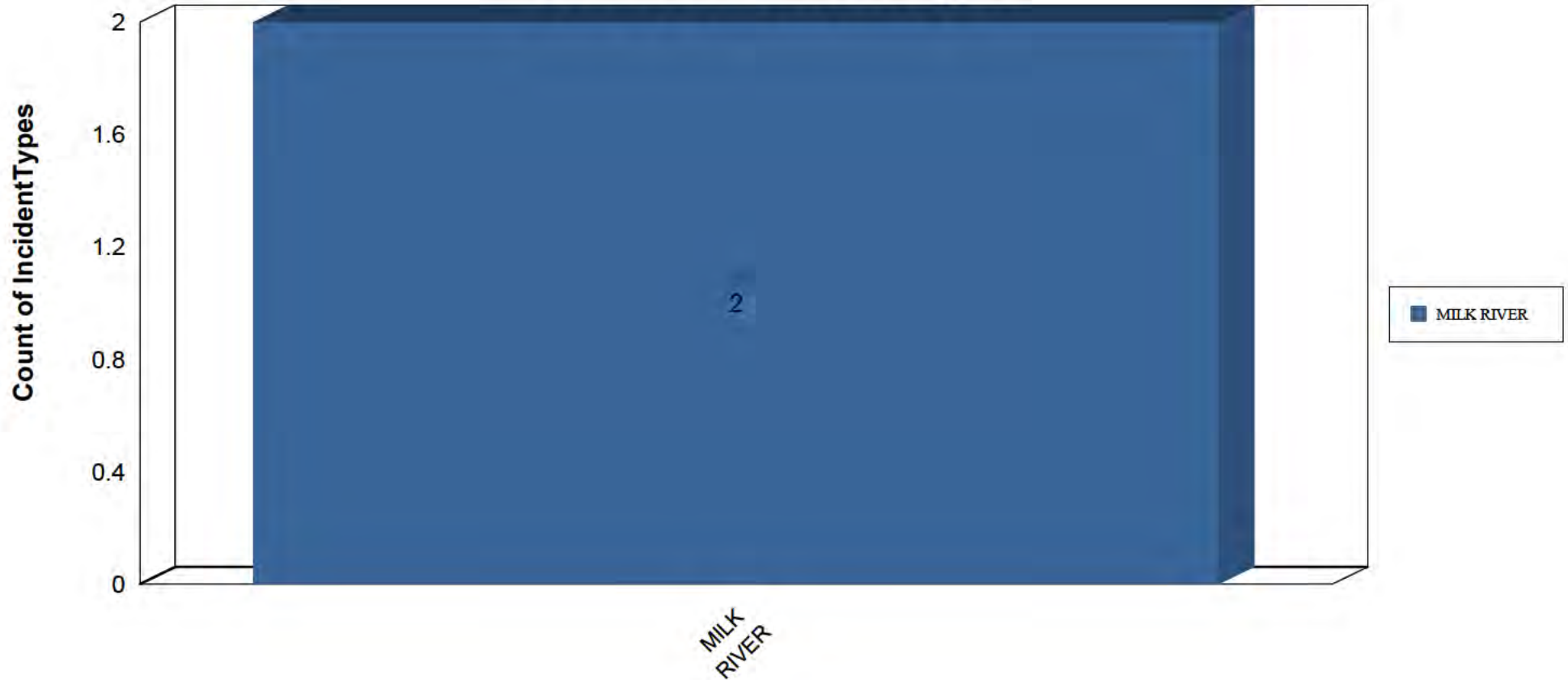
**Municipal Enforcement**

Statistics from: 12/1/2024 12:00:00AM to 12/31/2024 11:59:00PM

**Count of Reports Completed**



# Count of Incident Types



## MILK RIVER

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : MILK RIVER	RRPSS2024-0581	MILK RIVER	ROSS BOND	2024/12/20 1030
<u>Specific Location</u> MILK RIVER PROPER				

Report Synopsis : Xmas hamper delivery community liason

Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : MILK RIVER	RRPSS2024-0582	MILK RIVER	ROSS BOND	2024/12/21 1045
--	----------------	------------	-----------	-----------------

Specific Location

[REDACTED]

Report Synopsis : complaint of person flying a drone

100.00% # of Reports: 2 Case Report MILK RIVER

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

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



## Administration

- Council meeting agenda preparation
- Council meeting attendance
- Council meeting minutes
- Council meeting highlights for newsletter
- Staff meetings
- Weekly meetings with Mayor
- Walk in visitors, phone calls, and emails
- **Updates from CPO's (when applicable)**
- Development inquiries/meetings
- Research and answer council questions
- Biweekly meetings with Provincial Drought Team (moving to monthly in January 2025)
- Meetings with Environment regarding the Inter-Basin Transfer
- Process approved bylaws and policies
- Meet with MPE on Lagoon project
- Employee Performance Review
- Attend Elections Alberta Webinar
- Attend EPR Webinar
- Meeting with MPE on regional water supply grant application
- Risk control recommendations action plan to remedy on buildings
- Meet with SouthGrow on the inter-basin transfer consultation plan
- FCSS Community Needs Assessment Interview
- Two-week vacation
- Pros and cons research in turning over the golf course irrigation license to the town license
- Funding support letter for SouthGrow
- Provide Council's 2025 priorities to Ridge Regional Public Safety Services
- Meet with Ag Society board representatives for booking facility process
- Golf Cart Bylaw research and beginning draft

2022-04-03	Moved by Councillor Losey, "that administration look into the affordability of raising our grants to the small committees."	Budget 2025
	<b>2023</b>	
<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:	Complete
<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."	Complete
<u>Motion Carried 2024-79</u>	Moved by Deputy Mayor Johnson, "that Council direct administration to prepare and propose a policy regarding construction clean up."	Complete
<u>Motion Carried 2024-164</u>	Moved by Councillor Losey, "that Council direct administration to explore the use of a speed reader board to place on Centre Avenue, with recommendations."	WIP
<u>Motion Carried 2024-196</u>	Moved by Deputy Mayor Johnson, "that Council direct administration to look into water conservation projects."	WIP
<u>Motion Carried 2024-211</u>	Moved by Councillor Degenstein, "that Council pay \$104,000 to replace the condenser at the curling rink with the understanding that half of that is a loan to the curling club, terms to be worked out at a later date. Also included will be work done in the last year crediting them half of the repairs from last year against the loan."	WIP
<u>Motion Carried 2024-215</u>	Moved by Councillor Degenstein, "that Council direct administration to pursue as a top priority contingency plan alternative 2A."	Complete
<u>Motion Carried 2024-237</u>	Moved by Mayor Liebelt, "that Council direct administration provide a capital equipment plan as well as a surplus plan prior to budget discussion."	WIP
<u>Motion Carried 2024-241</u>	Moved by Councillor Losey, "that Council continues to support the Middle Coulee overland piping scenario for a short-term water supply solution."	Complete
<u>Motion Carried 2024-242</u>	Moved by Mayor Liebelt, "that Council direct administration to prepare a golf cart bylaw to review at the January 2025 Council meeting."	WIP
<u>Motion Carried 2024-274</u>	Moved by Councillor Degenstein, "that the Town pay for new eavestroughs for the club house at the golf course."	Waiting for three quotes
<u>Motion Carried 2024-285</u>	Moved by Mayor Liebelt, "that administration research pros and cons of the golf course irrigation license to be turned over to the town to municipal license."	WIP
<u>Motion Carried 2024-312</u>	Moved by Councillor Degenstein, "that Council withdraw the requirement to report weekly on the water reservoir levels and to report if there is a change."	Complete
<u>Motion Carried 2024-315</u>	Moved by Councillor Johnson, "that administration make the recommended changes to R4.0 Construction Clean Up and Restoration Policy and bring back to a future Council meeting."	WIP
<u>Motion Carried 2024-321</u>	Moved by Councillor Michaelis, "that Council approve sending a letter in support of SouthGrow Regional Economic Development's application for funding to the Northern and Regional Economic Development Program and Prairies Canada."	Complete
<u>Motion Carried 2024-322</u>	Moved by Councillor Degenstein, "that Council set the 2025 priorities to be provided to Ridge Regional Public Safety Services as follows: 1. Responsible Water Usage 2. Unsightly Premises 3. Public Safety (unsafe driving, vicious animals, snow and ice)."	Complete

<u>Motion</u> <u>Carried 2024-</u> <u>323</u>	Moved by Councillor Degenstein, <b>“that</b> Council approve the donation of \$350.00 towards the Heartland Training & Support Hub and further to contact the school to inform them of such and that Heartland still offers the safety smart program that the school can take advantage of.”	Complete
<u>Motion</u> <u>Carried 2024-</u> <u>327</u>	Moved by Deputy Mayor Michaelis, <b>“that</b> Council appoint Kim Swanson as the Returning Officer and Kelly Lloyd as the Substitute Returning Officer for the 2025 municipal election.”	Complete
<u>Motion</u> <u>Carried 2024-</u> <u>328</u>	Moved by Councillor Degenstein, <b>“that</b> Council approve the provision of \$100.00 each in Milk River Bucks to the full time and transfer station employees, as a 2024 Christmas Bonus.”	Complete
<u>Motion</u> <u>Carried 2024-</u> <u>329</u>	Moved by Councillor Losey, <b>“that</b> Council approve a Gold Sponsorship in the amount of \$500.00 to Warner and District Minor Hockey.”	Complete



**January 13 2025 meeting**

<b>2024 Operational Projects</b>	
<b>Council</b>	
CWG Membership	Complete
Mayors and Reeves Membership	Complete
Training (Brownlee/MLC/SouthGrow)	Complete
Council Nutrition Breaks (\$10/per person)	Continuous
Gingerbread House Contest - Nov 2024	Museum hosting
FCM (June 6-9) x 3	Complete
Community Garden insurance/property tax	Complete
<b>Administration</b>	
Council Chambers	Phase 2 WIP
HVAC	Complete
Work Alone Check In	Complete
RCMP	Complete
<b>Common Services</b>	
Fall Arrest Equipment	Complete
Computer	Complete
<b>Roads</b>	
Sign Modernization Project	WIP
<b>Solid Waste</b>	
added recycling fee to utilities?	Complete
<b>Economic Development</b>	
Theatre & Rolfe Building Demolition	Deferred to 2025
Housing Needs Assessment	WIP
CF Beautification Program x 5	WIP - 2
AAIP Program under Taber	Complete
<b>Pool</b>	
Assessment	Budget 2025

<b>2024 Capital Projects</b>	
<b>Administration</b>	
Server	Complete
<b>Emergency Management</b>	
Generator	Ordered
<b>Roads</b>	
Street light at 3rd Avenue and 1st Street	Complete
line painter	Complete
8th avenue power - Phase 8A	WIP
8th avenue power - Phase 8B	WIP
8th and main curb and gutter	WIP
curb and gutter	Complete
<b>Waste Water</b>	
CCTV	Complete
<b>Storm Water</b>	
Drainage Improvement Project	Deferred to 2025
Civic Centre Drainage	October
<b>Economic Development</b>	
GLAC land purchase	Complete
<b>Recreation</b>	
Block 39 Detailed Design - Phase 1	Not started
<b>Campground</b>	
electrical upgrade	Complete
Irrigation	Deferred
<b>Pool</b>	
concrete ramp	Not started
resurface pool - epoxy	Not started
Liner	Not started
Splashpark	Not started

Request for Decision

**Repealing Bylaw 1072**

January 13, 2025



## **RECOMMENDATION**

That Repealing Bylaw 1072 be given first reading.

That Repealing Bylaw 1072 be given second reading.

That Repealing Bylaw 1072 receive unanimous consent for consideration of third reading.

That Repealing Bylaw 1072 be given third and final reading.

## **LEGISLATIVE AUTHORITY**

Municipal Government Act

## **BACKGROUND**

The proper process to repeal a bylaw is by a bylaw. This item comes forward to include previously thought repealed bylaws to be completed by the proper process, as well as inclusion of bylaw 990, Remuneration and Expense, as per Council direction.

## **ATTACHMENTS**

1. Repealing Bylaw 1072

**BYLAW NO. 1072**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO REPEAL CERTAIN OBSOLETE AND SUPERSEDED BYLAWS.**

**WHEREAS**, Section 63(1) of the Municipal Government Act, being Chapter M-26 R.S.A. 2000 and amendments thereto, a Council may by bylaw authorize the revision of all or any of the bylaws of the municipality, and

**WHEREAS**, pursuant to Section 63(2)(A) of the Municipal Government Act the bylaw may authorize the omitting and providing for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective, and

**WHEREAS** Council deems it appropriate to repeal certain obsolete bylaws of the Town of Milk River.

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

1. The following Bylaws are hereby be repealed due to obsolesce and supersedure:

- |     |                                 |
|-----|---------------------------------|
| 802 | Establish an Airport Commission |
| 842 | Designate a Recording Secretary |
| 990 | Remuneration and Expense        |

**2. EFFECTIVE DATE**

This Bylaw shall come into full force and effect on the final day of passing.

Read for a first time this the XX day of XXXX 2025.

Read for a second time this XX day of XXXX 2025.

Unanimous consent given for consideration of third reading this XX day of XXXX 2025.

Read for a third and final time this XX day of XXXX 2025.

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Larry Liebelt  
Mayor

---

Kelly Lloyd  
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.

## BY-LAW NO. 990

### **A BY-LAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE PERSONAL REMUNERATION AND REIMBURSEMENT OF EXPENSES FOR MEMBERS OF COUNCIL AND STAFF.**

**WHEREAS**, pursuant to Section 191 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, a Council has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy;

**AND WHEREAS**, the Council has determined that it became a matter of policy to provide for payment to the members of Council and Staff a remuneration, either annual or otherwise, for attending the meetings of the Council and the committees thereof or for assuming or performing any additional duties;

**AND WHEREAS**, the Council desires to provide such rates of remuneration and allowances to members of Council and Staff;

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

1. **THAT** this Bylaw shall be cited as the Remuneration and Expense Bylaw of the Town of Milk River.
2. **THAT** for the purposes of this Bylaw the year shall run from Organizational Meeting to Organizational Meeting.

#### **PART A: REGULATIONS**

1. The Mayor shall be paid an annual honorarium of Four Thousand Dollars (\$4,000.00), one third of which shall be for out of pocket expenses.
2. Members of Council other than the Mayor shall be paid an annual honorarium of Three Thousand Five Hundred Dollars (\$3,500.00), one third of which shall be for out of pocket expenses.
3. All members of Council shall be paid the sum of Hundred Dollars (\$100.00) for each Special Meeting of Council attended.
4. All members of Council shall be paid for each committee meeting attended, including travel time for out of town meetings, the sum of:
  - a. Fifty dollars (\$50) for meeting that is two (2) hours or less in duration,
  - b. Seventy-five dollars (\$75) for a meeting that is between two and four hours in duration (2-4), and
  - c. One hundred fifty dollars (\$150) for a meeting that is longer than four hours (4).

5. When two or more meetings which are held consecutively during the same calendar day will be considered as one meeting and shall be paid the sum of Fifty Dollars (\$50.00).
6. All members of Staff with the exception of the Chief Administration Officer shall be paid the sum of Fifty Dollars (\$50.00) for each committee meeting attended.
7. Travel expenses for all members of Council, the Chief Administrative Officer, and all staff shall be paid as follows:
  - a) Mileage shall be paid at the rate of fifty-three cents per kilometre (\$0.53/km), for each vehicle kilometre travelled on Town of Milk River business by members of Council or Staff. GST shall be deemed to be included.
  - b) Meals shall be compensated at the following rates:
    1. Breakfast \$10
    2. Lunch \$15
    3. Supper \$25
  - c) To make a qualifying meal claim, the member of staff or Council must have been out of Town on business at an hour reasonably required to make such a claim.
  - d) Other meeting allowances may not be claimed in combination with the per diem.
  - e) Lodging and airfare shall be reimbursed upon presentation of receipts and approval of the Chief Administrative Officer for members of staff or the Mayor for members of Council.

**PART B: REPEAL AND EFFECTIVE DATE**

1. **THAT** By-Law Numbers 984 is hereby repealed.
2. **THAT** By-Law No. 990 come into full force and effect on **January 1, 2016**.

**READ** a first, second and by unanimous consent of the Councillors present a third and final time this 14<sup>th</sup> day of December, A.D. 2015.

  
\_\_\_\_\_  
Mayor – David Hawco

  
\_\_\_\_\_  
CAO – Ryan Leuzinger

Request for Decision

## **Golf Cart Pilot Project Bylaw 1073**

January 13, 2025



### **RECOMMENDATION**

That the Golf Cart Pilot Project Bylaw 1073 be given first reading.

### **LEGISLATIVE AUTHORITY**

Municipal Government Act  
Alberta Traffic Act  
Pilot Project (Golf Carts) Regulation  
Operator Licensing and Vehicle Control Regulation  
Vehicle Equipment Regulation  
Use of Highway and Rules of the Road Regulation

### **BACKGROUND**

In 2024, a new regulation under the Alberta Traffic Safety Act, namely the Pilot Project (Golf Carts) Regulation was established. This pilot project will run for a period of five (5) years, with the regulation expiring on June 14, 2029. Municipalities can now create a bylaw to legally allow for golf carts on public roads.

In the regulation, municipal bylaws must include:

- note coming into force and expiry date
- include any operating parameters that exceed the requirements and limitations in the Regulation
- specify the form, process, and fees for operators to obtain proof of municipal authorization (i.e., permit or registration)
- clearly designate routes and include a map of such routes
- when submitting proposed bylaws and routes, municipalities also include a document that explains why the routes (highways) were selected, and demonstrates consideration of:
  - collision statistics for the routes
  - traffic volume for the routes
  - whether the routes are primarily used for local or recreational traffic
- indicate that data will be collected and reported as required by the Registrar
- specify that operators must report any collision resulting in property damage, of any amount, injury or death directly to the municipality and outline the form and manner in which that information must be reported
- be amended within 60 days, in accordance with the Regulation, to include any terms added by the Registrar

Minimum Requirements and Limitations (to provide for a base level of safety)

- operators must be 14 years of age or older
- may not be operated during nighttime
- the number of passengers is limited to the number of seats as provided by the manufacturer
- operators must carry at all times and show proof of municipal authorization for the golf cart upon request of any bylaw, peace or police officer

- operation of golf carts is only allowed on roads within a municipality:
  - that have been identified in a municipal bylaw
  - where the maximum speed limit is 50 km/h or less
  - that cross a highway with a speed limit over 50 km/h only at points that have been specified in municipal bylaw. municipalities should also consider the conditions at these crossing points (e.g., surrounding environment/community, visibility, existing traffic control devices and if additional signage should be posted at crossing locations).
  - in communities that have erected signage as specified in municipal bylaw
- maintained as prescribed by the manufacturer, i.e., golf carts:
  - must be in good working order
  - may not be home-built or modified
- no towing of vehicles or equipment is allowed
- operators must follow all rules of the road unless otherwise included in above operating parameters
- commercial vehicles (i.e., **golf carts that aren't private passenger vehicles under the *Traffic Safety Act* aren't eligible for use in this pilot project, unless owned by a municipality and used by a municipal employee in the course of their employment**)
- unless specified in the Regulation, golf carts are subject to all other rules, terms and conditions as if they were a motor vehicle, and must be operated as such

#### Other Considerations

##### Operating Requirements

Municipalities may want to consider additional requirements or limitations that could improve safety depending on the needs of their communities. For example, prohibiting use seasonally, requiring reflectors on the golf cart, having an operator age minimum higher than 14 years of age, or adding a requirement for all passengers to be seated upright in their own seat.

##### Signage

Municipalities can decide if it is more appropriate to include signs only at community entrance points and at points where routes may intersect with higher speed traffic routes, and/or if they should they be placed at regular intervals along designated routes.

##### Parking

In addition to restricting where golf carts may operate, municipalities may further restrict where they are allowed to park. Similar to motor vehicle parking, municipalities may want to consider:

- The penalty structure that should apply if a golf cart is not parked in a designated location (e.g., ticket, tow, impound).
- Whether additional signage required in certain locations.

#### FINANCIAL CONSIDERATIONS

Permit Fee	\$60.00 per golf cart
Post and sign instalment without hydrovac	\$720.00 per sign and post
Post and sign instalment with hydrovac	\$3,120.00 per sign and post

#### ATTACHMENTS

1. Golf Cart Pilot Project Bylaw 1073



## BYLAW 1073

### **A BYLAW OF THE TOWN OF MILK RIVER IN THE PROVINCE OF ALBERTA, AUTHORIZING THE OPERATION, REGULATION, AND CONTROL OF GOLF CARTS ON HIGHWAYS AND MUNICIPAL LANDS IN THE TOWN OF MILK RIVER.**

**WHEREAS** the Municipal Government Act, R.S.A. 2000, c. M-26, provides that a Council of a municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property; and

**WHEREAS** the Traffic Safety Act Traffic Safety Act, R.S.A. 2000, c. T-6, provides that a Council of a municipality may by bylaw authorize or issue a permit authorizing persons to drive golf carts along any portion of a highway within the municipality subject to the conditions outlined in the Pilot Project (Golf Carts) Regulation; and

**WHEREAS** the Traffic Safety Act Traffic Safety Act, R.S.A. 2000, c. T-6, further provides that a Council of a municipality may by bylaw regulate and control the operation of golf carts on highways which are subject to the direction, control, and management of the municipality and on property that is not a highway and is located within the municipality; and

**WHEREAS** the Council of the Town of Milk River believes that it is in the best interests of the residents of the Town of Milk River that a bylaw be passed to regulate and control the operation of golf carts pursuant to the powers granted to municipalities under the Traffic Safety Act, R.S.A. 2000 c. T-6;

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

#### **1. TITLE**

1.1. This bylaw shall be known as the "Golf Carts Pilot Project Bylaw."

#### **2. APPLICATION**

2.1. This bylaw applies to all golf carts operated on highways within the Town of Milk River.

#### **3. DEFINITIONS**

Definitions in the Pilot Project (Golf Carts) Regulation, and definitions in the Traffic Safety Act and its regulations, as applicable, are adopted for the purposes of the interpretation and the application of this bylaw.

**ACT** means the Traffic Safety Act, RSA 2000, T-6.

**COUNCIL** refers to the Council of the Town of Milk River, and as defined in the Municipal Government Act, RSA 2000, M-26.

**CHIEF ADMINISTRATIVE OFFICER (CAO)** means the Chief Administrative Officer of the Town of Milk River or designate.

**DESIGNATED HIGHWAY** means a highway identified by the Town of Milk River and approved by the Registrar as a highway that golf carts may operate on and includes a crossing location.

**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.

**GOLF CART** means a 4-wheel motor vehicle that (i) is designed by a manufacturer primarily for use on golf courses or paved surfaces, (ii) cannot attain a speed of more than 40 km/h on a paved level surface, (iii) has a structure that (A) partially or fully encloses its operator and passengers, and (B) is not less than 1.2 m above the ground, and (iv) has a gross vehicle weight rating of less than 1361kg.

**HIGHWAY** means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes (i) a sidewalk, including a boulevard adjacent to the sidewalk, (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but does not include a place declared by regulation not to be a highway.

**PERMIT** means a permit issued in accordance with this Bylaw under Section 7.

#### **4. OPERATION RESTRICTIONS FOR GOLF CARTS**

No person shall:

- 4.1 Operate a golf cart in a manner contrary to the Act, its regulations, or this bylaw.
- 4.2 Operate a golf cart unless they are the holder of a subsisting operator's license issued pursuant to the Act.
- 4.3 Operate a golf cart on any highway unless they are on a Designated Highway.
- 4.5 Operate a golf cart:
  - 4.5.1 Without exercising due care and attention;
  - 4.5.2 Without reasonable consideration for other persons in the area or who might reasonably be expected to be in the area;
  - 4.5.3 With more passengers than the design of the golf cart can safely handle; and
  - 4.5.4 With any person being towed on or with any type of equipment or trailer attached to the golf cart.

#### **5. OPERATOR RESPONSIBILITIES FOR GOLF CARTS**

Every operator of a golf cart shall:

- 5.1 When approaching an oncoming vehicle, pass the vehicle on the right;
- 5.2 Yield the right of way to vehicles approaching from their right;
- 5.3 When overtaking another vehicle, pass that vehicle on the left;
- 5.4 Yield the right of way to all pedestrians that are approaching so close as to present a hazard; and
- 5.5 Except when overtaking another vehicle, maintain a safe following distance behind any other vehicle.
- 5.6 Forthwith report to the Town a collision resulting in property damage of any amount, or an injury or fatality.

## 6. DESIGNATED HIGHWAYS

- 6.1. Council hereby designates those highways included in Schedule 'B' as designated highways for the purposes of this bylaw.
- 6.2. Any changes to designated highways shall be submitted to the Registrar for approval.
- 6.3. Designated highways shall be posted at a speed of no more than 50 km/h.
- 6.4. The CAO shall ensure signs are erected on designated highways and shall be in the form and manner set out in Schedule 'C'.
- 6.5. Golf carts may not be parked on any public roadway unless specifically permitted by posted signage as set out in Schedule "C".

Commented [C1]: Optional

## 7. PERMITS

- 7.1. Council hereby authorizes the CAO to issue permits, attach conditions, and to charge a fee to regulate and control of golf carts within the Town.
- 7.2 Persons shall register their golf cart:
  - 7.2.1 confirming that the golf cart has, and while registered/permitted will continue to have, the features required by the Pilot Project (Golf Carts) Regulation;
  - 7.2.2 acknowledging understanding of all terms and conditions related to the operation of golf carts as required by the Traffic Safety Act and its regulations, the Pilot Project (Golf Carts) Regulation and this Bylaw;
  - 7.2.3 acknowledging that all information collected in connection with the permit/registration may be shared with the Registrar in accordance with the Municipality's reporting responsibilities as required by the Pilot Project (Golf Carts) Regulation.
- 7.3 Permits at a minimum shall include:

7.3.1 The owners name and operator's license information;

7.3.2 Proof of liability insurance in the amount of \$2,000,000;

Commented [C2]: This is optional

7.3.3 Make, model, serial number of golf cart;

7.3.4 Conditions and responsibilities of golf cart operators and owners; and

7.3.5 Any other information as required by the Registrar.

7.4 Permits shall only be valid from January 1 - December 31 of any one calendar year.

7.5 Permit fees are identified in the Town of Milk River's Rates Bylaw.

## 8. COMPLIANCE AND ENFORCEMENT

### 8.1. Stopping for Designated Officer

8.1.1. For the purposes of administering and enforcing this bylaw, a Designated Officer may:

8.1.1.1. Signal or direct a driver of a golf cart to stop the vehicle, and

8.1.1.2. Request information from the driver of the golf cart and any passengers on or in the vehicle.

8.1.2. When signaled or directed to stop by a Designated Officer, a driver of a golf cart shall:

8.1.2.1. Forthwith bring the vehicle to a stop; and

8.1.2.2. Forthwith furnish to the Designated Officer:

8.1.2.2.1. Their operator's license issued pursuant to the Act;

8.1.2.2.2. Any permit issued pursuant to this bylaw; and

8.1.2.2.3. Any other information respecting the driver or the vehicle that the Designated Officer requires; and

8.1.2.3. Remain stopped until permitted by the Designated Officer to leave.

## 9. OFFENCES

9.1. The owner of a golf cart that is involved in a contravention of this bylaw is guilty of an offence and liable upon summary conviction to a fine specified in Schedule 'A' of this bylaw.

9.2. A person who contravenes any provision of this bylaw may have their municipal registration/permit for their golf cart seized by a Designated officer or revoked by the municipality.

## 10. VIOLATION TAG

Commented [C3]: Or issue a warning first, then violation

10.1. A Designated Officer is hereby authorized and empowered to issue a Violation Tag to any person who the Designated Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

#### **11. VIOLATION TICKET**

11.1. A Designated Officer is hereby authorized and empowered to issue a violation ticket, pursuant to Part II of the Provincial Offences Procedure Act (Alberta), to any person who the Designated Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

#### **12. SEVERABILITY**

12.1. Should any section or part of this bylaw be found to have been improperly enacted, such section shall be deemed to be severable from all other sections of this bylaw.

#### **13. GENERAL**

13.1. This Bylaw comes into force:

13.1.2. The date of the final passing thereof, and

13.1.3. Upon the approval of the Registrar.

13.2. This bylaw shall expire on June 14, 2029.

Read for a first time this XX day of XXXX 2025.

Read for a second time this XX day of XXXX 2025.

Read for a third and final time this XX day of XXXX 2025.

---

Larry Liebelt – Mayor

---

Kelly Lloyd – Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.

**SCHEDULE A**

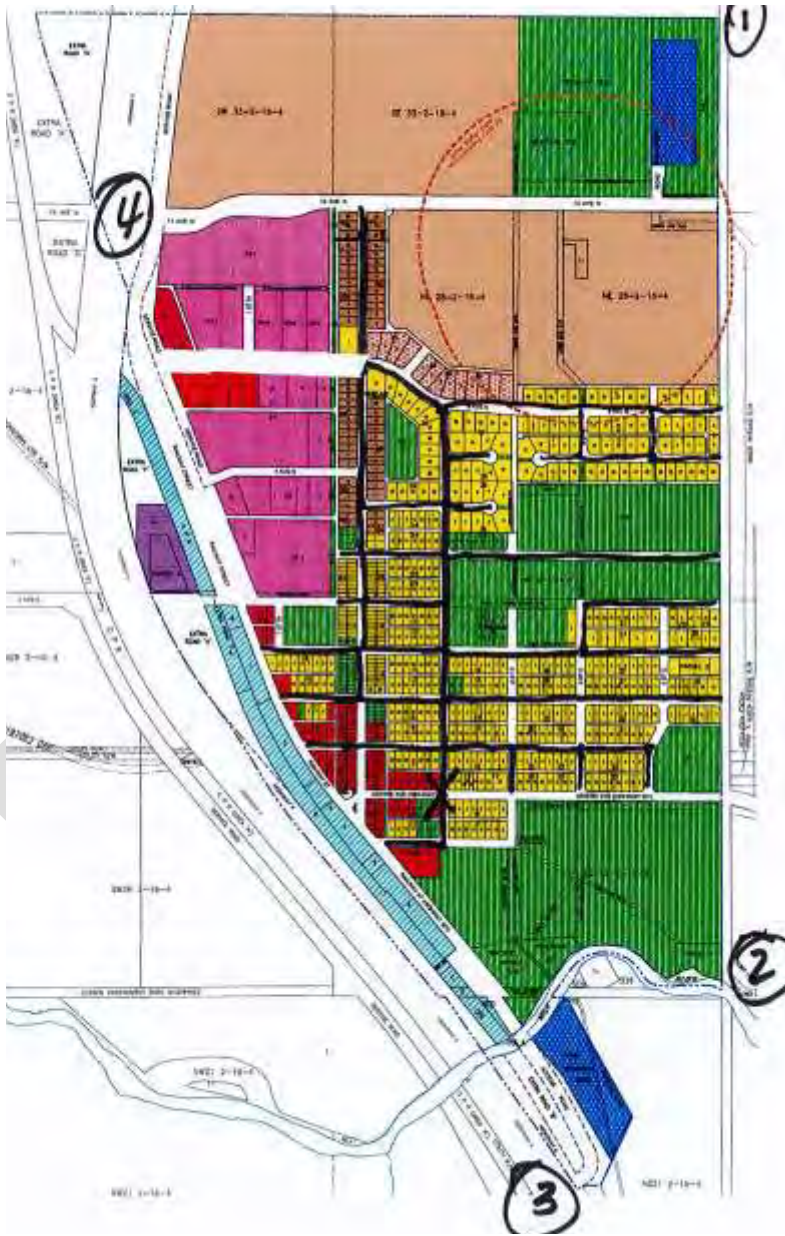
**Specified Penalties – Violation Tag**

<b>Bylaw Section</b>	<b>Offence</b>	<b>Fine</b>
4 & 5	Operator restrictions and responsibilities	\$125.00
8.1.2.1.	Fail to stop for a Designated Officer	\$250.00
8.1.2.2.	Fail to produce documents for inspection	\$125.00
8.1.2.3.	Fail to remain stopped	\$250.00
Second offence within a 12-month period	Two times the fine indicated above	
Third offence within a 12-month period	Three times the fine indicated above	

**Specified Penalties – Violation Ticket**

<b>Bylaw Section</b>	<b>Offence</b>	<b>Fine</b>
4 & 5	Operator restrictions and responsibilities	\$250.00
8.1.2.1.	Fail to stop for a Designated Officer	\$500.00
8.1.2.2.	Fail to produce documents for inspection	\$250.00
8.1.2.3.	Fail to remain stopped	\$500.00
Second offence within a 12-month period	Two times the fine indicated above	
Third offence within a 12-month period	Three times the fine indicated above	

**SCHEDULE B**



SCHEDULE C





Request for Decision

Correspondence

January 13, 2025



## RECOMMENDATION

That correspondence for the period ending January 13, 2025, 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. Oldman River Regional Services Commission
2. Alberta Association of Police Governance
3. Provincial Response to Council Advocacy Letters

December 10, 2024

File:30C-179  
**Sent Via Email**

Chief Administrative Officers & Councils  
All Member Municipalities of ORRSC

Dear Chief Administrative Officer and Council,

**RE: 2025 Membership Fees**

On behalf of the Board of Directors of the Oldman River Regional Services Commission, we wish to inform you that at the Annual Organizational Meeting held on Thursday, December 5, 2024 the Board of Directors approved the 2025 Operating and Capital Budget.

The approved 2025 Operating Budget includes an increase to the mill rate by 0.025, increasing the Floor to \$5,000 and increasing the Ceiling to \$104,206. We want to assure our Members that a substantial amount of time, discussion, and deliberations were undertaken by the Executive Committee and the Board of Directors regarding these increases. We understand that an increase in fees is challenging and that all industries, including municipal governments, are feeling the financial pressures of the current economic climate, but we believe that in order for the organization to remain financially viable an increase to our member fees was required.

Please see the included document which outlines your Municipality's 2025 Membership Fees.

We appreciate the loyalty and support that we have received since ORRSC's inception and want to ensure you know that ORRSC is dedicated to continuing to provide exceptional value to our Members. Along with this years Annual Organization Meeting, a robust budget presentation was provided by members of the Executive Committee and Administration on the proposed Operating Budget and our financial plan moving forward. A copy of this presentation has been included with this correspondence.

We wish to extend the invitation to discuss the budget presentation, the membership fee increases, and any other concerns Administration or Council may have. If you would like to have us present to your Council or Administration, please contact Raeanne Keer, Executive Assistant, at 403-329-1344 or by email at [admin@orrsc.com](mailto:admin@orrsc.com) at your convenience who will work with you to coordinate a visit.



3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [admin@orrsc.com](mailto:admin@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

Should you have any other questions please do not hesitate to reach out to our office at 403-329-1344 or by email at [admin@orrsc.com](mailto:admin@orrsc.com).

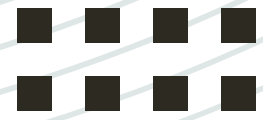
Thank you,

Lenze Kuiper  
Chief Administrative Officer

LK/rk

Enclosed:

2025 Membership Fees  
2025 Budget Presentation – Executive Committee



# 2025 Budget Presentation



2023/2024 Executive Committee

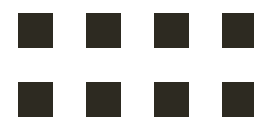


# The Organization

# Mission Statement

**The Oldman River Regional Services Commission will provide professional municipal planning, geographical information system and regional assessment review board services and advice. These services will be provided to our municipal Members and their rate-payers in a professional manner befitting a non-profit entity.**

# What is ORRSC?



The Oldman River Regional Services Commission (ORRSC) is established under part 15.1 of the *Municipal Government Act* (MGA), and this service commission is a cooperative effort of its Member municipalities in southern Alberta who have created an organization to provide municipal planning advice to its Members.

ORRSC was recreated and renamed in 2003, from the previous Oldman River Intermunicipal Service Agency (ORISA) - which was established in 1995 as a successor to the Oldman River Regional Planning Commission.

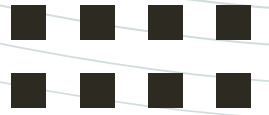
After the MGA was amended in 1994 to dissolve all regional planning commissions in Alberta, our organization was formed by the Member Municipalities of that day to carry on the same functions, ensuring consistency in terms of staff and planning advice to our Members.

**In 2025 ORRSC will celebrate its 70th Year Anniversary, where our deep history in southern Alberta has evolved since the 1955 Lethbridge District Planning Commission**

## Why does ORRSC Exist?

The MGA requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory planning documents. ORRSC assists municipalities with creating these documents while providing day-to-day professional planning advice and assistance to our Members, continuing our historic ties to many of our Member Municipalities.

# ORRSC's Organizational Structure



Board of Directors

The Board of Directors is comprised of 41 appointed elected officials from the Member Municipalities.

Executive Committee

The Executive Committee is elected by the Board of Directors and responsible for the day-to-day financial and administrative matters of the Board, such as budget preparation, policy review, and approval of financial accounts.

Chief Administrative Officer

The Chief Administrative Officer is the direct employee of the Board and Executive who is responsible for daily operations and ensuring that the organization operates in accordance with its objectives, polices, finances, etc.

Administration

Planning

GIS

Administration, GIS, and Planning are ORRSC's de facto departments who work together to provide the critical services our Members use on a day-to-day basis.



# 2024/2025 Board of Directors

## Rural Members

Cardston, County - Roger Houghton  
Forty Mile, County - Joan Hughson  
Lethbridge County - Morris Zeinstra  
Pincher Creek, M.D. - Jim Welsch  
Ranchland, M.D. - Ron Davis  
Taber, M.D. - John DeGroot  
Vulcan County - Christopher Northcott  
Warner, County - David Cody  
Willow Creek, M.D. - Evan Berger

## Urban Members

Arrowwood, Village - Colin Bexte  
Barnwell, Village - Shayla Anderson  
Barons, Village - Dan Doell  
Bassano, Town - Mike Wetzstein  
Brooks, City - Ray Juska  
Cardston, Town - Allan Burton  
Carmangay, Village - Sue Dahl  
Champion, Village - James F. Smith  
Claresholm, Town - Brad Schlossberger  
Coalhurst, Town - Deborah Florence  
Coutts, Village - Tanya Smith  
Cowley, Village - Dave Slingerland  
Crowsnest Pass, Muni. - Dean Ward  
Crowsnest Pass, Muni. - Dave Filipuzzi  
Duchess, Village - Stephen Dortch  
Fort Macleod, Town - Gord Wolstenholme  
Glenwood, Village - Mark Peterson  
Hill Spring, Village - Suzanne French  
Lomond, Village - Brad Koch  
Magrath, Town - Gerry Baril  
Milk River, Town - Peggy Losey  
Milo, Village - Dean Melnyk  
Nanton, Town - Victor Czop  
Nobleford, Town - Marinus de Leeuw  
Picture Butte, Town - Teresa Feist  
Pincher Creek, Town - Don Anderberg  
Raymond, Town - Neil Sieben  
Stavely, Town - Don Norby  
Stirling, Village - Matthew Foss  
Vauxhall, Town - Russel Norris  
Vulcan, Town - Richard DeBolt  
Warner, Village - Marty Kirby



# 2023/2024 Executive Committee

## **Gord Wolstenholme, Chair**

Town of Fort MacLeod

20 years on Board of Directors; 10 years as Chair

## **Scott Akkermans**

Town of Coalhurst

1 year on Board of Directors; 1 year on Executive Committee

## **Christopher Northcott**

Vulcan County

3 years on Board of Directors; 3 years on Executive Committee

## **Neil Sieben**

Town of Raymond

3 years on Board of Directors; 3 years on Executive Committee

## **Don Anderberg, Vice Chair**

Town of Pincher Creek

14 years on Board of Directors; 12 years on Executive Committee, 3 Years as Vice Chair

## **David Cody**

County of Warner

10 years on Board of Directors; 2 years on Executive Committee

## **Brad Schlossberger**

Town of Claresholm

3 years on Board of Directors; 3 years on Executive Committee



# Board of Directors

Comprised of Elected Officials appointed by Member Municipalities  
Decision-making and policy-making body of the Commission.  
Unless delegated to the Executive, the Board has responsibility for all operations, policies, employees, budgeting and other functions of the Commission.  
Responsible for approving proposed Annual Budget.

# Executive Committee

Elected by the Board of Directors.  
Responsible for financial and administrative matters, including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy.  
With Administration, prepares and reviews the annual budget estimates and work program submitted by the CAO.  
Recommends an Annual Budget to the Board for approval

## Both the Board and the Executive operates and is governed by the following Bylaws

- 2021-01 - Board of Directors and Executive Committee Bylaw
- 2021-02 - Administrative Bylaw
- 2021-03 - Procedural Bylaw
- 2021-04 - Code of Conduct for Board of Directors Bylaw
- 2021-05 - Document Retention Bylaw

## Fiduciary Duty

Members shall:

- Act in the best interest of the Commission
- Not favour the interests of their municipality should the Commission's interest differ from their municipality's

# 2024 Staff

## Administration

Lenze Kuiper, Chief Administrative Officer (2005)  
Raeanne Keer, Executive Assistant (2022)  
Stephanie Sayer, Accounting Clerk (Apr 2024)

## GIS

Jaime Thomas, GIS Analyst (2005)  
Mladen Kristic, CAD/GIS Technologist (2006)  
Jordan Thomas, GIS Analyst (2006)  
Kaylee Sailer, CAD/GIS Technologist (2013)  
Carlin Groves, GIS Technician (2019)

## Planning - Subdivision

Jennifer Maxwell, Subdivision Technician (2015)

## Planning

Mike Burla, Senior Planner (1978)\*  
Steve Harty, Senior Planner (1998)  
Diane Horvath, Senior Planner (2000)  
Bonnie Brunner, Senior Planner (2007)  
Gavin Scott, Senior Planner (2007)  
Ryan Dyck, Planner (2013)  
Maxwell Kelly, Planner (2019)  
Kattie Schlamp, Planner (2022)  
Rachel Schortinghuis, Assistant Planner (Mar 2024)  
Harsimran (Sim) Kaur, Assistant Planner (Aug 2024)\*  
Jiayi Wang, Assistant Planner (Aug 2024)\*

\*contracted position

# Organizational Change

**37 PLANNING MEMBERS**  
8 RURAL / 29 URBAN

**25 GIS MEMBERS**

**2005**

**41 PLANNING MEMBERS**  
9 RURAL / 32 URBAN

**41 GIS MEMBERS**

**2013**

**39 PLANNING MEMBERS**  
8 RURAL / 31 URBAN

**44 GIS MEMBERS**

**2021**

**38 PLANNING MEMBERS**  
9 RURAL / 29 URBAN

**32 GIS MEMBERS**

**2009**

**41 PLANNING MEMBERS**  
9 RURAL / 32 URBAN

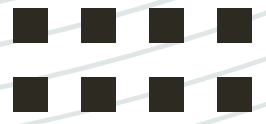
**44 GIS MEMBERS**

**2017**

**40 PLANNING MEMBERS**  
9 RURAL / 31 URBAN

**44 GIS MEMBERS**

**2024**



# **2025 Draft Budget Process**

# 2012 Finance Committee

**“experiencing cyclical, unstable and volatile revenue streams (i.e. subdivision and fee-for-service) that jeopardize our ability to meet short-term and long-term fixed expenses. If we continue to ignore this problem and continue to operate under the present business model we may miss critical budget projections which may result in cash flow problems, limited service delivery and ultimately in damage to our quality reputation”**

**2012 ORRSC Financial Committee Report and Recommendations**

## **Recommendation #1 - Increase GIS Fee +5%**

Rationale - GIS fees are based on a cost recovery model built at inception in 2002.

## **Recommendation #2 - Increase Fee-For-Service Hourly Rate**

Rationale - Standard fee rates for private firms is 2x or 3x the hourly wage to include overhead/profit margin. Historically offered low rates to Members as a valued benefit.

## **Recommendation #3 - Fee-For-Service Interim Billing**

Rationale - Management of cash flow needed, introduction of 1/3 Billing System

## **Recommendation #4 - New and Improved Municipal Service Contracts**

Rationale - To address changes over past 18-years and outline in greater detail the services offered in exchange for membership and fee-for-service

## **Recommendation #5 - Increase Subdivision Fees**

Rationale - Increase fees to be in alignment in other parts of the province.

## **Recommendation #6 - Total Equalized Assessments with Split Mill Rate**

Rationale - Use yearly TEA's to determine each years requisition with a split mill rate (urban/rural) for reliable income for expenses and less reliance on variable income from subdivision and fee-for-service.

# 2025 Budget Preparation Timeline

Discussed projected end of year financials and determined a robust financial plan is needed moving forward into 2025

**August 2024**

Budget Workshop #1  
4 Hours



**July 2024**

Administration develops 10-year financial history and trends for the organization



**September 2024**

Regular Monthly Meeting focused on final budget deliberations and recommendation to Board

**October 2024**

Regular Monthly Meeting focused on budget deliberations and direction to Admin for preparation



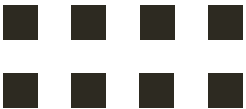
**November 2024**



Budget Workshop #2  
4 Hours



**October 2024**





# Budget Deliberations

Membership fees to cover fixed expenses

Develop a financial plan to have membership fees cover fixed expenses

Review Floor and Ceiling

Rebuild reserves

Develop proposed plan for Cost of Living increases and inflation implications to organization (wages, utilities, vehicles, etc.)

Develop better financial planning for variable income (fee-for-service, subdivision)

Succession Planning

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YEAR	BUDGET	ACTUAL
2015	\$18,285	\$171,151
2016	\$6,198	72,826.08
2017	\$34,376	\$255,792
2018	\$36,430	\$210,882
2019	\$38,234	-\$42,315
2020	\$40,048	-\$82,944
2021	\$1,188	\$296,029
2022	\$5,399	-\$138,842
2023	\$7,233	-\$250,237
2024*	\$9,645	\$83,842

\*As of November 28, 2024



# Membership Fee Considerations

## **+0.057 Mill Rate / +55% Ceiling / \$5,000 Floor (1 Year)**

**Would ensure fixed expenses are fully covered by Membership Fees for 2025.**  
Executive Committee determined this was too drastic of an increase for our Members.

## **+0.03 Mill Rate / +10%, +20%, +30% Ceiling / \$5,000 Floor (+7 Years)**

**Smaller increases to the Mill Rate and Ceiling would take an estimated +7 years for the fixed expenses to be covered by the Membership Fees.**  
Executive Committee determined this was too long of a window as we had been in a deficit for too many years and have depleted the reserves.

## **+0.031 Mill Rate / +40% Ceiling / \$5,000 Floor (3 Years)**

**Would allow us to kickstart 3 Year Plan to have Membership Fees fully cover fixed expenses with smaller increases to the remaining 2-years.**

# 2025 Fee Overview

## Planning Membership

**+0.025 Mill Rate Increase**

**Increase Ceiling to \$104,206**

**Increase Floor to \$5,000**

## Subdivision Fees

**No Increase / No Changes**

## Fee For Service Hourly

**(Members)**

**No Increase / No Changes**

**Remains \$85/hour**

## GIS Membership

**+8% Increase**

## Regional Boards

**(Chinook SDAB / Regional ARB)**

**No Increase / No Changes**

## Fee For Service Hourly

**(Non-Members)**

**Increase from \$170/hr to \$200/hr**

# Floor & Ceiling

In 2012 the financial model for collecting membership fees was approved by the Board of Directors, and is as follows:

**Yearly Provincial Total Equalized Assessment x Split Mill Rate (Urban & Rural) = Annual Member Contribution**

In addition, following recommendations of the Finance Committee the “Floor” was set to \$2,000 for 2013.

The “Ceiling” was also capped to \$65,000 to retain municipalities who had high Total Equalized Assessment values.

Since 2013 the Floor and Ceiling have only increased with annual increases, they have not been adjusted in 10-years.

2013

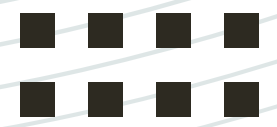
**\$2,000** Floor

**\$65,000** Ceiling

2024

**\$2,370** Floor

**\$77,190** Ceiling



# Our Goals

# Our Goals

## **Financial Stability**

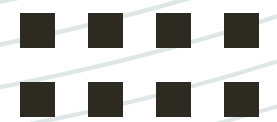
Ensure the organizations fixed expenses (payroll, benefits, utilities, software, etc.) are covered by annual membership fees

## **Revenue Growth for Reserves**

Encourage revenue growth through fee-for-service and subdivision fees to rebuild reserves

## **Intensify Financial Planning**

Provide a 3-year Ongoing Operating Plan early in the year so that our organization and membership has a strong financial plan moving forward



# **Our Goals - #1**

## **Financial Stability**

# How Will We Reach Financial Stability?



**Membership Fees to financially cover fixed operating expenses**

**Use revenue from Fee-For-Service and Subdivision Fees to fund non-fixed operating expenses and rebuild reserves**

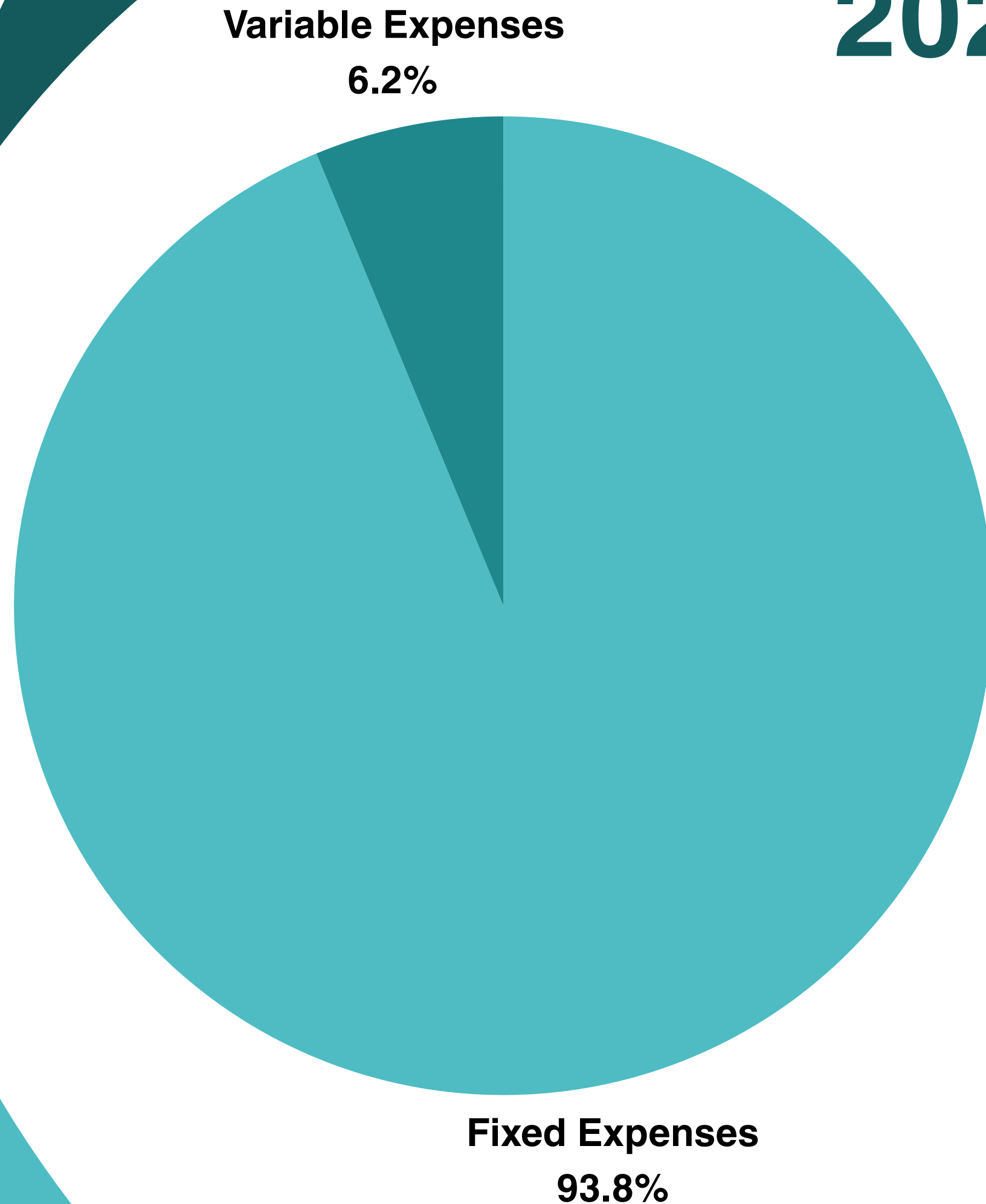
**Review “Floor” and “Ceiling” on annual basis**

**Continue to review operating costs for savings**

**Research and apply for grants for cost-savings for future capital projects and purchases**



# 2025 Budget - Fixed vs Variable Expenses



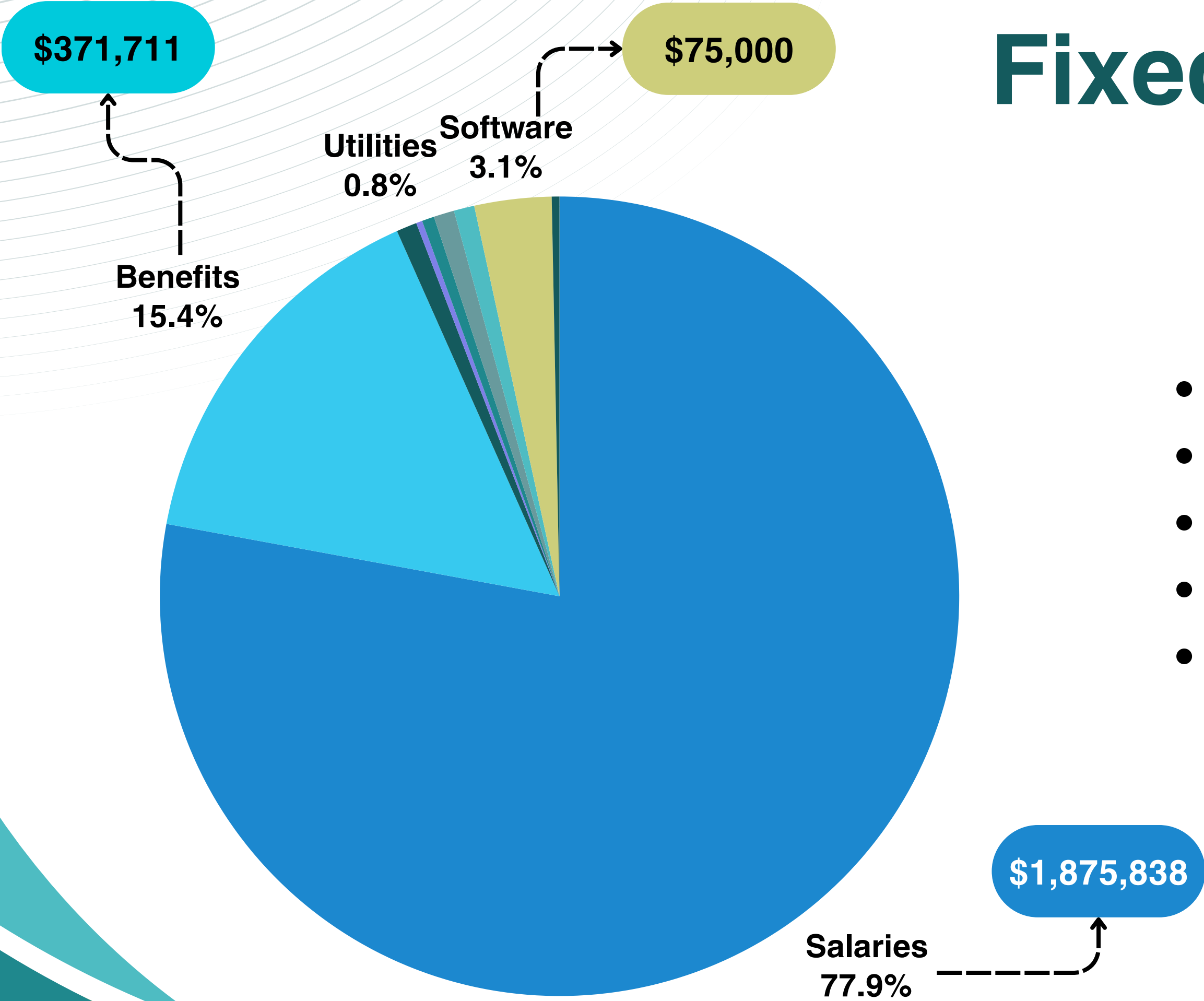
- Fixed Expenses  
\$2,408,050
- Variable Expenses  
\$160,302



# Fixed Operating Expenses

- Salaries
- Benefits
- Utilities
- Telephone
- Accounting & Audit Fees
- Insurance
- Software
- Equipment Rental

# Fixed Operating Expenses



- **Janitorial - 0.2%**
- **Accounting/Audit - 0.5%**
- **Telephone - 0.8%**
- **Insurance - 0.8%**
- **Equipment Rental - 0.3%**



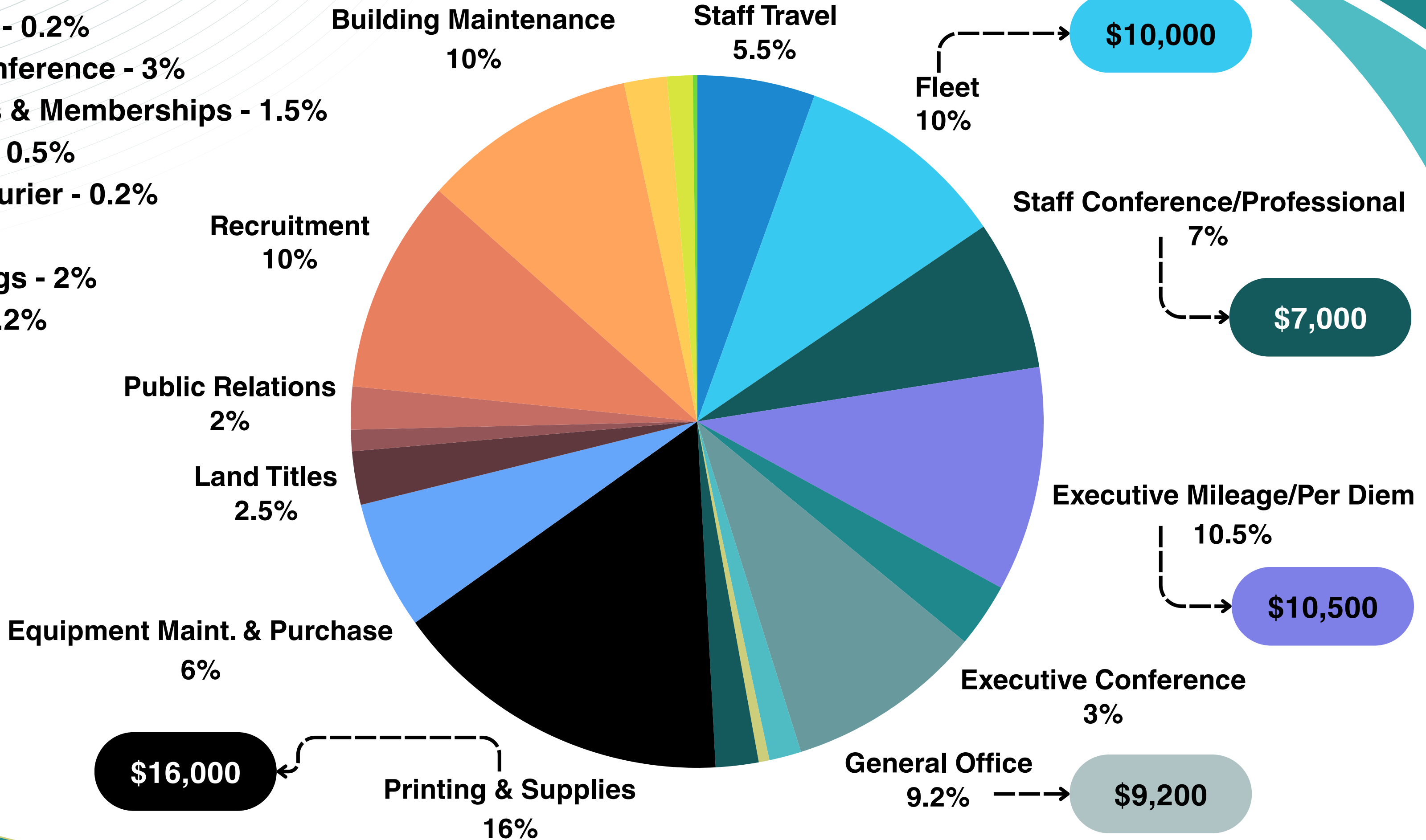
# Variable Expenses

- Staff Mileage
- Fleet Fuel & Maintenance
- Staff Field Expense
- Staff Conference
- Staff Prof. Development & Memberships
- Executive Meeting Per Diem
- Executive Meeting Mileage
- Executive Conference
- General Office Services & Supplies
- Subscriptions & Memberships
- Books & Publications
- Postage & Courier
- Printing & Supplies
- Equipment & Furniture Rental
- Equipment Repairs & Maintenance
- Land Titles & Government Agencies
- Legal Fees
- Recruitment
- Building Maintenance
- Board Meetings
- Bank Fees & Service Charges

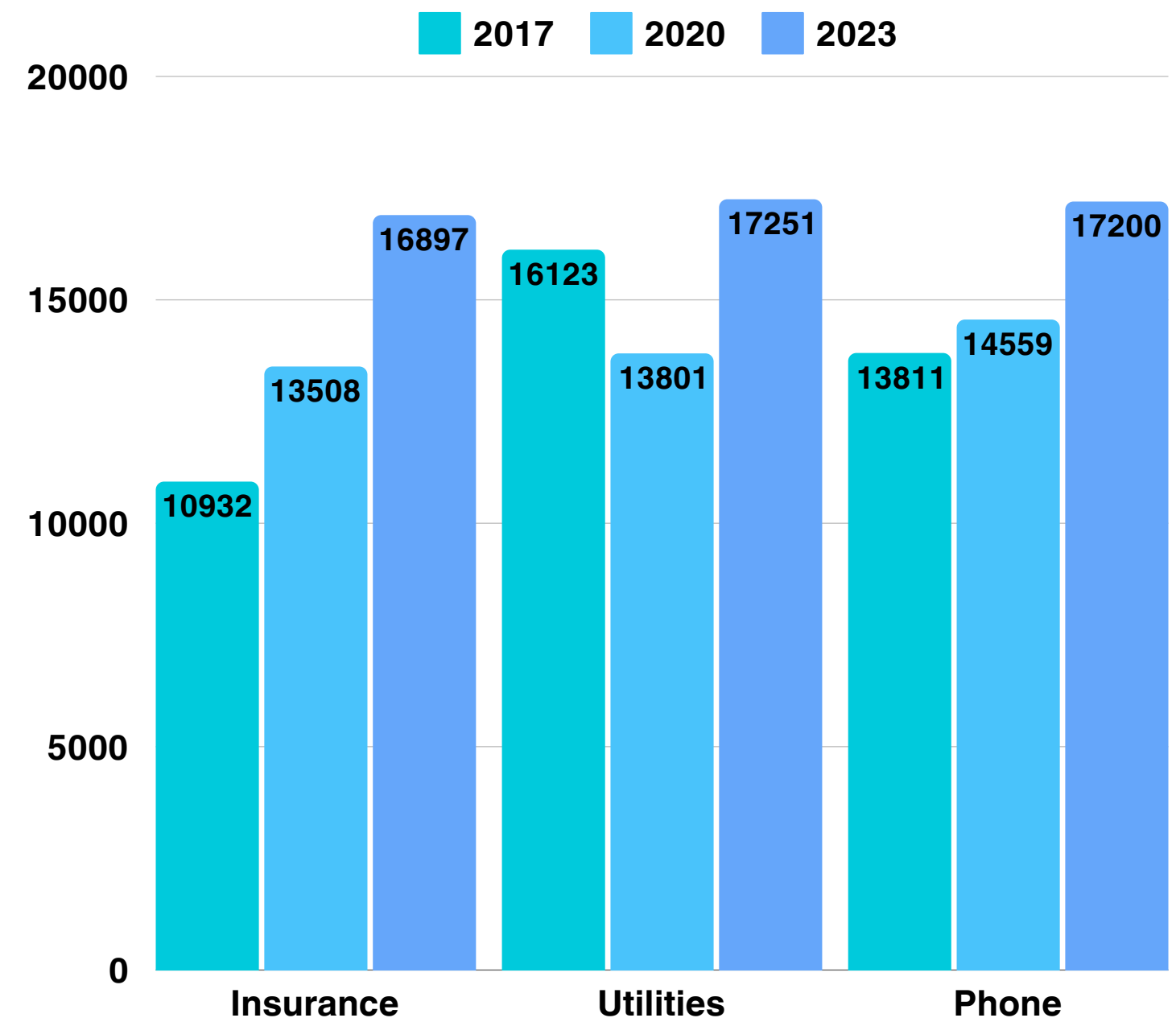
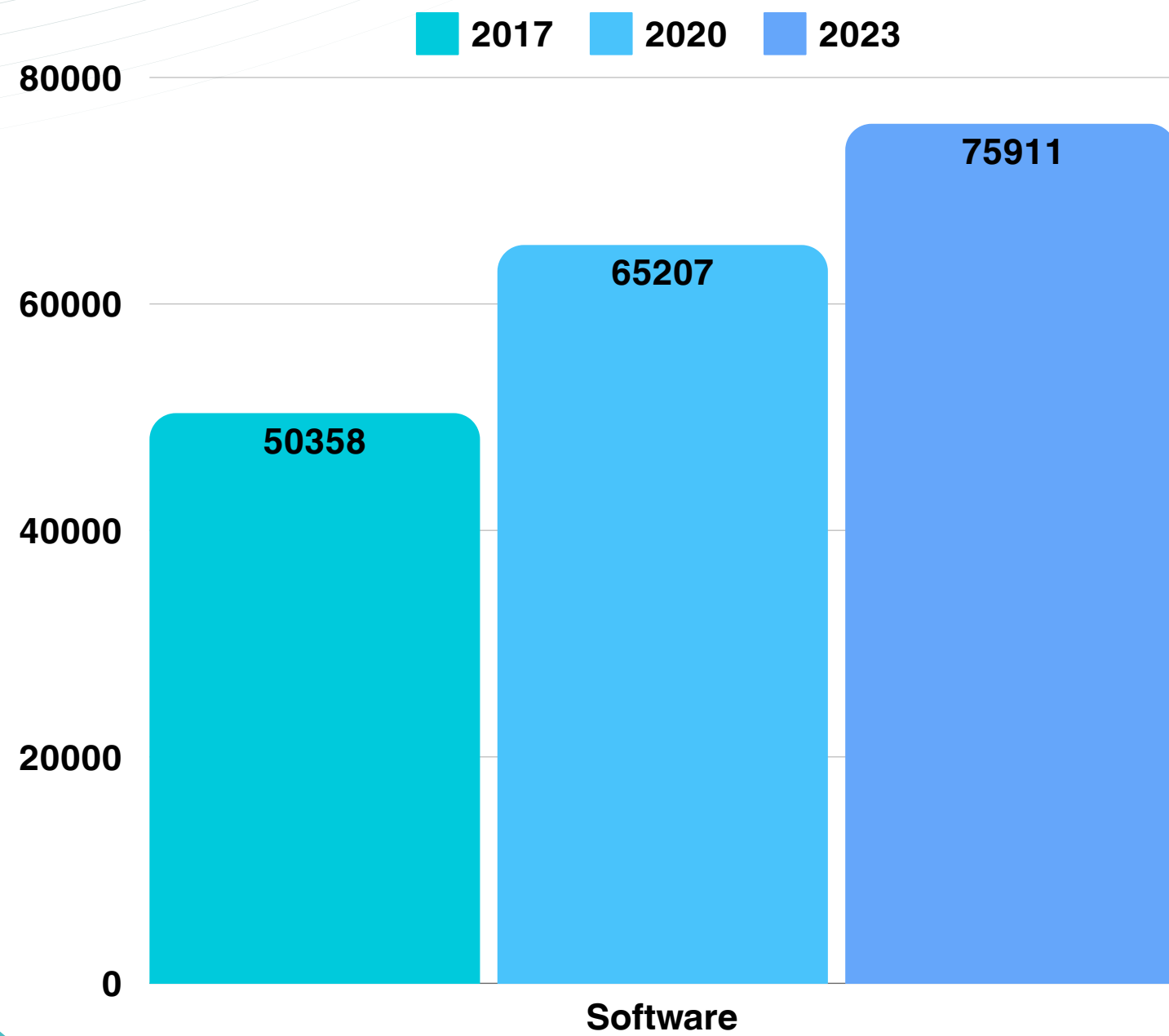


# Variable Operating Expenses

- Aerial Photos - 0.2%
- Executive Conference - 3%
- Subscriptions & Memberships - 1.5%
- Publications - 0.5%
- Postage & Courier - 0.2%
- Legal - 1%
- Board Meetings - 2%
- Bank Fees - 1.2%



# Operating Expense Increases



# Fee-For-Service

ORRSC has experienced a decrease in Fee-For-Service projects by our Membership. This decrease has had a negative impact on the organizations budget.

Financial history has shown that Fee-For-Service is volatile and cannot be relied on for financial stability.

YEAR	BUDGET	ACTUAL
2015	\$300,000	\$383,240
2016	\$300,000	\$221,104
2017	\$400,000	\$476,574
2018	\$450,000	\$445,603
2019	\$425,000	\$329,623
2020	\$425,000	\$410,156
2021	\$400,000	\$729,264
2022	\$400,000	\$85,759
2023	\$400,000	\$127,557
2024*	\$200,000	\$121,939

\*As of November 28, 2024

# Subdivision Fees

Subdivision fees are incredibly difficult to project as a stable revenue source as it is often impacted by the economy, developers in individual municipalities, municipal growth and projects.

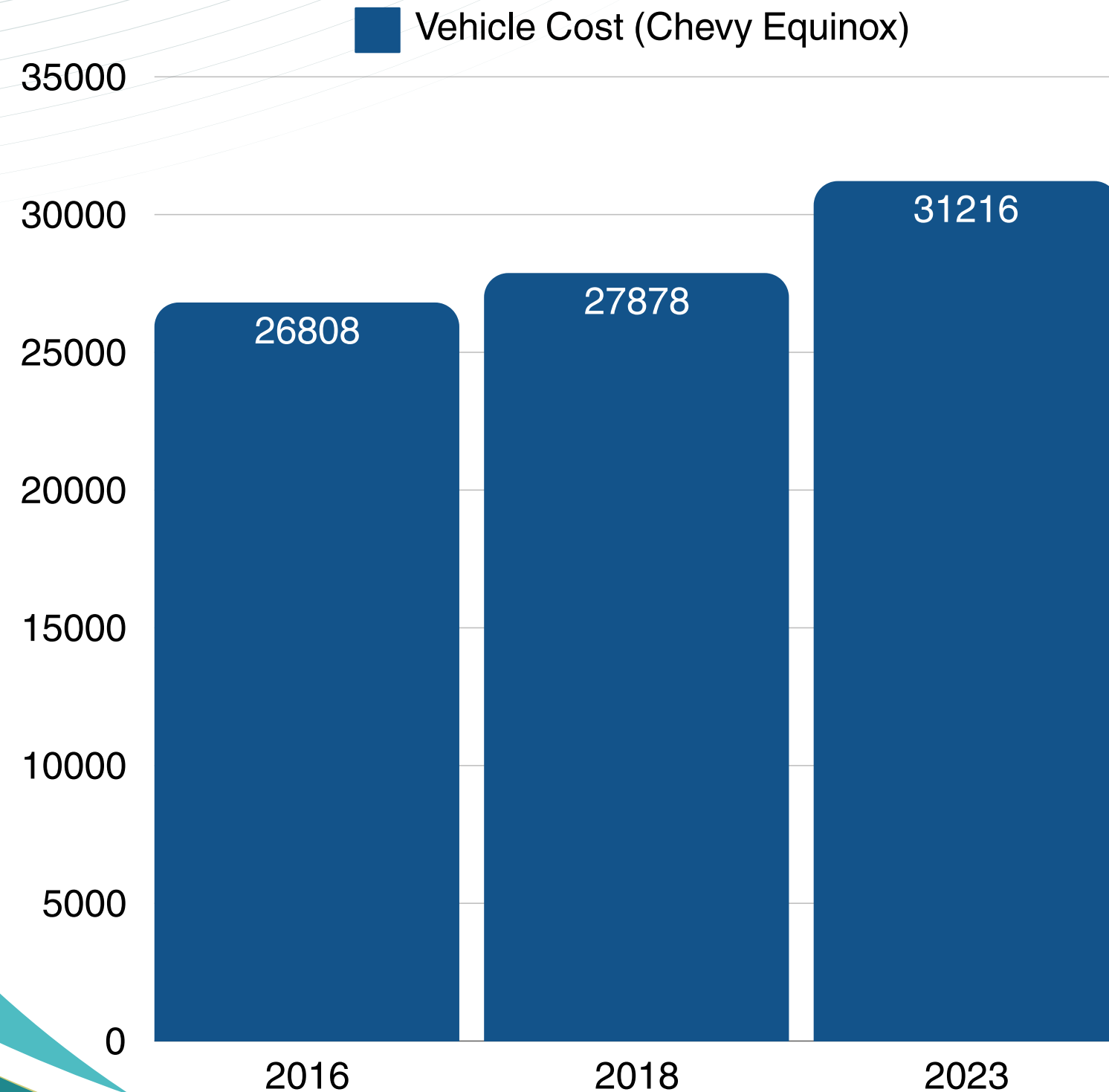
The table includes all associated Subdivision Fees, including Application Fees, Finalization Fees, and Extension Fees.

YEAR	BUDGET	ACTUAL
2015	\$310,000	\$298,481
2016	\$305,000	\$310,730
2017	\$305,000	\$347,974
2018	\$315,000	\$352,687
2019	\$315,000	\$276,180
2020	\$300,000	\$239,277
2021	\$250,000	\$332,900
2022	\$300,000	\$320,169
2023	\$310,000	\$265,905
2024*	\$287,500	\$335,905

\*As of November 28, 2024



# ORRSC Vehicles Operating Costs and Savings



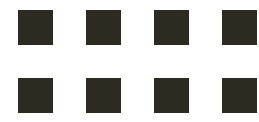
ORRSC provides a fleet of vehicles to staff to be able to attend meetings in municipalities across Southern Alberta.

In recent years we have purchased a number of Chevy Equinox's for our fleet as they provide the safety features, such as All-Wheel Drive, to our Planners who are on the road 5-days a week.

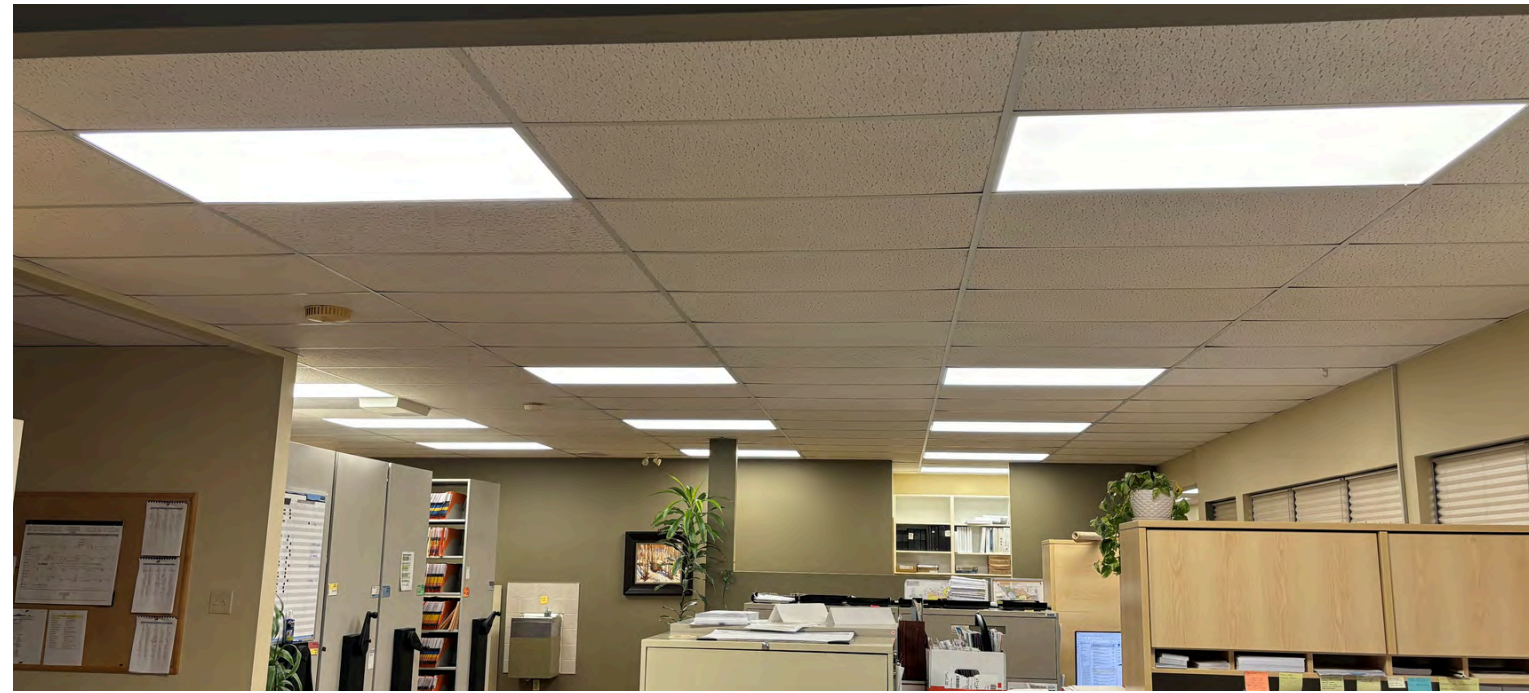
In 2020 due to COVID-19 we opted to operate with only 2 vehicles, and a 3rd was purchased in 2023 as meetings began to return in-person more regularly.

For the 2024 Operating Budget we kept our 2018 model over our recommended mileage to save money in the Capital Reserves.

The 2018 model has begun to have mechanical issues and will need to be replaced in 2025; this has been included in the 2025 Budget.

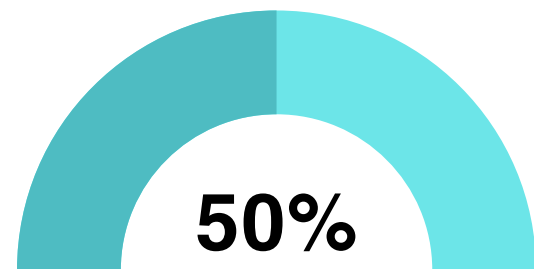


# Cost Saving Efforts



## LED Lighting Retrofit Project - November 2024

With support of the Town of Pincher Creek we were successful in receiving the Community Energy Conservation Program Grant from Alberta Municipalities



**50%**

Project - \$16,400

Grant - \$8,200

**Annual Energy  
Cost Savings  
\$2,779.78**



## Subdivision Storage Expansion - September 2024

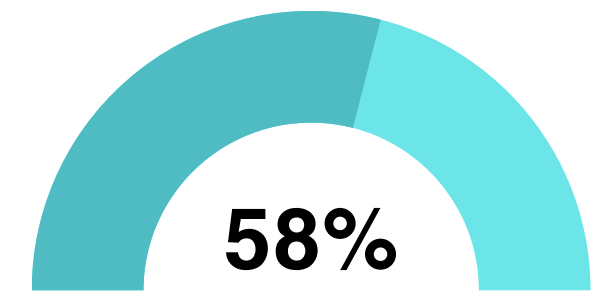
While investigating options to expand our Subdivision file storage with local providers, we were given the opportunity to purchase shelving from the MD of Taber who was undergoing renovations of their Administration office.

**New From Supplier - \$40,000**

**Alternative Design - \$13,000**

**Purchased - \$5,434.83\***

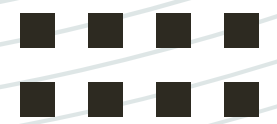
\*with installation and delivery



**58%**

**Savings\*\***

\*\*based on the Alternative Design



# Our Goals - #2

## Revenue Growth

# How Will We Grow our Revenue?

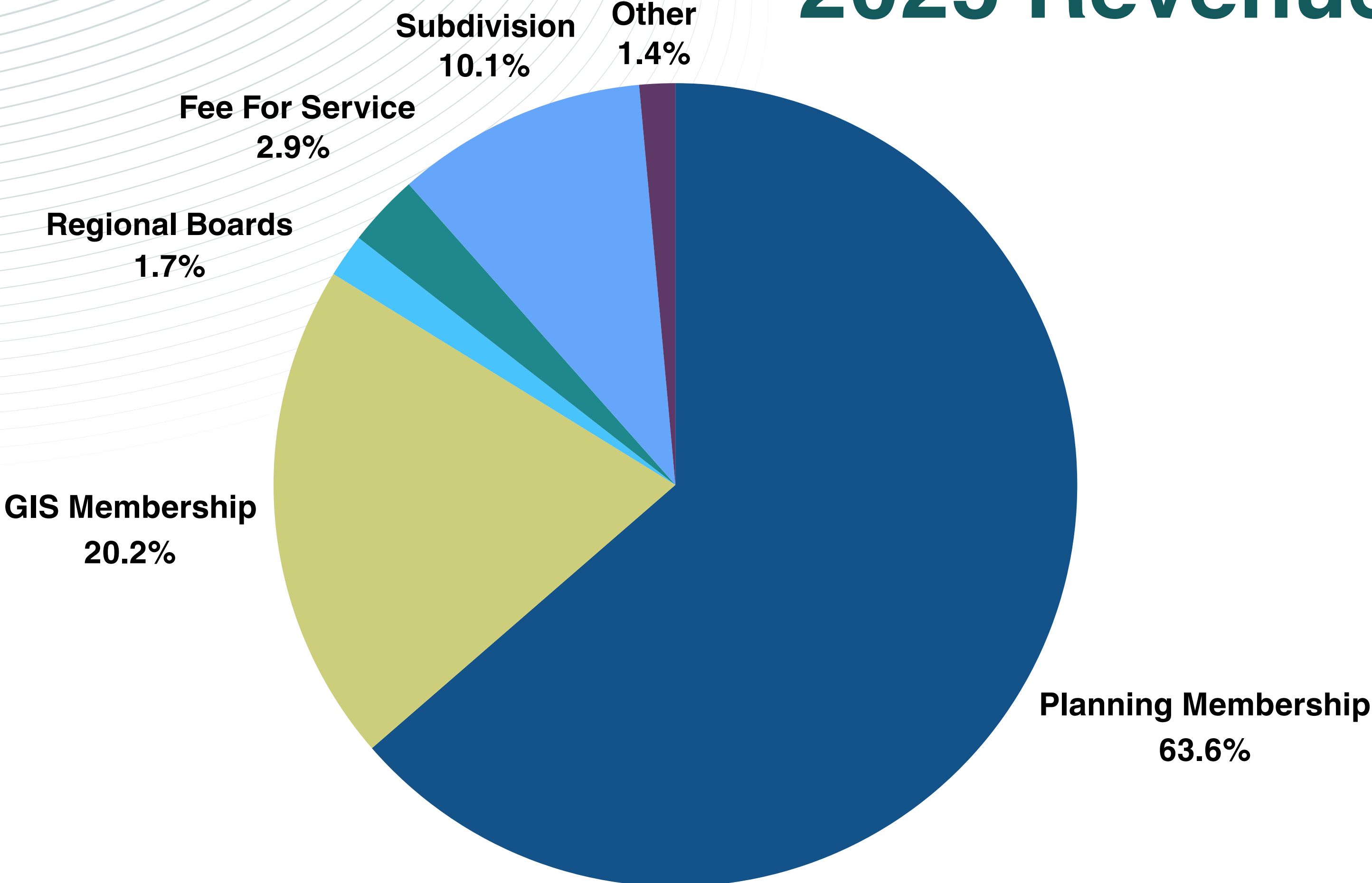


**Work to develop a recruitment plan to hire and retain staff to return to and remain at peak operational function**

**Review existing statutory plans and determine what projects are due for renewal or require updates**

**Continue to research and review the needs of our Members and determine services that we may be able to offer within our scope of work**

# 2025 Revenue





# Recruitment & Retention

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## Retirement

ORRSC has a number of senior staff members who are or will be eligible for retirement.

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## Recruitment

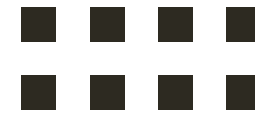
ORRSC has been operating with limited staff since 2022 and Administration is working to develop a recruitment strategy to attract new staff.

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## Retention

ORRSC will work to continue to be an employer of choice and develop retention strategies to retain current talent, maintain institutional knowledge, and organizational history.





# Statutory Plan Review

## Catalogue Statutory Plans



**Staff is developing a tracking matrix of all ORRSC Statutory Plans.**

## Determine Review Window



**Staff is reviewing all statutory plans to determine if they have a recommended review window.**

## Propose Review / New Plans



**Administration will be able to use this tool to approach Members regarding plans that are overdue, requiring updating, etc. to encourage fee-for-service planning.**

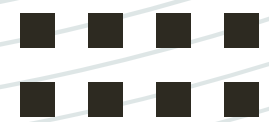
# DO Processing and Support

- Requests for assistance for Development Officer duties and processing has greatly increased from our Members.
- Requests result from municipal vacancies, organizational capacity, and coverage needs.
- DO work has begun to overwhelm Planning staff and has had a negative impact on the ability to complete projects and provide our regular planning services to Members.
- Looking to improve our workflow while continuing to support our Members where they need us the most.
- Investigating what type of DO support could be offered to alleviate the workflow and allow Planning staff to return to their regular planning services and projects for our Members.



# DO Processing and Support





# **Our Goals - #3**

**Intensify Financial  
Planning**

# How Will We Intensify the Budgeting Process?

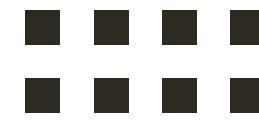


**Start the process earlier in the year so that our Members can have an interim budget proposal for September annually**

**Develop a strong capital plan moving forward to ensure the capital assets of the organization are replaced/repairs/reviewed accordingly**

**Continue providing financial status updates to the Board on a regular basis**

# Expanding the Budget Process



## Step 1

Financial Audit Complete  
(May/June)



Administration will prepare the draft budget using the previous year's financial records and Financial Statements.

## Step 2

Prepare Draft Budget  
(Summer)



Between the June and September Board Meetings the Executive and Administration will prepare an draft budget.

## Step 3

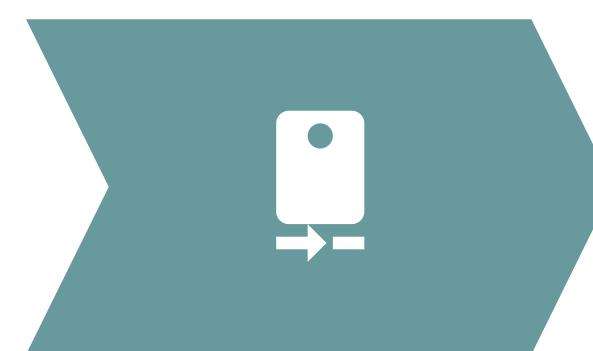
Draft Budget Presented to Board of Directors  
(September)



Draft budget will be presented to the Board using the first 6-months finances and the previous years financial statements to best estimate the upcoming year.

## Step 4

Prepare Final Budget  
(Fall)



Executive and Administration will prepare a final budget with the new equalized assessments and financial information from the first 3 financial quarters.

## Step 5

Final Budget Presented to Board of Directors  
(December)



Final budget will be presented to the Board for the upcoming year.

# 3 Year Ongoing Operating Plan

Developing a 3 Year Ongoing Operating Plan, in alignment with municipal best practice, will allow us to monitor the organizations financial viability and provide our Member municipalities a better opportunity to be aware of future budget needs.

## 2024

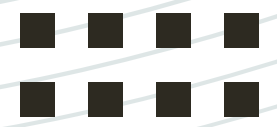
- 2025 Final Operating Budget
- 2026 Operating Plan
- 2027 Operating Plan

## 2025

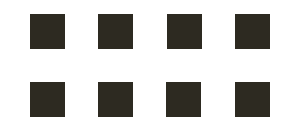
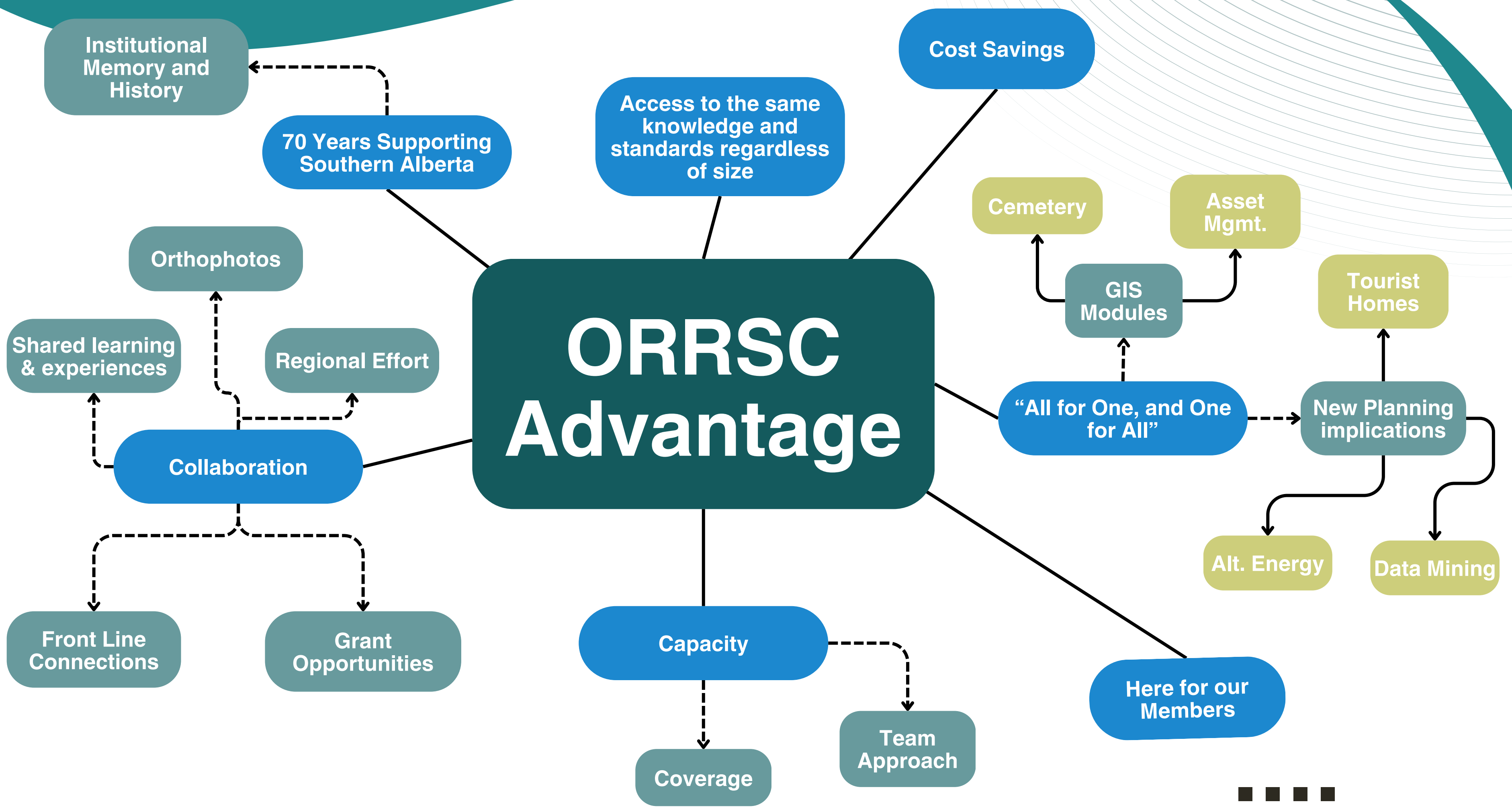
- 2026 Draft Operating in Sept 2025
- 2026 Final Operating in Dec 2025
- Updated 2027 Operating Plan
- 2028 Operating Plan

## 2026

- 2027 Interim Operating in Sept 2026
- 2027 Final Operating in Dec 2026
- Updated 2028 Operating Plan
- Interim 2029 Operating Plan



# The ORRSC Advantage



# Estimated Costs For a Planner

Based on the low range of current job postings in August 2024 from Municipalities in Alberta looking for a Planner with 5 years or more experience.

**Average Annual Salary** \$107,872.89

**Average Annual Benefits** \$24,263.56

**\$132,136.45**

**Unbillable Work/Hours** \$22,971.41

Vacation, Stat Holidays, Overtime, etc.

**Annual Expenses** \$103,920.00

Vehicle, phone, office, materials, etc.

**These costs do not include:**

- An Assistant, Clerk, or other Administrative Support
- A Subdivision Technician
- Coverage during holidays, sick time, etc.

**Estimated Total Cost to a Municipality**

**\$259,027.86**



Questions?





3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [admin@orrsc.com](mailto:admin@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

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## **2025 Summary of Fees – Town of Milk River**

2025 Planning Membership Annual Fee	\$9,927.96
2025 GIS Membership Annual Fee	\$5,090.34
2025 Chinook Intermunicipal Subdivision and Development Appeal Board Annual Fee	\$500.00
2025 Regional Assessment Review Board Annual Fee	\$500.00



Alberta Association of Police Governance

## 2025 Annual Conference & AGM Westlock, AB – May 2<sup>nd</sup> & 3<sup>rd</sup>

Supporting excellence in civilian governance and oversight of police services in Alberta by providing our members, and potential members, with an enjoyable opportunity to learn and network.

### We invite all those participating in community police governance to attend!

This year our Conference venue will be at the Westlock Inn & Conference Centre. There are two options for your Hotel stay; the Conference Venue location with its ease of walking to the Conference from your room, and another a short drive away that offers newer accommodations. *Block of reserved rooms are limited, BOOK EARLY! Call the hotel for reservations and reference AAPG.* Ramada by Wyndham | P. 780-349-2245  
Westlock Inn (Conference Venue) | P. 780-349-4483

### Our Conference Program offers many Education/Training presentations and break-out sessions on various topics, such as:

Public Relations & Social Media: Changing the perception of Police and Transparency to Citizens, Data and Reports: How to Glean Trends & Gaps, Alberta Ombudsman Office; LERB and other complaints, AI Technology & Privacy; the effects on Police, Policy and Governance, Data and Reports: How to glean Trends & Gaps, Emergency Preparedness; your role in Mass Evacuations, Encampments and the Unhoused, Role of Police Associations, Creation of a Policing Committee, Governance E-learning Update, New Commission/Committee Member

## JOIN AAPG!

Alberta Association of Police Governance (AAPG) supports excellence in civilian governance and oversight of policing services in Alberta, including small RCMP serviced communities.

Through AAPG, all members are provided with educational opportunities, access to best practices, forums for liaison with other members and related agencies, personal assistance by experienced Board members, and proactive representation in order that police oversight in Alberta speaks with ONE VOICE when advocating for change.

**\$200.00 Annual Membership Fee!**

CONTACT: [ADMIN@AAPG.CA](mailto:ADMIN@AAPG.CA)  
587-892-7874

Dear Kelly Lloyd:

The Honourable Danielle Smith, Premier of Alberta, shared the recent letters from Mayor Liebelt regarding downloading and the impacts of Grants in Place of Taxes (GIPOT) program reductions on the Town of Milk River. I am pleased to respond on behalf of the Government of Alberta.

The Government of Alberta recognizes that municipalities and the services they provide are vital to economic development and quality of life in Alberta, and we are committed to investing in communities to ensure our province remains an attractive place to live and work. As part of this commitment, the province is providing significant support to municipalities through the Local Government Fiscal Framework (LGFF) Capital program.

The LGFF capital baseline amount of \$722 million in 2024/25 reflects the financial position of Alberta and takes into consideration the new Revenue Index Factor, which ties LGFF capital funding changes to percentage changes in government revenues from three years prior. This approach enables local governments to have full partnership with Alberta and provides a more responsive and sustainable funding mechanism for the province and local governments, while still providing significant levels of funding.

The decision to continue to pay GIPOT at the 50 per cent level this year was made in the context of Alberta's other grant funding decisions. These decisions included doubling operating funding under the Municipal Sustainability Initiative to \$60 million and maintaining this higher operating funding level under the LGFF in 2024/25. As part of the development of Budget 2025, we are committed to reviewing GIPOT funding levels for 2025 and future years.

Thank you for writing and sharing your concerns. I look forward to our continued collaboration on matters of importance to your town.

Sincerely,

Ric McIver  
Minister

cc: Honourable Danielle Smith, Premier of Alberta

Request for Decision

## Councillor Reports

January 13, 2025



### RECOMMENDATION

That the Councillors reports for the period ending January 13, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Milk River Health Professionals Attraction & Retention Minutes
2. Chinook Arch Regional Library Board Report

**Milk River Health Professionals Attraction & Retention Committee  
Meeting Minutes – December 3, 2024 – Milk River**

**In Attendance:** Scott MacCumber, Anne Michaelis, David Cody, Tanya Smith, Colleen Bianchi, Judy Gaehring, Christine Latimer, Cheryl Seaborn, Lisa Balog, Beth Kappelar

1. **Welcome** - The meeting was called to order at 5:30 p.m. by Scott.
2. **Agenda** - Christine made a motion to accept the agenda as written. All in favour. Carried.
3. **Minutes of Previous Meeting** – The minutes of the November 5, 2024, meeting were presented. Christine made a motion to accept them as written. All in favour. Carried.
4. **Health Centre / Clinic Update**

**Clinic Update** – Still looking for a Clinical Care Coordinator. Dr. Truong stopped by the Clinic for a visit. New patients are being booked in for a meet and greet as far out as February. Mixing local and out-of-town appointments. Overall, clinic is doing well. The Clinic will be closed at times during the holiday season, but the dates will be posted and added to our Facebook page as well.

**Health Centre Update** – Cheryl is looking after both Cardston and Milk River. So far, no one has been hired to replace Shay in Milk River. The Health Centre is fully staffed at this time.

5. **Financial Report** – The October financial report was presented by Scott. Beth made a motion to accept it as is. All in favour. Carried.
6. **Old Business**
  - A) **Physician / NP / PA Recruitment** – Dr. Huy Truong as verbally accepted a position in Milk River. He may be brought in as a Clinical Assistant, waiting on AHS for background checks to be completed. And no updates on a permanent Nurse Practitioner in Milk River.
  - B) **Photojournalist Project** – No further contact with journalist.
  - C) **Lab Incentives** – Scott contacted AHS, no concern about offering financial incentives to students at NAIT. Scott will clarify with APL what positions they are recruiting for before contacting NAIT. Will look at advertising incentives on a broader scale.
  - D) **High School Student Interest** – Local high school does not appear to be on list for skills event this year.
7. **Projects / Ongoing Initiatives**

A) **Locum Welcome Packages** – No requests for more at this time. Key fob for gym in Warner given to current Locum free of charge.

B) **Support for Healthcare Workers** – Mark Simons received his gift basket on National PA Day and was very appreciative. 10 gift baskets from 5 local retailers will be handed out during our Christmas campaign. Deadline to enter will be noon on December 16<sup>th</sup>.

C) **Healthcare Services Booklet** – future project. Will try to do it sooner than later, in 2025.

D) **School Award** – Scholarship awarded to Jayda Johnson from Coutts. She was very thankful. The schools will be notified of deadlines for 2025 grads in the new year.

E) **Health Centre Staffing** – positions posted on our Facebook page.

F) **Scholarship for Current Employees** – 1 nurse currently working on RN Prescribing Course.

G) **Fundraising** – We sold Kinsmen tickets from November 5 – 8, all went well.

8. **RhPAP Update** – Lynsey has sent out the RhPAP update for December. Scott will forward to all committee members. One “Knowledge Now Series” to note will be held on December 5th on the topic of “Housing”. The link to register will be in the update or on RhPAP’s website under RhPAP events.

## 9. **New Business**

### A) **“In the News”**

- The province working on restructuring of AHS.
- Update on Scott’s meeting in Fort MacLeod.
- Colleen and Scott have been interviewed for the new Regional Advisory Council.

10. **Next Meeting** – February 4, 2025, at 5:30 in Milk River.

11. **Adjournment** – Beth adjourned the meeting at 7:15 p.m.

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 5, 2024

## Chinook Arch Library Board Elects New Executive for 2025

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

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

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



## 2025 Operating Budget Approved

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



# Board Members Present

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

## Regrets

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

## Not Present

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

# Policies Reviewed

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

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



## Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



[facebook.com/  
chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklibs](https://@chinooklibs)

Request for Decision

Mayors Report

January 13, 2025



**RECOMMENDATION**

That the Mayors Report for January 13, 2025, 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 13, 2024, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood  
Josh Bouelle – Town of Magrath  
Larry Liebelt – Town of Milk River  
Kate Kindt – Town of Raymond  
Gary Bikman – Village of Stirling  
Mike Nish – Village of Hill Spring

Tanya Smith – Village of Coutts  
Wayne Harris – Cardston County  
Randy Taylor – County of Warner  
John Grainger – Town of Cardston  
Tyler Lindsay – Village of Warner

Others Present:

Marian Carlson – SEO  
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Commenced at 5:24 pm

Larry Liebelt in the Chair.

**AGENDA**

John Grainger moved that the agenda be approved. Carried

**MINUTES**

Gary Bikman moved that the minutes of the September 11, 2024, regular board meeting be adopted as presented. Carried

Gary Bikman moved that the minutes of the November 13, 2024, organizational board meeting be adopted as presented. Carried

**NEW BUSINESS**

The SEO advised the board that Stantec is still gathering information to present to the board. The information will be ready in about two weeks.

The SEO reported that a review is being completed regarding consolidating transfer stations and the cost associated with this possible project. Also, being reviewed is the waste diversion study and recycling possibilities. The assessment has been completed for the cost of transferring waste from each station to the Landfill.

Stantec Is wondering if there is any interest in partnering with other municipalities which would make the Commission go over the 10,000 tonnes and then get the appropriate approvals to take over 10,000 tonnes of waste.

The SEO and the Operator met with Lethbridge Biogas yesterday and the information seemed interesting. The SEO has put them in contact with Stantec to see if it would be beneficial to use Lethbridge Biogas.

The SEO reported that the Town of Raymond has put forward a proposal for a January through March trial period of hauling waste directly to the Landfill. The SEO advised that Lethbridge Biogas is willing to take a test from the Town of Raymond. The SEO spoke with Kurtis, CAO of the Town of Raymond, and they are willing to take their trucks to Lethbridge Biogas for a sampling. The chairman was wondering if the grant funding could be used to pay for the loads from Raymond to be transported to the Lethbridge Biogas. The SEO believes this expense could be funded under the grant.

The SEO advised that the waste study was completed at the Landfill and around 50% of the waste is household compost that could be used by Lethbridge Biogas.

Gary Bikman moved to approve the report by the SEO on behalf of Stantec.

Carried

The SEO reported that the Operator has completed the employee evaluations. The SEO has completed the Operators evaluation, and the Secretary/Treasurers evaluation will be completed soon.

The SEO advised that on November 7, 2024, the Operator was driving the loader to dig a hole for the RCMP to dispose of some evidence that is no longer needed in the burn pile. The Operator did not realize the vehicle had moved up right behind the loader and he backed up into the vehicle. An insurance claim has been started.

The SEO reported that damage was done at the Magrath Transfer Station door by the bobcat and will be repaired soon.

The SEO reported that the Operator and SEO have visited transfer station sites to meet with the operators and have only a few stations left to visit.

The SEO advised that she has presented to all the councils regarding what the Commission is working on.

The SEO reported that the 2025 budget was reviewed by the finance committee prior to the board meeting. The 2025 budget will be presented at the next board meeting.

The SEO advised that the Commission would send out a reminder to municipalities to send in their monthly recycling.

Randy Taylor moved to approve the SEO's report.

Carried

The Operator advised that 915.18 tonnes of waste were delivered to the Landfill in September 2024 and 863.875 in October 2024, making the year-to-date tonnage 8,568.62.

The Operator advised that the Commission starting to fill the new cell in November.

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

### **Financial Statement**

The Financial Statements for September 30, 2024, and October 31, 2024, were reviewed.

Wayne Harris moved to accept the September 30, 2024, and October 31, 2024, Financial Statements. Carried

### **Approval of Bills**

Bills for September 2024 and October 2024 were reviewed.

Josh Bourelle moved to approve the bills for September 2024, and October 2024. Carried

The Secretary/Treasurer reviewed the Year-to-Date Budget as of October 31, 2024.

Kate Kindt excused at 6:33 p.m.

Randy Taylor suggested that funding be added to the 2025 budget for board members to attend conferences.

John Grainger moved to approve the Year-to-Date Budget as of October 31, 2024. Carried

The SEO advised the board that the Town of Raymond would like to bring their waste directly to the Landfill for a 3-month period. The SEO will work with the Town of Raymond regarding the study.

24-20 Tanya Smith moved that the SEO work with the Town of Raymond regarding the waste diversion project. Carried

Randy Taylor moved to go In-Camera at 6:40 pm

John Grainger moved to Reconvene at 7:15 p.m.

### **CORRESPONDENCE**

A letter from Cardston County regarding the assignment of a councillor to the Commission.

A letter from the Town of Magrath regarding the assignment of a councillor to the Commission.

A letter from the Village of Stirling regarding the assignment of a councillor to the Commission.

An email from LAPP regarding the approval of a triennial audit. The next audit will be required for the 2026 pension year.

A letter from MWG Chartered Professional Accountants regarding a letter of engagement that has been signed by the SEO.

Tyler Lindsay moved correspondence for information.


Carried

**ADJOURNMENT**

Tanya Smith moved the meeting adjourned.

Adjournment at 7:17 p.m.

The Next Commission board meeting is scheduled for Wednesday, December 11, 2024, at 4:30 p.m. in the Town of Magrath.

  
\_\_\_\_\_

Chairman