

Regular and Closed Meeting Agenda
for Monday, July 10, 2023, at 5:30 p.m. to be held
in the Council Chambers, in the Town Hall Complex,
at 240 Main Street, Milk River, Alberta



1. Call to Order
2. Delegations 6:00 pm
3. Additions to the Agenda
4. Approval of Minutes
 - A) Minutes of the June 12, 2023, Regular Council Meeting
 - B) Minutes of the June 19, 2023, Special Council Meeting
5. Business Arising from Minutes
 - A) Council Table
6. Financial Report
7. Administration Reports
 - A) Public Works
 - B) Community Peace Officer
 - C) Chief Administrative Officer
8. Bylaws and Policies
 - A) Animal Control Bylaw 1037-22 REVISED
9. Old Business
10. New Business
 - A) Correspondence
 - B) Block 39 Update
 - C) Minister of Municipal Affairs Meeting Invitation
11. Councillor Reports
 - A) Authorities, Boards, Committees and Commission Minutes
12. Mayor's Report
 - A) Authorities, Boards, Committees and Commission Minutes
13. Closed Session
14. Adjournment

Request for Decision

Approval of Minutes

July 10, 2023



RECOMMENDATION

That the minutes for the June 12, 2023, regular council meeting be accepted as presented.

That the minutes for the June 19, 2023, special council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)

Procedure Bylaw 1023

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: June 12, 2023, regular council meeting minutes
2. Prior to Adoption: June 19, 2023, special council meeting minutes

Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, June 12, 2023, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present – Elected Officials

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

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

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

2. Delegation: 6:00 p.m.

A) RCMP

Cpl Mike Brown was in attendance to provide an overview of the Milk River RCMP Detachment report, as contained in the agenda package.

Discussion ensued on the three community priorities of which Council reiterated they would be the same as the previous year being crime reduction, awareness and education, and road safety.

Information and discussion regarding the Traffic Safety Act and golf carts and further research required to determine if there are any alternatives to the current situation.

Moved by Councillor Losey, “that the RCMP Report for the period ending March 31, 2023, be accepted as information.”

Motion Carried 2023-144

B) Chief Mountain Solid Waste Services Commission Strategic Plan

Marian Carlson, Senior Executive Administrator for Chief Mountain Solid Waste Services, was in attendance to provide an overview of the Commission as provided in the agenda package.

Moved by Councillor Michaelis, “that Council accept the presentation from Chief Mountain Solid Waste Services Commission.”

Motion Carried 2023-143

C) Community Futures

Mr. Alvaro Mendes, Business Analyst for Community Futures Chinook will be in attendance to provide an overview on the Community Futures organization, as well as information on the beautification loan program.

Councillor Losey left the meeting at 7:24 p.m.

Councillor Losey rejoined the meeting at 7:25 p.m.

Moved by Deputy Mayor Degenstein, “that the presentation from Community Futures be accepted as information.”

Motion Carried 2023-145

The Mayor recessed the meeting at 7:25 p.m.

The Mayor reconvened the meeting at 7:31 p.m.

3) Additions to the Agenda

- A) Adoption of the Agenda
Additions to the agenda
 - 10H) Coutts Parade
 - 10I) Golf Day

Moved by Councillor Johnson, "that Council accept the agenda, as amended, for the regular council meeting on June 21, 2023."

Motion Carried 2023-137

4) Approval of Minutes

- A) Minutes of the May 8, 2023, Regular Council Meeting

Moved by Councillor Losey, "that Council accept the regular council meeting minutes from Tuesday, May 8, 2023, as presented."

Motion Carried 2023-138

5. Business Arising from Minutes

- A) Council Table

Moved by Deputy Mayor Degenstein, "that Council approve the purchase of another table section for a delegation table."

Motion Carried 2023-139

6. Financial Report

7. Administration Reports

- A) Public Works

The public works report was distributed to Council.

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

Motion Carried 2023-140

- B) Community Peace Officer

The report was contained within the agenda package.

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

Motion Carried 2023-141

- C) Chief Administrative Officer

CAO Lloyd provided a verbal report for the month of May.

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

Motion Carried 2023-142

8. Bylaws

- A) Bylaw 1037-22: Animal Control

Moved by Deputy Mayor Degenstein, "that Council directs administration to increase the unaltered animal licensing fees for cats to \$20.00 and dogs to \$40.00 and bring back the bylaw to a future council meeting."

Motion Carried 2023-146

B) Bylaw 1040-23: Tax Rate

Moved by Councillor Losey, "that Tax Rate Bylaw 1040-23 be given first reading."

Motion Carried 2023-147

Moved by Councillor Johnson, "that Tax Rate Bylaw 1040-23 be given second reading."

Motion Carried 2023-148

Moved by Councillor Michaelis, "that Tax Rate Bylaw 1040-23 receive Unanimous Consent for consideration of third reading."

Motion Carried 2023-149

Moved by Deputy Mayor Degenstein, "that Tax Rate Bylaw 1040-23 be given third and final reading."

Motion Carried 2023-150

C) 1041-23: Special Levies

Moved by Councillor Losey, "that the Special Levies Bylaw 1041-23 be given first reading."

Motion Carried 2023-151

Moved by Councillor Michaelis, "that the Special Levies Bylaw 1041-23 be given second reading."

Motion Carried 2023-152

Moved by Deputy Mayor Degenstein, "that the Special Levies Bylaw 1041-23 receive Unanimous Consent for consideration of third reading."

Motion Carried 2023-153

Moved by Councillor Johnson, "that the Special Levies Bylaw 1041-23 be given third and final reading."

Motion Carried 2023-154

9. Old Business

A) RCMP Outpost

Moved by Councillor Michaelis, "that Council approve the placement of the RCMP outpost building at 8 Flags Campground, noted as option 3."

Motion Carried 2023-155

Moved by Deputy Mayor Degenstein, "that any relocation of underground utilities at the campground will be the responsibility of the Historical Society."

Motion Carried 2023-156

10. New Business

A) Correspondence

Moved by Councillor Losey, "that correspondence for the period ending June 12, 2023, be accepted as information."

Motion Carried 2023-157

B) 2023 Operating Budget

Moved by Councillor Michaelis, "that the 2023 Operating budget in the amount of \$2,419,947 be approved as presented."

Motion Carried 2023-158

C) 2023 Capital Budget Adjustment

Moved by Deputy Mayor Degenstein, "that the 2023 capital budget be amended and approved for the total amount of \$11,105,531."

Motion Carried 2023-159

D) 2024-2026 Financial Plan

Moved by Councillor Losey, "that the 2024-2026 Financial Plan be approved as presented."

Motion Carried 2023-160

E) Municipal Accountability Program Action Plan

Moved by Councillor Johnson, "that the Municipal Accountability Program Action Plan be accepted as information."

Motion Carried 2023-161

F) Transfer Station Hours

Moved by Councillor Losey, "that Council directs administration to explore an increase of one hour at the transfer station and bring back to a future council meeting."

Motion Carried 2023-162

G) Milk River Health Professionals Attraction and Retention Housing Subcommittee Appointment

Moved by Councillor Johnson, "that Council appoint Councillor Michaelis to the Milk River Health Professionals Attraction and Retention Housing Subcommittee."

Motion Carried 2023-163

H) Coutts Parade

Moved by Deputy Mayor Degenstein, "that Mayor Liebelt attend the Coutts Parade on behalf of the Town of Milk River."

Motion Carried 2023-164

I) Golf Day

Moved by Councillor Losey, "that a date to host a town staff golf day be determined."

Motion Carried 2023-165

11. Councillors Reports

Councillor Michaelis reported on the Milk River Health Professionals Attraction and Retention Committee.

Councillor Johnson attended the Agricultural Society and Municipal Planning Commission meetings as well as the Seniors BBQ.

Deputy Mayor Degenstein attended Ridge Country Housing meetings, the Seniors BBQ, and Milk River Business Association, FCSS and Ridge Public Safety Services meetings.

Councillor Losey attended the Senior's potluck, the Ridge Country Housing, Watershed and ORRSC meetings.

Moved by Deputy Mayor Degenstein, "that the Councillors reports for the period ending June 21, 2023, be accepted as information."

Motion Carried 2023-166

12. Mayors Report

Mayor Liebelt attended the following meetings: Seniors BBQ and the Riverside Golf Society meeting and provided an update on the campground.

Moved by Councillor Losey, "that Council accept the Mayors Report for the period ending June 21, 2023, as information."

Motion Carried 2023-167

13. Closed Session

14. Adjournment

Moved by Councillor Johnson, "that the regular council meeting of June 21, 2023, adjourn at 9:25 p.m."

Motion Carried 2023-168

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

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

Prior to Adoption

Minutes of the Town of Milk River Special Council meeting held on Monday, June 19, 2023, at 5:00 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present – Elected Officials

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

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

Mayor Liebelt called the meeting to order at 5:00 p.m.

2. Adoption of Agenda

Moved by Councillor Michaelis, “that Council accept the agenda, as presented, for the special council meeting on June 19, 2023.”

Motion Carried 2023-169

3. Special Meeting Business

A) 2023 Operating Budget Adjustment

Moved by Councillor Johnson, “that Council approve the 2023 operating budget amendment, as presented.”

Motion Carried 2023-170

B) Tax Rate Bylaw 1042-23

Moved by Councillor Losey, “that Tax Rate Bylaw 1042-23 be given first reading.”

Motion Carried 2023-171

Moved by Deputy Mayor Degenstein, “that Tax Rate Bylaw 1042-23 be given second reading.”

Motion Carried 2023-172

Moved by Councillor Johnson, “that Tax Rate Bylaw 1042-23 receive Unanimous Consent for consideration of third reading.”

Motion Carried 2023-173

Moved by Councillor Michaelis, “that Tax Rate Bylaw 1042-23 be given third and final reading.”

Motion Carried 2023-174

4. Adjournment

Moved by Councillor Losey, “that the special council meeting of June 19, 2023, adjourn at 5:21 p.m.”

Motion Carried 2023-175

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

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

Request for Decision

Financial Report

July 10, 2023



RECOMMENDATION

That the Financial Report for the period ending June 30, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. 2023 Year to Date Operating Budget

**Revenue and Expenses - by Funtion
for the 6 Months Ended June 30, 2023**

	2022 Actual	2023 Budget	2023 YTD Actual	Remaining Dollars	% Collected/ Used
Operating Revenues					
Taxation	-1,036,963.41	-1,063,703.00	-1,050,782.51	-12,920.49	98.79
Sale of Goods and Services	-634,602.22	-652,720.00	-280,629.34	-372,090.66	42.99
Other Revenue/Franchise Fees	-260,562.34	-213,683.00	-158,989.92	-54,693.08	74.40
Conditional Grants	-405,621.56	-234,130.00	-565,646.00	331,516.00	241.59
Transfer from other Functions	0.00	0.00	0.00	0.00	0.00
Transfer from Reserves	0.00	-255,711.00	0.00	-255,711.00	0.00
TOTAL REVENUES	-2,337,749.53	-2,419,947.00	-2,056,047.77	-363,899.23	84.96
Expenditures					
Salaries, Wages & Benefits	561,653.31	668,224.00	281,253.63	386,970.37	42.09
Contracted & General Services	658,531.30	843,372.00	269,220.58	574,151.42	31.92
Materials, Goods & Utilities	418,308.91	546,321.00	219,159.95	327,161.05	40.12
Government Requisitions	244,586.58	246,549.00	149,366.86	97,182.14	60.58
Transfers to Local Boards	47,597.77	47,701.00	32,842.58	14,858.42	68.85
Transfers to Ind/Organizations	18,944.13	36,510.00	18,072.00	18,438.00	49.50
Bank Charges	736.82	5,150.00	3,197.35	1,952.65	62.08
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	36,959.47	26,120.00	22,670.00	3,449.58	86.79
TOTAL EXPENDITURES	1,987,318.29	2,419,947.00	995,782.95	1,424,163.63	41.15

Operating Revenue/Expenditures by Department for the 6 Months Ended June 30, 2023

Department	REVENUES				EXPENDITURES				Actual Contribution to Surplus
	Budget	YTD Actual	Remaining Dollars	% Collected	Budget	YTD Actual	Remaining Dollars	% Used	
0 General Government	-1,250,936	-1,182,655	-68,281	94.5	230,368	136,994	93,374	59.5	-1,045,661
11 Council	0	0	0	0.0	76,753	27,678	49,075	36.1	27,678
12 Administration	-423,641	-19,560	-404,081	4.6	450,811	652,130	-201,319	144.7	632,570
23/24 Fire/Disaster Services	-17,800	-3,000	-14,800	16.9	110,229	26,475	83,754	24.0	23,475
26 Bylaw Enforcement	-2,900	-2,265	-635	78.1	63,181	52,174	11,007	82.6	49,909
31 Common Services	0	-424	424	0.0	172,690	67,897	104,793	39.3	67,473
32 Roads	-24,475	-24,950	475	101.9	264,755	77,237	187,518	29.2	52,287
33 Airport	-465	0	-465	0.0	10,884	3,615	7,269	33.2	3,615
4101 Water Supply/Distribution	-309,700	-130,178	-179,522	42.0	250,250	139,573	110,677	55.8	9,394
42 Wastewater	-100,560	-48,726	-51,834	48.5	87,027	37,934	49,093	43.6	-10,791
43 Solid Waste	-109,150	-58,309	-50,841	53.4	106,783	43,314	63,469	40.6	-14,995
43 Transfer Station	-12,200	-129	-12,071	1.1	26,230	11,277	14,953	43.0	11,149
56 Cemetery	-2,500	-2,350	-150	94.0	5,000	2,000	3,000	40.0	-350
61 Planning & Development	-6,960	-5,340	-1,620	76.7	15,000	10,196	4,804	68.0	4,856
62 Economic Development	-44,500	-1,000	-43,500	2.2	114,790	6,704	108,086	5.8	5,704
72 General Recreation	-15,600	0	-15,600	0.0	217,053	71,464	145,589	32.9	71,464
7201 Campground	-18,000	-5,350	-12,650	29.7	94,044	23,242	70,802	24.7	17,893
7202 Pool	-80,560	-9,166	-71,394	11.4	95,498	48,720	46,778	51.0	39,554
7203 Golf Course	0	0	0	0.0	8,300	1,080	7,220	13.0	1,080
74 Culture & Library	0	0	0	0.0	20,301	20,301	0	100.0	20,301
									0
TOTAL OPERATING	-2,419,947	-1,493,402	-926,545	61.7	2,419,947	1,460,006	959,941	966.9	-33,396



TOWN OF MILK RIVER
Cash and Investments Report
For the Period Ending June 30, 2023

Page 1 of 1
2023-Jul-5
3:15:37PM

General Ledger	Description	2023 Opening Balance	2023 YTD Balance
CHEQUING ACCOUNTS			
3-12-00-120-00	General Bank Chequing Account (ATB)	42,104.74	58,862.28
3-12-00-130-00	General Savings Account (ATB)	222,199.88	545,356.33
* TOTAL CHEQUING ACCOUNTS		264,304.62	604,218.61
TOWN TERM DEPOSITS			
3-41-00-310-00	Water Capital GIC	313,441.50	3,736.68
3-43-00-310-00	Equipment Replacement Capital GIC	348,908.74	357,733.06
3-97-00-315-00	General Capital GIC	510,123.10	523,120.08
* TOTAL TOWN TERM DEPOSITS		1,172,473.34	884,589.82
ARMS LENGTH TERM DEPOSITS			
3-12-00-140-00	Alumni GIC	5,254.74	5,254.74
3-43-00-315-00	Transfer Station Operating GIC	5,083.64	5,212.20
* TOTAL ARMS LENGTH TERM DEPOSIT		10,338.38	10,466.94
**P	TOTAL CASH AND INVESTMENTS	1,447,116.34	1,499,275.37

*** End of Report ***

Request for Decision

Administration Reports

July 10, 2023



RECOMMENDATION

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

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

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



Public Works Foreman's Report

REGULAR COUNCIL MEETING

Monday, July 10th, 2023

General:

- Grass mowing of all areas throughout month. (Large ditch mower & zero-turn both)
- Monthly generator preventative maintenance run completed on June 21st. (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- New concrete pad on east side of Town Shop. (Gravel & pack on June 6-8th, then again on 14th & 15th. Poured on June 21st.)
- Take MRCBA trailer with BBQ to Heritage Hall for seniors BBQ, then load up and bring back to yard at shop next day. June 8th.
- Lots of rain on June 9th. (About 2.5" overall). Some storm drains were overflowing during worst portions of it.
- One of the pickups to Lethbridge to get new ball hitch put into it. June 12th. (Leonard McCulloch retiring from taking recycling trailer to Lethbridge, so need to be able to move gooseneck trailer.)
- Clean out of garage at 709-7th Ave NW. June 16th & 19th. (Took 3 ½ loads out on orange dump trailer. Then 5 more garbage bins shoved up off floor.)
- Cremation hole dug on June 16th.
- Run documents to North & Co. in Lethbridge for sale of 709-7th Ave NW. June 16th.
- Meet with drilling contractors @ SW corner of UFA lot. Drilling borehole, needed to know about water & sewer lines. June 20th.
- Take MRCBA trailer with BBQ to golf course for firemen's tournament. June 22nd.
- Ready west ball diamond for Canada Day, June 30th. (Place couple flags, kill gophers over couple days then fill holes, open fence at SE corner, place garbage bins, help level trailer for band, place & test bouncy houses).

Parks and Rec:

- Hanging flowerpots ready @ Country Blooms. Pick up 10 of 15 on June 15th. (Too big to get all of them in one load.) Pick up of last 5 on morning of June 16th.
- Fix up of multiple brackets for hanging plants. June 20th & 21st. (Some hanging too low by vehicles, others in way during winter plowing, & others droop flowers over sidewalk.)
- Dig of water leak on west ball diamond, June 27th. (Was online to sprinklers around mound.) Odd size line, so to Lethbridge for parts.
- Trim up of trees at ball diamond campground, Kinsmen Park & couple other spots where trees on boulevards *really* hanging into street or over sidewalk. June 27-29th. (Still need more trees along boulevards to be done.)
- Repair piping from waterline dig on west ball diamond, June 28th.
- Dig up of some old tree stumps, June 29th. (One at 8 Flags campground, one on golf course, one at intersection of 4th Ave & Main St, and one huge one in Kinsmen Park.)

Roads:

- Picked up a used diesel tank on a stand locally to hold bulk fill of tar for roads. June 12th.
- Replace multiple signs throughout town, June 29 & 30th. (Two Stop signs that needed new cement bases done as well).
- Bulk tar delivered on June 29th.

Water & Wastewater:

- **WATER:**
 - 2x weekly Bacteriological sampling, done each Monday.
 - Water meter read @ 805-Main St., June 13th.
 - Water meter read @ 945-Main St, June 15th.
 - Water meter read @ 808-1st St NE, June 15th.
- **WTP:**
 - Switch from sand filter #2 to #1 & begin to empty #3 in preparation for cleanout. June 21st. (Needed to pump out with trash pump as would hardly come out bottom)
- **RAW WATER:**
 - Basin water level remains nearly full.
 - Blow out infiltration galleries at river, June 22nd. (River was dirty after big rain on 9th.)
- **SEWER WORK:**
 - N/A.
- **SEWAGE LAGOONS:**

- Begin distribution of enzyme bags into lagoons every Friday.

Garbage:

- Weekly garbage pickup: Milk River residential on Tuesday, Coutts on Wednesday, Warner on Thursday & Milk River businesses on Friday.
- Brown paper bags pickup on Mondays, or Tuesday if long weekend.

Swimming Pool:

- Operating normally.

Airport:

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

Waste Transfer Station:

- Push in dump, June 20th.

Education & Training:

- Weekly safety meeting on each Wednesday morning.

Projected Plans:

- **Street sweepers to be here tentatively week of July 4th. (Had to go back to do Raymond before their July 1st Stampede weekend, then to Coutts to finish & then to Milk River.)**
- **Tar cracks in streets & at airport. To begin week of July 4th.**

Respectfully submitted.

Town of Milk River Public Works

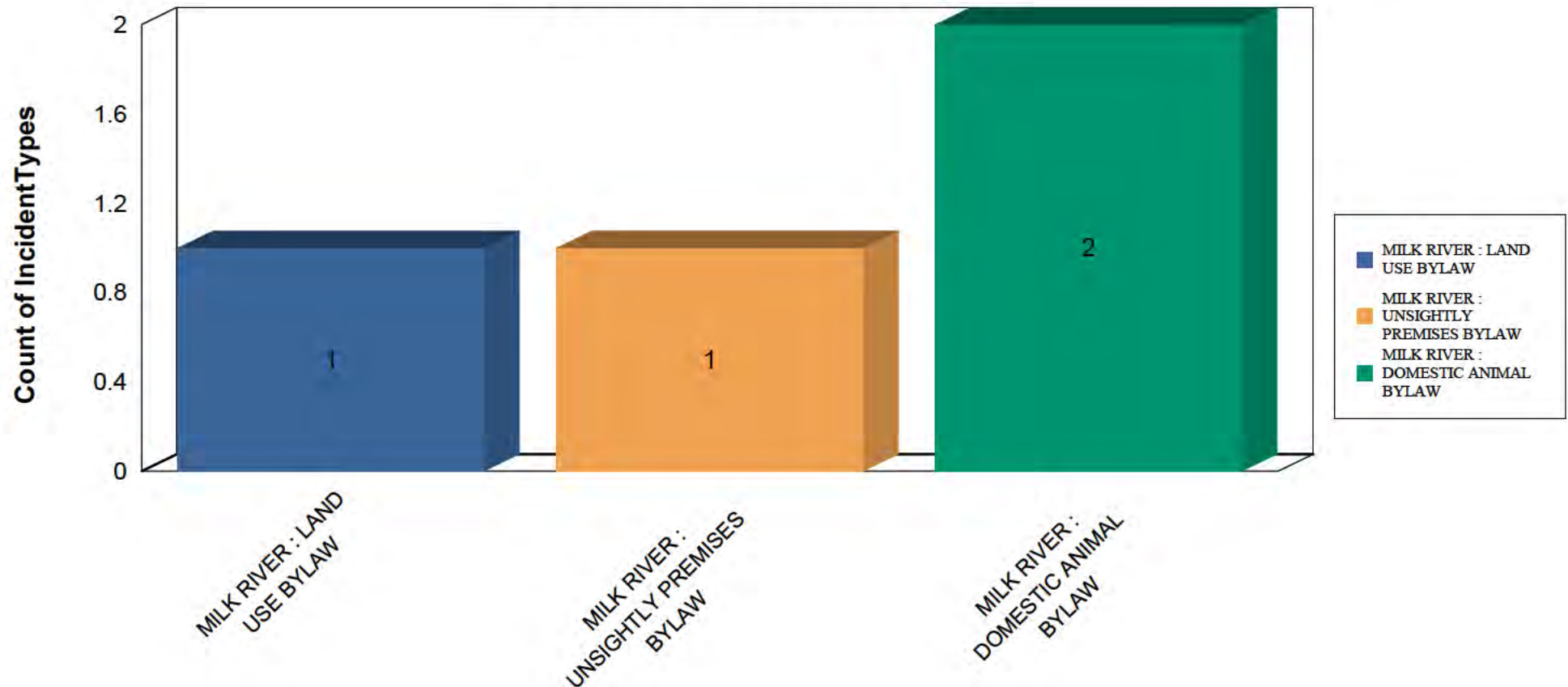
Municipal Enforcement

Statistics from: 6/1/2023 12:00:00AM to 6/30/2023 11:59:00PM

Count of Reports Completed



Count of Incident Types



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

25.00% # of Reports: 1 Case Report MILK RIVER : UNSIGHTLY PREMISES BYLAW

50.00% # of Reports: 2 Case Report MILK RIVER : DOMESTIC ANIMAL 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

<u>2022-04-03</u>	Moved by Councillor Losey, “that administration look into the affordability of raising our grants to the small committees.”	WIP
<u>2022-06-05</u>	Moved by Councillor Johnson, “that Council accepts for information, the presentation on the gopher situation, and further directs administration to search out options for removal.”	WIP
<u>2022-11-08</u>	Moved by Councillor Michaelis, “that Council directs administration to incorporate discussed edits to the Snow Policy and bring the policy back to a future regular council meeting.”	WIP
	2023	
<u>2023-12</u>	Moved by Councillor Losey “that Council directs administration to dispose of extra desks in Council Chambers and clean up Council Chambers.”	WIP
<u>2023-40</u>	Moved by Councillor Losey, “that Council support the Canada Day request in the amount of \$1,000 for the band.”	Complete
<u>2023-52</u>	Moved by Deputy Mayor Degenstein, “that Council accept for information the Milk River and District Seniors Citizens Society request letter, and to keep in mind for budget deliberations.”	Complete
<u>2023-57</u>	Moved by Deputy Mayor Degenstein, “that Council accept the offer to purchase for roll number 30001000.”	WIP
<u>Motion Carried 2023-68</u>	Moved by Councillor Johnson, “that Council direct administration to make changes to Policy R3, Snow and Ice Control, as discussed, and bring back to a future council meeting.”	WIP
<u>Motion Carried 2023-77</u>	Moved by Councillor Michaelis, “that Council direct administration to obtain an appraisal for roll 50600.”	Complete
<u>Motion Carried 2023-91</u>	Moved by Councillor Losey, “that June 5-11, 2023, be recognized as Seniors Week, in the Town of Milk River.”	Complete
<u>Motion Carried 2023-92</u>	Moved by Councillor Johnson, “that Council provide lunch to the seniors on June 8.”	Complete
<u>Motion Carried 2023-98</u>	Moved by Deputy Mayor Degenstein, “that Council proclaim May 21-27, 2023 as National Public Works Week in the Town of Milk River and proclaim June 11-17, 2023, as National Public Service Week, and further, for each employee (full and part time) to receive \$25.00 Milk River dollars.”	Complete
<u>Motion Carried 2023-125</u>	Moved by Councillor Losey, “that Council set the public auction for tax recovery purposes to be July 10 th , 2023.”	WIP
<u>Motion Carried 2023-127</u>	Moved by Deputy Mayor Degenstein, “that administration bring back the 2023 operating budget to the next meeting with changes as discussed.”	Complete

<u>Motion</u> <u>Carried 2023-</u> <u>129</u>	Moved by Councillor Michaelis, “that Council form a partnership with the communities served by the hospital to investigate the viability of building a duplex for physicians.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>130</u>	Moved by Deputy Mayor Degenstein, “the Council supports the proposed location for the RCMP outpost at the 8 Flags Campground, based on Alberta Transportations response regarding right of ways and property lines.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>131</u>	Moved by Councillor Losey, “that Council proceed with MPE Engineering to manage the Lagoon Project.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>131</u>	Moved by Councillor Johnson, “that Council proceed with Stantec to develop the preliminary design for Block 39.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>132</u>	Moved by Councillor Johnson, “that the Rural Mental Health Project item be tabled to a future council meeting.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>139</u>	Moved by Deputy Mayor Degenstein, “that Council approve the purchase of another table section for a delegation table.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>146</u>	Moved by Deputy Mayor Degenstein, “that Council directs administration to increase the unaltered animal licensing fees for cats to \$20.00 and dogs to \$40.00 and bring back the bylaw to a future council meeting.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>155</u>	Moved by Councillor Michaelis, “that Council approve the placement of the RCMP outpost building at 8 Flags Campground, noted as option 3.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>156</u>	Moved by Deputy Mayor Degenstein, “that any relocation of underground utilities at the campground will be the responsibility of the Historical Society.”	WIP
<u>Motion</u> <u>Carried 2023-</u> <u>162</u>	Moved by Councillor Losey, “that Council directs administration to explore an increase of one hour at the transfer station and bring back to a future council meeting.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>163</u>	Moved by Councillor Johnson, “that Council appoint Councillor Michaelis to the Milk River Health Professionals Attraction and Retention Housing Subcommittee.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>164</u>	Moved by Deputy Mayor Degenstein, “that Mayor Liebelt attend the Coutts Parade on behalf of the Town of Milk River.”	Complete
<u>Motion</u> <u>Carried 2023-</u> <u>165</u>	Moved by Councillor Losey, “that a date to host a town staff golf day be determined.”	WIP

Request for Decision

Animal Control Bylaw 1037-22 REVISED

July 10, 2023



RECOMMENDATION

That the Animal Control Bylaw 1037-22 REVISED be given first reading.

That the Animal Control Bylaw 1037-22 REVISED be given second reading.

That the Animal Control Bylaw 1037-22 REVISED receive unanimous consent for consideration of third reading.

That the Animal Control Bylaw 1037-22 REVISED be given third and final reading.

LEGISLATIVE AUTHORITY

BACKGROUND

The Animal Control Bylaw was placed on the June 12, 2023, agenda for discussion. Following discussion, the subsequent resolution was made:

Moved by Deputy Mayor Degenstein, "that Council directs administration to increase the unaltered animal licensing fees for cats to \$20.00 and dogs to \$40.00 and bring back the bylaw to a future council meeting."

Motion Carried 2023-146

Changes to the fees have been made, and the REVISED Animal Control Bylaw is on the agenda for ratification.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Animal Control Bylaw 1037-22 REVISED

**TOWN OF MILK RIVER
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1037-22 - REVISED**

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

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

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

1. Title

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

2. Definitions

In this Bylaw, unless the context otherwise requires:

- a. **Animal** means any domesticated animal.
- b. **Bylaw Enforcement Officer** means a person appointed by the Town of Milk River to carry out the provisions of this Bylaw and anyone acting or authorized by the Bylaw Control Officer to act on their behalf.
- c. **Day** means a continuous period of 24 hours.
- d. **Dog** means either a male or female dog.
- e. **Dog Fancier's License** means a Dog license issued annually to an owner permitting the keeping or harboring, on land or premises occupied by the owner, of up to six (6) licensed Dogs over the age of (3) months.
- f. **Domestic Animal** means and includes any Dog, cat or any animal reclaimed from a wild state and adapted to live with man, not including "Livestock" and "Poultry" as defined herein.
- g. **Former Owner** means a person, who at the time of impoundment, was the owner of an Animal which has subsequently been sold or destroyed.
- h. **Kennel** means a dwelling, shelter, room, or place so considered, housing or keeping four (4) or more Dogs over the age of one (1) month.
- i. **Livestock** means horses, cattle, sheep, swine, donkeys, goats, rabbits, and fur bearing animals raised in captivity.
- j. **Poultry** means chicken, turkey, geese, pigeons, ducks, and ornamental birds.
- k. **Pound** means a place the Town Council shall provide or designate for the confinement of animals impounded.

- l. **Running at Large** means an Animal, or Animals, which are not under the control of a person responsible and is, or are, actually upon property in respect of which the owner of the Animal or Animals, does not have the right of occupation, or upon any highway.
- m. **Town** means the Municipal Corporation of the Town of Milk River in the Province of Alberta.
- n. **Vicious Dog** is any Dog with a propensity, tendency, or disposition to attack or injure, without provocation, other animals or humans, which attacks, bites or injures without provocation any human or animals or which represents a continuing threat of serious harm to persons or animals.
- o. **Wildlife** means big game, game birds, birds of prey, fur bearing carnivores and any other species of vertebrates designated wildlife by the Wildlife Act and the regulations passed pursuant thereto.

3. Responsibilities of Animal Owners

The owner of an Animal shall:

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

4. Nuisance

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

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

5. Licensing

- 5.1 The owner of a Dog and/or cat shall obtain an annual license for each Dog and cat, and pay therefore, an annual fee as prescribed in Schedule "A" of this Bylaw.
- 5.2 Obtain an Animal license for each Animal on or before January 31st of each year.
- 5.3 Notwithstanding Subsection 5.1, the licensing provisions of the Bylaw where a person is blind or whose vision is impaired, is the owner of a Dog, trained and used as a guide Dog, there shall be no fee payable to the owner for a license under this Bylaw.

- 5.4 Subject to the provision of 5.7, obtain a license for it on the first day when the Town Office is open for business after the Animal reaches six (6) months of age.
- 5.5 Shall obtain the license for an Animal on the first day on which the Town office is open for business after they become the owner of the Animal.
- 5.6 Shall obtain a license for a Dog notwithstanding that it is under the age of six months where the Dog is found Running at Large.
- 5.7 The owner of a Dog shall ensure that their Dog wears a collar and current license.
- 5.8 Upon losing a Dog license, an owner of a Dog shall present the receipt for payment of a current year's license fee to the Town Office who will issue a new tag for \$3.00.
- 5.9 No person shall be entitled to a refund under this Bylaw.
- 5.10 No license shall be transferrable from one Animal to another Animal.
- 5.11 Where a license required pursuant to this Section has been paid by the tender of an uncertified cheque, the license is issued subject to the cheque being accepted and cashed by the bank without mention of this condition being made on the license and is automatically revoked if the cheque is not accepted by the bank of which it is issued.
- 5.12 The maximum number of Dogs and/or cats in a single-family dwelling or household shall be restricted to three (3) over the age of three months except in the case where an owner is in receipt of a Dog Fancier License.
- 5.13 A Dog Fancier License shall be issued upon payment of the fee specified in Schedule "A" of this Bylaw. Each Dog owner under a Dog Fancier's License shall be licensed pursuant to Section 5 of this Bylaw.
 - a. In order to apply for a Dog Fancier's License, the Owner must complete a Dog Fancier's License application in the form attached as Schedule "C" to this Bylaw and submit the completed application form, together with the applicable application fee, to the CAO or their designate.
 - b. The Administrator may revoke the Dog Fancier's license upon receipt of bona fide complaints from two or more neighbours residing within 60 meters of the residence of the license.
 - c. OR, if in their opinion there are just and reasonable grounds for the revocation or suspension of the license.
 - d. Upon a license being revoked or suspended as hereinbefore provided, the Administrator shall notify the licensee thereof:
 - i. By delivering a notice to them personally, or
 - ii. By mailing a registered letter to their place of business or residence.
- 5.13.1 Appeal
 - a. In every case where:
 - i. A request for a Dog fanciers license has been refused.
 - ii. A Dog fanciers license has been revoked or suspended, the person seeking the license may appeal to the Town Council.
 - b. An appeal from subsection one (1) hereof shall be made by the applicant within thirty (30) Days after such refusal, revocation, or suspension.
 - c. All appeals shall be made in writing addressed to the Municipal Administrator of the Town of Milk River and shall be dated as of the date received by the Municipal Administrator.
 - d. Town Council after hearing the applicant may:
 - i. Direct a Dog fanciers license to be issued or reinstated
 - ii. just and reasonable.
 - iii. Direct a Dog fanciers license to be issued or reinstated with conditions
 - iv. Refuse to grant a Dog fanciers license.
 - v. Uphold the revocation or suspension of a Dog fanciers license, on grounds which appear.

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

6. Animal Control Operation – Authority

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

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

7. Animal Control Operations – Kennels

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

8. Interference With an Animal

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

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

9. Vicious Dog

- 9.1 No Person shall own, nor have, the physical care, possession, or control of a Vicious Dog within the Town unless that Person is not less than 18 years of age and is physically and mentally capable of maintaining control of the Dog.
- 9.2 An Owner of a Vicious Dog shall:
- a. Notify the Town that they own a Vicious Dog,

- b. Ensure that the Dog remains, at all times while on the property of the Owner, confined to a Secure Enclosure,
 - c. Ensure that at any time that the Dog is not on the property of the Owner, the Dog is secured by a restraining device which does not exceed 1.0 meter in length, and which is sufficient to control the Dog, and the Dog is under the physical control of the Owner or person in possession of the Dog with the owner's consent,
 - d. Ensure that any time that the Dog is not on the property of the Owner, that the Dog is wearing a properly fitted muzzle that permits adequate ventilation for the Dog while remaining securely fastened on the Dog,
 - e. Ensure that at no time while the Dog is in a Motor Vehicle, the Dog has access to Persons or Domestic Animals which are outside the motor vehicle, while ensuring that, at all times, the Dog has adequate ventilation and temperature control within the Motor Vehicle,
 - f. Ensure that at no time is the Dog transported unsecured in a motor vehicle or transported outside of the cab of a motor vehicle,
 - g. Provide to the Town proof that a policy of liability insurance is in force and provides third party liability coverage in a form satisfactory to the Town and in a minimum coverage amount of \$500,000.00 for any injuries which may be caused by the Dog,
 - h. Ensures that the insurance policy contains a provision requiring the insurer to immediately notify the Town in writing in the event that the policy expires, is cancelled or is terminated, and
 - i. Prominently displays, at the front and rear entrances to the owner's property, a sign stating, "Beware of Dog".
- 9.3 If an owner has any reason to believe that their Dog may be a Vicious Dog, they shall keep the Dog in accordance with the provisions of this Section unless and until the Town's Bylaw Enforcement Officer has determined that the Dog is not a Vicious Dog and has so advised the owner in writing.
- 9.4 If the Town's Bylaw Enforcement Officer has reasonable grounds to believe that a Dog is a Vicious Dog, either through personal observation or after an investigation initiated by a complaint about the Dog, the Bylaw Enforcement Officer may, in writing:
- a. Notify the owner that the Dog is deemed to be a Vicious Dog, and
 - b. Require the owner to comply with all provisions of this Bylaw with respect to Vicious Dogs immediately.
- 9.5 A notice under Section 9.4 shall include a summary of the applicable Bylaw provisions governing Vicious Dogs.
- 9.6 Notice given under Section 9.4 will be deemed served upon actual personal service of the notice upon the owner or after five (5) Days from mailing via regular mail to the owner's address as it appears on the Town's tax roll.
- 9.7 A person who has been served with a notice in accordance with Section 9.4 may appeal the notice to the Council by filing a written notice of appeal with the Chief Administrative Officer within seven (7) Days of being served with the notice under Section 9.4. The appeal will be heard by Council within 30 Days of receiving the notice of appeal.

- 9.8 Until such time as Council hears and upholds the appeal, the Dog must be treated in accordance with Vicious Dog provisions under this Bylaw.
- 9.9 The owner of a Vicious Dog shall apply for a Vicious Dog License under this Bylaw within seven (7) Days of the Dog being declared a Vicious Dog.
- 9.10 Where the owner of a Vicious Dog is guilty of an offence under this Bylaw, the minimum penalties for Vicious Dogs set out in Schedule B shall apply.
- 9.11 Nothing contained within this Bylaw shall prevent the Town from making application to the Court for an Order to destroy a Dog in accordance with the *Dangerous Dogs Act*, R.S.A. 2000, Chapter D-3 as amended, or repealed and replaced from time to time or taking such other steps with respect to the seizure, impoundment, control, or destruction of a Dog as may be available to the Town at law.
- 9.12 The Owner of a Vicious Dog shall immediately advise the Bylaw Enforcement Officer if the Vicious Dog is sold, gifted, transferred, or dies.

10. Reclaiming an Animal

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

11. Wildlife

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

12. Livestock, Poultry or Bees

- 12.1 No person shall keep Livestock, Poultry or bees, other than one pet rabbit per household within the Town of Milk River, unless the location on which such Livestock, Poultry or bees are kept falls within one of the following classifications:
 - a. Those areas of the Town of Milk River which would be classified as farms in compliance with the requirements of the Land Use Bylaw.

- b. Those locations in the Town of Milk River for which development approvals has been granted pursuant to the requirement of the Land Use Bylaw and those locations in which an existing use does not conform to the Land Use Bylaw continues legally, where the permitted or legal non-conforming involves a farm, a packing plant, a Livestock auction market, or a similar operation.
- 12.2 No person while raising Livestock or Poultry shall create, establish, or maintain:
 - a. Any stable, byre or other building in which birds or animals are kept in a such a manner or in numbers as to be injurious or dangerous to health or which may hinder in any manner the prevention or suppression of disease.
 - b. Any accumulation or deposit of refuse, wherever situated, which is injurious to health, or which may hinder in any manner the prevention or suppression of disease.
 - c. Any deposit or offensive matter, refuse, offal, or manure contained in uncovered vehicles at any station or siding or elsewhere so as to be injurious to health, or which may hinder in any manner the prevention or suppression of disease.
 - d. Any accumulation of refuse wherever situated, for so long a period as to provide a breeding place for flies or creation of odours.
- 12.3 All Livestock or Poultry, while not under the direct control of a person shall be placed in a fenced or other secure area which will prevent the free roaming of such Livestock or Poultry.

13. Penalties – Voluntary Payment Tickets

- 13.1 Where a Bylaw Enforcement Officer, a Constable or an Animal Control Officer of the Town, or any person authorized by this Bylaw, believes that a person has contravened any provisions of this Bylaw, they may serve upon such person a ticket as provided in this section either personally by mailing, or by leaving the same at the last known address and such service shall be adequate for the purpose of this Bylaw.
- 13.2 A ticket shall be in such form as determined by the Town Council and shall state the section of this Bylaw which as contravened and the amount payable according to Schedule B of this Bylaw, or to section 13 (13.1) above, whichever applies, in the form accepted by the Town of Milk River in lieu of prosecution.
- 13.3 Upon presentation of a ticket, issued pursuant to this section, within ten (10) Days from the date of issue thereof, together with the payment to the Town of Milk River of the fee as provided on the ticket, the person to whom the ticket was issued shall not be liable for prosecution for the contravention in respect of which the ticket was issued.
- 13.4 Nothing in this section shall:
 - a. Prevent any person from exercising their right to defend any charge of committing a breach of the provisions of Sections 3, 4, 5, 8 and 10.
 - b. Prevent any person from laying an information and complaint against any other person for committing a breach of any of the provision of Sections 3, 4 ,5 8 and 10 of this Bylaw.
 - c. Prevent any Peace Officer or Bylaw Enforcement Officer appointed specifically to enforce the provisions of Sections 3, 4, 5, 8, and 10 of this Bylaw.
- 13.5 Where any person has made a payment to the provisions of this section and is prosecuted for the office in respect of which such payment has been made, such payment shall be refunded.

14. Summary Conviction

A person who contravenes a provision of this Bylaw doing something which they are prohibited from doing, or by failing to do something which they are required to do, or by doing something in

a manner different from which they are required or permitted to do by this Bylaw, is guilty of an offence and liable, upon summary conviction, to fines set out in regulations passed pursuant hereto.

15. It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

~~16. Bylaw Number 971 is hereby repealed.~~

~~17.~~16. This Bylaw shall come into effect upon the date of the final reading thereof.

Read a first time this XXX day of July 2023.

Read a second time this XXX day of July 2023.

Received Unanimous Consent for consideration of third reading this XXX day of July 2023.

Read a third and final time this XXX day of July 2023.

Larry Liebelt, Mayor

Kelly Lloyd, Chief Administrative Officer

SCHEDULE A
Bylaw 1037-22 - REVISED

LICENSE FEES

		<u>CATS</u>	<u>DOGS</u>
	FEMALE: UNSPAYED	\$5.00 <u>20.00</u>	\$30.00 <u>40.00</u>
	SPAYED	\$5.00	\$20.00
	MALE: UNSPAYED	\$5.00 <u>20.00</u>	\$30.00 <u>40.00</u>
	SPAYED	\$5.00	\$20.00
	DOG FANCIERS LICENSE: \$100.00		
	VICIOUS DOG: \$100.00		

SCHEDULE B
BYLAW 1037-22 - REVISED
ANIMAL CONTROL TICKET

This ticket is issued for breach of section(s) _____ of the Town of Milk River Bylaw 1037-22.

Section 9

Penalty _____ \$500 (five hundred) for first offence
_____ \$1000 (one thousand) for second offence
_____ \$1250 (one thousand fifty) for 3rd and subsequent offence

Section 10.1

Penalty _____ \$150 for first offence
_____ \$250 for second offence
_____ \$400 for 3rd and subsequent offence

All Other Sections

Penalty _____ \$150 for first offence
_____ \$250 for second offence
_____ \$400 for 3rd and subsequent offences

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

Failure to do so will result in prosecution.

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

Name _____

Address _____

Date of Service of Ticket _____

Offence _____

Location of Offence _____ Time of Offence _____

Description of Animal _____ Male _____ Female _____

Animal Impounded: Yes _____ No _____

Ticket Issued By: _____ Receipt Number _____

SCHEDULE C
BYLAW 1037-22 REVISED
DOG FANCIER'S LICENSE APPLICATION FORM

Proposed License Holder's name(s): _____

Property address: _____

Legal Description: Lot or Unit: _____ Block: _____ Plan: _____

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

1.

2.

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

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

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

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

I certify that:

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

Dated this _____ day of _____, 20__.

_____ [Applicant's Signature]

_____ [Applicant's printed Name]

Request for Decision

Correspondence

July 10, 2023



RECOMMENDATION

That correspondence for the period ending July 10, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Alberta Fire Training Conference - Donation Request
2. Municipal Affairs - MAP Cycle 2
3. Municipal Affairs - Minister Letter
4. Milk River and District Senior Citizens Society - Thank You
5. Alberta Environment and Protected Areas - Raymond Irrigation District

From: Jennifer McMaster <jennifer.mcmaster@vulcancounty.ab.ca>
Sent: June 22, 2023 6:18 PM
To: cao@milkriver.ca
Subject: Sponsorship or Donation Opportunity
Attachments: AFTC 2023 Sponsorship Registration.pdf

Good Day,

I am emailing you today in hopes that you may be interested in making a donation to the Alberta Fire Training Conference. This year, the silent auction proceeds will be going to a Tsuu T'iina Nation Firefighter who was diagnosed with a terminal illness. We are hoping to raise money for him and his family during this immensely difficult time. I have attached a letter that outlines the different options for making monetary or item donations. We hope we can count on your support!

Thank you for your time and consideration.

Please don't hesitate to contact me if you have any questions or wish to arrange for pick up/drop off of a donation!

Have a great day,

Jenn McMaster
Vulcan County Protective Services
Fire Prevention Officer
SCO Fire Discipline
403-485-3122 wk
403-485-2478 fax

Classification: Protected A



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

The Alberta Fire Training Conference Committee is excited to announce our **18th Annual Alberta Fire Training Conference**.

The conference will take place from **October 19 to October 21** at the Lethbridge Coast Hotel. This year's theme is **"Back to the Basics"**.

The Alberta Fire Training Conference brings modern training information to firefighters across Western Canada through educational seminars and hands-on training, as well as hosts a wide variety of service-related vendors at the walk-through tradeshow.

The conference begins on Thursday with Captain Sean Gray from Cob County Fire & Emergency Services and Captain John Ceriello from FDNY instructing our "Hands On Training". These two world-class instructors will share their knowledge on fire behaviour, fire control, airflow and flow paths, etc.

Both Captain Gray and Captain Ceriello will join us again on Friday with a full-day seminar discussing topics such as the coordinated attack, search and rescue, and fireground operations.

On Saturday, the participants can choose from several sessions with topics such as fire service leadership, flow paths, VES techniques, etc.

The conference also includes our annual tradeshow on Friday and Saturday.

Mark your calendar for this exciting training and educational opportunity!



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

Sponsorships

Donations can be made for meals or the following 5 levels:

First Alarm:

\$100 - \$300 which will have you identified as a sponsor in the conference program, as well as being featured on the PowerPoint.

Two Alarm:

\$301 - \$600 which will have you identified in the conference program, featured in medium font on the power point, and have promotional literature (if provided) included in delegates' welcome bag.

Three Alarm:

\$601 - \$999 which will have you identified in the conference program, featured in medium font on the power point, have their link/logo on our website, have promotional literature (if provided) included in delegates' welcome bag and be announced as a sponsor at coffee breaks.

Four Alarm:

\$1,000 – \$2,000 which will have you identified in the conference program, featured in large font on the power point, have their link/logo on our website, have promotional literature (if provided) included in delegates' welcome bag, and be announced as a sponsor at coffee breaks.

Five Alarm:

\$2,001 < greater which will have you identified in the conference program, featured in extra-large font on the power point, have their link/logo on our website, receive sponsorship recognition at the lunch/banquet and of Guest Speaker, have promotional literature (if provided) included in delegates' welcome bag, and have their banner displayed at the lunch/banquet (if a banner is provided).

Regardless of the amount you choose to donate, your business will be seen by other vendors, and delegates from across the western region! Sponsors will be listed on overhead screens continuously throughout the tradeshow hours and linked on our website. If a monetary donation is not an option, no problem, we have another way you can show your support! The second option is to donate to the silent auction or to our swag bags. Donations can include but are not limited to, gift certificates, getaway packages, household items, vehicle items, firefighter tools, gear, etc.



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

Silent Auction

Proceeds from the silent auction will be given to John Pace. John is a current member of the Tsuut'ina Nation Fire and Rescue Service who is battling cancer. All monies collected will assist John and his family. All donations are greatly appreciated for this worthy cause.

Sponsors and Silent Auction Donations

Please provide your website address and artwork for your logo (in either bitmap or jpeg format) for linking and posting on the website. All sponsors will be listed by sponsorship level in the program booklet that are included in the delegates packages. Sponsorship literature, when provided, will also be included in the delegate packages. All information and material **MUST** be received before September 15 to allow time for printing of programs and assembly of delegate packages.

To sponsor or donate, please visit www.abfiretraining.org after July 1.

Arrangements for pick up/drop off Silent Auction items will be made upon confirmation of donation.

Any questions, please contact Jenn McMaster:
(403) 485-3122

jennifer.mcmaster@vulcancounty.ab.ca



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

SPONSORSHIP REGISTRATION

Company Name		
Company Representative		
Address		
City	Province	Postal Code
Phone Number	Email	
Sponsorship Level: <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">5 Alarm</div> <div>\$2,001 or greater</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">4 Alarm</div> <div>\$1,000 - \$2,000</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">3 Alarm</div> <div>\$601 - \$999</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">2 Alarm</div> <div>\$301 - \$600</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">1 Alarm</div> <div>\$100 - \$300</div> </div> <div style="text-align: right; margin-top: 10px;"> TOTAL: \$ _____ </div>		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 20%;"> <input style="margin-bottom: 10px;" type="checkbox"/> Cheque <input type="checkbox"/> Cash/Online </div> <div style="width: 80%;"> <p>Mail completed sponsorship form and cheque to: Southern Alberta Fire Department Conference 7019 Township Road 114, Cypress County, AB T0K 1Z0</p> <p>Contact Dustin at dustin.vossler@cypress.ab.ca to arrange payment</p> </div> </div>		

OFFICE USE ONLY	Donation Received by	Date
	Signature	

RECEIVED

JUN 19 2023

Deputy Minister
18th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-427-4826
MA.DMO@gov.ab.ca

AR111594

Ms. Kelly Lloyd
Chief Administrative Officer
Town of Milk River
PO Box 270
Milk River AB T0K 1M0

Dear Ms. Lloyd:

Subject: Municipal Accountability Program Cycle 2

As you may know, the Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. Municipal Accountability Advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities with legislative compliance, and Chief Administrative Officers (CAOs) are able to confirm areas where the municipality is doing well and receive guidance on areas for improvement.

The first cycle of the program is complete, with 210 municipalities participating in a MAP review from 2018-22. The program is mandatory for municipalities with populations of 2,500 or less and may be offered to any municipality upon council request, if approved by the Minister.

I am pleased to advise Municipal Affairs is initiating the second cycle of the MAP in conjunction with continued support for municipalities to complete their remaining action plans for legislative compliance from Cycle 1. Your municipality is not included in the schedule for the 2023 program year; however, as a municipality with a population of 2,500 or less, Municipal Affairs will schedule a review within the five-year cycle between 2024 to 2027. As in the first cycle of the program, municipalities will be notified of their scheduling in advance of their review.

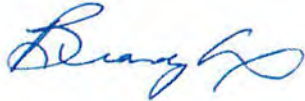
To ensure MAP continues to provide value to program participants and to the Ministry, the review areas in Cycle 2 have been expanded to include discretionary areas within the *Municipal Government Act*. During a MAP Cycle 2 review, the program team will work with you as the municipality's CAO to highlight the municipality's progress made through MAP Cycle 1. Additionally, the program team will assist in identifying areas to review and identify discretionary legislative provisions that apply or are likely to apply to your municipality. In your role as CAO, you will also be invited to identify other areas of focus for inclusion in the review.

.../2

If you have any questions or concerns, or if you wish to be added to the 2023 program year, please contact a Municipal Accountability Advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free by first dialing 310-0000, then 780-427-2225.

On behalf of Municipal Affairs, thank you for your continued participation in this program. Through our collective efforts, we will continue to proactively address legislative compliance in a collaborative and constructive manner.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brandy Cox', with a stylized flourish at the end.

Brandy Cox
Deputy Minister



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

Mayor, Council, + Staff,

Thank-you so much for the barbeque
you recently hosted at the hall in
recognition of "Seniors Week."

We were pleased with the large turn-
out and truly appreciate your generosity!

Also a special Thank-you to Larry
for putting in a good word for us with
the Kinsmen. Their generous donation
was so unexpected, but will definitely
be put to good use.

The Milk River and District
Senior Citizen's Society.

June 19, 2023

Town of Milk River
Attn.: Kelly Lloyd
PO Box 270, 240 Main Street
Milk River, AB T0K 1M0

Sent by email: cao@milkriver.ca

Dear Ms. Lloyd:

Re: Town of Milk River – Delivery from the Raymond Irrigation District via Milk River Ridge Reservoir

This is a follow-up to the Town of Milk River (“the Town”) request for information regarding the Alberta Environment and Protected Areas (EPA) regulatory requirements for the Town to receive water from Raymond Irrigation District (RID) via the Milk River Ridge Reservoir.

EPA has undertaken a review of the *Water Act* and *Water (Ministerial) Regulation*, as well as the water licences held by the RID. Of note, the following was found:

- The RID receives their water from the South Saskatchewan River Basin (SSRB), which includes water from the Waterton, Belly, and St. Mary Rivers as part of the headworks for delivery.
- The RID licence allows for delivery of up to 4,500 acre feet of water for purposes other than irrigation, including municipal purposes.
- The RID licence shows the distribution network for the RID occurring North of Milk River Ridge Reservoir and does not show deliveries within the Milk River Basin.
 - As such, the RID does not hold works authorized under the *Water Act* within the Milk River Basin, and therefore an amendment to the RID water licences under Section 54 of the *Water Act* to include deliveries of water to the Town is not possible.
- Moving water from the SSRB to the Milk River Basin would constitute the movement of water between two major river basins in the Province of Alberta, which requires a special Act of the Legislature as per Section 47 of the *Water Act*.

In order to receive water from the RID, the RID and the Town would need to:

- Apply for a transfer of water allocation as per Part 5, Division 2 of the *Water Act* for part of the RID licence, not to exceed the 4,500 acre feet of water the RID can deliver for purposes other than irrigation, minus the volume that already delivered for other purposes, and
- Undertake the process to obtain a special Act of the Legislature to allow for the delivery of water between major river basins (South Saskatchewan River basin to the Milk River Basin).

Please note, there may also be requirements under other legislative authorities related to the transfer of water, such as Alberta Agriculture and Irrigation (*Irrigation Districts Act*) or the International Joint Commission (for deliveries of water across the international border to the Village of Sweetgrass, Montana).

EPA recognizes that both the water licence transfer process and the process for a special Act of the Legislature as per Section 47 of the *Water Act* can be complicated. However, EPA is committed to working with the Town, the RID and its consultants related to the application process should you wish to further pursue approval for delivering water from the RID to the Town.

I understand that this is a lot of information, and if you have any questions or would like to setup a meeting to discuss further, please contact me at 403-388-7710.

Yours truly,

Jason Cayford, P. Eng.
Water Administration Engineer

cc: Stephen Mathyk, EPA
Jennifer Nitschelm, Alberta Agriculture and Irrigation
Gavin Nummi, MPE Engineering Ltd.

Request for Decision

Block 39 Update

July 10, 2023

**RECOMMENDATION**

That Council accept for information, the geotechnical review report and the conceptual design review for Block 39.

LEGISLATIVE AUTHORITY

None

BACKGROUND

On November 15, 2022, the Town of Milk River along with Planners from the Oldman River Regional Services Commission (ORRSC) hosted an Open House in the Town Council Chambers to obtain input on a variety of conceptual designs for the development of Block 39 as a formal park. Attendees voted for their preferred design concept and were given the opportunity to complete a short survey and create their own park design.

ORRSC presented the Block 39 What We Heard Report at the February 13th Regular Council Meeting. Discussion on council's priorities regarding amenities with the following points:

- Development of the park could be completed in phases.
- ORRSC would provide the design to the engineers. The engineers would provide feasibility and construction costs and ORRSC would work with CAO for components.
- Amenities: incorporate amenities from lighting (number one priority) to the left of the graph, excluding the spray park and toboggan hill.
- Would like more of a natural playground.
- Council would like more walking paths, (i.e., similar to a figure 8 design) and benches.
- Council does not wish to close the east laneway.

Next steps:

- Prepare a more refined design based on what we heard – proceed with costing out items.
- Engage adjacent landowners once the refined design is completed.
- Coordinate with the CAO on a timeframe.

Moved by Councillor Johnson, "that Council accept the Block 39 Engagement Report as information."

Motion Carried 2023-20

Moved by Deputy Mayor Degenstein, "that Council directs ORRSC continue with the Block 39 plan based on information received at today's meeting."

Motion Carried 2023-50

Moved by Councillor Johnson, "that Council direct administration to talk to an engineer to get pricing on the Block 39 design."

Motion Carried 2023-51

At the March 13, 2023, Regular Council meeting, the following motion was made regarding the final draft that was presented by ORRSC:

Moved by Councillor Losey, "that Council accept the Block 39 Design Concept number four." Motion Carried 2023-61

At the May 8, 2023 regular council meeting, Brad Schmidtke, Principal for Stantec, was in attendance and provided a high-level overview of the preliminary park design proposal for Block 39.

Moved by Councillor Michaelis, "that Council accept the preliminary park design proposal for Block 39, from Brad Schmidtke, Principal for Stantec, as information." Motion Carried 2023-120

Moved by Councillor Johnson, "that Council proceed with Stantec to develop the preliminary design for Block 39." Motion Carried 2023-131

Administration has held a couple of meetings with Stantec, realizing the conceptual design concept before council today.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Geotechnical Review Report
2. Conceptual Design Review

To: Kelly Lloyd
Milk River, Alberta

From: Amber Braun
Lethbridge

Project/File: 116549071

Date: June 30, 2023

Reference: Stantec Conceptual Design Review – Block 39

The original planning commission concept has been utilized and adjusted for grading and tree conflicts where possible. The conceptual design as presented will be further detailed following administration and council review. A preliminary Opinion of Cost (OPC) is also included as an initial draft.

Following the geotechnical review onsite, we have determined that materials within the park area can be utilized for common excavation and embankment with no rock encountered in boreholes drilled to a 3m depth. Cuts and fills in the vicinity of the playground and multi-purpose court will be around 1.5m. Our investigation of the parking area has uncovered 2 to 3m of uncompacted material. As this site will need to be graded significantly, a good portion of this unsuitable material will be trucked off site and disposed of. However, an additional subgrade removal and replacement with pit run is recommended to create a suitable base for a paved structure. Costs for this component increase significantly due to this onsite condition. As an alternative, Stantec has sketched out a concept of angled parking to replace a parking lot (to be further discussed).

Showing the concept and site layout with the revised pathway, featured amenities and seating nodes is important for the complete understanding of the overall feel and layout of the site. Given the site constraints, it was important that we outline the feasibility of the overall site connections shown on **Figure 1.0** while maintaining the featured amenity spaces and designs.

Walkability and accessibility to the downtown core is a challenge with the site as there is no continuous pathway connection. Therefore, we have recommended some offsite installations to promote walkability, accessibility, and overall site connection on **Figure 2.0** SW of the park area. General grading and drainage design is identified on this figure as well.

The grade differential between play areas and the north boundary of the site/pathway provides some unique opportunities for natural or concrete retaining features that can serve double duty as seating areas, shown on **Figure 3.0**.

As discussed at our update meeting, we have added an improvement/grading concept for the south boundary lane as a new gravel structure. Significant cut along the north side of the road will be required to manage and channel drainage down the lane and away from southern properties; Shallow utility conflicts (vertical cover) should be further investigated prior to any construction.

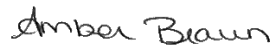
Reference: Park Development - Block 39

We trust that Stantec's initial review of site opportunities and constraints including a preliminary OPC will provide administration and council enough information to discuss and select appropriate site amenities based on budget allocations.

Once we have received comments from council and administration, we will complete a preliminary site design drawing package and refined OPC. We look forward to meeting with council to further discuss this initial look at the park's overall potential.

Thanks,

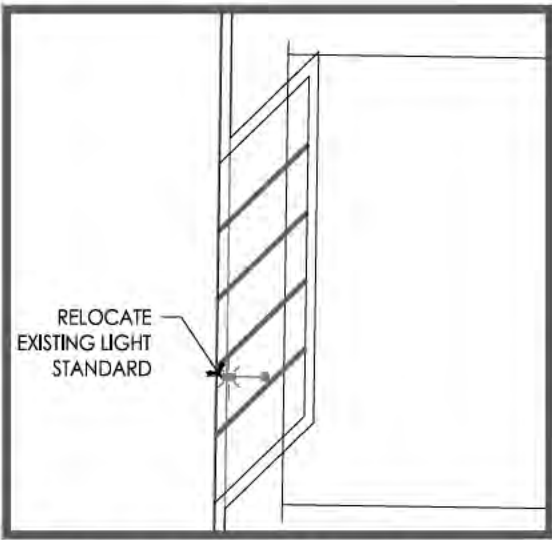
STANTEC CONSULTING LTD.



Amber Braun
CAD Technologist
Phone: (403) 329-3344
amber.braun@stantec.com

stantec.com

Attachment: Figure 1.0 – Site Plan, Figure 2.0 – Preliminary Grading, Figure 3.0 – Site Cross Sections, Preliminary OPC
cc. Marvin Van Maanen



A OPTIONAL PARKING
SCALE: 1:400

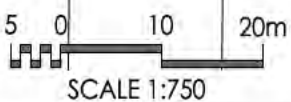


FIGURE 1.0 | MILK RIVER
PARK DEVELOPMENT - BLOCK 39
SITE PLAN

PREPARED FOR: TOWN OF MILK RIVER

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2023/06/30 9:32 AM By: Braun, Amber



116549071
June 30, 2023

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LOG TANGLE 2.1 BY: EARTHSCAPE



\$60,932.91 w/ PLASTIC SLIDE

- OVERALL SIZE: 42'9" x 36"
- AGE RANGE: 2-5Y
- HAND-PROCESSED ROBINIA LOGS
- STAIN COLOR OPTIONS AVAILABLE

LOG JAM 8 BY: EARTHSCAPE



\$39,969.50

- OVERALL SIZE: 39'6" x 31'6"
- AGE RANGE: 5-12Y
- HAND-PROCESSED ROBINIA LOGS
- STAIN COLOR OPTIONS AVAILABLE

T-REX TAIL BY: PLAYWORLD



\$10,744.40

- OVERALL SIZE: 16'3" x 18'5"
- AGE RANGE: 2-12Y
- MADE WITH NON-SLIP POLYFIBRECRETE MATERIAL

T-REX RIBS BY: PLAYWORLD



\$15,022.00

- OVERALL SIZE: 16'11" x 19'8"
- AGE RANGE: 2-12Y
- MADE WITH NON-SLIP POLYFIBRECRETE MATERIAL

FIGURE 1-A | MILK RIVER

PARK DEVELOPMENT - BLOCK 39

NATURAL PLAYGROUND

PREPARED FOR: TOWN OF MILK RIVER

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MUGA COURT BY: PARKWORKS



\$98,873.60

- COURT SIZE: 19m X 34m
- 2 BASKETBALL NETS
- MULTIPLE COLOR OPTIONS AVAILABLE
- BASEWORKS BY OTHERS

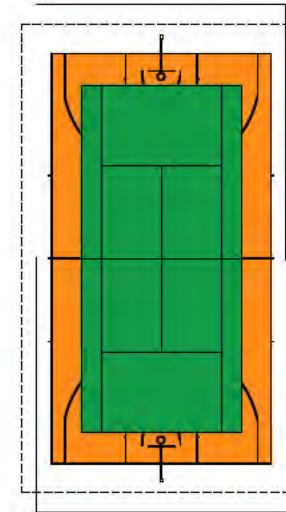
OUTDOOR RINK BY: CENTAUR PRODUCTS



\$170,000.00 (includes supply & install)

- 4' Dasher Boards
- 8' Chainlink Protective Fencing
- BASEWORKS BY OTHERS

CONTRACTOR BUILT COURT



\$43,000.00

- COURT SIZE: 17m X 35m
- 2 BASKETBALL NETS
- PERIMETER CHAINLINK FENCING w/ GATES
- ASPHALT TARMAC
- COLOR CODED PAINT LINES FOR UP TO 3 COURTS

FIGURE 1-B | MILK RIVER

PARK DEVELOPMENT - BLOCK 39

MULTI-SPORT COURT

PREPARED FOR: TOWN OF MILK RIVER

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WOODEN, STAINED GAZEBO



\$30,000.00

- CONTRACTOR SOURCED
- SHOP DRAWINGS REQUIRED
- APPROXIMATE SIZE: 10' x 10'

STEEL GAZEBO



\$90,000.00

- CONTRACTOR SOURCED
- SHOP DRAWINGS REQUIRED
- APPROXIMATE SIZE: 12' x 12'

FIGURE 1-C | MILK RIVER

PARK DEVELOPMENT - BLOCK 39

MULTI-SPORT COURT

PREPARED FOR: TOWN OF MILK RIVER

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2023/06/30 9:55 AM By: Braun, Amber



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FITNESS EQUIPMENT BY: TREKFIT

\$70, 000.00

- PRICE INCLUDES INSTALLATION, CONCRETE EDGING & ENGINEERED WOOD FIBRE (EWF) SURFACE



FITNESS EQUIPMENT BY: KOMPAN

\$180, 000.00

- PRICE INCLUDES INSTALLATION, CONCRETE EDGING & RUBBER SURFACING

FIGURE 1-D | MILK RIVER

PARK DEVELOPMENT - BLOCK 39

FITNESS EQUIPMENT

PREPARED FOR: TOWN OF MILK RIVER

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2023/06/30 9:55 AM By: Braun, Amber



116549071

June 30, 2023

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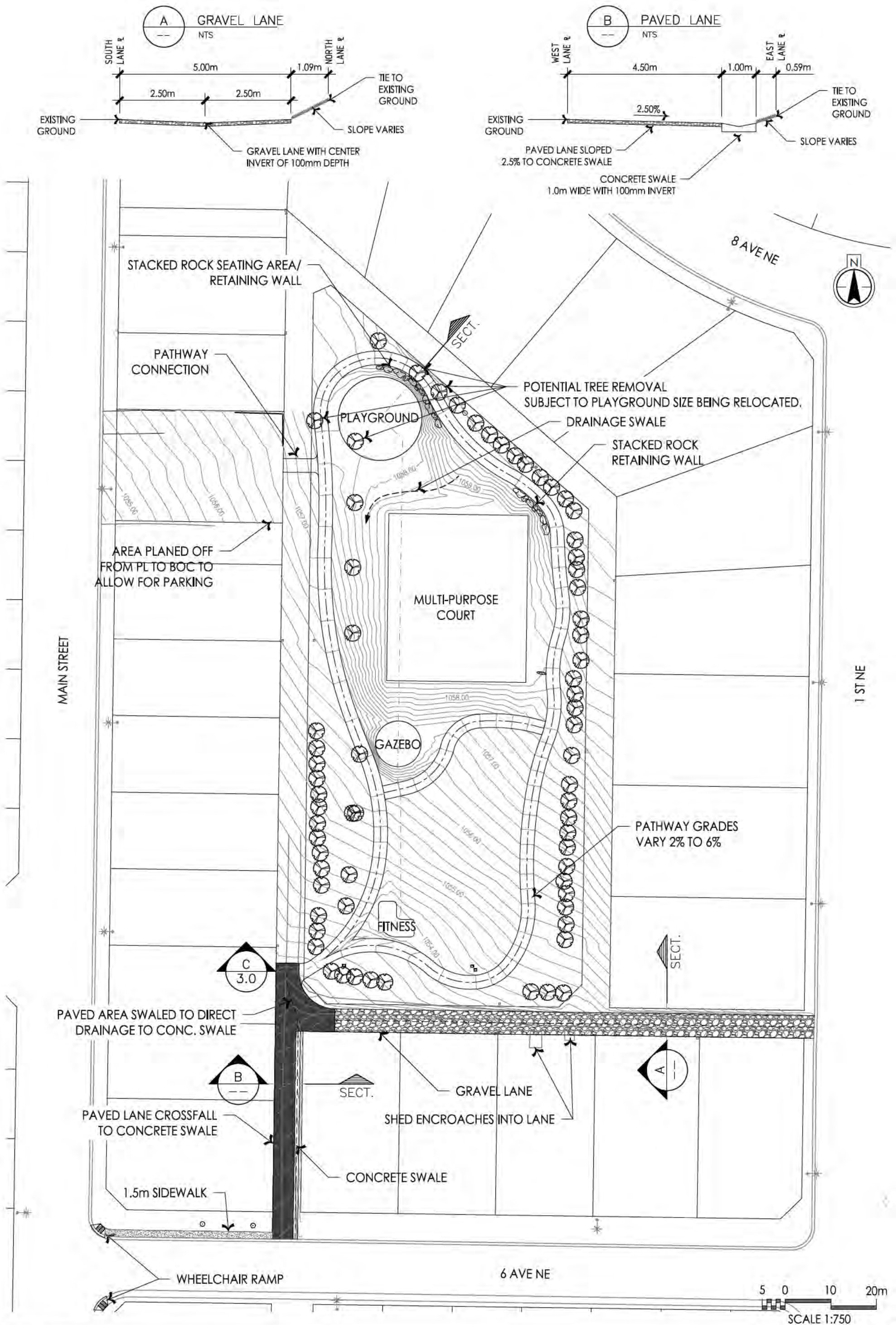


FIGURE 2.0 | MILK RIVER
PARK DEVELOPMENT - BLOCK 39
PRELIMINARY GRADING
PREPARED FOR: TOWN OF MILK RIVER



116549071
June 30, 2023

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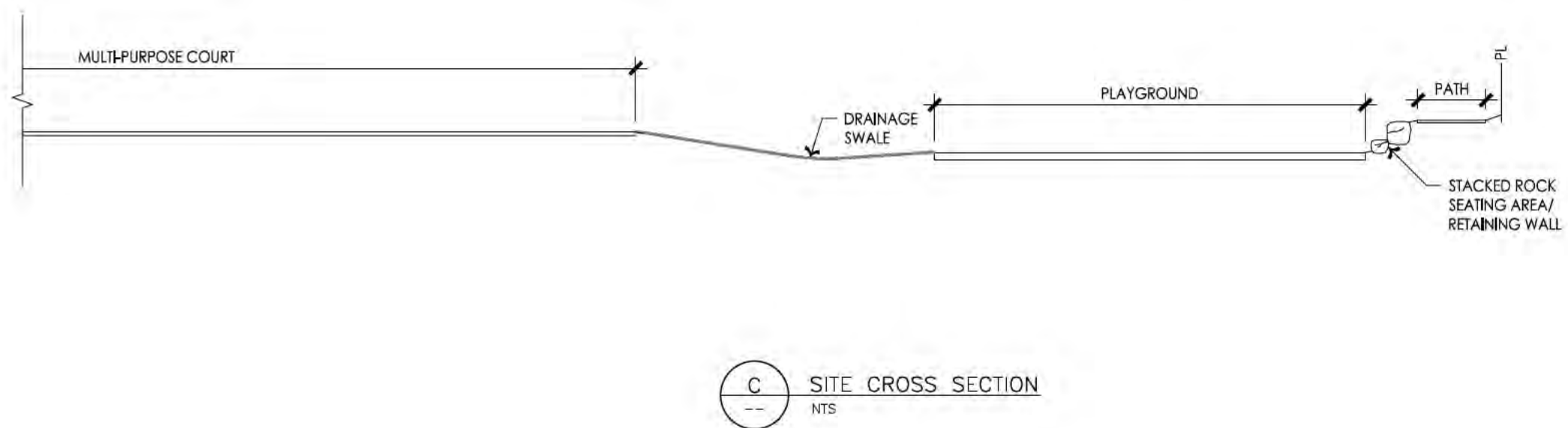
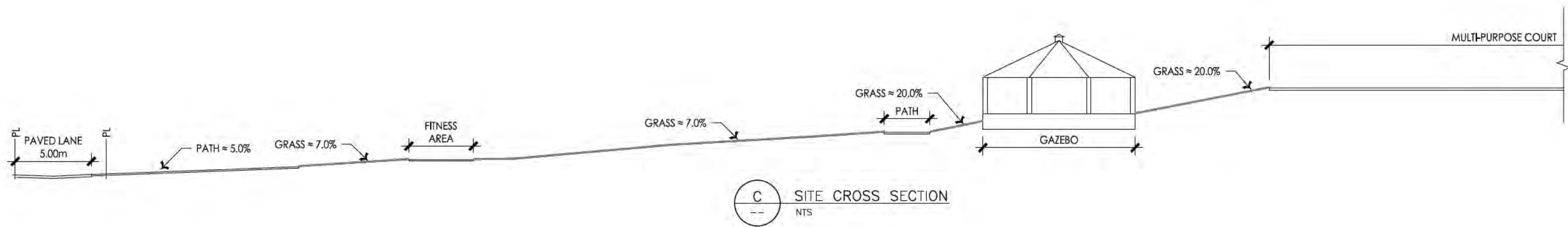


FIGURE 3.0 | MILK RIVER
PARK DEVELOPMENT - BLOCK 39
 SITE CROSS SECTION
 PREPARED FOR: TOWN OF MILK RIVER

**Town of Milk River
Park Development, Block 39
Order of Magnitude Cost**



June 27, 2023

Project Number: 116549071

1. CONSTRUCTION				
DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL
Base Park Development				\$ 34,500.00
1. Existing Irrigation Removals	1	LS	\$ 5,000.00	\$ 5,000.00
2. Foundation Removals/Utility Relocation	1	LS	\$ 15,000.00	\$ 15,000.00
3. Topsoil Stripping to Stockpile	500	m3	\$ 5.00	\$ 2,500.00
4. Common Excavation to Embankment	1,500	m3	\$ 8.00	\$ 12,000.00
Parking Lot				\$ 160,500.00
1. Waste Material Removal to Disposal	1,000	m3	\$ 15.00	\$ 15,000.00
2. Pit Run to Parking Lot Subgrade	750	m3	\$ 150.00	\$ 112,500.00
3. Geotextile Subgrade	500	m2	\$ 7.00	\$ 3,500.00
4. 200mm Granular Base Course	500	m2	\$ 14.00	\$ 7,000.00
5. 90mm Type 3 Asphalt	500	m2	\$ 35.00	\$ 17,500.00
6. Parking Lot Paint/Tire Stops	1	LS	\$ 5,000.00	\$ 5,000.00
Pathway Development/Drainage				\$ 112,000.00
1. 3m Circulation Pathway	400	lm	\$ 175.00	\$ 70,000.00
2. SW Lane Improvement	350	m2	\$ 50.00	\$ 17,500.00
3. SW Lane Concrete Swale	50	lm	\$ 150.00	\$ 7,500.00
4. South Boundary Gravel Lane	550	m2	\$ 20.00	\$ 11,000.00
5. Sidewalk	40	lm	\$ 150.00	\$ 6,000.00
6. Wheel Chair Ramps	2	ea	\$ 2,500.00	\$ 5,000.00
Site Improvements				\$ 633,375.00
1. Topsoil and Seed	6,750	sm	\$ 5.00	\$ 33,750.00
2. Irrigation System (4 Zones Existing)	6,750	sm	\$ 7.50	\$ 50,625.00
3. Washroom Facility	1	ea	\$ 75,000.00	\$ 75,000.00
4. Playground Relocation	1	ea	\$ 30,000.00	\$ 30,000.00
5. Natural Play Feature	2	ea	\$ 61,000.00	\$ 122,000.00
6. Multi-purpose Court (Winter Rink)	1	ea	\$ 170,000.00	\$ 170,000.00
7. Fitness Area	1	ea	\$ 70,000.00	\$ 70,000.00
8. Bench Garbage Enclosure Combination	4	ea	\$ 5,500.00	\$ 22,000.00
9. Wood Gazebo	1	ea	\$ 30,000.00	\$ 30,000.00
10. Rockwork/Retaining Features	60.0	lm	\$ 500.00	\$ 30,000.00
			Subtotal	\$ 940,375.00
		Contingency	25%	\$ 235,093.75
TOTAL CONSTRUCTION				\$ 1,175,469
CONSULTING SERVICES			10%	117,547
PROJECT TOTAL				\$ 1,293,015.63

GST Excluded

Prepared By: B.Schmidtke

Reviewed By: A. Braun/Paul Stokes



GEOTECHNICAL INVESTIGATION PARK DESIGN – CONCEPT 4 TOWN OF MILK RIVER, ALBERTA

Prepared for: Stantec
June, 2023
2023-074

BDT Engineering Ltd.
thurberbruce@outlook.com

1 CONTENTS

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4.0	SITE AND SUBSURFACE CONDITIONS.....	3
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1.0 INTRODUCTION

This report presents the results of a geotechnical evaluation conducted by BDT Engineering Ltd. (BDT) for the proposed park upgrades in Milk River, AB.

The scope of work for this evaluation was outlined in a proposal emailed to Brad Schmidtke, P.Tech. (Eng.), of Stantec on April 25, 2023. The objective of this evaluation was to determine the geotechnical soil and groundwater conditions for the development of the proposed park facilities.

Authorization to proceed with this work was received from Brad Schmidtke, P.Tech. (Eng.) on May 15, 2023.

2.0 PROJECT DETAILS AND SCOPE OF WORK

It is understood that the proposed project will consist of the design and development of new park facilities including a parking lot, gazebo, sport courts and connecting trails, at Lots R29, 9 & 10, Block 39, Plan 7510741 in Milk River, AB.

The scope of work for this evaluation included drilling five (5) boreholes, a laboratory program to assist in classifying subsurface soils and a report providing the following design and construction recommendations:

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

3.0 GEOTECHNICAL FIELD AND LABORATORY WORK

The fieldwork for this evaluation was carried out on May 30, 2023, using a truck mounted solid stem auger drill rig contracted from Chilako Drilling Services Ltd. of Coaldale, Alberta. The drill rig was equipped with 150 mm diameter solid stem continuous flight augers. The borehole locations are presented in Figure 1, in Appendix A.

Five boreholes, BH001 to BH005, were drilled at locations across the development area. Disturbed grab samples were obtained from each borehole at 0.6 m intervals. All soil samples were visually classified in the field, and the individual soil strata and the interface between them were noted. The borehole logs are presented in Appendix B. An explanation of the terms and symbols used on the borehole logs is also included in Appendix B.

A slotted 25 mm PVC standpipe was installed in each of the boreholes, and the depth to groundwater at each borehole was measured on June 6, 2023.

Classification tests including natural moisture content and Atterberg Limits were subsequently performed on the collected borehole samples at BDT's Lethbridge Laboratory to aid in the determination of engineering properties. Laboratory results are noted on the borehole logs in Appendix B.

4.0 SITE AND SUBSURFACE CONDITIONS

4.1 SITE CONDITIONS

The site is located to the east of Main Street and to the south of 8th Avenue NE in Milk River, Alberta. The site is comprised of the green space as well as the old footprint of the house at local 824 Main Street. At the time of the field work the green space was grassed and sloped moderately to the southwest. The footprint of the previous house was clay surfaced with some vegetation growing. The previous foundation and driveway/rear parking pad were still present.

4.2 SOIL CONDITIONS

It should be noted that geological conditions are innately variable. At the time of preparation of this report, information on subsurface stratigraphy was available only at discreet borehole locations. In order to develop recommendations from this information, it is necessary to make some assumptions concerning conditions other than at the borehole locations. Adequate field reviews should be provided during construction to check that these assumptions are reasonable.

The general subsurface stratigraphy comprised topsoil overlying native clay, and clay till in descending order throughout the green space, and fill overlying native clay in the footprint of the previous house. The following sections provide a summary of the soils encountered in the borehole logs. A more detailed description is provided on the borehole logs in Appendix B.

4.2.1 TOPSOIL

Topsoil was encountered at the surface in BH001 to BH003. The topsoil contained rootlets and other organics, was damp, brown and was approximately 100 mm in thickness.

4.2.2 ORGANIC FILL

Organic Fill material was encountered just below the surface in BH004 and BH005. The organic fill was described as soft, damp to moist and black. This layer extended to depths of between 2.8 m to more than 3.1 m.

4.2.3 CLAY FILL

A layer of clay fill was encountered in the fill in BH005. The clay fill was described silty and sandy and was approximately 300 mm in thickness at a depth of about 1.2 m. The clay fill was stiff, moist, medium plastic and medium brown.

4.2.4 CLAY

Clay was encountered in BH001 and BH002 beneath the topsoil. The clay was described silty and sandy. The clay was stiff, damp to moist, medium plastic and light brown.

4.2.5 CLAY TILL

Clay till was encountered in BH001 to BH003 beneath the clay or topsoil and was present to the maximum depth drilled. The clay till was described silty with some sand and a trace of gravel. The clay till was very stiff to hard, moist, medium plastic and olive brown. White precipitates, oxide staining and specks of coal were noted in the clay till.

4.3 GROUNDWATER CONDITIONS

At the time of drilling, no sloughing and/or seepage was encountered in any of the boreholes. The groundwater levels were measured on June 6, 2023. Table 4.3 summarizes the groundwater monitoring data.

Table 4.3 Groundwater Monitoring Data – June 6, 2023

Borehole Number	Depth of Standpipe (m)	Depth to groundwater (m)
BH001	3.10	Dry
BH002	3.10	Dry
BH003	3.10	Dry
BH004	3.10	1.56
BH005	3.10	1.69

5.0 GEOTECHNICAL RECOMMENDATIONS

The recommendations that follow offer varying options intended to aid in the development of project design and specifications. The recommendations are provided on the understanding and condition that BDT will be retained to review the relevant aspects of the final design and to conduct such field reviews as are necessary to ensure compliance with geotechnical aspects of the Canadian Foundation Engineering Manual (4th Edition 2006) (CFEM), this report, and the final plans and specifications. BDT accepts no liability for any use of this report in the event BDT is not retained to provide these reviews.

5.1 GENERAL

Specific recommendations that apply to this project are provided for site development, shallow foundations, parking lot design/construction, groundwater issues and concrete type.

Thickened edge slab foundations are generally feasible for the proposed gazebo. It is anticipated that the shallow foundations would rest on native clay or clay till. Recommendations for these foundation systems are provided in the following subsections.

The asphalt parking lot for this development will require the removal and replacement of the organic / fill materials encountered in the footprint of the previous house at 824 Main Street. The organic fill encountered is highly compressible and has a high potential for significant settlement. Leaving a portion of the organic fill and trying to bridge above this material to develop the parking lot is not recommended given the nature of the organic fill, and the potential for variability across the site.

The organic fill may be suitable for general landscaping use, although samples of this fill material should be tested confirm this assumption.

All foundation recommendations presented in this report are based on the assumption that an adequate level of monitoring will be provided during construction and that all construction will be carried out by suitably qualified contractors, experienced in foundation and earthworks construction. An adequate level of monitoring is considered to be:

- For shallow foundations and slabs, inspection of bearing surfaces prior to placement of concrete of mud slabs, and design review during construction.
- For earthworks, full-time monitoring and compaction testing.

All such monitoring should be carried out by suitably qualified persons, independent of the contractor. One of the purposes of providing an adequate level of monitoring is to check that recommendations, based on information collected at discrete borehole locations, are applicable to other areas of the site.

5.2 SUBGRADE PREPARATION

For the sports court areas, all topsoil and deleterious materials should be removed and the upper 150 mm of the clay or clay till soils should be scarified and uniformly moisture conditioned to between -1% of optimum and 2% over the Optimum Moisture Content (OMC). The subgrade should then be uniformly compacted to a minimum of 98% of Standard Proctor Maximum Dry Density (SPMDD). All deleterious and unsuitable materials should be excavated from under proposed fill areas during any required grading operations. If the topsoil/deleterious materials removal creates areas of over excavation, the areas should be backfilled with low plastic clay soils and moisture conditioned and compacted to specifications noted above. Proof-rolling, where feasible, to detect soft areas once the subgrade preparation activities are completed is also recommended.

5.3 PAVEMENT DESIGN RECOMMENDATIONS

The asphalt parking lot and sports court design recommendations are presented below:

Design Pavement Section		
Material Type	Parking Lot	Sports Courts / Pathways
Surface Course Asphalt Concrete Pavement (Type III)	90 mm	75 mm
Granular Base Course	200 mm	150 mm
Subgrade Preparation	300 mm	150 mm

For the parking lot area, the fill that is currently within the footprint of the previous house is considered unacceptable for use as parking lot subgrade due its high compressibility, deleterious nature, as such, all fill should be excavated and removed down to a competent clay soil, and backfilled with low plastic clay or granular materials to the compaction and moisture specifications noted in Section 5.2. Proof rolling to detect soft areas for subgrade and granular base course are also recommended. In addition, areas outside the historic building footprint, should be excavated to a minimum of 600 mm and reconstructed, to limit the differential settlement between the historic home foundation footprint and undisturbed areas.

The above recommended pavement layer thicknesses generally refer to average values and recognize typical construction variability. As such, constructed layer thicknesses should satisfy the thickness tolerances identified in the City of Lethbridge Construction Specifications for granular materials and asphalt concrete. All asphalt paving lifts should be compacted to a minimum of 93 % Maximum Theoretical Density, as per current City of Lethbridge specifications.

5.4 BACKFILL MATERIALS AND COMPACTION

The existing site soils comprising the native clay or clay till are considered acceptable for use as general engineered fill. Any soil containing deleterious matter should be removed from the site. The final decision on approved backfill materials should be made during construction.

General engineered fill should be clean, uniform, low to medium plastic clay till, not containing deleterious matter, and compacted to 98% of SPD with moisture within 2% of OMC.

Further recommendations for backfill materials and compaction are included in Appendix C.

5.5 CEMENT TYPE

Based on BDT's local experience with the local soils, the properties of concrete for foundations in contact with soil or groundwater should meet the requirements of CSA A23.1-14 Class S-2 exposure and have a minimum specified 56-day compressive strength of 32 MPa.

For this exposure classification, alternatives include the usage of Type HS Portland cement or blends of cement and supplementary cementing materials conforming to Type HS and/or Type HSb cements.

5.6 LIMIT STATES DESIGN

The design parameters provided in the following sections may be used to calculate the ultimate foundation capacity in each case. For Limit States Design (LSD) methodology, in order to calculate the factored load capacity, the appropriate Soil Resistance Factors must be applied to each loading conditions as follows:

$$\text{Factored Capacity} = \text{Ultimate Capacity} \times \text{Soil Resistance Factors}$$

In general, the following soil resistance factors in Table 5.6 must be incorporated into the foundation design. These factors are considered to be in accordance with the CFEM (2006).

Table 5.6 Soil Resistance Factors – Shallow Foundations

Item	Soil Resistance Factor
Shallow Foundations	
Bearing Resistance	0.5
Passive Resistance	0.5
Horizontal resistance (sliding)	0.8

5.7 SHALLOW FOUNDATIONS

Based on the soil stratigraphy and conditions on this site, it is recommended that shallow footings (thickened edge) be founded on the clay or clay till.

The ultimate static bearing pressure for the design the thickened edge slab for the gazebo may be taken as 300 kPa for the clay till soils. The ultimate static bearing pressure is based on field testing and soil types encountered during drilling. Factoring should be considered as noted in section 5.6. Foundation dimensions should be in accordance with the minimum requirements of the Building Code.

The anticipated foundation soils are of a medium plasticity, and therefore, are prone to volume changes (both heave and settlement) with varying moisture content. A permanent weeping tile system is also recommended around the outside perimeter of any structure at the foundation elevation to maintain a consistent moisture profile of the foundation soils.

Settlement of footings designed and constructed in accordance with the above recommendations should be well within the normally tolerated values of 25 mm total and 15 mm differential at factored loading. If this range of settlement is not tolerable, then a pile foundation system may be considered for the building.

Further recommendations regarding shallow foundations are presented in Appendix C.

5.8 SLABS-ON-GRADE

For construction of slabs-on-grade portion of the gazebo the subgrade should be scarified to a minimum depth of 150 mm, and moisture conditioned to within -1% to $+2\%$ of the OMC. The minimum compaction should be 98% of SPD.

A levelling course of clean well-graded crushed gravel, at least 150 mm in compacted thickness, is recommended directly beneath the slabs-on-grade, unless a thicker course is required for structural purposes. The subgrade beneath slabs-on-grade should be protected at all times from moisture or exposure which may cause softening or disturbance of the subgrade soils. This applies during and after the construction period (and before and after replacement of the required general engineered fill). Should the exposed surface become saturated or disturbed, it should be reworked to achieve the above standards. If the subgrade is properly prepared as noted above, slab movements should be limited to less than approximately 25 mm. Slabs-on-grade should be separated from bearing members to allow some differential movement.

Recommended procedures for proof-rolling and backfill materials and further recommendations for slabs-on-grade construction are included in Appendix C.

5.9 SEISMIC DESIGN

The site classification recommended for seismic site response is Classification D, as noted in Table 4.1.8.4a of the NBCC.

6.0 DESIGN AND CONSTRUCTION GUIDELINES

General design and construction guidelines are provided in Appendix C, under the following supplemental headings:

- Shallow Foundations
- Slabs-on-Grade
- Construction Excavations
- Backfill Materials and Compaction
- Proof Rolling

These guidelines are intended to present standards of good practice. Although supplemental to the main text of this report, they should be interpreted as part of the report. Design recommendations presented herein are based on the premise that these guidelines will be followed. The design and construction guidelines are not intended to represent detailed specifications for the works although they may prove useful in the preparation of such specifications. In the event of any discrepancy between the main text of this report and Appendix C, the main text should govern.

7.0 CLOSURE

We trust this report meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully Submitted



Christopher Allard, C.E.T.
Lab Manager


Jan 12/23

Bruce D. Thurber, P.Eng.
BDT Engineering Ltd.
P13556

APPENDIX A – SITE PLAN SHOWING BOREHOLE LOCATIONS

Figure 1 – Site Plan
Borehole Location



APPENDIX B – BOREHOLE LOGS

TERMS USED ON BOREHOLE LOGS

TERMS DESCRIBING CONSISTENCY OR CONDITION

COARSE GRAINED SOILS (major portion retained on 0.075mm sieve): Includes (1) clean gravels and sands, and (2) silty or clayey gravels and sands. Condition is rated according to relative density, as inferred from laboratory or in situ tests.

DESCRIPTIVE TERM	RELATIVE DENSITY	N (blows per 0.3m)
Very Loose	0 TO 20%	0 to 4
Loose	20 TO 40%	4 to 10
Compact	40 TO 75%	10 to 30
Dense	75 TO 90%	30 to 50
Very Dense	90 TO 100%	greater than 50

The number of blows, N, on a 51mm O.D. split spoon sampler of a 63.5kg weight falling 0.76m, required to drive the sampler a distance of 0.3m from 0.15m to 0.45m.

FINE GRAINED SOILS (major portion passing 0.075mm sieve): Includes (1) inorganic and organic silts and clays, (2) gravelly, sandy, or silty clays, and (3) clayey silts. Consistency is rated according to shearing strength, as estimated from laboratory or in situ tests.

DESCRIPTIVE TERM	UNCONFINED COMPRESSIVE STRENGTH (KPA)
Very Soft	Less than 25
Soft	25 to 50
Firm	50 to 100
Stiff	100 to 200
Very Stiff	200 to 400
Hard	Greater than 400

NOTE: Slickensided and fissured clays may have lower unconfined compressive strengths than shown above, because of planes of weakness or cracks in the soil.

GENERAL DESCRIPTIVE TERMS

Slickensided - having inclined planes of weakness that are slick and glossy in appearance.

Fissured - containing shrinkage cracks, frequently filled with fine sand or silt; usually more or less vertical.

Laminated - composed of thin layers of varying colour and texture.

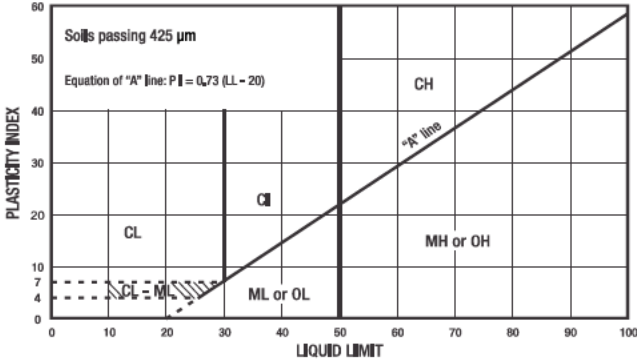
Interbedded - composed of alternate layers of different soil types.

Calcareous - containing appreciable quantities of calcium carbonate.;

Well graded - having wide range in grain sizes and substantial amounts of intermediate particle sizes.

Poorly graded - predominantly of one grain size, or having a range of sizes with some intermediate size missing.

MODIFIED UNIFIED SOIL CLASSIFICATION

MAJOR DIVISION			GROUP SYMBOL	TYPICAL DESCRIPTION	LABORATORY CLASSIFICATION CRITERIA		
COARSE-GRAINED SOILS More than 50% retained on 75 µm sieve*	GRAVELS 50% or more of coarse fraction retained on 4.75 mm sieve	CLEAN GRAVELS	GW	Well-graded gravels and gravel-sand mixtures, little or no fines	Classification on basis of percentage of fines GW, GP, SW, SP GM, GC, SM, SC Borderline Classification requiring use of dual symbols	$C_u = D_{60} / D_{10}$ Greater than 4 $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$ Between 1 and 3	
			GP	Poorly graded gravels and gravel-sand mixtures, little or no fines		Not meeting both criteria for GW	
		GRAVELS WITH FINES	GM	Silty gravels, gravel-sand-silt mixtures		Atterberg limits plot below "A" line or plasticity index less than 4	Atterberg limits plotting in hatched area are borderline classifications requiring use of dual symbols
			GC	Clayey gravels, gravel-sand-clay mixtures		Atterberg limits plot above "A" line or plasticity index greater than 7	
	SANDS More than 50% of coarse fraction passes 4.75 mm sieve	CLEAN SANDS	SW	Well-graded sands and gravelly sands, little or no fines		$C_u = D_{60}/D_{10}$ Greater than 6 $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$ Between 1 and 3	
			SP	Poorly graded sands and gravelly sands, little or no fines		Not meeting both criteria for SW	
		SANDS WITH FINES	SM	Silty sands, sand-silt mixtures		Atterberg limits plot below "A" line or plasticity index less than 4	Atterberg limits plotting in hatched area are borderline classifications requiring use of dual symbols
			SC	Clayey sands, sand-clay mixtures		Atterberg limits plot above "A" line or plasticity index greater than 7	
FINE-GRAINED SOILS (by behavior) 50% or more passes 75 µm sieve*	SILTS	Liquid limit	<50	ML	For classification of fine-grained soils and fine fraction of coarse-grained soils. PLASTICITY CHART 		
			>50	MH			
	CLAYS	Above "A" line on plasticity chart negligible organic content	Liquid limit	<30		CL	
				30-50		CI	
			>50	CH			
				ORGANIC SILTS AND CLAYS		Liquid limit	<50
	>50	OH					
	HIGHLY ORGANIC SOILS			PT		Peat and other highly organic soils	*Based on the material passing the 75 mm sieve Reference: ASTM Designation D2487, for identification procedure see D2488, USC as modified by PFRA

SOIL COMPONENTS					OVERSIZE MATERIAL	
FRACTION	SIEVE SIZE		DEFINING RANGES OF PERCENTAGE BY MASS OF MINOR COMPONENTS		Rounded or subrounded COBBLES 75 mm to 300 mm BOULDERS > 300 mm	
	PASSING	RETAINED	PERCENTAGE	DESCRIPTOR		
GRAVEL coarse fine	75 mm	19 mm	>35 %	"and"	Not rounded ROCK FRAGMENTS >75 mm ROCKS > 0.76 cubic metre in volume	
	19 mm	4.75 mm	21 to 35 %	"y-adjective"		
SAND coarse medium fine	4.75 mm	2.00 mm	10 to 20 %	"some"		
	2.00 mm	425 µm	>0 to 10 %	"trace"		
SILT (non plastic) or CLAY (plastic)	75 µm		as above but by behavior			

Project: Milk River Park Upgrades				BOREHOLE NO: BH001						
Client: Stantec Consulting				PROJECT NO: 2023-074						
Solid Stem Auger				ELEVATION:						
SAMPLE TYPE		<input checked="" type="checkbox"/> SHELBY TUBE <input checked="" type="checkbox"/> CORE SAMPLE <input checked="" type="checkbox"/> SPT SAMPLE <input checked="" type="checkbox"/> GRAB SAMPLE <input type="checkbox"/> NO RECOVERY								
BACKFILL TYPE		<input checked="" type="checkbox"/> BENTONITE <input type="checkbox"/> PEA GRAVEL <input type="checkbox"/> SLOUGH <input type="checkbox"/> GROUT <input type="checkbox"/> DRILL CUTTINGS <input type="checkbox"/> SAND								
Depth (m)	SOIL SYMBOL	SOIL DESCRIPTION	SAMPLE TYPE	SAMPLE NO	BLOWS /150 mm	PLASTIC M.C. LIQUID 20 40 60 80	▲ VANE SHEAR (kPa) ▲ 100 200 300 400 ■ BLOW COUNT ■ 20 40 60 80 ◆ UNCONF. SHEAR STR. (kPa) ◆ 100 200 300 400 ● 0.5 x POCKETPEN. (kPa) ● 100 200 300 400	OTHER DATA	SLOTTED PIEZOMETER	Elevation (m)
0		Topsoil (100mm)								
		Clay - silty, sandy, stiff, moist, medium plastic, light brown.		B1						
1		Clay Till - silty, some sand, trace gravel, hard, moist, medium plastic, olive brown with coal inclusions and oxide stains.		B2						
				B3						
2				B4						
3				B5						
		End of borehole at 3.05 m, no sloughing and seepage. Standpipe installed to 3.05 m. Standpipe was dry when monitored on June 6, 2023.								
4										
5										
LOGGED BY: CA						COMPLETION DEPTH: 3.05 m				
REVIEWED BY: BDT						COMPLETION DATE: 5-30-23				
						Page 1 of 1				

Project: Milk River Park Upgrades				BOREHOLE NO: BH002					
Client: Stantec Consulting				PROJECT NO: 2023-074					
Solid Stem Auger				ELEVATION:					
SAMPLE TYPE		<input checked="" type="checkbox"/> SHELBY TUBE <input checked="" type="checkbox"/> CORE SAMPLE <input checked="" type="checkbox"/> SPT SAMPLE <input checked="" type="checkbox"/> GRAB SAMPLE <input type="checkbox"/> NO RECOVERY							
BACKFILL TYPE		<input checked="" type="checkbox"/> BENTONITE <input type="checkbox"/> PEA GRAVEL <input type="checkbox"/> SLOUGH <input type="checkbox"/> GROUT <input type="checkbox"/> DRILL CUTTINGS <input type="checkbox"/> SAND							
Depth (m)	SOIL SYMBOL	SOIL DESCRIPTION	SAMPLE TYPE	SAMPLE NO	BLOWS /150 mm	▲ VANE SHEAR (kPa) ▲ 100 200 300 400 ■ BLOW COUNT ■ 20 40 60 80 ◆ UNCONF. SHEAR STR. (kPa) ◆ 100 200 300 400 ● 0.5 x POCKETPEN. (kPa) ● 100 200 300 400 PLASTIC M.C. LIQUID 20 40 60 80	OTHER DATA	SLOTTED PIEZOMETER	Elevation (m)
0		Topsoil (100mm)							
		Clay - silty, sandy, stiff, damp to moist, medium plastic, light brown.		B1					
1				B2					
		Clay Till - silty, some sand, trace gravel, very stiff, moist, medium plastic, olive brown with coal inclusions and oxide stains.		B3					
2				B4					
3				B5					
		End of borehole at 3.05 m, no sloughing and seepage. Standpipe installed to 3.05 m. Standpipe was dry when monitored on June 6, 2023.							
4									
5									
LOGGED BY: CA						COMPLETION DEPTH: 3.05 m			
REVIEWED BY: BDT						COMPLETION DATE: 5-30-23			
						Page 1 of 1			

Project: Milk River Park Upgrades				BOREHOLE NO: BH003			
Client: Stantec Consulting				PROJECT NO: 2023-074			
Solid Stem Auger				ELEVATION:			
SAMPLE TYPE		<input checked="" type="checkbox"/> SHELBY TUBE <input checked="" type="checkbox"/> CORE SAMPLE <input checked="" type="checkbox"/> SPT SAMPLE <input checked="" type="checkbox"/> GRAB SAMPLE <input type="checkbox"/> NO RECOVERY					
BACKFILL TYPE		<input checked="" type="checkbox"/> BENTONITE <input type="checkbox"/> PEA GRAVEL <input type="checkbox"/> SLOUGH <input type="checkbox"/> GROUT <input type="checkbox"/> DRILL CUTTINGS <input type="checkbox"/> SAND					

Depth (m)	SOIL SYMBOL	SOIL DESCRIPTION	SAMPLE TYPE	SAMPLE NO	BLOWS /150 mm	PLASTIC M.C. LIQUID 20 40 60 80			▲ VANE SHEAR (kPa) ▲ 100 200 300 400 ■ BLOW COUNT ■ 20 40 60 80 ◆ UNCONF. SHEAR STR. (kPa) ◆ 100 200 300 400 ● 0.5 x POCKETPEN. (kPa) ● 100 200 300 400			OTHER DATA	SLOTTED PIEZOMETER	Elevation (m)		
						0		Topsoil (100mm)								
		Clay Till - silty, some sand, trace gravel, hard, moist, medium plastic, olive brown with coal inclusions and oxide stains.		B1												
1				B2												
				B3												
2				B4												
3				B5												
		End of borehole at 3.05 m, no sloughing and seepage. Standpipe installed to 3.05 m. Standpipe was dry when monitored on June 6, 2023.														
4																
5																

LOGGED BY: CA	COMPLETION DEPTH: 3.05 m
REVIEWED BY: BDT	COMPLETION DATE: 5-30-23
Page 1 of 1	

Project: Milk River Park Upgrades				BOREHOLE NO: BH004			
Client: Stantec Consulting				PROJECT NO: 2023-074			
Solid Stem Auger				ELEVATION:			
SAMPLE TYPE		<input checked="" type="checkbox"/> SHELBY TUBE <input checked="" type="checkbox"/> CORE SAMPLE <input type="checkbox"/> SPT SAMPLE <input type="checkbox"/> GRAB SAMPLE <input type="checkbox"/> NO RECOVERY					
BACKFILL TYPE		<input checked="" type="checkbox"/> BENTONITE <input type="checkbox"/> PEA GRAVEL <input type="checkbox"/> SLOUGH <input type="checkbox"/> GROUT <input type="checkbox"/> DRILL CUTTINGS <input type="checkbox"/> SAND					

Depth (m) Water Level	SOIL SYMBOL	SOIL DESCRIPTION	SAMPLE TYPE	SAMPLE NO	BLOWS /150 mm	PLASTIC M.C. LIQUID 20 40 60 80	▲ VANE SHEAR (kPa) ▲ 100 200 300 400 ■ BLOW COUNT ■ 20 40 60 80 ◆ UNCONF. SHEAR STR. (kPa) ◆ 100 200 300 400 ● 0.5 x POCKETPEN. (kPa) ● 100 200 300 400	OTHER DATA	SLOTTED PIEZOMETER	Elevation (m)
0		Blown-in sand and clay (50mm) Topsoil Fill - soft, damp, black, inclusions of coal.								
				B1						
				B2						
				B3						
				B4						
				B5						
3		End of borehole at 3.05 m, mild sloughing and no seepage. Standpipe installed to 3.05 m. Groundwater level was measured at 1.56 m when monitored on June 6, 2023.								
4										
5										

LOGGED BY: CA	COMPLETION DEPTH: 3.05 m
REVIEWED BY: BDT	COMPLETION DATE: 5-30-23
Page 1 of 1	

Project: Milk River Park Upgrades		BOREHOLE NO: BH005	
Client: Stantec Consulting		PROJECT NO: 2023-074	
Solid Stem Auger		ELEVATION:	
SAMPLE TYPE		NO RECOVERY	
BACKFILL TYPE		SAND	
SOIL DESCRIPTION		OTHER DATA	
SAMPLE NO		SLOTTED PIEZOMETER	
BLOWS /150 mm		Elevation (m)	
PLASTIC M.C. LIQUID		UNCONF. SHEAR STR. (kPa)	
VANE SHEAR (kPa)		POCKETPEN. (kPa)	
BLOW COUNT			
Blown-in sand and clay (50mm)			
Topsoil Fill - soft, damp, black, inclusions of coal.			
- Layer of Clay Fill (300 mm) - silty, sandy, stiff, moist, medium plastic, olive brown.			
Clay - silty, trace sand, hard, moist, low plastic, medium brown.			
End of borehole at 3.05 m, no sloughing and seepage. Standpipe installed to 3.05 m. Groundwater level was measured at 1.69 m when monitored on June 6, 2023.			
LOGGED BY: CA		COMPLETION DEPTH: 3.05 m	
REVIEWED BY: BDT		COMPLETION DATE: 5-30-23	

APPENDIX C – GENERAL CONSTRUCTION GUIDELINES

Shallow Foundations

Design and construction of shallow foundations should comply with relevant Building Code requirements.

The term 'shallow foundations' includes strip and spread footings, mat slab and raft foundations. Minimum footing dimensions in plan should be 0.45m and 0.9m for strip and square footings respectively.

No loose, disturbed or sloughed material should be allowed to remain in open foundation excavations. Hand cleaning should be undertaken to prepare an acceptable bearing surface. Recomposition of disturbed or loosened bearing surface may be required.

Foundation excavations and bearing surfaces should be protected from rain, snow, freezing temperatures, excessive drying and the ingress of free water before, during and after footing construction.

Footing excavations should be carried down into the designated bearing stratum.

After the bearing surface is approved, a mud slab should be poured to protect the soil and provide a working surface for construction, should immediate foundation construction not be intended. All constructed foundations should be placed on unfrozen soils, which should be at all times protected from frost penetration.

All foundation excavations and bearing surfaces should be inspected by a qualified geotechnical engineer to check that the recommendations contained in this report have been followed.

Where over-excavation has been carried out through a weak or unsuitable stratum to reach into a suitable bearing stratum or where a foundation pad is to be placed above stripped natural ground surface such over-excavation may be backfilled to subgrade elevation utilizing either structural fill or lean-mix concrete. These materials are defined under the separate heading 'Backfill Materials and Compaction'.

Floor Slab-on-Grade

All soft, loose or organic material should be removed from beneath slab areas. If any local 'hard spots' such as old basement walls are revealed beneath the slab area, these should be over-excavated and removed to not less than 0.9 m below underside of slab level. The exposed soil should be proof-rolled and the final grade restored by general engineered fill placement. If proof-rolling reveals any soft or loose spots, these should be excavated and the desired grade restored by general engineered fill placement. Proof-rolling should be carried out in accordance with the recommendations given elsewhere in this Appendix. The subgrade should be compacted to a depth of not less than 0.3m to a density of not less than 98 percent Standard Proctor Maximum Dry Density (ASTM Test Method D698).

A levelling course of 20mm crushed gravel at least 150 mm in compacted thickness, is recommended directly beneath all slabs-on-grade. Alternatively, a minimum thickness of 150mm of pit-run gravel overlain by a minimum thickness of 50 mm of 20mm crushed gravel may be used. Very coarse material (larger than 25 mm diameter) should be avoided directly beneath the slab-on-grade to limit potential stress concentrations within the slab. All levelling courses directly under floor slabs should be compacted to 100 percent of Standard Proctor maximum dry density.

General engineered fill, pit-run gravel and crushed gravel are defined under the heading 'Backfill Materials and Compaction' elsewhere in this Appendix.

The slab should be structurally independent from walls and columns supported on foundations. This is to reduce any structural distress that may occur as a result of differential soil movements. If it is intended to place any internal non-load bearing partition walls directly on a slab-on-grade, such walls should also be structurally independent from other elements of the building founded on a conventional foundation system so that some relative vertical movement of the walls can occur freely.

The excavated subgrade beneath slabs-on-grade should be protected at all times from rain, snow, freezing temperatures, excessive drying and the ingress of free water. This applies during and after the construction period.

A minimum slab concrete thickness of 100mm is recommended. Control joints should be provided in all slabs. Typically for a 125mm slab thickness; control joints should be placed on a 3 m square grid, should be sawn to a depth of one-quarter the slab thickness and have a width of approximately 3 mm.

Wire mesh reinforcement, 150 mm square grid, should be provided to reduce the possibility of uncontrolled slab cracking. The mesh should be adequately supported and should be located at mid-height of the slab with adequate cover.

Backfill Materials and Compaction

1.0 Definitions

“Landscape fill” is typically used in areas such as berms and grassed areas where settlement of the fill and noticeable surface subsidence can be tolerated. “Landscape fill” may comprise soils without regard to engineering quality.

“General engineered fill” is typically used in areas where a moderate potential for subgrade movement is tolerable, such as asphalt (i.e., flexible) pavement areas. “General engineered fill” should comprise clean, granular or clay soils.

“Select engineered fill” is typically used below slabs-on-grade or where high volumetric stability is desired, such as within the footprint of a building. “Select engineered fill” should comprise clean, well-graded granular soils or inorganic low to medium plastic clay soils.

“Structural engineered fill” is used for supporting structural loads in conjunction with shallow foundations. “Structural engineered fill” should comprise clean, well-graded granular soils.

“Lean-mix concrete” is typically used to protect a subgrade from weather effects including excessive drying or wetting. “Lean-mix concrete” can also be used to provide a stable working platform over weak subgrades. “Lean-mix concrete” should be low strength concrete having a minimum 28-day compressive strength of 3.5 MPa. Standard Proctor Density (SPD) as used herein means Standard Proctor Maximum Dry Density (ASTM Test Method D698). Optimum moisture content is defined in ASTM Test Method D698.

2.0 General Backfill and Compaction Recommendations

Exterior backfill adjacent to abutment walls, basement walls, grade beams, pile caps and above footings, and below highway, street, or parking lot pavement sections should comprise “general engineered fill” materials as defined above. Exterior backfill adjacent to footings, foundation walls, grade beams and pile caps and within 600 mm of final grade should comprise inorganic, cohesive “general engineered fill”. Such backfill should provide a relatively impervious surficial zone to reduce seepage into the subsoil against the structure.

Backfill should not be placed against a foundation structure until the structure has sufficient strength to withstand the earth pressures resulting from placement and compaction. During compaction, careful observation of the foundation wall for deflection should be carried out continuously. Where deflections are apparent, the compactive effort should be reduced accordingly.

In order to reduce potential compaction induced stresses, only hand-held compaction equipment should be used in the compaction of fill within 1 m of retaining walls or

basement walls. If compacted fill is to be placed on both sides of the wall, they should be filled together so that the level on either side is within 0.5 m of each other.

All lumps of materials should be broken down during placement. Backfill materials should not be placed in a frozen state, or placed on a frozen subgrade.

Where the maximum-sized particles in any backfill, material exceed 50 percent of the minimum dimension of the cross-section to be backfilled (e.g., lift thickness), such particles should be removed and placed at other more suitable locations on site or screened off prior to delivery to site.

Bonding should be provided between backfill lifts. For fine-grained materials, the previous lift should be scarified to the base of the desiccated layer, moisture-conditioned, and recompacted and bonded thoroughly to the succeeding lift. For granular materials, the surface of the previous lift should be scarified to about a 75 mm depth followed by proper moisture-conditioning and recompaction.

3.0 COMPACTION AND MOISTURE CONDITIONING

“Landscape fill” material should be placed in compacted lifts not exceeding 300 mm and compacted to a density of not less than 90 percent of SPD unless a higher percentage is specified by the jurisdiction.

“General engineered fill” and “select engineered fill” materials should be placed in layers of 150 mm compacted thickness and should be compacted to not less than 98 percent of SPD. Note that the contract may specify higher compaction levels within 300 mm of the design elevation. Cohesive materials placed as “general engineered fill” or “select engineered fill” should be compacted at 0 to 2 percent above the optimum moisture content. Note that there are some silty soils which can become quite unstable when compacted above optimum moisture content.

Granular materials placed as “general engineered fill” or “select engineered fill” should be compacted at slightly below (0 to 2%) the optimum moisture content. “Structural engineered fill” material should be placed in compacted lifts not exceeding 150 mm in thickness and compacted to not less than 100 percent of SPD at slightly below (0 to 2%) the optimum moisture content.

4.0 “GENERAL ENGINEERED FILL”

Low to medium plastic clay is considered acceptable for use as “general engineered fill,” assuming this material is inorganic and free of deleterious materials. Materials meeting the specifications for “select engineered fill” or “structural engineered fill” as described below would also be acceptable for use as “general engineered fill.”

5.0 “SELECT ENGINEERED FILL”

Low to medium plastic clay with the following range of plasticity properties is generally considered suitable for use as “select engineered fill”:

Liquid Limit	=	20 to 40%
Plastic Limit	=	10 to 20%
Plasticity Index	=	10 to 30%

Test results should be considered on a case-by-case basis.

“Pit-run gravel” and “fill sand” are generally considered acceptable for use as “select engineered fill.” See exact project or jurisdiction for specifications. The “pit-run gravel” should be free of any form of coating and any gravel or sand containing clay, loam or other deleterious materials should be rejected. No material oversize of the specified maximum sieve size should be tolerated. This material would typically have a fines content of less than 10%. The materials above are also suitable for use as “general engineered fill.”

Construction Excavations

Construction should be in accordance with good practice and comply with the requirements of the responsible regulatory agencies.

All excavations greater than 1.5m deep should be sloped or shored for worker protection.

Shallow excavations up to about 3m depth may use temporary sideslopes of 1H:1V. A flatter slope of 2H:1V should be used if groundwater is encountered. Localized sloughing can be expected from these slopes.

Deep excavations or trenches may require temporary support if space limitations or economic considerations preclude the use of sloped excavations.

For excavations greater than 3m depth, temporary support should be designed by a qualified geotechnical engineer. The design and proposed installation and construction procedures should be submitted to BDT for review.

The construction of a temporary support system should be monitored. Detailed records should be taken of installation methods, materials, in situ conditions and the movement of the system. If anchors are used, they should be load tested. BDT can provide further information on monitoring and testing procedures if required.

Attention should be paid to structures or buried service lines close to the excavation. For structures, a general guideline is that if a line projected down, at 45 degrees from the horizontal from the base of foundations of adjacent structures intersects the extent of the proposed excavation, these structures may require underpinning or special shoring techniques to avoid damaging earth movements. The need for any underpinning or special shoring techniques and the scope of monitoring required can be determined when details of the service ducts and vaults, foundation configuration of existing buildings and final design excavation levels are known.

No surface surcharges should be placed closer to the edge of the excavation than a distance equal to the depth of the excavation, unless the excavation support system has been designed to accommodate such surcharge.

Proof Rolling

Proof-rolling is a method of detecting soft areas in an 'as-excavated' subgrade for fill, pavement, floor or foundations or detecting non-uniformity of compacted embankment. The intent is to detect soft areas or areas of low shear strength not otherwise revealed by means of test holes, density testing, or visual examination of the site surface and to check that any fill placed or subgrade meets the necessary design strength requirements.

Proof-rolling should be observed by qualified geotechnical personnel.

Proof-rolling is generally accomplished by the use of a heavy (15 to 60 tonne) rubber-tired roller having 4 wheels abreast on independent axles with high contact wheel pressures (inflation pressures ranging from 550 kPa (80psi) up to 1030 kPa (150 psi).

A heavily loaded tandem axle gravel truck may be used in lieu of the equipment described in the paragraph above. The truck should be loaded to approximately 10 tonnes per axle and a minimum tire pressure of 550 kPa (80 psi). Ground speed - maximum 8 km/hr recommended 4 km/hr.

The recommended procedure is two complete coverages with the proof-rolling equipment in one direction and a second series of two coverages made at right angles to the first series; one 'coverage' means that every point of the proof-rolled surface has been subjected to the tire pressure of a loaded wheel. Less rigorous procedures may be acceptable under certain conditions subject to the approval of an engineer.

Any areas of soft, rutted or displaced materials detected should be either recompacted with additional fill or the existing material removed and replaced with general engineered fill, or properly moisture conditioned as necessary.

The surface of the grade under the action of the proof-roller should be observe, noting; visible deflection and rebound of the surface, formation of a crack pattern in the compacted surface or shear failure in the surface or granular soils as ridging between wheel tracks.

If any part of an area indicates significantly more distress than other parts, the cause should be investigated, by, for example, shallow auger holes.

In the case of granular subgrades, distress will generally consist of either compression due to insufficient compaction or shearing under the tires. In the first case, rolling should be continued until no further compression occurs. In the second case, the tire pressure should be reduced to a point where the subgrade can carry the load without significant deflection and subsequently gradually increased to it specified pressure as the subgrade increases in shear strength under this compaction.

Request for Decision

Minister of Municipal Affairs Meeting Invitation

July 10, 2023



RECOMMENDATION

That Council direct administration to request a meeting with the Minister of Municipal Affairs during the Alberta Municipalities conference and provide the following three priorities:

-

LEGISLATIVE AUTHORITY

None

BACKGROUND

During the annual Alberta Municipalities Conference, the Minister of Municipal Affairs extends an invitation to all municipalities to request a meeting with the Minister to discuss items pertaining to municipal operations.

The Alberta Municipalities conference is from September 27-29, 2023, and Minister McIver has extended the invitation, requesting municipalities provide three top priorities to discuss with the Minister.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Municipal Affairs Communication

Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to ma.engagement@gov.ab.ca no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority**.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized script font, followed by a small blue square.

Request for Decision

Councillors Report

July 10, 2023



RECOMMENDATION

That the Councillors reports for the period ending July 10, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Milk River Watershed Financials
2. Ridge Country Housing Operations Financials
3. Ridge Country Housing Lodge Financials
4. Ridge Country Housing Consolidated Financials
5. Milk River Health Professionals Attraction and Retention Committee Minutes

Date 4/7/2023

Milk River Health Professionals

Attraction & Retention Committee

\$12 255.89 chequeing account)

\$13 375.59 GIC

another set of bedding & kempel
bought for doctor suite

internet has been hooked up →
1 time bill (\$162.02)

Clinic & Health Centre Update

1 day a week site manager

lab shuts down at 5:00 → no call lab

no lab on weekends

Dr. Meijer will be here on Monday
to settle in; has business to do
before he starts

Dr. Theodor is here first part of
September. She is excited to
come.

Lia Balog has coordinated all
the clinic affairs (will be
looking for clerical staff)

no applicants yet for NP & PA (took)

ing subcommittee) → Scott, Chris
(Lohr), Sean Rogers, Warrall/MR
AO, Axel, Plaxi to meet in
August; will investigate Bow
Hoard model

ack ongoing in childcare
th care services booklet will be
pdated

ol award → Lindsey Caird of
Coimost

ap → Lynsey Robinson (new rep.)
of C. worth to expand medical
school to U of L → info to
participate in session in
newsletter)

MILK RIVER WATERSHED COUNCIL CANADA
Financial Statements
Year Ended March 31, 2023

Prepared by	Detail review	General review
MB 5/12/23		

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MILK RIVER WATERSHED COUNCIL CANADA

Statement of Financial Position

March 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash and cash equivalents (Note 3)	\$ 71,843	\$ 103,512
Accounts receivable	7,395	81,550
Goods and services tax recoverable	2,383	1,222
Prepaid expenses	12,600	5,324
	\$ 94,221	\$ 191,608
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 6,925	\$ 4,947
Deferred income (Note 4)	2,000	97,335
	8,925	102,282
NET ASSETS	85,296	89,326
	\$ 94,221	\$ 191,608

ON BEHALF OF THE BOARD

Director_____
DirectorPrinted: May 25, 2023 1:19 PM
See notes to financial statements

Prep _____ Added _____ Approved _____

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Milk River Watershed Council Canada

We have reviewed the accompanying financial statements of Milk River Watershed Council Canada (the organization) that comprise the statement of financial position as at March 31, 2023, and the statements of changes in net assets, revenues and expenditures and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Milk River Watershed Council Canada as at March 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Lethbridge, AB
May 25, 2023

Chartered Professional Accountants

Printed: May 25, 2023 1:19 PM

^{*} denotes professional corporation

MILK RIVER WATERSHED COUNCIL CANADA**Statement of Changes in Net Assets****Year Ended March 31, 2023**

	2023	2022
NET ASSETS - BEGINNING OF YEAR	\$ 89,326	\$ 86,732
DEFICIENCY OF REVENUES OVER EXPENSES	(4,030)	2,594
NET ASSETS - END OF YEAR	\$ 85,296	\$ 89,326

MILK RIVER WATERSHED COUNCIL CANADA**Statement of Revenues and Expenditures****Year Ended March 31, 2023**

	2023	2022
REVENUES		
Alberta Environment and Parks - Core Funding (Note 5)	\$ 362,933	\$ 247,181
Environment and Climate Change Canada Grants	36,895	78,550
Alberta Conservation Association Grant	9,364	636
Donations	7,799	7,065
Youth Range Days	2,580	-
Alberta Ecotrust Foundation Grant	-	20,000
Milk River Watershed Riparian Restoration Stewardship (WRRP)	-	715
	419,571	354,147
EXPENSES		
Wages and benefits	192,657	184,222
Project costs	144,013	119,746
Administration	53,977	26,599
Office	20,586	13,944
Special projects	6,210	5,670
Registrations	2,938	-
Non-recoverable goods and services tax	2,383	1,222
Advertising and promotion	837	150
	423,601	351,553
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (4,030)	\$ 2,594

MILK RIVER WATERSHED COUNCIL CANADA**Statement of Cash Flows****Year Ended March 31, 2023**

	2023	2022
OPERATING ACTIVITIES		
Cash receipts from government grants and donations	\$ 398,391	\$ 299,880
Cash paid to suppliers and employees	(428,900)	(353,672)
Goods and services tax	(1,160)	263
DECREASE IN CASH FLOW	(31,669)	(53,529)
Cash - beginning of year	103,512	157,041
CASH - END OF YEAR	\$ 71,843	\$ 103,512

1. NATURE OF OPERATIONS

Milk River Watershed Council Canada is incorporated under the Societies Act of Alberta. The Council is a Registered Charity and accordingly is not taxable under the Income Tax Act. The Council was formed from a steering committee established to develop a watershed planning and advisory council in the Milk River watershed. The mission of the Council is to proactively preserve and improve the economic, social and environmental interests of the basin through effective partnerships and sound science.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

Revenue recognition

Milk River Watershed Council Canada follows the deferral method of accounting for contributions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted and internally restricted investment income is recognized as revenue when earned.

Contributed services

The Council uses the services of volunteers to assist them in their fundraising and other activities. Volunteers contributed 1,279 hours in 2023 (2022 - 806.50 hours) to assist the Council in carrying out its service delivery activities and programs. However, contributed services of volunteers are not recognized in revenue and expenses in these financial statements because of the difficulty in determining their fair value

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, unless management has elected to carry the instruments at fair value. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Council determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of expected cash flows, the amount that could be realized from selling the financial asset or the amount the Council expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future year, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. A significant item subject to such estimates and assumptions is deferred contributions. Actual results could differ from this estimate.

3. CASH AND CASH EQUIVALENTS

Cash and cash equivalents represent cash in the bank and a short-term investment of \$33,402. (2022 - \$82,778) with an interest rate 3.25% at March 31, 2023 (March 31, 2022 - 0.18%). Included in cash and cash equivalents is externally restricted cash of \$2,000 (2022 - \$97,335).

4. DEFERRED CONTRIBUTIONS

Deferred contributions relate to expenses for future periods representing unspent externally restricted grants and donations for projects and programs.

	2023	2022
<u>Alberta Environment and Parks</u>		
Balance, beginning of period	\$ 87,304	\$ 59,337
Contributions and interest received and receivable	275,629	275,149
Funds expended in the period	(362,933)	(247,182)
Balance, end of period	-	87,304

The Alberta Environment and Parks funds are restricted for use in projects that contribute towards Alberta Environment and Parks' business plan and outcomes of the "Water for Life: Alberta's Strategy for Sustainability", including but not limited to: the development of watershed management plans, reporting on the state of the watershed and promotion of best management practices, as well as to assist with core operational costs.

<u>Youth Range Days</u>		
Balance, beginning of period	4,000	-
Contributions received and receivable in the period	580	4,000
Funds expended in the period	(2,580)	-
Balance, end of period	2,000	4,000

Donations received that have been internally restricted for the purpose of Youth Range Days to occur in the summer of 2023, subsequent to this fiscal year.

<u>Alberta Conservation Association Grant</u>		
Balance, beginning of period	6,031	-
Contributions received and receivable in the period	3,333	6,667
Funds expended in the period	(9,364)	(636)
Balance, end of period	-	6,031

The Alberta Conservation Association grant is restricted for the purpose of the project From the Field - Virtual Field Trip Educational Series. Total project grant is up to \$10,000 reimbursement of project costs.

Total Deferred Contributions, End of Period	\$ 2,000	\$ 97,335
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5. ECONOMIC DEPENDENCE

The organization is economically dependent on the Government of Alberta for grant funding. Core funding to be provided by Alberta Environment has been finalized through March 31, 2026

6. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of March 31, 2023.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant risks arising from these financial instruments.

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS

Financial Statements

Year Ended December 31, 2022

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Ridge Country Housing - Housing Operations

Opinion

We have audited the financial statements of Ridge Country Housing - Housing Operations (the organization), which comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

(continues)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Raymond, Alberta
May 18, 2023

PRICE & COMIN LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Statement of Financial Position****December 31, 2022**

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 18,465	\$ 20,115
Accounts receivable	350	-
Prepaid expenses	11,478	11,879
Security deposits in trust	6,624	8,220
Goods and services tax recoverable	4,860	3,099
	<u>\$ 41,777</u>	<u>\$ 43,313</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 12,304	\$ 17,274
Security deposits in trust	6,598	8,220
Due to related parties	15,182	17,636
	<u>34,084</u>	<u>43,130</u>
RESTRICTED OPERATING RESERVE FUND	<u>14,000</u>	<u>14,000</u>
	<u>48,084</u>	<u>57,130</u>
UNRESTRICTED NET ASSETS	<u>(6,307)</u>	<u>(13,817)</u>
	<u>\$ 41,777</u>	<u>\$ 43,313</u>
ON BEHALF OF THE BOARD		
Signed _____	Director	
Signed _____	Director	

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS

Statement of Revenues and Expenditures

Year Ended December 31, 2022

	Budget 2022	Total 2022	Total 2021
FEES			
Rental revenue	\$ 321,117	\$ 358,059	\$ 309,356
Provincial grants	-	58,634	42,691
Resident services	13,800	16,830	16,793
Sundry	-	3,435	-
	<u>334,917</u>	<u>436,958</u>	<u>368,840</u>
EXPENSES			
Human Resources	164,876	152,358	147,887
Utilities	110,002	119,639	114,759
Operating Maintenance	71,678	121,519	76,218
Administration	29,995	30,936	25,679
Operating	10,000	18,817	18,110
	<u>386,551</u>	<u>443,269</u>	<u>382,653</u>
DEFICIENCY OF TRADE SALES OVER EXPENSES	<u>\$ (51,634)</u>	<u>\$ (6,311)</u>	<u>\$ (13,813)</u>

The notes are integral to these statements

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS

Statement of Changes in Net Assets

Year Ended December 31, 2022

	2022	2021
	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ (13,813)	\$ (8,909)
Deficiency of trade sales over expenses	(6,311)	(13,813)
Prior year deficit funding received	13,817	8,909
NET ASSETS - END OF YEAR	\$ (6,307)	\$ (13,813)

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Statement of Cash Flows****Year Ended December 31, 2022**

	2022	2021
OPERATING ACTIVITIES		
Deficiency of trade sales over expenses	\$ (6,311)	\$ (13,813)
Changes in non-cash working capital:		
Accounts receivable	(350)	-
Accounts payable	(4,966)	9,568
Prepaid expenses	401	(339)
Goods and services tax payable	(1,761)	607
Security deposits	(1,622)	1,370
	(8,298)	11,206
Cash flow used by operating activities	(14,609)	(2,607)
FINANCING ACTIVITIES		
Deficit funding received	13,817	8,909
	-	-
Advances from related parties	(2,454)	(7,782)
Cash flow from financing activities	11,363	1,127
DECREASE IN CASH FLOW	(3,246)	(1,480)
Cash - beginning of year	28,335	29,815
CASH - END OF YEAR	\$ 25,089	\$ 28,335
CASH CONSISTS OF:		
Cash	\$ 4,465	\$ 6,115
GIC	14,000	14,000
Security deposits in trust	6,624	8,220
	\$ 25,089	\$ 28,335

The notes are integral to these statements

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS

Notes to Financial Statements

Year Ended December 31, 2022

1. NATURE OF OPERATIONS

Ridge Country Housing - Housing (the "organization") operates social programs aimed at providing affordable housing to low-income Albertans. The organization is an established management body by provincial ministerial order and is governed under the Housing Act of Alberta as a not-for-profit organization and is a registered charity under the Income tax Act. As such, is exempt from income taxes under Section 149(1)(l).

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

Capital assets

Capital assets purchased are recorded at cost. Assets costing \$5,000 or more are recorded in capital asset accounts. Contributed capital assets are recorded at fair value at date of contribution. Building and land owned by Alberta Social Housing Corporation are not shown in the amounts. Amortization is charged directly to net assets invested in capital assets and is not included in the expense on the statement of operations.

Goods and Services Tax

GST receivable is set up at the refundable rate in place at the time of expenditure.

Revenue recognition

Ridge Country Housing - Housing Operations follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Rental revenue is recognized as revenue monthly when funds received based on rental agreements..

Alberta Social Housing Corporation grant

Excess of revenue over expenditures for the year must be repaid to the Alberta Social Housing Corporation (ASHC). Any repayable amounts are recorded directly to unrestricted net assets rather than being included in revenue and expense on the statement of operations..

(continues)

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS

Notes to Financial Statements

Year Ended December 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Net assets

- a) Net assets invested in property and equipment represents the organization's net investment in property and equipment which is comprised of the unamortized amount of property and equipment purchased with restricted funds which organization has chosen to treat as a separate component of net assets.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets and liabilities are measured at amortized cost..

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

3. CASH AND CASH EQUIVALENTS

Included in cash and cash equivalents is a \$14,000 GIC held at ATB Financial. The investment matures February 8, 2023 and bears interest at a rate of 0.35%.

4. SECURITY DEPOSIT IN TRUST

Security deposits in trust consist of security deposits from Community housing tenants. The corresponding liability to tenants is recorded separately in the statement of financial position.

5. CREDIT FACILITY

The Organization has a credit facility with ATB Financial, which includes an approved operating line that can be drawn upon to a maximum of \$300,000, which bears interest at the banks prime lending rate (2022 6.2%, 2021 2.45%) less 0.25% and is secured by a promissory note and a general security agreement of all the Organizations assets.. At the balance sheet date, the amount owing, which is due on demand, was \$nil (2021 \$nil).

The Organization has a Credit Card with ATB Financial, under the authority of the Municipal Government Act, which has an approved limit of \$15,000. The card bears interest at prime plus 6% per annum on any unpaid amounts. A minimum of 3% payment on monthly balance outstanding is required. Amount outstanding at year end is \$nil (2021 \$nil).

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS

Notes to Financial Statements

Year Ended December 31, 2022

6. DEFERRED CONTRIBUTIONS

The Organization holds \$14,000 (2021 \$14,000) from the Government, for use in case of emergencies. Balance is held in separate account invested in GIC earning interest noted above. Amount when used is required to be repaid within one year.

7. RELATED PARTY TRANSACTIONS

Transactions consist of shared expenses with Ridge Country Housing Lodge for utilities, office supplies, and wages for employee work done at housing units. These transactions were in the normal course of operations under the same terms and conditions as transactions with unrelated third parties. The transactions have been recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties. As at December 31, 2022 there was \$14,071 (2021 \$17,636). Amounts are repaid as cash allows throughout the year while still keeping cash available for expenses incurred.

8. GOVERNMENT ASSISTANCE

During 2022, the Organization and the Province of Alberta executed an agreement under which the Province shared the costs of certain capital and non-capital expenditures incurred by the Organization in its operations to 2022.

Government assistance in the amount of \$7,000 was received during the year of which the full amount was applied to utilities as stated with funding approval.

9. FINANCIAL INSTRUMENTS

Risks and concentrations

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2022.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's main credit risks relate to its accounts receivable and notes receivable. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts. The organization has a significant number of customers which minimizes concentration of credit risk.

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Big Sky Villa****(Schedule 1)****Year Ended December 31, 2022**

	2022	2021
REVENUES		
Rent	\$ 31,580	\$ 24,555
Provincial grants	5,026	2,374
Sundry	171	-
Resident services	-	38
	<u>36,777</u>	<u>26,967</u>
EXPENSES		
Human Resources	13,059	12,676
Utilities	6,341	6,868
Operating Maintenance	5,551	5,831
Administration	2,652	2,201
Operating	1,742	1,737
	<u>29,345</u>	<u>29,313</u>
EXCESS (DEFICIENCY) OF EXPENSES OVER REVENUES	<u>\$ 7,432</u>	<u>\$ (2,346)</u>

The notes are integral to these statements

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Drilander Apartments****(Schedule 2)****Year Ended December 31, 2022**

	2022	2021
REVENUES		
Rent	\$ 25,195	\$ 24,295
Provincial grants	5,026	2,374
Sundry	171	-
Resident services	-	38
	<u>30,392</u>	<u>26,707</u>
EXPENSES		
Operating Maintenance	23,385	4,336
Human Resources	13,059	12,676
Utilities	10,119	8,479
Administration	2,652	2,201
Operating	2,455	1,885
	<u>51,670</u>	<u>29,577</u>
DEFICIENCY OF EXPENSES OVER REVENUES	<u>\$ (21,278)</u>	<u>\$ (2,870)</u>

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Hillside Terrace
(Schedule 3)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 22,930	\$ 17,264
Provincial grants	4,188	1,978
Resident services	350	128
Sundry	142	-
	27,610	19,370
EXPENSES		
Human Resources	10,883	10,563
Operating Maintenance	9,883	8,571
Utilities	6,615	6,950
Administration	2,210	1,834
Operating	1,650	2,295
	31,241	30,213
DEFICIENCY OF EXPENSES OVER REVENUE	\$ (3,631)	\$ (10,843)

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Marigold Manor****(Schedule 4)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 79,750	\$ 77,260
Provincial grants	13,402	11,329
Resident services	7,975	8,202
Sundry	1,898	-
	<u>103,025</u>	<u>96,791</u>
EXPENSES		
Human Resources	34,825	33,803
Utilities	26,324	23,279
Operating Maintenance	21,131	15,426
Administration	7,189	5,870
Operating	3,902	4,287
	<u>93,371</u>	<u>82,665</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 9,654</u>	<u>\$ 14,126</u>

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Meadowlark Manor
(Schedule 5)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 76,750	\$ 67,195
Provincial grants	11,727	15,538
Resident services	7,675	8,239
Sundry	398	-
	96,550	90,972
EXPENSES		
Operating Maintenance	32,120	20,058
Human Resources	30,472	29,577
Utilities	33,267	31,625
Administration	6,069	5,136
Operating	3,524	4,004
	105,452	90,400
EXCESS (DEFICIENCY) OF EXPENSES OVER REVENUE	\$ (8,902)	\$ 572

The notes are integral to these statements

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Wheatland Manor****(Schedule 6)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 19,885	\$ 3,322
Provincial grants	5,026	2,374
Sundry	171	-
Resident services	-	38
	25,082	5,734
EXPENSES		
Operating Maintenance	16,332	5,979
Human Resources	13,059	12,676
Utilities	7,076	7,805
Operating	3,515	2,485
Administration	2,652	2,201
	42,634	31,146
DEFICIENCY OF EXPENSES OVER REVENUE	\$ (17,552)	\$ (25,412)

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Milk River Phase 1****(Schedule 7)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 41,479	\$ 39,325
Provincial grants	5,026	2,374
Resident services	700	38
Sundry	171	-
	47,376	41,737
EXPENSES		
Human Resources	13,059	12,676
Utilities	11,047	11,267
Administration	2,652	2,201
Operating Maintenance	1,403	6,632
Operating	1,614	1,711
	29,775	34,487
EXCESS OF REVENUE OVER EXPENSES	\$ 17,601	\$ 7,250

The notes are integral to these statements

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Milk River Phase 2****(Schedule 8)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 12,664	\$ 17,173
Provincial grants	2,513	1,187
Resident services	130	19
Sundry	85	-
	15,392	18,379
EXPENSES		
Human Resources	6,530	6,338
Utilities	6,571	5,991
Operating Maintenance	4,092	664
Administration	1,326	1,101
Operating	807	856
	19,326	14,950
EXCESS (DEFICIENCY) OF EXPENSES OVER REVENUE	\$ (3,934)	\$ 3,429

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Raymond Phase 2****(Schedule 9)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 25,044	\$ 18,324
Provincial grants	3,351	1,582
Sundry	114	-
Resident services	-	26
	<u>28,509</u>	<u>19,932</u>
EXPENSES		
Human Resources	8,706	8,451
Utilities	8,210	7,706
Operating Maintenance	3,869	3,267
Administration	1,768	1,467
Operating	1,772	1,948
	<u>24,325</u>	<u>22,839</u>
EXCESS (DEFICIENCY) OF EXPENSES OVER REVENUE	<u>\$ 4,184</u>	<u>\$ (2,907)</u>

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Raymond Phase 3****(Schedule 10)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 10,620	\$ 10,697
Provincial grants	1,675	791
Sundry	57	-
Resident services	-	13
	12,352	11,501
EXPENSES		
Human Resources	4,353	4,225
Utilities	4,069	4,790
Administration	884	734
Operating	886	918
Operating Maintenance	253	430
	10,445	11,097
EXCESS OF REVENUE OVER EXPENSES	\$ 1,907	\$ 404

RIDGE COUNTRY HOUSING - HOUSING OPERATIONS**Raymond Stirling Phase 4****(Schedule 11)****Year Ended December 31, 2022**

	2022	2021
REVENUE		
Rent	\$ 12,162	\$ 9,946
Provincial grants	1,675	791
Sundry	57	-
Resident services	-	13
	<u>13,894</u>	<u>10,750</u>
EXPENSES		
Human Resources	4,353	4,225
Administration	884	734
Operating Maintenance	201	577
Operating	250	432
	<u>5,688</u>	<u>5,968</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 8,206</u>	<u>\$ 4,782</u>

RIDGE COUNTRY HOUSING - LODGE OPERATIONS

Financial Statements

Year Ended December 31, 2022

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Ridge Country Housing - Lodge Operations

Opinion

We have audited the financial statements of Ridge Country Housing - Lodge Operations (the organization), which comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

(continues)

Independent Auditor's Report to the To the Board of Directors of Ridge Country Housing - Lodge
Operations (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Raymond, Alberta
May 18, 2023

PRICE & COMIN LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

RIDGE COUNTRY HOUSING - LODGE OPERATIONS

Statement of Financial Position

December 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 304,636	\$ 365,081
Guaranteed investment certificate (Note 3)	100,000	-
Inventory	17,136	10,474
Goods and services tax recoverable	11,396	9,886
Prepaid expenses	17,214	19,974
Due from related parties	15,182	17,636
	465,564	423,051
CAPITAL ASSETS (Net) (Note 4)	74,037	91,452
	\$ 539,601	\$ 514,503
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 6)	\$ 98,823	\$ 96,064
Callable debt due in one year (Note 7)	49,174	60,134
	147,997	156,198
Callable debt due thereafter (Note 7)	230,320	338,926
	378,317	495,124
UNAMORTIZED CAPITAL CONTRIBUTIONS (Note 8)	28,419	33,156
	406,736	528,280
NET ASSETS		
Invested in capital assets	45,616	58,295
Unrestricted	87,249	(72,072)
	132,865	(13,777)
	\$ 539,601	\$ 514,503

ON BEHALF OF THE BOARD

Signed Director

Signed Director

RIDGE COUNTRY HOUSING - LODGE OPERATIONS

Statement of Revenues and Expenditures

Year Ended December 31, 2022

	Budget 2022 <i>(Unaudited)</i>	Total 2022	Total 2021
REVENUES			
Rent and resident services	\$ 1,340,147	\$ 1,457,070	\$ 1,309,472
Municipal requisitions	400,000	400,000	450,000
Provincial grants	268,744	367,210	427,481
Non-resident services	25,000	26,027	24,575
Sundry	-	18,354	17,754
Interest income	1,000	8,703	1,476
Amortization of capital contributions	-	4,737	4,737
	2,034,891	2,282,101	2,235,495
EXPENDITURES			
Salaries and wages	1,038,684	1,133,519	1,112,446
Food	284,750	318,377	264,021
Utilities	177,339	197,018	168,608
Employee benefits	135,029	160,824	139,394
Building repairs	130,256	120,284	127,538
Office expenses	68,000	77,474	61,515
Housekeeping and laundry	53,546	63,920	58,423
Amortization	-	17,415	17,413
Interest on long term debt	10,584	12,891	10,084
Ground maintenance	8,404	7,232	8,455
Quality of life fund	12,000	9,391	7,232
Equipment purchased	2,000	1,529	6,477
Food Supplies	6,060	5,242	4,323
Small tools/equipment repair	3,807	6,951	3,752
Insurance	3,000	2,474	2,988
Interest and bank charges	-	918	446
	1,933,459	2,135,459	1,993,115
EXCESS OF REVENUES OVER EXPENDITURES	101,432	146,642	242,380
Principal repayment on loans	-	119,566	59,316
EXCESS OF REVENUE OVER EXPENSES AFTER REPAYMENT OF DEBT	\$ 101,432	\$ 27,076	\$ 183,064

The accompanying notes are integral to these statements

RIDGE COUNTRY HOUSING - LODGE OPERATIONS

Statement of Changes in Net Assets

Year Ended December 31, 2022

	Unrestricted	Invested in Capital Assets	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ (72,072)	\$ 58,295	\$ (13,777)	\$ (256,157)
Excess of revenues over expenditures	146,642	-	146,642	242,380
Amortization of capital assets	17,415	(17,415)	-	-
Amortization of capital contributions	(4,736)	4,736	-	-
NET ASSETS - END OF YEAR	\$ 87,249	\$ 45,616	\$ 132,865	\$ (13,777)

The accompanying notes are integral to these statements

RIDGE COUNTRY HOUSING - LODGE OPERATIONS**Statement of Cash Flows****Year Ended December 31, 2022**

	2022	2021
OPERATING ACTIVITIES		
Excess of revenues over expenditures	\$ 146,642	\$ 242,380
Items not affecting cash:		
Amortization of property, plant and equipment	17,415	17,413
Amortization of capital contributions	(4,736)	(4,736)
	<u>159,321</u>	<u>255,057</u>
Changes in non-cash working capital:		
Inventory	(6,662)	(1,278)
Accounts payable and accrued liabilities	2,759	(17,088)
Prepaid expenses	2,760	(4,591)
Goods and services tax payable	(1,510)	1,025
Line of Credit	-	-
	<u>(2,653)</u>	<u>(21,932)</u>
Cash flow from operating activities	<u>156,668</u>	<u>233,125</u>
FINANCING ACTIVITIES		
Due from Ridge Country Housing (Housing)	2,453	7,783
Repayment of callable debt	(119,566)	(59,316)
Cash flow from (used by) financing activities	<u>(117,113)</u>	<u>(51,533)</u>
INCREASE IN CASH FLOW	39,555	181,592
Cash - beginning of year	<u>365,081</u>	<u>183,489</u>
CASH - END OF YEAR	\$ 404,636	\$ 365,081
CASH CONSISTS OF:		
General operating account	\$ 269,778	\$ 331,936
Term deposits	100,000	-
Donation account	34,508	32,795
Petty cash	350	350
	<u>-</u>	<u>-</u>
	<u>\$ 404,636</u>	<u>\$ 365,081</u>

The accompanying notes are integral to these statements

RIDGE COUNTRY HOUSING - LODGE OPERATIONS

Notes to Financial Statements

Year Ended December 31, 2022

1. BASIS OF PRESENTATION

Ridge Country Housing - Lodge operations is an organization operating and managing social programs providing affordable housing for seniors in Southern Alberta. The organization is governed by the Alberta Housing Act and its regulations which qualifies the organization as a not-for-profit as defined in the Income Tax Act, and is therefore exempt from income taxes.

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are cash donations to the lodge to be used as needed.

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a specific item method.

Goods and Services Tax

The Goods and Service Tax is set up at the refundable rate in place at the time of the expenditure. Returns are filed jointly with the Ridge Country Housing - Housing operations (related party).

Capital assets

Capital assets costing \$5,000 or more are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Buildings	4% straight-line method
Equipment	10-20% straight-line method

Land and Buildings are owned by the Alberta Government and are not shown in the accounts.

The organization regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Net assets

- a) Net assets invested in capital assets represents the organization's net investment in property and equipment and are treated as a separate component of net assets.
- b) Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year, net of transfers, and are available for general purposes.

(continues)

RIDGE COUNTRY HOUSING - LODGE OPERATIONS

Notes to Financial Statements

Year Ended December 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

Ridge Country Housing - Lodge Operations follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Rental revenue is recognized as received on a monthly basis, in accordance with rental agreements.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. All other financial instruments are reported at amortized cost.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

3. GUARANTEED INVESTMENT CERTIFICATE

Ridge Country Housing - Lodge board of director approved opening of new bank account during the year to hold surplus funds. Amounts transferred to this account are to be utilized at the discretion of the board, and have been invested in redeemable 1 year GIC with ATB bank.

At December 31, 2022 the balance in the account is \$100,000 (2021 \$nil) which matures in November 2023 and earns interest at 4.25% annually.

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Equipment	\$ 219,813	\$ 145,776	\$ 74,037	\$ 91,452

RIDGE COUNTRY HOUSING - LODGE OPERATIONS

Notes to Financial Statements

Year Ended December 31, 2022

5. LINE OF CREDIT

A line of credit has been authorized by ATB Financial, under the authority of the Municipal Government Act, with maximum borrowing allowed of \$300,000. The note bears interest at 0.25% below the bank's prime lending rate (2022 6.2%, 2021 2.45%). The line of credit is secured by a promissory note and a general security agreement of all the Organization's assets. Current year balance is \$nil at year end (2021 \$nil).

A credit card has been authorized by ATB Financial, under the authority of the Municipal Government Act, with maximum limit of \$15,000. The card bears interest at prime plus 6.0% per annum on any unpaid amounts. A minimum of 3.0% payment on monthly balance outstanding is required. Amount outstanding at year end is \$nil (2021 \$nil).

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2022	2021
Employee vacation pay and benefits payable	\$ 59,235	\$ 60,396
Accounts payable	32,434	30,584
Interest payable	7,154	5,084
	<u>\$ 98,823</u>	<u>\$ 96,064</u>

7. CALLABLE DEBT

ATB Term Loan loan bearing interest prime lending rate less 0.25% (2022 6.2%, 2020 2.2%) per annum, repayable in annual blended payments of \$40,000. The loan matures in 2027.

\$	189,494	\$	224,060
----	---------	----	---------

ATB Term Loan loan bearing interest at prime lending rate 0.25% (2022 6.2%, 2020 2.2%) per annum, repayable in annual payments of \$15,000 plus interest. The loan matures in 2029.

90,000	105,000
--------	---------

ATB Term Loan repaid during the year.

-	70,000
---	--------

279,494	399,060
---------	---------

Principal due in one year

(49,174)	(60,134)
----------	----------

<u>\$ 230,320</u>	<u>\$ 338,926</u>
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Principal repayment terms are approximately:

(continues)

RIDGE COUNTRY HOUSING - LODGE OPERATIONS**Notes to Financial Statements****Year Ended December 31, 2022****7. CALLABLE DEBT (continued)**

2023	\$ 49,174
2024	45,370
2025	47,253
2026	49,253
2027	73,444
Thereafter	15,000
	<u>\$ 279,494</u>

8. UNAMORTIZED CAPITAL CONTRIBUTIONS

Unamortized capital contributions represent contributions received for the purchase of capital assets. Contributions are amortized into revenue over the estimated useful life of the asset. Changes during the year are as follows:

Balance, beginning of year	\$ 33,156	\$ 37,892
Amortization of capital contributions	<u>(4,736)</u>	<u>(4,736)</u>
	<u>\$ 28,420</u>	<u>\$ 33,156</u>

9. MUNICIPAL REQUISITIONS

	<u>2022</u>	<u>2021</u>
County of Warner	\$ 223,539	\$ 250,031
Town of Raymond	108,616	123,988
Village of Stirling	31,563	34,568
Town of Milk River	21,201	23,804
Village of Warner	8,404	9,644
Village of Coutts	6,677	7,965
	<u>\$ 400,000</u>	<u>\$ 450,000</u>

10. RELATED PARTY TRANSACTIONS

The Organization allocated the following expenses to Ridge Country Housing - Housing Operations during the year:

Administrative wages and benefits of \$152,358 (2021 - \$147,887).

These transactions were in the normal course of operations under the same terms and conditions as transactions with unrelated third parties. The transactions have been recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

11. SICK TIME

In accordance with employee contracts, employees are allowed to carry forward sick time on a cumulative basis. Sick time is not paid out upon termination or resignation, therefore, has not been accrued in the financial statements. Accumulated sick time at December 31, 2022 was \$75,417 (2021 - \$73,706).

RIDGE COUNTRY HOUSING - LODGE OPERATIONS

Notes to Financial Statements

Year Ended December 31, 2022

12. FINANCIAL INSTRUMENTS

Risks and concentrations

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2022.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's main credit risks relate to its accounts receivable and notes receivable. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts. The organization has a significant number of customers which minimizes concentration of credit risk.

RIDGE COUNTRY HOUSING - LODGE OPERATIONS**Prairie Rose Lodge****(Schedule 1)****Year Ended December 31, 2022**

	2022	2021
REVENUES		
Rent and resident services	\$ 644,279	\$ 579,473
Municipal requisitions	200,000	225,000
Provincial grants	147,338	215,032
Interest income	8,694	738
Sundry	5,449	11,466
Non-resident services	1,675	2,147
	1,007,435	1,033,856
EXPENSES		
Salaries and wages	560,249	561,599
Food	136,960	109,174
Utilities	74,172	74,091
Employee benefits	76,431	68,439
Building repairs	57,007	76,404
Office expenses	39,641	29,674
Housekeeping and laundry	29,744	24,561
Amortization	7,940	5,988
Ground maintenance	6,455	6,133
Interest on long term debt	6,446	5,042
Food Supplies	4,097	3,240
Quality of life fund	3,514	3,338
Small tools/equipment repair	1,644	2,368
Insurance	1,480	1,679
Interest and bank charges	459	221
Equipment purchased	-	6,003
	1,006,239	977,954
EXCESS OF REVENUES OVER EXPENSES	\$ 1,196	\$ 55,902

The accompanying notes are integral to these statements

RIDGE COUNTRY HOUSING - LODGE OPERATIONS**Ridgeview Lodge
(Schedule 2)****Year Ended December 31, 2022**

	2022	2021
REVENUES		
Rent and resident services	\$ 812,791	\$ 729,999
Municipal requisitions	200,000	225,000
Provincial grants	219,872	212,449
Non-resident services	24,352	22,427
Sundry	12,904	6,288
Amortization of capital allocation	4,737	4,737
Interest income	10	738
	1,274,666	1,201,638
EXPENSES		
Salaries and wages	573,270	550,848
Food	181,417	154,847
Utilities	122,847	94,518
Employee benefits	84,393	70,955
Building repairs	63,277	51,134
Office expenses	37,833	31,841
Housekeeping and laundry	34,176	33,862
Amortization	9,476	11,426
Interest on long term debt	6,446	5,042
Quality of life fund	5,878	3,894
Small tools/equipment repair	5,307	1,384
Equipment purchased	1,529	474
Food Supplies	1,144	1,083
Insurance	994	1,309
Ground maintenance	776	2,322
Interest and bank charges	459	221
	1,129,222	1,015,160
EXCESS OF REVENUES OVER EXPENSES	\$ 145,444	\$ 186,478

The accompanying notes are integral to these statements

RIDGE COUNTRY HOUSING
Consolidated Financial Statements
Year Ended December 31, 2022

INDEPENDENT AUDITOR'S REPORT

To the Members of Ridge Country Housing

Opinion

We have audited the consolidated financial statements of Ridge Country Housing (the organization), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the organization as at December 31, 2022, and the consolidated results of its operations and consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

(continues)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Raymond, Alberta
May 18, 2023

PRICE & COMIN LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

RIDGE COUNTRY HOUSING
Consolidated Statement of Financial Position
December 31, 2022

	Lodge 2022	Housing 2022	2022	2021
ASSETS				
CURRENT				
Cash	\$ 404,636	\$ 18,465	\$ 423,101	\$ 385,196
Accounts receivable	-	350	350	17,636
Inventory	17,136	-	17,136	10,474
GST recoverable	11,396	4,860	16,256	12,985
Prepaid expenses	17,214	11,478	28,692	31,853
Security deposits	-	6,624	6,624	8,220
Due from related parties	15,182	-	15,182	-
	465,564	41,777	507,341	466,364
CAPITAL ASSETS (Net) (Note 5)	74,037	-	74,037	91,452
	\$ 539,601	\$ 41,777	\$ 581,378	\$ 557,816
LIABILITIES AND NET ASSETS				
CURRENT				
Accounts payable and accrued liabilities	\$ 98,822	\$ 18,902	\$ 117,724	\$ 139,196
Callable debt due in one year (Note 7)	49,174	-	49,174	60,134
Due to related parties	-	15,182	15,182	-
	147,996	34,084	182,080	199,330
Callable debt due thereafter	230,320	-	230,320	338,926
	378,316	34,084	412,400	538,256
UNAMORTIZED CAPITAL CONTRIBUTIONS	28,419	-	28,419	33,156
RESTRICTED OPERATING RESERVE FUND	-	14,000	14,000	14,000
	406,735	48,084	454,819	585,412
NET ASSETS				
Unrestricted	87,249	(6,307)	80,942	(85,891)
Invested in capital assets	45,617	-	45,617	58,295
	132,866	(6,307)	126,559	(27,596)
	\$ 539,601	\$ 41,777	\$ 581,378	\$ 557,816

ON BEHALF OF THE BOARD

Signed Director

Signed Director

RIDGE COUNTRY HOUSING
Consolidated Statement of Revenues and Expenditures
Year Ended December 31, 2022

	Lodge 2022	Housing 2022	2022	2021
REVENUES				
Rental/resident accommodation	\$ 1,457,070	\$ 358,059	\$ 1,815,129	\$ 1,618,828
Municipal requisitions	400,000	-	400,000	450,000
Provincial grants	367,210	7,000	374,210	442,481
ASHC - deficit funding	-	51,634	51,634	27,691
Other	27,057	-	27,057	19,230
Non-resident services	26,027	-	26,027	24,575
Resident services	-	20,265	20,265	16,793
Amortization of capital contributions	4,737	-	4,737	4,737
	2,282,101	436,958	2,719,059	2,604,335
EXPENSES				
Human resources	1,294,343	152,358	1,446,701	1,399,726
Operating	400,933	18,820	419,753	361,576
Utilities	197,018	119,638	316,656	283,368
Operating maintenance	134,466	121,519	255,985	215,964
Administration	77,476	30,936	108,412	87,195
Amortization	17,415	-	17,415	17,413
Interest and bank charges	13,809	-	13,809	10,530
	2,135,460	443,271	2,578,731	2,375,772
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 146,641	\$ (6,313)	\$ 140,328	\$ 228,563

See notes to financial statements

RIDGE COUNTRY HOUSING
Consolidated Statement of Changes in Net Assets
Year Ended December 31, 2022

	Unrestricted 2022	Invested in Capital Assets 2022	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ (85,891)	\$ 58,295	\$ (27,596)	\$ (265,068)
Excess of revenues over expenses	140,328	-	140,328	228,563
Amortization of capital assets	17,415	(17,415)	-	-
Amortization of capital contributions	(4,737)	4,737	-	-
Prior year deficit funding received	13,817	-	13,817	8,909
NET ASSETS - END OF YEAR	\$ 80,932	\$ 45,617	\$ 126,549	\$ (27,596)

RIDGE COUNTRY HOUSING
Consolidated Statement of Cash Flows
Year Ended December 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 140,328	\$ 228,563
Items not affecting cash:		
Amortization of capital assets	17,415	17,414
Amortization of capital contributions	(4,736)	(4,736)
	<u>153,007</u>	<u>241,241</u>
Changes in non-cash working capital:		
Accounts receivable	17,286	7,783
Inventory	(6,662)	(1,278)
Accounts payable and accrued liabilities	(21,461)	(13,933)
Prepaid expenses	3,161	(4,930)
GST receivable	(3,272)	1,632
	<u>(10,948)</u>	<u>(10,726)</u>
Cash flow from operating activities	<u>142,059</u>	<u>230,515</u>
FINANCING ACTIVITIES		
Repayment of callable debt	(119,566)	(59,311)
Deficit funding received	13,817	8,909
Cash flow from (used by) financing activities	<u>(105,749)</u>	<u>(50,402)</u>
INCREASE IN CASH FLOW	36,310	180,113
Cash - beginning of year	<u>393,416</u>	<u>213,303</u>
CASH - END OF YEAR	\$ 429,726	\$ 393,416
CASH CONSISTS OF:		
Cash	\$ 309,102	\$ 371,196
Security deposits	6,624	8,220
GIC investment	<u>114,000</u>	<u>14,000</u>
	<u>\$ 429,726</u>	<u>\$ 393,416</u>

See notes to financial statements

RIDGE COUNTRY HOUSING
Notes to Consolidated Financial Statements
Year Ended December 31, 2022

1. NATURE OF OPERATIONS

Ridge Country Housing is an organization that operates and manages social programs aimed at providing affordable housing for low income seniors of Southern Alberta. The organization is established as a management body by provincial ministerial order and is governed by the Alberta Housing Act and its regulations. It qualifies as a not-for-profit organization as defined in the Income Tax Act and, as such, is exempt from income taxes under section 149(1)(l).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The consolidated financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). The following policies are detailed as follows:

Consolidation

The consolidated financial statements include the assets, liabilities, revenue, expenses and cash flows of the two divisions of Ridge Country Housing, as follows:

- Ridge Country Housing - Housing
- Ridge Country Housing - Lodge

All inter-divisional balances and transactions have not been eliminated which consisted of a balance of \$15,182 (2021 - \$17,636) receivable to the Lodge operations from the Housing operations.

Revenue recognition

Ridge Country Housing follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Rental revenue is recognized monthly based on rental agreements.

Alberta Social Housing Corporation grant

If the Housing division of Ridge Country Housing has an excess of revenue over expenditures for the year (not including amortization), it must be repaid to Alberta Social Housing Corporation (ASHC). Any repayable amounts to ASHC are recorded directly to unrestricted net assets rather than being included in revenue and expenses on the statement of operations.

GST receivable

GST receivable is set up at the refundable rate in place at the time of expenditure.

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

(continues)

RIDGE COUNTRY HOUSING
Notes to Consolidated Financial Statements
Year Ended December 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Capital assets are recorded at cost. Only assets purchased costing \$5,000 or more are recorded in the capital asset accounts. Contributed capital assets are recorded at fair value at the date of contributions. Amortization is provided for on the declining balance and straight-line method at rates designed to amortize the cost of the capital assets over their estimated useful lives. Amortization is taken in the year of acquisition but is not recorded in the year of disposal. The annual amortization rates are as follows: :

Equipment	10-20%	straight-line method
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Amortization of assets held in the Ridge Country Housing - Housing is charged directly to net assets invested in capital asset and is not included in the expense on the statement of operations. Amortization of assets held by the Ridge Country Housing - Lodge is recognized as an expense in the statement of operations. Buildings and land owned by the Alberta Social Housing Corporation are not shown in the accounts.

Financial instrument classification

The Foundation initially measures its financial assets and liabilities at fair value. The Foundation subsequently measures all its financial assets and financial liabilities at amortized cost.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Contributed services

Volunteers contribute time to assist the Foundation in carrying out its service delivery activities. The fair value of contributed services cannot be reasonably determined and are therefore not reflected in these financial statements.

Net assets invested in capital assets

The Foundation has chosen to treat net assets invested in capital assets as a separate component of net assets.

3. CASH

Included in cash is a GIC in Housing in the amount of \$14,000 with an interest rate of 0.35% and a maturity date of February 8, 2023. Also included is a GIC in Lodge in the amount of \$100,000 with an interest rate of 4.25% and a maturity date in November 2023.

4. SECURITY DEPOSITS

Trust account for security deposits consists of security deposits from tenants, and the corresponding liability to the tenants is recorded separately on the statement of financial position.

RIDGE COUNTRY HOUSING
Notes to Consolidated Financial Statements
Year Ended December 31, 2022

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Equipment	\$ 219,813	\$ 145,776	\$ 74,037	\$ 91,452

6. LINE OF CREDIT

A line of credit has been authorized by ATB Financial, under the authority of the Municipal Government Act, to a maximum of \$300,000 and bears interest at the bank's prime lending rate which is 6.2% at December 31, 2022 (2021 2.45%). The line of credit is secured by a promissory note and a general security agreement covering all assets of the organization. There is currently \$nil outstanding as of year-end.

7. CALLABLE DEBT

	2022	2021
ATB loan bearing interest at prime less 0.25% per annum, repayable in blended payments of \$40,000. The loan matures in 2027 and is secured by a promissory note and general security covering all assets of the organization.	\$ 189,494	\$ 224,060
ATB loan bearing interest at prime less 0.25% per annum, repayable in blended payments of \$15,000. The loan matures in 2029 and is secured by secured by a promissory note and general security covering all assets of the organization.	90,000	105,000
ATB term loan repaid during the year	-	70,000
	279,494	399,060
Principal due in one year	(49,174)	(60,134)
	\$ 230,320	\$ 338,926

Principal repayment terms are approximately:

2023	\$ 49,174
2024	45,370
2025	47,253
2026	49,253
2027	73,444
Thereafter	15,000
	\$ 279,494

RIDGE COUNTRY HOUSING
Notes to Consolidated Financial Statements
Year Ended December 31, 2022

8. UNAMORTIZED CAPITAL CONTRIBUTIONS

Unamortized capital contributions represent contributions received for the purchase of capital assets. Contributions are amortized into revenue over the estimated useful life of the asset. Changes during the year are as follows:

	<u>2022</u>	<u>2021</u>
Balance, beginning of year	\$ 33,156	\$ 37,892
Additions during the year	-	-
Amortization of capital contributions	<u>(4,736)</u>	<u>(4,736)</u>
	<u>\$ 28,420</u>	<u>\$ 33,156</u>

9. MUNICIPAL REQUISITIONS

	<u>2022</u>	<u>2021</u>
County of Warner	\$ 223,539	\$ 250,031
Town of Raymond	108,616	123,988
Village of Stirling	31,563	34,568
Town of Milk River	21,201	23,804
Village of Warner	8,404	9,644
Village of Coutts	6,677	7,965
	-	-
	<u>\$ 400,000</u>	<u>\$ 450,000</u>

10. ACCUMULATED SICK TIME

Under the employee contracts, employees are allowed to carry forward sick time on an accumulative basis. However, the sick time is not paid out when the employee leaves the organization and therefore an accrual has not been recorded in the financial statements. The amount of accumulated sick time as at December 31, 2022 was \$75,417 (2021 - \$73,706).

11. FINANCIAL INSTRUMENTS

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Foundation is exposed to credit risk from tenants. However, the Foundation has a significant number of tenants which minimizes concentration of credit risk.

Milk River Health Professionals Attraction & Retention Committee
Meeting Minutes – June 6, 2023
Milk River Council Chambers – 7:00 p.m.

In Attendance: Scott MacCumber, Anne Michaelis, Derek Baron, David Cody, Emma Hulit, Sharon Thompson, Judy Gaehring, Christine Latimer, George Henline, Lisa Balog, Lynne Brower

1. **Welcome** – The meeting was called to order at 7:00 pm by Scott.
2. **Agenda** – Sharon moved to adopt the agenda as written. All in favour. Carried.
3. **Minutes** – Anne moved to adopt the minutes of the May 2, 2023 meeting. All in favour. Carried.
4. **Updates from the Health Centre and the Clinic** – Shay (Health Centre Site Manager) is on leave currently so no update. Lisa provided an update on the Clinic: Dr. Meyer is still recuperating and will return as soon as possible. Dr. Akewe is doing her assessment in Stettler and should be in Milk River in September. Lisa working on Clinic paperwork and keeping up with emails, etc.
5. **Financial Report** – Scott made a motion to accept the April 2023 statement. All in favour. Carried. We have \$12,655.78 in chequing and \$13,075.59 in GIC's. In May we spent \$400 on gift cards for AB Rural Health Week, and in June we spent \$176.59 on bedding and \$18.89 for a laundry basket. Both items were for the Dr. Suite.
6. **Old Business**
 - 6a. **Doctor Suite** – 1 more set of bedding to be provided. No feedback yet on first two sets. Open
 - 6b. **Doctor Recruitment** – The PA previously interviewed found not to be suitable for Milk River. No new applications for the PA or NP position received. The next update from Dr. Low will be provided to Mayors and Reeves on June 13th. Open
 - 6c. **Financial Donations** – So far we have received \$2500 from Coutts and \$5000 from the County of Warner. No word yet from Milk River, Warner or Raymond. Open
 - 6d. **Ambulance** – stopping in Milk River when qualified physician on site. Closed
 - 6e. **Emergency Room Coverage** – AHS doing what they can and notices are sent out when there is no coverage. Closed
 - 6f. **Refresh – Restart** – Staffing still up in the air. No volunteer to coordinate at this time. Will discuss at next meeting. Open
 - 6g. **Rental Housing** – A committee is being formed of one councillor from each area. Scott will schedule initial meeting. Possible investments by area could be by population or by assessment. We had a good response from our Facebook post looking for rentals for the new doctors. Christine compiled list and sent it to the Doctors. Open
 - 6h. **Housing and Childcare Shortage** – Different groups looking into childcare issue. Will get update at next meeting. Open

7. Projects / Ongoing Initiatives

7a. **Locum Welcome Packages** – Lisa to check to see how many are left.

7b. **Support for Healthcare Workers** – We had 75 entries for our Rural Health Week gift card draw. The winners were Karim Rojas and Karen Geddert. Scott will post on Facebook. The next event is World Pharmacist Day on September 25.

7c. **Healthcare Services Booklet** – it will be updated in the fall once staffing is complete.

7d. **School Award** – the deadline to apply is June 16th. No applications so far.

7e. **Health Centre Staffing** – Facebook posts continue. It looks like the hardest positions to fill are in the Housekeeping area.

7f. **Scholarship for Current Employees** – Scott will send out reminder in September.

7g. **Fundraising** – nothing further planned at this time other than during the Refresh-Restart.

7h. **Gift for Mark Simons** – sent to him. Closed

8. **RhPAP Update** – Lynsey sent out the Consultant Update for June 2023. Will send out with minutes.

9. **New Business** – Discussion on housing, town lots, and Doctors in general.

10. **Next Meeting** – scheduled for July 4, 2023.

11. **Adjournment** – meeting adjourned by David at 8:13 p.m.

Request for Decision

Mayors Report

July 10, 2023



RECOMMENDATION

That the Mayors Report for July 10, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Mayor Liebelt will provide a report from the Mayors Desk.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

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

Riverside Community Golf Meeting 2023

- Meeting called to order July 3 @ 7:07 pm
- Attendance- Larry, Doug, Beth, CJ, Layne, Rick F, Darcy and Kristin
- Minutes read by Kristin, Layne moves to accept the minutes as information-carried
- Treasurer's Report read by Doug. Beth moves to accept the Treasures report as info. -carried

Old Business

- Campground Update-Natasha and Derrick Goulet have taken over the contract. We are temporarily not taking reservations, we will be first come- first serve. Except for groups/ special events.
- Greenskeeper Update- We've hired a student.
- Restaurant Update- Everything has been working well.
- Visitor Centre Update- Doug and Ester have been doing upkeep. Beth motions for Doug to receive gas to compensate him for his travel while helping the society. Second by Kristin - Carried
- Back Flush Pump Update- Electrical is all in. Should be done Wednesday.
- BBQ/gas line for deck- BBQ was lent to us by the businessmen's association.
- Rough Mower- Came in and has been used. Works pretty good.
- Grant Applications- We did not get the Grants.
- Credit Card- We have received the card.
- Insurance Claim- in progress.
- Lock Storage Building- in progress
- 2022 Filings- the society is the only one left to get up to date.
- Men's league donation- \$2500 used to buy 3 cordless weed trimmers.
- AC was covered by Ladies league and men's league donations.
- Cement Blocks- They were sold and picked up last week.
- Tee Box Sign on #3- has been posted

New Business

- Water Licensing- feasibility study for 2 potential dam sites. Would cost us roughly \$350 to participate. CJ motions to participate, second by Lee - carried
- Fireman's Tournament- ran smoothly, lots of compliments.
- Monday Special- 2 for 1 golf. Darcy makes a motion – carried
- Kristin will put the donations and Monday specials on Facebook.
- Beth motions, on behalf of the Riverside Community Golf Society, who has the controlling interest of the wix website, to remove Riverside Golf Course's website– carried
- Lee has a few things to finish up on the AC unit. Has been working great. He suggests putting a stand-up ac unit in the kitchen to try and help cool it down. Layne has one he has offered to let us try.
- Layne will look into shutting off the internet at the ball diamonds. Lee motions to have President, Vice President, Secretary, and Layne Conway to have authority over internet at both campgrounds to turn on/off as needed. – carried
- Cart Storage- Lee is going to talk to Indian Hill for where they got their building from, Darcy has talked to Keith for a quote.
- Darcy will investigate new placards for the hole signs.

AED monthly testing

Next meeting Monday, August 7, 2023 @ 7pm @ clubhouse.

Motion to adjourn by CJ. Carried.

Riverside Community Golf Meeting 2023

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- Attendance- Larry, Doug, Beth, CJ, Layne, Rick F, Darcy and Kristin
- Minutes read by Kristin, Layne moves to accept the minutes as information-carried
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AED monthly testing

Next meeting Monday, August 7, 2023 @ 7pm @ clubhouse.

Motion to adjourn by CJ. Carried.

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
May 24, 2023, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood
Byrne Cook – Town of Magrath
Larry Liebelt – Town of Milk River
Gary Bikman – Village of Stirling
Allan Burton – Town of Cardston (Zoom)

Tanya Smith – Village of Coutts
Wayne Harris – Cardston County
Tyler Lindsay – Village of Warner
Randy Taylor – County of Warner
Bryce Coppieters – Town of Raymond

Others Present:

Marian Carlson – SEO
Kim Welby

Lee Beazer – Operator

Commenced at 4:30 pm

Gary Bikman in the Chair.

AGENDA

ADDITION TO AGENDA

Bryce Coppieters moved to add Town of Raymond Penalty to the agenda. Carried

Bryce Coppieters moved that the agenda be adopted as presented. Carried

MINUTES

Randy Taylor moved that the minutes of the April 12, 2023, regular board meeting be adopted as presented. Carried

NEW BUSINESS

DELEGATION

Kim Welby presented the strategic plan for the Commission.

23-06 Brian Wickhorst moved to approve the Strategic Plan as presented. Carried

Kim Welby was excused at 4:58 p.m.

The SEO advised that she has been working on beginning the Strategic Planning strategies.

Byrne Cook moved to approve the SEO's report. Carried

The Operator reported that 798.605 tonnes of waste were delivered to the Landfill in April 2023, making the year-to-date total 3,006.375 tonnes.

The Operator advised that the brakes were fixed on one semi-truck.

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

Financial Statement

The Financial Statements for March 31, 2023, and April 30, 2023, were reviewed.

Randy Taylor moved to accept March 31, 2023, and April 30, 2023, Financial Statements. Carried

Approval of Bills

Bills for the month of April 2023 were reviewed.

Brian Wickhorst moved to approve the bills for April 2023. Carried

The SEO reviewed the Statement of Receipts and Disbursements, which now has the 2022 actual figures based on the trial balance from Avail's audit.

23-07 Bryce Coppieters moved to approve the Statement of Receipts and Disbursements for 2022. Carried

The SEO presented the Year-to-Date Budget as of April 30, 2023.

Byrne Cook moved to approve the Year-to-Date Budget as of April 30, 2023. Carried

The board would like an explanation from the Town of Raymond before deciding on the requisition penalty. The SEO will bring an explanation to the next board meeting.

CORRESPONDENCE

An email from the Recycling Council of Alberta (RCA) announces the 2023 Conference in Lake Louise, October 18-20, 2023.

A letter from LAPP regarding the Compliance Report for the 2022 Annual Pension Year.

A letter from the Town of Raymond regarding blowing debris into nearby properties.


Brian Wickhorst moved to send a letter in response to the Town of Raymond that the Commission will look at interim solutions. Carried

ADJOURNMENT

Tanya moved the meeting adjourned.

Adjournment at 5:35 p.m.

The Next Commission board meeting is scheduled for Wednesday, June 14, 2023, at 4:30 p.m. in the Town of Magrath.



Chairman