

Regular and Closed Meeting Agenda
for Monday, April 8, 2024, at 5:30 p.m. to be held in the
Council Chambers, in the Town Hall Complex, at 240
Main Street, Milk River, Alberta



1. Call to Order
2. Delegations 6:00 pm
 - A) MWG Chartered Professional Accountants - 2023 Draft Audited Financial Statements
3. Added Items/Approval of the Agenda
4. Approval of Minutes
 - A) Minutes of the March 11, 2024, Regular Council Meeting
5. Business Arising from Minutes
6. Financial Report
7. Administration Reports
 - A) Public Works
 - B) Community Peace Officer
 - C) Chief Administrative Officer
8. Bylaws and Policies
 - A) Code of Conduct Bylaw
 - B) Utility Bylaw
 - C) Water Conservation Bylaw
9. Old Business
10. New Business
 - A) Correspondence
 - B) Erle Rivers School
 - C) Milk River Minor Baseball Sponsorship Request
 - D) Curling Rink Cost Sharing
 - E) Milk River Municipal Library Board Members
 - F) 2024 Operating Budget
 - G) 2024 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

MWG Chartered Professional Accountants

April 8, 2024



RECOMMENDATION

That the 2023 Audited Financial Statements be approved as presented.

LEGISLATIVE AUTHORITY

BACKGROUND

MWG Chartered Professional Accountants performed a financial audit on the Town of Milk River for the 2023 year. Representatives will be in attendance to review the audit findings with Council.

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

To be provided at the meeting.

Request for Decision

Approval of Minutes

April 8, 2024



RECOMMENDATION

That the minutes for the March 11, 2024, regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

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

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: March 11, 2024, regular council meeting minutes

Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, March 11, 2024, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present - Elected Officials

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

Present - Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

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

2. Delegation: 6:00 p.m.

A) RCMP

Cpl. Brown provided an update on the local RCMP Detachment.

Moved by Deputy Mayor Johnson, "that Council accept the report from the RCMP as information."

Motion Carried 2024-59

B) Kim Welby, SouthGrow: Heritage Handi-Bus EV Project

Ms. Welby was in attendance to provide an overview of the EV Bus Project journey.

Moved by Councillor Losey, "that Council accept the report from SouthGrow regarding the EV Bus Project."

Motion Carried 2024-65

3) Additions to the Agenda

A) Adoption of the Agenda - Additions to the Agenda

Added Items:

D) MP Motz Survey

E) Strategic Plan

F) Milk River Cable Club Grant Application

Moved by Councillor Degenstein, "that Council approve the agenda for March 11, 2024, regular council meeting as amended."

Motion Carried 2024-60

4) Approval of Minutes

A) Minutes of the February 12, 2024, Regular Council Meeting

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

Motion Carried 2024-61

5. Business Arising from Minutes

6. Financial Report

7. Administration Reports

A) Public Works

The report was contained within the agenda package.

Moved by Deputy Mayor Johnson, **“that Council accept the Public Works report for the period ending February 29, 2024, as information.”**

Motion Carried 2024-62

B) Community Peace Officer

The report was contained within the agenda package.

Moved by Councillor Degenstein, **“that Council accept the Community Peace Officer report for the period ending February 29, 2024, as information.”**

Motion Carried 2024-63

C) Chief Administrative Officer

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

Moved by Councillor Michaelis, **“that Council accept the Chief Administrative Officer Report for the period ending February 29, 2024, as information.”**

Motion Carried 2024-64

5. Bylaws and Policies

A) Code of Conduct Bylaw

Moved by Councillor Degenstein, **“that Council directs administration to revise the Code of Conduct bylaw as discussed and bring back to a future council meeting.”**

Motion Carried 2024-66

B) Procedural Bylaw

Moved by Councillor Losey, **“that Council accept the report on the Procedural Bylaw and directs administration to revise the Procedural Bylaw as discussed and bring back to a future Council meeting.”**

Motion Carried 2024-67

C) Snow and Ice Control Policy

Moved by Deputy Mayor Johnson, **“that Council approve the Snow and Ice Control Policy R3 as presented.”**

Motion Carried 2024-68

The Mayor recessed the meeting at 6:56 p.m.

The Mayor reconvened the meeting at 7:01 p.m.

8. Old Business

9. New Business

A) Correspondence

Moved by Councillor Degenstein, "that correspondence for the period ending March 11, 2024, be accepted as information."

Motion Carried 2024-69

B) Employee Recognition

Moved by Councillor Losey, "that Council approve the provision of \$100.00 each in Milk River Bucks to the full time and transfer station employees, as a 2023 Christmas Bonus."

Motion Carried 2024-70

C) Royal Canadian Legion Request

Moved by Councillor Degenstein, "that Council approve the advertisement in the Annual Military Service Recognition Book in the total amount of \$345.00."

Motion Carried 2024-71

D) MP Motz Survey

Moved by Councillor Michaelis, "that Council submits the survey to MP Motz as discussed."

Motion Carried 2024-72

E) Strategic Plan

Moved by Deputy Mayor Johnson, "that Council accept the strategic plan as information, provide administration with any suggested changes and bring back to the next Council meeting."

Motion Carried 2024-73

F) Milk River Cable Club Grant Application

Moved by Councillor Michaelis, "that Council provide a letter of support to the Milk River Cable Club in their grant application to the Community Foundation."

Motion Carried 2024-74

10. Councillors Reports

Councillor Michaelis attended a Milk River Health Professionals Attraction and Retention Committee meeting as well as the Housing Subcommittee meeting, the town budget meeting, a meeting with the Parliamentary Secretary, the Alberta Municipalities provincial budget overview, and the County All Council meeting.

Councillor Degenstein attended the Milk River Community Business Association meeting, a Ridge Country Housing meeting, the town budget meeting, the Rural Renewal Program session, the Alberta Municipalities provincial budget overview, the County All Council meeting, an FCSS meeting, Town Hall with Municipal Affairs Minister, and a Veterans Memorial Highway meeting. Councillor Degenstein will be meeting with Ministers Nixon and Jones at the Municipal Leaders Caucus.

Councillor Losey attended a Ridge Country Housing meeting, the town budget meeting, a Building Resiliency workshop, the Budget Overview with AB Municipalities, and the County All Council meeting.

Deputy Mayor Johnson attended the Heritage Handibus meeting, the town budget meeting, and the County All Council meeting.

Moved by Councillor Degenstein, "that the Councillors reports for the period ending March 11, 2024, be accepted as information."

Motion Carried 2024-75

11. Mayors Report

Mayor Liebelt attended the Mayors and Reeves meeting, the Chief Mountain Regional Solid Waste Services Commission meeting, the County All Council meeting, an online drought meeting as well as a visit to Miltow Colony.

Moved by Councillor Degenstein, "that Council accept the Mayors Report for the period ending March 11, 2024, as information."

Motion Carried 2024-76

12. Closed Session

A) Section 17: Disclosure Harmful to Personal Privacy

Moved by Councillor Losey, "that Council move into closed session in accordance with Section 197(2) of the Municipal Government Act at 8:01 p.m., to discuss matters exempt from disclosure under FOIP Section 17: Disclosure harmful to personal privacy, with Council and the CAO to remain in attendance."

Motion Carried 2024-77

Moved by Councillor Degenstein, "that the meeting reconvene to the regular Council meeting at 8:13 p.m."

Motion Carried 2024-78

Rise and Report

Moved by Deputy Mayor Johnson, "that Council direct administration to prepare and propose a policy regarding construction clean up."

Motion Carried 2024-79

13. Adjournment

Moved by Councillor Losey, "that the regular council meeting of March 11, 2024, adjourn at 8:19 p.m."

Motion Carried 2024-80

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the day of 2024.

Prio to Adoption

Request for Decision

Financial Report

April 8, 2024



RECOMMENDATION

That the Financial Report for the period ending March 31, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. 2024 Year to Date financial report
2. Cash Report

**Revenue and Expenses - by Funtion
for the 3 Months Ended March 31, 2024**

	2023 Actual	2024 InterimBudget	2024 YTD Actual	Remaining Dollars	% Collected/ Used
Operating					
Revenues					
Taxation	-1,051,542.40	-1,063,703.00	0.00	-1,063,703.00	0.00
Sale of Goods and Services	-719,610.81	-652,720.00	-114,972.17	-537,747.83	17.61
Other Revenue/Franchise Fees	-307,141.47	-213,683.00	-88,874.03	-124,808.97	41.59
Conditional Grants	-292,858.82	-234,130.00		-234,130.00	0.00
Transfer from other Functions	0.00	0.00	0.00	0.00	0.00
Transfer from Reserves	0.00	-255,711.00	0.00	-255,711.00	0.00
TOTAL REVENUES	-2,371,153.50	-2,419,947.00	-203,846.20	-2,216,100.80	8.42
Expenditures					
Salaries, Wages & Benefits	613,892.69	668,224.00	151,782.10	516,441.90	22.71
Contracted & General Services	616,576.88	843,372.00	193,866.83	649,505.17	22.99
Materials, Goods & Utilities	462,662.18	546,321.00	99,347.31	446,973.69	18.18
Government Requisitions	246,548.76	246,549.00	92,648.77	153,900.23	37.58
Transfers to Local Boards	46,208.03	47,701.00	30,076.06	17,624.94	63.05
Transfers to Ind/Organizations	30,612.07	36,510.00	13,567.05	22,942.95	37.16
Bank Charges	7,443.84	5,150.00	3,383.66	1,766.34	65.70
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	28,052.19	26,120.00	14,391.11	3,449.58	55.10
TOTAL EXPENDITURES	2,051,996.64	2,419,947.00	599,062.89	1,812,604.80	24.76

Operating Revenue/Expenditures by Department for the 3 Months Ended March 31, 2024

Department	REVENUES				EXPENDITURES				Actual Contribution to Surplus
	Interim Budget	YTD Actual	Remaining Dollars	% Collected	Interim Budget	YTD Actual	Remaining Dollars	% Used	
	0 General Government	-1,250,936	-85,211	-1,165,725	6.8	230,368	58,600	171,768	
11 Council	0	-19	19	0.0	76,753	12,243	64,510	16.0	12,224
12 Administration	-423,641	-12,097	-411,544	2.9	450,811	116,749	334,062	25.9	104,652
23/24 Fire/Disaster Services	-17,800	-11,233	-6,567	63.1	110,229	15,493	94,736	14.1	4,260
26 Bylaw Enforcement	-2,900	-1,930	-970	66.6	63,181	52,158	11,023	82.6	50,228
31 Common Services	0	-67	67	0.0	172,690	47,879	124,811	27.7	47,812
32 Roads	-24,475	-503	-23,972	2.1	264,755	52,022	212,733	19.6	51,519
33 Airport	-465	0	-465	0.0	10,884	3,358	7,526	30.9	3,358
4101 Water Supply/Distribution	-309,700	-43,354	-266,346	14.0	250,250	108,882	141,368	43.5	65,528
42 Wastewater	-100,560	-16,624	-83,936	16.5	87,027	11,139	75,888	12.8	-5,485
43 Solid Waste	-109,150	-24,916	-84,234	22.8	106,783	38,312	68,471	35.9	13,396
43 Transfer Station	-12,200	-74	-12,126	0.6	26,230	6,190	20,040	23.6	6,116
56 Cemetery	-2,500	-850	-1,650	34.0	5,000	5,000	0	100.0	4,150
61 Planning & Development	-6,960	-4,740	-2,220	68.1	15,000	11,146	3,854	74.3	6,406
62 Economic Development	-44,500	0	-44,500	0.0	114,790	750	114,040	0.7	750
72 General Recreation	-15,600	0	-15,600	0.0	217,053	21,378	195,675	9.8	21,378
7201 Campground	-18,000	-2,228	-15,772	12.4	94,044	8,957	85,087	9.5	6,729
7202 Pool	-80,560	0	-80,560	0.0	95,498	11,422	84,076	12.0	11,422
7203 Golf Course	0	0	0	0.0	8,300	227	8,073	2.7	227
74 Culture & Library	0	0	0	0.0	20,301	17,158	3,143	84.5	17,158
TOTAL OPERATING	-2,419,947	-203,846	-2,216,101	8.4	2,419,947	599,063	1,820,884	24.8	395,217

admin plus FCSS

Ec Dev plus Subdiv, Land



TOWN OF MILK RIVER
For the Period Ending March 31, 2024

General Ledger	Description	2024 Opening Balance	2024 YTD Balance
CHEQUING ACCOUNTS			
3-12-00-120-00	General Bank Chequing Account (ATB)	173,506.13	237,610.92
3-12-00-130-00	General Savings Account (ATB)	662,883.91	572,542.02
* TOTAL CHEQUING ACCOUNTS		<u>836,390.04</u>	<u>810,152.94</u>
TOWN TERM DEPOSITS			
3-41-00-310-00	Water Capital GIC	3,842.16	3,895.57
3-43-00-310-00	Equipment Replacement Capital GIC	367,829.06	372,942.21
3-97-00-315-00	General Capital GIC	537,785.59	545,261.28
* TOTAL TOWN TERM DEPOSITS		<u>909,456.81</u>	<u>922,099.06</u>
ARMS LENGTH TERM DEPOSITS			
3-43-00-315-00	Transfer Station Operating GIC	5,359.29	5,433.78
* TOTAL ARMS LENGTH TERM DEPOSIT		<u>5,359.29</u>	<u>5,433.78</u>
**P TOTAL CASH AND INVESTMENTS		<u>1,751,206.14</u>	<u>1,737,685.78</u>

*** End of Report ***

Request for Decision

Administration Reports

April 8, 2024



RECOMMENDATION

That the Administration Reports for the period ending March 31, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

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

It has been a busy month. We have had numerous snow events that required immediate attention. March 24, 2024 Randy was on call, the snow was excessive, so Sean and Greg came out to plow. The entire town was windrowed and I was appreciative of the two employees coming out on their own time, away from family with no obligation to be working. We removed windrows that were still high and no melting. As we are possibly getting another snow event starting April 4, 2024. All drainage paths were opened for the excessive melting with high temperatures.

Through the month, we have dropped off numerous notices to resident to have water meters changed out. Only three responses have come in and we changed out those meters. Myself and Greg went to the hospital to discuss their meter change out. The meter itself is a 4-inch meter and we have been informed the order will take 4-8 weeks to arrive. The hospital will order 2 valve replacements as they are not working. They will have a plumber on site and we will shut the water down to hospital to perform all the work needed. They requested that this be done in the evening and I agreed as this will have the least impact on the hospital.

Friday, March 8, 2024 the garbage truck hydraulic system shut down. We brought it in to Lethbridge to be repaired. Through process of elimination the mechanics discovered it was the PTO. After ordering the part from Edmonton, it was wrongly sent to Winnipeg. After they located it, they shipped it back to Lethbridge. We picked up the garbage truck Monday, March 18 at 4:30 PM. Through the week of 11-15, we picked up garbage from businesses with our trailer. Once again, I was appreciative of the employees manually loading garbage to ensure that the businesses weren't overflowing everywhere.

The plumber came into fix the pilot light on furnace going out at campground building. Trojan came to the Water Treatment Plant to see if they could diagnosis one of our UV Reactors. They were unable to fix and had to send off to manufacturer to get fixed. CANDU came out March 22, 2024 to fix a screen display issue at Water Booster Station. The contractor came in to asses the valve repair at Water Treatment Plant coming out of the copper sulfite injector, demolition of two buildings and asses 8th Avenue asphalt sinking and grinding of cement. We are awaiting quote; however, was stated immediately that grinding would not solve the issue as the asphalt has compaction issues and would continue to sink. The suggestion was to cut out the asphalt and recompact the three quarter, then asphalt. This is only a temporary fix that would give us a few years at least.

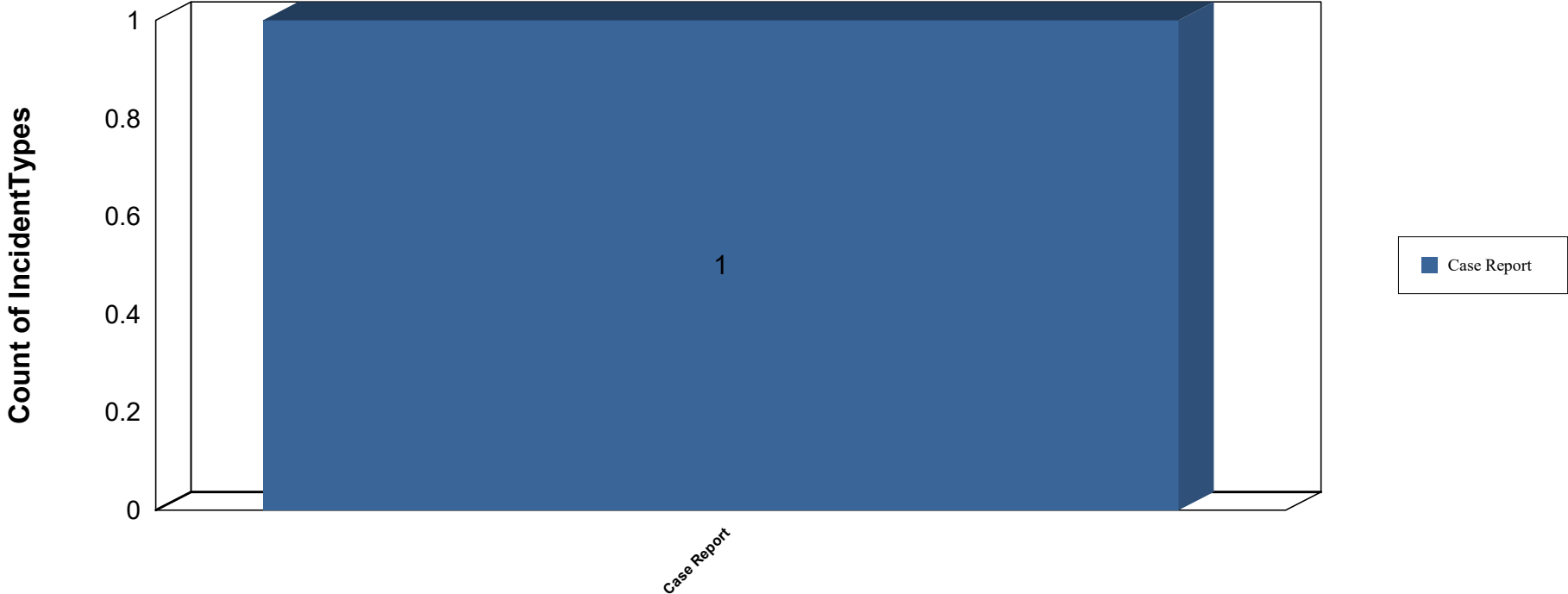
We blew out the galleries ahead of rising river and changed two valves coming out of the Raw Water Station that had longitude cracks. With weather changing day to day, we are taking every opportunity to start preparing for spring. Two days were spent on gopher control and more of the chemicals have been ordered, which will arrive this week. Our plans are ever changing, dictated by the colds fronts that continue to hit us. There is a stop temporary stop sign by Subway as a truck hit it and ripped it off. We have a one call in and we tried to dig and remove old post; however, ground was too frozen for back hoe. Finally, I have bought a place and will be permanently residing in Milk River by the end of April 2024. Thank you.

Barry Salter – Public Works Supervisor

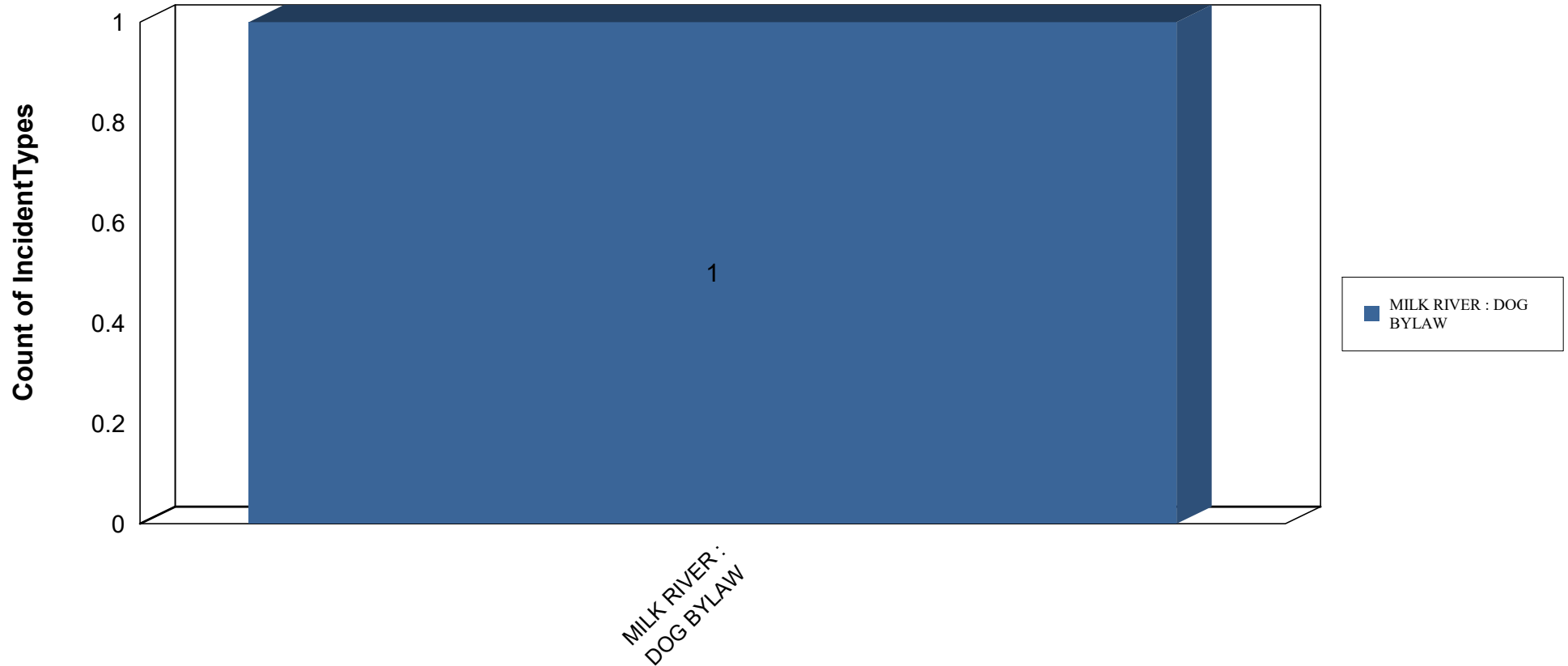
Municipal Enforcement

Statistics from: 3/1/2024 12:00:00AM to 3/31/2024 11:59:00PM

Count of Reports Completed



Count of Incident Types



MILK RIVER : DOG BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : MILK RIVER	RRPSS2024-0071	MILK RIVER : DOG BYLAW	MELANIE MAREK	2024/03/18 0912
<u>Specific Location</u>				

Report Synopsis : Assist Town with Dog Bylaw check

100.00% # of Reports: 1 Case Report MILK RIVER : DOG 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



Administration

- Council meeting agenda preparation
- Council meeting attendance
- Council meeting minutes
- Council meeting highlights for newsletter
- Staff meeting
- Walk in visitors, phone calls, and emails
- Development of draft strategic plan
- Prepare 2024 draft operating and capital budgets
- Prepare Three Year Financial Plan
- Prepare 10 Year Capital Plan
- Attend EPR webinars
- Gathering information and planning for a water user meeting (Water Shortage Plan)
- Regional Water discussions with MPE
- Housing Subcommittee meetings
- **Updates from CPO's (when applicable)**
- Development inquiries/meetings
- AAIP - Rural Renewal Program weekly meetings
- **Canada's Core Public Infrastructure Survey**
- 8th Avenue Development - power and gas
- Quad Council meeting preparation - AGENDA ITEMS?
- Animator Agreement
- AHS Monthly meeting
- Revise Snow Policy
- Revise Code of Conduct Bylaw
- Mass Communication System Launch
- Two Development Permits to date
- Lot queries
- Work on Water agreement, Solid Waste agreements, tax incentive bylaw analysis
- Discussions with Watershed on office space
- Attend Watershed Appreciation
- Library discussions regarding payroll
- Attend Kinsmen meeting regarding Block 39
- Public Works training

<u>2022-04-03</u>	Moved by Councillor Losey, “that administration look into the affordability of raising our grants to the small committees.”	WIP
	2023	
<u>Motion Carried 2023-206</u>	Moved by Deputy Mayor Degenstein, “that Bylaw 1024 and Policy R1.0 be revised reflecting the following changes and bring back to a future Council meeting: <i>the failure to cut grass or weeds, including responsibility for the land at the front of property to the centre of the Street/Avenue and at the alley to the centre of the alley responsibility for the land at the front of the property to the gutter of the Street/Avenue and to where the lane for driving begins in the alley.”</i>	WIP
<u>Motion Carried 2023-231</u>	Moved by Councillor Johnson, “that Council direct administration to determine options regarding kochia weeds.”	WIP
<u>Motion Carried 2023-255</u>	Moved by Councillor Losey, “that Council directs administration to work with the Milk River and District Ag Society to mitigate water drainage.”	WIP
<u>Motion Carried 2023-260</u>	Moved by Councillor Michaelis, “that Council write a letter to all ministries regarding the Visitor Information Centre, including the Milk River Watershed Council Canada.”	WIP
<u>Motion carried 2023-287</u>	Moved by Deputy Mayor Johnson, “that Council direct administration to investigate the feasibility of a streetlight on the corner of 3rd Avenue and 1st Street NE.”	2024 Budget
<u>Motion Carried 2023-328</u>	Moved by Councillor Degenstein, “that Council add street signs to the 2024 budget deliberations.”	2024 Budget
<u>Motion Carried 2024-25</u>	Moved by Councillor Losey, “that Council directs administration to go to RFP for auditor services.”	WIP
<u>Motion Carried 2024-29</u>	Moved by Councillor Degenstein, “that Council direct administration to discuss with curling club the current agreement and arrangements with a look to revising to a potential cost share prior to budget deliberations.”	April Agenda
<u>Motion Carried 2024-49</u>	Moved by Councillor Degenstein, “that Council donate \$1,200 to sponsor the band for Canada Day.”	WIP
<u>Motion Carried 2024-50</u>	Moved by Deputy Mayor Johnson, “that the bouncy houses be provided for the Canada Day celebrations.”	WIP
<u>Motion Carried 2024-55</u>	Moved by Deputy Mayor Johnson, “that Council approve Councillor Degenstein to attend the Municipal Leaders Caucus.”	WIP
<u>Motion Carried 2024-56</u>	Moved by Councillor Michaelis, “that Council approve Councillors Losey and Degenstein to attend the Southern Alberta Economic Summit.”	WIP
<u>Motion Carried 2024-66</u>	Moved by Councillor Degenstein, “that Council directs administration to revise the Code of Conduct bylaw as discussed and bring back to a future council meeting.”	April Agenda
<u>Motion Carried 2024-67</u>	Moved by Councillor Losey, “that Council accept the report on the Procedural Bylaw and directs administration to revise the Procedural Bylaw as discussed and bring back to a future Council meeting.”	WIP

<u>Motion Carried 2024-70</u>	Moved by Councillor Losey, "that Council approve the provision of \$100.00 each in Milk River Bucks to the full time and transfer station employees, as a 2023 Christmas Bonus."	Complete
<u>Motion Carried 2024-71</u>	Moved by Councillor Degenstein, "that Council approve the advertisement in the Annual Military Service Recognition Book in the total amount of \$345.00."	Complete
<u>Motion Carried 2024-72</u>	Moved by Councillor Michaelis, "that Council submits the survey to MP Motz as discussed."	Complete
<u>Motion Carried 2024-73</u>	Moved by Deputy Mayor Johnson, "that Council accept the strategic plan as information, provide administration with any suggested changes and bring back to the next Council meeting."	May Agenda
<u>Motion Carried 2024-74</u>	Moved by Councillor Michaelis, "that Council provide a letter of support to the Milk River Cable Club in their grant application to the Community Foundation."	WIP
<u>Motion Carried 2024-79</u>	Moved by Deputy Mayor Johnson, "that Council direct administration to prepare and propose a policy regarding construction clean up."	WIP

Request for Decision

Code of Conduct Bylaw 1055

April 8, 2024



RECOMMENDATION

That the Code of Conduct Bylaw 1055 be given first reading.

That the Code of Conduct Bylaw 1055 be given second reading.

That the Code of Conduct Bylaw 1055 receive unanimous consent for consideration of third reading.

That the Code of Conduct Bylaw 1055 be given third and final reading.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

At the March Council meeting, the Code of Conduct Bylaw was reviewed by Council. The subsequent motion was made:

**Moved by Councillor Degenstein, "that Council directs administration to revise the Code of Conduct bylaw as discussed and bring back to a future council meeting."
Motion Carried 2024-66**

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. Code of Conduct Bylaw 1055

**TOWN OF MILK RIVER
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1055**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH
A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 153(e.1) of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Milk River;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

AND WHEREAS the code of conduct or any sanctions imposed under a code of conduct must not prevent a Councillor from fulfilling the legislated duties of a Councillor;

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

1. Short Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

"Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;

"Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;

"CAO" means the chief administrative officer of the Municipality, or their delegate, who as per the Municipal Government Act, is the only employee of council;

"Councillor(s)" includes the chief elected official;

"FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

"Investigator" means Council, an ad hoc committee of Council or the individual or body corporate appointed by Council to investigate and report on a complaint;

"Municipality" means the municipal corporation of the Town of Milk River;

"Receiving Body" means the Mayor and Deputy Mayor or, if the complaint is against the Mayor and/or Deputy Mayor, the Deputy Mayor and subsequent Deputy Mayor as per the Deputy Mayor rotation schedule.

3. Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Councillors relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. Councillors shall:

- 4.1.1. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- 4.1.2. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- 4.1.3. conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- 4.1.4. ensure that conduct in their private affairs does not damage or have the potential to negatively impact the reputation of Council, Administration or the community.

5. Communicating on Behalf of the Municipality

- 5.1. A Councillor must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Councillor who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Councillor personally disagrees with Council's position.
- 5.4. Councillors shall not make a statement when they know that statement is false.
- 5.5. Councillors shall not make a statement with the intent to mislead Council or members of the public.
- 5.6. This Bylaw applies to all forms of communication.

6. Respecting the Decision-Making Process

6.1. The appropriate forum for healthy and fulsome debate and discussion of matters before Council is in a Council meeting.

6.2. All Councillors should be given a full opportunity to address issues before Council in a full, open, and professional manner to encourage and promote healthy debate of issues.

Decision making authority lies with Council, and not with any individual Councillor. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Councillor shall, unless authorized by Council, attempt to bind the Municipality, or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

6.3. Councillors shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.4. Councillors shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

6.5. While an individual Councillor may publicly state that they did not vote with the majority of Council on an issue, this type of statement must be made in a manner that respects Council, Council's decision and other elected officials.

7. Upholding the Law

7.1. Councillors shall uphold the law established by the Parliament of Canada and the Legislature of Alberta.

7.2. Councillors shall respect the Municipality as an institution, its bylaws, policies, and procedures and shall encourage public respect for the Municipality, its bylaws, policies, and procedures.

7.3. A Councillor must not encourage disobedience of any bylaw, policy, or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

8.1. Councillors shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

8.2. Councillors shall treat one another, employees of the Municipality and members of the public with courtesy, dignity, and respect and without abuse, bullying or intimidation.

8.3. Councillors shall not use indecent, abusive, or insulting words or expressions toward another Councillor, any employee of the Municipality or any member of the public.

8.4. Councillors will treat all people in good faith and without bias and shall not discriminate against

any person on the basis of:

- 8.4.1. differences in personal opinions; or
 - 8.4.2. race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability, or occupation.
- 8.5. Councillors shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Councillor or group of Councillors.
- 8.6. Councillors must not:
- 8.6.1. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - 8.6.2. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - 8.6.3. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1. Councillors must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- 9.2.1. the security of the property of the Municipality;
 - 9.2.2. a proposed or pending acquisition or disposition of land or other property;
 - 9.2.3. a tender that has or will be issued but has not been awarded;
 - 9.2.4. contract negotiations;
 - 9.2.5. employment and labour relations;
 - 9.2.6. draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
 - 9.2.7. law enforcement matters;

- 9.2.8. litigation or potential litigation, including matters before administrative tribunals;
and
 - 9.2.9. advice that is subject to solicitor-client privilege.
- 9.3. In the course of their duties, Councillors may also become privy to confidential information received outside of a "closed" session. Councillors must not:
- 9.3.1. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - 9.3.2. access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Councillors duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - 9.3.3. use confidential information for personal benefit or for the benefit of any other individual or organization.

10. Conflicts of Interest

- 10.1. Councillors have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Councillors are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Councillors shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Councillor to seek independent legal advice, at the Councillors sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

- 11.1. Councillors shall not unduly use the influence of the Councillors office for any purpose other than for the exercise of the Councillors official duties.
- 11.2. Councillors shall not act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Councillors shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Councillors shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Councillors are ineligible to apply or be

considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

12.1. Councillors shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Councillor, subject to the following limited exceptions:

12.1.1. municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Councillor for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;

12.1.2. electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by the Municipality to a Councillor, may be used by the Councillor for personal use, provided that the use is not for personal gain, offensive or inappropriate.

12.2. Councillors shall not use any facilities, equipment, supplies, services, municipal logo, or other resources of the Municipality for any election campaign or campaign-related activity.

13. Orientation and Other Training Attendance

13.1. Every Councillor must attend the orientation training offered by the Municipality within 90 days after the Councillor takes the oath of office.

13.2. Should an Authority, Board or Commission require orientation training, the appointed Councillors attendance is mandatory. Attendance at additional training sessions throughout the Council term is discretionary.

14. Remuneration and Expense Claims

14.1. Councillors are stewards of public resources and shall avoid waste, abuse, and extravagance in the use of public resources.

14.2. Councillors shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies, and procedures regarding claims for remuneration and expenses.

15. Gifts and Hospitality

15.1. Councillors shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

15.2. Councillors may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$500.00. In the event that the value of the hospitality, gift or benefit exceeds \$500.00, it must be reported to Council at the next Council meeting.

- 15.3. Gifts received by a Councillor on behalf of the Municipality as a matter of official protocol shall be left with the Municipality upon receipt of gift.

16. Complaint Process

- 16.1. Any person who has identified or witnessed conduct by a Councillor that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

16.1.1. Complaints will not be accepted within 60 days prior to a municipal general election;

16.1.2. All complaints shall be made in writing (see Appendix A: Council Code of Conduct Complaint Form) and shall be dated and signed by an identifiable individual;

16.1.3. All complaints shall be addressed to the Receiving Body;

16.1.4. The complaint must set out reasonable and probable grounds for the allegation that the Councillor has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;

16.1.5. Upon receipt of a complaint under this Bylaw, the Receiving Body will strive to conduct an initial assessment of the complaint within 30 days. If the Receiving Body is of the opinion that the complaint:

16.1.5.1. is not about a current Councillor;

16.1.5.2. is frivolous or vexatious or is not made in good faith,

16.1.5.3. does not allege a contravention of this Bylaw or otherwise does not comply with the requirements of this Section;

16.1.5.4. alleges criminal activity; or

16.1.5.5. is covered by other applicable legislative appeal, complaint or court process,

the Receiving Body shall reject the complaint and advise the complainant in writing, with reasons for the rejection.

16.1.6. Unless a complaint is rejected by the Receiving Body, the complaint shall be added as a confidential item to the agenda of the next regular meeting of Council or a special meeting of Council called to consider the complaint. A copy of the complaint shall be provided to all members of Council, including the Councillor(s) who is the subject of the complaint, as part of the confidential agenda package. Depending on the nature of the complaint, and after considering any recommendation from the Receiving Body, Council shall take such steps as it may consider appropriate in the circumstances, which may include:

16.1.6.1. proceeding to investigate the complaint;

16.1.6.2. authorizing an ad hoc committee of Council to investigate the complaint

and report to Council;

16.1.6.3. retaining a third-party investigator to investigate the complaint and report to Council; or

16.1.6.4. if the material facts are not in dispute or misconduct is admitted, deciding on the complaint without further investigation;

16.1.7. All complaint investigations shall be conducted in a fair, timely, and confidential manner that respects the principles of procedural fairness and natural justice;

16.1.8. The complainant and the Councillor(s) who is the subject of the complaint will receive written notice of the investigation process. During an investigation a complainant or witness may be asked to provide additional information. The respondent Councillor(s) is entitled to disclosure of all relevant information gathered during an investigation;

16.1.9. Once all relevant information has been provided to the respondent Councillor(s), the respondent Councillor(s) will be given a reasonable opportunity to respond to the complaint and provide any further information in support of their response prior to the Investigator completing their investigation;

16.1.10. If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide Council and the Councillor(s) who is the subject of the complaint, a written report outlining the Investigator's findings and conclusions;

16.1.11. All proceedings of the Investigator regarding the investigation shall be confidential;

16.1.12. The Investigator shall strive to complete an investigation within 90 days of the date the complaint is referred to the Investigator;

16.1.13. A Councillor who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed.

16.2. A Councillor who is the subject of an investigation is entitled to be represented by legal counsel, at the Councillors sole expense.

17. Public Release of Report

17.1. On completion of the complaint investigation process, the report of the findings of the Investigator, if applicable, shall be released to the public, to the extent possible subject to FOIP, at the next regular council meeting and posted to the Town's website.

18. Compliance and Enforcement

18.1. Councillors shall uphold the provisions of this Bylaw.

18.2. Councillors are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw, including the complaint investigation process.

18.3. Councillors shall not:

- 18.3.1. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- 18.3.2 obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

18.4. Sanctions that Council may impose, by resolution passed in public, on a Councillor who is found to have breached this Bylaw may include:

- 18.4.1. a letter of reprimand addressed to the Councillor;
- 18.4.2. requesting the Councillor to issue a letter of apology;
- 18.4.3. requesting the Councillor to issue a verbal apology with all parties in the Mayor's Office;
- 18.4.4. requesting the Councillor to issue a public apology during a regular Council meeting;
- 18.4.5. publication of a letter of reprimand or a request for apology and the Councillors response;
- 18.4.6. requiring the Councillor to attend specified training;
- 18.4.7. suspension of attendance at conferences, conventions, and special events;
- 18.4.8. suspension or removal of the appointment of the Councillor as the chief elected official under section 150(2) of the Act;
- 18.4.9. suspension or removal of the appointment of the Councillor as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- 18.4.10. suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- 18.4.11. suspension or removal from some or all Council committees and bodies to which council has the right to appoint Councillors, followed by subsequent notification to those Authorities, Boards and Commissions;
- 18.4.12. reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- 18.4.13. reporting the misconduct to Municipal Affairs;
- 18.4.14. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Councillor from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the Act.

19. Review

19.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Councillors.

20. Repeal

20.1. Bylaw 1004 and all amendments thereto are hereby repealed.

This bylaw shall come into effect at such time as it has received third reading and has been signed in accordance with the Municipal Government Act, as amended from time to time.

Read a first time this XX day of XXXX 2024.

Read a second time this XX day of XXXX 2024.

Received Unanimous Consent for presentation of third reading this XX day of XXXX 2024.

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

Mayor, Larry Liebelt

Chief Administrative Officer, Kelly Lloyd

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

**TOWN OF MILK RIVER
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1004**

BEING A BY-LAW OF THE TOWN OF MILK RIVER. IN THE PROVINCE OF ALBERTA, TO PROVIDE THE CODE OF CONDUCT FOR THE COUNCIL OF THE TOWN OF MILK RIVER.

WHEREAS The citizens and the taxpayers of the Town of Milk River have the right to be served by a Council committed to conducting its service in an ethical and professional manner. It is important that there not be, nor appear to be, any conflict between the private interests of each Councillor. The purpose of the Code of Conduct shall be to uphold these principles governing the conduct of Councillors so Councillors maintain the highest standards while faithfully discharging their duties.

NOW THEREFORE, the Municipal Council of the TOWN OF MILK RIVER, in the Province of Alberta, duly assembled, hereby enacts as follows:

That this by-law may be cited as the Councillor Code of Conduct

ARTICLE 1 REPRESENTING THE MUNICIPALITY

1. Govern individual conduct in accordance with the requirements set out in The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, and the bylaws and policies approved by the Councillors of the Municipality;
2. The primary obligation of Council members is to represent the best interests of the Town of Milk River. This accountability supersedes all other interests;

ARTICLE 2 COMMUNICATION ON BEHALF OF THE MUNICIPALITY

1. Where Council members are appointed as members of committees or boards, they serve in a liaison role, but not necessarily as an advocate for the committee or board;
2. Council members' interaction with the public, media, or other entities must recognize the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions, unless expressing personal opinion(s);

ARTICLE 3 RESPECTING THE DECISION MAKING PROCESS

1. All Councillors should be given a full opportunity to address issues in Council in a full, open, and professional manner to encourage and promote healthy debate of issues;
2. Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision;

3. While an individual Councillor may publically state that he/she did not vote with the majority of Council on an issue, this type of statement must be made in a manner that respects Council, Council's decision and other members of Council;

ARTICLE 4 ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

1. Council members will uphold and model the letter and intent of the Code of Conduct;
2. Councillors shall adhere to all laws, legislation, regulations, bylaws and policies of the Town of Milk River;

ARTICLE 5 RESPECTFUL INTERACTIONS WITH COUNCILLORS, STAFF, THE PUBLIC AND OTHERS

1. Councillors shall show respect and accountability to each other and understand the benefit of healthy debate and discussion;
2. Councillors shall show respect to all staff and the public;
3. The only employee of Council is the Chief Administrative Officer (CAO). Councillors shall respect the CAO's authority to direct staff;
4. Council's point of communication access with the employees is the CAO. Councillors shall direct their questions and concerns regarding administrative matters to the CAO. Requests for information from Public Works Foreman shall be permitted;
5. Councillors shall refrain from making negative comments about staff to the public or media;
6. Council shall not advocate for the promotion, sanction or termination of any municipal employee other than the CAO;

ARTICLE 6 CONFIDENTIAL INFORMATION

1. Councillors shall protect confidential information in accordance with Alberta's FOIP Act. Any matters discussed during an in-camera portion of a council meeting shall be considered confidential;
2. No resolutions shall be made during the in-camera portion of a meeting, except for a resolution to leave the in-camera portion and resume the regular meeting;
3. Only information protected by FOIP or allowed by the MGA shall be discussed during the in-camera portion of a meeting;
4. Councillors are required to continue to keep confidential information confidential even after leaving office at risk of fines or prosecution as per FOIP;

ARTICLE 7 CONFLICT OF INTEREST

1. Councillors shall remove themselves from Council proceedings where they or an immediate family member would have a pecuniary interest concerning an outside business interest;
2. If a Councillor has a pecuniary interest they will disclose the pecuniary interest to Council. The disclosure will be described and recorded in the Council minutes. The Councillor will then abstain from the discussion and voting on the matter and leave the room, until the discussion and voting on the matter has concluded;

3. In the case that a Councillor may have a perceived pecuniary interest, they may indicate their desire to remove themselves from discussion and voting on that particular matter. The Councillor will disclose and describe the perceived pecuniary interest to council and Council will, by resolution, decide if that Councillor will or will not vote on the matter under discussion;
4. Discussions or motions regarding a non-profit organization that a Councillor is affiliated to shall not be deemed a pecuniary interest;

ARTICLE 8 IMPROPER USE OF INFLUENCE

1. Councillors shall not use any influence of office for any purpose other than official duties;

ARTICLE 9 USE OF MUNICIPAL ASSETS AND SERVICES

1. Councillors shall not make unreasonable or unintended use of municipal materials, equipment, facilities or employees for personal gain or any private purpose;

ARTICLE 10 ORIENTATION AND OTHER TRAINING ATTENDANCE

1. Councillors have the responsibility to come prepared to Council meetings;
2. Councillors will strive to educate themselves and take mandatory and offered training in order to continuously improve their ability to carry out their Council duties;

ARTICLE 11 COMPLAINT SYSTEM

1. If a Councillor suspects a breach of this bylaw by a fellow Councillor, that Councillor shall bring it to the attention of the Mayor;
2. If a Councillor suspects a breach of this bylaw involves the Mayor, it shall be taken up with the Deputy Mayor. If that Councillor is not satisfied with the outcome of that discussion the Councillor can table the matter in Council which may be discussed during an in-camera portion of the meeting;

ARTICLE 12 SANCTIONS FOR BREACHING CODE OF CONDUCT

1. A letter of reprimand addressed to the Councillor;
2. Requesting the Councillor to issue a letter of apology;
3. Publication of a letter of reprimand or request for apology and the Councillor's response;
4. A requirement to attend training;
5. Suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the Act;
6. Suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the Act;

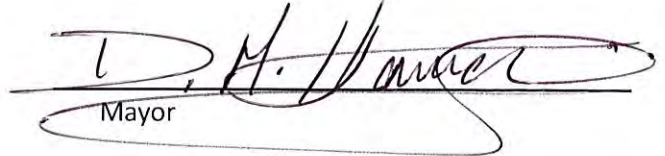
ARTICLE 13 REVIEW OF CODE OF CONDUCT

1. The Councillor Code of Conduct will be reviewed at the organizational meeting preceding the election every 4 years.

Read a first time in Council this 14 day of Aug., 2017

Read a second time in Council this 14 day of Aug., 2017

Read a third and final time, with unanimous consent, in Council this 14 day of Aug., 2017



Mayor



CAO

Schedule "A"

I recognize that I have a responsibility to assure that ethical standards are understood and met so that the public will have confidence in the integrity of the Council. In recognition of my commitment as a Councillor of the Town of Milk River, I promise that I will uphold the standards of the Councillor Code of Conduct and the MGA, while performing my duty to the public.

Dated at the Town of Milk River, in the province of Alberta, this ____ day of _____. 2017.

Witness to the Signature of Councillor

Councillor



Request for Decision

Utility Bylaw 1056

April 8, 2024



RECOMMENDATION

That the Utility Bylaw 1056 be given first reading.

That the Utility Bylaw 1056 be given second reading.

That the Utility Bylaw 1056 receive unanimous consent for consideration of third reading.

That the Utility Bylaw 1056 be given third and final reading.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The Utility Bylaw 1047 received third and final reading on January 8, 2024. Administration discovered that the Brown Bag Pick Up was not included in 1047, thus requiring a revision to the Bylaw before Council.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Utility Bylaw 1056

TOWN OF MILK RIVER
BYLAW NO. ~~1047~~1056

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

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

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

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

1. SHORT TITLE

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

2. DEFINITIONS

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

BOILERS shall include hot water heaters and/or tanks.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. WATER WORKS REGULATIONS

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

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

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

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

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

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

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

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

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

4. WASTEWATER WORKS REGULATIONS

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

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

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

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

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

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

5. WASTE MANAGEMENT REGULATIONS

5.1 The Municipality shall provide waste management services as follows:

5.1.1 RESIDENTIAL waste pickup shall be conducted on Tuesdays.

5.1.2 COMMERCIAL waste pickup shall be conducted as follows:

5.1.2.1 Restaurants, grocery stores and recreational facilities shall have waste collection pickups on Tuesdays and Fridays.

5.1.2.2 All other commercial outlets shall have waste collection pickups on Fridays.

5.1.2.3 Should the Town feel that extra pickups are necessitated due to volume or other extenuating circumstances, additional pickups will be authorized at Council's—the CAO or Public Works Supervisors discretion.

5.1.3 BROWN BAG pick up shall be conducted on Mondays, beginning mid-May to the end of October, all weather permitting.

5.1.35.1.4 In the event a statutory or provincial or municipal holiday falls on a regularly scheduled waste collection day the pickup shall be conducted on the next following workday.

5.2 Waste shall be picked up:

5.2.1 at the curb in residential areas with a three-foot parameter of space left between black bins;

5.2.2 at the curb or other such location deemed appropriate in commercial areas with a three-foot parameter of space left between black bins;

5.2.3 generally starting from the south end of the Town, working north.

5.3 All waste shall be placed in the black bin provided for each premises.

5.4 The following wastes are deemed appropriate for pickup and disposal by the Municipality:

- 5.4.1 household / commercial waste;
 - 5.4.2 paper;
 - 5.4.3 cardboard;
 - 5.4.4 bagged or boxed cold ashes from fireplaces, wood stoves and garbage barrels
- 5.5 The following wastes will not be picked up for disposal by the Municipality:
- 5.5.1 dead animals;
 - 5.5.2 noxious or hazardous wastes, used oils, used commercial food oils;
 - 5.5.3 construction and demolition debris, concrete and pavement;
 - 5.5.4 refrigerators, air conditioners, freezers, stoves, ovens, washers or dryers;
 - 5.5.5 furniture;
 - 5.5.6 metal;
 - 5.5.7 tree branches, limbs and trunks;
 - 5.5.8 tires;
 - 5.5.9 grain dust and seed screenings;
 - 5.5.10 burning barrels
- 5.6 Recycling shall be encouraged by the Municipality, and composting will be encouraged by the Municipality.
- 5.7 The Municipality is not responsible for cleaning out any bins, or containers. If a bin or container is in need of cleaning, a notice will be given.
- 5.8 The maximum weight for brown bag pick up is 40 lbs. If a bag is considered too heavy by the Municipality, it will be left. A notice explaining the reason(s) why will be left on the bag.
- 5.9 Burning barrels will not be provided by the Municipality.
- 5.10 The Municipality shall not conduct Spring and Fall cleanups.
- 5.11 Residential dwellings will be limited to one garbage bin per property. Multi-family residential will be allocated one garbage bin per unit within the multi-family complex.
- 6. UTILITY BILLING AND PENALTIES**
- 6.1 The monthly water rates for metered water shall be as outline in the Town of Milk Rivers Rates Bylaw.
- 6.2 The monthly wastewater rates shall be as outlined in the Rates Bylaw. The wastewater Meter rates are based on Metered water consumption for all residential, commercial, and institutional buildings.
- 6.3 The monthly solid waste collection rates shall be as outlined in the Rates Bylaw.
- 6.4 Utility billings showing all service charges to the user, shall be delivered to the user bi-monthly. The garbage service charge will be combined on the same bill as the water service charge and the wastewater service charge; but each shall be calculated separately, and separate entries shall be made on the utility bill.

- 6.5 No reduction in rates shall be made for:
- 6.5.1 interruption of the service on account of any service or main piping becoming frozen or out of order as a result of frost; or
 - 6.5.2 the absence of the occupier, if the service is not turned off; or
 - 6.5.3 interruption of service due to repair work.

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

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

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

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

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

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

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

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

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

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

7. ENACTMENT

7.1 Bylaw ~~1047s-989 and 1014 is are~~ hereby repealed.

7.2 This Bylaw shall come into full force and effect on the passing of third reading.

Read for a first time this the XX day of XXXX 2024.

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

Unanimous consent given for consideration of third reading this XX day of XXXX, 2024.

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

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

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

Request for Decision

Water Conservation Bylaw 1050

April 8, 2024



RECOMMENDATION

That the Water Conservation Bylaw 1050 report be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act

Environment and Protected Areas Minister's Communication

BACKGROUND

At the December Council meeting, Council gave third and final reading to the Water Conservation Bylaw 1050. It had been brought to Council for revisions to update and remove the fines for offences to the new Rates Bylaw.

Since that time, and as Alberta is a level 4 in its water management plan, the Environment and Protected Areas Minister has asked that municipalities undertake the following:

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

As such, and in preparation for summer, this Bylaw is on the agenda for council review.

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. Water Conservation Bylaw 1050

**TOWN OF MILK RIVER
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1050**

A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONSERVATION OF WATER.

WHEREAS pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, RSA 2000 and amendments thereto, Council may pass a Bylaw for the provision and regulation of a water utility within the Town of Milk River.

WHEREAS Council deems it appropriate to prepare a water conservation Bylaw that requires the water be conserved and utilized in an efficient manner with the provisions of this Bylaw.

WHEREAS Council deems it appropriate to partner with the Village of Coutts to ensure a consistent approach to water conservation.

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

1. TITLE

1.1. This Bylaw may be referred to as the "Water Conservation Bylaw."

2. PURPOSE AND DEFINITIONS

2.1. The purpose of this Bylaw is to promote the efficient use of water in the community and reduce water waste.

2.2. In this Bylaw:

Bulk Water Station means the facility for the sale of potable water on a bulk basis.

CAO means Chief Administrative Officer who is appointed to the position and title by Council and includes any person appointed by the CAO to act as their designate.

Consumer means any person or corporation whose property is connected to the water system or any Lessee or occupant of such property or person who obtains water from any Town owned hydrant or standpipe.

Non-Residential Water Use means a service supplied to a premise principally used to conduct a profession, business, trade, industry, occupation, or employment, and includes institutional uses and apartment buildings.

Peace Officer means a person employed for the purpose of preserving and maintaining the public peace.

Residential Water Use means a service supplied to a premise that is used primarily for domestic purposes including but not limited to single-family dwellings, multi-family dwellings, mobile homes, and condominium developments.

3. WATER USE RESTRICTIONS

- 3.1. In the event that the CAO believes there may be a shortage of water, the CAO may regulate the distribution and use of water from the Water Treatment Plant to all consumers or any of them, including the times of day when the use of water may be allowed or prohibited.
- 3.2. Subject to other sections of this Bylaw, no person may use municipally supplied water from a hose, pipe, sprinkler, or permanent water irrigation system for the purpose of watering lawns except between the hours of 7:00pm and 12:00pm (noon).
- 3.3. In the event there is a reason to declare an increase in water conservation level, the CAO may declare such restriction effective immediately.
- 3.4. Any consumer outside of municipal boundaries will be required to implement the same or similar water conservation measures as required by the Town residents subject to CAO approval.
- 3.5. The CAO will cause public notice indicating the level of water conservation and the date that level came or will come into effect to be given by any of the following means:
 - 3.5.1. Website
 - 3.5.2. Television advertisement
 - 3.5.3. Circulation of a flyer
 - 3.5.4. Radio announcement
 - 3.5.5. Any other method and deemed necessary.
- 3.6. Each municipality retains the right to create procedures and/or regulations regarding water restrictions pursuant to this Bylaw, enforceable by the municipality or a Peace Officer and are subject to change at the discretion of the CAO from time to time without warning.
- 3.7. The declaration of a water use restriction may apply to the entire municipality, specific zones or geographic areas or other specific locations as defined by the CAO.
- 3.8. In the event of an emergency such as, but not limited to, a fire, water line break, water plant critical component failure, etc., the municipality may implement such conservation measures as deemed necessary for the duration of the emergency.
- 3.9. It is encouraged that all residents wash vehicles and recreational vehicles on grass lawns to further ensure the conservation of water.
- 3.10. The CAO may enact any of the following levels of water conservation measures depending on the projected or actual severity of the event:
 - 3.10.1. Level 1 Water Restrictions
 - 3.10.1.1. All outdoor water use, including watering lawns, washing cars, sidewalks, pads, exterior of buildings is permitted. However, using the last number of your address (odd or even) determines which days you may water your own lawn according to the following schedule. ODD numbered addresses may use water for these purposes on Tuesdays, Thursdays, and Sundays. EVEN numbered addresses may use water for these purposes on Mondays, Wednesdays, and Saturdays.

3.10.1.2. Bulk water sales hours of operation are limited or suspended completely.

3.10.2. Level 2 Water Restrictions

3.10.2.1. All non-essential water use is prohibited (e.g.: washing cars, sidewalks, pads, exterior of buildings and watering lawns, etc.)

3.10.2.2. Bulk water sales are prohibited.

3.10.2.3. All non-residential users of water will be requested to reduce hours of operation to contribute to the conservation of water.

3.10.3. Level 3 Water Restrictions

3.10.3.1. All non-essential water use is prohibited (e.g.: washing cars, sidewalks, pads, exterior of buildings, and watering lawns, etc.)

3.10.3.2. Bulk water sales are prohibited.

3.10.3.3. All non-essential users of water will be required to reduce or cease hours of operation.

4. EXEMPTIONS

4.1. The following circumstances are exempt from the restrictions noted under this Bylaw:

4.1.1. Watering of flower beds, gardens, shrubs, and trees by watering can is permitted at any time.

4.1.2. Watering by drip irrigation is permitted at any time.

4.1.3. Sprinklers and like water toys may be used for recreational purposes as long as people are present and using the sprinkler for a recreational use (**only exempt from Level 1 Water Restrictions**).

4.1.4. Newly laid sod and seeding lawns may be watered in any manner until the first cut only, or as would be deemed reasonable by a Peace Officer.

4.2. At any time, a written request may be made to the CAO requesting an exemption to the water restriction in place. Exemptions will only be made for extraordinary/emergency situations. The request must include:

4.2.1. Location of request

4.2.2. Reason for waiver

4.2.3. Duration of requested waiver

5. OFFENCE

5.1. Any person who contravenes the Bylaw is guilty of an offence.

5.2. Every day during which a contravention continues is deemed to be a separate offence.

6. FINES, PENALTIES AND ENFORCEMENT

6.1. Any employee of the municipality may enter upon any parcel of land, suspected of violating water use restrictions, and require the occupant of such parcel to discontinue such non-compliance or, if the occupant is not available, the employee may turn off the source of such non-compliance.

6.2. In the event that the employee is not able to shut off the source of the non-compliance, the supply of water to any parcel may be temporarily discontinued, and the owner shall be liable to pay a reconnection fee in addition to the fine that may be applied.

6.3. In addition to fines and penalties, which may be issued under the Town of Milk Rivers Rates Bylaw, the Town may seek an Order of Court granting an injunction or any other order

necessary to enforce compliance. The Town will seek full recovery of such legal costs either through the court system or by placing the cost of such action on the person(s) or corporations tax or utility account.

6.4. Any person who commits an offence under this Bylaw is liable to pay fines for each contravention of any provision of this Bylaw as stated by the Town of Milk Rivers Rates Bylaw:

7. GENERAL PROVISIONS

7.1. Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

7.2. Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other Bylaw or any requirement of any lawful permit, order, or license.

7.3. Bylaw No. 1009 is hereby repealed as of January 1, 2024.

7.4. This Bylaw shall come into effect January 1, 2024.

Read a first time this 11th day of December 2023.

Read a second time this 11th day of December 2023.

Received Unanimous Consent for consideration of third reading this 11th day of December 2023.

Read a third time and passed this 11th day of December 2023.

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this 11th day of December 2023.

Request for Decision

Correspondence

April 8, 2024



RECOMMENDATION

That correspondence for the period ending April 8, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

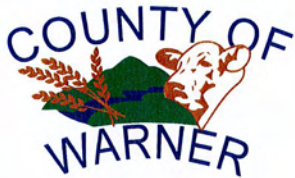
1. Council may provide further direction on any item contained in correspondence. Council shall be specific in the direction it provides.
2. Council may direct Administration on any item contained in correspondence.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. County of Warner Thank You
2. Municipal Affairs: Assessment Model Review
3. Minister of Environment: Water Sharing Negotiations



COUNTY OF WARNER NO. 5

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

Ph: 403-642-3635
Toll Free: 1-888-642-2241
Fax: 403-642-3631
Web: www.warnercounty.ca

March 18, 2024

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

Re: Donation to Emergency Services Appreciation Evening

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

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

Yours truly,

Mackenzie Hollingsworth
Tax Clerk



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver
Minister

.../2

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

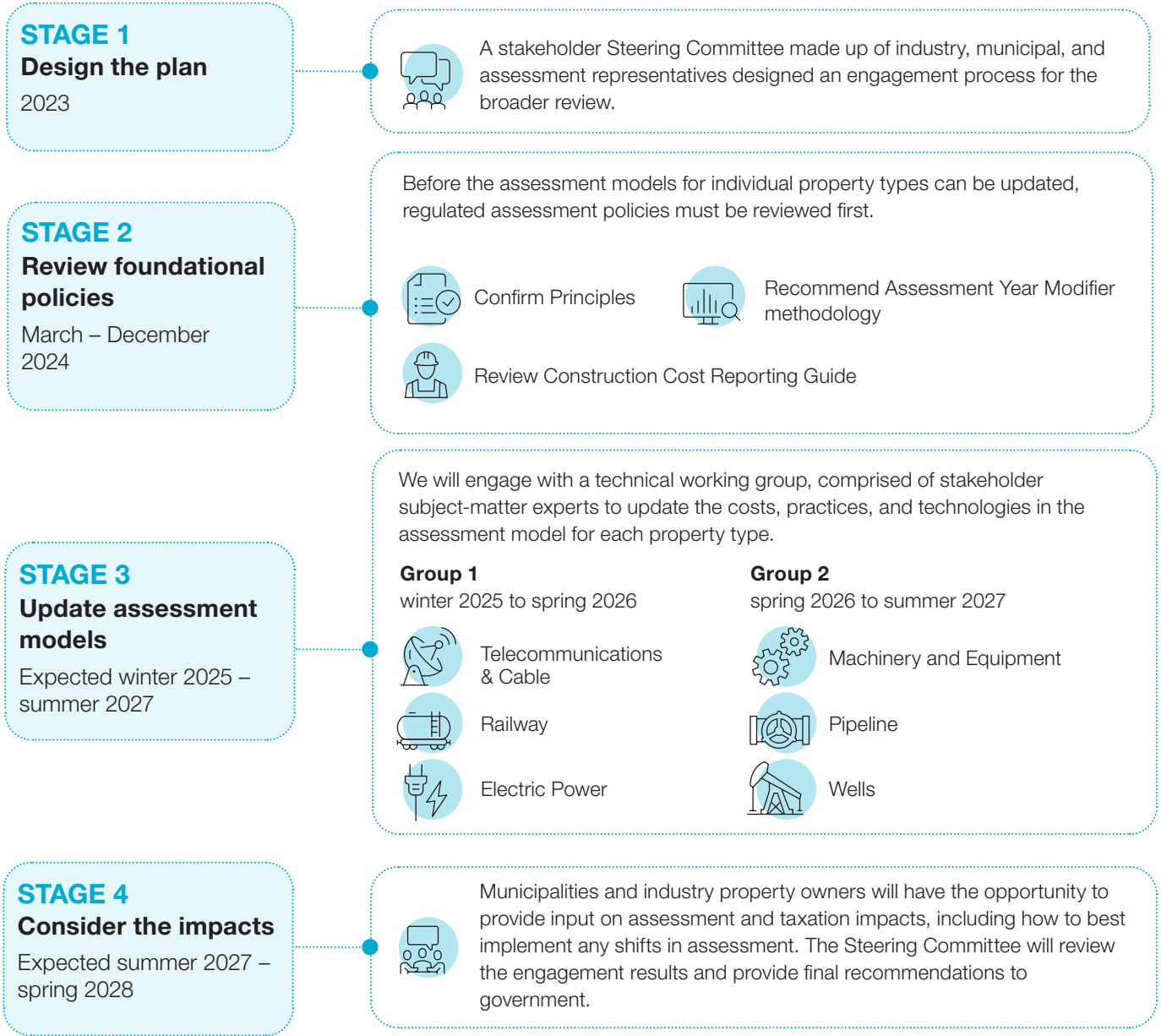
Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at ma.amr@gov.ab.ca.



Frequently Asked Questions

Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at ma.amr@gov.ab.ca.

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water Licence Holder,

Thank you for participating in Alberta's water-sharing negotiations over the past two months. By working to develop these water-sharing agreements, you have demonstrated the leadership, dedication and community spirit that makes Alberta great.

Negotiating water-sharing agreements is the most effective tool available to conserve water and reduce the risks posed by drought. Similar agreements struck in 2001 played a critical role in helping communities, irrigators and businesses survive and thrive. This year's discussions were the largest in Alberta's history, with licensees participating who have access of up to 90 per cent of the water that is allocated in the Red Deer, Bow and Old Man River basins.

As a result of this hard work, four draft memorandums of understanding (MOUs) have been developed covering the:

- Bow River Basin
- Red Deer River Basin
- Oldman River Basin
- Upper Tributaries of the Oldman River Basin.

While we were hoping to announce the conclusion of this important work at the end of March, it has become clear that more time will be required for each water licence holder to finalize their approval through your respective governance processes. **I am writing you to ask that you complete this work no later than April 18th, 2024.**

The conclusion of the largest water-sharing negotiations in Alberta's history will be a landmark achievement for all involved and an example to the rest of Canada. Accordingly, this achievement will be shared with the public and the media in a press conference in Calgary on Friday, April 19th. All signatories are invited to participate, please contact EPA.Minister@gov.ab.ca to confirm your attendance.

Thank you again for your generosity, ingenuity and participation. On behalf of Alberta's government, I applaud your leadership and I look forward to working further with you to manage these agreements and maximize Alberta's water supply.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is written in a cursive style with a large, prominent initial "R".

Rebecca Schulz
Minister of Environment and Protected Areas

CC: All stakeholders.

Request for Decision

Erle Rivers School

April 8, 2024



RECOMMENDATION

That Council accept the report on Erle Rivers School as information.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

A letter from Council to the Horizon School Division was sent to the Board in December of 2023 stating Council’s final position regarding demolition of Erle Rivers School. At the January council meeting, Council accepted a presentation from Mr. Jarrad McCoy concerning the Erle Rivers School.

Subsequent communication has been received by Council from Mr. McCoy and is thus placed on the agenda for discussion.

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

ATTACHMENTS

1. Email communication

From: Jarrad McCoy <jarradcontracting@gmail.com>
Sent: March 26, 2024 12:06 AM
To: Bob & Elizabeth Bogle; Dave Dangerfeild; Kelly Lloyd; Larry Liebelt; Wilco Tymensen; jp.cote@live.com
Subject: Re: Re: Erle Rivers High School Repurposing. Individual willing to finance.

I would also like to request that Jean Pierre Cote (source of 250k) attend as well.
Thank you.
Jarrad

On Mon, Mar 25, 2024 at 2:48?PM Jarrad McCoy <jarradcontracting@gmail.com> wrote:
Thank you for your reply and consideration.
We would like to request to attend a board meeting (April 22nd) and dialogue with the school board and members of the community so that we can better understand the hurdles that the board is facing in not allowing the school to be retrofitted for community growth. I am sure we can mitigate/eliminate any of the fears or barriers that the school board would be facing. I want to be sure to facilitate any potential miscommunication, or misunderstanding.

At this meeting the board could advise on any ways this decision may be reversed/criteria which could be fulfilled to satisfy the needs of Horizon school division.

I would like to bring the local Pastor David Dangerfield. Former Mla and Milk River historical society member Bob Bogle, and a town council representative. We could better understand each other's rationale.

Thank you.

Jarrad McCoy
780-707-4772

On Tue, Feb 27, 2024 at 7:27?AM Wilco Tymensen <wilco.tymensen@horizon.ab.ca> wrote:
Jarrod
Please find enclosed a letter from the Board Chair.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

On Wed, Jan 31, 2024 at 10:09?AM Jarrad McCoy <jarradcontracting@gmail.com> wrote:

To the Chairman of the School board and whom it may concern,

Good News. We would like to pursue the Purchase of Erle River's high school, via funding the costs associated with the cancellation of the demolition contract. We have an individual willing to finance this and would like to move on this transaction as soon as possible.

This will save the taxpayer's millions of dollars in demolition costs, and potential cost overruns in the demolition phase of the Milk River School Project.

This will provide a source of local housing accommodations for the Town of Milk River to be able to grow, in an expedited cost effective and viable manner.

This will save a well maintained historical facility of institutional quality to be retrofitted for community, business and residential use. (See proposal below, full presentation available at request)

The hurdle for the town and school division in continuing to pursue this plan was the ask for 250k of tax payer dollars to be raised/allocated by the end of January. It was initially imagined by the town and presenter that these funds would be easily accrued from millions saved from demolition cancellation. We now have a private capital solution. We can provide funds to be a deposit for the cancellation of contract fees and the legal work to absolve the school division of all liabilities. Through continued cooperation from the parties involved we would like to continue the process of redeeming the facility from destruction. This will bring life to the community, as outlined in an earlier presentation by Jarrad McCoy.

Solutions are available for all parties involved to create a win, win.

-Funding for cancelation of contract and lawyer fees/consultants.

-Release of liability for School division from future facility costs/liabilities.

-A source for cost effective local housing, created in an expedited timeline.

-Security from cost/budget overruns from Demolition phase of current project.

-Contract Cancellation penalty provided to local contractor for administrative work.

-A community gathering place. (A growing local Church needs a new home)

-A venue for Local Day-care, quilting club, and other local needs. (Not burdening or a liability for local tax payers.)

-Due to Milk River School Revitalization project expansion in budget and timeline, the time in which to change path from Demolition, to revitalization has grown since the concept was presented.

-This heightens the need for cost savings which can be actualized by not destroying Erle Rivers.

Thank you for Continuing to champion what will be great for our Community and everyone involved. Let us not fail to steward the resources and infrastructure we have been blessed with by our fellow Albertan taxpayers.

Jarrad McCoy 780-707-4772

& Jean Pierre Cote 437-580-5284

Request for Decision

Milk River Minor Ball Sponsorship Request

April 8, 2024



RECOMMENDATION

That Council approve the sponsorship of \$500.00 towards Milk River Minor Ball for the 2024 season.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

In 2022 and 2023, the Town of Milk River was a gold member sponsor in the amount of \$400.00 each year. As per the attached letter, and as a proposed annual contributor, the rate for 2024 would be \$500. **The Town of Milk River's logo would be hung on three outdoor banners from April to August/September.**

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

\$500.00

ATTACHMENTS

1. Sponsorship Request Letter

Milk River Minor Baseball Association

Box 392

Milk River, AB T0K 1M0

March 18, 2024

To Our Valued Supporters,

Milk River Minor Baseball is once again looking for Business Sponsorship. This project will advertise your company to raise money for our program. Our goal is to keep facilities and equipment up to date while minimizing cost to the players.

We are offering to advertise your company through a sponsorship program. Outdoor banners that are 2.5 feet by 8 feet will be hung on the outfield fences of our diamonds from April through August/September. Gold sponsors will have 1 banner on each of our 3 diamonds for \$500. Silver sponsors will have 1 banner on 2 of our diamonds for \$400. Bronze sponsors will have 1 banner on 1 of our diamonds for \$300. Annual continued sponsorship will cost Gold members \$400, Silver members \$300 and Bronze members \$200. Businesses that choose to leave the program for a season or longer will have to start the program over at the base cost. Milk River Minor Baseball committee members will hang and care for these banners during the season and will store them indoors throughout the winter months. Ordering of the banners and costs of care for them will be covered by Milk River Minor Baseball. We will need your company's logo and advertising preference by the end of March.

Players continually require new uniforms and equipment and facilities need maintenance and upgrades. Please consider supporting our program to help our kids. For more information call/text 403-330-3754 or email marina.m.balog@gmail.com.

Thank you in advance for your support. Your sponsorship is greatly appreciated!

Sincerely,

Marina Balog
MRMB Advertising Manager

GOLD SPONSORSHIP

\$500.00

Three Banners

(One Banner hung on
Each of our Three Diamonds)

Annual Renewal: **Gold: \$400**

SILVER SPONSORSHIP

\$400.00

Two Banners

(One Banner hung on
two of our Diamonds)

Annual Renewal **Silver: \$300**

BRONZE SPONSORSHIP

\$300.00

One Banner

(One Banner hung on
one of our Diamonds)

Annual Renewal **Bronze: \$200**

Company Name: _____

New Sponsor: _____ Annual Renewal: _____

Gold _____ **Silver** _____ **Bronze** _____

Email: _____

MILK RIVER MINOR BASEBALL ASSOC., Box 392, Milk River, AB T0K 1M0

Request for Decision

Curling Rink Cost Sharing

April 8, 2024



RECOMMENDATION

That Council accept the Curling Rink Cost Sharing report as information.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

At the January 2024 Council meeting, the following motion was made:

Moved by Councillor Degenstein, **"that Council direct administration to discuss with the curling club, the current agreement and arrangements with a look to revising to a potential cost share prior to budget deliberations."**

Motion Carried 2024-29

Administration compiled information as to what the Town has for expenses for the facility, as well as obtained copies of the financials from the Curling Club for the last two years.

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

TBD

ATTACHMENTS

1. Expense Analysis
2. Curling Club Agreement
3. Curling Club Financial Statements

Curling Rink

**Golf Course
cost sharing**

		Town	Curling Club	Explanation	
Insurance		\$ 4,965.10	\$ 1,410.09	Town pays building/ CC pays liability	50%
Power		\$ 28,347.29			
Gas		\$ 7,367.86			75%
Water		\$ 720.00		Monthly basic rate	75%
		\$ 4,359.30		Consumption	
Waste Water		\$ 3,487.44			
R&M			\$ 8,777.64	2022 and 2023	50%
Telephone			\$ 1,272.14	2022 and 2023	
Total		\$ 49,246.99	\$ 11,459.87		

Lease Agreement

This Agreement made this 9th Day of July, 2019

Between:

The Town of Milk River
A Municipality in the Province of Alberta
(hereinafter referred to as the "LESSOR")

-and-

Milk River Curling Club
A society duly incorporated under the
Societies Act of the Province of Alberta
(hereinafter referred to as the "LESSEE")

WITNESSETH AS FOLLOWS:

1. IN CONSIDERATION of the rent and the Lessee's covenants herein reserved and contained, the Lessor hereby demises to the Lessee all those lands and premises described as follows:

PLAN 4110CA BLOCK 20,
THAT PORTION OF LOT 1 WHICH LIES TO
THE EAST OF THE WEST 2225 FEET THEREOF
EXCEPTING THEREOUT ALL MINES AND MINERALS

TO HOLD THE SAME as Lessee for the term of TEN (10) years from the 1st Day of July 2019.

PAYING THEREFORE during the tenancy the rent of ONE (\$1.00) DOLLAR which is hereby confirmed as received.

2. THE LESSEE for itself and its assigns hereby covenants with the Lessor to observe and perform the provisions and stipulations contained in this lease.
3. THE LESSOR hereby covenants with the LESSEE as follows:
 - a) That the Lessee observing and performing the provisions and stipulations contained in his Lease, it shall peaceably hold and enjoy the Demised Premises during the term of the said Lease without any interruption by the landlord or any person rightfully claiming under or in trust for the landlord.
 - b) The Lessee shall be at liberty to erect at its own expense on the Demised Premises, any clubhouse, facilities, or outbuilding necessary for the operation of the curling rink and curling club, provided however, that any such erection or construction shall first be approved by the Lessor.
4. IT IS FURTHER AGREED AS FOLLOWS:
 - a) It is agreed that in the event either party should desire to terminate this Lease, that it may do so by giving six months written notice thereof to the other party, and in such event the Lease shall terminate six months from the date of receipt of such notice which may be given by posting such notice by ordinary mail to the Lessor's last known address.

5. Any Notice required to be given to the Lessee shall be duly served if sent by post in a pre-paid letter addressed to the Secretary of the Lessee at the Demised Premises and any notice to the Lessor shall be duly served in the manner addressed to it at its last known address. Any such notice shall be deemed to have been received on the day on which it ought in due course of post to have been delivered.
6. THE LESSEE covenants and agrees as follows:
 - a) To discharge all existing and future rates, taxes, assessments and outgoings whatsoever charged or imposed upon the Demised Premises or upon the owner or occupant in respect thereof or payable by either in respect thereof.
 - b) To Keep the Demised Premises always in good repair and condition and keep the grounds in a neat condition during the term of this lease. Should the Lessee fail to do so, the Lessor shall be entitled to conduct such repairs and upkeep as it deems necessary on the Demised Premises and charge back related costs to the Lessee.
 - c) To make such alterations and no others in the character and general arrangement of the Demised Premises as may be necessary or desirable for laying out and maintaining the same as a curling rink and as may be approved for that purpose by the Lessor.
 - d) Not to assign, sublet or part with the possession of the Demised Premises or any part thereof without first obtaining the written consent of the Lessor.
 - e) To operate and maintain such facilities and business operations on the Demised Premises as may be conveniently and suitably operated in conjunction with the operation of a curling rink, and in particular and without restricting the generality of the foregoing, to operate and maintain a license beverage room.
 - f) To permit the Lessor and its agents at all reasonable times to enter the Demised Premises to inspect the condition thereof and for all other reasonable purposes.
7. IT IS FURTHER AGREED that the Lessee shall not hold the Lessor in any way responsible for any water damage caused to the Demised Premises by reason of flooding or sewer backup.
8. IT IS FURTHER AGREED that the Lessor shall maintain adequate insurance to the extent of the value of the premises to cover loss by fire, flood, wind, or tempest, and that the proceeds of such insurance shall be made payable to the Lessor. Such coverage shall include land, buildings, equipment, and leasehold improvements, but shall not include the Lessee's separate equipment, inventories and personal possessions of members of the Lessee. The Lessee shall maintain liability insurance coverage at its own cost and at a minimum coverage described by the Lessor during the term of this agreement.
9. IT IS AGREED that in the event of a breach or default made pursuant to the terms of the covenants herein contained by the Lessee, then and in that event it shall be lawful for the Lessor to enter in and upon the said premises or any part thereof in the name of the whole or to re-enter the same to have again and to repossess and enjoy as if there presents and never been executed.
10. THE LESSEE also covenants with the Lessor that the said Lessee shall at the termination hereof, yield up the said premises in good and tenable repair, accident and damages to the buildings from fire, storm, and tempest or other casualty not due to the negligence or carelessness of the Lessee and reasonable wear and tear being accepted. All equipment and leasehold improvements affixed to the Demised Premises shall be deemed to be part of the Demised Premises and shall revert back to the ownership of the Lessor upon termination of this Lease for any reason.

11. IT IS AGREED that the Lessee is entitled to apply for any licensing for the purposes of sale of goods, merchandise, food, beverages and its entitled to any and all profits derived thereby as well as being responsible for any losses suffered.
12. IT IS AGRREED between the parties hereto that if the Lessee shall not be in default of any of the Terms hereof, the Lessee shall be entitled to give notice to the Lessor, such notice to be received by the Lessor within the last six months of the term of the lease, of the Lessee's intention to renew the term of this lease for a period of time to be agreed upon between the Lessor and the Lessee at that time.
13. IT IS agreed that in the event that the Lessor and Lessee cannot agree the term of the Lease which has been so renewed, then the Lessee shall be regarded as on over holding tenant on a month to month basis.
14. IT IS AGREED that the term and conditions, warranties and provisions of this Lease shall be binding upon the heirs, executors, administrators and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals on the year and date first above written.

SIGNED, SEALED AND DELIVERED

TOWN OF MILK RIVER

Per: _____

Per: _____

MILK RIVER CURLING CLUB

Per: _____

Per: _____

Milk River Curling Club

Balance Sheet - Detail

As At 2022-03-31

No Depreciation Calculated

ASSETS

CURRENT ASSETS

Bank-Chequing

39,040.53

Bank-Casino

22,838.49

Accounts Receivable

948.57

TOTAL CURRENT ASSETS

62,827.59

TOTAL ASSETS

62,827.59

EQUITY

EQUITY

Current Earnings

(6,999.03)

Retained Earnings

69,826.62

TOTAL EQUITY

62,827.59

TOTAL EQUITY

62,827.59

TOTAL LIABILITIES AND EQUITY

62,827.59

I certify that all the information on this report is accurate and is a true representation of my financial position.

Signed: _____ Date: _____

Milk River Curling Club

Income And Expense Enterprise Comparison

2021-04-01 - 2022-03-31

Accounting Method: Cash

Description	Overhead	League Fees	Casino	Bonspiel	Bar	Account Balance
INCOME						
Casino Interest Income			5.40			5.40
Membership Dues						
Adult Membership		190.48				190.48
Junior Membership		190.48				190.48
Bonspiel						
Bonspiel Donations				1,560.00		1,560.00
Kitchen				2,030.45		2,030.45
Bonspiel Entry Fees				6,200.00		6,200.00
Donations	100.00					100.00
Bar Income					11,924.25	11,924.25
Interest	16.15					16.15
TOTAL INCOME	116.15	380.96	5.40	9,790.45	11,924.25	22,217.21
EXPENSE						
Repairs Expense						
Building Repairs						8,101.33
Ice Maintenance	3,101.33					
Ice Maintenance						
Bar Expenses	4,973.17					4,973.17
Alcohol						
Pop & Food					5,357.04	5,357.04
Liquor License					354.48	354.48
Bar Supplies					200.00	200.00
Bar Supplies					70.15	70.15
Bonspiel Expenses						
Bonspiel Payouts				4,500.00		4,500.00

Description	Overhead	League Fees	Casino	Bonspiel	Bar	Account Balance
Bonspiel Expense - Other				1,600.44		1,600.44
Kitchen				2,076.62		2,076.62
Insurance Expense						
Buildings Insurance	1,305.23					1,305.23
Utilities Expense						
Telephone	568.80					568.80
TOTAL EXPENSE	14,948.53			8,177.06	5,981.67	29,107.26
Total Income	116.15	380.96	5.40	9,790.45	11,924.25	22,217.21
Total Expenses	14,948.53			8,177.06	5,981.67	29,107.26
NET INCOME (LOSS)	(14,832.38)	380.96	5.40	1,613.39	5,942.58	(6,890.05)

Note that if all enterprises have not been selected for this report, the sum of the enterprise amounts may not equal the Account Balance amount on a given line.

Milk River Curling Club

Balance Sheet - Detail

As At 2023-03-31

No Depreciation Calculated

ASSETS

CURRENT ASSETS

Bank-Chequing	56,779.95	
Bank-Casino	25,569.02	
Accounts Receivable	609.21	

TOTAL CURRENT ASSETS

82,958.18

TOTAL ASSETS

82,958.18

EQUITY

EQUITY

Current Earnings	20,130.59	
Retained Earnings	62,827.59	

TOTAL EQUITY

82,958.18

TOTAL EQUITY

82,958.18

TOTAL LIABILITIES AND EQUITY

82,958.18

I certify that all the information on this report is accurate and is a true representation of my financial position.

Signed: _____ Date: _____

Milk River Curling Club

Income And Expense Enterprise Comparison

2022-04-01 - 2023-03-31
Accounting Method: Cash

Description	Overhead	League Fees	Casino	Bonspiel	Bar	Account Balance
INCOME						
Casino Income			17,277.85			17,277.85
Memberships						
Adult Membership		3,348.33				3,348.33
Junior Membership		95.24				95.24
Building Rent	170.00					170.00
Bonspiel						
Bonspiel Banquet				1,672.00		1,672.00
Bonspiel Donations				250.00		250.00
Kitchen				4,378.70		4,378.70
Bonspiel Entry Fees				14,088.00		14,088.00
Raffles				2,755.50		2,755.50
Donations	25,000.00					25,000.00
Bar Income					17,796.55	17,796.55
Interest	27.18					27.18
Curling Equipment Sales	1,154.29					1,154.29
TOTAL INCOME	26,351.47	3,443.57	17,277.85	23,144.20	17,796.55	88,013.64
EXPENSE						
Repairs Expense						
Building Repairs	676.31					676.31
Ice Maintenance						
Ice Maintenance	20,760.72					20,760.72
Bar Expenses						
Alcohol					6,895.87	6,895.87
Pop & Food					601.55	601.55

Description	Overhead	League Fees	Casino	Bonspiel	Bar	Account Balance
Liquor License					200.00	200.00
Bar Supplies					594.78	594.78
Bonspiel Expenses						
Bonspiel Banquet				3,740.00		3,740.00
Bonspiel Payouts				9,220.00		9,220.00
Bonspiel Expense - Other				1,494.00		1,494.00
Kitchen				2,173.13		2,173.13
Curling Equipment Purchases	1,326.97					1,326.97
Insurance Expense						
Buildings Insurance	1,410.09					1,410.09
Casino Expenses			17,277.85			17,277.85
Accounting & Legal Expense	100.00					100.00
Advertising & Promotion Expense	172.04					172.04
Donations	100.00					100.00
Utilities Expense						
Telephone	703.34					703.34
TOTAL EXPENSE	25,249.47		17,277.85	16,627.13	8,292.20	67,446.65
Total Income	25,351.47	3,443.57	17,277.85	23,144.20	17,796.55	88,013.64
Total Expenses	25,249.47		17,277.85	16,627.13	8,292.20	67,446.65
NET INCOME (LOSS)	1,102.00	3,443.57		6,517.07	9,504.35	20,566.99

Note that if all enterprises have not been selected for this report, the sum of the enterprise amounts may not equal the Account Balance amount on a given line.

Request for Decision

Milk River Municipal Library Board Appointments

April 8, 2024



RECOMMENDATION

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

LEGISLATIVE AUTHORITY

Municipal Government Act
Libraries Act

BACKGROUND

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Milk River Municipal Library Board Appointment Listing

Library Board Members – March 2024

				term ends
Darlene Fleming	Treasurer	darleneefleming@gmail.com	393-3223	2025
Rita Lodermeier	Chair	rjloder@mrcable.ca	421-0101	2026
Anne Michaelis	Town Rep	michaelisa1@gmail.com	360-0634	
Lesley Oslanski	Trustee	lesoslanski@gmail.com	647-3488	2026
Ron Oswald	Vice Ch.	rsoswald@hotmail.com	647-7574	2025
Jodie Wehlage	Trustee	jodiewehlage@gmail.com	647-4351	2027
Scott Harvey	Trustee	scott.mho34@gmail.com	519-802-9463	2026
Peter Denmark	Library Manager	help@milkriverlibrary.ca	647-3793	
Marian Wiwchar	Substitute Librarian		647-4373	

Request for Decision

Councillor Reports

April 8, 2024



RECOMMENDATION

That the Councillors reports for the period ending April 8, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. FCSS Minutes
2. Milk River and District Ag Society Minutes
3. Milk River Municipal Library
4. Milk River Health Professionals Attraction and Retention Committee

Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, February 7, 2024
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Board Members:

Degenstein, Dave – Town of Milk River, Chair
Chapman, Bill - Town of Coaldale, Vice-Chair
Bekkering, Garth – Town of Taber
Coad, Ray – Town of Vauxhall
Doell, Daniel – Village of Barons
Feist, Teresa - Town of Picture Butte
Foster, Missy – Village of Barnwell
Harris, Merrill – M.D. of Taber
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Nilsson, Larry – Village of Stirling

Attendance (on-line):

Jensen, Kelly – Town of Raymond
Jensen, Melissa – Town of Nobleford
Payne, Megan – Village of Coutts

Absent

Caldwell, Heather – Town of Coalhurst
Kirby, Martin – Village of Warner

Staff (in-person):

Morrison, Zakk – Executive Director
DeBow, Petra – Manager
Krahn, Tim – Counsellor
Weaver, Kaitlynn – Outreach Services Supervisor
Florence-Greene, Evelyn – Accounting Assistant

Call to Order

D. Degenstein called the meeting to order at 4:05 p.m.

Approval of Agenda

T. Feist moved the Board to approve the agenda as amended.
6 b) Coaldale Handi-Ride Association
6 c) Southern Alberta Kanadier association (SAKA)

Carried Unanimously

Minutes

J. Heggie moved the minutes of the December 6, 2023, FCSS Board meeting be approved as presented.

Carried Unanimously

Delegation

T. Krahn presented a mindfulness session for the Board.

L. Nilsson moved the Board thank Tim Krahn, BEW FCSS Counsellor for his time and receive the presentation as information.

Carried Unanimously

Petra DeBow, Manager, presented the Draft Report to Municipalities – Family Services 2023.

The Board discussed the information provided in the Draft Report to Municipalities – Family Services 2023.

G. Bekkering moved the Board approve the Report to Municipalities – Family Services 2023 as presented and requested Administration distribute the report to our Municipalities and Alberta Government funders.

Carried Unanimously

K. Weaver highlighted *Cheers to Volunteers* as a volunteer recognition initiative in the FCSS area. Criteria categories will include Individual, Youth and Group.

B. Chapman moved the Board approve the *Cheers to Volunteers* volunteer recognition initiative as presented.

Carried Unanimously

L. Hickey moved the Board to accept the *Cheers to Volunteers* information presented by Kaitlynn Weaver, Outreach services supervisor.

Carried Unanimously

Correspondence

The following correspondence was presented for information:

- FCSSAA December 2023 News
- FCSSAA January 2024 News

D. Doell moved to receive the correspondence presented for information.

Carried Unanimously

Reports

Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- The month of February includes two nationally recognized days that aim to celebrate and promote kindness: Random Acts of Kindness Day, February 17th, and Pink Shirt Day February 28th.
- Z. Morrison discussed with the Board an upcoming *Come Together* Canadian College of Health Leaders conference to be held in June 2024 in Halifax with Z. Morrison and two staff members attending to present.

L. Nilsson moved the Board to approve the Executive Director's Report as presented.

Carried Unanimously

Financial Report

Z. Morrison reviewed the Financial Report.

J. Heggie moved the Board approve the February 2024 Financial Report including:

- Financial statement for December 31, 2023;
- Monthly accounts for December 31, 2023;
- ATB Mastercard statement November 15, 2023 to December 12, 2023
- ATB Mastercard statement December 13, 2023 to January 11, 2024

Carried Unanimously

Professional Development Report 2023

Z. Morrison presented an overview of FCSS Employee Professional Development Report for 2023.

Z. Morrison amended the number from 7 to 38 staff attending the FOIP session in 2023.

L. Hickey moved the Board receive the FCSS Employee Professional Development Report for 2023 for information as presented.

Carried Unanimously

New Business

Alberta Community Partnership Program – Update

L. Nilsson shared the Village of Stirling Alberta Community Partnership Program proposal was approved. The funds have not been received. Awaiting the final contract.

D. Degenstein shared the Board is required to establish a steering committee to support the Alberta Community Partnership Program initiative. Committee members include the Barons-Eureka-Warner (BEW) FCSS Board Chair, BEW FCSS Village of Stirling Councillor, Village of Stirling CAO, the BEW FCSS

Executive Director and up to three BEW FCSS Board members.

K. Jensen volunteered to be a member of the steering committee.

B. Chapman thanked the Village of Stirling for applying for this program.

B. Chapman motioned the Board strike a steering committee for the duration of the contract to include:

- Dave Degestein, BEW FCSS Board Chair
- Larry Nilsson, BEW FCSS Village of Stirling Counsellor
- Scott Donselaar, CAO Village of Stirling
- Kelly Jensen, BEW FCSS Town of Raymond Counsellor
- Zakk Morrison, BEW FCSS Executive Director

Carried Unanimously

Coaldale Handi-Ride Association

B. Chapman discussed the funding and resources required to operate in Coaldale. The Coaldale Handi-Ride Association is in the process of applying for a Healthy Aging Alberta grant. The grant does require partnerships and asks that FCSS support this initiative.

G. Bekkering moved the FCSS Board fully support the Development of a partnership with the Coaldale Handi-Ride Association and the application of the Healthy Aging Grant.

Carried Unanimously

Southern Alberta Kanadier Association (SAKA)

B. Chapman asked the FCSS Board if they would like to receive minutes from the SAKA Board meetings. This will create a supportive bridge between FCSS and SAKA.

The Board discussed SAKA minutes being received in the future as correspondence for information purposes.

Z. Morrison to include SAKA meeting minutes as part of Correspondence.

Round Table:

K. Weaver discussed the Alberta Irrigation District Association When in Drought conference and the FCSS presentation that was held at the conference.

P. DeBow discussed a FRN presentation that was given by M. Sawatzky and P. DeBow that highlighted the needs for rural services, Low German Mennonite/Newcomer supports, and the successes of our services.

M. Jensen left the meeting at 5:44 pm.

J. Heggie shared how important FCSS services are to the communities.

L. Hickey shared the coming drought will affect all our communities.

B. Chapman was appointed to the Aberta Watershed Counsel.

Z. Morrison expressed gratitude to the FCSS management team for providing a supportive work culture to ensure staff are at their best to support residents.

M. Harris expressed the willingness of communities to share and conserve water in the face of the coming drought and appreciates the services FCSS will provide to the mental health of our communities.

T. Fiest thanked FCSS for the services provided in Picture Butte.

Date of Next Meeting

The date of the next regular Board meeting will be March 6, 2024, at the Coaldale Hub (2107-13th Street) in-person and online (via Teams) starting at 4:00 p.m.

Adjournment

M. Harris moved the meeting adjourn at 5.54 p.m.

Carried Unanimously



Chairperson



Executive Director

Milk River & District Ag Society
Regular Meeting # 4
March 18, 2024

Members Present: Laurie Balog, Gwen Chamberlain, Ted Swanson, Suzanne Furlong, Sheila Garber, Jodie Wehlage, Bob Bogle, Ricky Feist, Jera Vandenhoeck, Ben Vandenhoeck, Shayne Johnson

Meeting called to order at 7:06 by Laurie Balog.

Laurie Balog moved to adopt the agenda as presented.

Motion to accept minutes as presented by Suzanne Furlong, 2nd by Gwen Chamberlain. Motion carried.

Treasurer's Report:

- Financial report presented, not many deposits. Ted pointed out the cost of Epcor for January and the new AMSC for February – substantial decrease which is exciting. Thanks, Ted for working out a great deal. Motion to accept report, made by Laurie Balog, 2nd by Sheila Garber. Motion carried.
- Bills to be paid are Riverside Market, AAAS conference, insurance. Motion to pay expenses, made by Jera Vandenhoeck, 2nd by Sheila Garber. Motion carried.

Old Business:

- **AAAS conference** – Ben & Jera Vandenhoeck attended on our behalf.
 - Ben attended a session on solar initiative. It sounds great but we are a long way off – too expensive and the technology is not quite there yet.
 - Coaldale Open Farm Days – they actually announced we were invited and did not show! They had a total of 12 participants.
 - Someone talked about a “BINGO & BOOZE” evening with kids, kids had games to keep them busy while parents played bingo...
 - Cochrane is struggling with volunteers... like the rest of us.
 - Session on succession planning – an Ag Society purchased a bldg (used to be a butcher shop), hired a butcher and equipment. Once that person made enough, he purchased the bldg and business from the Ag Society... great investment.
 - Overall concern MLA's don't attend meetings. One MLA did not know what an Ag Society was.
 - One suggestion is to report number of volunteer hours spent on all activities in the newsletter.
 - Suggestion to get the community garden involved with the school – this has been attempted here, with no interest.
 - Overall, they had fun, met lots of friendly folks, good attendance.
- **Open Gym Night** – this was a real success – we had over 40 kids and 74 adults. Lots of popcorn and pop (swamp water) sold. Lots of positive comments. It was decided we would do it again in April – 12th and 26th. Poster will be updated and posted. **If you are interested in working one shift, please let us know.**
- **Rental agreement** – in place and working well with the Town. We will meet again in the fall to review and tweak if needed.
- **Gym floor update** – it looks much better but will not be fixed until outside is fixed. The company that will be fixing the floor will come down to install meters to test the moisture, we need to get to 6%.
- **Outside work** – Shayne reported the Town is waiting on the engineers suggestion. Nothing can be done until that point. The Town is hoping to get the work done themselves.

- **Rain troughs, electrical, etc over the doors** – Ted will work on this. He knows what is needed.
- **Bingo at PRL** – reminder the Ag Society is hosting bingo at the Prairie Rose Lodge on the 21st, Gwen, Laurie and Leslie have volunteered to go.
- **Membership cards** – we will have a table at the Spring Fling Market to sell memberships, new members will have a chance to win a YETI cooler. Gwen and Suzanne have volunteered to do 2 hrs, we need one more person to work the table. We will have new membership cards and a little write up to refer to.

Correspondence:

- Agri-News weekly news (forwarded by email)
- Alberta Community Development January newsletter (forwarded by email)
- CAFÉ update on traceability (forwarded by email)
- Farm Safety Centre news (forwarded by email)
- Stigma Free Society newsletter (forwarded by email)
- AAAS Newsletter (forwarded by email)

New Business:

- **Community Collector sale idea** – Laurie is often approached to bring their collectables, antiques etc to her markets. This is not the right place. A suggestion was made to hold a “collectible/antique/vintage” sale once a year, charge \$30 per table, we could have a succession to make a bit more money. A date of May 25 was booked for this. Posters and advertising will be done quickly to get the word out.
- **Real Canadian Wrestling** – we received an email from this company proposing to come out and put on a show. Table for next week. The email will be forwarded to all to read.

Committee reports:

- ✓ **Oktoberfest** – The committee is asking for guidance – do we continue with the same concept? It’s not working very well this way, it’s the same date as the Curling sweep. Suggestion we change to a 2 day event:
 - one on August long weekend (for kids) with a parade(tractor pull), pancake breakfast and kid’s games, bench show
 - one on October 19 for adults (called Oktoberfest) with a meal, silent auction and beer gardens

The Committee will take this back to their next meeting for discussion and report further.

Laurie Balog motioned to adjourn the meeting at 8:20 PM.

Next meeting: April 15, 7PM

MINUTES

Town of Milk River Library Board Meeting

March 12, 2024 – 5:30pm following AGM

1. Call to Order: Rita (chair) called meeting to order at 6:10

2. Attendance: Rita Lodermeier, Darlene Fleming, Lesley Oslanski, Ron Oswald, Scott Harvey, Peter Denmark (Library Manager), Anne Michaelis (Council Rep)

Absent: Jodie Wehlage

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

4. Approval of minutes from last meeting: Motion – Darlene moved to adopt minutes as amended. Carried

5. Treasurer's report: Presented at AGM

6. Library Manager's report: Attached – Ron adopted report as presented

7. Information Items:

A. Rental Agreement

-Rental agreement has been signed for the Ag Society and will be delivered soon.

-Personal insurance coverage for officers and directors is now covered under the Commercial General Liability.

B. Flooring

-Work was completed on January 19th-21st

-Huge thanks to Peter, Marian, and Brent for packing and moving items

-Invoice has been paid and reimbursement from FOL has been received

-ACTION - Follow up on interior door with the Ag Society

C. Horror Writers Workshop

-Workshop was held on March 1st and 2nd and was facilitated by Ron

8. Old Business

A. Policy Review

-We reviewed 3 policies.

-Hours of service, Use of Space, Staff Orientation and Continuing Ed

- MOTION – Lesley moved to accept policies as reviewed and amended.

B. Community Foundations Grant

-We are moving forward with an application to hopefully purchase some new public-use computers.

-Rita reached out to Kelly Lloyd at the town about accessing help from a grant writer. Klay Dyer was introduced to Peter to discuss library computer needs.

- This has been left with Klay and we will await his response on this application

C. Attending a Town Council Meeting

-Rita is tabling this and will look at attending

D. Chairperson's Email through CARLS

- Rita and Peter are looking in to this.

-ACTION – Peter going to follow up on this.

9. New Business:

A. Public Recognition

-Its nice to have some public recognition of people/groups who have donated to the library but the old tree was looking rough. Any ideas on updating this?

-Ideas given of a neat scroll idea, a poster, a book display

B. Library Wish List

-Grant Writer – Klay – indicated that he was well versed in finding available grants for a wide range of needs...what could enhance or improve the library?

- **ACTION – Peter going to look at his wish list and invites Board Members to submit some ideas to Peter via email**

C. Paper Management

-As a library board, we are required to keep copies of our minutes available to the public. Can this be done without making paper copies?

-Darlene made a motion to go paperless for minutes. There will be a copy emailed to the Library Manager to store digitally. Lesley Seconded. Passed.

D. Anne Update on Chinook Meeting in December

-Most of the meeting was organizational. No new updates

-Next meeting is April 4th and she will provide an update at that time.

- **ACTION – Rita going to add Anne to reports section for her updates for upcoming meetings**

10. Correspondence:

-Library Funding is Stable.

-Thank you card received from Ag Society for helping with the concession.

-Written permission was received to proceed with flooring

11. Next Meeting: Tuesday, June 11 @ 5:30pm

12. Adjournment: Rita moved we adjourn at 7:12

AGM MINUTES
Milk River Municipal Library
March 12, 2024 – 5:30pm

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

2. Attendance: Rita Lodermeier, Darlene Fleming, Lesley Oslanski, Scott Harvey, Ron Oswald, Peter Denmark (Library Manager), Anne Michaelis (Council Rep)

Absent: Jodie Wehlage, Wendy Orsten (resigned)

3. Adoption of agenda: - Anne moved approval of agenda as presented.

4. Approval of minutes of 2023 AGM: - Scott moved to adopt minutes as presented.

5. Treasurer's report: – Motion – Darlene moved to accept reports as presented. Accepted.

-2023 year end update

-2024 budget – attached. Ron approved budget and board approved.

6. Library Manager's report – Peter – Report Attached. Adopted.

-Annual report for Public Library Services Branch

7. Review of board members:

- vice-chair – Ron Oswald term end, April 2025
- treasurer – Darlene Fleming term end, April 2025
- secretary – Darlene Fleming term end, April 2025
- trustee – Lesley Oslanski term end, April 2026
- trustee – Jodie Wehlage term end, April 2024
- council rep – Anne Michaelis term end established by Council
- chairperson – Rita Lodermeier term end April 2026
- trustee – Scott Harvey term end April 2026

-Regular terms are for 3 years, some adjustments were made last year to have members have varying end times.

-Terms expiring this year: Wendy Orsten and Jodie Wehlage. Wendy has submitted a letter indicating that she does not want to have another term.

-Jodie Wehlage renewed her term – term ends April 2027

8. Re-assignments of roles:

- Darlene was wanting to resign as treasurer. Scott was interested but is away from May to September so unsure if he can take over.

-Rita is going to talk to Chinook Arch and find out more information from other libraries that have town do payroll.

-Once more information is found will look at pursuing this further

ACTION ITEM – Rita going to contact Robin Hepher at Chinook Arch to find out more information.

10. Next AGM: March 11, 2025 @ 5:30

11. Adjournment: Rita adjourned meeting at 6:07

**MILK RIVER HEALTH PROFESSIONALS ATTRACTION & RETENTION
COMMITTEE
ANNUAL GENERAL MEETING
APRIL 4, 2023**

MILK RIVER TOWN HALL – COUNCIL CHAMBERS

In Attendance: Scott MacCumber, Austin Hook, Emma Hult, Anne Michaelis, David Cody, Colleen Bianchi, Sharon Thompson, Joan Hughson, Tanya Smith, Derek Baron, Shaylin Hoyt, Lynne Brower, Vivian O'Hara, Christa Reich, George Henline, Judy Gaehring

1. **Call to Order** – The meeting was called to order by Scott at 7:00 p.m.
2. **Agenda** – David made a motion to accept the agenda as written. All in favour. Carried.
3. **Introductions** of all attendees was done.
4. **Minutes** – Tanya made a motion to approve the minutes of the last AGM meeting held on April 5, 2022. All in favour. Carried.
5. **Chairperson Report** – Scott gave a report on all the activities that the committee completed in 2022.
6. **Financial Report** – The annual report for 2022, audited by David and Colleen, was reviewed. A motion was made by Scott to accept the report as written. All in favour. Carried. As at December 31, 2022, the committee had \$7,189.88 in the chequing account and \$13,075.59 in GIC's for a total of \$20,265.47.
7. **Old Business**
 - A) **Membership** – A discussion on overall membership resulted in the opinion of the committee that the Clinic Manager and the Health Centre Site Manager should be official members of the committee. The bylaws will be amended. OPEN
8. **New Business**
 - A) **Meeting Dates/Times/Location Review** – After discussion it was decided that having 6 meetings a year should be sufficient and it would be beneficial to have 3 of those during the daytime so that both the Clinic Manager and the Site Manager could attend. But as we are in a state of change with new doctors coming in, we will continue to meet monthly until the staffing is stable. We will stay with the first Tuesday of the month at 7:00 p.m. and adjust as needed. OPEN
 - B) **Mission Statement Review** – 1 change and 1 addition made to our Mission Statement. The list of healthcare providers will not be distributed to area residents every year but as needed when changes are made in the community. The next list will likely be done at the end of summer 2023. The addition will be: "Researching the barriers to workers such as housing and childcare and making recommendations where appropriate. OPEN

C) **Bylaw Review** – Scott made a motion to amend paragraph 4 to include the Clinic Manager and the Health Centre Site Manager as committee members. All in favour. Carried.

9. Elections

A) **Board of Directors** – George Henline (County of Warner) and Christine Latimer (Warner) were appointed to the committee to fill existing vacancies.

B) **Executive** – The accepted nominations made and filled by acclamation were Scott MacCumber as Chairperson, David Cody as Vice-Chairperson, Colleen Bianchi as Secretary, and Scott MacCumber as Treasurer.

10. **Auditors** – David and Austin will audit the 2023 financial records.

11. **AGM 2024** – the date of April 2, 2024, was selected.

12. **Adjournment** – the meeting was adjourned at 7:31 by Colleen.

Milk River Health Professionals Attraction & Retention Committee

Balance Sheet as at December 31, 2023

General Chequing Account	\$ 19,355.13
GIC Investments	\$ 3,170.93
Accounts Receivable	\$ 5,000.00
Total Assets	<u>\$ 27,526.06</u>

Total Liabilities	<u>0.00</u>
--------------------------	--------------------

Audit Date March 6/24

And Found Correct By: Shonda Cody
(print name)

Shonda Cody
(signature)

And Found Correct By: David Cody
(print name)

[Signature]
(signature)

Milk River Health Professionals Attraction & Retention Committee

Income & Expense Statement for the Year 2023

General Chequing Account on January 1, 2023 **\$ 7,189.88**

Income

Donations	\$ 15,750.00
GIC Matured	\$ 10,000.00
Bank Interest (GIC + Chequing)	<u>\$ 456.60</u>
Total Income	\$ 26,206.60

Expenses

Physician Signing Bonus	\$ 5,000.00
Physician Loan	\$ 5,000.00
Scholarships	\$ 1,355.60
Retention & Recognition	\$ 1,225.00
Doctor's Suite	\$ 855.07
Clinic Phone Bill Payment	\$ 500.00
Physician Site Visits	<u>\$ 105.68</u>
Total Expenses	<u>\$ 14,041.35</u>

Income - Expenses for 2023 **\$ 12,165.25**

General Chequing Account Balance on December 31, 2023 **\$ 19,355.13**

Milk River Health Professionals Attraction & Retention Committee

GIC Activity Report for 2023

As At January 1, 2023

	<u>Cert. #</u>	<u>Amount</u>	<u>Mat. Date</u>	<u>Int. Rate</u>	<u>N/NR</u>
	42550136900	\$ 3,075.59	05-Jan-24	3.10	NR
	42245644300	\$ 10,000.00	18-Nov-23	3.00	NR
Total GIC's		<u>\$ 13,075.59</u>			

GIC's Earning Interest in 2023

4250136900	\$ 3,075.59	
Compound Interest Earned	\$ 95.34	05-Jul-23
New Total	<u>\$ 3,170.93</u>	

GIC's Matured & Transferred to Chequing

42245644300	\$ 10,000.00	18-Nov-23
Interest Earned	\$ 455.77	
Total Transferred to Chequing	<u>\$ 10,455.77</u>	

GIC's As at December 31, 2023

Cert. #	<u>Amount</u>	<u>Mat. Date</u>	<u>Int. Rate</u>	<u>N/NR</u>
42550136900	<u>\$ 3,170.93</u>	05-Jan-24	3.1	NR

2023 Donations to MRHPARC

Donor	Amount	Date
Milk River Kinsmen	\$ 2,500.00	23-Mar-23
County of Warner	\$ 5,000.00	12-Apr-23
Village of Coutts	\$ 2,500.00	12-Apr-23
Friends of Coutts Library	\$ 750.00	12-Apr-23
Town of Milk River	\$ 2,500.00	06-Sep-23
Village of Warner	\$ 2,500.00	27-Sep-23

Request for Decision

Mayors Report

April 8, 2024



RECOMMENDATION

That the Mayors Report for April 8, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Mayor Liebelt will provide a report from the Mayors Desk.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Chief Mountain Regional Solid Waste Services Commission
2. Riverside Community Golf Course Society

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
FEBRUARY 14, 2024, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood
Byrne Cook – Town of Magrath
Randy Taylor – County of Warner
Tyler Lindsay – Village of Warner
Gary Bikman – Village of Stirling

Tanya Smith – Village of Coutts
Wayne Harris – Cardston County
Allan Burton – Town of Cardston
Larry Liebelt – Town of Milk River

Others Present:

Marian Carlson – SEO
Suzanne Pierson – Secretary/Treasurer (Zoom)

Lee Beazer – Operator

Commenced at 5:01 pm

Gary Bikman in the Chair.

AGENDA

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

MINUTES

Brian Wickhorst moved that the minutes of the January 10, 2024, regular board meeting be adopted as presented. Carried

NEW BUSINESS

The SEO reported that the municipalities were contacted regarding the EPR program; a report is attached as to the status of each municipality.

The SEO advised that Kim Welby can facilitate a session to update and review the Strategic Plan on March 25th to 28th or April 2nd to 5th. The session will run from Noon to 5:00 p.m. The board agreed to meet on March 28, 2024, at the Town of Magrath.

The SEO reported that the Raymond pilot project is ready to begin in April. A minimum of one load of waste will be transported to the Landfill per week in this three-month pilot. The days will be alternated, and the goal will be to have a minimum of three scale tickets per route day for the Town of Raymond. Mileage, time, and maintenance costs will be calculated.

The SEO advised that there is no confirmation yet on the approval of the ACP Grant.

The SEO reported that the RFP for Audit services was released on January 15, 2024, and will close on February 15, 2024. The tenders will be presented to the Finance Committee, and a recommendation will be brought to the Board at the March meeting.

The SEO presented the Employee Benefit Package information and will not look at the program this year because of the high-cost quote.

The SEO reported on the Waste Diverted in 2023. The board set a goal of an 80% increase in recycling, and the Commission reached 7.5%. The Commission will keep working with the municipalities to increase the waste diverted.

The SEO presented the website that has been developed for the Commission. Suggestions were noted, and slight changes will be made before the website goes live.

The SEO advised that Transfer Station Operator Training is being organized for March 2024. The board would like the Operator to go to each site and perform the training. The Commission would like the municipality representative, the Commission representative, and the Transfer Station Operator to be present for the on-site training.

Allan Burton moved to approve the SEO's report.

Carried

The Operator reported that 888.46 tonnes of waste were delivered to the Landfill in January 2024, leaving the year's available tonnage at 9,111.54 tonnes.

The Operator advised that some private companies are bringing waste to the Landfill, the bills are large, and the Commission does not want them to be in arrears. The board wants, effective immediately, all waste to be paid for upon delivery. The Operator and Secretary/Treasurer will work on notifying customers of this change. Policy F7 will be updated and emailed to the Policy Committee for approval. Once the Policy Committee approves the amended policy, it will be presented at the next board meeting.

The Operator advised that Wilde Brothers Engineering has been given the information to complete the year-end report.

The Operator reported that Chris Law will start on the wind fence in Raymond this week.

The Operator advised that the older Peterbilt semi-truck had a DEF filter plug, changed injectors, and had high exhaust pressure. All required repairs will be approximately 36,700. The board would like to see the truck DEF system deleted once they are off warranty.

The board would like the SEO to advertise an expression of interest in trucking waste to the Landfill.

The Operator advised that Cardston County is wondering if the Commission can take some sludge. The SEO will phone Murray Millward, SEO of Cardston County, and get a clearer picture of where this sludge is coming from and the contingency plan in place. The SEO will send an email to the board as to the information found.

Wayne Harris moved to approve the Operator's report. Carried

Financial Statement

The Financial Statements for December 31, 2023, and January 31, 2024, were reviewed.

Tanya Smith moved to accept the December 31, 2023, and January 31, 2024, Financial Statements.

Carried

Approval of Bills

Bills for January 2024 were reviewed.

Byrne Cook moved to approve the bills for January 2024.

Carried

CORRESPONDENCE

A letter from the Town of Magrath regarding Gerry Baril being the alternate representative.

Filed

A letter from the Town of Milk River requesting funding for the 2022 Waste Diverted.

Filed

A letter from the Village of Warner requesting funding for the 2022 Waste Diverted.

Filed

24-01 Tanya Smith moved to pay only the 2023 Waste Diversion to the Town of Milk River and the Village of Warner.

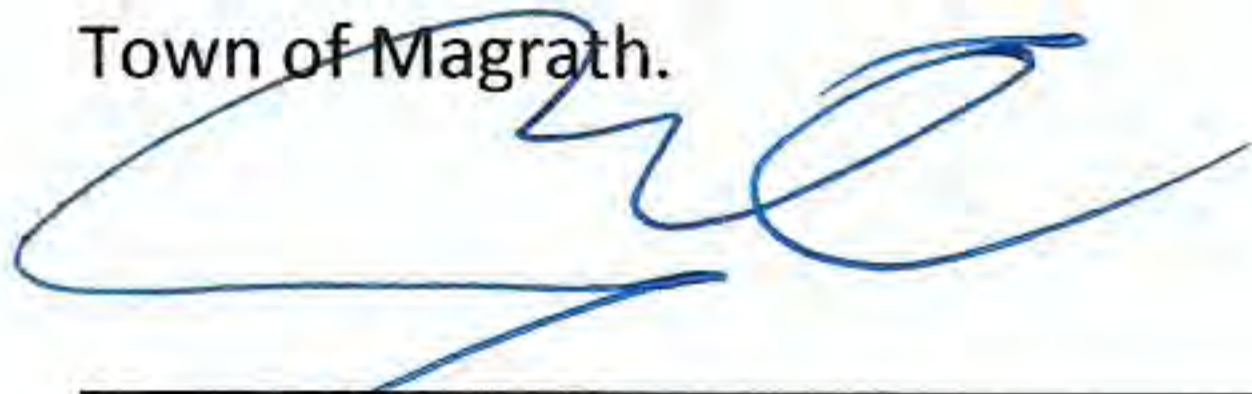
Carried

ADJOURNMENT

Tanya Smith moved the meeting adjourned.

Adjournment at 6:32 p.m.

The Next Commission board meeting is scheduled for Wednesday, March 13, 2024, at 5:00 p.m. in the Town of Magrath.



Chairman

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
MARCH 13, 2024, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood
Gerry Baril – Town of Magrath
Allan Burton – Town of Cardston
Tyler Lindsay – Village of Warner (Zoom)
Bryce Coppieters – Town of Raymond

Tanya Smith – Village of Coutts
Wayne Harris – Cardston County
Gary Bikman – Village of Stirling
Peggy Losey – Town of Milk River

Others Present:

Marian Carlson – SEO
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Commenced at 5:01 pm

Gary Bikman in the Chair.

AGENDA

Tanya Smith moved that the agenda be approved as amended. Carried

MINUTES

Byrce Coppieters moved that the minutes of the February 14, 2024, regular board meeting be adopted as presented. Carried

NEW BUSINESS

The SEO reported that Kim Welby will facilitate the strategic planning on Thursday, March 28, 2024, at noon at the Town of Magrath. Lunch will be provided.

The SEO advised that the Town of Raymond received a letter from Alberta Municipal Affairs stating the \$200,000 ACP Grant was successfully acquired. The SEO will work with the Town of Raymond to move the project forward.

The SEO reported that the Finance Committee reviewed the RFP for Audit services on March 15, 2024. The Commission received 3 proposals, and based on the scoring, the Finance Committee passed a motion at their meeting to accept the proposal from MWG Chartered Professional Accountants.

Allan Burton arrived at 5:06 p.m.

24-02 Bryce Coppieters moved to accept the proposal from MWG Chartered Professional Accountants for auditing services for 2024, 2025, 2026, 2027 and 2028. If the contract is satisfactorily carried out for the five (5) year term, the contract may be extended for two (2) one (1) year extensions for 2029 and 2030 at the sole discretion of the Commission. There will be a clause to terminate the contract earlier if the Commission is unsatisfied with the work. Carried

The SEO advised that she participated in the Circular Materials webinar held on February 21, 2024. They anticipate implementation by April 1, 2025, for those communities that registered prior to December 31, 2023. A total of 254 communities are registered throughout the province.

The SEO reported that the Operator has set up training for the Transfer Station Operators starting this Saturday in Mountain View.

The SEO advised that the website was launched on February 22, 2024. The SEO has asked the participating municipalities to advertise the Commission website.

Wayne Harris moved to approve the SEO's report. Carried

The Operator reported that 706.46 tonnes of waste were delivered to the Landfill in February 2024, leaving the year's available tonnage at 8,405.08 tonnes.

The Operator advised that Wilde Brothers Engineering has completed the year-end report. The SEO confirmed that, per their report, the Landfill should last until 2074 if the usage remains the same.

The Operator reported that the DEF pollution system has been deleted on both semi-trucks.

The Operator advised that a new cell needs to be dug this year. Jim Aneca would like to dig the new cell at the same price as the last completed cell.

24-03 Tanya Smith moved to hire JIM Equipment to dig the new cell at the Landfill at the same price as the past contract. Carried

Allan Burton moved to approve the Operator's report. Carried

Financial Statement

The Financial Statement for February 29, 2024, was reviewed.

Gerry Baril moved to accept the February 29, 2024, Financial Statement. Carried

Approval of Bills

Bills for February 2024 were reviewed.

Brian Wickhorst moved to approve the bills for February 2024. Carried

The Policy Committee, via email, updated Policy F7 Fees – Landfill Tipping Fee and Schedule F7A and are now presenting them to the board for approval.

24-04 Allan Burton moved to approve the revision to Policy F7 Fees – Landfill Tipping Fee and Schedule F7A. Carried

Gary Bikman suggested meeting every other month for board meetings. The SEO and Operator can send out monthly reports via email on the months there isn't a board meeting.

24-05 Wayne Harris moved to have board meetings every other month starting in April and review the meeting schedule next January 2025. Carried

CORRESPONDENCE

A letter from Avail regarding the 2023 Audit. Filed

A letter from Genesis regarding the Annual General Meeting on Monday, April 8, 2024, at 3 pm. Filed

24-06 Bryce Coppieters moved to have Duane Gladden act as proxy at the Annual General Meeting on Monday, April 8, 2024. Carried

A letter from Wilde Brothers Engineering regarding the 2023 year-end report on Closure & Post Closure. This letter was sent to Avail to aid in the Audit. Filed

ADJOURNMENT

Tanya Smith moved the meeting adjourned.

Adjournment at 5:33 p.m.

The Next Commission board meeting is scheduled for Wednesday, April 10, 2024, at 5:00 p.m. in the Town of Magrath.

Chairman

Riverside Golf Society

Monday, March 11, 2024 @ 7:00 pm at the Clubhouse

Present: Doug Smith, CJ Dobrocane, Rick Feist, Adam Thompson, John Johannsen, Mitch Losey, Darcy Nate, Layne Conway, Beth Kappelar

Regrets: Larry Liebelt, Lance Schamber, Brett Losey

Call to Order: The meeting was called to order by President Doug Smith @ 7:04 pm.

Agenda: *Motion 2024-11* by Layne to adopt the agenda as presented. Carried

Minutes: Presented by Beth Kappelar. *Motion#2024-12* by Layne to approve the minutes as amended. Carried.

Treasurers Report: Presented by John Johannsen. *Motion#2024-12* by John to accept the report as presented. Carried.

Old Business:

- *Campground: Reservations for the season are coming in. No current concerns.
- *Restaurant: Good revenue from bowling. Ron & Natasha will do the order in April to start the season.
- *Visitor Center: Final payment from 2023 season has been received. Will start clean up at the VIC in April. Hoping to get a student for this work.
- *Grants: No word yet on ones applied for. Possibility of a grant through Warner County for a Junior Golf Program.
- *Bowling Alley: League is finished. Some parties & special events are booked. Doug, Darcy & Beth will continue to cover bookings.
- *Promo Items: Mitch brought some samples of logo'd hats with pricing – will try to get the price down as much as possible. Logo'd balls (Vice – colored) are \$32/doz. Will order 25 doz to start season. No prices on towels yet.
- *Backpack blower: No price yet
- *Aeration: Will book Rory Hoyt for second week of May
- *Machine Maintenance: Finished by CJ & paid for. Greens mower repaired by Tony Miller.
- *Casino Accounting: Completed & sent in.
- *Punch Cards: Developed for both golf & carts.

Old Business continued....

*Hole Signs: Darcy got pricing from Southern Monument. \$850-1,250 per sign. Enough interest from local businesses to cover all 9 holes. Discussed selling advertising on the carts as well – need to get pricing. **Motion#2024-13** by Mitch that the hole signs be ordered. Carried.

*Job Postings: Not up yet – we have a number of staff committed to returning for the season.

*On Course Washrooms: Doug will approach Kinsmen for assistance with funding.

New Business:

*Drought Planning Milk River Conservation Conversation – April 10, 2024 – Doug will attend.

*ProShop Upgrade: Relocating ProShop to south side of building – Keith Losey will complete the work for the price of the materials.

*T-4’s: Have been sent out.

*Tarp Removal: Set for Sunday, March 17, 2024 at 1:00 pm

AED Monthly Testing Completed

Next Meeting: April 1, 2024 @ 7:00 pm at the Clubhouse.

Motion to Adjourn: **Motion#2024-14** by Darcy Nate at 8:20 pm

Recording Secretary Beth Kappelar

President Doug Smith

Action List	In Progress	Completed
#9 Forward Tee Box	_____	_____
#3 Senior Tee Box	_____	_____
On Course Washrooms	_____	_____
Irrigation Repairs	_____	_____
Creeks/Ponds Clean-out	_____	_____
ProShop Re-locate	__x__	_____

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