



Village of Hill Spring
COUNCIL MEETING AGENDA - DRAFT
Hill Spring Council Chambers
Tuesday, May 16 , 2023 at 7:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
 - a) 2023.04.18
4. DELEGATION
5. BUSINESS ARISING FROM THE MINUTES
 - a)
6. FINANCIAL REPORTS:
 - a) Cheque Listing for April 2023
7. ITEMS FOR DISCUSSION:
 - a) Tax Rate Bylaw
 - b) 2023 Viability Review #6 – final submission
8. ADMINISTRATORS & COUNCIL REPORTS:
 - a) Admin Report
9. CORRESPONDENCE:
 - a) 2023 AlbertaSW Board Minutes 04-05 approved plus Exec Dir Report
 - b) 2023 Be Prepared Program web directory
 - c) 2023-04-21 REM Advisory Committee Minutes
 - d) 2023-05 Bulletin AlbertaSW
 - e) Cardston PPSA Q4 Community Report
 - f) Cardston Provincial

- g) CCES Minutes Apr 6, 2023
- h) CCES Minutes Mar 2, 2023

10. CLOSED MEETING: if needed or when required by council per FOIP Act Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act (Municipal Government Act, Section 197)*

11. ADJOURNMENT:

DRAFT

VILLAGE OF HILL SPRING

April 18, 2023

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on April 18, 2023 commencing at 7:00 p.m.

In attendance: Mayor Davis, and Councillors Christensen, French, and Nish.

Officials: CAO Greg Robinson, and Interim CAO Patrick Roach

Absent: Councillor Barfuss

Public: Tough Country Delegation, MWG Auditor Delegation, and Billy Merrie (individual)

CALLED TO ORDER

Mayor Davis called the **Regular** Council Meeting to Order at 7:01 p.m.

ADOPTION OF THE AGENDA

2023.04.047

Discussion Items "Credit Card Policy", "AG Society Lease" and "RCMP letter" were added to the agenda.

Councillor French **MOVED** to accept the agenda as amended.

Carried

ADOPTION OF MINUTES

2023.03.21 REGULAR
COUNCIL MEETING
MINUTES

2023.04.048

Councillor French **MOVED** that the 2023.03.21 regular council meeting minutes be approved as presented.

Carried

2023.04.11 SPECIAL
COUNCIL MEETING
MINUTES

2023.04.049

Councillor French **MOVED** that the 2023.04.11 special council meeting minutes be approved as presented.

Carried

DELEGATIONS

PAUL MACLEAN - TOUGH
COUNTRY

Paul Maclean presented an update of the "Tough Country Fiber Project". Paul indicated that the remaining conduit for the fiber lines would be installed with directional drilling in 2023. Paul stated that additional "last mile" funding would be requested to the provincial and Federal Government for completion. With secured funding the project would be completed during 2024 with 10 Gig fiber lines installed and connections to properties commencing. Councillor French inquired regarding Village options should Government funding be rejected. Councillor French also inquired if expansion would be possible should the Village see expansion. Paul stated that there is sufficient capacity in the lines to address Village growth and expansion. Paul will provide cost estimations for future. Mayor Davis inquired about service connection fees. Paul clarified that to the outside of the dwelling would be included in the project but the actual service to the site may have costs, as yet undetermined, but usually there are incentives in place to encourage connections from the property owners.

BILLY MERRIE - SELF

Billy Merrie provided information to Council regarding concerns of ground water contamination from the TransAlta Wind project. Billy provided a letter to Council which he stated was also sent to various levels of government and the Alberta Utility Commission. Billy requested Council to lobby the government to ensure protection of our municipal drinking water system to ensure safeguards are in place prior to project moving forward.

BUSINESS ARISING FROM MINUTES

None

FINANCIAL REPORTS

CHEQUE LISTING FOR
FEBRUARY 2023
2023.04.050

Councillor French **MOVED** to accept the cheque listing for March 2023.

Carried

PATRICK TREADWELL –
MWG 2022 FINANCIAL
AUDIT

Patrick Treadwell provided a report to Council on the audited financials for 2022. MWG has been the Village auditors for the past 5 years. MWG stated the Village for the 2022 year has a clean audit.

2023.04.051

Mayor Davis **MOVED** to accept the auditors report.

Carried

**BUSINESS ITEMS FOR
DISCUSSION**

CAO RESIGNATION
2023.04.052

Councillor Christensen **MOVED** to accept the resignation of Janet Edwards as Village Manager and thank her on behalf of Council for her many years of service to the Village.

Carried

CAO APPOINTMENT
2023.04.053

Councillor Nish **MOVED** to accept the Appointment of Greg Robinson as the CAO for the Village of Hill Spring.

Carried

DIRECTOR OF
EMERGENCY
MANAGEMENT
2023.04.054

Mayor Davis **MOVED** to appoint Greg Robinson as the Village's, Director of Emergency Management.

Carried

MAP REVIEW –
DESIGNATION OF
MUNICIPAL OFFICE
LOCATION
2023.04.055

Councillor Nish **MOVED** to “hereby designate 11 East 2 Ave South as the location of the Municipal Office”

Carried

DITCHES

Council provided clarification for municipal responsibility in care of village ditches and culverts.

WEBSITE
2023.04.056

Councillor French **MOVED** to go live with the new municipal website.

Carried

AG SOCIETY LEASE
2023.04.057

Councillor Christensen **MOVED** to renew the lease with the AG Society.

Carried

RCMP LETTER

Mayor Davis provided information to Council regarding finance changes for municipalities for RCMP services.

LAND USE BYLAW
OPENHOUSE

Council provided Admin dates for scheduling public engagement openhouse provided by ORRSC during the last 2 weeks of May. Admin to confirm and follow up.

VILLAGE OFFICE CLOSURE
DATES
2023.04.058

Councillor French **MOVED** to accept “policy # 2023-04-18-2, Holiday Office hours”.

Carried

RECREATION SOCIETY
2023.04.059

Mayor Davis **MOVED** to table this item, until more information is provided to Council regarding project.

Carried

CREDIT CARD POLICY
2023.04.060

Councillor Nish **MOVED** to accept “policy # 2023-04-18, Corporate Credit Card policy”.

Carried

**ADMINISTRATOR AND
COUNCIL REPORTS AND
CORRESPONDANCE**

2023.04.061

Councilor French **MOVED** to accept all reports and correspondence as information.

Carried

ADJOURNMENT

2023.04.062

Councillor Nish **MOVED** to adjourn the April 18, 2023 Council Meeting at 9:22pm.

Carried

Mayor Dwight Davis

CAO Greg Robinson

VILLAGE OF HILL SPRING

TAX BYLAW # 2023-315

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF HILL SPRING IN THE PROVINCE OF ALBERTA FOR THE 2022 TAXATION YEAR.

WHEREAS, the Village of Hill Spring has prepared and adopted detailed estimates of municipal revenue and expenditures as required, at the council meeting held on May 16, 2023; and

WHEREAS, the estimated municipal expenditures and transfers, excluding amortization, set out in the budget for the Village of Hill Spring for 2022 total **\$657,070**; and

WHEREAS, the estimated municipal revenues and transfers from all resources other than taxation is estimated at **\$451,245** and the amount of **\$205,825** to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$39,212
Non-residential	\$2,102
TOTAL SCHOOL REQUISITIONS	\$41,314
CHINOOK FOUNDATION	\$3,179

WHEREAS, the Council of the Village of Hill Spring is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Municipality of the Village of Hill Spring as shown on the assessment roll is:

	Assessment
Residential & Farmland	\$21,610,170
Non-residential – Commercial & Industrial	\$703,480
Linear & Designated Industrial Property	\$434,260
TOTAL ASSESSMENT	\$22,747,910

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Village of Hill Spring, in the Province of Alberta, enacts as follows:

1. This bylaw may be cited as the “2023 Tax Bylaw”.
2. That the Village Manager is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Hill Spring:

	Tax Levy	Assessment	Mill Rate
General Municipal			
Residential/Farmland	\$190,229	\$21,610,170	8.80275
Non-residential	\$15,596	\$1,137,740	13.70769
Totals	\$205,825	\$22,747,910	
Alberta School Foundation Fund			
Residential/Farmland	\$39,212	\$21,610,170	1.81450
Non-residential	\$2,102	\$1,137,740	1.84720
Totals	\$41,313	\$22,747,910	
Chinook Foundation	\$3,179	\$22,747,910	0.13973
<hr/>			
	TOTAL MILL RATE		
		Residential/Farmland	10.75698
		Non-residential	15.69462
		Linear & Designated Industrial Property	15.69462

3. The minimum amount payable for property as property tax for general municipal purposes shall be \$400.00 on all property, resulting in a total tax levy of \$2,929.
4. The taxes hereby authorized to be assessed, imposed and collected by these several rates are hereby declared to be and become due and payable to the Village on the 31st day of July, 2023.

5. Any taxes which remain unpaid after the due and payable date shall receive a 12% penalty on the 1st day of August, 2023.
6. A 1.5% penalty will be imposed on the total unpaid balance of the tax accounts and applied the first day of each calendar month. Such penalties will become part of the taxes owing.
7. The penalty found in section 6 of this bylaw will not be assessed to tax levy amounts being paid under the Tax Installment Program, unless the conditions of the Tax Installment Program are not adhered to, at which point the penalties in section 6 & 7 will be assessed.
8. That this bylaw shall take effect on the date of the third and final reading.

Read a FIRST time this 16th day of May, 2023.

Read a SECOND time this 16th day of May, 2023.

Read a THIRD time and passed this 16th day of May, 2023.

Dwight Davis
Mayor

Gregory Robinson
Chief Administrative Officer

May 8, 2023

Office of the Minister
132 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6



RE: Ministerial Order No. MSL:122/17

ATTN: Honorable Rebecca Schulz

Dear Honorable Rebecca Schulz

We are pleased to submit the Village of Hill Spring's final report and hope the previous and present submission now fully meets all terms and conditions of Ministerial Order No. MSL:122/17.

This was an incredible journey for the Village, and we are now the better for it. This process has helped us to identify knowledge gaps and deficiencies which we have been able to successfully close and address.

We would like to recognize the efforts of Janet Edwards, our previous Village Manager, who invested much time and resource into our previous years' report submissions. On this report you will notice many completed items with noted ongoing elements. This is due to our newly appointed Chief Administrative Officer (April 2023). This appointment sets up the Village for continuing success into the future.

As noted initially in the viability review, concern was noted in the Village's ability to attract, and retain professionals in our rural location, and increasing administrative costs for qualified individuals. Over the past few years, the Village has identified gaps, and sought creative long-term solutions. We have recently entered into an administrative contract with the Town of Raymond, to provide ongoing professional administrative support in areas of human resources, development, finance, and legislative. This will provide immediate and ongoing administrative support for the community.

A few highlights since 2015 are:

- Infrastructure Audit (2015)
- Post Office Renovations (2015,

- Village Office/Community Hall Renovations (2015, 2016, 2017,2022)
- Water treatment and distribution (2016, 2017, 2018, 2022, 2023)
- Fire Hydrants (2018, 2022)
- Solar project (? Net zero community)
- Website Development (2022, 2023)
- High Speed Internet (2021, 2022, 2023, to be completed 2024)
- Regional Emergency Management (ongoing)
- Joint use planning agreements (ongoing)

In establishing better processes, bylaws and policies we are positioning the Village for growth, success and long-term viability into the future. The new Village CAO is presently working with Council on long-term vision and planning, to promote stable growth, and to continue to build the Hill Spring Community for generations to come.

In addition to the ongoing capital projects, Village Council and Administration are focused on improving information and accountability to residents. Under development to be completed this year is a new Village website, which will enable more responsive information out to the community and provide information to those who may be interested in becoming a part of our community.

The Village is also working with Tough Country on a high-speed community project, which in turn will provide opportunities in emerging markets and this year we will also see the completion of our 2-year water looping project.

Thank you, and the Municipal Affairs teams in supporting our municipality and for our successful completion. Should you have any questions please feel to reach out and connect anytime.

Sincerely,

Greg Robinson

Chief Administrative Officer

Village of Hill Spring

Box 40, 11 East 2 Ave South, Hill Spring, AB, T0K 1E0

Encl: Viability Action Plan Report #6 (due June 1, 2023), Approved 10-Year Capital Plan, Council Meeting Minutes 202.05.16

Viability Review Team Recommendations in the Village of Hill Spring Viability Plan		What will be done to achieve the recommendation?	Timeline - Start Finish						
Recommendation		Action steps	2018	2019	2020	2021	2022	2023	Actual
A. SUSTAINABLE GOVERNANCE									
1.	Village council should complete an assessment of all new legislative requirements resulting from the review of the Municipal Government Act, and ensure all new requirements are planned and budgeted for including councillor training, a municipal development plan, an intermunicipal development plan and an intermunicipal collaboration framework.	<p>The council is aware of legislative requirements. The Village of Hill Spring, Cardston County and Oldman River Commission continue work on the Intermunicipal Development Plan and it received 1st reading February 15, 2022. Councillors are in the process of getting online Emergency Management Training for BEM and EMEO training. Hill Spring council received orientation training by Brownlee and administration. Staff and council training has been implemented into the budget.</p> <p>2023 - Training and development continues to be a focus, with budgeted funds included for this ongoing education.</p>	Feb		Dec	Nov	Nov.		Completed and ongoing
		The ICF was passed and signed March 9, 2020.		Jan	Dec				Completed 2020
		Council code of conduct was updated and 318-2022 was passed April 19, 2022 - motion # 2022.04.069.	Apr			Oct	April		Updated 2022
2.	All members of village council must take a "Roles and Responsibilities" course offered through Municipal Affairs within three months of this report being accepted by the Minister of Municipal Affairs.	<p>On May 24, 2018 three members of council and administrator Janet Edwards attended the 'roles and responsibilities' workshop presented by Municipal Affairs. The nominees for the by-election had been informed of the training session but due to work and other commitments were unable to attend. Administration made arrangements for the new councillors to receive the training within the 3 month required period.</p>	Mar - May	Aug.		Oct. - Dec.			Completed 2018
3.	Village council should undertake a bylaw review to ensure that existing bylaws are compliant with provincial legislation and that the bylaws are meeting the needs of the residents. This review should be within twelve months of the report being accepted by the Minister of Municipal Affairs.	<p>Council is diligent in undertaking bylaw review to ensure that the bylaws are up to date, compliant with provincial legislation and still meeting the current needs of the municipal residents. The bylaws are scheduled to be reviewed on a bi-annual basis or annually as needed. The council is presently reviewing and drafting a new Land Use Bylaw to meet the current needs of the municipality.</p> <p>2023 - Interim CAO (Dec 2022 - Apr 2023) and New CAO (April 2023) is working with Council and Municipal Affairs on updating all municipal bylaws, and policies. Work has been completed with ORRSC on the Land Use bylaw. Public engagement for the changes is occurring on May 16, 2023.</p>	Mar	Dec	Feb	Oct.	Jan. - Dec.		Reviewed annually

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Recommendation	Action steps	2018	2019	2020	2021	2022	2023	Actual
4.	<p>Village council should encourage representation from the public to run in municipal elections by hosting information sessions on what it means to be an elected official and outlining the opportunities and challenges facing the municipality and how these align with the responsibilities of being an elected official.</p> <p>If the next municipal general election in 2017 results in an acclaimed council and no election is conducted, village council should consider reducing representation from five councillors to three.</p>	<p>Administration prepared distribution bulletins/newsletters containing information to address opportunities, challenges and responsibilities of being an elected official. Year 2021 was an election year and administration prepared and submitted information in the monthly newsletter to inform and engage the public and provide information for service as an elected official. Information packets were also made available at the administrative office for interested parties.</p> <p>Being that Council, in the 2017 election was an acclaimed council, they reviewed a 3 councillor policy vs 5 councillor policy. It was determined by council of the day that a 5 member council is more beneficial than a 3 member council and made a decision to retain a 5 member council. There were 8 candidates that ran in the 2021 election.</p> <p>2023 - New Village CAO (April 18, 2023) has noted this as a discussion item to review with Council prior to regular elections. Additionally new website developments will enable more engagement and information about elected office positions and how to participate.</p>						<p>Completed in 2021</p> <p>Review scheduled for 2024</p>
5.	<p>Village council should continue working with the economic development committee, ensuring that a clear mandate exists, the committee functions effectively, and that participation from other regional organizations is encouraged.</p>	<p>Hill Spring joined forces with the Glenwood and District Economic Development Board, now called "The Twin Rivers Country Economic Development Society." A member of council serves on the society committee. Hill Spring is also a member of Alberta Southwest Economic Development.</p>						<p>Completed 2018</p>
		<p>Working with the economic development committee the council and committee will identify opportunities and develop implementation strategies. This will be accomplished through brainstorming session, cooperation from the regional economic board and working with neighboring community(s). The Economic Development Committee is currently looking at options for recreational trails.</p> <p>2023 - New CAO (Greg Robinson April 18, 2023) has background and experience with various economic endeavors and currently serves on the Lethbridge Tourism Board. Greg is currently working with Village Council to determine Village priorities. Additionally the Interim CAO (Dec 2022 - Apr 2023) sought 3rd party community funding opportunity, with partners in local recreational societies for additional community development. The new CAO will continue working with local and regional partners to explore community opportunities.</p>						<p>In progress</p>

Viability Review Team Recommendations in the Village of Hill Spring Viability Plan		What will be done to achieve the recommendation?	Timeline - Start Finish						
Recommendation	Action steps	2018	2019	2020	2021	2022	2023	Actual	
B. REGIONAL COOPERATION									
6.	The village should pursue opportunities to enhance regional partnerships that provide programs and services to residents in the most effective and efficient manner.	<p>The Village was approached by Tough Country Internet in March 2020 to provide VMAX internet service to the area with a future goal of offering fiber. Village of Hill Spring partnered with Tough Country and made a resolution "2020.03.049 Councillor Christensen MOVED that the Village of Hill Spring contribute up to \$75,000.00 towards the cost of the Fibre to the Premise Access Project being submitted by Tough Country Communications Ltd. for funding consideration under the CRTC "Closing the Digital Divide" Broadband Fund subject to the following conditions:</p> <ul style="list-style-type: none"> - The project is approved for funding through the CRTC Broadband Fund - That the requirement for funds can be contributed over a three year period <p>And, that Council supports Tough Country Ltd. Initiative to offer Vmax internet within Hill Spring and authorize the placement of a telephone pole or similar structure at the water treatment site to facilitate the delivery of the Vmax internet service, conditional on Administration approval related to the design and placement of the pole on site." The internet project is ongoing and the application has been submitted (March 2021) and waiting approval. Tough Country presented to Council on March 15, 2022 and updated council on the status of the project. to the CRTC Broadband fund The initial application was denied and Tough Country has resubmitted. They have continued to work on the project out of pocket.</p> <p>2023 - Tough County met with Council during April 18, 2023 meeting of Council to provide timelines for project completion. During 2023 Tough County will complete the installation of fiber conduit throughout the Village. In a position of "final mile" Tough Country will again apply for funding for project completion. If the event funding is not approved Village Council will look at funding compleations options. Tough Country plan for project completion (10 Gig Fiber installed and connection to each Village residence).</p>	Feb				Mar.	April	Fiber project estimated completion in 2024
		Council and Cardston county negotiated a regional water service to be able to provide treated water to neighboring county residents through County water license; water is treated through Hill Spring WP. The regional line became operational in August 2019 and expanding as the need arises. The Regional line was extended in 2020.	Feb						Completed 2019
		Villages Glenwood, Hill Spring and Cardston County met on June 17, 2020 to brainstorm and discuss pros and cons of a regional water commission. It was decided at that meeting to apply for an ACP grant to research the best options in forming a commission. The application was rejected. At the present time there is no plan to form a water commission. Glenwood and Hill Spring councils met in February 2022 for an informal discussion to brainstorm possible services that could be shared. No actions have presently been taken.				May June	Feb.	Completed and ongoing	
		2023 - New Village CAO's appointed in Glenwood and Hill Spring. The new CAO for Hill Spring (Greg Robinson April 18, 2023) is working on establishing Council vision and direction with meetings scheduled for April and May 2023							

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Recommendation		Action steps	2018	2019	2020	2021	2022	2023	Actual
7.	Council participation on boards and committees are important to understanding how regional changes or initiatives may affect village residents; however, council should evaluate which boards and committees they participate on, as attendance at all committees is not consistent. If the village has a member status on a committee, the expectation is that they attend.	<p>At the 2021 organizational meeting all of council was assigned boards and committees to serve on as per availability by council member. This is monitored regularly and each councillor is to report after attending the board/committee meeting at the following council meeting. If a council member cannot attend it is his responsibility to find a replacement who is able to attend. Some council members have been able participate via zoom or some other method of virtual connection. This assignment is reviewed annually at the council organizational meeting.</p> <p>2023 - All board/committee meetings presently being met. Weather challenges (winter 2022) prevented attendance for one committee meeting, for one councillor. Otherwise no challenges reported.</p>				Nov.			Completed but reviewed annually at organizational meeting
8.	The village should explore the operational efficiencies, increases in the level of service and potential costs savings that would result with respect to a shared water treatment operator, should an agreement be possible with Cardston County and the Village of Glenwood.	<p>The village of Hill Spring entered into an agreement with Cardston County October 2017 to contract water and wastewater operator services. This is in place and functioning well. Chemicals are purchased with the county which in turn is a cost saving.</p> <p>2023 - This continues to operate well. Regular reporting and communication between County water operators and Village administration.</p>							Completed 2017
9.	The village should continue working with Cardston County and the Village of Glenwood to develop additional shared services agreements that have a focus on reducing administrative costs while maintaining service levels to residents.	<p>Council continues to explore ways to reduce admin costs by utilizing shared services where practical and cost effective. (Shared DEM, contracted water and wastewater operators, shared mileage for admin training, utilizing volunteers)</p> <p>Hill Spring motioned (2018.06.136) "...that Hill Spring join the Glenwood and District Economic Development Society and pay for a membership..." The Economic Development Organization has since changed its name to "Twin Rivers Country Economic Development."</p> <p>Villages Glenwood and Hill Spring presently share joint DEM services. Villages of Glenwood and Hill Spring and the Towns of Cardston & Magrath and Cardston County recently formed a Regional Emergency Management Partnership in April 2021. One year later in 2022 the Regional Emergency Management Partnership is working well.</p> <p>2023 - Shared services continue to work well. Shared DEM services has reduced costs to the Village through collaborative exercises and through shared emergency notification system. Regional Collaboration is occurring regarding Council and Administration training.</p> <p>New shared service agreements have been entered into with the Town of Raymond for administrative support expanding Village services to include Human Resources, Finance, Development and Legislative Services. In addition the Village secured CAO services from the Town of Raymond for 2023 and 2024. This will provide Village reliable continuity, and access to professional services.</p>	Apr		Nov.	May	Apr.	April	Completed and ongoing

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Recommendation	Action steps	2018	2019	2020	2021	2022	2023	Actual	
C. OPERATIONAL AND ADMINISTRATIVE CAPACITY									
10.	<p>The village's ability to attract and retain qualified staff is a factor in the long-term viability of the village. The village should establish a training program and a budget to encourage council and administration to attend workshops and access opportunities to build capacity. These could include taking formal classes, job shadowing or accessing municipal interns.</p>	<p>Council has included training support in the 2022 budget. Admin completed ICS 100 and 200 training precovid and will take ICS 300 in 2022 as per availability. Admin attended virtual classes through LGAA in September 2021, and has taken advantage of other online training and webinars and will continue to take advantage of training opportunities. Admin has great networking with staff of other municipalities and is able to learn from them. Admin attended GIS course and ORRSC orientation training and will be attending FOIP training in May.</p> <p>Council understands that a strong and successful municipality relies on an administrator who possesses core skills the municipality needs now and in the future. Council and administration work together to identify necessary skills and education needed for the position and implement. Training costs are incorporated into the budget. Administration also seeks for online training that compliments the position.</p> <p>2023 - CAO and Administrative Services agreement reached with the Town of Raymond. The Town of Raymond will assist the Village in a 2023 application for a Municipal Intern. This relationship will also provide additional training opportunities with the Town of Raymond for Village Admin Staff.</p> <p>In 2022 Administration support participated in the Municipal Affairs Administrators Training Initiative (MAATI) which included the following modules: Bill 21, Budget 101, Bylaws Policies Procedures and enforcement, Can you C yourself as part of a regional services commission or municipal controlled corporation, JUPA, Library boards, Municipal accountability program tips, Regional grant programs updates, Sustainable remaining viable in challenging times, Tax recovery 101, Viability warning lights you can't ignore.</p>	Apr			May			Completed and ongoing
11.	<p>The Village should seek legal and risk management advice on its current practices of operations and maintenance conducted by volunteers. This includes seeking a legal opinion and advice from its insurance provider.</p>	<p>Administration, as directed by council, worked with legal aid through AMSC/AUMA to develop a sound and effective volunteer policy. Volunteer Policy 2019-01 was passed at the council meeting May 21, 2019.</p> <p>2023 - May 2023 new Volunteer position descriptions will be created, with volunteer onboarding practices beginning.</p>	Jun	Jun				Completed 2019	

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Recommendation		Action steps	2018	2019	2020	2021	2022	2023	Actual
12.	If the village is to remain viable, council must find a way to reduce the costs associated with administering the village or seek additional revenue sources. Consideration should be given towards increasing municipal taxes and raising utility rates to ensure full cost recovery.	<p>There is a slight increase in taxes for 2021. An account service levy of \$50.00 is levied on every property and to be placed into reserves. Council and administration are constantly working to augment ways to reduce administrative costs. A 120k watt solar system was approved by Council in April 2020 using 70% Municipal Climate Change and Action Centre grant money and 30% municipal reserves to pay the upfront costs of the build. This will aid to reduce electrical costs of Village operated facilities. Administration worked with the Chief Financial Officer to determine utility rates to ensure full cost recovery. A 3 year municipal utility rate schedule was approved by council February 2021.</p> <p>2023 - New CAO and new CFO (April 2023) will be presenting suggestions to Council during 2023 for inclusion in 2024.</p>	Mar Apr	Mar Apr	Mar Apr	Mar Apr	Nov.		Reviewed annually
13.	Council and administration should develop a strategy for taxpayers to better understand where their tax dollars are going and the value that they receive for them. This communication could be included as part of the village's yearly tax notice.	<p>A newsletter regarding revenues and expenses will be included in the tax/assessment notice.</p> <p>2023 - A new website was approved by Council in late 2022 and is currently under development. The new site will improve communication and assist ratepayers in understanding where and how their tax dollars are spent.</p>	May Jun	May Jun	May Jun	May Jun	Nov.	TBD	Previously completed with enhancements scheduled for completion during 2023

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D. MUNICIPAL FINANCE & ACCOUNTING								
14.	Contributions to an infrastructure reserve fund must increase either through additional taxes, levies or fees to ensure that funds are available should an unexpected event occur and to achieve funding of future critical infrastructure repairs/replacement.	Council presently has an infrastructure reserve fund which is invoiced through village utilities. This is included in the bi-monthly utility invoices. There are separate accounts for these funds. There is a slight increase in the revenue this year. Tax Rate Bylaw 2022-315 includes a \$50.00 levy per parcel to be placed in reserves for occurrence of unexpected events/costs. The Village also has Franchise fees with Atco Gas and Fortis. 2023 - Reserve Funds continue to increase annually, positioning the Village for self funding as infrastructure requires repairs or replacement.	Apr		May	May	May	Completed but reviewed annually
15.	Council must develop an infrastructure reserve policy that distinguishes the types of reserves that exist and puts monies away in these restricted reserve accounts for future capital projects. This infrastructure reserve policy must use the long-range capital plan for its basis. The capital plan will identify the necessary projects, the timing of initiating and completing each project and the required funding to complete each project. Funding for these projects will come from various sources including funds annually set aside according to a specific timeline. The infrastructure reserve policy, if followed, will ensure that sufficient funds are in place for each project.	An infrastructure reserve policy (Policy 2020-01) has been developed and approved by council resolution June 16, 2020. Council developed long range capital replacement based on the infrastructure audit that was completed in 2017. The 10 year capital plan is based on this. 2023 - The new CAO (April 2023) is working with Village Council on ongoing 10 year capital plans.	Jun Sep		June		May	Completed 2020 Enhancement scheduled for May 2023
16.	Council should review its revenue sources to ensure that a proper balance from taxes, franchise fees and user fees exist.	Council and admin worked with CFO to ensure the budget reflected a proper balance. 2023 - New CFO Services obtained (April 2023), We are working to continue proper balancing occurs. Auditors for MWG, have provided auditing to Village for the past 5 years, provided Council a clean audit for 2022, and passed by Council motion during April 18, 2023 Meeting of Council.	Apr	May	May	May	May	April Completed Reviewed annually
17.	The village should continue to reconcile grants received with the cost of completed projects in a timely manner.	Administration and CFO has developed a plan to ensure grants are reconciled in a timely manner. 2023 - New CAO and CFO continue to ensure grants are reconciled and completed in a timely manner. Both CFO and CAO have access to the MACConnect system.	Mar Dec	May	May	May	May	April Completed Reviewed annually

Viability Review Team Recommendations in the Village of Hill Spring Viability Plan		What will be done to achieve the recommendation?	Timeline - Start Finish						
Recommendation		Action steps	2018	2019	2020	2021	2022	2023	Actual
18.	The 2015 financial figures should be restated in the 2016 Audited Financial Statements to account for the amounts and types allocated to the restricted surplus as well as the deferred revenue from grants. Consideration should also be given to include a statement regarding the existence or non-existence of contaminated sites as per the accounting standard issued by the Public Sector Accounting Board.	Auditor addressed reserves and grant revenue in the 2017 audited financial statement. They included a statement about existence or nonexistence of contaminated sites as per the accounting standard issued by the Public Sector Accounting Board.	Apr Dec						2018 Completed

Viability Review Team Recommendations in the Village of Hill Spring Viability Plan		What will be done to achieve the recommendation?	Timeline - Start Finish						
Recommendation		Action steps	2018	2019	2020	2021	2022	2023	Actual
E. PROPERTY TAX AND ASSESSMENT									
19.	Council must improve communication by providing electors with information regarding property assessment and taxation processes.	<p>Property assessment and taxation information will be included with the tax/assessment notice and/or June Newsletter. There is a link provided on the village website that will allow taxpayers to view their assessments on line as well. They may also view them at the Village Office. Newsletters may also be accessed on the Village website.</p> <p>2023 - Working with Municipal Affairs through our MAP review we have updated information included with our tax/ assessment notice for taxpayers.</p>	May Jun	May Jun	May Jun	May Jun	May Jun	May Jun	Completed annually
		The Village newsletter will go out the first week of June and will provide information concerning taxation, due dates, penalties, and appeal process.	Jun	Jun	Jun	Jun	Jun		Completed annually
20.	Council must provide electors with information outlining how municipal funds are spent as part of a year-end report and within the report promote the value of the services the village provides.	<p>The 5 year capital plan was reviewed and 2022 budget was approved and adopted through resolution November 11, 2022 and is available to the public at the Village office and on the Village website. The 2021 financial statements and audit were presented to council and approved through resolution at the April 19, 2022 council meeting. Those statements are available at the Village office and on the Village website. Administration has available information at the office for residents. Also being included in the June newsletter is the tax due date, penalties, and appeal information.</p> <p>2023 - We have had some problems with the current website, and are working with a developer to on a new site scheduled to be operational in May - June of 2023. While in transition the Village Office has provided information to residents as requested.</p>	Apr	Apr. May	Apr. May	Apr. May	Apr. May		Completed and Reviewed annually
21.	Council must impose local improvement taxes for projects that benefit an area of the village and not the village as a whole. These would include, but not limited to improvements to a block of sidewalk or a septic line upgrade.	<p>The council has not developed a local tax improvement policy. There are no plans for local improvement in any specific area for the near future.</p> <p>2023 - Council during April 18, 2023 Council meeting discussed the Village as being responsible for culverts and ditches within the community. The new CAO (April 2023) and CFO will be discussing options to present at forthcoming Council meetings.</p>	Oct		Dec	Nov.	Nov.		Completed and Reviewed annually

Viability Review Team Recommendations in the Village of Hill Spring Viability Plan		What will be done to achieve the recommendation?	Timeline - Start Finish						
Recommendation		Action steps	2018	2019	2020	2021	2022	2023	Actual
F. INFRASTRUCTURE									
22.	Village administration will formally document ongoing operations and develop a maintenance plan for village infrastructure (e.g. water treatment plant, irrigation pipes).	A tracking system has been developed for regular maintenance of village equipment and infrastructure. The infrastructure audit conducted in May 2016 is used as a guide. This is a living document.	Oct	Oct	Oct.	Oct.	Oct.		Completed and Reviewed annually
23.	Village council must approve and fund a 10-year capital plan through approved funding sources such as municipal taxes, utility fees, or grant programs.	A 2022 10 year capital plan was completed and passed through resolution of council on May 17, 2022. Approved funding was allotted to the projects. This plan is in progress and will be reviewed annually. 2023 - New CAO (April 2023) is schedule to meet with with Council in April and May to review past plan and understand Council direction for the future.	Mar	Nov.	Nov.	Nov.	Nov.		2017

Viability Review Team Recommendations in the Village of Hill Spring Viability Plan		What will be done to achieve the recommendation?	Timeline - Start Finish						
Recommendation		Action steps	2018	2019	2020	2021	2022	2023	Actual
24.	Village council will develop a policy to ensure that the 10-year capital plan is reviewed as part of the annual budget process and that the infrastructure projects listed within the 10-year capital plan are appropriately funded.	The "Budget, Process and Timeline Policy - 2019-02" passed by resolution on Oct. 15, 2019 encompasses that the 10 year capital plan be reviewed as part of the budget process. 2023 - New CAO will be working with Council on future Capital planning projects.	Dec	Nov.	Nov.	Nov.	Nov.		Completed 2019
25.	Village council should consider taking on debt with an appropriate repayment plan, if required, to meet the approved 10-year capital plan	Council has determined that presently there is no need to borrow extra funds. 2023 - Council reviews needs annually, and to date has not required borrowing of additional funds.	Jan	Nov.	Jan	Jan	Jan.		Completed and Reviewed annually
26.	Village administration will ensure that any repairs or replacement undertaken to the mechanical, electrical or structural components of the municipal buildings and facilities will be completed by a qualified trades person.	It is the current practice in the village to use qualified trades personnel to provide these services. This is in place and will be ongoing. 2023 - We continue to use appropriate tradespeople as required for repairs or replacements. In March 2023 we used appropriate trades to repair the mechanical operation of the to the municipal building.	Jun	Jun	Jun	Jun			Completed 2017
27.	Village administration will communicate to electors the importance of establishing and maintaining a cost recovery model with respect to the fees charged to maintain, operate and provide utility services.	Residents are informed about issues involving cost recovery and fee rates through village newsletters, and/or website. 2023 - improvements to the Village website are schedule to be completed in May-June 2023 and will provide enhanced communications to electors.	May	May	May	May	May		Completed Enhancement scheduled for May 2023
G. SERVICE DELIVERY AND RISK MANAGEMENT									
28.	Village council will continue to review utility rates annually using a full-cost recovery model that would include the amortization expense and could also include future capital infrastructure projects.	Utility rates were reviewed & changes were made for 2021. There is a 3 year utility rate schedule in place for 2021, 2022 & 2023 - Bylaw 2021-245.	Mar	Mar	Mar	Mar	Mar. - Nov.	Jan	Reviewed annually at budget time
29.	Village council must develop a policy to ensure that surplus funds collected through a utilities fee go into a capital reserve fund for future capital projects associated with the utility.	Admin and council will develop a policy outlining that any surplus funds collected through utility fees go into a capital reserve fund for capital projects associated with that utility. This is in process and was reviewed during budget discussions. "reserves Policy" 2020-01 was adopted June 16, 2020.		Jun	Nov.	Nov.	Nov.		Completed and ongoing
30.	30. Village administration will review the occupational health and safety policy for the municipality to ensure that the village is compliant with current legislation.	Health and safety policy was passed Nov. 20, 2018 - "Safety Policy 2018-02." This is reviewed regularly to make sure the Village is compliant.	May						Completed 2018

Viability Review Team Recommendations in the Village of Hill Spring Viability Plan		What will be done to achieve the recommendation?	Timeline - Start Finish						
Recommendation		Action steps	2018	2019	2020	2021	2022	2023	Actual
31.	Village council must approve a volunteer policy, which has been reviewed by legal counsel and the village's insurance provider within six months of this report being accepted by the Minister of Municipal Affairs.	At the direction of council, administration worked with legal counsel and 'Volunteer Policy 2019-01' was passed May 21, 2019.	May	Sep					Completed 2019
H. COMMUNITY WELL BEING									
32.	Village administration will continue to budget financial support for community groups on an annual basis.	Council recognizes the need for supporting local community groups and as such will continue to offer annual financial support. Community groups will be required to make their request prior to budget deliberations with detailed plans for use of funds. They will be required to provide accountability to the expenditure of the funds. This is reviewed annually. 2023 - New CAO (April 2023) will be connecting with local community groups and setting Council presentation expectations and Council accountability requirements.	Jan	Jan	Sept.	Sept.	Sept.		Reviewed annually

Village of Hill Spring
Capital Spending Projects

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Equipment										
Replace Mower	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streets										
Main Drainage Ditch Regrading										
1 Ave S - Alley To 2 St E Gravel Road Reconstruction			\$15,000							
2 St E Roadwork			\$30,000							
Road Improvements: 1 Ave S, 2 St W to 2 St E							\$120,000			
Road Improvements: Center Ave, Main Ave to 2 St E							\$120,000			
Road Improvements: 1 St E, 1 Ave N to 3 Ave N								\$120,000		
	\$0	\$0	\$45,000	\$0	\$0	\$0	\$240,000	\$120,000	\$0	\$0
Sewer										
MH 25 to MH 26 Sewer Main Replacement		\$60,000								
Sewer Main Extension: 2 Ave S, 2 St W to 1 St W						\$80,000				
Sewer Main Replacement									\$120,000	
	\$0	\$60,000	\$0	\$0	\$0	\$80,000	\$0	\$0	\$120,000	\$0
Walks										
1 St E Sidewalk Works				\$11,000						
Centre Ave Sidewalk Works				\$44,000						
	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0
Ditches										
Main Drainage Ditch Regrading		\$35,000								
Ditch Regrading: Main St, Center Ave and West 1 Ave South			\$20,000							
South 1st St E Ditch Regrading			\$15,000							
	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Buildings										
Community Hall: Repaint Interior and Replace Carpet	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0
Water										
Complete Water Looping Project	\$210,000									
Spare 15 HP Well Pump		\$8,000								
Water Main Extension 2 Ave S, 2 St W to 1st St W						\$80,000				
Water Main Replacement										\$120,000
	\$210,000	\$8,000	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0	\$120,000
	\$210,000	\$123,000	\$80,000	\$55,000	\$25,000	\$160,000	\$240,000	\$120,000	\$120,000	\$120,000

Total	\$1,253,000
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Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, April 5, 2023 – Country Encounters, Crowsnest Pass



Board Representatives

Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
Sahra Nodge, Pincher Creek
Barbara Burnett, Cowley
Cam Francis, Cardston County
Blair Painter, Crowsnest Pass
Victor Czop, Nanton
Rick Lemire, MD Pincher Creek
Dale Gugala, Stavely
Tim Court, Cardston
Keith Robinson, Waterton

Resource Staff and Guests

Robert Strauss, MD Ranchland
Patrick Thomas, Crowsnest Pass
Greg Long, LRSD
Karin Finley, AND Villages
Eppo Van Weelerden, AND Villages
Tristan Walker, Energy Manager
Tony Walker, CF Alberta Southwest
Sacha Anderson, CF Crowsnest Pass
Bev Thornton, AlbertaSW

Guest Councillors

Dave Fillipuzzi,
Vicki Kubick
Doreen Glavin
Glen Girhiny
Lisa Sygutek
Dean Ward

- 1 Call to Order/
Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda
Moved by Dale Gugala THAT the agenda be approved as presented.
Carried. [2023-04-843]
- 3 Approval of Minutes
Moved by Cam Francis THAT the Minutes of March 1, 2023, be approved as presented.
Carried. [2023-04-844]
- 4 Approval of Cheque Register
Moved by Blair Painter THAT cheques #3186 to #3199 be approved as presented.
Carried. [2023-04-845]
- 5 Southern Alberta Regional Solution for Housing Supply
Karin Finley and Eppo Van Weelerden of AND Villages presented an innovative collaborative strategy to address community housing needs. Follow-up: gather input from communities and identify areas of potential collaboration.
- 6 Energy Efficiency:
A Regional Approach
Tristan Walker, Energy Manager for Town and MD of Pincher Creek presented a collaborative strategy to implement access to energy management services for interested communities in the region. Follow up: gather specific data from communities and request for letters of support.
- 7 International Economic Development Week
Councils are encouraged to update motions from 2022 and submit to EDA in recognition of community leaders and economic developers in the region.
- 8 Green Destinations Audit
Connect4Commerce, and on-line tool for investment opportunities, is in the first steps of being implemented. CAOs and EDOs have designated individuals who will help shape the process to be most beneficial.
- 9 Executive Director Report
Moved by Rick Lemire THAT the report be accepted as information.
Carried. [2023-04-846]
- 10 Round Table
Accepted as information.
- 11 Upcoming Board Meetings
 - Wednesday, May 3, 2023 – TBD
 - Wednesday June 7, 2023 – AGM; tentatively at Heritage Acres-larger building!
 - July: (tentatively) - Executive Meeting
 - August 2, 2023 – (tentatively) MD Ranchland
- 12 Adjourn
Moved by Dale Gugala THAT the meeting be adjourned.
Carried. [2023-04-847]

Approved May 3, 2023

Executive Director Report April 2023

MEETINGS and PRESENTATIONS

Apr 3: meeting with Localintel, Teams

Apr 3: meeting with Connect4Commerce, Teams

Apr 4: RINSA meeting, Tecconnect

Apr 4: meeting with InnoVisions

Apr 4: University of Lethbridge class reports: student project between AlbertaSW and ATCO, Zoom

Apr 5: AlbertaSW Board meeting, Crowsnest Pass

Apr 6: MLA Roger Reid presented Queen Elizabeth II Platinum Jubilee Medal to Bev Thornton

Apr 10: interview with Shootin' the Breeze reporter

Apr 12: EDA Conference, Kananaskis

Apr 13: EDA Conference; REDA presentation on "The Superpower of Collaboration"

Apr 19: EDL Board meeting, Tecconnect, Lethbridge

Apr 19: Chair Crown of the Continent Geotourism Council quarterly meeting, Zoom

Apr 19: meeting with Nanton Chamber, Zoom

Apr 20: Landowner Rights Webinar; presentation is recorded; contact bev@albertasouthwest.com for link

Apr 24: second interview, Shootin' the Breeze

Apr 25: Investment opportunity Network (ION) meeting, Connect4Commerce, Teams

Apr 25: Investment opportunity Network (ION) meeting, Localintel, Teams

Apr 27: meeting with InnoVisions, PrairiesCan, Zoom

Apr 27: IEDC-AEDO Accreditation Committee meeting, Zoom

PROJECT MANAGEMENT and REPORTING

- Board Agenda, Minutes, Bulletin
- Submit Bollinger Foundation application
- Deep Retrofit Accelerator Initiative (DRAI) application; gather letters of support; review budget/plan
- Submit Travel Alberta Grant Final Report
- Submit JEND Supplemental Grant Final Report
- JEND 2023-2024 Year-end Report (draft)
- Year-end documents to Avail CPA: accounts, grant agreements, grant reports, Board minutes
- Responses to investor inquiries from Alberta Ag, JEND and Invest Alberta

- Training session #2 for Connect4Commerce
- Overview session #2 for Localintel and discussion of revised terms of multi-regional approach
- Review of Travel Alberta tourism development zone (TDZ) report
- Southern Alberta Housing Supply: Send/follow-up with “5 Questions” information gathering
- RBL updates
- Summer flyer updates

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- REDA presentation at EDA 2023: The Superpower of Collaboration
- Approved complimentary article for Vacation Country Travel Guide 2023: “Dark Skies... Bright Future”
- Complete 2023 ad placements in local publications
- Review final presentation of University of Lethbridge student project; collaboration with ATCO
- Submit “Travindy” interview questions complimentary Green Destinations offer
- Request from Community Energy Association to collaborate on Peaks to Prairies promotion
- Investment inquiries from Alberta Ag
- Investment inquiries from Invest Alberta



Alberta Emergency Management Agency

Be Prepared program – Web Directory

April 2023

The web page links listed below provide access to the Be Prepared programs online library of public education materials. The program was developed and informed by research and a broad network of subject matter experts, to support community leader's efforts in building individual and community resilience.

To add these resources or update the preparedness links on your website, simply copy and paste each link. This resource is great to share with communication teams and anyone who is responsible for the online presence of a municipality, organization, community, etc.

Alberta.ca online library

If you are searching for these web pages online, simply type the name of the web page, as shown below, into the search engine. For example, type: [Alberta.ca/Floods](#) unless the full website address has been provided.

1. [Alberta.ca/BePrepared](#) – main page that includes general information and links to:
 - a. [Alberta.ca/GetSupplies](#) – printable brochures and checklists for individuals, households, as well as pets, farm animals and vehicles.
 - b. [Alberta.ca/CommunityPrep](#) – a one stop shop for all public education materials including a library of videos.
 - c. [Alberta.ca/EPWeek](#) – information about the EP Week campaign, held annually the first week of May. Details on next year's campaign will be announced in the spring.
 - d. [Alberta.ca/MakeAPlan](#) – information to help with emergency planning. Being prepared is different for everyone.
 - e. [Alberta.ca/PetPrep](#) – information to help keep pets safe, before, during and after an emergency.
 - f. [Alberta.ca/RuralPrep](#) – information to help keep farm animals and livestock safe if required to shelter in place or evacuate.
 - g. [Alberta.ca/ShelterInPlace](#) – information on how to shelter in place for hazardous air and severe weather in different locations.
 - h. [Alberta.ca/PrepSurvey](#) – learn about the annual survey that examines Albertans' emergency preparedness attitudes and behaviours.

2. [Alberta.ca/HazardPrep](#) – main page that includes general hazard information, and links to:
 - a. [Alberta.ca/PrepSteps](#) – what to do before, during and after an emergency.
 - b. <https://www.alberta.ca/pandemic-influenza.aspx> – learn more about pandemic influenza, Alberta’s Pandemic Influenza Plan, and what you can do to prepare for a pandemic.
 - c. <https://www.alberta.ca/cybersecurity-in-alberta.aspx> – get helpful tips and learn how we’re working to improve our provincial cybersecurity posture.
 - d. [Alberta.ca/Wildfires](#) – learn about wildfires and what you can do to protect yourself and others.
 - e. [Alberta.ca/Tornadoes](#) – tornadoes are common in Alberta. Learn how to protect yourself and your loved ones.
 - f. [Alberta.ca/Floods](#) – learn about floods and what you can do to protect yourself and others.
 - g. [Alberta.ca/Outages](#) – learn about power and water outages and what you can do to protect yourself and others.
 - h. [Alberta.ca/SummerStorms](#) – learn about storms and ways you can protect yourself and your loved ones.
 - i. [Alberta.ca/WinterStorms](#) – learn about blizzards and extreme cold conditions and what you can do to protect yourself and others.
 - j. [Alberta.ca/ExtremeHeat](#) – learn about extreme heat events and how to protect yourself and others.

Features of the online library

- **Translated material.** Most factsheets and checklists are available in українською (Ukrainian), عربي (Arabic), 简体中文 (Simplified Chinese), 繁體中文 (Traditional Chinese), ਪੰਜਾਬੀ (Punjabi), Deutsch (High German), Plautdietsch (Low German), Español (Spanish), Français (French) and Tagalog (Tagalog).
- **Sharable content.** [Get Prepared: 60 second emergency tips](#) video series that provides preparedness information in an easy to digest and share format.
(<https://www.youtube.com/playlist?list=PLvrD8tiHIX1It7JDJxxOssaU-T3ieWlzD>)
- **Printable fact sheets, posters, infographics, checklists and toolkits.** These documents can be printed and/or downloaded to share.
- **Smartphone and tablet friendly content.** The content found on these web pages has been formatted for display on all devices.

We consider diversity, inclusion, and accessibility an essential component of these public education materials and look forward to incorporating more of these elements as the Be Prepared program continues to evolve.

Become a Resilience Builder

Join a network of people who have an interest in building resilience at the local level. By joining, you will stay informed through our quarterly bulletin with updates on the Be Prepared program and information on opportunities that can support your resilience building efforts.

On occasion, you will receive *Prepare to Respond* emails which provide timely preparedness information relating to a current event. Copy and paste the message into your own communication channels or personalize for your audience to encourage them to take steps to reduce their risk.



Weekly preparedness message

To keep preparedness front of mind year-round, we send a weekly preparedness message. Edit the message to make it more relatable to your community members by adding local context and images. They are suitable for materials such as newsletters, social media, and internal emails.

Email BePrepared@gov.ab.ca to join the resilience builder network and get a preparedness message each week.

Who are we?

The Be Prepared team, (aka Strategic Partnerships and Public Education) is a team within the Alberta Emergency Management Agency, a division of the Ministry of Public Safety and Emergency Services. We work with partners to develop inclusive programming to build resilience at the local level.

**CARDSTON COUNTY REGIONAL
EMERGENCY ADVISORY COMMITTEE
MEETING
April 21, 2023
Minutes**

Time: 10:00 A.M.

Place: Cardston County Administration Office & Via Zoom

PRESENT: Mayor Dwight Davis, Mayor Byrne Cook, Mayor Maggie Kronen,
Councillor Sandy Lybbert (Via Zoom), Reeve Cam Francis (Via Zoom)
Marian Carlson RDEM

CALL TO ORDER The meeting was called to order by Mayor Davis at 10:02 a.m.

AGENDA: ADOPTION OF AGENDA

Moved by Mayor Kronen to adopt the agenda as presented. CARRIED

MINUTES: Moved by Mayor Kronen to approve the minutes of the Advisory Committee meeting held March 25, 2022. CARRIED

ACTION ITEMS:

**1. REGIONAL DEM REPORT
RE: EMMP Grant & Functional Exercise**

Marian reported that the Regional Partnership has received an Alberta Emergency Management Preparedness Program Grant in the amount of \$11,250. This grant will be used for training throughout the region and to undertake a functional exercise. Mark Murphy has been contracted as the consultant on this project. Training will take place from September 2023 to September 2024 with an anticipated date of October or November 2024 for the functional exercise.

The committee recommended including feedlot owners and the LDS church in the functional exercise.

It was also suggested that we invite Raymond and the County of Warner to observe, as they may be involved in an event in the future due to their proximity to our region.

It was also recommended to video the exercise to use for training purposes.

**2. REGIONAL DEM REPORT
RE: Notification Tool**

Marian reported that each of the municipal partners have budgeted for implementing a consistent Notification software system throughout the region. Shem from the Town of Cardston is coordinating the implementation.

3. **PLAN REVIEW**

RE: Annual Report from Regional Emergency Management Agency

Marian reported that the Alberta Emergency Management Agency completed their annual review of the plan. Overall the plan was deemed to be comprehensive, but the following recommendations were made:

- Develop a four-year Emergency exercise schedule
- Update Hazard and Risk assessments annually
- Maintain Alberta Emergency Alert authorized users status

4. **PARTNERSHIP AGREEMENT REVIEW**

Marian asked if there were any concerns or recommendations regarding the Regional Plan. This is a fluid document and will continuously be updated as needed.

The committee recommended there be a Regional message developed regarding the plan. It was thought that a media package and message could be developed around the functional exercise.

ADJOURNMENT

Moved by Reeve Francis to adjourn.

CARRIED

CLOSING TIME: 10:57 am

CHAIRPERSON

DATE

Alberta SouthWest Bulletin May 2023

Regional Economic Development Alliance (REDA) Update

❖ Energy Management

Tristan Walker led the process to compile an overview of municipal infrastructure in the region and outline scope of work for a federal grant application to make energy management services available to our communities. Thank you for all the letters of support that were provided right up until the April 28 deadline. Tristan clicked the “submit” button on his way through the Montreal Airport!



❖ Southern Alberta Regional Solution for Housing Supply

AND Villages Ltd. is continuing to facilitate a conversation to meet diverse needs in each community. Through strategic collaboration we can assess needs and availability of resources to attract projects that address the whole spectrum of housing needs for new and existing residents, workers, families, and seniors.

❖ International Economic Development Week-May 8-12, 2023

For the third year in a row, Alberta Municipalities and Rural Municipalities of Alberta are joining EDA to encourage municipalities, to celebrate Economic Development Week. Check www.edaalberta.ca for ideas and information!



Farmers' Advocate Office

❖ Landowner Considerations

Landowners in Alberta often have questions about their rights and responsibilities when approached by energy companies interested in developing renewable energy projects on their land.

Presenter: Darcy Allen, Energy, Utilities and Policy Specialist, Farmers' Advocate Office, Ministry of Agriculture and Irrigation (AAI) presented a webinar on April 20 that offered perspective and important things to think about landowner rights in the context of new development.

The 44-minute webinar can be found on the Sustainability Series YouTube playlist at <https://www.youtube.com/watch?v=o-BwAzRI65M&list=PLOUwfF01x2YWs2ky8iEWxpLLkheMWRp6h&index=1&t=31s>

Rural communities and landowners may be affected by growth in the renewable energy sector as agricultural lands are converted to industrial use. The Farmers' Advocate Office is a resource for Albertans interested in learning more about the responsible development of these projects.

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

2018-2022 Green Destinations Top 100 Sustainable Global Destinations and 2020 Top 3 Best of the Americas

Box 1041 Pincher Creek AB T0K 1W0
403-627-0244 (cell)
bev@albertasouthwest.com
www.albertasouthwest.com





Cardston Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	4	N/A	N/A	0.8
Robbery		1	0	1	1	2	100%	100%	0.3
Sexual Assaults		1	2	6	1	6	500%	500%	0.9
Other Sexual Offences		2	1	4	0	2	0%	N/A	-0.1
Assault		30	50	38	31	30	0%	-3%	-1.9
Kidnapping/Hostage/Abduction		0	3	1	4	0	N/A	-100%	0.1
Extortion		0	0	1	0	1	N/A	N/A	0.2
Criminal Harassment		3	6	2	1	1	-67%	0%	-0.9
Uttering Threats		5	5	10	15	13	160%	-13%	2.6
TOTAL PERSONS		42	67	63	53	59	40%	11%	2.0
Break & Enter		5	5	6	10	7	40%	-30%	0.9
Theft of Motor Vehicle		1	1	2	6	2	100%	-67%	0.7
Theft Over \$5,000		2	1	0	1	1	-50%	0%	-0.2
Theft Under \$5,000		26	22	15	33	21	-19%	-36%	0.1
Possn Stn Goods		0	1	3	3	3	N/A	0%	0.8
Fraud		17	10	10	9	9	-47%	0%	-1.7
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	13	10	9	8	N/A	-11%	1.2
Mischief - Other		35	33	29	20	33	-6%	65%	-1.7
TOTAL PROPERTY		86	86	75	91	84	-2%	-8%	0.1
Offensive Weapons		3	1	3	10	2	-33%	-80%	0.7
Disturbing the peace		28	27	20	29	26	-7%	-10%	-0.2
Fail to Comply & Breaches		89	59	25	39	37	-58%	-5%	-12.4
OTHER CRIMINAL CODE		11	13	16	13	9	-18%	-31%	-0.4
TOTAL OTHER CRIMINAL CODE		131	100	64	91	74	-44%	-19%	-12.3
TOTAL CRIMINAL CODE		259	253	202	235	217	-16%	-8%	-10.2



Cardston Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	6	3	13	6	50%	-54%	1.1
Drug Enforcement - Trafficking		5	3	2	8	0	-100%	-100%	-0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		9	9	5	21	6	-33%	-71%	0.6
Cannabis Enforcement		0	2	1	0	0	N/A	N/A	-0.2
Federal - General		2	0	2	2	1	-50%	-50%	0.0
TOTAL FEDERAL		11	11	8	23	7	-36%	-70%	0.4
Liquor Act		27	17	25	15	12	-56%	-20%	-3.2
Cannabis Act		1	3	1	4	1	0%	-75%	0.1
Mental Health Act		11	27	20	17	16	45%	-6%	0.0
Other Provincial Stats		24	12	29	15	19	-21%	27%	-0.7
Total Provincial Stats		63	59	75	51	48	-24%	-6%	-3.8
Municipal By-laws Traffic		1	0	1	0	0	-100%	N/A	-0.2
Municipal By-laws		5	6	3	4	4	-20%	0%	-0.4
Total Municipal		6	6	4	4	4	-33%	0%	-0.6
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	1	1	0	1	N/A	N/A	0.1
Property Damage MVC (Reportable)		54	30	22	23	27	-50%	17%	-6.1
Property Damage MVC (Non Reportable)		3	3	2	1	0	-100%	-100%	-0.8
TOTAL MVC		57	34	25	24	28	-51%	17%	-6.8
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		155	155	220	169	138	-11%	-18%	-2.0
Other Traffic		12	5	2	0	0	-100%	N/A	-2.9
Criminal Code Traffic		22	10	13	15	9	-59%	-40%	-2.1
Common Police Activities									
False Alarms		12	5	4	4	2	-83%	-50%	-2.1
False/Abandoned 911 Call and 911 Act		13	10	12	13	17	31%	31%	1.1
Suspicious Person/Vehicle/Property		21	22	13	11	20	-5%	82%	-1.3
Persons Reported Missing		4	5	5	7	6	50%	-14%	0.6
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		35	38	22	31	28	-20%	-10%	-2.1
Form 10 (MHA) (Reported)		0	1	3	0	1	N/A	N/A	0.1

**MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD APRIL 6, 2023,
AT THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY BUILDING**

Board Members Present:

Tom Nish – Cardston County

Cam Francis – Cardston County

John Grainger – Town of Cardston (phone)

Paula Brown – Town of Cardston

Sandy Lybbert – Village of Glenwood

Others Present:

Danny Melvin – Fire Chief

Suzanne Pierson - Secretary

Commenced at 5:12 p.m.

Paula Brown in the chair.

Opening Prayer: Paula Brown

AGENDA

Cam Francis moved to approve the agenda.

Carried

MINUTES

Tom Nish moved to accept the minutes of the March 2, 2023; meeting as presented.

Carried

NEW BUSINESS

Danny Melvin reported that the March Emergency Services statistics are as follows: 2 MVC's, 1 support, 2 structure fires (1 Blood Tribe), 2 false alarms, 1 grass fire (Waterton), and 3 MFR's.

Danny Melvin advised that the new pump for the fire truck has been built and is waiting to clear the border. He is optimistic that the fire truck will be delivered in November.

Danny Melvin reported that the fire training provincial grant is 12,000 for the Authority. He is looking into how best to use the funds.

Danny Melvin advised that the Silkea software program is in the testing phase. The company will be in Cardston next week to start training on the software program.

Danny Melvin reported that the job listing for Waterton went out March 22, 2023. He will hire 6 full-time staff to start the May long weekend. The cut-off for applications is April 21, 2023.

Danny Melvin advised that all SCBA bottles have been tested. There will be 5 SCBA bottles that will be replaced in next year budget.

Danny Melvin reported that fire inspection requests are coming in for Waterton.

Danny Melvin advised that he requested that the Town of Cardston maintenance fund be used at the fire hall to have some needed repairs completed. Jeff Shaw, CAO of the Town of Cardston, advised that there are no funds available at this time. Danny will be adding the repairs in next year's budget for the roof and other items.

John Grainger moved to approve Danny Melvin's report.

Carried

John Grainger inquired as to the items completed on the fire hydrants project. Danny doesn't know what the status is on the fire hydrant upgrades. John will talk to Jeff Shaw to see what has been completed and when the rest of the work is scheduled for completion.

CORRESPONDENCE

Danny Melvin advised that a letter has been received from a man in Aetna wanting to grow cannabis. He is yet to be cleared through the Cardston County.

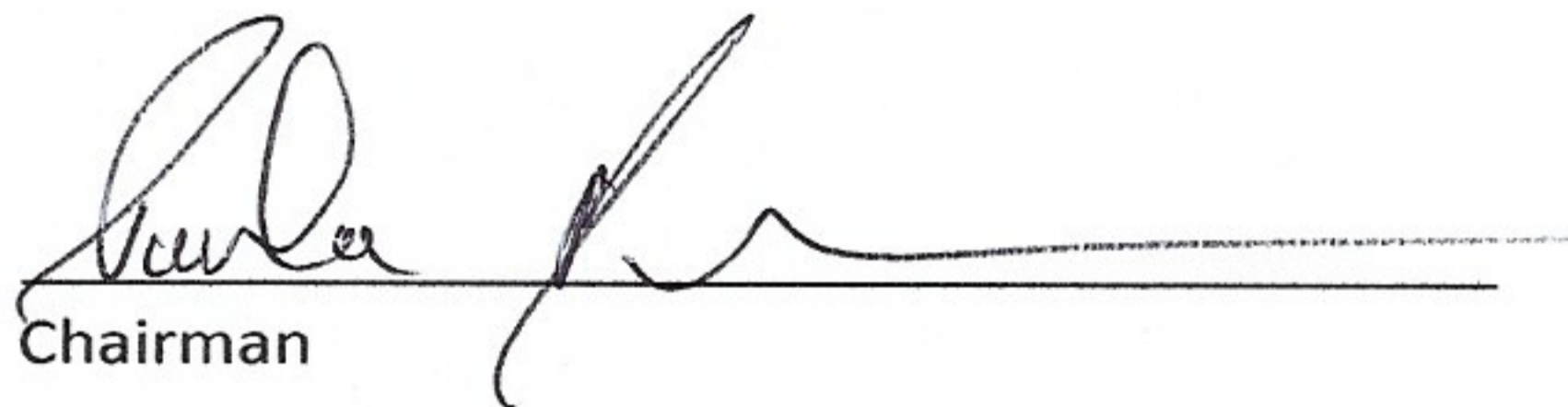
ADJOURNMENT

Sandy Lybbert moved to adjourn.

Carried

Adjournment at 5:24 p.m.

Next board meeting is scheduled for Thursday, May 4, 2023, at 5:15 p.m. at the Cardston County Emergency Services Building.


Chairman

**MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD MARCH 2, 2023,
AT THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY BUILDING**

Board Members Present:

Tom Nish – Cardston County
Cam Francis – Cardston County
Mike Nish – Village of Hill Spring

Paula Brown – Town of Cardston
Sandy Lybbert – Village of Glenwood

Others Present:

Danny Melvin – Fire Chief

Suzanne Pierson - Secretary

Commenced at 5:15 p.m.

Paula Brown in the chair.

Opening Prayer: Cam Francis

AGENDA

Sandy Lybbert moved to approve the agenda.

Carried

MINUTES

Tom Nish moved to accept the minutes of the February 2, 2023; meeting as presented.

Carried

BUSINESS ARISING FROM THE MINUTES

Paula Brown inquired if the red alerts have declined. Danny has not noticed a decline in red alerts yet.

NEW BUSINESS

Danny Melvin reported that the February Emergency Services statistics are as follows: 1 support, 1 structure fire (Aetna) and 3 MFR's.

Danny Melvin reported that the casino funds purchased 12 SCBA bottles and he will add 5 SCBA bottles to next year's budget.

Danny Melvin advised that the lights are not working properly in the Fire Hall. He is working with the Town of Cardston's electrical department to have LED lights installed. Danny will work with the Town of Cardston to recover the cost under the building maintenance.

Danny Melvin reported that there is an ice rescue course on March 17-18, 2023, in Magrath and fire fighters from within the Authority will be in attendance.

Danny Melvin advised that the Silkea software program has been installed. He is working on fixing some of the programming requirements that are provincial wide. Danny needs a list of the businesses within the Town of Cardston boundary and Paula Brown will work on this project.

Danny Melvin reported that the Fire Truck should start being built on March 10, 2023, with delivery possible for December.

Tom Nish moved to approve Danny Melvin's report. Carried

ADJOURNMENT

Sandy Lybbert moved to adjourn. Carried

Adjournment at 5:27 p.m.

Next board meeting is scheduled for Thursday, April 6, 2023, at 5:15 p.m. at the Cardston County Emergency Services Building.


Chairman