

Regular and Closed Meeting Agenda for Monday, February 10, 2025, at 5:30 p.m. to be held in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta



1. Call to Order
2. Additions/Deletions to the Agenda
3. Delegations 5:40 pm
  - A) Riverside Community Golf Course Society
  - B) Milk River Fire Department
4. Approval of Minutes
  - A) Minutes of the January 13, 2025, Regular Meeting
5. Business Arising from Minutes
6. Financial Report
7. Administration Reports
  - A) Public Works
  - B) Community Peace Officer
  - C) Chief Administrative Officer
8. Break (10-15 minutes)
9. Old Business
10. Bylaws and Policies
  - A) Golf Cart Pilot Project Amending Bylaw 1074
  - B) Borrowing Bylaw 1075
11. New Business
  - A) Correspondence
  - B) Pink Shirt Day Proclamation
  - C) Canada Day Donation Request
  - D) Volunteer Awards Night Donation Request
  - E) 2025 Organizational Meeting Date Change Request
  - F) Visitor Information Centre
  - G) Milk River Minor Baseball Lease Agreement
  - H) Pros and Cons of Golf Society's Irrigators Licence Transfer
12. Councillor Reports
  - A) Authorities, Boards, Committees and Commission Minutes
13. Mayor's Report
  - A) Authorities, Boards, Committees and Commission Minutes
14. Closed Session
15. Adjournment

Request for Decision

Delegation: Riverside Community Golf Course Society

February 10, 2025



## RECOMMENDATION

That Council accept the report from the Riverside Community Golf Course Society as information.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

President Doug Smith of the Riverside Community Golf Course Society will be in attendance to provide an update as to the Society's activities.

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

Request for Decision

Delegation: Milk River Fire Department

February 10, 2025



## RECOMMENDATION

That Council accept the report from the Milk River Fire Department.

## LEGISLATIVE AUTHORITY

Municipal Government Act

## BACKGROUND

Members from the Milk River Fire Department will be in attendance to provide an overview of activities from 2024.

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

Request for Decision

**Approval of Minutes**

February 10, 2025



## RECOMMENDATION

That the minutes for the January 13, 2025, regular council meeting be accepted as presented.

## LEGISLATIVE AUTHORITY

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

## BACKGROUND

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

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Prior to Adoption: January 13, 2025, regular council meeting minutes

## Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, January 13, 2025, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present - Elected Officials

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

Absent - Elected Officials

Present - Administration

Kelly Lloyd, Chief Administrative Officer

### 1. Call to Order

Mayor Liebelt called the meeting to order at 5:36 p.m.

### 2. Additions / Deletions to the Agenda

A) Additions / Deletions to the Agenda

Moved by Councillor Johnson, "that Council approve the agenda for January 13, 2025, regular council meeting as presented."

Motion Carried 2025-1

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

A) William King: 1950's Dam Presentation

Mr. William King was in attendance and provided an historical overview of the proposed 1950's dam project, including the diversion canal.

Moved by Deputy Mayor Michaelis, "that Council thank Mr. King for his historical overview on the 1950's dam project, and to accept the presentation as information."

Motion Carried 2025-2

B) MPE a Division of Englobe: Lagoon Update

CAO Lloyd provided an update as to the status of the Lagoon project.

Moved by Councillor Degenstein, "that Council accept the lagoon project update as information."

Motion Carried 2025-3

### 4. Approval of Minutes

A) Minutes of December 9, 2024, Regular Council Meeting

Moved by Councillor Losey, "that Council approve the December 9, 2024, regular council meeting minutes as presented."

Motion Carried 2025-4

## 5. Business Arising from Minutes

## 6. Financial Report

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

Moved by Deputy Mayor Michaelis, "that the Financial Report for the period ending December 31, 2024, be accepted as information."

Motion Carried 2025-5

## 7. Administration Reports

### A) Public Works

The report was contained within the agenda package.

Moved by Councillor Degenstein, "that Council accept the Public Works report for the period ending December 31, 2024, as information."

Motion Carried 2025-6

### 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 December 31, 2024, as information."

Motion Carried 2025-7

### C) Chief Administrative Officer

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

Moved by Councillor Johnson, "that the Chief Administrative Officer Report for the period ending December 31, 2024, be accepted as information."

Motion Carried 2025-8

## 8. Break

*The Mayor recessed the meeting at 7:08 p.m.*

*The Mayor reconvened the meeting at 7:25 p.m.*

## 9. Old Business

## 10. Bylaws and Policies

A) Repealing Bylaw 1072

Moved by Councillor Degenstein, "that the Repealing Bylaw 1072 be given first reading."  
Motion Carried 2025-9

Moved by Councillor Losey, "that the Repealing Bylaw 1072 be given second reading."  
Motion Carried 2025-10

Moved by Councillor Johnson, "that the Repealing Bylaw 1072 receive unanimous consent for consideration of third reading."  
Motion Carried 2025-11

Moved by Deputy Mayor Michaelis, "that the Repealing Bylaw 1072 be given third and final reading."  
Motion Carried 2025-12

B) Golf Cart Pilot Project Bylaw 1073

Moved by Councillor Degenstein, "that Council give first reading to the Golf Cart Pilot Project Bylaw 1073."  
Motion Carried 2025-13

Council reviewed the presented bylaw and made some amendments to the operator responsibilities, designated highway routes, permit requirements and violation ticket fine amounts.

Moved by Councillor Losey, "that Council give second reading to the Golf Cart Pilot Project Bylaw 1073 with amendments."  
Motion Carried 2025-14

Moved by Councillor Johnson, "that the Golf Cart Pilot Project Bylaw 1073 with amendments receive unanimous consent for consideration of third reading."  
Motion Carried 2025-15

Moved by Councillor Degenstein, "that Council give third and final reading to the Golf Cart Pilot Project Bylaw 1073 with amendments."  
Motion Carried 2025-16

## 11. New Business

A) Correspondence

Moved by Deputy Mayor Michaelis, "that correspondence for the period ending January 13, 2025, be accepted as information."  
Motion Carried 2025-17

## 12. Councillors Reports

Deputy Mayor Michaelis attended and reported on the Milk River Municipal Library meeting.

Councillor Degenstein attended a Ridge Country Housing meeting, a Milk River Community Business Association meeting, and provincial water engagement on the Water Act.

Councillor Losey attended a Ridge Country Housing meeting and a Milk River and District Senior Citizens meeting.

Councillor Johnson attended a Milk River and District Ag Society meeting as well as a Heritage Handi-Bus meeting and handed out a Handi-Bus update.

Moved by Councillor Degenstein, **“that the Councillor reports for the period ending January 13, 2025, be accepted as information.”**

Motion Carried 2025-18

### 13. Mayors Report

Mayor Liebelt attended the Riverside Community Golf Society AGM, a Chief Mountain Regional Waste Services Commission meeting, and a regional water supply meeting with reeve and mayors.

Moved by Councillor Losey, **“that Council accept the Mayors Report for the period ending January 13, 2025, as information.”**

Motion Carried 2025-19

### 14. Closed Session

### 15. Adjournment

Moved by Councillor Losey, **“that the regular council meeting of January 13, 2025, adjourn at 9:13 p.m.”**

Motion Carried 2025-20

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Larry Liebelt  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

These minutes were approved on the     day of                     2025.



Request for Decision

## Financial Report

February 10, 2025



### RECOMMENDATION

That the Financial Report for the period ending January 31, 2025, 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. 2025 Year to Date Operating Budget
2. Cash Report
3. Cheque Listing

**Revenue and Expenses - by Funtion  
for the 1 Month Ended January 31, 2025**

	2024 Actual	2025 Interim Budget	2025 YTD Actual	Remaining Dollars	% Collected/ Used
<b>Operating</b>					
<b>Revenues</b>					
Taxation	-1,174,373.87	-1,207,616.00	-0.02	-1,207,615.98	0.00
Sale of Goods and Services	-674,293.67	-675,790.00	-13,750.12	-662,039.88	2.03
Other Revenue/Franchise Fees	-307,702.62	-298,216.00	-27,590.11	-270,625.89	9.25
Conditional Grants	-163,938.95	-213,600.00	0.00	-213,600.00	0.00
Transfer from other Functions	0.00	0.00	0.00	0.00	0.00
Transfer from Reserves	0.00	-276,889.00	0.00	-276,889.00	0.00
<b>TOTAL REVENUES</b>	<b>-2,320,309.11</b>	<b>-2,672,111.00</b>	<b>-41,340.25</b>	<b>-2,630,770.75</b>	<b>1.55</b>
<b>Expenditures</b>					
Salaries, Wages & Benefits	800,216.47	745,156.00	55,220.86	689,935.14	7.41
Contracted & General Services	600,227.26	967,080.00	35,658.51	931,421.49	3.69
Materials, Goods & Utilities	469,918.09	514,175.00	26,688.47	487,486.53	5.19
Government Requisitions	270,651.60	258,828.00	0.00	258,828.00	0.00
Transfers to Local Boards	48,535.82	47,701.00	3,197.12	44,503.88	6.70
Transfers to Ind/Organizations	22,561.72	36,640.00	0.00	36,640.00	0.00
Bank Charges	9,597.11	7,700.00	303.58	7,396.42	3.94
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	26,528.66	28,440.00	15,183.13	13,256.87	53.39
Transfer from Capital	0.00	66,391.00	0.00	66,391.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,248,236.73</b>	<b>2,672,111.00</b>	<b>136,251.67</b>	<b>2,469,468.33</b>	<b>5.10</b>

**Operating Revenue/Expenditures by Department for the 1 Month Ended January 31, 2025**

Department	REVENUES				EXPENDITURES				Actual Contribution to Surplus
	Interim Budget	YTD Actual	Remaining Dollars	% Collected	Interim Budget	YTD Actual	Remaining Dollars	% Used	
0 General Government	-1,478,166	-25,800	-1,452,366	1.7	230,795	10,826	219,969	4.7	-14,974
11 Council	0	0	0	0.0	97,800	2,180	95,620	2.2	2,180
12 Administration	-443,694	-3,673	-440,021	0.8	426,372	34,131	392,241	8.0	30,458
23/24 Fire/Disaster Services	-24,184	-2,370	-21,814	9.8	106,517	1,439	105,078	1.4	-931
26 Bylaw Enforcement	-2,400	-1,230	-1,170	51.3	76,733	8,260	68,473	10.8	7,030
31 Common Services	-62	-1,153	1,091	0.0	165,832	10,158	155,674	6.1	9,005
32 Roads	-24,450	-21	-24,429	0.1	417,823	21,118	396,705	5.1	21,097
33 Airport	-465	0	-465	0.0	8,701	159	8,542	1.8	159
4101 Water Supply/Distribution	-307,800	-286	-307,514	0.1	348,643	14,227	334,416	4.1	13,941
42 Wastewater	-106,000	0	-106,000	0.0	72,902	3,991	68,911	5.5	3,991
43 Solid Waste	-117,700	-3,597	-114,103	3.1	113,205	4,474	108,731	4.0	877
43 Transfer Station	-12,385	-18	-12,367	0.1	24,624	1,844	22,780	7.5	1,826
56 Cemetery	-2,500	-200	-2,300	8.0	5,000	0	5,000	0.0	-200
61 Planning & Development	-7,850	-2,480	-5,370	31.6	15,000	8,572	6,428	57.1	6,092
62 Economic Development	-50,000	0	-50,000	0.0	164,290	0	164,290	0.0	0
72 General Recreation	-6,055	0	-6,055	0.0	178,515	6,052	172,463	3.4	6,052
7201 Campground	-13,000	-512	-12,488	3.9	57,141	2,109	55,032	3.7	1,597
7202 Pool	-75,400	0	-75,400	0.0	134,917	3,511	131,406	2.6	3,511
7203 Golf Course	0	0	0	0.0	7,000	4	6,996	0.1	4
74 Culture & Library	0	0	0	0.0	20,301	3,197	17,104	15.7	3,197
									0
<b>TOTAL OPERATING</b>	<b>-2,672,111</b>	<b>-41,340</b>	<b>-2,630,771</b>	<b>1.5</b>	<b>2,672,111</b>	<b>136,252</b>	<b>2,535,859</b>	<b>5.1</b>	<b>94,912</b>



**TOWN OF MILK RIVER**  
Cash and Investments Report  
For the Period Ending January 31, 2025

General Ledger	Description	2025 Opening Balance	2025 YTD Balance
<b>CHEQUING ACCOUNTS</b>			
3-12-00-120-00	General Bank Chequing Account (ATB)	28,784.63	216,032.73
3-12-00-130-00	General Savings Account (ATB)	299,096.78	300,057.99
* TOTAL CHEQUING ACCOUNTS		<u>327,881.41</u>	<u>516,090.72</u>
<b>TOWN TERM DEPOSITS</b>			
3-41-00-310-00	Water Capital GIC	4,043.15	4,056.14
3-43-00-310-00	Equipment Replacement Capital GIC	387,070.16	388,314.09
3-97-00-315-00	General Capital GIC	565,917.11	567,735.80
* TOTAL TOWN TERM DEPOSITS		<u>957,030.42</u>	<u>960,106.03</u>
<b>ARMS LENGTH TERM DEPOSITS</b>			
3-43-00-315-00	Transfer Station Operating GIC	5,639.62	5,657.74
* TOTAL ARMS LENGTH TERM DEPOSIT		<u>5,639.62</u>	<u>5,657.74</u>
**P TOTAL CASH AND INVESTMENTS		<u>1,290,551.45</u>	<u>1,481,854.49</u>

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



# TOWN OF MILK RIVER

## Cheque Listing For Council

2025-Feb-5  
1:43:05PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250001	2025-01-13	AMSC INSURANCE SERVICES LTD.	202501	JANUARY BENEFITS	6,012.68	6,012.68
20250002	2025 01 13	BENCHMARK ASSESSMENT CONSULT	3356 3356INT	JANUARY ASSESSMENT FEE NOV LATE FEE	1,423 54 71.18	1,494 72
20250003	2025 01 13	CATALIS TECHNOLOGIES CANADA LTD	INV308339462	2025 MUNIWARE MOMEMTUM ERP C	10,872 65	10,872 65
20250004	2025-01-13	DTR SERVICES LIMITED	27466 40622	ITEMS MISSED ON INV 40622-WTP R GENSET MAINTENANCE	175.91 5,627 54	5,803.45
20250005	2025-01-13	LOCAL GOVERNMENT ADMINISTRATION ASSOCIATIO	04145	MEMBERSHIP RENEWAL-K LLOYD	288.75	288.75
20250006	2025 01 13	MICROAGE COMPUTER CENTRE	26320	MANAGED IT	609 00	609 00
20250007	2025-01-13	MILK RIVER CABLE CLUB	87006	JAN INTERNET	246.27	246.27
20250008	2025 01 13	MILK RIVER CEMETERY COMPANY	202403	DONATION	50 00	50 00
20250009	2025-01-13	MILK RIVER FIREFIGHTERS SOCIETY	202402	DONATIONS	487.67	487.67
20250010	2025 01 13	MILK RIVER HISTORICAL SOCIETY	202402	DONATIONS 2024	175 00	175 00
20250011	2025-01-13	MILK RIVER HOME HARDWARE	2508929 2509033 2509103	MOUSE GLUE TRAPS MOUSE GLUE TRAPS CABLE TIES	16.76 100 55 14.68	131.99
20250012	2025 01 13	MILK RIVER MUNICIPAL LIBRARY	202402	DONATION	250 00	250 00
20250013	2025-01-13	MPE ENGINEERING LTD.	1440-059-00-17 1440 062 00 06	WASTEWATER LAGOON UPGRADE RAW WATER SUPPLY CONTINGENC'	24,691.28 722 40	25,413.68
20250014	2025-01-13	OLDMAN RIVER REGIONAL	14578	Q1 PLANNING SERVICES, 2025 GIS,	8,572.33	8,572.33
20250015	2025 01 13	RIDGE AUTO PARTS LTD	736113 736246 736446	CRIMPER CLEAR PLUS CLEAN OIL	42 11 22.56 22 65	87 32
20250016	2025-01-13	RIDGE REGIONAL PUBLIC SAFETY	189	1/4 PEACE OFFICERS REQUISITION	8,259.75	8,259.75
20250017	2025 01 13	RIDGE WATER SERVICES COMMISSION	938 947	NOV 3-NOV 30 CONTRACT OPERATC DEC 1-DEC 31 CONTRACT OPERATC	1,017 45 1,178.10	2,195 55
20250018	2025 01 13	RMA	68535007 68539261 68635163 68637967 68744094 P95998 W23729	STAPLES-PAPER, DIVIDERS, BINDEF STAPLES-BINDERS STAPLES TONER STAPLES-BINDER STAPLES-ADDING MACHINE RIBBON RME-HARDWARE RME-REPAIR BACKHOE OIL LEAK, R	233 01 71.36 713 96 36.74 136 71 20.90 9,455 22	10,667 90
20250019	2025-01-13	ROCKY MOUNTAIN PHOENIX	IN0149470	TECH RESCUE COATS, PANTS (13 S	16,311.75	16,311.75
20250020	2025 01 13	TRUCK/RV/CAR/WASH	8841	DEC VEHICLE WASHES	223 25	223 25
20250021	2025-01-13	UNITED FARMERS OF ALBERTA	115885703 115903354 115903355	FUEL FUEL FIRE FUEL	2,098.76 657 66 129.76	2,886.18
20250022	2025 01 13	VETERAN'S MEMORIAL HIGHWAY ASSOCIATION	1014	2025 MEMBERSHIP	122 10	122 10
20250023	2025-01-13	VILLAGE OF WARNER	20240165	LOCK & KEY FOR WATER FILL STATI	68.32	68.32
20250024	2025 01 13	VOLKER STEVIN HIGHWAYS LTD	C02 027423	WINTER SAND	1,209 08	1,209 08
20250025	2025-01-13	WASTE CONNECTIONS OF CANADA INC.	7410-0000548698	RECYCLE BIN-4 DUMP & RETURN	2,287.85	2,287.85
20250026	2025 01 13	XEROX BUSINESS SOLUTIONS CANADA	IN1233475	DEC COPIES	370 92	370 92
20250027	2025-01-24	ATB FINANCIAL MASTER CARD	2024102 2024103 2024104 2024105 2024106 2024107	RECORDXPRESS-SHREDDING SER\ DC METALCRAFT-ITEMS TO DONATE RIVERSIDE MARKET-B-DAY CAKE-K PUROLATOR-CHRA PROV LAB FREIK ULINE-SANDBAGS AWWOA TRAINING G FLEMING	56.81 108 00 11.99 117 20 143.33 399 00	3,153.11



# TOWN OF MILK RIVER

## Cheque Listing For Council

2025-Feb-5

1:43:05PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250027	2025-01-24	ATB FINANCIAL MASTER CARD	2024108	AWWOA-TRAINING-B SALTER	399.00	3,153.11
			2024109	ADOBE ANNUAL FEE	327.47	
			2024110	NAYAX-TEST WATER FILL STATION S	0.25	
			2025001	CPP-JAN NEWSLETTER	121.53	
			2025002	AMTPA-2025 MEMBERSHIP-K SWAN:	247.50	
			2025003	GFOA-2025 MEMBERSHIP-K SWANS	157.50	
			2025004	AWWOA-WORKSHOPS-B SALTER	441.00	
			2025005	AWWOA-SEMINARS-G FLEMING	441.00	
			2025006	TRUE NORTH AX THROWING DOWN	60.00	
			C177669802	CPC-NEWSLETTER	121.53	
20250028	2025-01-24	[REDACTED]	202501	[REDACTED]	909.89	909.89
20250029	2025-01-24	CHINOOK ARCH REGIONAL LIBRARY	923103	2025 MEMBERSHIP FEES JAN-JUNE	3,197.12	3,197.12
20250030	2025-01-24	CLEARTECH INDUSTRIES INC.	INV1146297	MOTER, PUMP TUBE, HOSE-WTP EC	1,285.21	1,285.21
20250031	2025-01-24	CODY, DONALD T	202501	MPC ORIENTATION	50.00	50.00
20250032	2025-01-24	DBS ENVIRONMENTAL	2025010	HHW BIN EXCHANGE, CONTAMINATI	19.55	19.55
20250033	2025-01-24	ENERCON WATER TREATMENT LTD.	INV0131628	GARB-O-CLEAN, NEOSLICK	895.84	895.84
20250034	2025-01-24	EPCOR	202401	POWER-L PITTMAN PROPERTY	12.19	110.36
			202402	L PITTMAN-POWER	98.17	
20250035	2025-01-24	[REDACTED]	202501	[REDACTED]	809.29	809.29
20250036	2025-01-24	FORTIS ALBERTA INC.	90260312	CABLE CLUB TERAGRAPH PROJECT1	120.21	120.21
20250037	2025-01-24	KAPPELAR, ELIZABETH	202501	MPC ORIENTATION	50.00	50.00
20250038	2025-01-24	[REDACTED]	202501	[REDACTED]	155.00	854.00
			202502	[REDACTED]	699.00	
20250039	2025-01-24	LIEBELT, SUZANNE	202501	MPC ORIENTATION	50.00	50.00
20250040	2025-01-24	[REDACTED]	202501	[REDACTED]	1,326.90	1,326.90
20250041	2025-01-24	LOOMIS EXPRESS	11200026	FREIGHT-CLEARTECH	70.28	70.28
20250042	2025-01-24	MATLOCK, ROBERT M.	202501	MPC ORIENTATION	50.00	50.00
20250043	2025-01-24	MCCANNA, JOHN	202501	MPC ORIENTATION	50.00	50.00
20250044	2025-01-24	MCTAGGART HVAC	2285	SERVICE CALL-WTP HEATER	120.75	711.90
			2376	TOILET-TOWN SHOP	591.15	
20250045	2025-01-24	NOBLES HD & AG REPAIR	5147	GARBAGE TRUCK REPAIR-AC SYSTI	442.27	7,889.94
			5259	GARB TRUCK REPAIR-DEF FAULT	346.08	
			5358	2009 FORD F-550 CVIP INSPECTION-	324.45	
			5359	2013 FORD F-450 CVIP INSPECTION-	335.96	
			5431	2021 FORD F-450-WILDLAND FIRE TI	528.55	
			5525	REPAIR KUBOTA GENERATOR-FUEL	227.12	
			5544	GARB TRUCK REPAIR-HYDRAULIC C	129.78	
			5583	2016 CHEV REPAIR-MISFIRE	485.76	
			5636	2016 CHEV 1500 REPAIR-FRONT VIB	3,291.95	
			5724	1999 INT GRAVEL TRUCK-CVIP & REI	1,778.02	
20250046	2025-01-24	OLDMAN RIVER REGIONAL	14626	DEVELOPMENT OFFICER-OCT-DEC	255.00	255.00
20250047	2025-01-24	RECORDXPRESS/BEST	0038307-CR 1206499	CREDIT MEMO-SHREDDING SERVIC SHREDDING SERVICE	(116.95) 177.17	60.22
20250048	2025-01-24	[REDACTED]	202501	[REDACTED]	1,035.21	1,035.21
20250049	2025-01-24	SPARKS, MEL	202501	MPC ORIENTATION	50.00	50.00
20250050	2025-01-24	[REDACTED]	202501	[REDACTED]	750.00	1,254.07
			202502	[REDACTED]	504.07	
20250051	2025-01-24	[REDACTED]	202501	[REDACTED]	418.82	418.82
20250052	2025-01-24	TNS BUSINESS CENTRE LTD.	73380	WORK ALONE MONITORING-FEB	301.14	301.14
20250053	2025-01-24	UTILITY SAFETY PARTNERS	179274	2025 ANNUAL MEMBERSHIP FEE	659.29	659.29



# TOWN OF MILK RIVER

## Cheque Listing For Council

2025-Feb-5  
1:43:05PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20250054	2025-01-24	WRIGHT, RICHARD	202501	MPC ORIENTATION	50.00	50.00

**Total 130,785.51**

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

Request for Decision

## Administration Reports

February 10, 2025



### RECOMMENDATION

That the Administration Reports for the period ending January 31, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISK/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

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



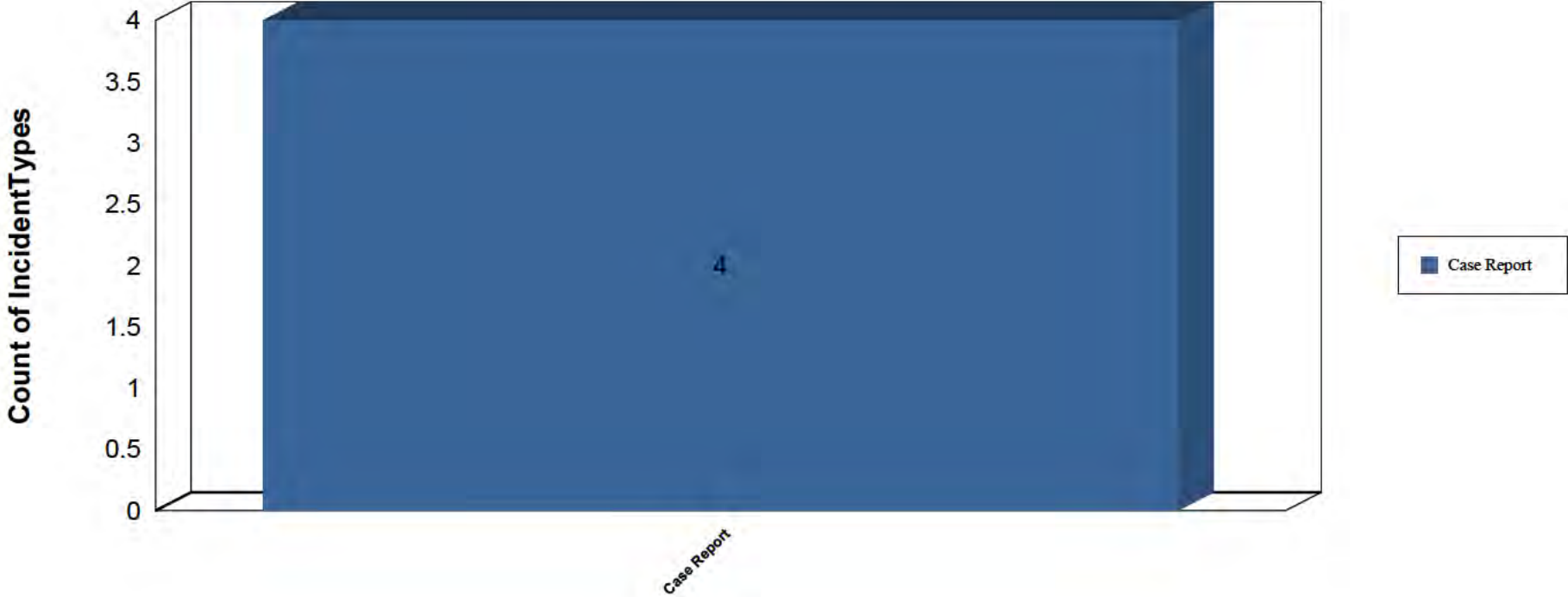
### **Public Works January 2025**

- Snow plowing, sanding, pick up windrows.
- Used Warner's dump truck for 3 days to accelerate snow pick up.
- Arborist cut branches at Kinsman Park, will come back to remove once snow is gone.
- Had outside lights installed on Campground Lift Station and Water Pay station.
- Fencing company installed chain link at pool and will return to close off gap between shed.
- Sent request for quotes for demolition of theater and building beside.
- Had contractor assess 8<sup>th</sup> Avenue and will provide 2 quotes: first for a quick fix and another for a permanent fix of asphalt, spider cracks, heaving and pushing gutter up.
- One operator took driver training for class 3 license and is scheduled for the driver's test February 5.
- Met with County regarding Oil Container (Tank) to be placed at Transfer Station.
- Contractor cut drywall to locate leak at Townhall, will remove eavestrough in spring and seal then place back.
- Received three quotes for a splash pad.
- Completed inventory 2025.
- Cleaned Chlorine injectors at Water Treatment Plant
- Brought flusher truck into remove roots for sewer service line to hospital.
- Completed water year end for the province.

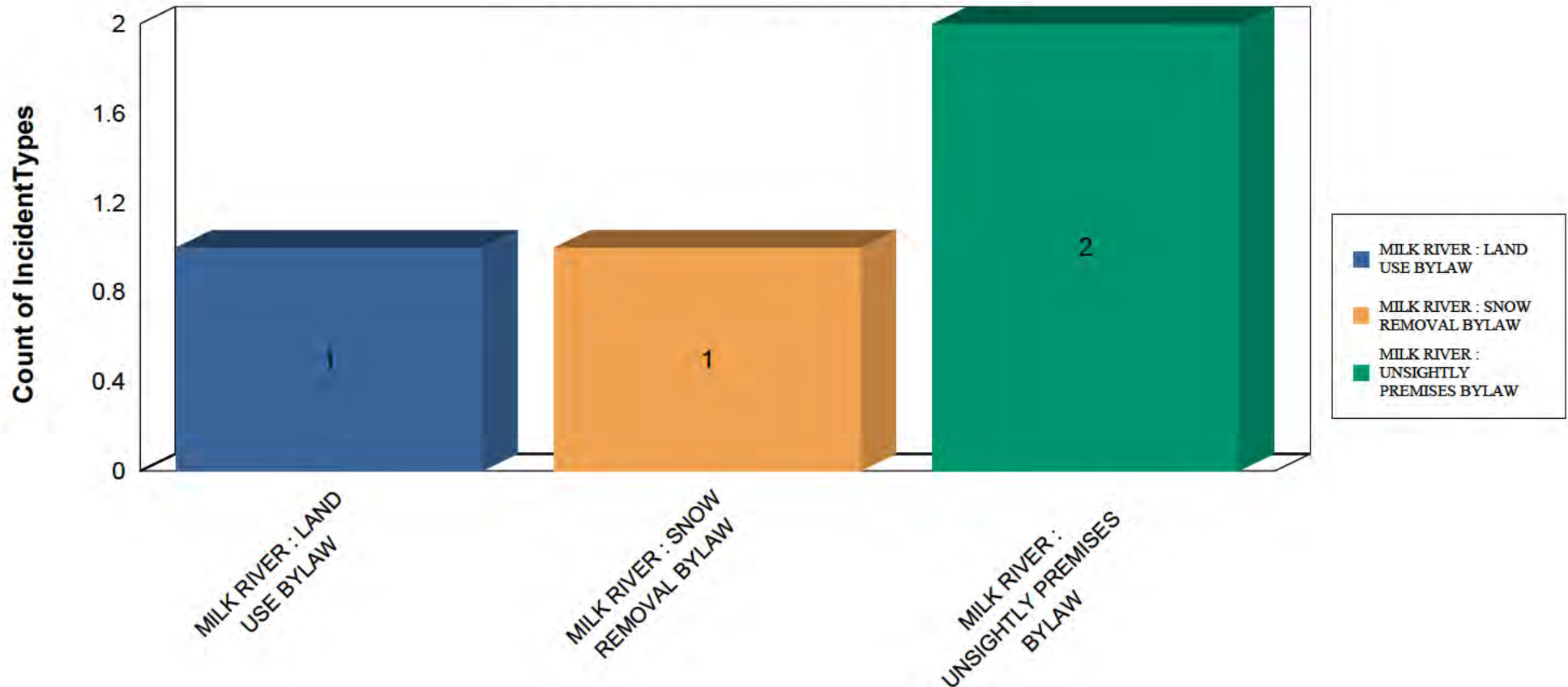
**Municipal Enforcement**

Statistics from: 1/1/2025 12:00:00AM to 1/31/2025 11:59:00PM

**Count of Reports Completed**



## Count of Incident Types



### MILK RIVER : LAND USE 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	RRPSS2025-0019	MILK RIVER : LAND USE BYLAW	BRANDON BERG	2025/01/29 1536

Specific Location

██████████

Report Synopsis : Unpermitted sea can on property

25.00% # of Reports: 1 Case Report MILK RIVER : LAND USE BYLAW

**MILK RIVER : SNOW REMOVAL 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	RRPSS2025-0023	MILK RIVER : SNOW REMOVAL BYLAW	BRANDON BERG	2025/01/24 1110

Specific Location

[REDACTED]

Report Synopsis : accumulation of snow on sidewalk

25.00% # of Reports: 1 Case Report MILK RIVER : SNOW REMOVAL BYLAW

**MILK RIVER : UNSIGHTLY PREMISES 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	RRPSS2025-0003	MILK RIVER : UNSIGHTLY PREMISES BYLAW	BRANDON BERG	2025/01/06 0800

Specific Location

[REDACTED]

Report Synopsis : complaint of an unsightly property at [REDACTED] Milk River

Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : MILK RIVER	RRPSS2025-0021	MILK RIVER : UNSIGHTLY PREMISES BYLAW	BRANDON BERG	2025/01/23 1010
--	----------------	--	--------------	-----------------

Specific Location

[REDACTED]

Report Synopsis : unsightly residence

50.00% # of Reports: 2 Case Report MILK RIVER : UNSIGHTLY PREMISES BYLAW

**Grand Total: 100.00% Total # of Incident Types Reported: 4 Total # of Reports: 4**

**Grand Total: 100.00% Total # of Incident Types Reported: 4**



## Administration

- Council meeting agenda preparation
- Council meeting attendance
- Council meeting minutes
- Council meeting highlights for newsletter
- Staff meetings
- Weekly meetings with Mayor
- Walk in visitors, phone calls, and emails
- **Updates from CPO's (when applicable)**
- Development inquiries/meetings
- Research and answer council questions
- Bimonthly meetings with Provincial Drought Team
- Updates to Environment regarding the Inter-Basin Transfer
- Process approved bylaws and policies
- Attend Elections Alberta Webinars
- Attend EPR Webinars
- Meeting with FCSS on NeighbourGOOD trailer
- MPC training with new appointees
- Meeting with school principal regarding snow removal, sidewalks and stop signs
- Attend AHS monthly meeting
- Milk River Minor Baseball lease agreement renewal
- Community Foundation/Border Wellness Funding Report
- 2025 Operating and Capital work
- Risk control recommendations action plan to remedy on buildings report submitted
- Meet with SouthGrow on the inter-basin transfer consultation plan
- Pros and cons research in turning over the golf course irrigation licence to the town licence
- Golf Cart Bylaw

2022-04-03	Moved by Councillor Losey, "that administration look into the affordability of raising our grants to the small committees."	Budget 2025
	<b>2024</b>	
<u>Motion Carried 2024-164</u>	Moved by Councillor Losey, "that Council direct administration to explore the use of a speed reader board to place on Centre Avenue, with recommendations."	Complete
<u>Motion Carried 2024-196</u>	Moved by Deputy Mayor Johnson, "that Council direct administration to look into water conservation projects."	Budget 2025
<u>Motion Carried 2024-211</u>	Moved by Councillor Degenstein, "that Council pay \$104,000 to replace the condenser at the curling rink with the understanding that half of that is a loan to the curling club, terms to be worked out at a later date. Also included will be work done in the last year crediting them half of the repairs from last year against the loan."	WIP - waiting for invoice
<u>Motion Carried 2024-237</u>	Moved by Mayor Liebelt, "that Council direct administration provide a capital equipment plan as well as a surplus plan prior to budget discussion."	Budget 2025
<u>Motion Carried 2024-242</u>	Moved by Mayor Liebelt, "that Council direct administration to prepare a golf cart bylaw to review at the January 2025 Council meeting."	Complete
<u>Motion Carried 2024-274</u>	Moved by Councillor Degenstein, "that the Town pay for new eavestroughs for the club house at the golf course."	Waiting for three quotes
<u>Motion Carried 2024-285</u>	Moved by Mayor Liebelt, "that administration research pros and cons of the golf course irrigation license to be turned over to the town to municipal license."	Complete
<u>Motion Carried 2024-315</u>	Moved by Councillor Johnson, "that administration make the recommended changes to R4.0 Construction Clean Up and Restoration Policy and bring back to a future Council meeting."	WIP
<u>Motion Carried 2025-12</u>	Moved by Deputy Mayor Michaelis, "that the Repealing Bylaw 1072 be given third and final reading."	Complete
<u>Motion Carried 2025-16</u>	Moved by Councillor Degenstein, "that Council give third and final reading to the Golf Cart Pilot Project Bylaw 1073 with amendments."	Complete

**February 10 2025 meeting**

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

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



Request for Decision

## **Golf Cart Pilot Project Bylaw 1074**

February 10, 2025



### **RECOMMENDATION**

That the Golf Cart Pilot Project Bylaw 1074 be given first reading.

That the Golf Cart Pilot Project Bylaw 1074 be given second reading.

That the Golf Cart Pilot Project Bylaw 1074 receive unanimous consent for consideration of third reading.

That the Golf Cart Pilot Project Bylaw 1074 be given third and final reading.

### **LEGISLATIVE AUTHORITY**

Municipal Government Act

Alberta Traffic Act

Pilot Project (Golf Carts) Regulation

Operator Licensing and Vehicle Control Regulation

Vehicle Equipment Regulation

Use of Highway and Rules of the Road Regulation

### **BACKGROUND**

At the January 13, 2025, Council meeting, Council passed third and final reading of the Golf Cart Project Bylaw 1073.

Within Bylaw 1073, Schedule A denoted the routes in which golf carts would be allowed on municipal roads.

Following the passing of Bylaw 1073, Council had further suggestions for the allowed routes to which necessitates a revision to Schedule A prior to submission to the Registrar for final approval of the Bylaw.

### **FINANCIAL CONSIDERATIONS**

### **ATTACHMENTS**

1. Golf Cart Pilot Project Bylaw 1074

**TOWN OF MILK RIVER  
BYLAW 1074**

**BEING A BYLAW OF THE TOWN OF MILK RIVER TO PROVIDE FOR THE AMENDMENT OF  
THE GOLF CART (PILOT PROJECT) BYLAW 1073.**

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

**WHEREAS** the Municipal Government Act, R.S.A. 200, c. M-26, and amendments thereto, provides that a Council of a municipality may revise any of its bylaws or any one or more provisions of them; and

**WHEREAS** the Council of the Town of Milk River deem it necessary to amend the Golf Cart (Pilot Project) Bylaw 1073.

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

**1. TITLE**

1.1. This bylaw shall be known as the “Golf Carts Pilot Project Amending Bylaw 1074.”

**2. GENERAL RULES AND SPECIAL PROVISIONS**

2.1. This bylaw applies to the amended routes permitted for golf carts operated on highways within the Town of Milk River as shown on the attached map Schedule A.

**3. EFFECTIVE DATE**

This bylaw comes into force on the date it is passed.

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

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

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

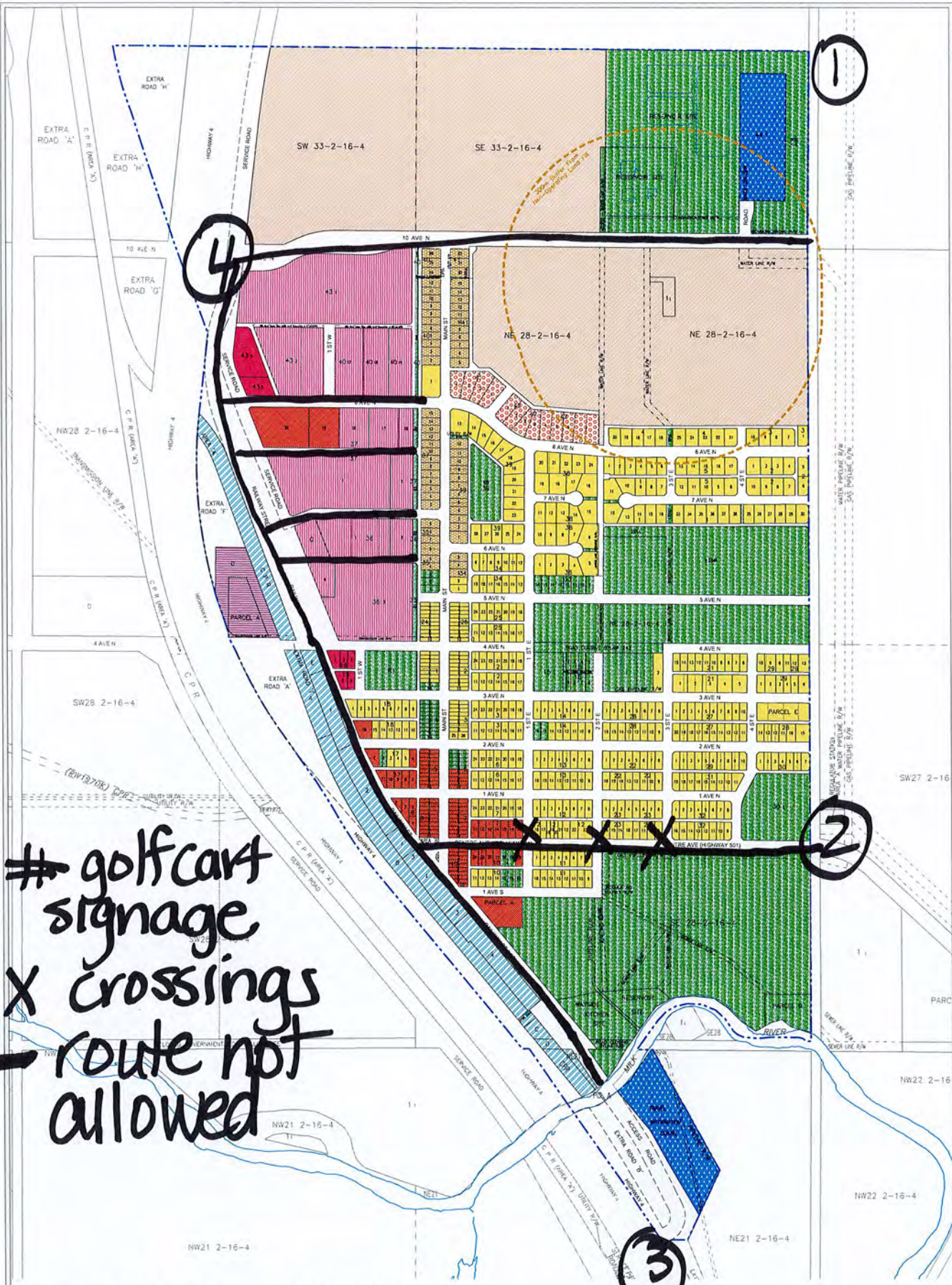
---

Larry Liebelt – Mayor

---

Kelly Lloyd – Chief Administrative Officer

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



# golf cart signage  
 X crossings  
 - route not allowed

**TOWN OF MILK RIVER  
 LAND USE DISTRICTS MAP  
 LAND USE BYLAW #997, December 12, 2016  
 (With amendments to and including Bylaw 1017)**

**LAND USE DISTRICTS**

- Residential - R1
- Manufactured Home Residential - R2
- Large Lot Residential - R3
- Retail/General Commercial - C1
- Highway Commercial - C2
- Light Industrial - I1
- General Industrial - I2
- Railway - RY
- Public and Institutional - PI
- Urban Reserve - UR
- Direct Control - DC

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3108 10th Avenue North, Lethbridge, Alberta T1H 3E9  
 TEL: 403-939-3344  
 \*NOT RESPONSIBLE FOR ERRORS OR OMISSIONS\*

PLOT SCALE: 1:4000

**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

0 100 200 300 400  
 Metres

February 13, 2019 N:\018\milk\_river\Map\Milk\_River\_LUO & Land Use Revising\milk\_river\_LUO 997 December 2016 (LUO Map amended to bylaw 1017).dwg

Request for Decision

## **Borrowing Bylaw 1075**

February 10, 2025



### **RECOMMENDATION**

That Borrowing Bylaw 1075 be given first reading.

That Borrowing Bylaw 1075 be given second reading.

That Borrowing Bylaw 1075 receive unanimous consent for consideration of third reading.

That Borrowing Bylaw 1075 be given third and final reading.

### **LEGISLATIVE AUTHORITY**

MGA Section 256 - Operating expenditures

(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

### **BACKGROUND**

This borrowing bylaw is presented annually for consideration by Council as a precaution should operational funding be required.

### **ATTACHMENTS**

1. Borrowing Bylaw 1075

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1075**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE ESTABLISHMENT OF AN OPERATING LOAN FOR 2025 EXPENDITURES AT THE MILK RIVER BRANCH OF THE ALBERTA TREASURY BRANCHES.**

**WHEREAS** under the provisions of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, as amended, a Municipal Council may borrow money to finance operating expenditures, and

**WHEREAS** the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made; and

**WHEREAS** the Council of the Town of Milk River estimates that the taxes to be levied for the year 2025 by the Town of Milk River for all purposes will be in excess of the sum of Eight Hundred Thousand Dollars (\$800,000.00); and

**WHEREAS** the Council of the Town of Milk River has deemed it necessary to provide for a revolving term line of credit totaling Two Hundred Thousand Dollars (\$200,000.00) and a credit card with a limit of Ten Thousand Dollars (\$10,000) at the Milk River Branch of the Alberta Treasury Branch.

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

1. THAT the Council of the Town of Milk River hereby authorizes the Mayor and Chief Administrative Officer to borrow, by way of a line of credit from the Alberta Treasury Branch, the sum of Two Hundred Thousand Dollars (\$200,000.00) when the council deems it necessary to meet the expenditures and obligations of the Town of Milk River for the year 2025 until such time as the accounts including taxes and utility charges can be collected, and also agree to pay interest thereon, either in advance or, or at maturity, and in either case after maturity;
  2. THAT in respect of the sum or sums so borrowed, the promissory notes or other negotiable instruments of the Town of Milk River under its corporate seal, duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer, are to be delivered to and in favour of the said Alberta Treasury Branch;
  3. THAT the Council of the Town of Milk River hereby pledges to the said Alberta Treasury Branch as security for payment of the monies to be borrowed hereunder and interest thereon as aforesaid, the whole of the unpaid taxes and penalties on taxes assessed or levied by the Town of Milk River in prior years, together with those taxes and penalties on taxes to be levied in 2025 for such payment to be levied and collected, nor shall the said Alberta Treasury Branch be bound to wait for payment, until such taxes and penalties can be collected;
  4. THAT nothing herein contained shall be waived, prejudicially affected or excluded any right, power, benefit or security, by statute, common law or otherwise given to or implied in favour of the said Alberta Treasury Branch;
-

5. THAT the interest rate shall not exceed 12%, and that interest shall be calculated daily and be due and payable monthly on the last day of each and every month.
6. THAT the term of this loan does not exceed twelve (12) months.
7. THAT this Bylaw come into force on the final date of passing thereof.

Read a first time this XX day of XXXX 2025.

Read a second time this XX day of XXXX 2025.

Received Unanimous Consent for presentation of third reading this XX day of XXXX 2025.

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

---

Mayor, Larry Liebelt

---

Chief Administrative Officer, Kelly Lloyd

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

---

Request for Decision

Correspondence

February 10, 2025



## RECOMMENDATION

That correspondence for the period ending February 10, 2025, be accepted as information.

## LEGISLATIVE AUTHORITY

## BACKGROUND

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

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Federation of Canadian Municipalities Membership
2. Accredited Officers of St. Mary and Milk Rivers Anticipated 2025 Milk River Conditions
3. Alberta Environment and Protected Areas Milk River Water Users
4. Canadian Union of Postal Workers
5. Assessment Bulletin
6. Access to Information Act Fact Sheet
7. Protection of Privacy Act Fact Sheet

Kelly Lloyd

---

**From:** FCM Membership <membership@fcm.ca>  
**Sent:** January 28, 2025 9:11 AM  
**To:** cao@milkriver.ca  
**Subject:** With an FCM membership, you are in good hands

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

[Click here to view this email in your browser.](#)



January 28, 2025



Dear Kelly Lloyd,

Back in December, you should have received your 2025-2026 membership renewal invoice by e-mail. As you know being a member of the Federation of Canadian Municipalities (FCM) is not just a worthwhile investment in your community - it also comes with **exclusive member benefits**.

As the national voice of local governments, FCM plays a central role in supporting municipalities to address challenges, seize new opportunities and prepare for the future. By being a member of FCM, you get immediate access to multiple benefits, including

- **Unified advocacy:** As an FCM member, you are a part of a united municipal front that continues to successfully advocate for the resources you need to help your communities.
- **Empowering tools:** Access unique tools and analysis from our policy, government relations and communications experts, and stay updated on all federal-municipal issues through our exclusive weekly newsletter, FCM Voice.
- **Support for innovation:** Receive information on various funding opportunities, programs, training and resources.
- **Expanding your network:** Connect with local leaders at world-class conferences and other events.

As a federal election approaches and uncertain times lie ahead, it is imperative for municipalities from across Canada, big and small, urban and rural, to stick together. Together, we can **successfully advocate** for the tools you need to help your communities and deliver countless wins for Canadians.



Over 2,000 municipalities representing 92% of Canadians—including the **Town of Milk River**—know that you are in **good hands** with FCM. **Please renew your FCM membership today.**

To learn more about how being an FCM member makes our collective voice strong, visit [//fcm.ca/membership](https://fcm.ca/membership).

Sincerely,  
**FCM's Member Relations Team**  
[membership@fcm.ca](mailto:membership@fcm.ca)



24 Clarence Street  
Ottawa, Ontario K1N 5P3  
[fcm.ca](https://fcm.ca)

[Privacy Policy](#)  
[Unsubscribe here.](#)



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**Membership Invoice  
2025-2026  
Facture d'adhésion**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221

**Kelly Lloyd**  
**Town of Milk River**  
**PO Box 270 240 Main Street**  
**Milk River, AB, T0K 1M0**  
**Attn: Chief Administrative Officer**

**INVOICE / FACTURE:** INV-43725-G3W2T3  
**DATE:** 11/18/2024  
**ACCOUNT / COMPTE:** 39536  
**DUE DATE / DATE LIMITE:** 03/31/2025

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$140.00	\$140.00	\$7.00	\$147.00
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	824	\$0.2263	\$186.47	\$9.32	\$195.79
<b>TOTAL</b>			\$326.47	\$16.32	\$342.79

**PAID AMOUNT / MONTANT PAYÉ:** \$0.00  
**BALANCE DUE / MONTANT DÛ:** \$342.79

**Your FCM membership empowers local leaders to strengthen their communities and shape a brighter future for all Canadians.**

**Learn more at: <https://fcm.ca/membership>.**

**[accountsreceivable@fcm.ca](mailto:accountsreceivable@fcm.ca)**

**PAYMENT / PAIEMENT**

**Electronic Funds Transfer / Transfert électronique de fonds**

Royal Bank of Canada (RBC)/Banque Royale du Canada  
Institution Number/Numéro de l'institution: **003**  
Transit Number/Numéro de transit: **00006**  
Account Number / Numéro de compte: **1113307**

**Cheque payable to / Chèque à l'ordre de**

Federation of Canadian Municipalities  
Fédération canadienne des municipalités

**Accredited Officers of St. Mary and Milk Rivers**  
**Notification of Anticipated 2025 Milk River Conditions**  
**September 23, 2024**

**Summary:**

The 2024 failure of the St. Mary siphon is expected to create a unique situation for Milk River water users in 2025. Without flow from the St. Mary Canal, water availability will depend entirely on natural flow generated in the basin. For the Milk River to support normal irrigation amounts, flows will have to be well above normal. In 2025, water users may want to plan for conditions that do not support normal irrigation use by being prepared to use water when it has been historically available (April – June). The Accredited Officers will be working with technical experts, governments, and interested parties to plan for water apportionment during the 2025 irrigation period, without the St. Mary Canal flows.

**Anticipated 2025 Milk River Conditions:**

Over the last 100 years, the Accredited Officers (AOs) have developed administrative procedures used to apportion water in the St. Mary and Milk Rivers with the nearly continuous operation of the St. Mary Canal. The June 2024 failure of St. Mary Canal leaves both American and Canadian Milk River water users dependent on natural streamflow generated within the watershed until the canal is repaired, which is anticipated to be in the fall 2025.

The AOs, their Field Representatives, and members of the St. Mary and Milk Rivers Technical Working Group (TWG) are working to develop and implement temporary modified procedures to address apportionment of Milk River flows for the 2025 irrigation season during this unique situation. As part of this, the AOs would like to provide the following information for consideration by irrigators and Governments to support planning for an expected change in water availability for irrigation use on the Milk River in 2025.

The TWG co-chairs have conducted a historical analysis of natural flow in the Milk River to provide information that may be of use when planning for the 2025 irrigation season. Natural flows for a recent 30-year period (1991–2020) were calculated and presented in quartiles (Figure 1). A conservative planning scenario is to plan for below average conditions such as streamflow that falls between the 25<sup>th</sup> and 50<sup>th</sup> percentile. Flow in this quartile range has occurred 13 times in the last 30 years.

The distribution of the Canadian share of natural flow over the irrigation season for 75<sup>th</sup>, 50<sup>th</sup> (median), and 25<sup>th</sup> percentiles, as well as current irrigation water use estimates on Milk River in Alberta (Paterson 2017), are presented in Figure 2. The range of Canadian share is also presented in Table 1 below.

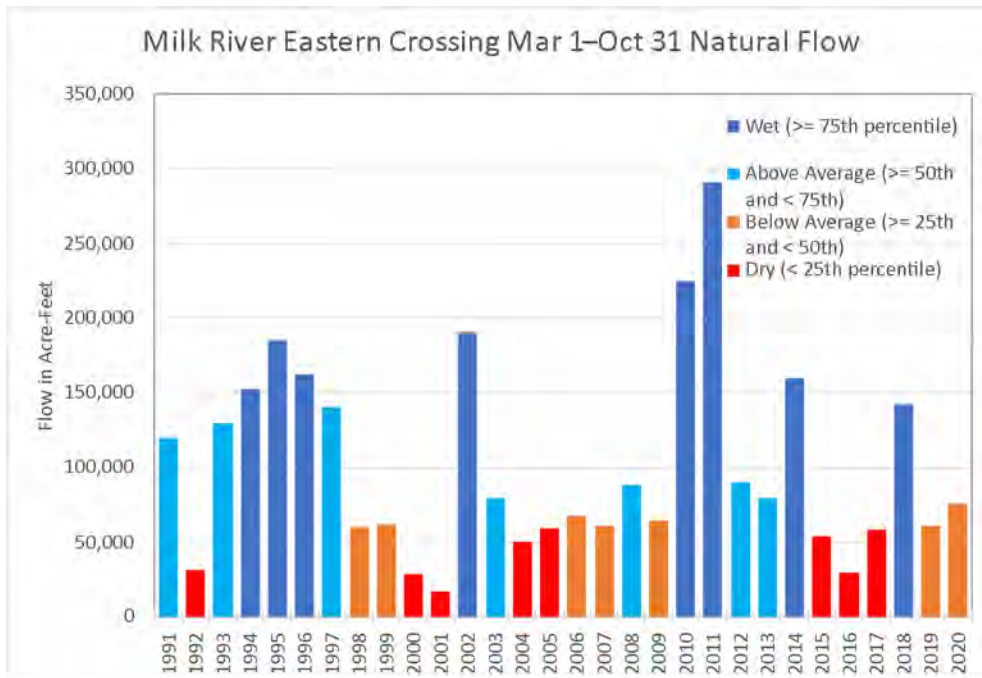


Figure 1: March 1–October 31 natural flow conditions from 1991–2020. [1 acre-foot = 1.2334 dam<sup>3</sup>]

Paterson (2017) estimates that on average 3,760 acres of land are irrigated in the Canadian portion of the Milk River watershed on a given year. As seen in Figure 2 and Table 1, under median flow conditions the Canadian share will not support normal irrigation use in July and August. If flow conditions are at the 75<sup>th</sup> percentile, the Canadian share is still slightly below normal use for August.

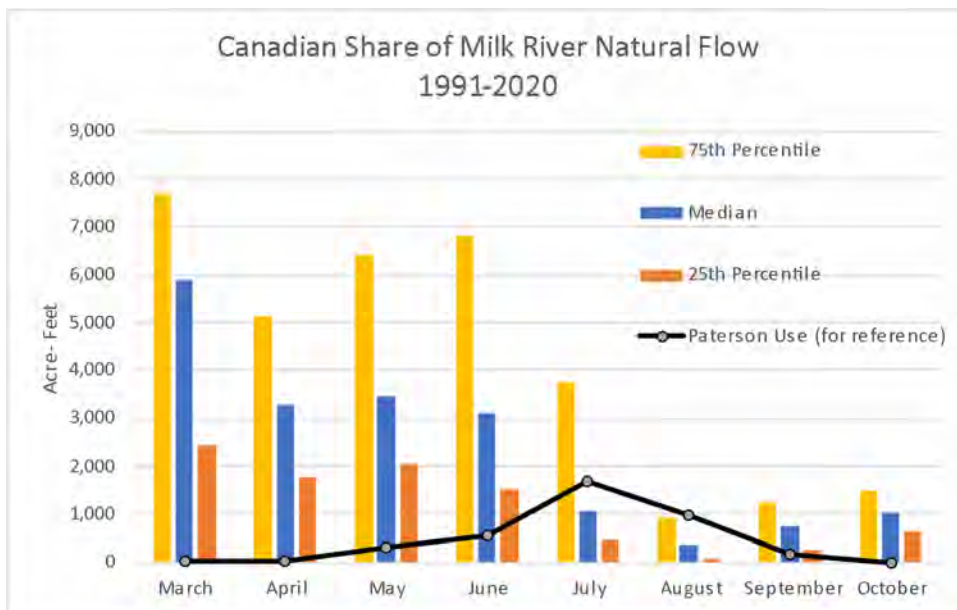


Figure 2: Monthly median, 75<sup>th</sup>, and 25<sup>th</sup> percentile natural flow values from 1991-2020, as well as Canadian use estimates (Paterson 2017).

Month	Range of Canadian Share						Paterson Numbers	
	Percentile (dam3)			Percentile (acre-feet)				
	25th	50th	75th	25th	50th	75th	(dam3)	Acre-feet
<b>March</b>	3,015	7,285	9,483	2,444	5,906	7,687	14	11
<b>April</b>	2,192	4,050	6,303	1,777	3,283	5,110	20	16
<b>May</b>	2,514	4,256	7,933	2,038	3,450	6,431	392	318
<b>June</b>	1,889	3,842	8,431	1,532	3,115	6,835	664	538
<b>July</b>	564	1,336	4,618	457	1,083	3,744	2,070	1,678
<b>August</b>	84	455	1,137	68	369	922	1,205	977
<b>September</b>	301	924	1,534	244	749	1,244	220	178
<b>October</b>	794	1,270	1,825	643	1,029	1,479	0	0

Table 1: 75<sup>th</sup>, Median, and 25<sup>th</sup> percentile Canadian share of the Milk River based in 1991-2020 period.

Based on this information, Milk River basin irrigators in Alberta may want to modify their irrigation practices in 2025 by planning to utilize available water in the Milk River during April, May, and June when water supplies are most likely to be available. In the coming months, the AOs will be working with the TWG, Governments, and interested parties to plan for water apportionment during the unique conditions in 2025.

We remain hopeful for a plentiful water year in 2025 and will continue to work to provide solutions to allow for flexibility to address this unique situation.

Sincerely,



Dr. Wayne Jenkinson  
Canadian Accredited Officer for the  
St. Mary and Milk Rivers



John Kilpatrick  
U.S. Accredited Officer for the  
St. Mary and Milk Rivers

Reference:

Paterson, 2017. Milk River Consumptive Water Use Study, Paterson Earth & Water Consulting Ltd. Lethbridge, Alberta.

**From:** [Government of Alberta](#)  
**To:** [Town of Milk River Lloyd](#)  
**Subject:** Milk River Water Use Planning 2025  
**Date:** January 16, 2025 9:30:45 AM

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CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.



Dear Milk River Water Users,

The St. Mary siphon failure that occurred last year has had great impacts on the water flow and levels on the Milk River. It is anticipated that the siphon will not be repaired until fall 2025, leaving Milk River water users dependent on natural streamflow generated within the watershed throughout spring and summer 2025.

Alberta Environment and Protected Areas (EPA) is working with the Accredited Officers (AOs) and their field representatives to develop temporary procedures to address apportionment of Milk River flows for 2025 during this unique situation. We are committed to keeping Milk River water users informed on the development of these procedures and the AOs' decision on implementation for 2025. The AOs have shared information on their current procedures and historical natural flows at the following link: [Accredited Officers of St. Mary and Milk Rivers Notification of Anticipated 2025 Milk River Conditions | International Joint Commission](#).

We would like to work with you as we develop a plan to manage water use on the Milk River to ensure that water users have some access to water in 2025 while meeting our apportionment commitments. We will consider what it looks like to share the water available and how to prioritize and track usage. In order to develop a plan that optimizes benefits to the water users on the Milk River, it is important that we work with you, and you work with each other, to develop and implement the plan successfully.

In the coming weeks, we will be contacting you to share and request information in preparation for 2025. We are also planning to have an in person meeting with Milk River licence holders in late February or early

March.

In the meantime, if you have any questions, please reply to this email, [EPA.Drought-Response@gov.ab.ca](mailto:EPA.Drought-Response@gov.ab.ca).

Sincerely,

***Dorothy Lok P. Eng.***

*Approvals Manager, Lethbridge*

**Alberta Environment & Protected Areas**

Tel: (403) 382-4253 | Cell: (403) 308-7143

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**BY EMAIL AND MAIL**

January 16, 2025

RECEIVED

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

JAN 29 2025

Dear Larry Liebelt:

**RE: Industrial Inquiry Commission Reviewing Canada Post**

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

**Upcoming Federal Election**

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.





In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca) or contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org).

Sincerely,



Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





## Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

### The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

**Please let us know if you will be making a submission. Please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org), so we can provide you with more details on how to send it to the Commission as soon as we have more information.**

**As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.**

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
  - add financial services
  - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
  - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

## Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

## Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

## Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

## Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

## Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

## Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

## Canada Post and the Industrial Inquiry Commission

**Whereas** the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

**Whereas** the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

**Whereas** Canada Post is, first and foremost, a public service.

**Whereas** the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

**Whereas** the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

**Whereas** while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

**Whereas** it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

**Therefore, be it resolved** that (name of municipality) provide input to the *Commission* in the form of a written submission.

**Therefore, be it resolved** that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE**

## MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:  
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3



# Assessment Bulletin 24-01

## Municipal Government Act Amendments & 2024 Assessment Year Updates

### Red Tape Reduction

The *Red Tape Reduction Statutes Amendment Act, 2022* eliminated duplication of subclass-related authorities in both legislation and regulation, by elevating all assessment sub-class information to the *Municipal Government Act (MGA)*. As of January 1, 2025, the provisions of the Matters Relating to Assessment Sub-classes Regulation (MRAS) will be repealed and the provisions will be elevated into *MGA* section 297 subsections 3.1 to 3.5 without changes to policy.

In addition, outdated exemption criteria for farm buildings will be removed from both the *MGA*, and the Matters Related to Assessment and Taxation 2018 regulation (MRAT 2018). A 2018 decision to phase out the assessment of farm buildings in urban and specialized municipalities was fully implemented as of the 2022 tax year. As the assessment for these properties no longer needs to be prepared, the sections relating to farm buildings in the *MGA* and MRAT 2018 will be removed. Specifically:

- *MGA* section 298(y) is being amended to remove, “except to the extent prescribed in the regulations;”
- MRAT 2018 sections 8(2) and (3), sections 9(1), (2), and (3), and sections 30 and 39(3) will be repealed; and
- A new section 9 will be added to MRAT 2018, and section 23(a) will be amended along with the heading preceding section 23.

The updates to MRAT 2018 are only intended to reflect changes to the preparation of urban farm building assessments, and do not represent any other policy changes. These changes will be reflected in the *MGA* and MRAT 2018 as of January 1, 2025.

### Continuing Care Act

In spring 2024, the new *Continuing Care Act (CCA)* impacted several pieces of provincial legislation that required consequential amendments, including the repeal of the *Nursing Homes Act* and amendments to the *MGA*. The terminology referring to long-term care properties formerly known as ‘Nursing Homes and Auxiliary Hospitals’ changed with the enactment of the *CCA*, in which they are now classified as ‘Type A continuing care homes’. To maintain the current policy intent and continue to exempt these properties from paying property taxes, section 362(1)(h) of the *MGA* was concurrently amended to reference Type A continuing care homes under the *CCA* and reflect the currently legislated terminology. It is not expected that this should change the tax exemption status of these properties.

### Affordable Housing

The *Municipal Affairs Statutes Amendment Act, 2024* amends the *MGA* to provide municipalities with additional tools to support the development of affordable and attainable housing.

As of January 1, 2025, non-profit affordable housing will be fully exempt from municipal and education property taxes under the newly added *MGA* section 363(1)(e). However, municipalities will also be enabled to remove the municipal property tax portion of the exemption via bylaw, similarly to what can currently be done for student dormitories in section 363(1)(d). Eligible property will be designated as affordable housing by the Minister of Seniors, Community and Social Services (SCSS) through a Ministerial Order under the *Alberta Housing Act*. Chief administrative officers have received a list of eligible properties from SCSS for municipalities to confirm and provide additions this fall. Updates to the list of eligible properties will occur on an annual basis.

The *Municipal Affairs Statutes Amendment Act, 2024*, also amends section 364.2 of the *MGA*, enabling municipalities to provide multi-year residential municipal property tax incentives, including exemptions and deferrals, to encourage the

development of affordable housing or other types of residential property. Incentives can be provided for up to 15 years (and extended for a further 15 years) and will reduce red tape by not requiring reapproval through an annual municipal bylaw. These amendments are expected to be proclaimed in fall 2024.

The Community Revitalization Levy program guidelines are also being updated to expand what can be covered under the program, allowing tax revenue from incremental assessment growth to support the capital costs of privately-owned affordable or attainable housing. While multi-year tax incentives and changes to the CRL program may be used to support private developers, councils will have the discretion to tailor these tools to meet their local needs. More information will soon be available to municipalities in the program guidelines: [Community Revitalization Levy Program - Program Guidelines \(alberta.ca\)](https://www.alberta.ca/community-revitalization-levy-program-guidelines).

**2024 Alberta Assessment Quality Minister’s Guidelines and Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual**

The Minister of Municipal Affairs has approved Ministerial Order No. MAG:016/24 establishing the 2024 Alberta Assessment Quality Minister’s Guidelines, and the 2024 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual. These documents are effective for the 2025 and subsequent tax years.

Changes to the guidelines and manual include:

- Clarifying timelines surrounding the assessor’s duty to report and declare information as it relates to changes or corrections to an assessment roll or to a supplementary assessment roll if the decision of an assessment review board modifies an assessment;
- Adding further clarity regarding the collection of information as it relates to the ratio study and sales database;
- Consolidation of the inspection type codes and descriptions into one location;
- Reorganizing the tax exemption code table for the City of Lloydminster into an appendix; and
- Adding exemption codes for affordable housing accommodation, and residential tax exemptions granted by council bylaw.

The Ministerial Order, Guidelines, and Manual are available on [Municipal property assessment – Legislation and publication | Alberta.ca](https://www.alberta.ca/municipal-property-assessment-legislation-publication)

If you have any questions regarding the 2024 Alberta Assessment Quality Minister’s Guidelines, and the 2024 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual, please contact the Tax Programs and Assessment Audit unit with Grants and Education Property Tax Branch at [taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca) or toll-free at 310-0000, then 780-422-7125.

**2024 Minister’s Guidelines for Linear Property, Machinery and Equipment, Railway Property, and Farm Land**

The Minister of Municipal Affairs has approved Ministerial Order No. MAG:017/24 establishing the 2024 Minister’s Guidelines for Linear Property, Machinery and Equipment, Railway Property, and Farm Land. Below are the 2024 assessment year modifiers (AYMs) and cost factors for regulated properties.

<b>Property Type</b>	<b>Assessment Year Modifier</b>	<b>Cost Factor</b>
Wells	1.659	
Pipelines	1.112	
Electric Power Systems	1.808	0.553
Telecommunication Carriers	1.406	0.711
Cable Distribution Undertakings	1.699	0.589
Machinery and Equipment	1.682	0.595
Railway	1.895	
<b>Farm Land</b>		
Dry Arable	1.000	
Dry Pasture	1.000	
Irrigated Arable	1.030	
Woodlots	1.000	





Changes to the guidelines include:

- Updating of the Assessment Year Modifiers and associated Cost Factors for each regulated property type;
- Updating the Schedule L values for Wells;
- Updating the Major Plant List; and
- Updating Table 2.01 for Electric Power Systems.

Beginning for 2025 tax year a new methodology for calculating AYMs was applied using publicly available Statistics Canada data and an updated method that ensures smoother and more stable year to year changes. AYMs in the 2024 Minister's Guidelines for linear, railway, and machinery and equipment are calculated using this methodology. The selected Statistics Canada indices, including the weightings, will undergo further review to ensure they remain appropriate during the model reviews of each property type.

The 2024 Minister's Guidelines with the AYMs, cost factors, and Ministerial Order are on the Municipal Affairs website at [Municipal property assessment – Legislation and publication | Alberta.ca](#)

## 2024 Base Year Modifier for the 2001 Metal Building Cost Manual

Below is the 2024 base year modifier for the Alberta 2001 Metal Buildings Cost Manual.

### BASE YEAR MODIFIER FOR THE 2001 METAL BUILDINGS COST MANUAL

2024	2.54
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## Tax Incentives

In 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, at the end of the 2024 municipal tax year. Any wells and pipeline completed in 2021 and future years is now subject to taxation.

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

## For More Information

General inquiries can be made through the Assessment and Property Tax Policy Branch, toll free at 310-0000, then 780-422-1377, or by email at [MA.APTP@gov.ab.ca](mailto:MA.APTP@gov.ab.ca).

# Getting to know the *Access to Information Act*

The *Access to Information Act* modernizes rules and processes for requesting records from public bodies.

The *Access to Information Act* strikes a balance between transparency and the confidentiality required to ensure effective operation of government.

## Modernizing our legislation

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy (FOIP) Act* and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The Acts and associated Regulations will come into force in Spring 2025.

The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, makes the ability and process for access to information requests clearer for Albertans and helps public bodies improve transparency.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust, and improves government's ability to deliver services and programs.

As with the FOIP Act, the *Access to Information Act* will apply to about 1,200 public bodies like school districts, postsecondary institutions, and municipalities, all of which will be affected by the legislative changes.

This fact sheet provides a high-level overview of the forthcoming proclamation of the *Access to Information Act*.

## Benefit of separate acts

- Streamlines processes and reduces administrative burden and red tape.
- Makes it easier for Albertans to understand the rules for accessing records and what is being done to protect their personal information.
- Helps ensure access to information and protection of privacy receive the dedicated attention they deserve.
- Separate Acts sharpen the focus and support a mandated review of the Acts every six years.

## Adapting laws to today's realities

The FOIP Act came into force in 1995 and has not been updated in the last 20 years.

Today, digital records and data are part of our day-to-day lives. Albertans and public bodies increasingly rely on technology and digital platforms to do their jobs. Although these realities are addressed in practice in the FOIP Act, the Act did not account for these realities at the time it was drafted, nor does it address the sheer volume and complexity of records that are being managed by public bodies to provide services to Albertans.

## Key issues addressed

With the *Access to Information Act*, Albertans will better understand the rules under which they can apply for and receive access to public body records. Albertans will be better able to receive records from public bodies without an access to information request. This is because the Act clarifies the ability for public bodies to proactively disclose information to promote transparency and trust.

The Act better defines Cabinet confidentiality and streamline processes in a way that allows government officials to focus on good governance.

- Protecting Cabinet confidentiality enhances decision-making because officials receive candid, unbiased advice and are free to engage in frank and robust discussions at the Cabinet table.
- The need for Cabinet confidentiality has been recognized by the Supreme Court as essential to good government.

## Highlights of the *Access to Information Act*

- Clarify and enhance regulatory functions, including those of the Office of the Information and Privacy Commissioner (OIPC); for example, providing the OIPC with more latitude to require public bodies to address complaints and dismiss complaints that lack sufficient grounds.
- Further empower public bodies to proactively disclose information outside the access to information process, making it easier for Albertans to access more information.
- Clarify the kind of documents that can be withheld, such as Cabinet confidences and privileged information. In the case of Cabinet records, an attestation document (outlined in regulation) would be provided to the OIPC to help the Commissioner to confirm that the exception was correctly applied.

For more information, visit [www.alberta.ca/modernizing-access-to-information-for-albertas-digital-age](http://www.alberta.ca/modernizing-access-to-information-for-albertas-digital-age)

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- Mandate a review of the Act every six years; this would help ensure legislation stays up-to-date.

### **Alberta compared with other jurisdictions**

On the national stage, a joint resolution from Information and Privacy Commissioners across Canada in 2019 urged all provinces and territories to update their access and privacy legislation.

Since then, all provinces and territories, aside from Alberta, have made changes to their access and privacy legislation in recent years, with Quebec and British Columbia being the most recent.

Although access to information legislation varies from province to province, they are all built on the same principle of ensuring the public has a right of access to records in the custody or under the control of a public body subject to specific and limited exceptions.

### **Feedback from Albertans**

Over a four-year span (2020-24), the government conducted comprehensive reviews and engagements to assess the effectiveness of the FOIP Act in an age of rapidly evolving technology. This engagement built off previous engagement efforts and OIPC recommendations.

This included:

- engagement with targeted stakeholders on FOIP amendments in 2020;
- a public survey aimed at understanding the privacy concerns of Albertans in 2021;
- public engagement as part of government's work to advance digital services in 2022;
- targeted engagement with public bodies; and
- ongoing engagement with the OIPC.

This provided an opportunity to validate results from previous consultations, examine additional considerations that may have arisen since the previous reviews, and identify gaps in legislation.

### **Regulation with more details to come**

In spring 2025, regulation will be brought forward. Additional information and resources will be shared at that time to help public bodies learn about and align with the new requirements.

Like the FOIP Act, regulation for the *Access to Information Act* would include criteria for designating public bodies; procedures for making, transferring, and responding to access requests; fees; and a schedule of public bodies. New aspects will also address definitions and the attestation process.

# Getting to know the *Protection of Privacy Act*

The *Protection of Privacy Act* enhances and builds on existing legislations protection of privacy rules.

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy (FOIP) Act* and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The acts and associated regulations will come into force in Spring 2025.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust and improves public bodies' ability to deliver services and programs. The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, will enhance access to information rights to align Alberta's practices with global best practices.

As with the FOIP Act, the *Protection of Privacy Act* will apply to about 1,200 public bodies, like school districts, post-secondary institutions and municipalities, all of which will be affected by the legislative changes.

This fact sheet provides a high-level summary of the changes public bodies will need to adopt with the forthcoming proclamation of the *Protection of Privacy Act* and explains how Albertans will benefit from the proposed changes.

## Times have changed, laws must too

Alberta's privacy law is outdated and must be refreshed to meet the realities of the modern world. The FOIP Act was introduced in 1995, and its last significant update was in the early 2000s. In this age of rapidly changing technology, people want assurance that their private information is protected. Technology like email, databases and artificial intelligence that were more theoretical than reality when the FOIP Act was introduced are increasingly integrated into daily life.

## Feedback from Albertans

To ensure changes to privacy reflect the needs of public bodies, Alberta's government has been consulting with stakeholders since 2020. This included a public survey administered in 2021. Albertans said their privacy is a key priority and they have high expectations of public bodies in protecting their personal information. These extensive conversations highlighted the need for Alberta to address several items that are reflected in the *Protection of Privacy Act*.

Albertans should have confidence that their personal information is protected. Alberta's government is implementing the strongest privacy protections in Canada and the strictest penalties for violations.

## Strongest privacy protections

The *Protection of Privacy Act* enhances privacy protections by requiring that public bodies adopt a "privacy by design" approach to their programs and services. This means public bodies must consider the privacy implications of how they manage personal information when they do business and create or make changes to their programs, services and systems.

The act builds on existing legislated protections of personal information by introducing some new rules:

- Public bodies cannot sell personal information in any circumstance or for any purpose, including marketing and advertising.
- Public bodies must notify Albertans if their information is used in an automated system to generate content or make decisions, recommendations or predictions.
- Albertans must be notified about a privacy breach where there is a real risk of significant harm (e.g., bodily harm, financial loss, identify theft, fraud, blackmail). When Albertans are aware of a breach of their personal information, they can take actions to further protect themselves.

These changes are mandating global best practices that many Alberta public bodies already have in place.

## Privacy Management Programs

Albertans are increasingly aware of their privacy rights and expect organizations to ensure personal information is secure and have protections against data breaches. This is why Alberta's government is making it mandatory for public bodies to adopt a privacy management program. Public bodies must document policies and procedures that outline their privacy practices, foster a culture of privacy, and promote compliance with legislation. Albertans will be able to request a copy of any public body's program.

For more information, visit [www.alberta.ca/strengthening-the-protection-of-personal-information](http://www.alberta.ca/strengthening-the-protection-of-personal-information)

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## Privacy Impact Assessments (PIAs)

PIAs are tools used to ensure programs and services comply with privacy legislation, identify and address privacy risks, and put in place safeguards to protect personal information. PIAs help organizations analyze how personally identifiable information is collected, used, shared, and maintained.

The act will make PIAs mandatory for all Alberta public bodies in some circumstances. This new requirement is considered best practice and is already required under the *Health Information Act*.

## New data rules

The *Protection of Privacy Act* improves public bodies' ability to deliver programs and services by including rules around data use. This means that the right information can be in the right place at the right time to ensure the best possible service delivery for Albertans.

Wherever possible, public bodies must use only the information that is absolutely necessary for research, analysis, or program and service design and delivery. They must use non-personal data, which is data with personally identifiable details like name or contact information removed. Personal information must be stripped so data no longer identifies a specific individual. Common uses for such de-identified data include analysis to identify trends (e.g., how many people from different demographics are using a service) or to improve the services provided.

The act empowers public bodies to link personal information between sources under the control of different public bodies, a practice called data matching. For example, two government ministries aligning their datasets to assess program eligibility for an applicant.

## Common sense changes

The *Protection of Privacy Act* includes other, common-sense changes. For example:

- Public bodies will have clear rules for when and how to share information with each other to provide a common or integrated service, so Albertans don't have to repeatedly provide their information. For example, during emergencies, Albertans could be assessed quickly for eligibility for supports that are provided by various public bodies.
- Clarifying in collection notices that Albertans can contact public bodies by email not just by mail or phone. Also, that a collection notice does not need to be repeated if information is collected from the same person for the same reason.
- Requiring regular review of the act.

## The Office of the Information and Privacy Commissioner (OIPC)

Reducing administrative burden for the OIPC is important to ensure fair administrative procedures and to save time and resources. For example:

- A person must first try to address the complaint with the public body before submitting it to the OIPC.
- The OIPC will have discretion to not pursue an inquiry if it does not make sense to do so, such as when the matter is already settled.

The OIPC will have the ability to issue an order:

- related to the new data provisions and to ensure the OIPC can properly perform its regulatory functions. If a public body is using non-personal data outside of the allowed purposes, the OIPC can investigate and enforce compliance, and
- requiring a public body to provide a copy of their privacy impact assessments or privacy management program to the OIPC.

## New penalties

The *Protection of Privacy Act* has the strictest penalties in Canada that courts can impose for the misuse of Albertans' personal information and data. Penalties vary based on the offense and whether it was done by an organization or an individual.

Offenses	Individual	Organization
<i>Personal information</i>	Up to \$125,000	Up to \$750,000
<i>Data and non-personal information</i>	Up to \$200,000	Up to \$1 million

An example of personal information misuse by an individual is if an employee was to intentionally use a client's personal information to cause the client harm, or if a public body were to knowingly disclose personal information to another public body without authority. An example of misusing data is if a research partner who received non-personal data from a public body knowingly re-identified non-personal data.

## Regulations with more details to come

In Spring 2025, regulations will come forward with more details, such as specific requirements for the privacy management and privacy impact assessment programs. Additional information and resources will also be shared at that time to help public bodies learn about and align with the new requirements.

For more information, visit [www.alberta.ca/strengthening-the-protection-of-personal-information](http://www.alberta.ca/strengthening-the-protection-of-personal-information)

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Request for Decision

Pink Shirt Day

February 10, 2025



**RECOMMENDATION**

That Council proclaim February 26, 2025, as Pink Shirt Day in the Town of Milk River.

**LEGISLATIVE AUTHORITY**

**BACKGROUND**

It was nearly a decade ago at Central Kings Rural High School in Cambridge, Nova Scotia, when grade 12 students Travis Price and David Sheppard caught wind of a grade nine student being bullied for wearing a pink shirt to school.



Instead of standing idly by and watching it happen, they decided to step up and do something about it.

Almost 10 years after the fact, their act of standing up to bullying has grown into a worldwide movement called Pink Shirt Day.

The following is an excerpt from an interview with co-founder Travis Price.

“Pink Day started when a grade 9 student was bullied for simply wearing a pink shirt. Myself and David Sheppard, the other co-founder, heard about this, saw it and thought that bullying had gone on long enough in our school and we could make a difference. We didn't immediately know how so we went home that day and started thinking about ideas.

Eventually, we came up with the idea that if we wore pink and got other people to wear pink that they couldn't bully all of us essentially. So, we went out and bought everything we could find that was pink, tried to encourage our school to wear pink the next day and fortunately for us our school got behind us. Out of 1,000 kids we got about 850 people wearing some kind of pink and from there Pink Day started.

Within the week we had schools throughout Nova Scotia and the next week schools throughout Canada and within a month there were schools all over the world that were taking part in the movement that we started, kind of accidentally.

It just took a life of its own, it grew organically and so many youths were affected by the issue of bullying that this is kind of their chance to raise up, use their voice and say hey I've been bullied but it's okay. Now we can have a conversation about it and Pink Day has taught us about it.

As much as Pink Day is important, we want kids to understand that it's not just about the shirt. It's about the everyday actions that they make, it's the choices they make and it's the person wearing the shirt that makes those choices.”

World News posted Feb 22, 2017 @ 06:00am by Josh Duncan

**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. Pink Shirt Day Proclamation



OFFICE OF THE MAYOR PROCLAMATION  
"PINK SHIRT DAY"

Wednesday, February 26, 2025

In 2007, Nova Scotia, after a new student was bullied for wearing a pink shirt, two grade 12 students bought 50 pink shirts and encouraged their classmates to wear pink. This small act of kindness has grown into an international movement, known as Pink Shirt Day.

On February 26, 2025, everyone is encouraged to practice kindness and wear pink to symbolize that bullying is not tolerated. Wearing pink on February 26<sup>th</sup> sends a strong message that society cares.

WHEREAS a partnership of youth, parents, educators and other school employees, police, youth-serving organizations and community members have a role to play in highlighting the dangers of bullying;

AND WHEREAS, it is important that we encourage everyone throughout the Town to be caring and respectful to one another so that all can live in a safe environment.

THEREFORE, we, the Elected Officials of the Town of Milk River, do hereby proclaim Wednesday, February 26, 2025, as "PINK SHIRT DAY" in the Town of Milk River.

Signed the 10<sup>th</sup> day of February 2025

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His Worship  
Mayor Larry Liebelt



Request for Decision

Canada Day

February 10, 2025



**RECOMMENDATION**

That Council approve the donation of \$ \_\_\_\_\_ towards the 2025 Canada Day Celebrations.

**LEGISLATIVE AUTHORITY**

Municipal Government Act

**BACKGROUND**

From 2022 to 2024, Council has donated \$800.00, \$1,000.00, and \$1,200.00 respectively, towards the band in the park for the Canada Day celebrations.

**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**

2-11-00-770-00	Community Grants	\$800.00 - \$1,200.00
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**ATTACHMENTS**

1. Request Letter

## Kelly Lloyd

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**From:** jtwine2005@gmail.com  
**Sent:** February 7, 2024 1:42 PM  
**To:** 'Kelly Lloyd'  
**Subject:** Cananda Day

Town of Milk River CAO, Mayor and Council

I would like to start by thanking you for your support in funding the band for our community Canada Day event in the past.

I am starting to organize the Canada Day event for this year, and I was hoping we could count on your support again. Last year you donated \$1000 To pay for the band. The band is charging \$1200. This year if you are willing to donate towards that again it would be greatly appreciated.

I would like to have Border Bound set up and play before the fire works at the ball diamond again so that people can come listen to some music in the park with their families. That worked very well and was well received over the last couple of years.

With support like yours we have been able to make this a great local family event that is free to attend.

The kinsmen have donated to fund the fireworks again, and Jason Lynn has volunteered to order and arrange the fireworks part of our event again this year.

Councillor Degenstein has arraigned for the FCSS trailer to be there at 4pm for the event. I was also hoping the town could also set up the bouncy houses again this year. They are always a hit with the kids.

Thank you again for your consideration and past support,  
Suzanne Liebelt

Request for Decision

Emergency Services Volunteer Appreciation

February 10, 2025



**RECOMMENDATION**

That Council approve the donation of \$\_\_\_\_\_ towards a door prize for the Emergency Services Volunteer Appreciation Evening.

**LEGISLATIVE AUTHORITY**

Municipal Government Act

**BACKGROUND**

The County of Warner will be hosting its 35<sup>th</sup> annual Emergency Services Volunteer Appreciation Evening on March 21<sup>st</sup>. The evening consists of a dinner and long-term service award presentations to those with 10 years or more of service.

**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**

2024                    Donation of up to \$100.00

**ATTACHMENTS**

- 1. Donation Request Letter



# 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  
General Inquiries: [admin@warnercounty.ca](mailto:admin@warnercounty.ca)  
Administrator: [shathaway@warnercounty.ca](mailto:shathaway@warnercounty.ca)  
Web: [www.warnercounty.ca](http://www.warnercounty.ca)

RECEIVED

JAN 20 2025

January 15, 2025

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

To Whom It May Concern

**Re: Request for Door Prize Donation for Emergency Services Volunteer Appreciation Evening**

This will be the 35<sup>th</sup> year the County of Warner will hold an appreciation evening to honour approximately 150 emergency services volunteers throughout the County of Warner.

The County will be holding this event on **March 21, 2025**. The County provides a dinner and presents long term service awards to those with 10 years or more of service. A highlight of the evening is the draw for donations received from businesses within the County, business from which the County purchases goods and services, and businesses that would like to support the volunteer work of these men and women.

The County supports seven volunteer fire departments by providing fire equipment and contributing to the operational costs. The departments are located in the towns and villages and one hamlet in the County. These dedicated people volunteer their time to provide emergency fire and medical emergencies in the County and within their towns and villages. They also give of their time for training so that they are knowledgeable about what needs to be done during a fire or medical emergency.

If you would like to provide a donation for the evening on behalf of your business or to show appreciation for the services these volunteers give, please send it to the address above. If necessary, and you are located locally, please call or email to arrange for pickup. Any and all donations are greatly appreciated.

Thank you for your kind consideration of this request – your support is appreciated.

Sincerely,

Mackenzie Hollingsworth  
Tax Clerk

Request for Decision

## 2025 Organizational Meeting Date Change

February 10, 2025



### RECOMMENDATION

That the date for the required Organizational Meeting be changed from Monday, October 13, 2025, to Monday, October 27, 2025, due to the municipal election on October 20, 2025.

### LEGISLATIVE AUTHORITY

Municipal Government Act  
Local Authorities Election Act

### BACKGROUND

The municipal election is set for Monday, October 20<sup>th</sup>, 2025.

During the 2024 Organizational Meeting, Council set the date for the 2025 Organizational Meeting as Monday, October 13<sup>th</sup>. During this meeting, elected official appointments are confirmed for the following year.

As the election falls a week after the scheduled Organizational Meeting, administration is requesting to move this meeting to coincide with the incoming Council.

### RISK/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

None

Request for Decision

Visitor Information Centre

February 10, 2025



## **RECOMMENDATION**

That Council accept the update on the Visitor Information Centre as information.

## **LEGISLATIVE AUTHORITY**

Municipal Government Act

## **BACKGROUND**

This item is on the agenda for updates and discussion on the current status of the Visitor Information Centre.

## **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**

None

Request for Decision

Milk River Minor Baseball Lease Agreement

February 10, 2025



## RECOMMENDATION

That the Milk River Minor Baseball Lease Agreement be approved as presented and authorize for execution.

## LEGISLATIVE AUTHORITY

## BACKGROUND

Milk River Baseball has held a lease agreement with the Town of Milk River since as early as 2009.

The current agreement ended on February 9, 2025; thus, a new agreement is before Council for approval.

## RISKS/CONSEQUENCES

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

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Milk River Minor Baseball Lease Agreement 2025-2030

**LAND USE AGREEMENT / LEASE**

**THIS LEASE** entered into on the 27<sup>th</sup> day of January 2025

**BETWEEN:**

**The Town of Milk River**  
Box 270  
Milk River, AB  
T0K 1M0  
(hereinafter referred to as Lessor)

- and -

**Milk River Baseball Association**  
Box 392  
Milk River, AB  
T0K 1M0  
(hereinafter referred to as Lessee)

**WHEREAS** the Lessor is the registered owner of those lands and premises legally described as Lot 31MR Block 1 Plan 8411130 (Ball diamonds);

**AND WHEREAS** the Lessee is desirous of leasing a portion of said lands, according to the terms and conditions hereinafter set forth;

**NOW THEREFORE WITNESSETH** as follows:

The Town hereby leases said lands and grants access to the Lessee the property and premises described at: as Lot 31MR Block 1 Plan 8411130 (ball diamonds) to be held by the said Lessee for a term of five years, from the 10<sup>th</sup> day of February 2025, until the 9<sup>th</sup> day of February 2030.

1. The agreed rent to be paid to the Municipality shall be the sum of **one (\$1.00) dollar** CAD, which is hereby confirmed as received.
2. The Council of the Town of Milk River also reserves the right to refuse access to any party based upon its discretion, and to take action with respect to any perceived negligence or liability.
3. The Lessee shall pay for any and all costs associated with the moving of their equipment and other materials onto the lands described.
4. The Lessee agrees as follows:
  - a) To pay the rents hereby reserved on the dates and in the manner agreed;
  - b) To allow the Lessor continued access to the property without notice for their normal operations;
  - c) To make all reasonable effort to ensure that noise levels and traffic disruptions are kept at minimal levels;





- d) To act with due diligence in respect to all aspects of public safety, including site design, preparation, cleanup and equipment removal;
  - e) The Lessee shall, at the expiration or termination of this Lease, deliver the said lands back to the Lessor in a similar state of repair as the original. The Lessor may enter and view the state of the repair and the Lessee will repair according to notice by the Lessor in writing and in the event the Lessee refuses to repair the same after being so notified, the Lessor may enter upon the Premises and make such repairs and may recover the cost(s) thereof from the Lessee;
  - f) Not to assign or sub-let the Premises or any part thereof, absolutely or by way of mortgage or charge, without the prior written consent of the Lessor, provided however, that any such assignment or sub-letting shall not release the Lessee from its obligation under the terms of this lease;
  - g) That the cost for installation, repair, or removal of all alterations, installations, improvements, or additions shall be at the sole cost, risk, and expense of the Lessee.
  - h) To notify the Lessor immediately upon the Lessee becoming aware of any defect in the Premises or any other condition which may cause injury to the Premises;
  - i) Not to do, or permit, or suffer to be done upon the Premises or relating to the use thereof, anything which in the opinion of the Lessor may be a nuisance or annoyance to others, and to comply with the requirements of all Municipal, Provincial and Federal regulations, statutes and bylaws that may apply in respect to the premises or equipment thereon; and
  - j) To not allow objectionable material to accumulate in or about the Premises, and to keep the Premises in a clean condition during the term.
5. The Lessor hereby covenants with the Lessee for quiet enjoyment.
6. The Lessor agrees to supply the premises with adequate services, and utilities, and to maintain the premises in a matter suitable for the function.
7. The Lessee shall indemnify and save harmless the Lessor from any and all liabilities, damages, costs, claims, suits or actions arising out of:
- a) Any breach, violation or non-performance of any covenant, condition or agreement in this Lease set forth and contained, on the part of the Lessee to be fulfilled, kept, observed and performed;
  - b) Any damage to the property and Equipment of the Lessor while said property may be in or about the Premises; and
  - c) Any injury to the person or persons, including a death resulting at any time therefrom, occurring in or about the Premises and/or the roads or sidewalks adjacent to the same;
8. The Agreement may be terminated by either the Lessor or the Lessee for any reason whatsoever upon ten (10) days notice to the other party.





# Pros and Cons of Golf Society's Irrigators Licence Transfer

Request for Decision

Pros and Cons of Golf Society's Irrigators Licence Transfer

February 10, 2025



## RECOMMENDATION

That the Pros and Cons of Golf Society's Irrigators Licence Transfer report be accepted as information.

## LEGISLATIVE AUTHORITY

Municipal Government Act  
Water Act  
Water Licence  
Irrigators Licence

## BACKGROUND

At the November 12, 2024, council meeting, the following motion was made:

Moved by Mayor Liebelt, "that administration research pros and cons of the golf course irrigation licence to be turned over to the town to municipal licence." Motion Carried 2024-285

Subsequently, the following question was asked to be included with the research: "Can the golf course use the infrastructure of the town water infiltration system to provide the golf course with their irrigation allotment? To change the diversion point. It used to be at the pump house, and it got moved."

The attached document provides a summation of that research.

## 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. Pros and Cons Briefing Notes



## Pros and Cons of moving the golf course irrigators licence to the Town of Milk River's licence.

February 2025

### MOTION

At the November 12, 2024, council meeting, the following motion was made:

Moved by Mayor Liebelt, "that administration research pros and cons of the golf course irrigation licence to be turned over to the town to municipal licence." Motion Carried 2024-285

Subsequently, the following question was asked to be included with the research:

"Can the golf course use the infrastructure of the town water infiltration system to provide the golf course with their irrigation allotment? To change the diversion point. It used to be at the pump house, and it got moved."

### PROS

The original impetus to transfer the irrigation licence from the town to the Golf Society in 2006 was to complement the new installation of an irrigation system at the course.<sup>1</sup> At that time, a request to change the point of diversion was approved, allowing two points in which the Golf Society could draw from the river. These two points still exist today.

At this time, administration cannot see any advantage to turning over the **Golf Society's** irrigators licence to the town. With this licence, operations would continue as normal, irrigating within the licence parameters of Alberta Environment and Protected Areas (EPA) and as per the requirements of the Boundary Waters Treaty. This licence, regardless of who it is assigned to and what the licence says, is for irrigation purposes.

### CONS

Should the Golf Society give the irrigators licence to the town, it would entail obtaining a disposition amendment with Alberta Environment and Protected Areas.

Municipal Licences can only be held by municipalities for municipal purposes. Irrigation of a golf course is not a municipal activity (although municipal activity could include irrigation of a golf course, and some do, but that would not be the main purpose of a municipal activity).

In the current situation, there would not be a justification for the town to have more water for municipal use. A municipality would have to show that they need the water for municipal use for EPA to consider more water to the municipality. The Town of Milk River currently has more than enough water in their licence for municipal use; it would be difficult to justify more water for the town.

Further to that, even though the province allows for irrigation of a golf course within municipal boundaries to be within the scope of municipal licences, the International Joint Commission (IJC) would not consider the irrigation of golf courses to be municipal use of water. In the current water shortage situation, the IJC would be keeping a close eye on water usage in the Milk River, especially for non-municipal use. There is not support for the use of municipal water for non-municipal purposes, including the irrigation of the golf course. Not adhering to the Boundary Waters Treaty could have long term repercussions.

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<sup>1</sup> Peter, Travis, Chief Administrative Officer, Email communication to Alberta Environment, April 28, 2006

Request for Decision

## Councillor Reports

February 10, 2025



### RECOMMENDATION

That the Councillors reports for the period ending February 10, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

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

### RISKS/CONSEQUENCES

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

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Milk River Municipal Library
2. Oldman River Regional Services Commission

## MINUTES

### Town of Milk River Library Board Meeting

December 10, 2024 – 5:30pm

**1. Call to Order:** Rita (chair) called meeting to order at 5:35

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

**Absent:**

**3. Approval of agenda:** no additions or amendments. Accepted as presented

**4. Approval of minutes from last meeting: Motion** – Ron moved to adopt minutes as distributed via email. Carried

**5. Treasurer's report:** Darlene moved to accept treasurer's report as presented.

**6. Library Manager's report:** Attached – Peter moved to accept his report as presented

**7. Town Representative Report:** Anne presented report.

- Attended CARLS meeting – organizational meeting and things stayed the same
- No increase in levy's for municipalities
- Updated plan of service and reviewed policies at the CARLS level.
- Meet again April 3rd

### **8. Information Items:**

#### *A. Library Doors*

- Interior door has been removed and put into storage.
- Exterior doors had new weather stripping added to mitigate drafts.

#### *B. New Steps*

-New outside stairs have been poured. The railing is not yet completed; Peter will follow up to ensure that the railing won't block the light.

#### *C. Oktoberfest*

- Thank you to our volunteers for helping

### **9. Old Business**

#### *A. Coffee Connections*

-Rita and Lesley will continue to do this for now and see how it goes moving forward. January 16th theme of recipe swap – idea to post these recipes on our Facebook page.

- February idea – magazine swap

#### *B. Policy Review*

- Please see policy review section below

#### *C. Wifi Hotspots*

- All set to continue service contract for two devices for 2025.

#### *D. Grant Application*

-Application to Community Foundations of Lethbridge Southern Alberta (CFLSA) was successful. Peter will move forward our request to CARLS to get new computers. People from CFLSA will be in town on Thursday to present the cheque and a plaque.

### **10. New Business:**

#### *A. Kinsmen Corvette Raffle*

-Once again we have been given the opportunity to raise funds by selling raffle tickets for the Kinsmen Corvette raffle. We have been given 4 days, 7 shifts, to fill. Rita sent an email to the board members with our dates and a roster was formed. Thanks to Ron, we got this together in short order.

Thank you to all of our volunteers

*B. Official thank you card writer/sender*

- We are looking for a board member to be our official writer and sender for thank you cards
- Wendy Brown volunteered for this position – Thank You

*C. Library Initiatives*

- Are we interested in taking on another new initiative at the library that was discussed at our brainstorming session last meeting
- After discussion we will keep these ideas in mind and if anyone wants to tackle an idea email the board for support and help getting started
- MOTION – Lesley made a motion if Marion is interested in running a program in January that we offer her compensation to run a program once a week in January. Ron Seconded. Carried. Her current rate of pay is \$17.00 /hour.

*D. AGM and Replacements*

- Our next meeting will be our AGM followed by a regular meeting. If anyone has a term ending and is thinking of not continuing please let the board chair know ASAP. Please work on finding a replacement as we have such few members and need to have members to continue.

*E. Meeting Dates for 2025*

- March 11 (AGM and Regular Meeting)
- June 10
- September 9
- December 9

*F. Volunteer Possibility*

- The Ag Society is organizing a potential concert for April 12. They may be looking for a few library board members to help with some volunteer work for this event.

**11. Correspondence:** -no correspondence

**12. Policy Review:**

- Service provision for those unable to use conventional print – reviewed and accepted as is
- Confidentiality of User Records – reviewed and amended
- **MOTION** – Wendy moved to accept policies as reviewed and amended. Ron seconded. Carried.

\*\*Now that all policies are updated Peter will forward our updates to the necessary parties. Paper copies will be made of the updates and stored at the library

Peter is wondering if we hold a policy at this level concerning the issuance of library memberships and if the person must reside in the local area. As we do not have such policy, he is going to look into what other libraries do and follow up with CARLS to see if there is a policy at that level. We will review this at March meeting.

**13. Next Meeting:** Tuesday, March 11 @ 5:30 – AGM followed by Regular Board Meeting

**14. Adjournment:** Rita moved we adjourn at 6:57

*Rita Lodermeier January 10, 2025*

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**November 14, 2024; 6:00 pm**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November 14, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

**Executive Committee**

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair, Virtual  
Scott Akkermans  
David Cody  
Brad Schlossberger  
Christopher Northcott, Virtual  
Neil Sieben

**Staff**

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant  
Stephanie Sayer, Accounting Clerk

Chairman Wolstenholme called the meeting to order at 6:00 pm.

**1. Approval of Agenda**

**Moved by: Scott Akkermans**

THAT the Executive Committee adopts the November 14, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Christopher Northcott**

THAT the Executive Committee approves the October 10, 2024 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.



**4. Official Business**

**a. Chief Administrative Officer Performance Evaluation**

**Moved by: Don Anderberg**

THAT the Executive Committee moves Agenda Item 4.a – Chief Administrative Officer Performance Evaluation to Closed Session under the *Freedom of Information and Protection of Privacy Act* under Section 19: Confidential Evaluations.

**CARRIED**

**b. Board of Directors – Election and Organizational Meeting**

R. Keer stated that the Organizational Meeting and Elections will be at the Board of Directors meeting scheduled for December 5, 2024. She stated that nomination forms will be distributed on November 15, 2024 to the Board.

The Committee discussed who would be interested in submitting their names forward for re-election.

**c. Subdivision Activity – As of October 31, 2024**

L. Kulper presented Subdivision Activity as of September 30, 2024 to the Committee.

**d. Budget**

**(i) 2025 Operating Budget and 3-Year Rolling Budget**

S. Sayer presented the original budget proposed by the Executive Committee following the October 17, 2024 Budget Workshop which used the 2024 Total Equalized Assessment (TEA) values, the proposed budget with the 2025 TEA values, and an amended budget which Administration believes captures the goals set out by the Executive Committee following the Budget Workshop with the intent to keep the fee increase as equitable as possible.

The Committee reviewed additional budget scenarios with various mill rates and fee ceilings.

**Moved by: Don Anderberg**

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025 Operating Budget, with the .025 Mill Rate increase, the Floor of \$5,000 and the Ceiling increasing 35% to the Board of Directors for approval as presented.

**CARRIED**

**(i) 2025-2029 Capital Budget & Plan**

R. Keer and S. Sayer presented the 2025-2029 Capital Budget and Plan to the Committee.

The Committee discussed reviewing the Capital Plan in greater detail in 2025.

**Moved by: Neil Sieben**

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025-2029 Capital Budget and Plan to the Board of Directors for approval, as presented.

**CARRIED**

**5. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for September 2024 to the Committee.

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for September 2024, as presented.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheets and Comparative Income Statements for September 2024 and the Details of Account for September 2024 to the Committee.

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for September 2024 and the Details of Account for September 2024, as presented.

**CARRIED**

**6. New Business**

There was no new business for discussion.

**Moved by: David Cody**

- THAT the Executive Committee moves into Closed Session to prevent the disclosure of:
- Confidential Evaluations, Section 19 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED AT 7:30 PM**

**7. Closed Session**

**a. Succession Plan & Organization Summary**

**Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.a – Succession Plan & Organizational Summary: Lenze Kuiper, Chief Administrative Officer, R. Keer, Executive Assistant, and S. Sayer, Accounting Clerk.

**b. Chief Administrative Officer Performance Evaluation**

**Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to section 197(6) of the *Municipal Government Act*, there were no members of Administration in attendance for Agenda Item 7.b – Chief Administrative Officer Performance Evaluation.

**Moved by: David Cody**

THAT the Executive Committee moves into Open Session.

**CARRIED AT 8:01 PM**

**8. CAO's Report**

L. Kuiper presented CAO Report to the Committee.

**9. Round Table Discussions**

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

- 10. Next Meeting** – Board of Directors – December 5, 2024;  
Executive Committee – December 12, 2024  
Executive Committee – January 9, 2025

**11. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:12 pm.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Request for Decision

Mayors Report

February 10, 2025



**RECOMMENDATION**

That the Mayors Report for February 10, 2025, be accepted as information.

**LEGISLATIVE AUTHORITY**

**BACKGROUND**

Mayor Liebelt will provide a report from the Mayors Desk.

**RISKS/CONSEQUENCES**

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

**FINANCIAL CONSIDERATIONS**

None

**ATTACHMENTS**

1. Chief Mountain Regional Solid Waste Services Commission

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD  
DECEMBER 11, 2024, AT THE TOWN OF MAGRATH.**

**Members Present:**

Brian Wickhorst – Village of Glenwood  
Josh Bourelle – Town of Magrath  
Larry Liebelt – Town of Milk River  
Kate Kindt – Town of Raymond

Stephen Pain – Village of Coutts (Zoom)  
John Grainger – Town of Cardston  
Randy Taylor – County of Warner

**Others Present:**

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

Lee Beazer – Operator (Zoom)

Commenced at 4:36 pm

Larry Liebelt in the Chair.

**AGENDA**

Randy Taylor moved that the agenda be approved. Carried

**MINUTES**

John Grainger moved that the minutes of the November 13, 2024, regular board meeting be adopted as presented. Carried

**NEW BUSINESS**

The SEO updated the board on the project objectives that Stantec is working on. There is a possible Lethbridge Biogas tour on December 20, 2024, and the SEO will be in attendance. The SEO will notify the board when dates have been finalized for the tour.

The SEO reported that she is working with Raymond to establish the parameters for the Pilot Project for Raymond to transport their curbside pickup directly to the Landfill starting January through March 2025.

The SEO advised that the 2024 website traffic is very encouraging.

John Grainger moved to approve the SEO's report. Carried

The Operator advised that 786.555 tonnes of waste were delivered to the Landfill in November 2024, making the year-to-date tonnage 9,355.175.

Josh Bourelle moved to approve the Operator's report. Carried

**Financial Statement**

The Financial Statement for November 30, 2024, was reviewed.

Kate Kindt moved to accept the November 30, 2024, Financial Statement. Carried

**Approval of Bills**

Bills for November 2024 were reviewed.

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

The SEO presented seven revised policies for the board's approval.

24-21 Randy Taylor moved to approve the following revised policies: Attendance AD3; Board Meetings AD4; Flowers/Donations AD11; Recyclable Waste Diversion AD17; Depreciation of Equipment F6; Fees – Penalties and Collection on Overdue Accounts F9; and Requisitions F13. Carried

The board discussed the per diem fee for committee meetings that are held the same day as the board meetings. The board will follow the current policy and pay for those committee meetings that were held the day of last month's board meeting. The policy will be reviewed by the policy committee.

The SEO presented the 2025 Budget for the board to review.

24-22 Josh Bourelle moved to approve the 2025 Budget with the requisition rate set at 32.18/capita. Carried

The SEO presented the 5-year capital plan for the board to review.

24-23 John Grainger moved to approve the 5-year capital plan. Carried

The SEO reviewed the depreciation schedule, reserve listing, and the requisition spreadsheet. A letter will be sent to each municipality regarding the requisition rate.

The SEO advised that as per policy a motion is needed to increase the Landfill Tipping Fee to reflect the increase in requisitions.

24-24 Randy Taylor moved to have the Landfill Tipping Fee for the 2025 year increased by 3% and set at \$118.45/tonne. Carried

The Secretary/Treasurer updated the board regarding the company that has been sent to the NRC (National Recovery Corp) collection agency.

24-25 Randy Taylor moved that the SEO has power to negotiate a settlement with NRC after receiving clearance from the Chairman for companies sent to collection. Carried

The SEO presented the Extended Producer Responsibility (EPR) to the board for review. Plans will not be put into action by EPR until 2026.

Kate Kindt moved the EPR for information.

Carried

The board discussed the SEOs two-year contract.

24-26 John Grainger moved to sign a two-year contract with Marian Carlson for the SEO position.

Carried

### **CORRESPONDENCE**

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

A letter from RMA regarding an increase to the associate membership fee.

Brian Wickhorst moved the correspondence be filed for information.

Carried

The board would like to move the HR-Closed Session to the next board meeting.

Brian Wickhorst advised the board that a new employee has been hired for the Glenwood/Hill Spring Transfer Station and he is doing a good job.

### **ADJOURNMENT**

Brian Wickhorst moved the meeting adjourned.

Adjournment at 5:56 p.m.

The Next Commission board meeting is scheduled for Wednesday, January 8, 2025, at 4:30 p.m. in the Town of Magrath.

  
\_\_\_\_\_  
Chairman