

Regular and Closed Meeting Agenda
for Monday, May 8, 2023, at 5:30 p.m. to be held
in the Council Chambers, in the Town Hall Complex,
at 240 Main Street, Milk River, Alberta



1. Call to Order

2. Delegations 6:00 pm

- A) Milk River Historical Society
- B) MPE Engineering
- C) Stantec
- D) Katarzyna Meijers

3. Additions to the Agenda

4. Approval of Minutes

- A) Minutes of the April 11, 2023, Regular Council Meeting
- B) Minutes of the April 21, 2023, Special Council Meeting

5. Business Arising from Minutes

- A) Council Table

6. Financial Report

7. Administration Reports

- A) Public Works
- B) Community Peace Officer
- C) Chief Administrative Officer

8. Bylaws and Policies

- A) Repeal Bylaw 842: Establish a Designated Officer
- B) Policy F4.0: Signing Authority
- C) Policy RC7.0: 8 Flags Campground Rules

9. Old Business

10. New Business

- A) Correspondence
- B) Urban Chicken Research
- C) Public Auction Date
- D) Tax Roll 3919000 Credit Request
- E) 2023 Operating Budget
- F) 2023 Capital Budget

11. Councillor Reports

- A) Authorities, Boards, Committees and Commission Minutes

12. Mayor's Report

- A) Authorities, Boards, Committees and Commission Minutes

13. Closed Session

14. Adjournment

Request for Decision

Delegation: Milk River Historical Society

May 8, 2023



RECOMMENDATION

That Council approve the placement of the RCMP outpost building along the green space adjacent to Railway Street.

LEGISLATIVE AUTHORITY

BACKGROUND

In 2021, the Historical Society requested permission from the provincial government to relocate an original RCMP outpost building to the Visitor Information Centre. Alberta Infrastructure responded that it could not support this relocation at that time.

2023 marks the 150th anniversary of the RCMP, and as such, the Society would like to relocate the building to a location in town. Through discussions with the Society, 8 Flags Campground was determined to be the best location and would be considered permanent.

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

None



NWMP Outpost (current location)

N.W.M.P. Outpost- 8 Flags Campground proposed location

Illustration A



N.W.M.P. Outpost - 8 Flags Campground proposed location

Illustration B

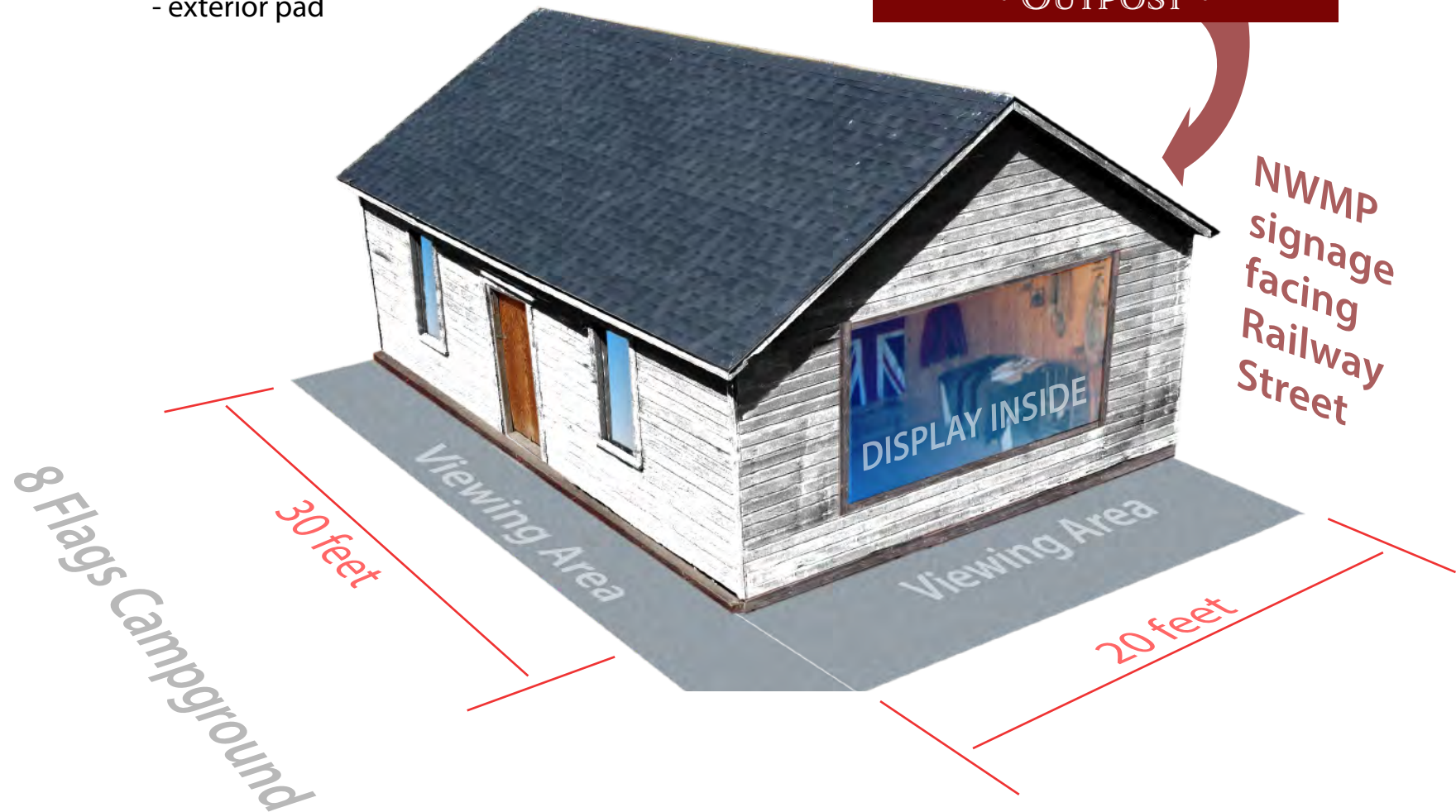


N.W.M.P. Outpost- building details (draft)

Illustration C

- white colour (original)
- displays inside
- interior LED lighting
- exterior signage
- exterior pad

NORTH-WEST
MOUNTED POLICE
MILK RIVER RIDGE
~ OUTPOST ~



Request for Decision

Delegation: MPE Engineering

May 8, 2023



RECOMMENDATION

That the regional water study presentation from MPE, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Following the Town of Milk River's successful application to the Alberta Community Partnership grant program, MPE will be in attendance to discuss next steps in conducting the regional water study.

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

None

Town of Milk River

Wastewater Lagoon Project

Key Project Components

- Alberta Environment and Protected Areas (AEPA) inspection report for the lagoon dated October 6, 2020, outlined a number of items, including:
 - An action plan to determine the structural integrity of the lagoons and the potential impacts on groundwater and surface water from the lagoons by a qualified consultant.
 - A 'No Trespassing' sign should be posted at the entrance to the lagoons.
 - Dewatered sludge in geotubes on-site should be properly disposed of.
- MPE prepared, on the Town's behalf, a response letter addressing these items, which was provided to AEPA December 14, 2020. That letter committed the Town to completing a geotechnical investigation and additional assessment of the existing lagoon infrastructure for condition and capacity.
- Geotechnical investigation was completed by MPE in October 2021 and the report concluded that seepage rates exceeded the regulated allowable levels and further, a recommendation was included for complete liner replacement on the existing cells.
- The Town proceeded with additional preliminary design development for the lagoon upgrade, following the recommendations of the geotechnical investigation.
- The Lagoon Upgrade Feasibility Study was concluded in November 2021. The report outlined two alternatives:
 - Alternative 1 – Additional Storage Cell
 - Alternative 2 – Effluent Irrigation
- Both alternatives were technically feasible, however the study recommended the implementation of the effluent irrigation alternative due to challenges with additional land availability and the added benefit of water re-use that effluent irrigation provides.
- MPE worked with Town staff to submit a AMWWP grant application in 2021, based on the recommendations of the most recent study. That application was unsuccessful.
- In November 2022, MPE indicated to Alberta Transportation, on the Town's behalf, that the Town wishes to re-apply for grant funding in the 2022/23 funding window.
- In April of 2023, the Town received grant funding for the recommended project – Lagoon upgrades complete with effluent irrigation.

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

May 5, 2023

File: N:\Proposals\1440\058

Attention: Kelly Lloyd
Chief Administrative Officer

Dear Ms. Lloyd:

Re: Project Scoping Document
Milk River Regional Water Supply Study – ACP Grant Funded

MPE has prepared the following project scoping document to provide engineering services for the development of the Milk River Regional Water Supply Study project. This letter outlines our understanding of the project, our proposed work scope, and an approximate schedule for completion of the work.

Project Understanding

The Town of Milk River, the County of Warner, and the Villages of Warner and Coutts are partnering to review the feasibility of an expanded regional potable water supply system to include the provision of potable water to the Town of Milk River and the Village of Coutts. Existing regional water infrastructure already conveys potable water from the Ridge Water Services Commission (RWSC) to the Village of Warner and County of Warner hamlets (New Dayton and Wrentham).

The proposed concept would see new infrastructure constructed to extend existing supply sources to the Town of Milk River and existing regional supply line between the Town of Milk River and the Village of Coutts. Proposed new infrastructure to connect the Town of Milk River would be sized appropriately to include capacity for current and projected growth within the Village of Coutts and existing supply infrastructure between Milk River and Coutts would be maintained.

Recent challenges have impacted the water supply to the Milk River and as a result, concern has grown relative to the long-term sustainability of the Milk River as the source of supply for the Town's treatment infrastructure. Water supply challenges and the potential for expanded regional growth of commercial and industrial development along the Highway 4 corridor have placed a heightened focus on looking at the long-term viability of the region's water supply.

Previous Work

In the summer of 2020, MPE was retained by the Town of Milk River to develop a regional water supply concept. The concept developed included upgrades (increased treatment and pumping capacity) at the RWSC Water Treatment Plant in Raymond, twinning of the regional water transmission pipeline to Warner, upgrades at the Village of Warner (storage and pumping upgrades), and a new regional transmission pipeline between Warner and Milk River.

Conceptual-level cost estimates were prepared for this initial design concept. Funding applications were

made to both the province's Water for Life (W4L) and Alberta Community Partnership (ACP) programs. The W4L grant application included capital costs based on the original design concept, developed by MPE in 2020. The ACP grant application focused on the additional study and concept development.

The W4L grant application was unsuccessful.

In April 2023, the ACP grant in the amount of \$200,000 was provided by Alberta Municipal Affairs for the "Regional Water Services and Supply Study". MPE was retained to complete the proposed study.

The following section outlines a preliminary scope of work, building upon the concept development already completed by MPE in 2020, and based upon the general work scope presented in the ACP grant application package.

Scope of Work

MPE would complete the following work items as part of this proposed project. For continuity with the ACP grant application, we have proposed the project phases to align with the general list of activities that were set out in the formal application that was approved by Municipal Affairs.

Phase 1: Data Collection and Review

- Project Kick-off Meeting,
- Data collection and review – existing record drawings, equipment specifications, operation and maintenance manuals, flow data, etc.,
- Review of previously completed feasibility-level studies,
- Confirmation of project objectives:
 - Design flows,
 - Development opportunities (known and potential),
 - Project timelines.

Phase 2: Regional Water Concept Viability Review

- Development of upgrade concepts to meet project objectives,
- Concept drawings, including:
 - Conceptual alignments,
 - Facility site plan(s),
- Water license allocation review, accounting of existing licenses and review of available additional allocation and related transfer requirements.
 - Including facilitating discussions between the regional group and potential license holders with available allocation.
- Project Review Meeting (one meeting)

Phase 3: Concept Design Development

- Completing general capacity and condition assessment of existing infrastructure, including:
 - RWSC (Raymond) WTP – treatment capacity, transmission pumping capacity, general condition, and suitability for expansion, as per conceptual design
 - Existing transmission mains – Raymond to Warner, Milk River to Coutts, comment on remaining service life in place of physical inspection
- Development of conceptual project implementation plan with options for potential project phasing,
- Development of capital cost estimate (AACE Class 4),
- Development of recommendation to proceed with further design development for most appropriate upgrade options,
- Development of Conceptual Design Technical Memorandum, outlining all work completed in this Phase.
- Project Review Meetings (two meetings).

Phase 4: Preliminary Design Development

- Preliminary design development (multi-discipline):
 - RWSC WTP upgrades
 - Transmission pumping system (at RWSC WTP)
 - Transmission pipelines – Raymond to Warner, Warner to Milk River
 - Village of Warner upgrades – treated water storage and distribution pumping
 - Connection details – Warner, Milk River
- Development of capital cost estimate (AACE Class 3),
- Further development of capital project implementation strategy and project phasing.
- Development of Preliminary Design Technical Memorandum, outlining all work completed in this Phase.

Project Review Meetings (two meetings).

Phase 5: Capital Plan Development

- Development of clearly defined capital projects, with reference to the project implementation and phasing strategy,
- Development of project funding assessment to include review of available grant sources and outlining of estimates for municipality contributions,
- Provide information to permit individual stakeholders to update capital planning documents,
- Meeting with key project stakeholders, including municipalities and Alberta Environment and Protected Areas and Alberta Transportation and Economic Corridors,
- Amendment of existing funding application, as required (W4L program).

- Development of final project deliverable, the Regional Water Supply Study, which will summarize all work completed, provide a clear outline of the proposed project, updated cost estimates, general conclusions and recommendations for project next steps.

Phase 6: Stakeholder Engagement

- Council presentation (joint presentation to all project stakeholders) of study findings and completed preliminary design.
- Open house for community engagement – MPE will prepare presentation material and key project staff will attend an open house event to convey project design concepts to interested members of the public.

Project Schedule

The project funding application highlighted an extended project schedule. From experience, these projects proceed most effectively when our project team can work at a more accelerated pace, without losing any momentum. That said, the scope outlined above is significant and there are a number of project stakeholders that need to be engaged with this project. We would envision the bulk of the project work concluding this year, with potential to allow for more stakeholder engagement activities early in 2024.

Further to the schedule, if as the project progresses, amendments to the existing Water for Life application become evident, we would want to be in a place where we can provide the technical content to support a revised application by the deadline date of November 30, 2023.

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

Should you have any inquiries please do not hesitate to contact the undersigned at (403) 317-3636.

Yours truly,

MPE ENGINEERING LTD.



Andrew Kleisinger, P.Eng.
Water & Wastewater Manager

:ak

Request for Decision

Delegation: Stantec for Block 39

May 8, 2023



RECOMMENDATION

That the preliminary park design for Block 39, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

The next step in realizing Block 39 development starts with a preliminary design. Brad Schmidtke, Principal for Stantec, will be on hand to present the attached proposal for the preliminary design concept.

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. Preliminary Park Design for Block 39



Stantec Consulting Ltd.
230-704 4 Avenue South, Lethbridge AB T1J 0N8

May 2, 2023
File: 116581701; Pipeline ID 977825

Attention: Kelly Lloyd, Chief Administrative Officer

Town of Milk River (Client)
Box 270
240 Main Street NW
Milk River, Alberta
T0K 1M0

Dear Ms. Lloyd,

RE: PRELIMINARY PARK DESIGN, BLOCK 39

Stantec Consulting Ltd. presents for your consideration our proposal to undertake a Preliminary Park Design for Concept 4, Block 39 from March 7, 2023 (Map Enclosed). It is understood that the proposed amenities and landscaping presented is the selected concept is to be phased and completed over time.

1.0 BACKGROUND

The Preliminary Park Design for Block 39 is defined by 8th Avenue NW (North), 1st Street NE (East), 6th Avenue NE (South) and Main Street (West). The primary goal of the project is to develop an implementation/phasing strategy including opinions of cost for the selected concept. As such, a major component of work will include site survey, geotechnical and site conditions assessment, to further understand the opportunities and constraints of the site. This would then be utilized to complete a preliminary design based on the preferred concept.

The existing park is surrounded by unimproved lanes which include electrical, natural gas and telecommunication utilities; the future parking area has been serviced with these utility drops plus sanitary and water from adjacent road given the previous residential use. The westerly and southerly lane corridors are utilized by residents and all corridors shall remain as lane rights of way. The park is currently serviced by a water line that will need to be reviewed as part of new turf irrigation strategy.

It is the Town's expectation to have a preliminary design outlining phases of construction that can be taken to detailed design, tender and construction subject to council approval and budget availability.

Key elements of the preliminary design include:

- Asphalt Parking Lot Geometrics
- Washroom Footprint (Location Only)
- Internal Pathway Layout and Regional Connections
- Playground & Fitness Equipment Options
- Multi-use Court Options
- Gazebo Footprint (Location Only)
- Miscellaneous Site Furniture, Seating, Lighting and Fencing

RE: PRELIMINARY PARK DESIGN, BLOCK 39

- Preliminary Grading, Site Cross-Sections and Earthworks Calculations
- Site Drainage Review and Recommendations
- Incorporation of existing rock feature into future design
- Additional landscaping which compliments existing landscaping

In addition to the key deliverables noted during our site review, Stantec is recommending that a *Geotechnical Report* be completed. Further information on these deliverables and their importance to future designs, communications, approvals, and construction is provided in the following sections of this proposal.

Project Boundary: Block 39



2.0 SCOPE OF SERVICES, DELIVERABLES, AND METHODOLOGY

The following scope of services is proposed based on Stantec's understanding of the project requirements:

2.1 Project Management & Administration

- Project Coordination
- Controlling Progress and Budgets
- Management of Project Financials, Quality, and Safety

RE: PRELIMINARY PARK DESIGN, BLOCK 39

2.2 Existing Conditions Assessment

The completion of a geotechnical report is recommended as an important first step in the preliminary design process. Although a drainage and soils evaluation were conducted by the **Town of Milk River** years ago, an updated review that includes refinement of details for construction within the project limits is recommended. The completion of field work will also allow for utility locates and survey pick-up of these important site constraints.

Stantec will consolidate all background information received by the Town including Concept 4 (enclosed) and review requirements for the development including accommodation of existing infrastructure, and existing drainage areas. Stantec will identify design opportunities and constraints based on grading requirements for amenities, topography, site drainage, surrounding context, access, and connectivity. Irrigation service size will be reviewed for servicing capacity of park (Town of Milk River to provide water system pressure in the vicinity of service lateral, service lateral size and locate shut-off valve location).

Stantec recommends that a detailed topographic survey be completed of the green space including existing infrastructure (electric, sewer, water, gas, furniture, irrigation landscaping) and existing elevations (trapped low areas, spill points and overall drainage). Work in this phase will culminate in an existing conditions memo, geotechnical report and review meeting with Town Administration to finalize next steps and proceed to multi-use court and playground/fitness equipment concepts and preliminary design.

Existing Conditions Deliverables:

- Topographical Base Plan and Existing Conditions Memo
- Administration Update Meeting (Virtual Meeting)

2.3 Preliminary Design

Stage 1: Development

- Integrate Concept 4 (provided by others) into Existing Conditions Map along with the completion of an overall site review.
- Develop preliminary site servicing, grading and drainage concept, highlighting potential impacts on cut and/or fill on the site.
- Prepare 3 alternative concepts for Multi-Use Court and submit to administration and council for review.
- Prepare 3 alternative concepts for Playground and Fitness equipment, based on different levels of activity (including costs) and submit to administration and council for review.
- Prepare and submit order of magnitude cost to administration and council for review.

Review Meeting #1(In-Person)

- Cost Review
- Multi-Use Court Selection
- Playground & Fitness Equipment Selection
- Site Layout Finalization.
- Next Steps

RE: PRELIMINARY PARK DESIGN, BLOCK 39

Stage 2: Finalization

- Site plans and cross-sections of preliminary design drawings
- Planting areas with provision of a potential plant list.
- Amenities and Parking Design
- Grading, drainage and earthworks calculations
- Irrigation Service Alignment and Controller Location
- Preliminary Opinion of Probable Cost (OPC) itemized by amenities.
- Implementation/Phasing Drawing

Review Meeting #2 (Virtual)

- Design Review
- Cost Review
- Deliverable Finalization

2.4 Value Add-Opportunity

Stantec's team of grant funding specialists could be called upon to review potential grant opportunities that the town might want to investigate. Refer to attached corporate summary of this specialty service at the end of our proposal.

2.5 Design Assumptions

- All existing surface data (e.g. contours/Lidar), concept and site information (e.g. roads/lanes with general elevations) will be provided in CAD format to Stantec team by the Client.
- Sanitary and water servicing to the site is adequate to service washroom.
- Preparation of an Erosion and Sediment Control (ESC) plan is not a component of the work plan.
- Detailed on-site tree evaluations of Town owned planted trees to be removed is not required as a component of this work program.
- Assumed all existing trees will remain on site and utilized in the preferred detailed design package.
- A full, written Tree Protection Report or Habitat Restoration Report will not be required.
- Utilization of existing rock feature in some form will be included as part of the design process.

RE: PRELIMINARY PARK DESIGN, BLOCK 39

3.0 REFERENCE PROJECTS

3.1 Garry Station Central Park

Melcor Developments Ltd.

Perry Neufeld, Regional Manager

Tel:403-328-0475

Email: pneufeld@melcor.ca

Stantec's work with Melcor Developments Ltd. In Garry Station (West Lethbridge) has had the privilege of designing some unique spaces where people would want to linger and spend time in the park. Our client was passionate about the desire for people to walk into the space and enjoy the amenities this park provided. This park needed to be accessible for the neighboring patients and includes picnic tables with chess/checker boards providing entertainment for those same residents. Features of the project area include: solar bollard lighting, colored and stamped concrete and 'faux' bridges making them appear like bridges without the elevation and curves of a real bridge.

The three critical components that led to a successful design outcome included:

- Detailed Topographic Survey including shots at existing structures.
- Communication/Collaboration with existing landowners on current desires, needs & wants to include in the design of the park space.
- Concept development and precedent images providing a general look and feel for the features designed for the park.

Please refer to **Figure 1.0** and **Figure 2.0** which outlines key features developed during design.

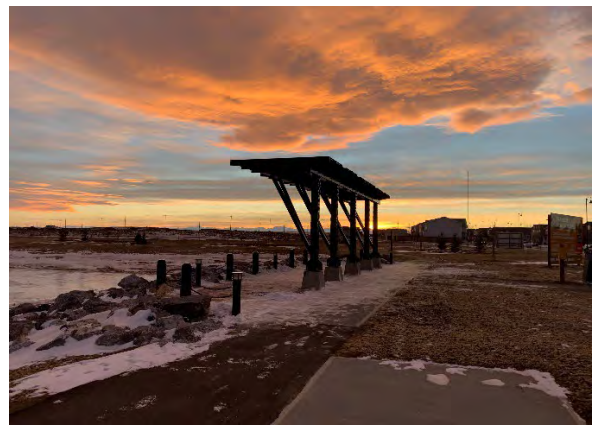


Figure 1.0 & 2.0: Garry Station Park Outlook Feature

RE: PRELIMINARY PARK DESIGN, BLOCK 39

3.2 Great Bear Blvd W & Indigenous Walk

City of Lethbridge – Opportunity Lethbridge

Spencer Croil, Land Development Manager

Tel:403-393-5858

Email: spencer.croil@lethbridge.ca

Stantec's work with Opportunity Lethbridge in the Watermark subdivision as part of the Great Bear Blvd W & Indigenous Walk was unique with its landscape design where the client's vision to complete plantings and interpretive signage based on indigenous culture. This challenged the landscape designer to provide workable designs and obtain approvals from Parks staff and coordinate the integration of 3rd Party Signage. From preliminary design to Construction completion, Stantec was able to deliver the client's vision and help provide critical infrastructure allowing for future growth in West Lethbridge.

The three critical components that led to a successful design outcome included:

- Concept development, review and selection of final plant materials based on indigenous culture.
- Utilization of existing grades in preparation for appropriate native plant material to thrive in its new environment.
- Utilization of road right of way and existing duct bank to allow space for indigenous native plantings and interpretive signage to be installed.

Please refer to **Figure 3.0** which identifies the third-party signage used to complete the Indigenous Walk.



Figure 3.0: Great Bear Boulevard W Interpretive Walk Third Party Signage

RE: PRELIMINARY PARK DESIGN, BLOCK 39

4.0 EXCLUSIONS

1. All deliverables will be provided electronically.
2. Environmental Investigations are not included.
3. Stormwater Management Report is not included.
4. 3D Renderings, Perspective and Graphic Visualizations are not included.
5. Turf Irrigation System Design is not included (Sprinkler Head Layout and Laterals).
6. Support of Land Use Redesignations is not included, and Legal surveys are not included.
7. Detailed Design, Tender and Construction Administration Services are not included.

5.0 HEALTH, SAFETY, AND QUALITY

All site work will be conducted in accordance with the Town of Milk River's specific site safety protocols and Stantec's Health and Safety Program. This project will be carried out under Stantec's ISO 9001:2008 Quality Management System.

6.0 PROJECT TEAM

Name & Title	Project Responsibility
Brad Schmidtke , P.Tech. (Eng.)	Project Manager
Ben Tymchshyn , L.A.	Landscape Architect
Stephanie McKichan , L.A.	Independent Reviews
Amber Braun , L.A.T. Trainee	Landscape Designer
Ryan Hagel , Survey Technologist	Topo Surveys

7.0 SCHEDULE

Stantec is prepared to commence work on the project immediately following receipt of written approval to proceed. The following key milestone dates are proposed, some of which are dependent on the timing of approval to proceed (award):

Project Milestone	Target Completion Date
Town Council Meeting	May 8, 2023
Kick-off Meeting	2 Weeks Following Award
Existing Conditions Report and Topographical Base Plan	May-June 2023
Preliminary Design Stage 1	June 2023
Preliminary Design Stage 2	July 2023

RE: PRELIMINARY PARK DESIGN, BLOCK 39

7.0 OPINION OF PROBABLE COST

Stantec proposes to complete the services based on time and materials, up to a maximum of **\$21,756**. The following is a high-level breakdown of project costs including expenses, disbursements, and excluding applicable taxes. All fees will be invoiced monthly.

Task	OPEC
Project Management and Administration	\$907
Existing Conditions Report	\$9,213
Preliminary Design	\$11,636
Total (Excluding Tax)	\$21,756

Engineering fees will be billed on an hourly basis plus 5% for Fixed Rate Disbursements. A detailed Work Breakdown Structure has been added as **Schedule 1 Fee Estimate**.

8.0 CONCLUSION

We appreciate the opportunity to submit this proposal and look forward to working with the Town of Milk River on this interesting project. If you have any questions or would like to discuss our proposed approach, please contact the undersigned at your convenience.

Regards,

STANTEC CONSULTING LTD.



Brad Schmidtke P.Tech. (Eng.)
Principal
Phone: 403 332 4880
Fax: 403 328 0664
Brad.Schmidtke@stantec.com

Amber Braun CAD Tech
Landscape Architecture Technologist, Trainee
Phone: 403 332 4853
Fax: 403 328 0664
amber.braun@stantec.com

Encl. Concept 4, BDT Engineering Proposal and Schedule 1 Fees



Page 9 of 9
Town of Milk River
May 2, 2023

RE: PRELIMINARY PARK DESIGN, BLOCK 39

By signing this proposal, Town of Milk River authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the _____ day of _____, 2023.

Per:

Print Name & Title

Signature

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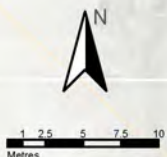


Town of Milk River

Park Design - Concept 4

Plan 7510741, Block 39,
Lots R29, 9 & 10

- | | | | |
|--|---------------------------|--|--------------------------|
| | Garbage | | Proposed Trail (2m wide) |
| | Grass | | Proposed Tree |
| | Parking Lot | | Existing Tree |
| | Mixed Sport Court | | Fence |
| | Washroom | | Light |
| | Playground (80' Diameter) | | Existing Rock Feature |
| | Gazebo (30' Diameter) | | Park Bench |
| | Picnic Table | | Fitness Equipment |



*Conceptual only - Engineering,
Safety Codes & Servicing analysis
required to confirm feasibility

Draft Date: March 7, 2023

Schedule 1 Fee Estimate- Preliminary Park Design, Block 39



			Project Manager	Landscape Architect	Independent Review	Landscape Design Technologist	Topo Surveys	Administration	BDT Engineering (Geotechnical)						
Name		FRD (Percentage)	Schmidtke, Brad	Tymchyshyn, Ben	McKichan, Stephanie	Braun, Amber	Hagel, Ryan	Driscoll, Laurie		Project Summary					
Project Billing Rate		5.00%	\$180.00	\$160.00	\$147.00	\$133.00	\$133.00	\$126.00	\$3,960.00	Hours	Labour	Expense	Subs	Total	
Total Units (T&M)			15	10	3	78	10	4	1						
Fee (T&M)		\$847.45	\$2,700.00	\$1,600.00	\$441.00	\$10,374.00	\$1,330.00	\$504.00	\$3,960.00	Totals	120	\$16,949.00	\$847.45	\$3,960.00	\$21,756.45
Task Code	Task Name	Units								Task Type	Hours	Labour	Expense	Subs	Total
200	Preliminary Design									Time & Material	120	\$16,949.00	\$847.45	\$3,960.00	\$21,756.45
200.100	Project Management/Administration		2					4			6	\$864.00	\$43.20	\$0.00	\$907.20
200.200	Existing Conditions Assessment										36	\$5,003.00	\$250.15	\$3,960.00	\$9,213.15
	Background Data Collection/Reviews		1	1		4					6	\$872.00	\$43.60	\$0.00	\$915.60
	Geotechnical		1						1		1	\$180.00	\$9.00	\$3,960.00	\$4,149.00
	Irrigation Service Review (Size/Service Capacity)					3					3	\$399.00	\$19.95	\$0.00	\$418.95
	Topo Survey and Base Plan					12	10				22	\$2,926.00	\$146.30	\$0.00	\$3,072.30
	Existing Conditions Memo/Admin Meeting (virtual)		2			2					4	\$626.00	\$31.30	\$0.00	\$657.30
200.300	Preliminary Design										78	\$11,082.00	\$554.10	\$0.00	\$11,636.10
	Multi-Use Court Concepts (Stage 1)			2		8					10	\$1,384.00	\$69.20	\$0.00	\$1,453.20
	Playground & Fitness Options (Stage 1)					6					6	\$798.00	\$39.90	\$0.00	\$837.90
	Concept Incorporation (Stage 1)			2	1	6					9	\$1,265.00	\$63.25	\$0.00	\$1,328.25
	Opinion of Cost (Stage 1)		1	1		4					6	\$872.00	\$43.60	\$0.00	\$915.60
	Review Meeting #1 (Stage 1, in person)		3			5					8	\$1,205.00	\$60.25	\$0.00	\$1,265.25
	Design Refinement (Stage 2)		1	2	1	16					20	\$2,775.00	\$138.75	\$0.00	\$2,913.75
	Opinion of Cost (Stage 2)		1	1		2					4	\$606.00	\$30.30	\$0.00	\$636.30
	Impelementation/Phasing Strategy (Stage 2)		1			4					5	\$712.00	\$35.60	\$0.00	\$747.60
	Review Meeting #2 (Stage 2, virtual)		1			2					3	\$446.00	\$22.30	\$0.00	\$468.30
	Final Deliverables (Stage 2)		1	1	1	4					7	\$1,019.00	\$50.95	\$0.00	\$1,069.95



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make payment by Electronic Funds Transfer when requested by Consultant.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.



FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

COVID-19: The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal is based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

BUSINESS PRACTICES: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

April 25, 2023

2023-P068

Stantec
230-704 4 Avenue South
Lethbridge, AB T1J 0N8

Attention: Brad Schmidtke, P.Tech. (Eng.), Principal

Re: Geotechnical Investigation
Block 39 Park
Milk River, AB

1.0 INTRODUCTION

BDT Engineering Ltd. (BDT) is pleased to submit this proposal for the geotechnical investigation for the above captioned project. This proposal outlines our understanding of the project and presents a budget for the provision of these services.

2.0 PROJECT INFORMATION

The project consists of the design of a park at Lots R29, 9 & 10, Block 39 Plan 7510741 in the Town of Milk River, AB. The proposed park development consists of the construction of a parking lot, sports courts, a gazebo, a playground, and trails throughout the park.

3.0 SCOPE OF SERVICES

The scope of work for the geotechnical evaluation will consist of the following.

- Field reconnaissance by geotechnical personnel to determine suitable borehole locations and visually assess the site from a geotechnical perspective.
- Drilling of five boreholes, two for the gazebo/sports courts area and three for the parking lot area, to a depth of 3.1 m below ground surface, to retrieve soil samples, log the subsurface soil stratigraphy and perform in situ soil testing.

- Laboratory testing to determine the engineering properties of the site's soils.
- Evaluation of field and laboratory information and the preparation of a geotechnical report.

Disturbed bulk soil samples will be collected at regular intervals for laboratory testing and soil classifications. A slotted 25 mm PVC standpipe will be installed in each of the deep boreholes and four of the shallow boreholes to monitor groundwater levels. Each borehole will be backfilled with auger cuttings and the top 0.6 m of the borehole will be sealed with bentonite. The groundwater level in each standpipe will then be measured approximately seven days after drilling.

Prior to the field drilling program, buried utilities will be identified using Alberta One-Call and DigShaw.

A laboratory testing program will be conducted to assist in classifying the engineering properties of the site soils. Proposed tests on representative samples include moisture content determination, Atterberg limits tests and grain size analysis, if required.

Once the field and laboratory work are completed, a geotechnical report will be prepared presenting the findings of this evaluation. Information contained within the geotechnical report will include:

- Recommendations for foundations for the gazebo and sports court area.
- Recommendations for subgrade preparation for parking lot area.
- Recommendations for grading, backfill materials and compaction.
- Special consideration for fill, if encountered on the site.
- Recommendations for dewatering during construction, if required.
- Recommendations for concrete type in contact with native soils.
- Recommendations for seismic classification for this site.

4.0 SCHEDULE

BDT can complete the field drilling program within three weeks of notice to proceed, subject to drill rig availability. The final geotechnical report will be available within three weeks after completion of the field drilling program.

5.0 BUDGET

BDT Engineering Ltd. will provide the services described above for the fees outlined in the following tables. As noted in the materials testing table, disbursements will be billed at 6 % of hourly rates. The budget presented below will not be exceeded without prior written consent.

Geotechnical Investigation

Activity	Total
Field Drilling Program – including drill rig, disbursement, utility locates, field supervision and groundwater monitoring.	\$1,950
Laboratory Testing	\$550
Reporting	\$1,100
Total less GST	\$3,600

All mileage is included in the hourly or unit rates noted above. All work will be billed on a unit rate or time and materials basis, only the hours worked will be billed. Therefore, the above total fee can be considered an upset budget unless there is a change in scope.

6.0 CLOSURE

Thank you for the opportunity to submit this proposal. We trust the above meets with your present requirements, should you have questions please contact the undersigned at 403-331-7182.

Respectfully submitted,



Christopher Allard, C.E.T.

BDT Engineering Ltd.

Request for Decision

Delegation: Katarzyna Meijers, Rural Mental Health Project

May 8, 2023



RECOMMENDATION

That the Town of Milk River be noted as the backbone organization in order to obtain a Rural Mental Health Project Community grant to support Katarzyna Meijers' work as an Animator in developing mental health and wellbeing projects in the Town of Milk River.

BACKGROUND

The Rural Mental Health Network connects community Animators, action teams, and other stakeholders across Alberta. Together, communities can learn and share, while drawing on collective experience to identify existing capacity, systemic issues and common themes in the rural mental health and community wellness landscape. There is a clear need for communities across the province to collaborate on solution-focused promising practices related to rural mental health and wellness, as well as identifying local priorities and potential collective approaches. Working together, communities can create new or better pathways to access existing corridors of care, facilitate shared learning, problem-solving and emerging practice.

The Network is also an access point for additional training, resources, and funding. It is a way of coordinating and creating efficient pathways to offer training, services, campaigns, and more. Through the Network, existing community-based services and approaches can be better utilized to equip rural and remote communities to continue to meet mental health and wellness needs.

Through the Community Grants, the Rural Mental Health Project works to:

- Support Animators in their ongoing work to identify local priorities, develop action plans, and implement community-based mental health promotion strategies, with an emphasis on involving diverse voices in the planning and decision-making;
- Expand and strengthen the Rural Mental Health Network by connecting Animators, community members, communities, and other partners to leverage their unique strengths and assets;
- Promote equitable access to resources and funding in rural and remote communities, with an emphasis on capacity building; and
- Reinforce the [Rural Mental Health Project's Guiding Principles](#).

Katarzyna Meijers has completed the community Animators course and would like to begin developing community projects. Ms. Meijers is looking to partner with the Town of Milk River as the "backbone" organization to obtain a Rural Mental Health Project Community grant to promote mental health and wellbeing in the community.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Letter

Milk River, 03 May 2023

Katarzyna Meijers
3-516 4th Ave NE
Milk River, AB T0K 1M0
katmeij@gmail.com
403 492 2927

To:

Council of Town of Milk River

I would like to ask The Town of Milk River to become backbone organization for Rural Mental Health Project.

I just finished course for Community Animators and would like to start my work on developing community projects.

I'm living in Milk River from June 2010. I moved to Canada from Europe where I was working on many developmental projects (urbanization, international cooperation and green energy). I'm a small business owner and AHS worker at local hospital.

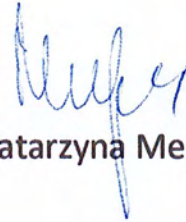
Rural Mental Health Project Community Grants program offers access to funding for community based projects that promote mental health and wellbeing in rural and remote communities across Alberta. Partners of this Project are : Canadian Mental Health Association and Alberta Government.

R M H P is comprised of citizens of all demographics, to participate in leadership, decision-making, implementation, and evaluation.

Community can effectively demonstrate that citizens and multiple actors across sectors co-develop the goals and activities.

Grants from this Project are only available to rural communities who have a trained Community Animator. Many communities in Alberta are having already working , active projects running.

I hope we can use this Program for our Community. It gives more resources and access to funding helpful in development of projects targeting wellbeing of citizens, families, organizations and businesses.



Katarzyna Meijers

Request for Decision

Approval of Minutes

May 8, 2023



RECOMMENDATION

That the minutes for the April 11, 2023, regular council meeting and the April 21, 2023, special council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

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

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: April 11, 2023, regular council meeting minutes
2. Prior to Adoption: April 21, 2023, special council meeting minutes

Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Tuesday, April 11, 2023, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present – Elected Officials

Mayor Larry Liebelt, Councillor Peggy Losey, Councillor Anne Michaelis, Deputy Mayor Dave Degenstein, and Councillor Shayne Johnson

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

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

2. Delegation: 6:00 p.m.

None.

3) Additions to the Agenda

- A) Adoption of the Agenda
 - Additions to 7A) Public Works report
 - Garbage clean up
 - Signs and Flags

Moved by Deputy Mayor Degenstein, “that Council accept the agenda, as amended, for the regular council meeting on April 11, 2023.”

Motion Carried 2023-84

4) Approval of Minutes

- A) Minutes of the March 13, 2023, Regular Council Meeting

Revisions to the March 13th minutes as follows:

Item 11: Councillors reports:

- Add to Deputy Mayor Degenstein's report – attended the budget meeting and municipal affairs town hall budget teleconference.
- Add attendance at the municipal affairs town hall budget teleconference to Councillor Losey's report.

Item 12: Revise motion to read “Along with Deputy Minister Mayor Degenstein...”

Moved by Councillor Michaelis, “that Council accept the regular council meeting minutes from Monday, March 13, 2023, as amended.”

Motion Carried 2023-85

5. Business Arising from Minutes

- A) Council Table

The table has been ordered.

6. Financial Report

7. Administration Reports

- A) Public Works

The public works report was distributed to Council.

Council discussed signs and signposts to be fixed and/or replaced, replacing the Alberta flag at the campground and desire to see the sign audit. Also mentioned was the wood pile and rubber mats at the water treatment plant and a busted picnic table behind the campground washhouse that need picked up.

Moved by Councillor Losey, "that Council accept the Public Works report for the period ending March 31, 2023, as information."

Motion Carried 2023-86

B) Community Peace Officer

The report was contained within the agenda package.

Moved by Deputy Mayor Degenstein, "that Council accept the Community Peace Officer report for the period ending March 31, 2023, as information."

Motion Carried 2023-87

C) Chief Administrative Officer

CAO Lloyd reviewed the report for the month of March.

Moved by Councillor Johnson, "that the Administration Report for the period ending March 31, 2023, be accepted as information."

Motion Carried 2023-88

8. Bylaws

None.

A) Old Business

None.

B) New Business

A) Correspondence

Moved by Councillor Losey, "that correspondence for the period ending April 11, 2023, be accepted as information."

Motion Carried 2023-89

B) Tax Credit Request - Roll 3919000

Moved by Councillor Johnson, "that Council table the tax credit request – roll 3919000 to a future meeting."

Motion Carried 2023-90

C) Seniors Week Proclamation

Moved by Councillor Losey, "that June 5-11, 2023, be recognized as Seniors Week, in the Town of Milk River."

Motion Carried 2023-91

Moved by Councillor Johnson, "that Council provide lunch to the seniors on June 8."

Motion Carried 2023-92

D) Director of Emergency Management Appointment

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

Motion Carried 2023-93

E) Special Council Meeting

Moved by Deputy Mayor Degenstein, "that Council set a Special Council meeting for April 21, 2023, at 9 a.m. to review the audited 2022 financial statements, determine the tax recovery reserve bids, and to review the draft 2023 operating and capital budgets."

Motion Carried 2023-94

F) Tax Recovery Reserve Bids

Moved by Councillor Losey, "that Council table the tax recovery reserve bids to the April 21, 2023, Special Meeting."

Motion Carried 2023-95

G) Veterans Highway 36 Committee Appointment

Moved by Councillor Losey, "that Council appoint Deputy Mayor Degenstein to the Highway 36/Veterans Memorial Highway Committee, and Councillor Johnson as the alternate."

Motion Carried 2023-96

H) Chief Administrative Officer Performance Evaluation

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

Motion Carried 2023-97

I) National Public Works Week Proclamation

Moved by Deputy Mayor Degenstein, "that Council proclaim May 21- 27, 2023 as National Public Works Week in the Town of Milk River and proclaim June 11-17, 2023, as National Public Service Week, and further, for each employee (full and part time) to receive \$25.00 Milk River dollars."

Motion Carried 2023-98

J) Milk River Municipal Library Appointments

Moved by Councillor Michaelis, "that Council accept and approve the Milk River Municipal Library Board Appointments and terms as follows: Darlene Fleming (2023-2025), Rita Lodermeier (2023-2026), Anne Michaelis (2023-2024), Wendy Orsten (2023-2024), Lesley Oslanski (2023-2026), Ron Oswald (2023-2025), Jodie Wehlage (2023-2024), and Scott Harvey (2023-2026)."

Motion Carried 2023-99

11. Councillors Reports

Councillor Michaelis reported on the Milk River Municipal Library and attended their AGM, attended the Milk River Health Professionals Attraction and Retention Committee AGM, and the Chinook Arch Regional Library Board meeting.

The Mayor recessed the meeting at 7:14 p.m.

The Mayor reconvened the meeting at 7:19 p.m.

Councillor Johnson attended the FCSS All Council meeting.

Deputy Mayor Degenstein attended Ridge Country Housing meetings, Municipal Leaders Caucus, and the FCSS All Council meeting.

Councillor Losey attended the Seniors and Ridge Country Housing meetings, as well as the Milk River Watershed.

Moved by Deputy Mayor Degenstein, "that the Councillors reports for the period ending April 11, 2023, be accepted as information."

Motion Carried 2023-100

12. Mayors Report

Mayor Liebelt attended the following meetings: SouthGrow Economic Development Summit, met with Tourism Alberta and Alberta Infrastructure, the Golf Society meeting, and the FCSS All Council meeting.

Moved by Councillor Losey, "that Council accept the Mayors Report for the period ending April 11, 2023, as information."

Motion Carried 2023-101

13. Closed Session

14. Adjournment

Moved by Councillor Losey, "that the regular council meeting of April 11, 2023, adjourn at 7:46 p.m."

Motion Carried 2023-102

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

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

Prior to Adoption

Minutes of the Town of Milk River Special Council meeting held on Friday, April 21, 2023, at 9:00 a.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present – Elected Officials

Mayor Larry Liebelt, Councillor Peggy Losey, Councillor Anne Michaelis, Deputy Mayor Dave Degenstein, and Councillor Shayne Johnson

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

Mayor Liebelt called the meeting to order at 9:00 a.m.

2. Adoption of Agenda

Moved by Councillor Losey, “that Council accept the agenda, as presented, for the special council meeting on April 21, 2023.”

Motion Carried 2023-103

3. Special Meeting Business

A) 2022 Audited Financial Statements

Mr. Patrick Treadwell, MWG, and Mr. Clark Holt, Town of Raymond, were in attendance to review and answer questions from Council regarding the 2022 audited financial statements.

Moved by Deputy Mayor Degenstein, “that Council approve the 2022 Audited Financial Statements as presented.”

Motion Carried 2023-104

B) Set Reserve Bid and Public Auction Date

Moved by Councillor Losey, “that Council set the reserve bid for Title 901096465, Lots 7 and 8, Block 6, and Plan 2227Y in the amount of \$20,000.”

Motion Carried 2023-105

Moved by Councillor Michaelis, “that Council set the following conditions for the tax sale:

- Bids will be accepted in a sealed envelope, with a public opening to occur upon closing of bid acceptance at the Town office;
- Property is sold as is, where is;
- The Town makes no representation and provides no warranties whatsoever;
- 10% non-refundable deposit is due on the date of the sale and cash or certified cheque for the remaining amount is due within 30 days of the auction, including GST;
- No conditions of sale from the prospective purchaser will be accepted; and
- Demolition or renovation plans to be completed within six (6) months of the auction, and any build to be completed within two years.”

Motion Carried 2023-106

Moved by Deputy Mayor Degenstein, “that Council set the reserve bid for Title 191145971, Lot 8, Block 14, and Plan 2575AI in the amount of \$91,980.”

Motion Carried 2023-107

Mayor Liebelt recessed the meeting at 9:37 a.m.

Mayor Liebelt reconvened the meeting at 9:48 a.m.

C) 2023 Operating and Capital Budget
Council reviewed the draft operating and capital budget for 2023.

Mayor Liebelt recessed the meeting at 10:59 a.m.

Mayor Liebelt reconvened the meeting at 11:08 a.m.

Moved by Deputy Mayor Degenstein, "that Council approve a 4% cost of living adjustment for employees, retroactive to January 1, 2023."

Motion Carried 2023-108

4. Adjournment

Moved by Councillor Michaelis, "that the special council meeting of April 21, 2023, adjourn at 1:23 p.m."

Motion Carried 2023-109

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

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

Request for Decision

Administration Reports

May 8, 2023



RECOMMENDATION

That the Administration Reports for the period ending April 30, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

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



Public Works Foreman's Report

REGULAR COUNCIL MEETING

Monday, May 8th, 2023

General:

- Haul away couple of last snow piles, April 4th.
- Dig full grave on April 12th, then fill back in on April 13th as was found after individual is to be cremated.
- Monthly generator preventative maintenance run completed on April 19th. (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- Repair leaking toilet in men's public washroom @ Town Office, April 20th.

Parks and Rec:

- Empty out all blue bins around town, April 4th.
- Picked up bags & general garbage from ball diamond cleanup. Also hauled out old wooden shelving from pool that was torn down for EV charger electrical to go in. April 17th.
- Hanging flowerpots were emptied & taken to Country Blooms for filling, April 19th.
- Water turned on for ball diamond campground & kitchen on April 27th. Two space heaters were placed in kitchen building as overnight temps were dipping to -5. Had to replace one spigot & one valve at ball diamond campground.
- Sewer blockage at ball diamond campground reported on April 28th. Located blockage in upper portion of one of the drops & we were able to clear it with tool from Hospital staff.
- Water turned on at 8 Flags campground on April 28th. One split line on a site riser that needed fixed.

Roads:

- Box scrape at ball diamonds & campground, April 24th. Then alleys 27th & 28th.
- Saal Paving in town & paved spot from water dig, in front of 213-8th Ave NE, and large piece at Service Rd & 4th Ave NW (by Triple O). April 24th.

Water & Wastewater:

- **WATER:**
 - THM & HAA samples taken April 3rd.
 - 2x weekly Bacteriological sampling, done each Monday. Courier didn't get Bact from April 11th delivered in time, so had to redo on April 13th & run to Lethbridge.
 - Water meter reads, April 6th.
 - Fire Safety Services down & flow tested two hydrants around Elementary School, April 11th.
 - Answered some questions & clarified some items stemming from yearly inspection of water system, completed March 28th, by AB Environment. April 14 & 17th.
 - Water turn-on @ 616 Main St., April 18th.
 - Coolant recirculating pump on generator at Booster station failed, April 20th. Cummins had new one in Lethbridge. Pick-up & install same day.
- **RAW WATER:**
 - Basin water level remains near full.
 - Stopped pumping to reservoirs as of April 8th as lots of "junk" in river from spring melt/runoff.
 - Blow out infiltration galleries at river on April 24th. Then resume pumping of raw water same day.
- **SEWER WORK:**
 - Speak with resident @ 417-2nd Ave NE on April 24th & plan to camera sewer once back from holidays.
 - Camera sewer @ 440-2nd Ave NE, April 26th.

Garbage:

- Weekly garbage pickup: Milk River residential on Tuesday, Coutts on Wednesday, Warner on Thursday & Milk River businesses on Friday.
- Brown paper bags pickup on Mondays, or Tuesday if long weekend.
- Giant log sitting in back of 204-1st St W, picked up & hauled out to dump with load of brown bags on April 24th.

Swimming Pool:

- Begin pumping water out of pool on April 24th.
- New main drain installed & water filling pool on April 28th.

Airport:

- Weekly run to airport to check condition of road in and runways, for unwanted activity. (when checking sewage lagoons)

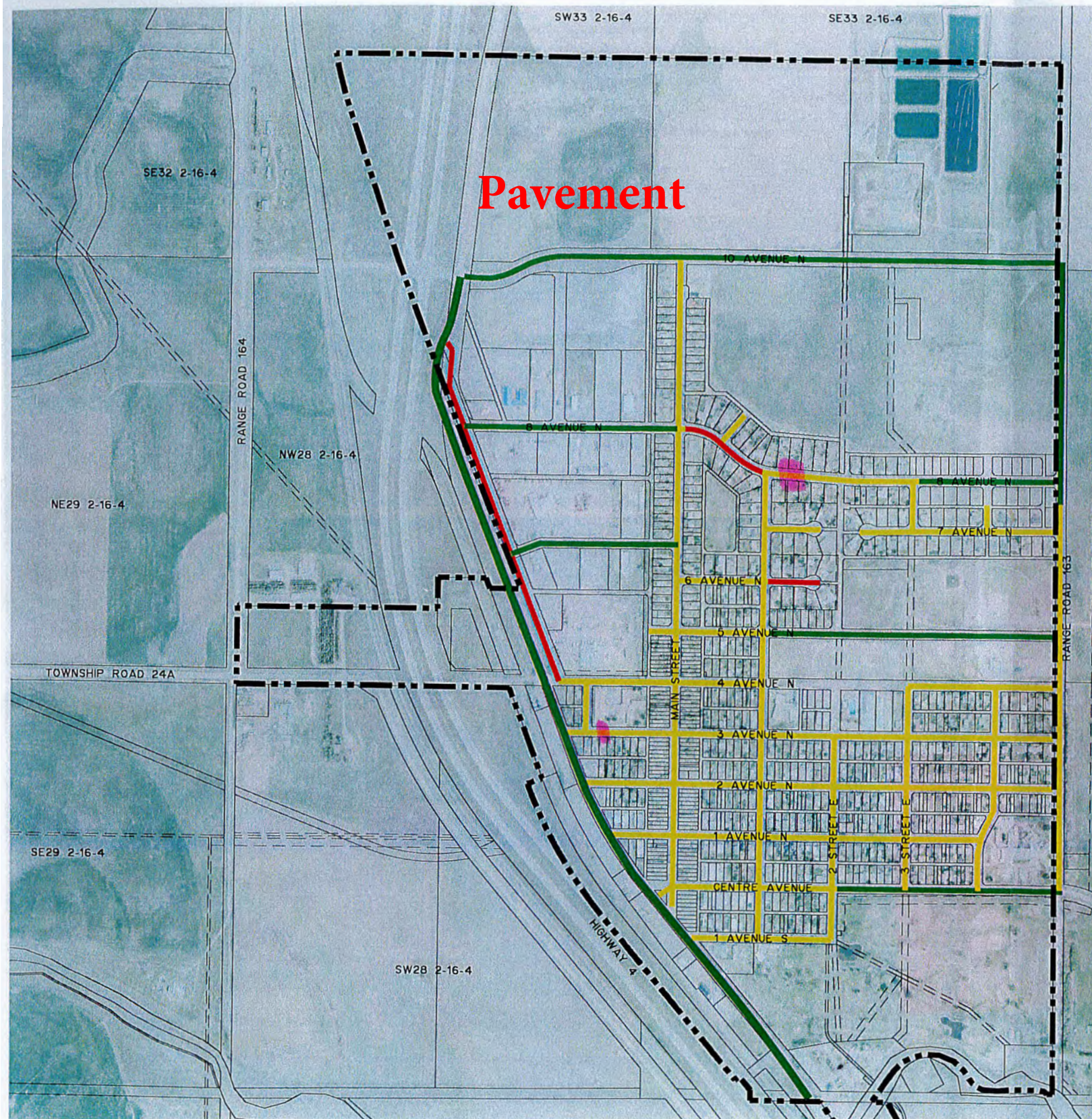
Education & Training:

- Weekly safety meeting on each Wednesday morning.
- One staff member to training for Water Distribution II, April 3&4th, then to Wastewater Collection II on April 11&12th.

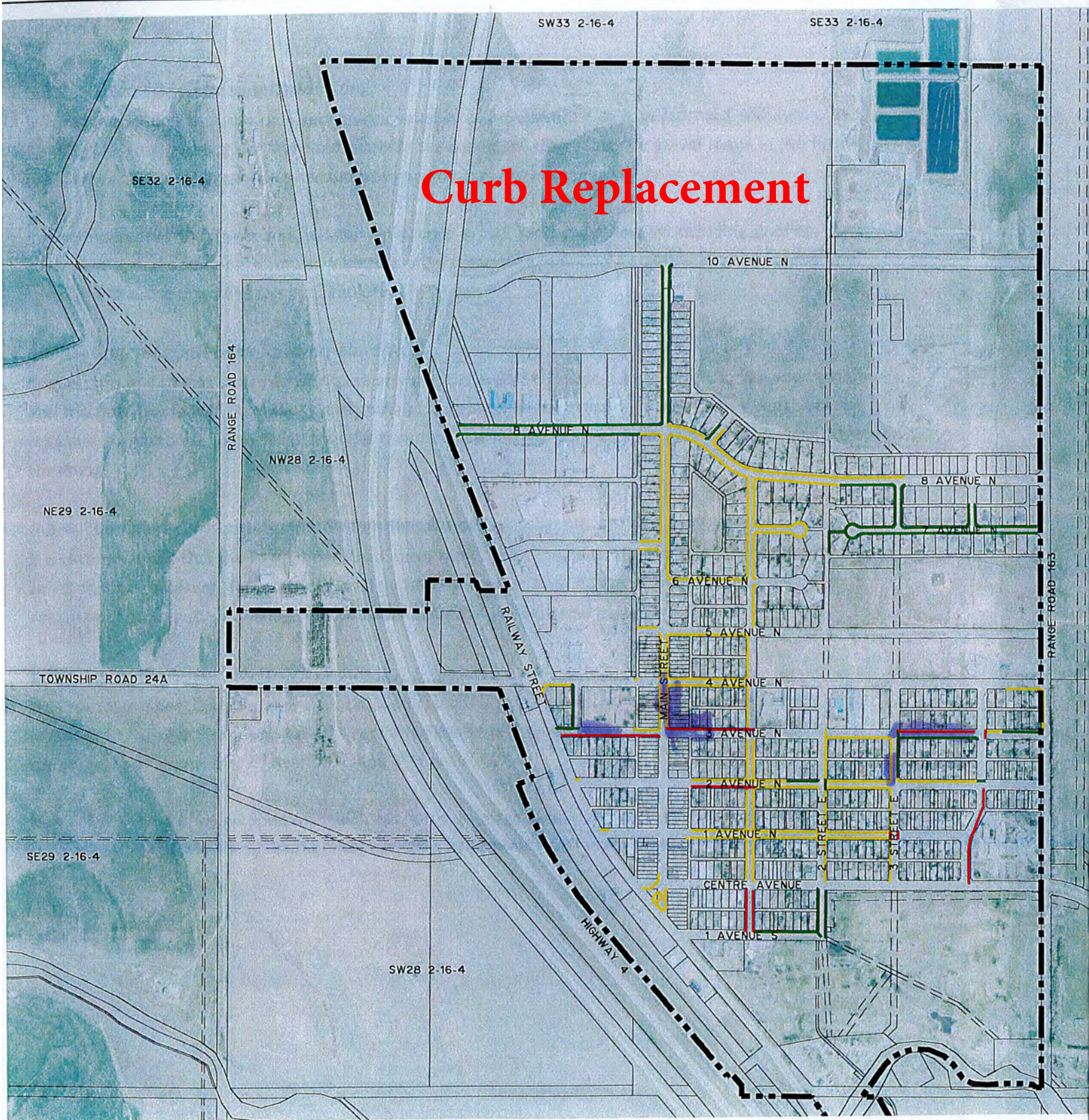
Respectfully submitted

Town of Milk River Public Works

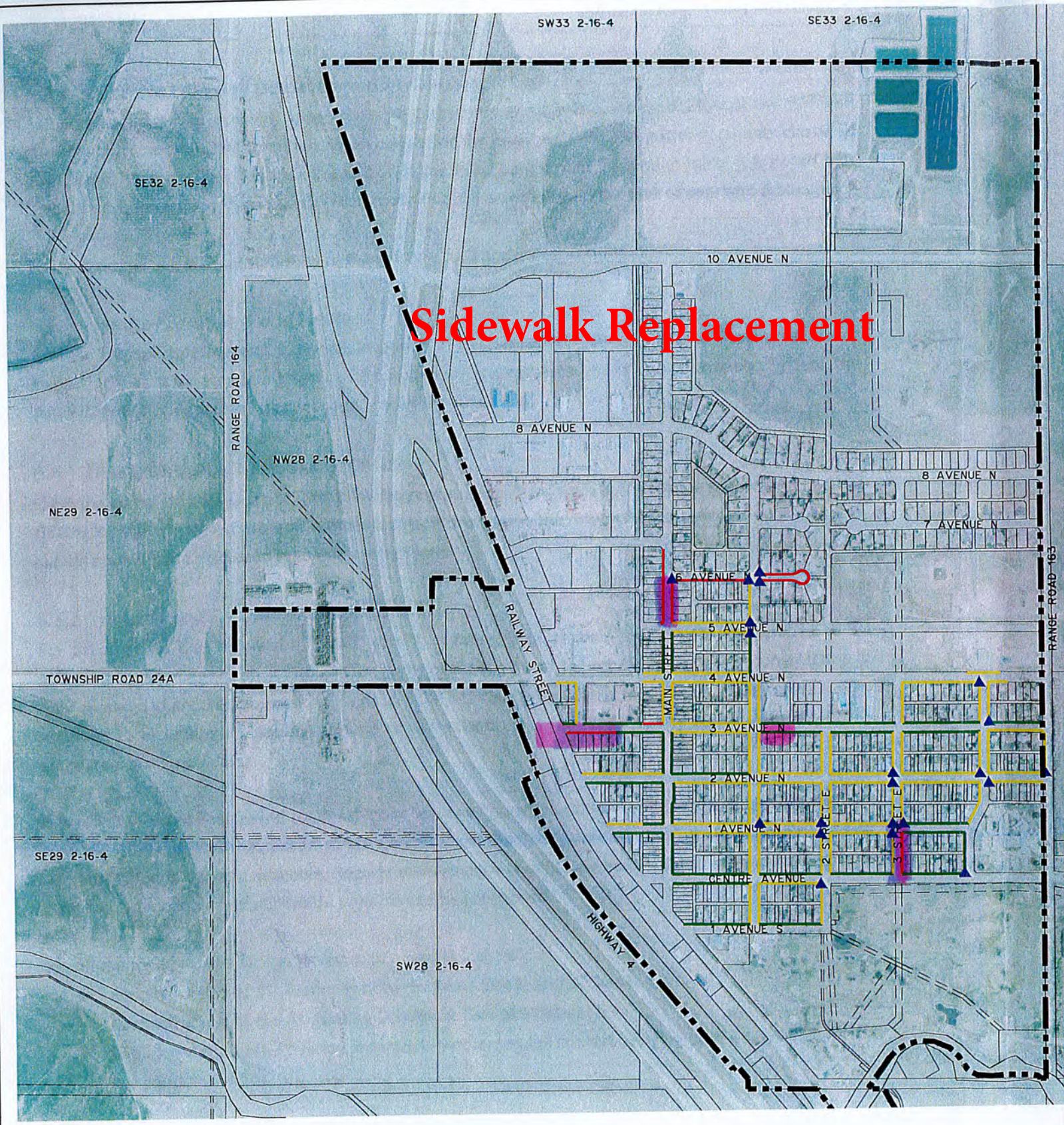
Pavement



Curb Replacement



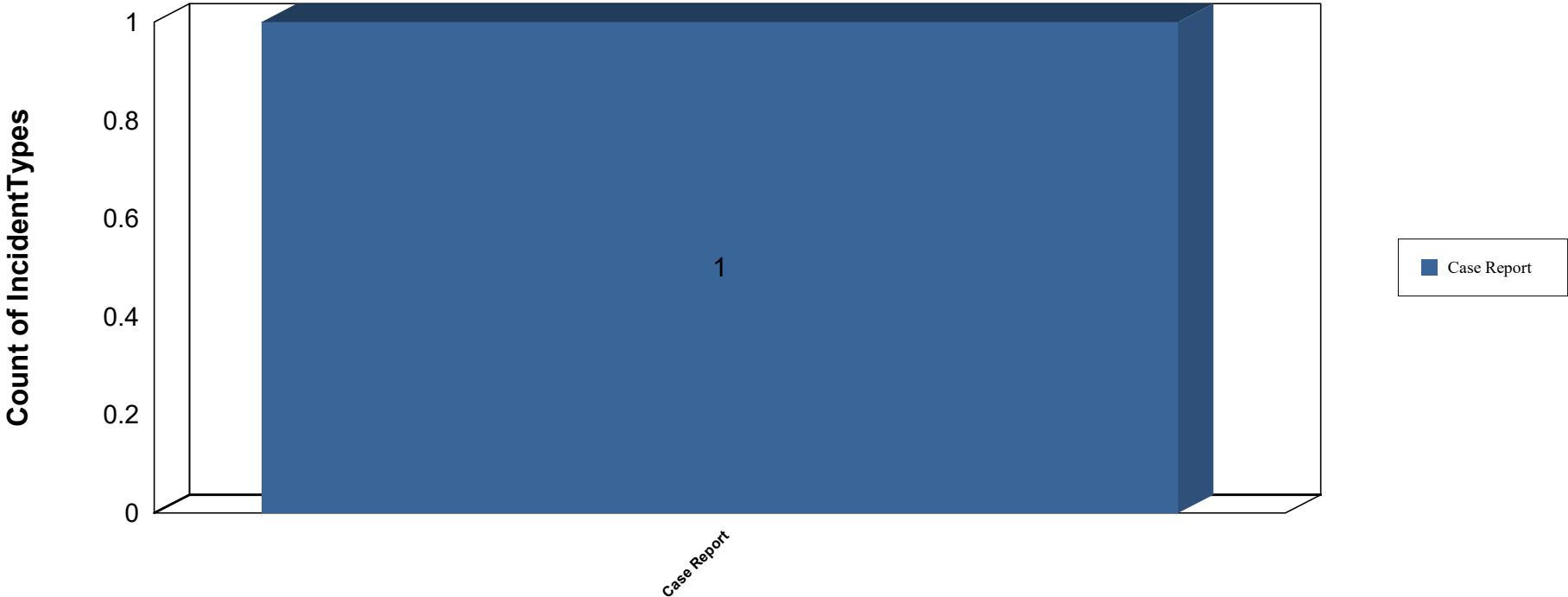
Sidewalk Replacement



Municipal Enforcement

Statistics from: 4/1/2023 12:00:00AM to 4/30/2023 11:59:00PM

Count of Reports Completed



Count of Incident Types



100.00% # of Reports: 1 Case Report MILK RIVER : TRAFFIC CONTROL BYLAW

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

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

<u>2022-04-03</u>	Moved by Councillor Losey, “that administration look into the affordability of raising our grants to the small committees.”	WIP
<u>2022-06-03</u>	Moved by Councillor Michaelis, “that Council directs administration to research Urban Chickens and bring back in the spring of 2023.”	May agenda
<u>2022-06-05</u>	Moved by Councillor Johnson, “that Council accepts for information, the presentation on the gopher situation, and further directs administration to search out options for removal.”	WIP
<u>2022-11-08</u>	Moved by Councillor Michaelis, “that Council directs administration to incorporate discussed edits to the Snow Policy and bring the policy back to a future regular council meeting.”	WIP
	2023	
<u>2023-11</u>	Moved by Councillor Johnson, “that Council directs administration to bring back pricing and styles for a permanent, yet moveable council table.”	Complete
<u>2023-12</u>	Moved by Councillor Losey “that Council directs administration to dispose of extra desks in Council Chambers and clean up Council Chambers.”	WIP
<u>2023-40</u>	Moved by Councillor Losey, “that Council support the Canada Day request in the amount of \$1,000 for the band.”	June Cheque
<u>2023-51</u>	Moved by Councillor Johnson, “that Council direct administration to talk to an engineer to get pricing on the Block 39 design.”	WIP
<u>2023-52</u>	Moved by Deputy Mayor Degenstein, “that Council accept for information the Milk River and District Seniors Citizens Society request letter, and to keep in mind for budget deliberations.”	Budget
<u>2023-57</u>	Moved by Deputy Mayor Degenstein, “that Council accept the offer to purchase for roll number 30001000.”	WIP
<u>Motion Carried 2023-61</u>	Moved by Councillor Losey, “that Council accept the Block 39 Design Concept number four.”	Complete - ORRSC aware
<u>Motion Carried 2023-64</u>	Moved by Councillor Johnson, “that Council direct Administration to purchase the council meeting table.”	Complete
<u>Motion Carried 2023-68</u>	Moved by Councillor Johnson, “that Council direct administration to make changes to Policy R3, Snow and Ice Control, as discussed, and bring back to a future council meeting.”	WIP
<u>Motion Carried 2023-71</u>	Moved by Councillor Michaelis, “that Council accept the report on Childcare/Daycare as information.”	Complete
<u>Motion Carried 2023-72</u>	Moved by Councillor Losey, “the Council approve of the bad debt expense for roll 3910000 in the amount of \$12,911.81.”	Complete

<u>Motion</u> <u>Carried</u> 2023- <u>73</u>	Moved by Deputy Mayor Degenstein, “that Council accept the submitted expenses from the Riverside Golf Society in the amount of \$15,890.99 against the \$25,000 annual requirement from the lease agreement.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>74</u>	Moved by Councillor Losey, “that Council accept the funding request from the Milk River Historical Society to paint the upper part of the outside of the Museum building and to pay for the painting.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>75</u>	Moved by Councillor Johnson, “that Council approve payment for Candu invoice 2125, in the amount of \$7,696.16.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>76</u>	Moved by Councillor Johnson, “that Council approve the sponsorship of \$400.00 towards Milk River Minor Ball for the 2023 season.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>77</u>	Moved by Councillor Michaelis, “that Council direct administration to obtain an appraisal for roll 50600.”	
<u>Motion</u> <u>Carried</u> 2023- <u>78</u>	Moved by Councillor Losey, “that Council extend the 8 Flags Campground Management Agreement with the Riverside Community Golf Course Society for one year, to December 31, 2023.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>90</u>	Moved by Councillor Johnson, “that Council table the tax credit request - roll 3919000 to a future meeting.”	May agenda
<u>Motion</u> <u>Carried</u> 2023- <u>91</u>	Moved by Councillor Losey, “that June 5-11, 2023, be recognized as Seniors Week, in the Town of Milk River.”	WIP
<u>Motion</u> <u>Carried</u> 2023- <u>92</u>	Moved by Councillor Johnson, “that Council provide lunch to the seniors on June 8.”	WIP
<u>Motion</u> <u>Carried</u> 2023- <u>93</u>	Moved by Councillor Michaelis, “that Council rescind the appointments of Jamie Anderson and Ryan Leuzinger as Director of Emergency Management (DEM) and Deputy Director of Emergency Management (DDEM) respectively, and further, Council appoint Amanda Flaws be appointed as the Director of Emergency Management (DEM) and appoint Kelly Lloyd as the Deputy Director of Emergency Management (DDEM) for the Town of Milk River.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>94</u>	Moved by Deputy Mayor Degenstein, “that Council set a Special Council meeting for April 21, 2023, at 9 a.m. to review the audited 2022 financial statements, determine the tax recovery reserve bids, and to review the draft 2023 operating and capital budgets.”	Complete
<u>Motion</u> <u>Carried</u> 2023- <u>95</u>	Moved by Councillor Losey, “that Council table the tax recovery reserve bids to the April 21, 2023, Special Meeting.”	Complete

<u>Motion</u> <u>Carried 2023-</u> <u>96</u>	Moved by Councillor Losey, “that Council appoint Deputy Mayor Degenstein to the Highway 36/Veterans Memorial Highway Committee, and Councillor Johnson as the alternate.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>97</u>	Moved by Deputy Mayor Degenstein, “be it resolved that Council conducted the annual Performance Evaluation of Ms. Kelly Lloyd, the Town of Milk River s Chief Administrative Officer on April 5, 2023, in accordance with the Municipal Government Act; Sections 205.1 and 207.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>98</u>	Moved by Deputy Mayor Degenstein, “that Council proclaim May 21-27, 2023 as National Public Works Week in the Town of Milk River and proclaim June 11-17, 2023, as National Public Service Week, and further, for each employee (full and part time) to receive \$25.00 Milk River dollars.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>99</u>	Moved by Councillor Michaelis, “that Council accept and approve the Milk River Municipal Library Board Appointments and terms as follows: Darlene Fleming (2023-2025), Rita Lodermeier (2023-2026), Anne Michaelis (2023-2024), Wendy Orsten (2023-2024), Lesley Oslanski (2023-2026), Ron Oswald (2023-2025), Jodie Wehlage (2023-2024), and Scott Harvey (2023-2026).”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>104</u>	Moved by Deputy Mayor Degenstein, “that Council approve the 2022 Audited Financial Statements as presented.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>105</u>	Moved by Councillor Losey, “that Council set the reserve bid for Title 901096465, Lots 7 and 8, Block 6, and Plan 2227Y in the amount of \$20,000.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>106</u>	Moved by Councillor Michaelis, “that Council set the following conditions for the tax sale:	Complete
	· Bids will be accepted in a sealed envelope, with a public opening to occur upon closing of bid acceptance at the Town office;	Complete
	· Property is sold as is, where is;	Complete
	· The Town makes no representation and provides no warranties whatsoever;	Complete
	· 10% non-refundable deposit is due on the date of the sale and cash or certified cheque for the remaining amount is due within 30 days of the auction, including GST;	Complete
	· No conditions of sale from the prospective purchaser will be accepted; and	Complete
	· Demolition or renovation plans to be completed within six (6) months of the auction, and any build to be completed within two years.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>107</u>	Moved by Deputy Mayor Degenstein, “that Council set the reserve bid for Title 191145971, Lot 8, Block 14, and Plan 2575AI in the amount of \$91,980.”	Complete

Motion Carried 2023- 108	Moved by Deputy Mayor Degenstein, "that Council approve a 4% cost of living adjustment for employees, retroactive to January 1, 2023."	Complete
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Request for Decision

Designated Officer Bylaw 842 Repeal

May 8, 2023



RECOMMENDATION

That Bylaw 842, Designate a Recording Secretary, be repealed.

LEGISLATIVE AUTHORITY

Municipal Government Act: Section 210 (5) Designated Officers

Policy 1026: Designate a CAO

BACKGROUND

Identified not only as a bylaw to review, Bylaw 842, Designate a Recording Secretary is a bylaw that is outdated as it names an individual who no longer is an employee of the Town of Milk River.

ATTACHMENTS

1. Designate a Recording Secretary Bylaw 842

BY-LAW NO. 842

A BY-LAW OF THE COUNCIL OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA TO DESIGNATE A RECORDING SECRETARY.

WHEREAS, pursuant Section 210 (1- 4) of the Municipal Government Act being Chapter M-26.1 of the Statutes of Alberta, a Council may by by-law establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or by-law.

WHEREAS, pursuant to Section 210 (1- 4) of the Municipal Government Act, a Council may give a position established under subsection (1) any title the Council considers appropriate.

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

1. The office of Designated Officer is hereby created.
2. The Designated Officer is empowered to carry out the duties and responsibilities of Recording Secretary as stated in the Municipal Government Act, or any other act.
3. The duties and responsibilities of the Recording Secretary shall be as follows:
 - a) all minutes of council meetings and committee meetings are recorded in the English language, without note or comment;
 - b) the names of the councillors present at council and committee meetings are recorded;
 - c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting.
4. Esther Elman is hereby appointed as Designated Officer for the Town of Milk River to carry out the duties and responsibilities of Recording Secretary effective April 12, 1999.
5. This appointment will in no way impinge upon the duties and responsibilities presently assigned to Esther Elman as Clerk Receptionist.

READ a first, second and by unanimous consent of the Councillors present a third and final time this 23 day of April A.D., 1999.



MAYOR - D. CAMERON MCKAY



ACTING C.A.O. - RITA O'HARA

Request for Decision

Policy F4 Signing Authority

May 8, 2023



RECOMMENDATION

That Policy F4: Signing Authority be approved as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

- Section 153 General Duties of Councillors.
- Section 213 Signing or authorization of municipal documents

BACKGROUND

In 2022, Municipal Affairs conducted a municipal accountability review in which 63 items were reviewed. Out of the 63 items, the town was compliant in 48, and 15 required remedy.

One of the items relates to signing authority and thus the reason for the creation of a policy to ensure compliance with the Municipal Government Act.

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. Policy F4 Signing Authority

Council Policy

F4: Signing Authority



References:

Municipal Government Act
(Section 213)
Records Management Bylaw

Effective Date _____

Council Resolution _____

POLICY STATEMENT

In accordance with the Municipal Government Act, authority is delegated to sign cheques, Agreements, and other municipal documents to those elected officials and employees in the positions indicated in this policy. Specific signing authorities may be designated in the Municipal Government Act (MGA), and in other various bylaws and council policies.

PURPOSE

The purpose of this policy is to:

- clarify who in the organization may sign or authorize which municipal documents;
- support accountability for financial and non-financial transactions; and
- provide clarity of roles and responsibilities.

SCOPE

This policy applies to signing authority held by Council, the Chief Administrative Officer, and designates.

DEFINITIONS

Agreement(s) means a document, intended to be enforceable by law, that records an arrangement between the Town and one or more other parties to perform a course of action, and includes Agreements, contracts, memorandums of understanding, and settlements.

Negotiable Instrument(s) means a legal document that is payable to the bearer.

RESPONSIBILITIES

Responsibility for the implementation of this policy will be the Chief Administrative Officer (CAO) and/or designate.

STANDARDS

1. Unless specified elsewhere in this policy, authority is delegated to a position as opposed to a person.
2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.
3. Only positions that have been delegated signing authority through this policy, or through further delegation permitted by this policy, may sign municipal documents referenced here.

4. Persons who have been delegated signing authority are responsible for:
- being aware of and complying with all relevant bylaws, policies, procedures as well as external legislative requirements when exercising delegations;
 - ensuring documents are signed in accordance with this policy, and
 - ensuring the accuracy of the document being signed.

5. Prescribed Authorities

5.1. Corporate Seal

The presence of the **Town of Milk River's** corporate seal on any document verifies the signatories are authorized to sign on behalf of the corporation. The corporate seal must be applied by the CAO, and/or designate to any document signed on behalf of the corporation unless otherwise noted in this policy. This authority may be further delegated for specific tasks (i.e., tax certificates, Land Titles documentation). The CAO shall maintain a permanent record of any such delegations.

5.2. Bylaws

Section 213(3) of the MGA requires bylaws be signed as follows:

First Signature	Second Signature	Corporate Seal	Location of Original
Required	Required	Required	Records
Mayor	CAO		

The Mayor's and CAO's signing authority may be delegated to anyone acting in this capacity. The CAO shall maintain a permanent record of any such delegations.

5.3 Policies

Policies are approved by Council motion; no formal signing is required.

5.4. Minutes

Sections 213(1) and (2) of the MGA require that minutes of Council meetings and of Council Committee meetings be signed by the person presiding at the meeting. This signing authority is delegated as follows:

First Signature	Second Signature	Corporate Seal	Location of Original
Required	Required	Not Required	Records
Chair of Meeting	CAO or delegate		

The first signature may not be delegated unless it is impossible for the chair of the meeting to sign the document, in which case it may be delegated only to a Councillor or committee member present at the meeting.

The second signature shall be delegated to the Recording Clerk for the meeting as applicable. The minutes themselves shall serve as a record of any such delegation.

5.5. Negotiable Instruments

Section 213(4) of the MGA requires that Agreements, cheques and other Negotiable Instruments be signed by the Mayor, or by another person authorized by Council to sign them, together with a Designated Officer, or by a Designated Officer acting alone, if so authorized by Council.

5.5.1 Cheques

Authority for signing cheques is as follows, in accordance with Section 213(4) of the MGA and the Chief Administrative Officer Bylaw. This authority may not be further delegated.

First Signature	Second Signature
Chief Administrative Officer	Mayor or in their absence, any other authorized member of Council

5.5.2 Contracts and Agreements

All Agreements or contracts made or executed on behalf of the Town of Milk River requires both the Mayor or Deputy Mayor (in the **Mayors'** absence) and the Chief Administrative Officers signature.

First Signature	Second Signature
Chief Administrative Officer	Mayor or in their absence, the Deputy Mayor

Municipal Agreements may include those which go beyond the fiscal year, are either operating or capital, are within the limits of the Council approved annual budget and have prior Council approval to proceed.

5.5.3 Other Documents

Authority may be delegated by bylaw or policy allowing other employees of the Town of Milk River to sign documents not listed or outlined above.

6.0 Electronic Signatures

Council authorizes the use of printed or lithographed signatures for the signing of cheques, bylaws, minutes, and other relevant documents.

Request for Decision

Policy RC7.0 8 Flags Campground Rules

May 8, 2023



RECOMMENDATION

That Policy RC7.0 8 Flags Campground Rules be approved as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

- Section 153 General Duties of Councillors.

BACKGROUND

Campground rules for the 8 Flags Campground are needed to ensure guests abide by guidelines that promote safe and responsible recreation activities.

The Riverside Community Golf Society has been involved with drafting rules and have reviewed the draft policy, to which they have no changes.

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. Policy RC7.0 8 Flags Campground Rules

Council Policy

RC7.0: 8 Flags Campground Rules



Responsibility

Effective Date _____

References

Fire Services Bylaw 1005

Council Resolution _____

POLICY STATEMENT

It is the policy of the Town of Milk River to set guidelines for use of the municipally owned campgrounds to promote safe and responsible recreation activities.

STANDARDS

1. Camping

- a. A limit of six (6) guests are allowed to stay per campsite if they are a non-immediate family group. Immediate family is defined as a family consisting of a parent(s) and children 18 years of age, or another adult acting in a guardianship role of said children in the absence of parent(s).
- b. Max 2 vehicles per site for overnight stay. If just a day visitor, up to 4 vehicles total are allowed as long as they are not blocking the road way or other sites.
- c. One camper/holiday trailer, or 2 tents per site. Or there will be charges for 2 sites.
- d. Transferring a camping permit to another person is not permitted.
- e. Quiet time is from 11:00 p.m. to 8:00 a.m.
- f. Alcoholic beverages and cannabis are to be confined to individual sites, being mindful of the sites around.
- g. All sites will be vacated before 2 p.m. on the checkout day.
- h. Drive carefully (15-20km/hr MAX). Watch for people, pets, and vehicles.
- i. Showers are available (loonie operated). Please be respectful of other campers using the facilities.
- j. Please clean camp kitchen after each use. First come first serve use of the kitchen.
- k. Loud partying, stereos at high volume and other rowdy behaviour will not be tolerated at any time.
- l. Please respect occupied and unoccupied sites alike.

2. Fire

- a. All fires must be confined in the provided designated firepit, or a portable propane pit.
- b. Fires will not be left unattended.
- c. All fires, coals or smoldering materials must be extinguished at night and before leaving the campsite.
- d. Fires may only be fueled with seasoned wood. **Leaves, tree pruning's** and garbage are not permitted.

3. Waste

- a. Please put all garbage in the bins located in the campground.
- b. Any person using the campground will restore the area used to a clean and tidy condition.

4. Pets
 - a. Must always be kept on leashes, and owners will promptly clean up animal feces from animals that they own, or which are under their care or control.
 - b. Pets are to be kept from barking excessively, and do not run generators constantly. This will be considered excessive noise unless it is for medical reasons.
5. Registration Fees
 - a. Are to be paid before a camping unit will be permitted to stay.
 - b. If the campground attendant is unavailable to take the fee, registration envelopes containing the money will be deposited into the designated registration box.
6. Prohibitions
 - a. No parking is allowed on roadways within the campground.
 - b. No person will remove, deface, injure, or destroy any object in the campground, naturally or otherwise created.
 - c. No person will display or post any signs or advertisements in the campground unless approved by the campground attendant.
 - d. No person will discharge a firearm within the campground.
 - e. No loitering in the bathrooms.
 - f. No fireworks will be set off within the campground.
 - g. No person will sell any goods or services in the campground, unless written approval has been obtained from Town Administration.
 - h. No person will operate an off-highway vehicle or snow vehicle in the campground.
 - i. No dumping wastewater in individual sites. It must be disposed of properly.
 - j. No permanent structures, household general items or debris allowed on the campsite.
7. The campground attendant will assume all authority for the campground. They will coordinate with the Riverside Community Golf Society on issues, and call Community Peace Officers (CPOs) when issues arise. The campground attendant and CPOs have the authority to evict guests who contravene the above rules.

Request for Decision

Correspondence

May 8, 2023



RECOMMENDATION

That correspondence for the period ending May 8, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Alberta Culture: 2026 Alberta Summer Games Bid Invitation
2. Alberta Transportation and Economic Corridors: AMWWP Grant Funding
3. Glen Motz, MP Email and Survey Results
4. Government of Alberta: Guide for Municipal Library Boards and Municipalities
5. Municipal Affairs: Recall Act
6. Municipal Affairs: Municipal Census
7. Municipal Affairs: **Minister's Awards** for Municipal and Public Library Excellence
8. Municipal Affairs: Intermunicipal Collaborative Framework
9. Government of Alberta: Bill 9
10. Milk River Health Professionals Attraction & Retention Committee: Funding Request



Office of the Minister

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

Dear Mayor Liebelt:

As Minister of Culture responsible for sport in Alberta, I am pleased to invite your municipality or Band Council to submit a bid to host either the 2026 Alberta Winter Games or the 2026 Alberta Summer Games.

I encourage your municipality or Band Council to consider this invitation and the many benefits that can result from hosting these events. The 2020 Alberta Winter Games and 2018 Alberta Summer Games provided an economic impact of approximately \$2.1 million to each of the host regions. A successful host municipality or Band Council is offered the opportunity to showcase its community to participants from all regions of the province, along with numerous spectators and special guests.

Municipalities or Band Councils with populations of less than 10,000 are encouraged to collaborate with neighbouring municipalities to submit a joint bid, or consider the smaller, modified games format. The municipality or Band Council awarded a 2026 Alberta Games will receive a \$420,000 operating grant.

A letter of interest to host either the 2026 Alberta Winter or Summer Games, together with a letter of support from Municipal or Band Council must be received by June 30, 2023. Completed bids must be received by August 31, 2023.

Bid guidelines and staff consultation are available by contacting Suzanne Becker, Sport, Physical Activity and Recreation Branch, Ministry of Culture, at 403-297-2709 (toll-free by first dialing 310-0000) or suzanne.becker@gov.ab.ca.

Sincerely,

Jason Luan
Minister



ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

April 13, 2023

AR 93180

His Worship Larry Liebelt
Mayor
Town of Milk River
PO Box 270
Milk River, AB T0K 1M0
liebelt@milkriver.ca

Dear Mayor Liebelt:

I am pleased to advise you and your council that the following project will be funded under the Alberta Municipal Water/Wastewater Partnership. Based on your application, the approved grant is 75 per cent of the estimated eligible project cost.

Wastewater Lagoon Upgrade and Effluent Irrigation, up to a maximum grant of \$7,747,500.00.

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant amount. As part of the previous approval conditions, no cost increases can be considered. With this funding, the Town of Milk River will be solely responsible for all costs to use, operate, maintain, repair, and replace the completed project.

While I look forward to sharing this important investment, please do not publicly communicate this funding approval until provincial announcements are made.

Our government continues to make investments in hospitals, schools, roads, bridges, transit, and water infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

Transportation and Economic Corridors staff will be in contact with your administration to formalize the funding agreement to undertake this work.

Sincerely,

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Honourable Grant Hunter, ECA, MLA, Taber-Warner
Darren Davidson, Regional Director, Southern Region, Transportation and Economic Corridors

127 Legislature Building, 10800 - 97 Avenue NW, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-2080 Fax 780-422-2002

Printed on recycled paper

From: Motz, Glen - Riding 1 <Glen.Motz.C1@parl.gc.ca>

Sent: Wednesday, April 12, 2023 11:07 AM

Subject: Medicine Hat-Cardston-Warner Budget 2023 Survey Results

Good morning,

In advance of the Federal Government Budget 2023 announcement, we surveyed individuals, businesses, and municipalities in Medicine Hat-Cardston-Warner to better understand how the cost-of-living crisis has been impacting them financially.

Thank you to everyone who participated. Your feedback is invaluable. Here is what the survey concluded:

People have noticed increases in everything from groceries to gas to home heating and report that these additional costs are making life much harder. Businesses noted the negative impact that an increase in payroll taxes and the carbon tax have had on them.

It is getting harder to pay bills. People are falling further and further behind, and they are concerned about their ability to retire.

Constituents expect that their 2023 personal financial situation will be the same or worse than 2022. Some businesses are unsure if they will make it through this year due to rising costs. Across the board, individuals and businesses support the removal of the carbon tax.

What's more, 70% of people surveyed do not believe that Canada's economic situation will improve in 2023. Overall, they have no faith in this government's ability to offer hope for their financial stability or future prosperity.

You can view the full results of each of the budget surveys as follows:

1. [Budget 2023 Survey Report for Individuals](#)
2. [Budget 2023 Survey Report for Businesses](#)
3. [Budget 2023 Survey Report for Municipalities](#)

Watch my overall post-budget comments [here](#), plus local budget observations [here](#).

Thank you again for your continued engagement.

Here to serve you,
Glen



Glen Motz, M.O.M.

Member of Parliament

Medicine Hat-Cardston-Warner

Suite 306, 2810 - 13 Avenue SE

Medicine Hat, Alberta T1A 3P9

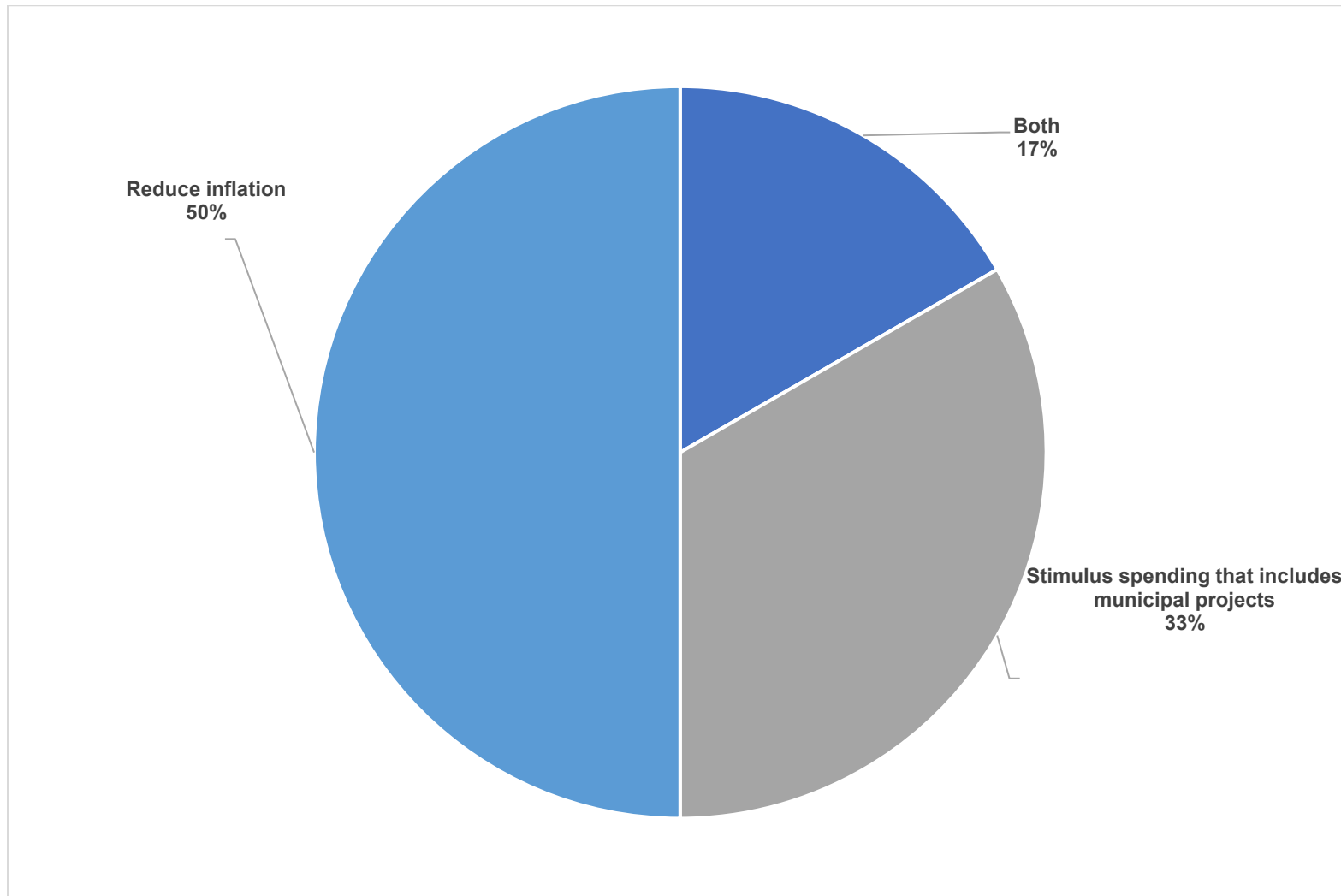
Office | Bureau: 403.528.4698; 1-844-781-9061 Fax | Télécopieur: 403.528.4365

E-mail | Courriel: glen.motz.c1@parl.gc.ca

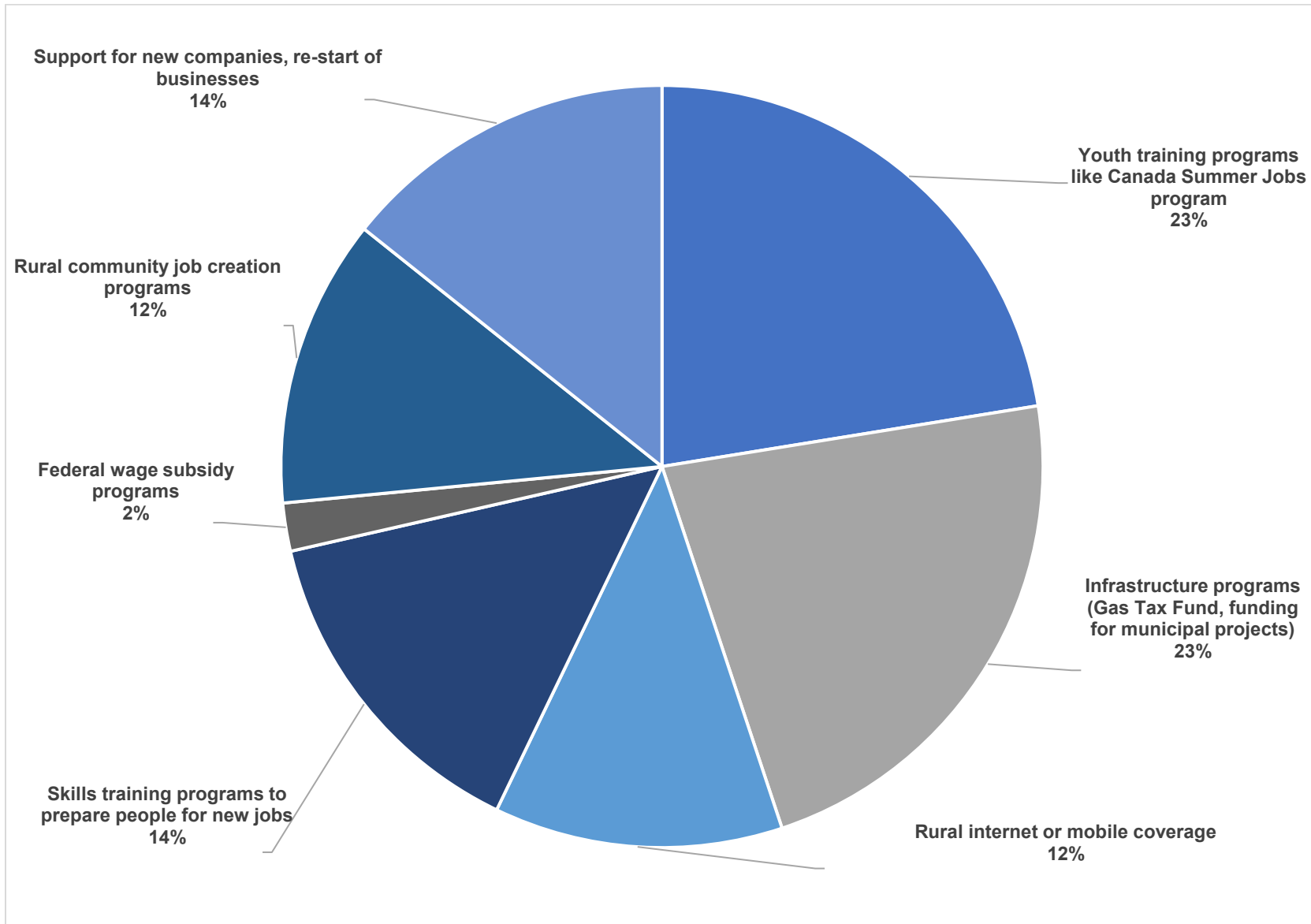


Budget 2023 - Survey of Municipal Leaders' Priorities

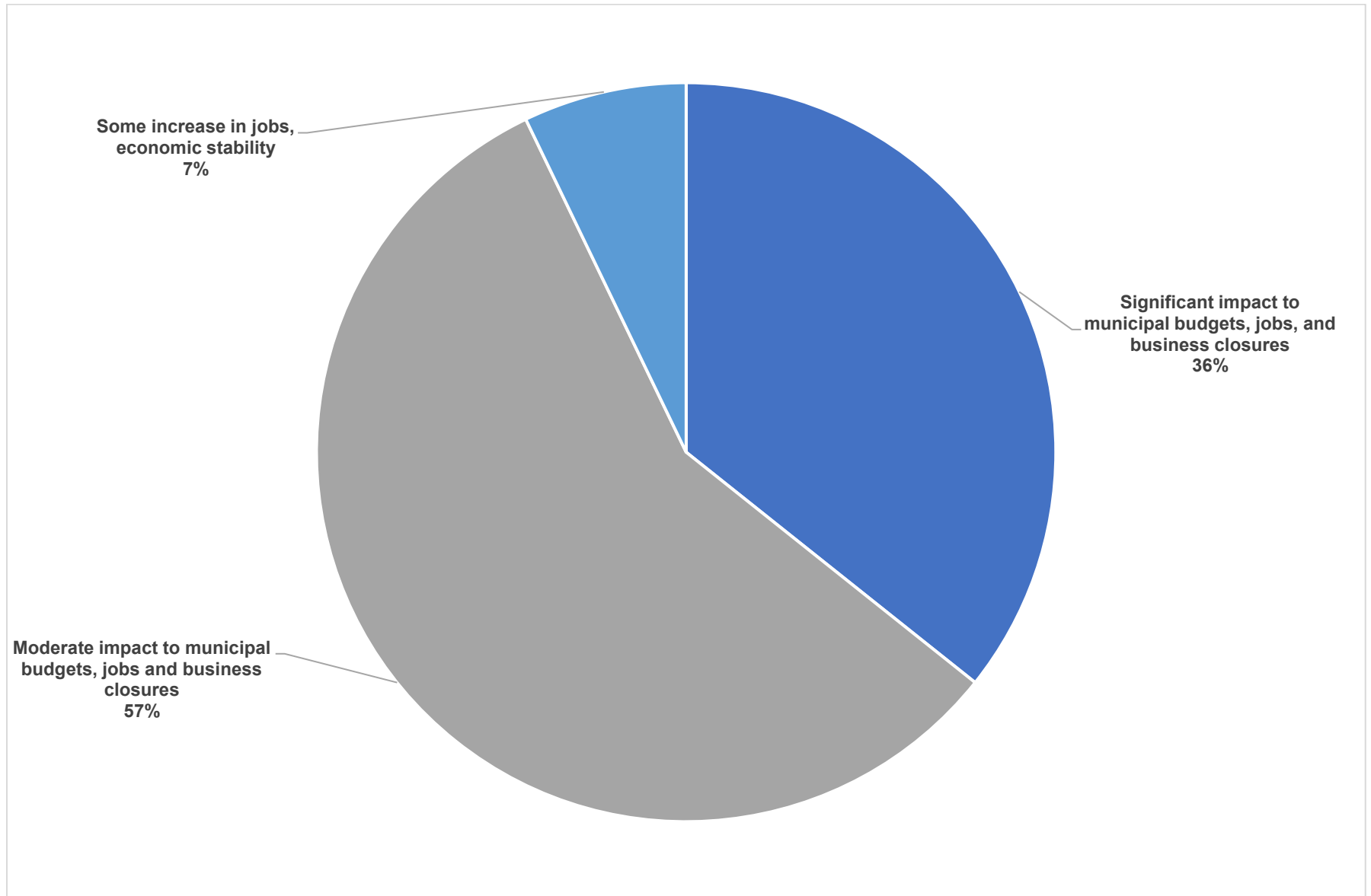
The Liberal government has promised stimulus spending however economists and the Parliamentary Budget Officer have suggested this funding could make inflation worse. Should the government be focused on stimulus spending or reducing inflation?



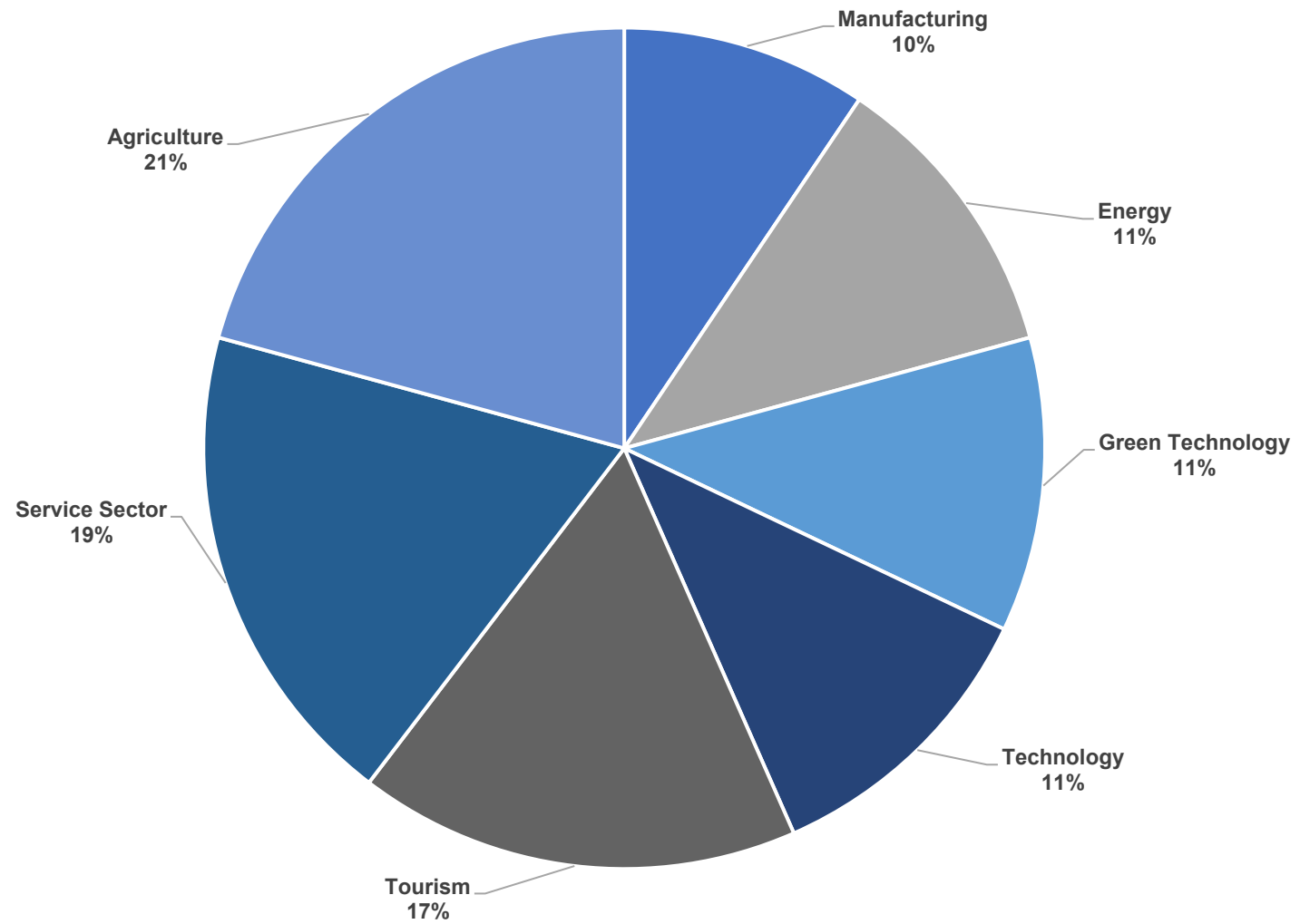
Which Federal Programs would create jobs or investments in your communities?



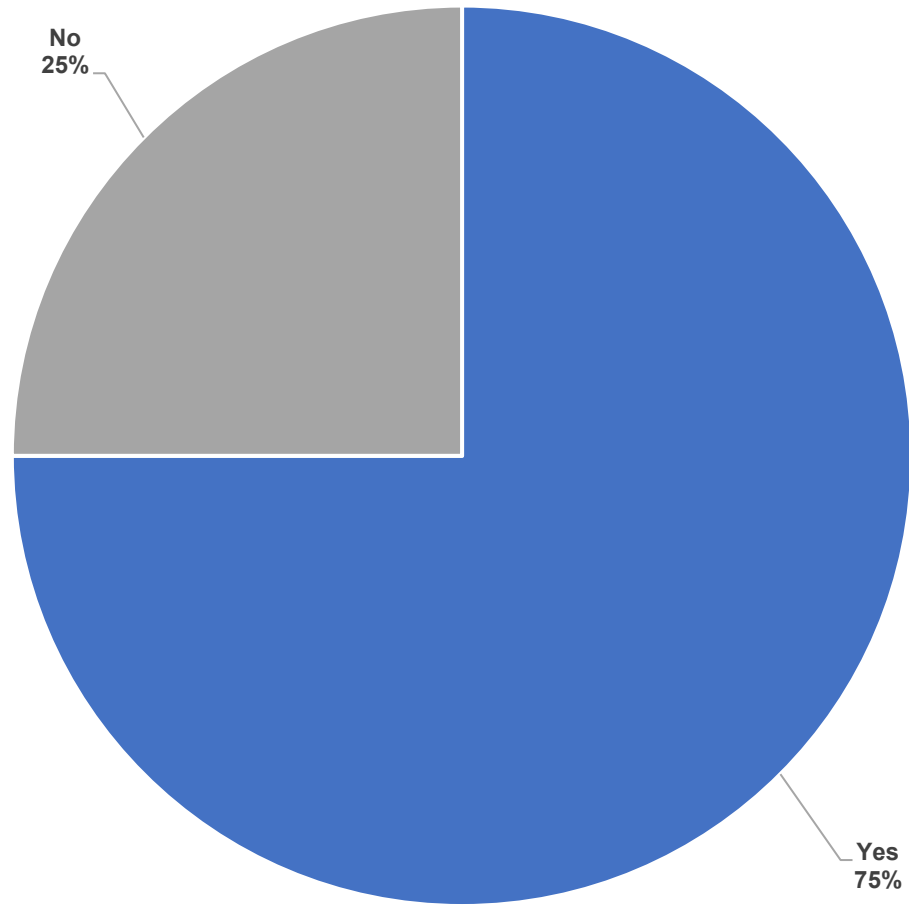
How has the ongoing cost-of-living crisis impacted the economic development planning for your communities?



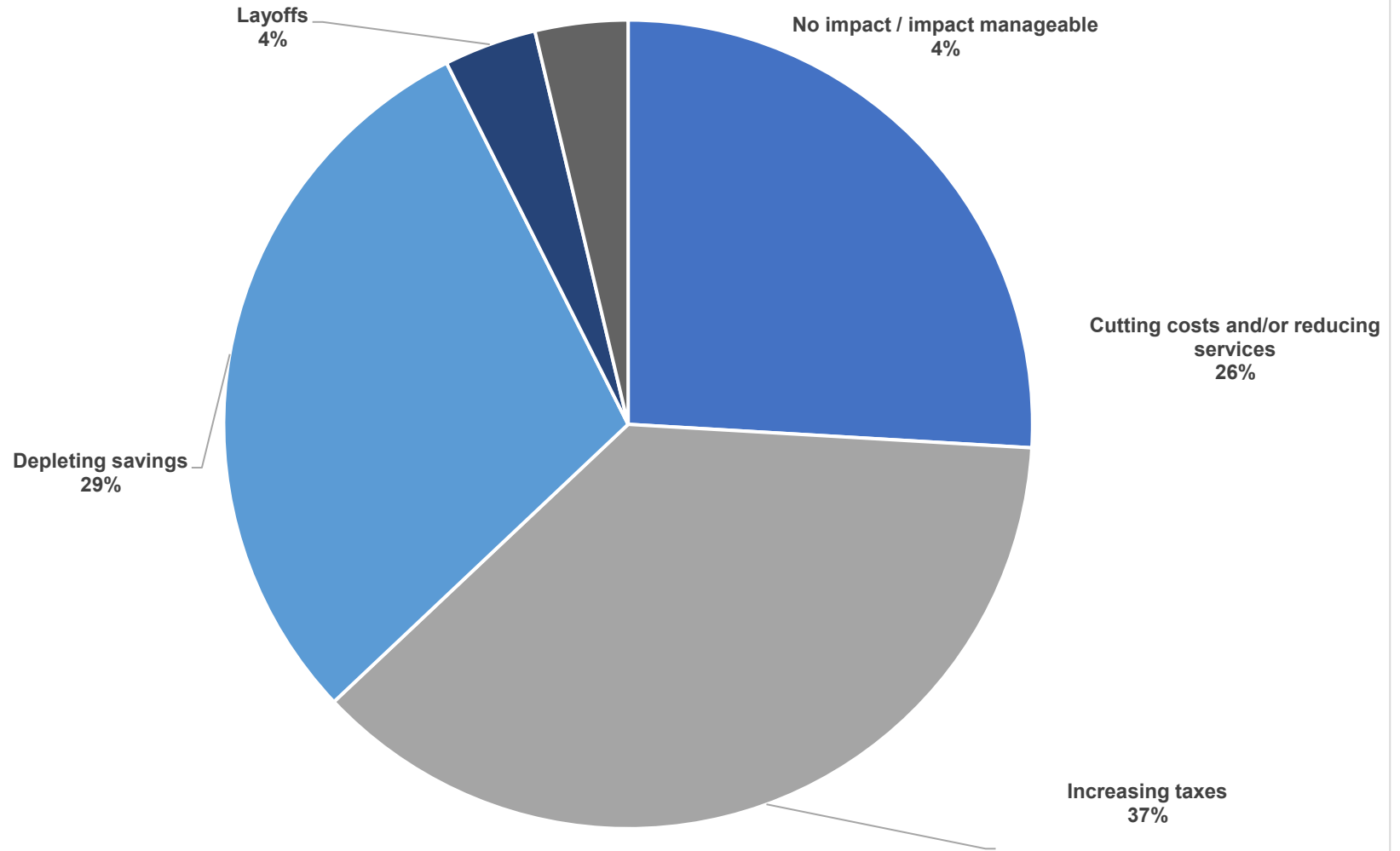
What sectors of the economy are a focus for your community?



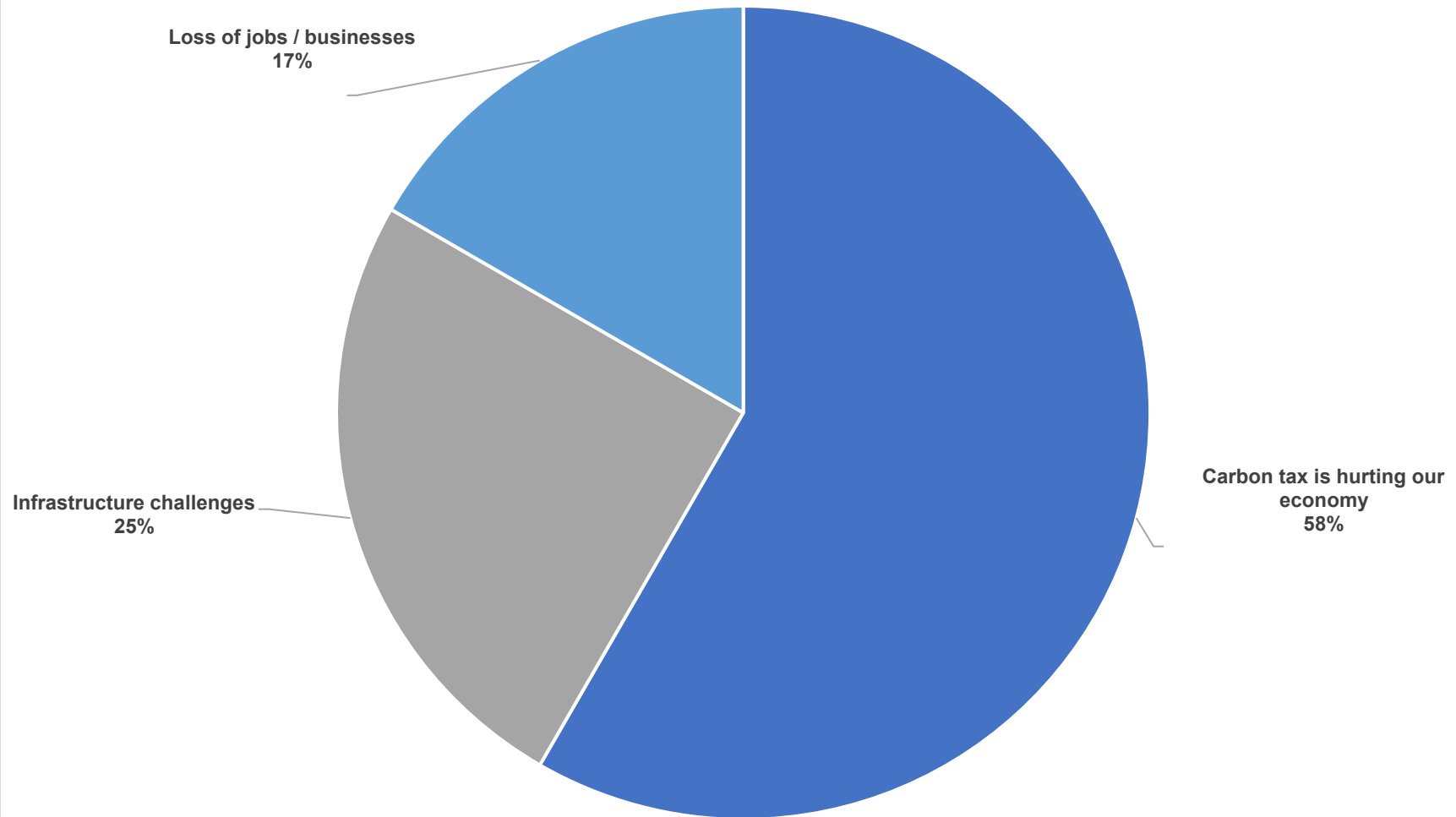
Are you planning to talk to other municipalities and local leaders to coordinate plans or collaborate on building projects?



The federal government increased taxes this year despite a struggling economy and a cost-of-living crisis. They have continued to increase payroll taxes, and the carbon tax. How is your municipality managing these increasing costs?



What is the top concern you are hearing about the federal government's approach to Alberta?





Resolving Issues with Library Board Appointments

A Guide for Municipal Library Boards and Municipalities

Introduction

Municipal library boards are independent corporations established and governed under the *Libraries Act*. In order for a board to carry out its business legally, and uphold its responsibilities as a corporation, it is crucial that all board members be appointed in accordance with legislation.

Improper appointments pose a significant legal risk to the library board, the individuals serving on the board, and the establishing municipality; therefore, it is necessary to correct any issues as soon as they become apparent. This resource will guide you through the process of ensuring your municipal library board is legally appointed now and in the future.

Appointment basics

As per the *Libraries Act*, section 4, a municipal library board shall consist of 5 to 10 members appointed by municipal council. Of those members, *up to 2* (i.e. 0, 1 or 2 members) may be councillors of the municipality that established the board. Council must appoint *all* members of the board, not just those members who are also councillors.

All members are appointed for a term of up to 3 years and an individual may be re-appointed for up to 2 additional consecutive terms. Should council wish to re-appoint an individual beyond 3 consecutive terms, a special resolution is required to authorize the re-appointment.

It is also important to note that the authority to appoint members to a municipal library board rests solely with the council of the municipality that established the board.

The council of a neighbouring municipality cannot appoint to a library board they did not have a formal legislated role in establishing, regardless of any other agreements that may be in place. A neighbouring municipality may *recommend* an individual to serve on the board but the appointment of that individual must be made by the council of the establishing municipality.

Similarly, a library board cannot appoint members on its own. The board may play a significant role in recruiting prospective members but no individual is legally a member of the board until appointed by council. Furthermore, an individual's term on the board is always based on the term as appointed by council and not their board elected term as chair (or any other officer position).

For more general information on appointments, please consult the Public Library Services Branch (PLSB) fact sheet *Appointments to the Municipal Library Board*.

Resolving appointment issues

When a potential issue with library board appointments is identified, it is important that it be addressed as soon as possible. Municipal library boards and their municipalities can work together through the following steps to ensure all board members are legally appointed.

1. Verify appointment status of current board members

The first step is to verify the appointment status of all current board members. Some or all of the individuals serving on the board may have already been properly appointed. At this stage, the goal is to confirm whether or not there is an issue to resolve and, if so, the extent of that issue.

In order for an individual to have been properly appointed, there must be record of a motion to appoint made by the council of the municipality that established the board. The motions must also appoint the individual for a term that has not yet expired. You will likely need to look back through council meeting minutes to find record of appointment motions for each board member.

If you do find evidence of board appointments in council meeting minutes, verify that the motions include the necessary components. If a motion to appoint an individual is unclear or incomplete, then the appointment is invalid and will need to be resolved. At a minimum, the motion should:

- Include the first and last name of the individual being appointed
- Use the legal name of the library board – as per the *Libraries Act*, section 3, the legal name of a municipal library board is always the “[Name of municipality] Library Board”
- Use the word appoint – language like approve, confirm, etc., is unclear and suggests an entity other than council has made the appointment
- Include a term length or term expiry date

The elements of a valid appointment apply to *all* individuals appointed to the municipal library board, including those individuals who are also councillors. While councillors will often be appointed to the board at council’s annual organizational meeting, it is important to note that the library board is not a committee of council and has its own appointment requirements defined by the *Libraries Act*.

If you are unsure whether or not a motion to appoint is satisfactory, please consult with Public Library Services Branch.

If you are able to locate motions appointing all individuals currently serving on the board, and all terms are current (i.e. not expired), then there is no issue to resolve and you can proceed to step 4.

If you are unable to locate motions appointing some or all individuals currently serving on the board, or the motions are unclear, incomplete, or have expired terms, proceed to step 2.

2. Prepare a list of individuals to be appointed

The next step is to compile a list of all individuals who are currently serving on the board but have not been properly appointed as identified in step 1. This list will help municipal administration prepare a request for council to make the appointments.

The list only needs to include names of the individuals to be appointed but you may also wish to include their desired term expiry dates. This can be helpful in ensuring that the eventual appointments align with the expectations of the individual board members and minimize disruption to board operations.

Council has full discretion as to who is appointed and for what length of term. Input from the board is ultimately a recommendation and there is no guarantee that it will be followed entirely or at all.

3. Present a request for council decision

With a list of individuals to be appointed, work can begin on preparing a request for a council decision. How the request is prepared will depend on local practice; however, it is likely that municipal administration will draft the motion(s) and compile background information for council.

When drafting the motion(s), consider the following:

- Appointments can be made in a single motion or separate motions for each individual
- Motions should include the minimum required components as described in step 1
- Motions *should not* include the assignment of any officer positions (e.g. chair, treasurer) – as per the *Libraries Act*, section 32, it is the board that elects a chair and any other officers
- It is not necessary for appointments to be backdated or otherwise made retroactive

Special consideration should be given to the appointment term. While suggested term expiry dates may have been provided by the board, municipal administration and council may wish to strategically assign terms to achieve various outcomes.

For example, there may be a desire to have library board appointments always expire in the same month to streamline the annual appointment process. Similarly, there may be an opportunity to stagger expiry years to promote board continuity and avoid instances of a mass turnover.

Whatever is decided in regards to term length, it is recommended that the term be expressed in the motion with an expiry date that includes the month, day, and year. Alternatively, the term length can be expressed simply as X years (e.g. 3 years). In the latter scenario, the expiry date would be interpreted as X years from the date of the council meeting. In all cases, a term cannot exceed 3 years.

Here is a sample motion that includes all the required components and best practices:

*Motion to appoint the following individuals to the Village of Mountain
Library Board for the specified terms:*

Linda Black – term expiry date October 31, 2022

Doug Murray – term expiry date October 31, 2022

Mark Smith – term expiry date October 31, 2023

Jane White – term expiry date October 31, 2023

Barbara Wilson – term expiry date October 31, 2024

If the motion or motions meet all requirements, and are successfully passed by council, you can consider the appointment issues resolved.

4. Follow up to confirm legal appointments

Once legal appointments have been confirmed—i.e., there is record of valid appointment motions for all board members—ensure the board has been notified. Both the board and municipality should note the motion number(s) and term expiry dates to assist in tracking when re-appointments or new appointments will be needed. Depending on the circumstances, you may also wish to inform other stakeholders (e.g. neighbouring municipality, PLSB) of the successful appointments.

Improving the appointment process

Ensuring your municipal library board is properly appointed is an ongoing process. Below are some further considerations to help municipalities and their library boards improve the appointment process.

Collaborate on recruitment

While appointments may only be made by municipal council, it is best practice for municipalities to collaborate with their library board on recruitment.

Library boards can offer a unique perspective on the appointment process that municipalities should seek and value. For example, the library board will likely know best what characteristics, qualifications, and skills will benefit its work. The board is also more likely to have direct contact with community members who are interested in volunteering and can recommend those individuals for appointment.

Although the input of the board is always valuable, it is recommended that municipalities still play an active role in the process rather than simply rubber-stamping appointments. The authority to appoint is one of the primary ways a municipality ensures accountability from its library board so the responsibility should not be taken lightly.

Municipalities can consider getting more involved by assisting with the development of a recruitment strategy, advertising openings through municipal channels, and/or participating in the vetting process.

Work with neighbouring municipalities

Municipal library boards often service an area that extends beyond their municipal boundaries. Residents of a rural municipality, for example, may access public library service in a neighbouring town or village. In such cases, there may be a desire for participation from that neighbouring municipality.

While the council of a neighbouring municipality cannot appoint to the library board, they can make a *recommendation* and forward the name of the individual (or individuals) they would like to see appointed. The details of such an arrangement can be worked out between the municipalities as long as all board members are appointed by the council of the establishing municipality.

Track and communicate appointment terms

Both boards and municipalities should keep up-to-date records on the status of all library board appointments. Consider using or adapting the tracking template attached to this guide.

When an appointment is made, it's a good practice for the municipality to send a letter to both the board and individual board member informing them of the appointment and its terms. You will find a sample letter attached to this guide.

Finally, arrangements for re-appointments and new appointments should be made in advance of the current members' term expiry dates. This ensures no lapse in term for continuing members and helps avoid a situation where a board is operating with fewer members than intended for any period of time.

Support and resources

If you have questions, please contact Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first) or by email at libraries@gov.ab.ca. Information is also available at www.albertalibraries.ca

Appendix 1 – Appointment Tracking Template

<The (Name of Municipality) Library Board>

[illegible]

Appendix 2 – Sample Appointment Letter

MUNICIPALITY LETTERHEAD

<Recipient>
Street Address
City, AB A1B 2C3

Date

Dear <Recipient>,

On behalf of the <name of municipality>, we would like to thank you for putting your name forward to sit as a library board member on the <legal name of library board>.

At the Meeting of Council held on <date>, Council made the following motion:

<motion #> <motion appointing the individual>

This appointment is for <1, 2, or 3> year(s) and will be reviewed at the <20XX Organizational meeting, etc.>. As a library board member, you are part of a governing board tasked with delivering comprehensive and efficient public library service, as per the *Libraries Act* and Libraries Regulation.

To answer any further questions you may have, and for more information about the library board, please contact <library board chair and/or library manager, with contact info>.

We would like to express our appreciation for your willingness to serve your community.

Sincerely,

Your Name, position

cc: <library manager>, <name of library>
 <library board chair>, <legal name of library board>

Dear Chief Administrative Officers,

Alberta electors will be able to initiate a recall petition for mayors and councillors later this month. To be successful, these petitions require signatures from eligible voters representing 40 per cent of the population of either the municipality as a whole or of the ward they represent. Like other municipal petitions, the recall petition process will be managed at the local level. As such, I would like to share updates with you regarding the recall petition start date and determination of population.

For councillors that were elected on October 18, 2021, the first date a notice of recall petition can be filed with the municipality is April 24, 2023. This accounts for the date a councillor is declared to be elected, which is the fourth day after election day, as well as the requirement for a notice of petition to be filed on a business day. For elected officials that were acclaimed, the notice of recall petition may be filed 18 months after the close of nominations, which is the date they are deemed elected.

As you know, the population of a municipality needs to be established to validate the sufficiency of the recall petition. To ensure clarity and consistency, the Honourable Rebecca Schulz, Minister of Municipal Affairs, has signed two Ministerial Orders to assist in the review of any potential recall petition. The first order establishes the 2019 Municipal Affairs Population List as the official population source with respect to the *Municipal Government Act*.

A second order provides guidance to determine the population of a ward. The CAO will determine the population of a ward based on the 2019 Municipal Affairs Population List and ward boundaries as set by bylaw. If a notice of recall petition is filed for a councillor elected by ward, the CAO must publish the ward's population on the municipality's website within seven days from the date when the notice of recall petition was submitted and validated as per Section 240.2(8)(a) of the *Municipal Government Act*.

Should you have any questions about recall dates or determination of population, please do not hesitate to contact a municipal advisor at 780-427-2225 or ma.advisory@gov.ab.ca. Further information can also be found in the Recall of a Municipal Councillor Handbook – <https://open.alberta.ca/publications/recall-of-a-municipal-councillor-handbook>.

Sincerely,

Brandy Cox
Deputy Minister

Attention: Chief Administrative Officers, Municipal Clerks, and Census Coordinators

Re: Municipal Census Regulation and Municipal Census Manual

In 2019, the Government of Alberta announced its intention to move from municipal census counts to population estimates for the purposes of allocating provincial grants to municipalities. Over the last several months, former Minister of Municipal Affairs Ric McIver and I have both heard that municipalities strongly prefer that we revert to the recognition of municipal census counts. As a result of that feedback, and after consultation with my colleague the Honourable Travis Toews, President of Treasury Board and Minister of Finance, I am pleased to announce the approval of the Municipal Census Regulation and Municipal Census Manual.

The attached regulation and manual not only outline municipal census requirements, but also incorporate the feedback we have received since 2019, including updating the definitions of “usual residence” and “shadow population.” In addition, we have extended the period for enumeration, and for how long the ministry will recognize a municipal shadow population count.

The manual was developed in partnership with Statistics Canada and addresses many of the concerns identified by you, our municipal partners. The manual, when used alongside the Municipal Census Regulation, provides municipalities with the tools necessary to conduct a municipal census that is consistent with best practices and ensures an accurate population count.

Some of the more notable enhancements over previous versions include:

- standardized methodology to enumerate persons with no usual residence;
- alignment of collection methodologies to reflect best practices and key learnings from the most recent federal census;
- updates to key census definitions including usual residence and shadow population;
- standardized approach to enumerating shadow population;
- the ability to include an estimated resident count for non-contacted dwellings and refusals recognized as part of the population total;
- a mechanism to review population submissions and verify population counts; and
- several other textual changes to the included forms, templates, and materials.

The new regulation and census manual will allow municipalities to conduct a census in 2024. Following the submission of the 2024 results, my department will be reaching out to you in an effort to capture what worked well, and what could be improved.

If you have any questions or would like additional information regarding the regulation or manual, please contact a Municipal Information Advisor by email at ma.updates@gov.ab.ca or by telephone, toll-free by first dialing 310-0000, then 780-422-2555.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rebecca Schulz', with a stylized, cursive script.

Rebecca Schulz
Minister

Attachment: Municipal Census Regulation and Manual



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:020/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 604.1(1) of the *Municipal Government Act*, make the following order:

Other than for the purposes of Section 240.5(a), the Municipal Affairs Population List published by the department of Municipal Affairs in 2019 is hereby determined and specified to be the population for all municipal authorities in Alberta.

Dated at Edmonton, Alberta, this 16th day of April, 2023.



Rebecca Schulz
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:001/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 604 of the *Municipal Government Act*, make the Municipal Census Regulation as set out in the attached Appendix.

Dated at Edmonton, Alberta, this 28th day of March, 2023.

Rebecca Schulz
Minister of Municipal Affairs

FILED UNDER
THE REGULATIONS ACT

as ALBERTA REGULATION 88/2023

ON APRIL 6 20 23

DEPUTY REGISTRAR OF REGULATIONS

APPENDIX
Municipal Government Act
MUNICIPAL CENSUS REGULATION

Table of Contents

1	Interpretation
2	Municipal Census Manual
3	Census rules
4	Shadow population
5	Review of census results
6	Change in geographic area
7	Use of census data
8	Expiry

Interpretation

1(1) In this Regulation,

- (a) “census day” means the date chosen by a municipal authority as the census date, occurring within a census period in which an enumeration is conducted, which can be a date prior to the start of enumeration;
- (b) “census period” means a 3-month consecutive period beginning on a date that is on or after March 1 and ending on a date that is on or before July 31 of the same year;
- (c) “municipal census” means a population count of the total number of individuals whose usual residence is in a municipal authority, conducted in accordance with this Regulation;
- (d) “shadow population” means the temporary residents of a municipal authority who are employed by an industrial or commercial establishment in the municipal authority and who have worked at least 120 hours for that employer in the 3-month period immediately preceding census day;
- (e) “temporary resident” means a person who resides in a municipal authority on census day but whose usual residence is located in another municipal authority or a place outside Alberta.

(2) For the purposes of this Regulation, the “usual residence” of a person is a location within a municipal authority with a residential street address or physical address that

- (a) is the main dwelling site of the person on census day, and
- (b) is the place where the person lives and sleeps and to which, when the person is absent from it, the person intends to return.

(3) Notwithstanding subsection (2),

- (a) the “usual residence” of a person who has been in an institution, such as a correctional institution or hospital, for less than 6 months is deemed to be the place that was the person’s usual residence before the person entered the institution, and
- (b) a student who
 - (i) is in attendance at an educational institution within or outside Alberta,
 - (ii) is residing in a place temporarily for the purpose of attending an educational institution, and
 - (iii) has family members who are usually resident in Alberta and with whom the student usually resides when not in attendance at an educational institutionis deemed to reside with those family members.

Municipal Census Manual

2 The Minister, by order, shall issue a Municipal Census Manual and may amend the Manual from time to time.

Census rules

3(1) A municipal authority that wishes to conduct a municipal census must

- (a) notify the Minister’s department by February 28 of the year in which the census will be conducted that the municipal authority will be conducting a municipal census and whether the municipal authority will count the

shadow population of the municipal authority when conducting the census,

- (b) choose a census period and census day before beginning enumeration,
- (c) ensure that the person in charge of the census swears or affirms the oath prescribed in the Municipal Census Manual prior to the census being conducted,
- (d) ensure that all census enumerators complete the statement of a census enumerator prescribed in the Municipal Census Manual prior to undertaking work on the census,
- (e) conduct the census in accordance with this Regulation and the Municipal Census Manual, and
- (f) submit the results of the census in the form prescribed by the Municipal Census Manual before September 1 of the year in which the census was conducted.

(2) Notwithstanding subsection (1), if a municipal authority wants to conduct a census that is not in accordance with this Regulation and the Municipal Census Manual and have the results recognized by the Minister as the population of that municipal authority, the municipal authority must receive the Minister's approval prior to February 28 of the census year.

Shadow population

4(1) Subject to subsection (2), if the shadow population in a municipal authority is

- (a) greater than 1000 persons, or
- (b) less than 1000 persons but greater in number than 10% of the permanent population,

and the municipal authority has submitted its shadow population count to the Minister in the form prescribed by the Municipal Census Manual by no later than September 1 of the census year, a municipal authority may have the shadow population count included as part of the municipal authority's population total.

(2) The Minister shall determine whether the shadow population count in a municipal authority will be included as part of the municipal authority's population total.

(3) A shadow population count that is included in a municipal authority's population total shall be removed from the municipal authority's population total on the release of the next federal census for the municipal authority.

Review of census results

5 The Minister may direct a municipal authority to provide information regarding a municipal census to the Minister, in the form and manner determined by the Minister, for the purposes of reviewing a municipal census result.

Change in geographic area

6 If the geographic area of a municipal authority changes after June 30 in a year in which the municipal authority has conducted a municipal census, the Minister may require the municipal authority to update the results of the census and submit the updated results to the Minister in accordance with the directions of the Minister.

Use of census data

7 The Minister may use the results of a municipal census and shadow population count to determine the population of a municipal authority, as published by the Minister's department from time to time.

Expiry

8 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on November 30, 2032.



Office of the Minister
MLA, Calgary-Shaw

MINISTERIAL ORDER NO. MSD:021/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 240.96(1) and Section 578(1) of the *Municipal Government Act*, make the following order:

1. For the purposes of Section 240.5(a), the Municipal Affairs Population List published by the department of Municipal Affairs in 2019, not including shadow populations, is hereby determined to be the population for all municipalities in Alberta.
2. For the purposes of Section 240.5(a) regarding recall of a councillor elected in a ward, determination of population of the ward is delegated to the Chief Administrative Officer of the municipality. The Chief Administrative Officer is directed to determine the population of the ward and publish that population on the municipality's website by no later than the date of publication of the notice of recall petition on the municipality's website under Section 240.2(8)(a).
3. In determining population of wards, the Chief Administrative Officer must use reasonable efforts to determine population in a ward by using the following information:
 - a. the municipal populations referred to in paragraph 1; and
 - b. the ward boundaries as set by the municipality's bylaw or by an Order in Council, as the case may be.

Dated at Edmonton, Alberta, this 16th day of April, 2023.


Rebecca Schulz
Minister of Municipal Affairs

April 19, 2023

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2023 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services. It promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

This is the second year we are bringing together two of the ministry's recognition programs under one umbrella. This broader program recognizes innovation and excellence by both municipalities and library boards. Award submissions will continue to be evaluated by your peers and colleagues in the field, and winning initiatives will be highlighted in future communications.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures) and community services initiatives.
- **Partnership (open to all municipalities)** – award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – award will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Public Library Services (open to library boards serving a population under 10,000)** – two awards will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.

- **Service Delivery Enhancement (open to all municipalities)** – award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community.

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is June 15, 2023.

I encourage you to share your success stories and offer my gratitude to you for the service you provide to Albertans.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is fluid and cursive, with the first name "Rebecca" and last name "Schulz" clearly legible.

Rebecca Schulz
Minister



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of "at least every five years" from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at icf@gov.ab.ca or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

Rebecca Schulz
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:024/23

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

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 6th day of April, 2023.



Rebecca Schulz
Minister of Municipal Affairs

Information Bulletin 03/2023

Bill 9: Red Tape Reduction Statutes Amendment Act

Adding Amounts Owing to Property Tax Roll

Section 553.1(1)c of the *Municipal Government Act*

On March 28, 2023, the Red Tape Reduction Statutes Amendment Act received royal assent.

As part of the bill, Section 553.1(1)(c) of the *Municipal Government Act* was amended (effective March 28, 2023) to restore the powers of a municipality to add expenses and costs referred to in section 549(5)(b) to the property tax roll.

A typographical error was introduced in 2022 that erroneously pointed to 549(5)(a) instead of 549(5)(b) in this section.

April 3, 2023

Town of Milk River
Town Council

Subject: Request for Donation

The Milk River Health Professionals Attraction & Retention Committee is made up of elected officials and residents of the County of Warner, County of Forty Mile, Warner, Milk River and Coutts. Our purpose is to attract, support and retain the Health Professionals within our area.

We do not have a continual source of revenue, but rely on donations such as the Kinsmen, the local bottle return program, RhPAP, and any other fundraising activities that we plan.

Attached is our Mission Statement, the Chairperson's Report for 2022, and our Income and Expense Summary for 2022. As you can see, we will start 2023 with about \$20,000 in total funds. Last year our expenditures were around \$3000.00 more than our income. And this year we will have a much bigger shortfall, mostly due to the \$5000.00 incentive we are giving to each of the 2 new doctors that are coming to Milk River.

Here is a quick snapshot of our budget for 2023.

Income – Kinsmen Donation (2500), Bottle Collection (700), RhPAP Grant (1000) = \$4200.00

Expenses – Doctor Incentives (10,000), Appreciation Gifts (2000), Scholarships (1000), Dr. Suite Items (1000), Website Payments, (500), Miscellaneous (200) = \$14700.

So at this point fundraising will be a necessity to continue on with our attraction and retention efforts as we will have a \$10,500 deficit. Any funds that you are able to donate to our cause would be greatly appreciated.

If you have any questions or would like further information, please let me know.
Thank you for your consideration,

Scott MacCumber

Scott MacCumber
Chairperson, Milk River Health Professionals Attraction & Retention Committee
smaccumber24@gmail.com or call/text at (403) 647-6677

Chequing Account Name = Quad Municipality Physician Recruitment and Retention Committee
Short Version = Quad Municipality Recruitment Committee

Box 33, Coutts, AB T0K 0N0

**Milk River Health Professionals Attraction & Retention Committee
Mission Statement**

Purpose: To attract, support, and retain the Health Professionals within the County of Warner, Coutts, Milk River, Warner, and the southern portion of the County of 40 Mile.

We do this by:

- Meeting regularly as a committee to keep up to date on area needs and identify new projects.
- Ensuring that the committee membership is representative of our committee geographical area.
- Keeping a current list of all Healthcare positions within our area that filled or vacant.
- Recognizing our Healthcare workers and the valuable work they do.
- Maintaining open communication with Physicians, Physician Assistants and other Healthcare Professionals and Worker groups to identify any ways to assist and retain their services.
- Distributing the list of Healthcare providers to all area residents at least once per year.
- Identifying any gaps or vacancies in our list of our Healthcare workers and developing a strategy to attract, support and retain their services.
- Acting as a fund-raising entity as needed to support our Health Professionals.
- Maintaining open and regular communication with Alberta Health Services (AHS) to assist in their efforts in recruiting Healthcare workers.
- Assisting AHS in the advertising of Healthcare worker competitions or postings.
- Coordinating site visits and tours for prospective Healthcare workers.
- Maintaining open and regular communication with RhPAP and use their resources to the maximum.
- Attending attraction and retention type conferences.
- Keeping our communities up-to-date with the committee's activities.
- Collaborate with other committees or groups who are also working to improve healthcare in our area.
- Keeping up-to-date handout packages that highlight the Milk River Medical Centre, the Milk River Medical Clinic and our communities.
- Distributing handout packages strategically.
- Providing financial incentive to local residents to enter post-secondary Healthcare programs.

July 4, 2022

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

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

Milk River Health Professionals Attraction & Retention Committee			
2023 Income and Expense Summary			
Chequing Account as at January 1, 2022			1816.64
2022 Income			
Kinsmen Donation	2500		
Bottle Collection	704.35		
Bank Interest	7.12		
Total Income		3211.47	
2022 Expenses			
Appreciation Gifts	2083.76		
Scholarships	750		
Dr. Suite Furniture	2497		
A & R Conference	931		
Committee Dinners	130.41		
		6392.17	
GIC's Matured	18553.94		
GIC's Purchased	10000		
GIC's Deposited into Chequing		8553.94	
Chequing Account as at December 31, 2022			7189.88
GIC's as at December 31, 2022			13075.59
Total Funds as at December 31, 2022			20265.47

May 1, 2023

Milk River Town Council
240 Main Street
Milk River, AB
T0K 1M0

Re: Civic Square Grand Opening

Dear Mayor & Councillors,

On behalf of Coaldale Town Council, I am pleased to invite you to the grand opening of Coaldale's recently completed Civic Square building, which is scheduled to take place on Saturday, June 17, 2023 from 1:00-4:00pm.

Civic Square is home to Coaldale's new Town Office and Council Chambers and will also serve as a central gathering place for the community for decades to come. As our regional friends and neighbours, we would therefore be honored to have your Council join ours, along with MLA Grant Hunter and MP Rachael Thomas, in celebrating its grand opening.

Please RSVP at your earliest convenience. We look forward to having you in attendance at what promises to be an historic event for the entire Town.

Sincerely,



Jack Van Rijn
Mayor

Request for Decision

Urban Chicken Research

May 8, 2023



RECOMMENDATION

That the urban chicken research be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

In May 2021, a Backyard Chicken Survey was circulated in the community. In June 2021, the results were released as follows:

2021 Backyard Chicken Survey Results

- There was a total of 174 responses, which equals 21% of the Town's total population (827).
- Of those responses:
 - 111 (63.79%) said residents should not be allowed to have chickens,
 - 55 (31.61%) said residents should be allowed to have chickens, and
 - 8 (4.6%) said they were undecided.

At the June 6, 2022, Council meeting, the subject of urban chickens was brought forward to Council for consideration. The direction from Council at this meeting directed administration as follows:

Moved by Councillor Michaelis, "that Council directs administration to research Urban Chickens and bring back in the spring of 2023." Motion Carried 2022-06-03

Administration has conducted research of twelve (12) municipal comparators regarding policy on urban chickens in their communities. It is attached for Council's discussion.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Urban Chicken Research

Urban Chickens

Municipality	Population	Permitted use? Y/N
Bashaw	830	Silent
Castor	929	Yes
Coronation	940	Yes
Daysland	824	Yes
Killam	989	Yes
McLennan	791	No
Mundare	852	Yes
Oyen	1022	Silent
Rainbow Lake	795	Silent
Sedgewick	811	Silent
Smoky Lake	964	No
Spirit River	995	Yes

Request for Decision

Tax Recovery Public Auction Date

May 8, 2023



RECOMMENDATION

That Council set the public auction for tax recovery purposes to be July 10th, 2023.

LEGISLATIVE AUTHORITY

Municipal Government Act

Division 8: Recovery of Taxes Related to Land

BACKGROUND

There are two properties that will be moving forward for tax recovery through a public auction. Council set the reserve bids and conditions at the April 21, 2023, Special Council meeting. Council now needs to set the public auction date.

Title	Lot	Block	Plan	Reserve Bid
901096465	7 and 8	6	2227Y	\$20,000
191145971	8	14	2575AI	\$91,980

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Roll 3919000 Credit Request

May 8, 2023



RECOMMENDATION

The Council accept the update on the tax credit request for roll 3919000 as information.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

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

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

Further research by administration resulted in communication from Alberta Health Services on April 12th, noting that the letter regarding the property tax exemption had been sent in error.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

Request for Decision

2023 Operating Budget

May 8, 2023



RECOMMENDATION

That the 2023 Operating budget in the amount of \$ be approved as presented.

LEGISLATIVE AUTHORITY

Section 242 (1) of the Municipal Government Act states each council must adopt an operating budget for each calendar year.

BACKGROUND

Council reviewed the draft 2023 Operating and Capital budgets first on March 1, then again on April 21. Adjustments were discussed and are presented to Council for approval.

ATTACHMENTS

1. 2023 Operating Budget

		2021	2022	2023	2023	2023	2023
		ACTUAL	ACTUAL	INTERIM BUDGET	YTD April 30	BUDGET	Budget vs.
							2022 Budget
Tax Requirement Summary							
0	General Government Services	(952,741)	(995,448)	(980,834)	(27,742)	(1,034,735)	(53,901)
11	Council - Legislative	54,421	77,027	67,393	16,156	101,753	34,360
12	Administration	223,817	227,230	221,353	141,510	244,969	23,615
23	Fire Services	21,386	43,309	42,878	17,770	92,429	49,551
26	Municipal Enforcement	45,923	59,129	52,468	41,816	60,281	7,813
31	Common Services	110,191	140,630	111,000	47,423	170,790	59,790
32	Roads	233,631	269,492	31,757	173,023	150,280	118,523
33	Airport	12,255	7,030	9,887	3,375	10,419	532
41	Water	(83,837)	(39,641)	(331,655)	17,718	(35,450)	296,205
42	Wastewater	(60,836)	(43,318)	(2,390)	(10,734)	(13,533)	(11,143)
43	Solid Waste	(14,861)	(10,013)	1,900	(347)	15,663	13,763
56	Cemetery	(3,200)	1,400	2,500	50	2,500	-
61	Planning & Development	(58,153)	36,779	121,000	8,296	180,530	59,530
72	Recreation Administration	156,451	134,281	116,000	48,866	159,403	43,403
7201	Campground	7,812	13,037	14,332	12,755	76,044	61,712
7202	Pool	51,537	42,625	40,575	7,826	4,988	(35,587)
7203	Golf Course	-	7,837	-	233	8,300	8,300
74	Culture & Library	13,418	20,782	21,000	17,151	20,301	(699)
	Operating (Surplus) Deficit	(242,788)	(7,832)	(460,835)	515,144	214,932	457,719

	2021 ACTUAL	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 BUDGET	2023 vs 2022
General Government Services	(1,174,775)	(1,237,474)	(1,201,016)	(109,230)	(1,265,103)	(64,087)
Council	(4,000)	-	(5,604)	-	-	5,604
Finance	(113,729)	(113,767)	(141,465)	(12,898)	(167,930)	(26,465)
Fire Services	(27,660)	(19,043)	(3,000)	(22,800)	(22,800)	(19,800)
Municipal Enforcement	(1,620)	(2,972)	(3,160)	(2,233)	(2,900)	260
Common Services	(1,346)	(272)	-	(424)	(12,000)	(12,000)
Roads	-	(24,450)	(202,403)	-	(267,685)	(65,282)
Airport	(465)	(465)	(465)	-	(465)	-
Water	(313,440)	(310,062)	(625,758)	(91,138)	(368,678)	257,080
Wastewater	(103,794)	(103,652)	(90,500)	(31,062)	(2,683,060)	(2,592,560)
Solid Waste	(132,432)	(129,601)	(118,050)	(38,572)	(121,350)	(3,300)
Cemetery	(5,200)	(3,600)	(2,500)	(1,950)	(2,500)	-
Planning & Development	(76,181)	(9,916)	(28,000)	(4,507)	(31,960)	(3,960)
Recreation Administration	-	-	-	-	(59,100)	(59,100)
Campground	(16,828)	(21,623)	(18,000)	(3,303)	(18,000)	-
Pool	(29,698)	(29,728)	(30,000)	(95)	(80,560)	(50,560)
Library	-	-	-	-	-	-
Total Revenues	(2,001,167)	(2,006,624)	(2,469,920)	(318,211)	(5,104,091)	(2,634,171)
General Government Services	222,034	242,026	220,182	81,488	230,368	10,186
Council	58,421	77,027	72,997	16,156	101,753	28,756
Finance	337,546	340,997	362,818	154,408	412,899	50,080
Fire Services	49,046	62,351	64,878	20,770	115,229	50,351
Municipal Enforcement	47,543	62,101	55,628	44,049	63,181	7,553
Common Services	111,537	140,902	111,000	47,847	182,790	71,790
Roads	233,631	293,942	234,160	173,023	417,965	183,805
Airport	12,720	7,495	10,352	3,375	10,884	532
Water	229,602	270,421	294,102	108,856	333,228	39,126
Wastewater	42,958	60,334	88,110	20,328	2,669,527	2,581,417
Solid Waste	117,571	119,587	119,950	38,225	137,013	17,063
Cemetery	2,000	5,000	5,000	2,000	5,000	-
Planning & Development	18,027	46,695	149,000	12,803	216,990	67,990
Recreation Administration	156,451	134,281	116,000	48,866	218,503	102,503
Campground	24,640	34,660	32,332	16,058	94,044	61,712
Pool	81,234	72,353	70,575	7,921	85,548	14,973
Golf Course	-	7,837	-	233	8,300	8,300
Library	13,418	20,782	21,000	17,151	20,301	(699)
Total Expenditures	1,758,380	1,998,793	2,028,085	813,555	5,323,523	3,295,437

Reserves at December 31, 2022**Restricted Surplus**

Fire Operating	\$ 25,000.00
Water Operating	\$ 16,000.00
Transfer Station Operating	\$ 5,083.64
Water Capital	\$ 313,441.50
Equipment Replacement Capital	\$ 348,908.74
General Capital	\$ 510,123.10
	<u>\$ 1,218,556.98</u>

Unrestricted Surplus

<u>\$ 906,308.00</u>
<u>\$ 2,124,864.98</u>

	2021 ACTUAL	2022 ACTUAL	2023 Interim Budget	2023 YTD April 30	BUDGET	2023 vs 2022
					4% COLA	
Honoraria, Salaries & Part Time Wages						
Council	28,000	33,075	30,000	7,250	33,000	3,000
Finance	139,356	143,300	143,000	48,263	149,032	6,032
Fire Services	12,055	11,308	15,000	-	15,000	-
Common Services	24,198	30,047	30,000	9,174	66,100	36,100
Roads	14,460	24,313	20,000	17,707	41,300	21,300
Water	54,750	47,729	30,000	14,214	65,816	35,693
Wastewater	9,204	10,753	27,500	3,611	27,200	(300)
Solid Waste	55,157	54,016	55,000	17,722	60,210	5,210
Recreation	88,259	73,412	50,000	15,212	84,400	34,400
Pool	41,074	33,595	30,000	-	39,000	9,000
Total Honoraria, Salaries & Part Time Wages	466,512	461,547	430,500	133,154	581,058	150,435
Employer Share of Benefits						
Council	458	809	600	-	842	242
Finance	10,894	22,188	5,000	200	41,549	13,549
Common Services	11,307	15,224	2,000	5,357	21,100	19,100
Roads	2,111	5,248	1,500	3,408	9,460	7,960
Water	9,483	11,182	2,000	3,032	15,714	13,410
Wastewater	1,081	2,511	2,000	802	6,613	4,613
Solid Waste	4,115	7,964	5,700	2,621	12,320	6,620
Recreation	13,134	15,541	3,500	3,133	20,168	16,668
Pool	1,785	1,614	1,500	-	5,700	4,200
Total Employer Share of Benefits	54,369	82,282	23,800	18,553	133,466	86,362
Total Salaries, Wages and Employer Share of Benefits	520,882	543,829	454,300	151,708	714,524	236,797

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
GENERAL GOVERNMENT REVENUE								
1-00-00-111-00	Property Taxes Levied	(759,485.48)	(775,947.88)	(791,254)	-	(821,850)	(30,596)	
1-00-00-112-00	ASFP Residential Tax	(150,998.04)	(156,301.93)	(149,365)	-	(156,722)	(7,357)	2023 requisition
1-00-00-113-00	ASFP Non Residential Tax	(37,869.32)	(34,526.93)	(45,195)	-	(44,490)	705	2023 requisition
1-00-00-115-00	Homes For The Aged Tax Rate	(23,741.71)	(20,953.58)	(21,201)	-	(22,521)	(1,319)	4% increase / 2023 requisition
1-00-00-510-00	Penalties and Costs Levied on Taxes	(17,591.63)	(11,524.00)	(10,000)	(3,294.88)	(10,600)	(600)	
1-00-00-540-00	Revenues From Franchises	(164,100.46)	(190,825.55)	(164,000)	(79,826.73)	(168,920)	(4,920)	
1-00-00-550-00	Returns On Investments	(19,848.48)	(47,394.21)	(20,000)	(26,107.93)	(40,000)	(20,000)	
1-00-00-741-00	Fines And Costs	(1,140.00)	-	-	-	-	-	
	TOTAL REVENUE	(1,174,775.12)	(1,237,474.08)	(1,201,016)	(109,229.54)	(1,265,103)	(64,087)	
GENERAL GOVERNMENT EXPENSES								
2-00-00-741-00	School Found. Program	183,980.56	194,562.39	183,981	48,640.60	194,463	10,483	2023 requisition
2-00-00-752-00	Ridge Country Housing	23,804.26	21,201.44	21,201	21,904.67	21,905	703	4% increase / 2023 requisition
2-00-00-990-00	Discount on Taxes	14,249.32	26,262.56	15,000	10,942.77	14,000	(1,000)	
	TOTAL EXPENSES	222,034.14	242,026.39	220,182	81,488.04	230,368	10,186	
	NET	(952,740.98)	(995,447.69)	(980,834)	(27,741.50)	(1,034,735)	(53,901)	

Town of Milk River Operating Budget 2023 Draft

	2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
LEGISLATIVE REV							
1-11-00-410-00							
Sale of Goods	-	-	-	-	-	-	
1-11-00-590-00							
Other Revenue From Own Sources	-	-	(5,604)	-	-	5,604	
1-11-00-840-00							
Provincial Conditional Grants	(2,000.00)	-	-	-	-	-	
1-11-00-850-00							
Local Gov't Conditional Grants	(2,000.00)	-	-	-	-	-	
TOTAL REVENUE	(4,000.00)	-	(5,604)	-	-	5,604	
LEGISLATIVE EXP							
2-11-00-110-00							
Remuneration	28,000.12	33,075.12	30,000	7,250.04	33,000	3,000	\$18,000 plus ABC's
2-11-00-120-00							
Benefits	457.80	809.42	600	-	842	242	AMSC increase of 4.03% / includes WCB
2-11-00-210-00							
Contracted Services	10,893.89	22,188.13	5,000	200.00	1,000	(4,000)	MPC / Staff Appreciation (\$3000 golf/xmas/MR Bucks)
2-11-00-213-00							
Insurance	397.00	397.00	397	397.00	397	-	
2-11-00-215-00							
Training	-	10,742.40	15,000	535.00	1,000	(14,000)	SouthGrow \$80 forum /
2-11-00-216-00							
Travel and Subsistance	-	-	-	1,652.53	7,000	7,000	
2-11-00-217-00							
Conference and Convention Fees	-	-	-	-	4,000	4,000	AB Munis / MLC /
2-11-00-224-00							
Memberships	-	-	-	1,966.45	2,454	2,454	AB Munis \$1873.73/ RMA \$195 / MR Community
2-11-00-510-00							
Legislative Supplies	8,860.07	2,434.72	2,000	3,104.50	5,060	3,060	\$35/FCM \$315 seniors day/footballs/business cards/commissioner stamps / new council table \$3105
2-11-00-214-00							
Repairs and Maintenance - Building	-	-	-	-	25,000	25,000	Council Chambers - painting /storage room
2-11-00-520-00							
Promotional Items	-	-	-	-	2,000	2,000	
2-11-00-770-00							
Community Grants	5,002.02	2,570.45	20,000	1,050.00	20,000	-	add Dr. Recruitment? / museum painting \$2-3000/ heritage hall utilities \$5622 for 2022
TOTAL EXPENSES	58,420.68	77,027.02	72,997	16,155.52	101,753	28,756	
NET	54,420.68	77,027.02	67,393	16,155.52	101,753	34,360	

Town of Milk River Operating Budget 2023 Draft

	2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
ADMINISTRATIVE REVENUE							
1-00-00-755-00 Grants - MSI Operating	(58,715.00)	(58,715.00)	(58,715)	-	(117,430)	(58,715)	2023 allocation
1-12-00-410-00 Sales of Goods	(88.68)	-	-	-	-	-	
1-12-00-420-00 Sale of Services	(2,387.68)	(754.06)	-	(307.11)	(750)	(750)	
1-12-00-421-00 Tax Certificates	(2,850.00)	(1,980.00)	-	(360.00)	(1,500)	(1,500)	
1-12-00-510-00 Tax Sale Costs Recovered	(240.00)	(225.00)	(250)	(75.00)	(250)	-	
1-12-00-520-00 Business Licenses	(1,937.00)	-	(42,500)	-	-	42,500	moved to 16200420
1-12-00-560-00 Rental Revenues	(47,086.96)	(49,850.08)	(40,000)	(11,842.89)	(48,000)	(8,000)	office rent
1-12-00-590-00 Other Revenue From Own Sources	(423.97)	(2,242.52)	-	(312.97)	-	-	
TOTAL REVENUE	(113,729.29)	(113,766.66)	(141,465)	(12,897.97)	(167,930)	(26,465)	
GENERAL ADMINISTRATIVE							
2-12-00-110-00 Salaries & Wages - Admin	139,355.79	143,299.67	143,000	48,263.37	149,032	6,032	4% COLA
2-12-00-120-00 Benefits	27,846.02	39,939.22	28,000	11,933.07	41,549	13,549	increase of 4.03% / RSP council contribution 7.5% gross income
2-12-00-210-00 Contracted Services	88,600.52	88,199.91	90,000	7,069.10	15,000	(75,000)	Raymond / shredding 12% new environmental fee / snow removal / grant writer for 2023
2-12-00-211-00 Postage and Freight	7,005.84	6,801.91	7,000	2,700.77	7,500	500	
2-12-00-212-00 Advertising	1,772.81	478.19	750	133.64	750	-	
2-12-00-213-00 Insurance	19,471.61	20,193.00	20,193	23,514.88	20,193	-	
2-12-00-214-00 Repairs & Maintenance	9,391.64	-	25,000	-	-	(25,000)	
2-12-00-214-00 Repairs & Maintenance - Building	-	-	-	424.99	15,000	15,000	851 quote for snow stops / paint repair /back door to boardroom/bathrooms flooring
2-12-00-214-01 Repairs & Maintenance - Equipment	-	-	-	-	-	-	
2-12-00-215-00 Training	-	4,141.54	6,500	826.19	-	(6,500)	
2-12-00-216-00 Travel and Subsistence	-	-	-	-	5,000	5,000	
2-12-00-217-00 Conference and Convention Fees	-	-	-	416.00	2,540	2,540	
2-12-00-224-00 Memberships	-	-	-	445.38	1,200	1,200	GFOA/LGAA/CAMA/AB Tax professional / IAMA/EDA
2-12-00-231-00 Auditor	-	-	-	-	10,660	10,660	
2-12-00-232-00 Solicitor	-	-	-	-	1,000	1,000	
2-12-00-233-00 Assessor	-	-	-	4,691.68	14,600	14,600	
2-12-00-234-00 Safety Officer	-	-	-	4,000.00	12,360	12,360	
2-12-00-239-00 IT Network Systems/Website	-	-	-	10,463.91	55,000	55,000	muniware/website comms 4990/security 10000/ website IT per user per month 6x250x12 = 18000 / \$2000 server
2-12-00-240-00 Janitorial Services/Supplies	-	-	-	2,700.01	8,500	8,500	
2-12-00-263-00 Rentals and Leases - Equipment	-	-	-	1,840.00	5,520	5,520	
2-12-00-510-00 Materials, Goods and Supplies	12,739.97	4,948.57	10,000	1,904.13	10,300	300	year round lites 5045
2-12-00-511-00 Utilities	20,332.20	20,766.36	20,691	-	-	(20,691)	
2-12-00-515-00 Natural Gas	-	-	-	3,444.79	4,725	4,725	
2-12-00-516-00 Electricity	-	-	-	5,169.33	10,100	10,100	
2-12-00-513-00 Telephone	-	-	-	1,751.94	3,875	3,875	
2-12-00-514-00 Internet	-	-	-	528.00	1,625	1,625	
2-12-00-810-00 Bank Charges/Short Term Interest	-	736.82	200	342.96	1,000	800	
2-12-00-814-00 POS (Visa/MC) Fees	-	-	-	2,333.65	4,150	4,150	
2-12-00-890-00 Bad Debt	-	-	-	12,911.81	-	-	taxes written off (3910000)
2-12-00-990-00 Other Trans. Discounts & Adjustments	4,736.52	5,008.18	5,000	6.36	5,100	100	
2-51-00-770-00 FCSS	6,293.47	6,483.68	6,484	6,592.00	6,620	136	Increase of 2%
TOTAL EXPENSE	337,546.39	340,997.05	362,818	154,407.96	412,899	50,080	
NET	223,817.10	227,230.39	221,353	141,509.99	244,969	23,615	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
FIRE SERVICES REVENUE								
1-23-01-420-00	Sale of Services	(13,165.00)	(3,200.00)	(7,500)	-	(3,300)	4,200	
1-23-01-590-00	Other Revenue From Own Sources	-	(145.98)	-	-	-	-	
1-23-01-850-00	County of Warner transfer from reserves	(14,494.69)	(15,696.76)	(14,500)	(3,000.00)	(14,500)	-	
	TOTAL FIRE SERVICES	(27,659.69)	(19,042.74)	(22,000)	(3,000)	(22,800)	4,200	
FIRE SERVICES EXPENSES								
2-23-01-110-00	Honourarium	12,055.00	11,307.50	15,000	-	15,000	-	
2-23-01-210-00	Contracted Services	7,371.04	5,292.78	7,500	1,449.74	3,370	(4,130)	
2-23-01-211-00	Dispatch Services	-	-	-	1,212.66	3,338	3,338	\$4.10 per capita @ 814 pop
2-23-01-213-00	Insurance	6,302.18	6,748.32	6,478	7,487.61	6,700	222	
2-23-01-214-00	Repairs & Maintenance	4,817.47	8,226.78	9,000	-	-	(9,000)	
2-23-01-214-00	Repairs & Maintenance - Building	-	-	-	-	10,000	10,000	exhaust fan 8575/ lights
2-23-01-214-01	Repairs & Maintenance - Equipment	-	-	-	3,584.31	9,000	9,000	SCBA/chain saws/flashlights
2-23-01-214-02	Repairs & Maintenance - Vehicles	-	-	-	-	5,700	5,700	
2-23-01-215-00	Fire Training	240.00	-	1,000	662.14	1,000	-	
2-23-01-510-00	Materials, Goods & Supplies	5,830.71	16,410.11	10,000	465.21	40,796	30,796	tools, radio, veh r&m, turnout gear
2-23-01-511-00	Utilities	10,752.63	11,973.09	11,500	-	-	(11,500)	
2-23-01-515-00	Natural Gas	-	-	-	2,817.89	3,075	3,075	
2-23-01-516-00	Electricity	-	-	-	2,131.24	5,050	5,050	
2-23-01-517-00	Telephone	-	-	-	632.96	1,650	1,650	4%
2-23-01-513-00	Fuel - Town	302.77	918.40	1,200	-	1,200	-	
2-23-03-513-00	Fuel - County	854.69	958.45	1,200	-	1,200	-	
2-23-01-518-00	Internet	-	-	-	320.00	650	650	
2-23-01-990-00	Other	-	-	-	-	-	-	
	Transactions/Discounts/Adjustments	19.08	15.90	-	6.36	-	-	
	IT	-	-	-	-	2,000	2,000	
2-24-00-210-00	Emergency Management	500.00	500.00	2,000	-	500	(1,500)	
762.00	transfer to capital	-	-	-	-	5,000	-	LED Lights
	TOTAL EXPENSES	49,045.57	62,351.33	64,878	20,770.12	115,229	50,351	
	NET	21,385.88	43,308.59	42,878	17,770.12	92,429	49,551	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
MUNICIPAL ENFORCEMENT REVENUES								
1-26-00-520-00	Animal Licenses	(1,620.00)	(1,870.00)	(1,660)	(1,840.00)	(1,700)	(40)	
1-26-00-530-00	Fines	-	(1,102.00)	(1,500)	(393.00)	(1,200)	300	
TOTAL REVENUES		(1,620.00)	(2,972.00)	(3,160)	(2,233)	(2,900)	260	
MUNICIPAL ENFORCEMENT EXPENSES								
2-26-00-210-00	Ridge Regional Public Safety	31,794.03	32,906.25	32,000	13,867.78	32,500	500	
2-26-00-215-00	Provincial Policing	15,409.00	28,822.75	23,128	30,181.00	30,181	7,053	2023 requisition
2-26-00-510-00	Materials, Goods & Supplies	339.73	371.97	500	-	500	-	
TOTAL EXPENSES		47,542.76	62,100.97	55,628	44,048.78	63,181	7,553	
NET		45,922.76	59,128.97	52,468	41,815.78	60,281	7,813	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
COMMON SERVICES REVENUE								
1-31-00-590-00	Other Rev from Own Sources	(1,346.00)	(272.10)	-	(424.15)	-	-	
	Transfer from reserves	-	-	-	-	(12,000)	(12,000)	from general capital re
	TOTAL REVENUES	(1,346.00)	(272.10)	-	(424.15)	(12,000)	(12,000)	
COMMON SERVICES EXPENSES								
2-31-00-110-00	Salaries and Wages	24,197.50	30,046.76	30,000	9,174.49	66,100	36,100	4% COLA
2-31-00-120-00	Benefits	11,307.20	15,224.23	2,000	5,357.13	21,100	19,100	increase of 4.03%
2-31-00-210-00	Contracted Services	3,208.06	3,456.08	5,000	1,951.65	-	(5,000)	veh r&m/IT/fertilizer
2-31-00-213-00	Insurance	6,615.28	5,953.95	-	7,399.29	7,400	7,400	
2-31-00-214-00	Repairs & Maintenance	18,410.23	14,653.94	10,000	-	-	(10,000)	
2-31-00-214-00	Repairs & Maintenance - Building	-	-	-	911.22	3,500	3,500	
2-31-00-214-01	Repairs & Maintenance - Equipment	-	-	-	4,554.31	3,500	3,500	
2-31-00-214-02	Repairs & Maintenance - Vehicles	-	-	-	3,429.76	5,330	5,330	
2-31-00-215-00	Training	-	2,023.89	1,000	420.63	1,030	30	class 3
2-31-00-216-00	Travel and Subsistance	-	-	-	-	2,000	2,000	
2-31-00-263-00	Rentals and Leases - Equipment	-	-	-	-	1,000	1,000	
2-31-00-510-00	Materials, Goods, Supplies	12,807.77	17,299.88	12,000	1,182.67	15,000	3,000	
2-31-00-511-00	Utilities	12,391.05	14,059.38	14,000	-	-	(14,000)	
2-31-00-515-00	Natural Gas	-	-	-	3,168.04	4,100	4,100	
2-31-00-516-00	Electricity	-	-	-	1,279.31	4,850	4,850	
2-31-00-517-00	Telephone	-	-	-	890.34	2,360	2,360	
2-31-00-518-00	Internet	-	-	-	320.00	1,000	1,000	
2-31-00-513-00	Fuel	22,582.20	38,164.52	25,000	7,802.00	30,000	5,000	
2-31-00-990-00	Discounts & Adjustments	17.49	19.08	12,000	6.36	20	20	
2-31-00-762-00	transfer to capital	-	-	-	-	12,000	12,000	cement pad at shope
	IT	-	-	-	-	2,500	2,500	
	TOTAL EXPENSES	111,536.78	140,901.71	111,000	47,847.20	182,790	71,790	
	NET	110,190.78	140,629.61	111,000	47,423.05	170,790	59,790	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022
ROADS, STREETS, WALKS, LIGHTS							
1-32-00-100-00	Road Operating Special Levy	-	(24,450.00)	(24,750)	-	(24,450)	300
1-32-00-560-00	Rental Revenue	-	-		-	(25)	25
1-32-00-590-00	Other Revenue From Own Sources	-	-	(18)	-	-	-
	Grant Funding	-	-		-	(100,000)	
	Transfer from reserves	-	-	(177,635)	-	(143,210)	34,425
	TOTAL REVENUE	-	(24,450.00)	(202,403)	-	(267,685)	34,750
ROADS EXPENSE							
2-32-00-110-00	Salaries and Wages	14,459.99	24,312.77	20,000	17,706.55	41,300	21,300
2-32-00-120-00	Benefits	2,111.04	5,247.79	1,500	3,408.19	9,460	7,960
2-32-00-210-00	Contracted Services	48,013.82	48,483.19	50,000	-	50,000	-
2-32-00-213-00	Insurance	706.46	660.27	660	744.83	745	85
2-32-00-214-00	Repairs and Maintenance	96,215.52	105,936.97	85,000	-	85,000	-
2-32-00-510-00	Materials, Goods and Supplies	6,374.97	11,980.56	12,000	-	14,000	2,000
2-32-00-511-00	EV Charging Station Internet/Power	-	-	-	87.89		
2-32-02-511-00	Street Lights	65,749.37	68,295.61	65,000	24,675.57	66,950	1,950
2-32-00-762-00	Transfer to Capital	-	29,025.13	-	126,400.00	143,210	143,210
	equipment lease/rental	-	-	-	-	2,000	2,000
	freight	-	-	-	-	500	500
	R&m equipment	-	-	-	-	4,800	4,800
	TOTAL EXPENSE	233,631.17	293,942.29	234,160	173,023.03	417,965	183,805
NET		233,631.17	269,492.29	31,757	173,023.03	150,280	118,523

Town of Milk River Operating Budget 2023 Draft

	2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
AIRPORT REVENUE							
1-33-00-560-00 Rental Revenue - Airport	(465.00)	(465.00)	(465)	-	(465)	-	
TOTAL AIRPORT REVENUE	(465.00)	(465.00)	(465)	-	(465)	-	
AIRPORT EXPENSES							
2-33-00-210-00 Contracted Services	54.65	144.10	200	47.10	150	(50)	radio license/portable toilet servicing
2-33-00-213-00 Insurance	2,916.05	3,051.84	3,052	2,933.92	2,934	(118)	
2-33-00-214-00 Repairs and Maintenance	8,452.00	-	5,000	-	4,000	(1,000)	crackfill
2-33-00-513-00 Fuel	-	-	500	-	500		fuel for mower
2-33-00-510-00 Materials, Goods and Supplies	16.76	3,062.27	100	-	2,000	1,900	crackfill
2-33-00-511-00 Airport Utilities	1,280.79	1,236.39	1,500	394.02	1,300	(200)	
TOTAL AIRPORT EXPENSES	12,720.25	7,494.60	10,352	3,375.04	10,884	532	
NET	12,255.25	7,029.60	9,887	3,375.04	10,419	532	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
WATER REVENUE								
1-41-00-420-00	Sales of Water	(298,236.32)	(295,875.06)	(297,000)	(88,871.24)	(297,000)	-	
1-41-00-510-00	Penalties	(1,618.30)	(1,818.32)	(1,800)	(642.47)	(1,800)	-	
1-41-00-590-00	Resident Services	(1,162.50)	(902.00)	(1,500)	(150.00)	(900)	600	
1-41-00-940-00	Transfer from Reserves	-	-	(317,958)	-	(58,978)	258,980	from water reserves
1-41-02-420-00	Sales of Farm Water	(12,422.44)	(11,466.52)	(7,500)	(1,474.00)	(10,000)	(2,500)	
TOTAL REVENUE		(313,439.56)	(310,061.90)	(625,758)	(91,137.71)	(368,678)	257,080	
WATER EXPENSES								
2-41-00-762-00	Transfer to Capital	-	-	-	-	58,978	58,978	
2-41-00-990-00	Other Trans., Dis. & Adjustments	3,492.25	3,251.00	3,500	2,398.85	3,500	-	
2-41-01-110-00	Water Treatment Salaries	51,191.72	45,983.50	30,000	13,118.75	64,000	34,000	
2-41-01-120-00	Water Treatment Benefits	8,960.12	10,963.91	2,000	2,809.90	15,410	13,410	increase of 4.03%
2-41-01-210-00	W.T. Contracted Services	21,056.52	28,449.26	38,000	4,847.60	18,800	(19,200)	only Ridge Water \$1500/month
2-41-01-212-00	Shipping/Freight	-	-	-	920.91	5,000	5,000	
2-41-01-213-00	Water Treatment Insurance	15,805.87	16,270.67	16,271	17,364.77	17,365	1,094	
2-41-01-214-00	W.T. Repairs & Maintenance	15,279.69	26,313.95	18,000	-	-	(18,000)	
2-41-01-214-00	W.T. R&M - Building	-	-	-	1,841.15	-	-	
2-41-01-214-01	W.T. R&M - Equipment	-	-	-	8,585.20	2,000	2,000	
2-41-01-217-00	Water Testing	-	-	-	4,059.00	3,000	3,000	
2-41-01-510-00	W.T. Materials, Goods & Supplies	18,776.94	(1,935.47)	15,000	-	2,000	(13,000)	
2-41-01-511-00	Water Treatment Utilities	37,568.00	47,879.79	38,000	-	-	(38,000)	
2-41-01-515-00	Natural Gas	-	-	-	4,195.35	6,300	6,300	
2-41-01-516-00	Electricity	-	-	-	12,711.31	42,000	42,000	
2-41-01-517-00	Telephone	-	-	-	310.92	950	950	
2-41-01-518-00	Internet	-	-	-	320.00	890	890	
2-41-01-519-00	Chemicals	-	-	-	726.00	17,400	17,400	
2-41-02-110-00	P&P Salaries	-	390.00	-	-	406	406	
2-41-02-120-00	P&P Benefits	-	73.65	-	-	77	-	
2-41-02-210-00	P&P Contracted Services	-	-	-	-	-	-	
2-41-02-213-00	P&P Insurance	1,954.71	2,710.36	2,710	2,892.61	2,893	183	
2-41-02-214-00	P&P Repairs & Maintenance	187.74	43,980.48	50,000	-	-	(50,000)	
2-41-02-214-00	P&P R&M - Building	-	-	-	-	4,000	4,000	
2-41-02-214*-01	P&P R&M - Equipment	-	-	-	1,389.18	42,000	42,000	
2-41-02-510-00	P&P Materials, Goods & Supplies	139.99	188.32	200	570.52	200	-	
2-41-02-511-00	P&P Utilities	10,434.01	11,366.71	35,000	-	-	(35,000)	
2-41-02-515-00	Natural Gas	-	-	-	357.05	1,000	1,000	
2-41-02-516-00	Electricity	-	-	-	4,484.40	11,000	11,000	
2-41-03-110-00	Trans. Lines Salaries	3,558.39	1,355.50	-	1,095.41	1,410	1,287	
2-41-03-120-00	Trans. Lines Benefits	523.33	218.16	-	221.93	227	-	
2-41-03-210-00	Trans. Lines Contracted Services	3,512.31	17,481.67	5,000	3,356.79	5,000	-	
2-41-03-213-00	Trans. Lines - Insurance	393.86	421.43	421	421.36	422	1	text2car/membership
2-41-03-214-00	Trans. Lines R&M	17,215.01	4,424.57	20,000	17,842.00	5,000	(15,000)	
2-41-03-510-00	Trans. Lines Materials, Goods & Supplies	19,552.01	10,633.64	20,000	2,014.81	2,000	(18,000)	
TOTAL EXPENSES		229,602.47	270,421.10	294,102	108,855.77	333,228	39,126	
NET		(83,837.09)	(39,640.80)	(331,655)	17,718.06	(35,450)	296,205	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
SOLID WASTE REVENUE								
1-43-00-420-00	Sales of Garbage Service	(119,211.41)	(115,876.39)	(105,000)	(38,488.05)	(108,150)	(3,150)	Warner and Coutts
1-43-00-590-00	Other Revenue from Own Sources	(95.00)	(190.00)	-	-	-	-	
1-43-01-590-00	Recycling - Other	(1,150.03)	(1,294.04)	(1,000)	-	(1,000)	-	
TOTAL SOLID WASTE REVENUE		(120,456.44)	(117,360.43)	(106,000)	(38,488.05)	(109,150)	(3,150)	
TRANSFER STATION REVENUE								
1-43-00-550-00	Return on Investments	(50.53)	(124.73)	(50)	(84.04)	(100)	(50)	
1-43-00-850-00	County of Warner and Coutts	(11,925.00)	(12,115.80)	(12,000)	-	(12,100)	(100)	
TOTAL TRANSFER STATION REVENUE		(11,975.53)	(12,240.53)	(12,050)	(84.04)	(12,200)	(150)	
SOLID WASTE EXPENSE								
2-43-00-110-00	Salaries and Wages	33,460.44	33,146.51	36,000	11,207.07	38,500	2,500	
2-43-00-120-00	Benefits	3,759.70	7,468.38	2,700	2,472.43	11,800	9,100	increase of 4.03%
2-43-00-213-00	Insurance	-	641.44	-	727.00	727	727	
2-43-00-214-00	Garbage Repairs and Maintenance	4,348.22	9,644.25	5,000	186.28	9,200	4,200	
2-43-00-510-00	Garbage Materials, Goods, Supplies	9,002.73	34.80	2,250	307.86	500	(1,750)	concrete pads \$145
2-43-00-513-00	Fuel	8,855.73	12,126.16	10,000	2,129.56	15,000	5,000	
2-43-00-765-00	Chief Mountain Commission	26,864.60	25,991.53	27,500	12,541.46	26,500	(1,000)	increase of 3% \$30.33 per capita / plus \$10 per campsite
2-43-00-990-00	Other Trans., Disc. & Adjustments	1,233.50	1,124.00	2,500	1,106.21	2,000	(500)	
2-43-01-210-00	Recycling Contracted Services	6,163.93	6,253.30	5,000	39.04	6,500	1,500	
2-43-01-213-00	Recycling Insurance	52.19	55.85	-	55.84	56	56	
TOTAL SOLID WASTE EXPENSES		93,741.04	96,486.22	90,950	30,772.75	110,783	19,833	
TRANSFER STATION EXPENSES								
2-43-00-111-00	Wages - Transfer Station	21,696.92	20,869.24	19,000	6,515.42	21,710	2,710	
2-43-00-121-00	Transfer Station Benefits & W.C.B.	355.76	495.63	3,000	148.68	520	(2,480)	increase of 4.03%
2-43-00-211-00	Transfer Stn. Supply / Service / Repair	36.99	-	5,000	788.35	2,000	(3,000)	
2-43-00-511-00	Transfer Station Cell Phone/Utilities	1,740.12	1,736.38	2,000	-	2,000	-	
TOTAL TRANSFER STATION EXPENSES		23,829.79	23,101.25	29,000	7,452.45	26,230	(2,770)	
NET: SOLID WASTE		(26,715.40)	(20,874.21)	(15,050)	(7,715.30)	1,633	16,683	
NET: TRANSFER STATION		11,854.26	10,860.72	16,950	7,368.41	14,030	(2,920)	
NET: OVERALL		(14,861.14)	(10,013.49)	1,900	(346.89)	15,663	13,763	

Town of Milk River Operating Budget 2023 Draft

	2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
WASTE WATER REVENUE							
1-42-00-410-00 Sales of Goods	(10.00)	(20.00)	-	(10.00)	(10)	(10)	
1-42-00-420-00 Sales of Sewage Services	(102,445.74)	(102,451.61)	(90,000)	(30,847.92)	(100,000)	(10,000)	
1-42-00-421-00 Sales of Services - Other	(1,338.02)	(1,180.28)	(500)	(204.08)	(550)	(50)	WOS/Gold Spring
1-42-00-590-00 Other Revenue from Own Sources	-	-	-	-	-	-	
Lagoon Loan	-	-	-	-	(2,582,500)		
TOTAL REVENUE	(103,793.76)	(103,651.89)	(90,500)	(31,062.00)	(2,683,060)	(10,060)	
WASTE WATER EXPENSES							
2-42-00-110-00 Salaries and Wages	9,203.85	10,753.30	27,500	3,611.28	27,200	(300)	
2-42-00-120-00 Benefits	1,081.15	2,510.87	2,000	801.70	6,613	4,613	increase of 4.03%
2-42-00-210-00 Contracted Services	9,297.96	7,820.74	10,500	809.14	8,300	(2,200)	membership/sewer main inspection 2312/4020
2-42-00-213-00 Insurance	1,506.19	1,609.76	1,610	1,713.99	1,714	104	
2-42-00-214-00 Repairs and Maintenance	10,878.89	20,215.70	30,000	8,138.96	22,000	(8,000)	resident work/flushing 2x \$11200 / acti-zyme
2-42-00-510-00 Materials, Goods and Supplies	3,305.16	7,298.57	7,500	-	10,500	3,000	
2-42-00-511-00 Utilities	6,467.23	8,846.56	7,500	-	-	(7,500)	
2-42-00-515-00 Natural Gas	-	-	-	726.61	1,350	1,350	
2-42-00-516-00 Electricity	-	-	-	3,501.98	7,850	7,850	
2-42-00-762-00 Transfer to Capital	-	-	-	-	2,582,500	2,582,500	
2-42-00-990-00 Other Trans., Discounts & Adjustments	1,217.50	1,278.75	1,500	1,024.04	1,500	-	
TOTAL EXPENSES	42,957.93	60,334.25	88,110	20,327.70	2,669,527	2,581,417	
NET	(60,835.83)	(43,317.64)	(2,390)	(10,734.30)	(13,533)	2,571,357	

Town of Milk River Operating Budget 2023 Draft

	2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
CEMETERY REVENUES							
1-56-00-420-00 Cemetary Sale of Service	(5,200.00)	(3,600.00)	(2,500)	(1,950.00)	(2,500)	-	open/close - not the plot sales
TOTAL REVENUE	(5,200.00)	(3,600.00)	(2,500)	(1,950.00)	(2,500)	-	
CEMETERY EXPENSES							
2-56-00-770-00 Grants To Individuals & Organizations	2,000.00	5,000.00	5,000	2,000.00	5,000	-	is this annually or keep at 2000?
TOTAL EXPENSES	2,000.00	5,000.00	5,000	2,000.00	5,000	-	
NET	(3,200.00)	1,400.00	2,500	50.00	2,500	-	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
PLANNING & DEVELOPMENT REVENUES								
1-61-00-420-00	Planning / Development Services	-	-	-	(90.00)	(180)	-	compliance letter
1-61-00-520-00	Development Permit Revenue	(530.00)	(630.00)	(2,000)	-	(750)	1,250	
1-61-00-521-00	Permit Revenue from Agencies	(1,154.26)	(9,285.97)	(1,000)	(164.65)	(1,030)	(30)	Park
1-62-00-420-00	Business Licenses		-	-	(4,252.00)	(5,000)	(5,000)	
	TOTAL REVENUES	(1,684.26)	(9,915.97)	(3,000)	(4,506.65)	(6,960)	(3,960)	
SUBDIV, LAND & DEV REV								
1-66-00-410-00	Sale of Land	(74,496.46)	-	(25,000)	-	(29,500)	(4,500)	
	TOTAL SUBDIVISION REVENUES	(74,496.46)	-	(25,000)	-	(29,500)	(4,500)	
PLANNING & DEVELOPMENT EXPENSES								
2-61-00-210-00	Contracted Services	12,211.20	13,185.20	42,000	7,912.60	15,000	(27,000)	GIS/SDAB/dev officer 6354/block 39
	TOTAL PLANNING & ZONING EXPENSE	12,211.20	13,185.20	42,000	7,912.60	15,000	(27,000)	
ECON. DEV./COMM SERV EXP								
2-62-00-210-00	EDT - Contracted Services	-	-	1,000	-	7,000	6,000	Mitacs \$5000 / Hwy 4 \$1250
2-62-00-510-00	EDT Materials, Goods and Supplies	25.97	2,365.70	1,000	-	2,000	1,000	flowers 2022 / greenhouse - hanging baskets
2-62-00-765-00	EDT Con't To Own Mun. Agencies	900.12	824.00	-	-	900	900	
2-62-00-770-00	Heritage Handi Bus transfer to capital	4,890.00	4,890.00	5,000	4,890.00	4,890	(110)	
		-	-	-	-	87,200	87,200	
	TOTAL EC D. EXPENSES	5,816.09	8,079.70	7,000	4,890.00	101,990	94,990	
SUBDIV, LAND & DEV EXP								
2-66-00-210-00	Contracted Services	-	25,430.40	100,000	-	100,000	-	clean up/ demolition 82,824/ realtor \$4,000 per
	TOTAL SUBDIVISION EXPENSES	-	25,430.40	100,000	-	100,000	-	
NET: PLANNING AND DEVELOPMENT								
NET: PLANNING AND DEVELOPMENT		10,526.94	3,269.23	39,000.00	3,405.95	8,040	(30,960)	
NET: SUBDIVISION		(74,496.46)	25,430.40	75,000.00	-	70,500	(4,500)	
NET: ECONOMIC DEVELOPMENT		5,816.09	8,079.70	7,000.00	4,890.00	101,990	94,990	
NET: OVERALL								
NET: OVERALL		(58,153.43)	36,779.33	121,000	8,295.95	180,530	59,530	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
RECREATION GENERAL REVENUE								
1-72-00-840-00	Summer Jobs Grant transfer from reserve	-	-	-	-	(15,600)	-	
	TOTAL REVENUE	-	-	-	-	(59,100)	-	
RECREATION GENERAL EXPENSES								
2-72-00-110-00	Salaries and Wages	88,258.55	73,411.64	50,000	15,211.98	84,400	34,400	summer students
2-72-00-120-00	Benefits	13,134.27	15,541.46	3,500	3,133.42	20,168	16,668	increase of 4.03%
2-72-00-210-00	Contracted Services	13,172.28	11,155.00	20,000	133.33	32,500	12,500	snow removal /membership/toilet rental/weed spraying/fertilizer/ cemetery weed spraying / tree pruning
2-72-00-213-00	Insurance	4,805.35	5,135.90	-	5,485.10	5,485	5,485	
2-72-00-214-00	Repairs & Maintenance - Equipment	5,364.98	3,027.66	7,000	-	3,300	(3,700)	
2-72-00-215-00	Training	-	-	1,500	-	1,500	-	pesticide training
2-72-00-510-00	Materials, Goods & Supplies	4,982.51	2,828.61	6,000	-	3,500	(2,500)	sprinkler heads/weed killer/fertilizer
2-72-00-511-00	Utilities	26,733.43	23,180.25	28,000		-	(28,000)	
2-72-00-515-00	Natural Gas	-	-	-	4,400.60	6,350	6,350	curling rink \$10280 in first three months
2-72-00-515-00	Electricity	-	-	-	18,441.36	17,800	17,800	curling rink \$11480 in first three months
2-72-00-762-00	Transfer to Capital	-	-	-	2,060.00	43,500	43,500	Block 39
	TOTAL EXPENSES	156,451.37	134,280.52	116,000	48,865.79	218,503	102,503	
	NET	156,451.37	134,280.52	116,000	48,865.79	159,403	(102,503)	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
REC - CAMPGROUND REV								
1-72-01-420-00	Sale of Services	(16,828.37)	(21,623.14)	(18,000)	(3,302.85)	(18,000)	-	
TOTAL CAMPGROUND REV		(16,828.37)	(21,623.14)	(18,000)	(3,302.85)	(18,000)	-	
RECREATION - CAMPGROUND								
2-72-01-210-00	Contracted Services	620.00	588.75	1,500	-	1,000	(500)	campground listing
2-72-01-213-00	Insurance	309.11	330.35	330	318.90	319	(11)	
2-72-01-214-00	Repairs & Maintenance	155.99	7,388.28	8,000	3,843.99	8,000	-	
	R&M Building	-	1.00	2.00	3.00	2,900		surge protectors
2-72-01-510-00	Mat., Goods & Supplies	5,577.30	3,171.85	2,500	325.69	2,575	75	Janitorial
2-72-01-511-00	Utilities	17,977.69	23,180.25	20,000	-	-	(20,000)	
2-72-01-515-00	Natural Gas	-	-	-	697.47	3,650	3,650	
2-72-01-516-00	Electricity	-	-	-	10,868.73	75,600	75,600	first three months in 2023 is \$6300
	transfer to capital	-	-	-	-	-	-	
TOTAL CAMPGROUND EXP		24,640	34,660	32,332	16,058	94,044	58,814	
NET		7,811.72	13,037.34	14,332	12,754.93	76,044	(58,814)	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
RECREATION - POOL REV								
1-72-02-410-00	Sale of Goods - Pool	(20.00)	(8.55)	-	-	(10)	(10)	
1-72-02-420-00	Sales of Services - Pool	(5,100.49)	(5,671.43)	(5,500)	(95.24)	(5,900)	(400)	
1-72-02-560-00	Pool Rentals	-	-	-	-	(150)	(150)	
1-72-02-590-00	Other Revenue from Own Sources	(42.00)	-	-	-	-	-	
1-72-02-850-00	Local Gov't Conditional Grants	(24,535.23)	(24,048.00)	(24,500)	-	(24,500)	-	
	Summer Jobs Grant					(50,000)		
	TOTAL POOL REVENUE	(29,697.72)	(29,727.98)	(30,000)	(95.24)	(80,560)	(50,560)	
RECREATION - POOL								
2-72-02-110-00	Salaries and Wages	41,074.16	33,595.49	30,000	-	39,000	9,000	
2-72-02-120-00	Benefits	1,784.81	1,613.59	1,500	-	5,700	4,200	increase of 4.03%
2-72-02-210-00	Contracted Services	10,985.43	3,805.80	5,000	715.00	5,150	150	mileage
2-72-02-212-00	Advertising	-	-	-	-	-	-	
2-72-02-212-00	Shipping/Freight	-	-	100	-	500	400	
2-72-02-213-00	Insurance	1,847.86	1,974.84	1,975	2,107.64	2,108	133	
2-72-02-214-00	Repairs & Maintenance	5,215.60	1,104.37	10,000	-	-	(10,000)	
	Repairs & Maintenance - Building	-	-	-	-	1,100	1,100	
	Repairs & Maintenance - Pool	-	-	-	-	1,300	1,300	
2-72-02-215-00	Training	-	3,743.74	2,000	-	6,000	4,000	12 lifeguards
2-72-02-510-00	Materials, Goods & Supplies	10,260.82	12,936.43	10,000	1,385.87	2,000	(8,000)	
2-72-02-511-00	Utilities	10,065.60	13,578.71	10,000	-	-	(10,000)	
2-72-02-515-00	Natural Gas	-	-	-	2,840.41	9,300	9,300	
2-72-02-516-00	Electricity	-	-	-	673.78	4,500	4,500	
2-72-02-517-00	Telephone	-	-	-	198.24	620	620	
2-72-02-518-00	Internet	-	-	-	-	500	500	
2-72-02-519-00	Chemicals	-	-	-	-	7,770	7,770	1.5 x's increase - open longer
						-	-	
	TOTAL POOL EXPENSE	81,234.28	72,352.97	70,575	7,920.94	85,548	14,973	
	NET	51,536.56	42,624.99	40,575	7,825.70	4,988	(35,587)	

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD April 30	2023 Budget	2023 vs 2022	Explanation
Golf Course Revenue								
		-	-	-	-	-	-	
TOTAL REVENUE		-	-	-	-	-	-	
Golf Course Expenses								
2-72-03-510-00	Golf Course Materials, Goods, Supplies	-	-	-	-	-		
2-72-03-516-00	Golf Course Electricity	-	7,837.01	-	233.31	8,300	463	power for irrigation
TOTAL EXPENSES		-	7,837.01	-	233.31	8,300	463	
NET		-	7,837.01	-	233.31	8,300	463	

Town of Milk River Operating Budget 2023 Draft

		2021 Actual	2022 Actual	2023 Interim Budget	2023 YTD Apri 30	2023 Budget	2023 vs 2022	Explanation
CULTURE AND LIBRARY REVENUE		-	-	-	-	-	-	
TOTAL REVENUE		-	-	-	-	-	-	
CULTURE AND LIBRARY EXPENSES								
2-74-00-765-00	Municipal and Regional	13,417.51	20,782.24	21,000	17,150.56	20,301	(699)	Bylaw 1036-22 / 812 x 7.76 per capita
TOTAL EXPENSES		13,417.51	20,782.24	21,000	17,150.56	20,301	(699)	
NET		13,417.51	20,782.24	21,000	17,150.56	20,301	(699)	

Request for Decision

2023 Capital Budget

May 8, 2023



RECOMMENDATION

That Council approve the 2023 capital budget in the amount of \$ as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

Section 245 each council must adopt a capital budget for each calendar year.

BACKGROUND

Council reviewed the draft 2023 Operating and Capital budgets first on March 1, then again on April 21. Adjustments were discussed and are presented to Council for approval.

ATTACHMENTS

1. 2023 Capital Budget

2023 - Capital Budget

Dept.	Project Description	2023 Proposed Budget Estimated Cost	TF from Operating	MSI \$117,621	Debentures / Loan	From Reserves	Other Funds	CCBF \$51,772	Total Funds	COMMENTS
23 Fire Service										
	Fire Hall lights	\$ 10,000				\$ 5,000	\$ 5,000			Fortis
	Total	\$ 10,000	\$ -			\$ 5,000	\$ 5,000		\$ 10,000	
31 Common Services										
	Cement Pad at PW	\$ 12,000	\$ 12,000						\$ 12,000	not completed in 2022 / carry forward
	Total	\$ 12,000	\$ 12,000						\$ 12,000	
32 Roads										
	6th Ave Cul de Sac Paving	\$ 90,000				\$ 90,000				
	8th Avenue Phase 8 Power	\$ 172,603		\$ 117,621		\$ 3,210		\$ 51,772		
	New Holland Workmaster 25S Sub Comp	\$ 39,500				\$ 39,500				agreed upon equipment with golf course
	Line Painter	\$ 10,500				\$ 10,500				
	EV Charging Station	\$ 50,400					\$ 50,400			MCCAC / transformer, etc included in their proposal
	Total	\$ 363,003	\$ -	\$ 117,621		\$ 143,210	\$ 50,400	\$ 51,772	\$ 363,003	
41 Water										
	Fence at WTP	\$ 33,578				\$ 33,578				
	IT Hardware - WTP	\$ 25,400				\$ 25,400				
	Total	\$ 58,978	\$ -	\$ -		\$ 58,978		\$ -	\$ 58,978	
42 Wastewater										
	Lagoon rehabilitation and upgrades**	\$ 10,330,000		\$ -	\$ 2,582,500		\$ 7,747,500			AMWWP / IMP Priority
	Total	\$ 10,330,000	\$ -	\$ -	\$ 2,582,500	\$ -	\$ 7,747,500		\$ 10,330,000	
61 Economic Development										
	Comms tower at campground	\$ 5,800					\$ 5,800			??
	EV Bus	\$ 81,400					\$ 81,400			20% - MCCAC
	Total	\$ 87,200					\$ 87,200		\$ 87,200	
72 Recreation										
	Civic Centre generator	\$ 100,000					\$ 100,000			can we get a grant
	Water / sewer lines at ball diamonds	\$ 20,000				\$ 20,000				
	Community garden land purchase	\$ 19,500				\$ 19,500				
	Swimming pool upgrades	\$ 85,000					\$ 85,000			strategic plan priority - steps for seniors and sundeck - Fundraising Committee
	Block 39 Engineering and Design	\$ 45,000					\$ 45,000			strategic plan priority
	Corner lot / block 39 fencing	\$ 4,000	\$ 4,000							\$20/foot wood \$50/foot vinyl
	Total	\$ 273,500	\$ 4,000			\$ 39,500	\$ 230,000		\$ 273,500	
Total 2023 Capital Budget		\$ 11,134,681	\$ 16,000	\$ 117,621	\$ 2,582,500	\$ 202,188	\$ 8,120,100	\$ 51,772	\$ 11,134,681	

** means high priority within next five years as per IMP

Request for Decision

Councillors Report

May 8, 2023



RECOMMENDATION

That the Councillors reports for the period ending May 8, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Milk River Watershed AGM
2. Oldman River Regional Services Commission

**MILK RIVER WATERSHED COUNCIL CANADA
18TH ANNUAL GENERAL MEETING
MAY 30, 2023
COUNTY OF WARNER ASB MEETING ROOM**



Agenda

10:00	Greeting and Welcome John Ross, Chairman
10:15	Approve Agenda and Declaration of Quorum
10:20	Bylaw Amendments
10:25	Milk River Watershed Council Canada - Activity Report Tim Romanow, Executive Director
11:00	Financial Statements Presentation Insight Chartered Professional Accountants
11:30	Elections Election's Chairman
11:45	Meeting Adjournment
12:00	Lunch

Our Water - Our Legacy

Call for Nominations!

The following Board of Directors' seats are open for nominations:

- Recreation
- Member at Large (2 Seats)
- Towns/Villages/Hamlets
- Federal Government
- Provincial Government (Alberta Environment and Protected Areas)
- Academia (Currently vacant)
- First Nations (Currently vacant)

For membership information, please visit our website at: www.mrwcc.ca

Nominations will be taken from the floor on May 30, 2023, or received in advance by contacting Tim at: 403-647-4342 or tim@mrwcc.ca

All nominees must be members of the MRWCC. Members are entitled to vote at the AGM.

To register or for more information please contact: mary@mrwcc.ca or 403-647-3808
Please register before May 26, 2023.

Please note that this is an in-person meeting but there will be a virtual option for those who are not able to travel.

EXECUTIVE COMMITTEE MEETING MINUTES
January 12, 2023; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, January 12, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott (Arrived at 6:07 pm)
Jesse Potrie
Brad Schlossberger
Neil Sieben

Staff:

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Chairman Wolstenholme called the meeting to order at 6:03 pm.

1. Approval of Agenda

Moved by: David Cody

THAT the Executive Committee adopts the January 12, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Neil Sieben

THAT the Executive Committee approves the November 10, 2022 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. ATB Financial Municipal Borrowing Bylaw Annual Endorsement

Moved by: Don Anderberg

THAT the Executive Committee authorize the Chair and Director to endorse the 2023 Municipal Borrowing Bylaw (Revolving Line of Credit) for ATB Financial Signing Authority – ATB Financial.

CARRIED

b. 2023 Schedule of Fees – Chinook Intermunicipal Subdivision and Development Appeal Board

L. Kuiper stated that in accordance with the agreements for the Chinook Intermunicipal Subdivision and Development Appeal Board an annual schedule for fees must be set for 2023.

L. Kuiper stated that Administration has reviewed the fees and are not recommending changes to the remuneration fees, but is recommending to update the mileage rate in accordance with Canada Revenue, from \$0.61/kilometer to \$0.68/kilometer, as done in previous years.

Moved by: Brad Schlossberger

THAT the Executive Committee accepts the 2023 Schedule for Fees for the Chinook Intermunicipal Subdivision and Development Appeal Board, as presented.

CARRIED

c. Staff Update

L. Kuiper stated that Jack Shipton would be joining ORRSC in March 2023 to fulfill the role of Planner.

L. Kuiper discussed proposed changes to area assignments for later in 2023 to ensure workloads are distributed efficiently amongst planning staff.

d. Subdivision Activity

L. Kuiper presented the Subdivision Activity statistics as of December 31, 2022 for information.

e. Community Planning Association of Alberta (CPAA) 2023 Conference

L. Kuiper stated that the 2023 Community Planning Association of Alberta Conference would be held May 1-3, 2023 in Nisku, Alberta. He stated that in previous years a number of the Executive Committee would attend the conference and recommended advising Administration if they would like to attend.

f. Brownlee LLP – Emerging Trends in Municipal Law

L. Kuiper presented information on the two Emerging Trends in Municipal Law session that Brownlee LLP is hosting in virtually and in-person in February 2023.

5. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts for November 2022 and the Payments and Credits for October 2022 to the Committee.

Moved by: Christopher Northcott

THAT the Executive Committee approve the Monthly Office Account for November 2022 and the Payments and Credits for October 2022.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheet as of November 30, 2022, the Comparative Income Statement actual to November 30, 2022, and Details of Account as of November 3, 2022 to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approve the Balance Sheet as of November 30, 2022, the Comparative Income Statement actual to November 30, 2022, and Details of Account as of November 3, 2022

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

L. Kuiper presented his CAO Report to the Committee, highlighting the upcoming periodical and the Assessment Review Board hearing scheduled for March 2023.

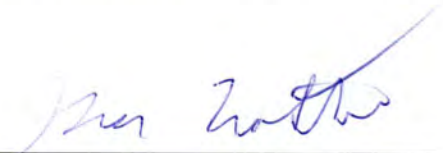
8. Round Table Discussions

Committee members reported on various projects and activities in their respective municipalities.

9. Next Meeting – February 9, 2023

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:19 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

Request for Decision

Mayors Report

May 8, 2023



RECOMMENDATION

That the Mayors Report for May 8, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Mayor Liebelt will provide a report from the Mayors Desk.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Riverside Community Golf Society

Riverside Community Golf Meeting 2023

- Meeting called to order May 1 @ 7:05 pm
- Attendance- Larry, John, Rick, Doug, Beth, CJ, and Kristin
- Minutes read by Kristin, Beth moves to accept the minutes as information-carried
- Treasurer's Report read by John. CJ moves to accept the Treasures report as info. -carried

Old Business

- Campground Update- Rules and Regulations were revised to review. Nadine will make reserved signs for campsites.
- Greenskeepers-Dean Johnson has stepped down, we have hired Dave Robertson to fill his position.
- Restaurant Update- Staff are hired. Kitchen will be fully ready for Open date May 5th.
- Lee to give update on BBQs he's looked into.
- Minty pine delivered porta potties. Greenskeepers will keep them tidy.
- No update on Rough mower yet.
- Grant applications – have not heard back from them.
- Back Flush Pump- Hydrovac for power lines to be down this weekend.
- Tarp removal is complete. Layne got the greens sprayed shortly after.
- Business association to let us know in the coming weeks if we are to maintain visitor center.
- iPad for restaurant was purchased. ProShop program is almost fully programmed.
- Paving is complete. Turned out great. We have received many compliments.

New Business

- Lethbridge Correctional Workers- they don't have enough guys to warrant coming. Will let us know.
- Cell phone/landline- still in progress. Doug is talking with Telus to arrange the details.
- Brendan Hood has created a new website for us. Looks really good!
- Switching locks on shops/cart storage to coded locks.
- Greens will be aerated as soon as we get our water going.
- Air compressor for small leaks not near the shop. We will look into options.
- Layne makes a motion to go ahead with a credit card. Doug will follow up with bank to see what's needed. – carried
- Lee fixed the leaky urinal in the men's bathroom. He also fixed the pilot lights on the stove and a leak under the sink.
- Beth motions that all on shift staff receive 50% off food at the clubhouse - carried.
- Cart loading ramp had some rotten boards. Doug has replaced those boards.
- Men's league has donated \$2500. They've asked Doug to come back with ideas of what to put it towards
- Look into golf course merchandise.

AED monthly testing

Next meeting Monday, June 5, 2023 @ 7pm @ clubhouse.

Motion to adjourn by Beth . Carried.