



Village of Hill Spring  
**COUNCIL MEETING AGENDA - DRAFT**  
Hill Spring Council Chambers  
Tuesday, September 19, 2023 at 7:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
  - a) 2023.08.15
4. DELEGATION
  - a)
  - b)
5. BUSINESS ARISING FROM THE MINUTES
  - a)
6. FINANCIAL REPORTS:
  - a) Cheque Listing for September 2023
7. ITEMS FOR DISCUSSION:
  - a) Land Use Bylaw 1<sup>st</sup> Reading
  - b) Financial Borrowing Bylaw 1<sup>st</sup> Reading
  - c) Financial Borrowing Bylaw 2<sup>nd</sup> Reading
  - d) Financial Borrowing Bylaw 3<sup>rd</sup> Reading
  - e) Municipal By-Election Date (Nominate Chief Electoral Officer)
  - f) Council Planning Meeting Set A Date
  - g) Water Commission Mediation – Council Representation (2)
  - h)
8. ADMINISTRATORS & COUNCIL REPORTS:

a) CAO Report

9. CORRESPONDENCE:

- a) Chinook Arch Report
- b) Minister Response Letter

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

August 15, 2023

**The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on August 15, 2023 commencing at 7:00 p.m.**

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

**Officials:** CAO Greg Robinson.

**Absent:**

**Public:**

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## **CALLED TO ORDER**

Mayor Davis called the **Regular** Council Meeting to Order at 7:00 p.m.

## **ADOPTION OF THE AGENDA**

2023.08.096

Councillor Christensen **MOVED** to accept the agenda as presented.

**Carried**

## **ADOPTION OF MINUTES**

2023.07.18 REGULAR  
COUNCIL MEETING  
MINUTES

2023.08.097

Councillor Nish **MOVED** to approve the 2023.07.18 Regular Council Meeting minutes as presented.

**Carried**

## **DELEGATIONS**

## **BUSINESS ARISING FROM MINUTES**

## **FINANCIAL REPORTS**

CHEQUE LISTING FOR  
AUGUST 2023

2023.08.098

Councillor Christensen **MOVED** to accept the cheque listing for August 2023.

**Carried**

## **BUSINESS ITEMS FOR DISCUSSION**

COUNCILLOR BARFUSS  
RESIGNATION

2023.08.099

Mayor Davis **MOVED** to accept Councillor Barfuss' letter of resignation from the Village of Hill Spring Council.

**Carried**

WATER TREATMENT  
PLANT CONSUMPTION

2023.08.100

Councillor Christensen **MOVED** that administration investigate options and recommendations regarding the Water Treatment Plant Consumption for an upcoming Council meeting.

**Carried**

HILL SPRING WELCOME  
SIGN & MAP

2023.08.101

Councillor French **MOVED** to table this item and revisit it at a future Council meeting.

**Carried**

UTILITY TRAILER SALE  
PROPOSAL TO AG SOCIETY

2023.08.102

Councillor Christensen **MOVED** to accept the Hill Spring Ag Society's proposal to buy the utility trailer from the Village for \$6,000.00.

**Carried**

ATB GIC MATURING

2023.08.103

Mayor Davis **MOVED** to renew for a one-year period with ATB.

**Carried**

JOINT WATER  
COMMISSION  
GLENWOOD/ HILL  
SPRING/ CARDSTON  
COUNTY PROPOSAL

2023.08.104

Mayor Davis **MOVED** to accept the proposal from Barabara McNeil for services regarding the creation of a Joint Water Commission.

**Carried**

LAND USE BYLAW  
DISCUSSION

CAO Greg Robinson provided Council with an update on the status of the Land Use Bylaw and the progress that is being made on it.

**ADMINISTRATOR AND  
COUNCIL REPORTS AND  
CORRESPONDANCE**

2023.08.105

Councillor Nish **MOVED** to accept the Administrator Report as presented.  
**Carried**

2023.08.106

Councillor Christensen **MOVED** to accept Correspondence as information.  
**Carried**

**CLOSED MEETING**

2023.08.107

Mayor Davis **MOVED** that Council recess the regular meeting and go "In Camera" at 8:09pm. As per section 24 of the FOIP act.  
**Carried**

2023.08.108

Councillor Nish **MOVED** that Council go "Out of Camera" and resume the regular meeting at 9:21pm.  
**Carried**

**ADJOURNMENT**

2023.08.109

Councillor Nish **MOVED** to adjourn the August 15, 2023, Council Meeting at 9:24pm.  
**Carried**

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Mayor Dwight Davis

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CAO Greg Robinson

# Village Of Hill Spring

## Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230165	2023-08-21	ALBERTA MUNICIPAL SERVICES CORPORATION	23-1049068	PAYMENT POWER/GAS	109.97	109.97
20230166	2023-08-21	BECK'S EXCAVATING & TRUCKING	3160	PAYMENT INSTALL SIGN & IRRIGATION COI	661.50	661.50
20230167	2023-08-21	CANDU AUTOMATION & CONTROL SOLUTIONS I	2217	PAYMENT WATER TREATMENT PLANT REP	924.00	924.00
20230168	2023-08-21	CARDSTON COUNTY	23093 23095	PAYMENT DEM WATER OP FEES	66.70 2,666.67	2,733.37
20230169	2023-08-21	CHIEF MOUNTAIN GAS CO-OP LTD	39189	PAYMENT WATER PLANT	39.48	39.48
20230170	2023-08-21	CHINOOK ARCH REGIONAL LIBRARY SYSTEM	922425	PAYMENT JULY TO DEC LIBRARY MEMBER	946.72	946.72
20230171	2023-08-21	CLEARTECH	1077656 1081501	PAYMENT WATER CHEMICALS WATER CHEMICALS	734.10 733.26	1,467.36
20230172	2023-08-21	PAYROLL	JUNE 2023	PAYMENT MAY & JUNE TRAVEL CLAIM	516.80	516.80
20230173	2023-08-21	FIDO	JULY 2023	PAYMENT PHONE	25.74	25.74
20230174	2023-08-21	HILL SPRING CULTURAL SOCIETY, ATTN: RALPH	2023-2	PAYMENT DONATION FROM COUNCIL	1,000.00	1,000.00
20230175	2023-08-21	MICRO AGE	23296	PAYMENT OFFICE 365	79.80	79.80
20230176	2023-08-21	MPE ENGINEERING LTD.	1464-004-00-23	PAYMENT WTP OPERATIONAL ASSISTANCE	89.16	89.16
20230177	2023-08-21	NEXTGEN AUTOMATION	508603	PAYMENT PHOTOCOPIING	263.28	263.28
20230178	2023-08-21	OLDMAN RIVER REGION SERVICES COMMISSIC	13471	PAYMENT PLANNING SERVICES	573.00	573.00
20230179	2023-08-21	RECEIVER GENERAL	62042 62044	PAYMENT PAYROLL DEDUCTIONS - JULY PAYROLL DEDUCTIONS - JUNE	157.45 78.76	236.21
20230180	2023-08-21	SEGO INDUSTRIES INC.	061948	PAYMENT REP FOR WTP	244.56	244.56
20230181	2023-08-21	SILVER AUTOMOTIVE	23596100	PAYMENT REP LAWN MOWER	179.03	179.03
20230182	2023-08-21	SOUTHERN IRRIGATION	538156	PAYMENT IRRIGATION	54.16	54.16
20230183	2023-08-21	TOWN OF CARDSTON	2023749236	PAYMENT FCSS	1,726.88	1,726.88
20230184	2023-08-21	TOWN OF RAYMOND	20230269 20230305 20230306 20230308	PAYMENT JULY CAO & ADMIN CONTRACT AUGUST CAO & ADMIN CONTRA ADMIN GOOD - BOUGHT ON RAY TRAVEL FOR JULY	8,634.74 7,916.66 951.08 718.08	18,220.56
20230185	2023-08-21	UNITED IRRIGATION DISTRICT	23-6	PAYMENT WATER CONVEYANCE	2,664.43	2,664.43
20230186	2023-08-21	WORKERS COMPENSATION BOARD	JULY 2023	PAYMENT WCB	617.29	617.29
20230187	2023-08-21	XPLORE		PAYMENT		103.95

# Village Of Hill Spring

## Cheque Listing For Council

2023-Sep-15  
9:57:42AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20230187	2023-08-21	XPLORE	48839232	INTERNET	103.95	103.95
20230188	2023-08-21	ROBINSON, GREG	2023-1	PAYMENT POSTAGE	193.20	193.20

**Total 33,670.45**

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

**VILLAGE OF HILLSPRING  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 107-277**

BEING a bylaw of the Village of Hill Spring in the Province of Alberta, to adopt a Land Use Bylaw pursuant to section 639 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended and provide for its consideration at a public hearing;

AND WHEREAS, the Council of the Village of Hill Spring has determined the existing Land Use Bylaw is dated and wishes to adopt a new Land Use Bylaw for the purposes of:

- updating and establishing standards and procedures regarding the use and development of land within the municipality;
- incorporating new development standards for uses within the Village;
- amending the existing Land Use District Map to reflect land use redesignations and new districts; and
- complying with the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

AND WHEREAS the purpose of proposed Bylaw No. 107-277 is to foster orderly growth and development within the Village;

AND WHEREAS, a public hearing was conducted in accordance with Section 692 of the Act;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council duly assembled does hereby enact the following:

1. Bylaw No. 107-274, being the former Land Use Bylaw, and any amendments thereto, is hereby rescinded.
2. Bylaw No. 107-277 shall come into effect upon third and final reading thereof.
3. Bylaw No. 107-277 is hereby adopted.

READ a **first** time this 19th day of September, 2023.

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*Mayor – Dwight Davis*

\_\_\_\_\_  
*Chief Administrative Officer – Greg Robinson*

READ a **second** time this 17th day of October, 2023.

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*Mayor – Dwight Davis*

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*Chief Administrative Officer – Greg Robinson*

READ a **third** time and finally PASSED this 17th day of October, 2023.

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*Mayor – Dwight Davis*

\_\_\_\_\_  
*Chief Administrative Officer – Greg Robinson*

**MUNICIPAL BORROWING BYLAW**  
**For the Purpose Specified in Section 256 of the Municipal Government Act**

**Bylaw No. 2023-316**

WHEREAS the Council of Village of Hill Spring (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Revolving Line of Credit authorized for \$50,000 for operating purposes & a Business MasterCard used for day to day operational needs of \$10,000

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$60,000 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - (a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - (b) as security for any money borrowed from ATB
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.



3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

GENERAL REVENUES

4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the date of the third and final reading.

Read a first time this 19th day of September, 2023.

Read a second time this 19th day of September, 2023.

Read a third time and passed this 19th day of September, 2023.

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Dwight Davis, Mayor

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Greg Robinson, CAO

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# *Village of Glenwood, Village of Hillspring, Cardston County*

## *Mediation Protocols*

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### **GOAL**

1. The goal of the mediation is to achieve a mutually beneficial, collaborative, and sustainable resolution reflecting the interests of the three municipalities regarding the creation of a joint Water Commission.

### **PURPOSE**

2. These Protocols set out the rules that will guide collaborative discussions and negotiations between the Village of Glenwood, the Village of Hillspring, and Cardston County.

### **PARTIES**

3. The parties to the collaborative discussions and negotiations, and thus to these Protocols are the Village of Glenwood, the Village of Hillspring, and Cardston County. All negotiating and administration team members for both parties will read and sign these protocols.

### **AGREEMENT TO NEGOTIATE**

4. All parties agree to negotiate in a good faith attempt to reach a mutually agreeable result that considers the interests of each municipality. Good faith means to act honestly, respectfully and reasonably, have regard to the legitimate interests of each party, have an appropriate communication approach, seek potential for joint benefit of all parties, disclose information that is necessary to understand a position or formulate an intelligent response, meet through representatives who are equipped and fully authorized to engage in rational discussion, and be willing and prepared to explore the issues presented by all parties and explain the rationale for their perspectives.

### **NEGOTIATING TEAMS**

5. The Councils of the Village of Glenwood, the Village of Hillspring, and Cardston County have appointed the following elected and administrative officials as their respective Negotiating Teams:

For the Village of Glenwood:

Councillors:

Administration: Cynthia Vizzutti

For the Village of Hillspring:

Councillors:

Administration: Greg Robinson

For Carston County

Councillors:

Administration: Murray Millward

### **NEGOTIATING COMMITTEE**

6. The Negotiating Teams and the Mediator together constitute the Negotiating Committee.

### **QUORUM**

7. Quorum shall be any two of the Negotiating Team members from each party. However, full attendance is encouraged for all meetings.

8. Quorum shall be established at the start of a meeting. Under normal circumstances, should there be no quorum ½ hour after the scheduled starting time of a meeting, the meeting will be adjourned. In exceptional cases, quorum may be waived by mutual agreement.

### **CONFLICT OF INTEREST**

9. It shall be the responsibility of any member of the Negotiating Teams to alert their respective Negotiating Team and the Committee of any pecuniary or other potential conflicts of interest as defined in the Municipal Government Act. Negotiating Teams may at their discretion, choose to deal with conflicts of interest internally and subsequently inform the Committee or make a recommendation to the Committee. The Committee shall then be responsible for determining how best to address the conflict or perception of conflict.

### **ROLE AND ATTENDANCE OF EXTERNAL TECHNICAL OR EXPERT ADVISORS**

10. If any party believes that the presence of an external advisor or technical expert would enhance the discussion of an issue or issues, they may, with the agreement of the other party, invite an external technical or expert advisor to attend a meeting.

11. A party wishing to invite an external technical or expert advisor is to notify the other party and the Mediator no less than seven days in advance of a meeting providing the name and position and/or affiliation of the external advisor or advisors along with the rationale for having

them attend. Agreement is not to be unreasonably withheld. Where there is disagreement, the Mediator will work with the parties to find a solution that is mutually agreeable.

12. Should a Negotiating Team wish to consult with an external technical or expert advisor who is not participating in the meeting on an item under discussion, they may do so with the agreement of the meeting Chair and the other Negotiating Teams. A Negotiating Team wishing to do so, is to alert the Committee to that desire, explaining why such a consultation is desired and what value it will bring to the negotiations, who is to be consulted and how much time is required.

### **REPRESENTATION AND PARTICIPATION AT NEGOTIATION SESSIONS**

13. All parties agree that attending all meetings shall be a priority for all members of their respective Negotiating Teams.

14. All members of the Negotiating Teams shall have an equal voice at the negotiating table.

15. Advisors and support team members will be allowed to speak only when recognized by the meeting Chair.

### **SCHEDULE AND LOCATION OF MEETINGS**

16. The intention is to meet at least monthly or as required. The schedule and format of meetings is to be confirmed as part of the agenda for each meeting.

### **MEETINGS**

17. Meetings will be held in person. However, if circumstances dictate meetings may be held via video or teleconference.

18. If meetings are held via video or teleconference then:

- The parties will ensure that no unauthorized persons are in the room or within earshot of the negotiations. At the start of the meeting, the parties will disclose who is in the room in which the negotiations are taking place.
- Meetings held via video or teleconference will be locked down 10 minutes after their scheduled start time. After a meeting is locked down, the Mediator will determine whether to allow access to the meeting.
- Negotiation sessions shall not be recorded using electronic means. This does not preclude Negotiating Team members from taking written notes for their own use.
- During video meetings, individual microphones are to be muted unless the person is speaking.
- The Mediator will host video and teleconference meetings.
- Cameras will be left on during videoconference meetings.

## **SESSION AGENDAS**

19. The Mediator will develop the agenda for each meeting based on consultation with the parties.

20. An initial draft agenda will be distributed with the Summary Notes for the previous meeting within 10 calendar days following that meeting. The Mediator will subsequently distribute a final version of the agenda seven days in advance of the meeting that it covers.

21. The Mediator will coordinate the distribution of any supporting materials through the main contacts identified by the parties, in this case, the Administration Leads, who will ensure that agendas and any supporting materials are distributed to their respective Negotiating Teams.

## **CHAIRING MEETINGS**

22. The parties agree that the Mediator will chair the meetings.

## **RECORD KEEPING AND MEETING SUMMARY NOTES**

23. The Mediator will produce and distribute confidential summary notes for each meeting. These summary notes will constitute the neutral record of the negotiations and will be provided to both parties no later than 10 calendar days following a meeting. The summary notes are to be reviewed as one of the first orders of business at the next scheduled meeting so that they can be confirmed as being a true representation of what took place at the meeting that they summarize. The notes are confidential and may not be used as evidence in any other proceeding unless mutually agreed by the parties.

## **RESPECTFUL DISCUSSION AND BEHAVIOUR**

24. Negotiating Team members agree to engage in respectful behaviour and to always respect different points of view throughout the negotiations. As needed, any Committee member or the Mediator may request a "time out".

## **CAUCUSING**

25. Caucusing, meeting in private, can be a useful tool in negotiations. All parties agree that caucusing will be used as needed and that any party or the Mediator may request a caucus at any point during the negotiations.

26. When a caucus is requested, the Mediator will establish a time limit for the caucus recognizing that if necessary, such a time limit may be extended. At the conclusion of a caucus, the Mediator will ask all parties to report on the results of the caucus beginning with the party that had requested the caucus. Each party shall be free to determine what to report.

27. The parties may request that the Mediator be present during a caucus. The Mediator will treat anything discussed during a caucus that she has attended as being privileged and confidential.

#### **RESOLUTION OF ISSUES BY NEGOTIATING TEAMS AND CONSENSUS**

28. Issues will be resolved by the Negotiating Committee using a consensus model with consensus being defined as, "I/we can live with it". When agreement is reached on an issue or package of issues, the Negotiating Teams will represent that consensus to their respective Councils.

29. If the Mediator assesses that the resolution of an issue would benefit from a different approach than facilitation, they will caucus with each Negotiating Team to determine how best to proceed in a mutually agreed way.

30. Any agreement reached by the Negotiating Teams is to be considered an agreement in principle and is subject to the approval of all Councils in a duly constituted Council meeting.

#### **DECISION-MAKING AUTHORITY**

31. Respective Councils for each party shall be the ultimate decision-making authority.

#### **REPORTING TO COUNCILS**

32. Negotiating Teams are responsible for keeping their Councils informed and up to date on the status of the negotiations and to represent the views of their Councils at the negotiating table.

33. Unless mutually agreed, reporting to Councils will be done in closed session to respect the confidentiality of the negotiations. The information provided is not to be disclosed by any member of Council or the Administration to the media or any other person unless mutually agreed by the Negotiating Teams or unless the information is already in the public domain.

#### **CONFIDENTIALITY**

34. Except as set out elsewhere in these Protocols or unless the parties have specifically mutually agreed to release information, all discussions, summary notes, other records or information generated for the purposes of the negotiations shall be confidential and treated as such, in accordance with applicable clauses of FOIP.

35. Council members not at the negotiating table and/or members of the respective Administrations may be informed about the negotiations during closed sessions on the condition that the information shared is kept confidential.

36. Any information that is in the public domain need not be considered confidential. The discussion of such information, however, is to be considered confidential.

#### **WITHOUT PREJUDICE DISCUSSIONS, NO ATTRIBUTION AND FULL DISCLOSURE**

37. Full disclosure of all relevant information and frank, open and honest dialogue are essential to understanding the range of interests and issues related to the negotiations and to the ultimate success of the negotiations. The parties therefore agree that all ideas, opinions, points of view, observations and suggestions are to be considered as having been put forward in a good faith attempt to reach agreement. This being the case, everything that is said as part of the negotiations is to be considered as being privileged, not for individual attribution and “without prejudice”. As a result, nothing that is said as part of the negotiations can be used as evidence or information in any other process or proceeding.

#### **INFORMATION-SHARING**

38. All parties agree that they will act in good faith and make all reasonable efforts to provide requested information to the Negotiating Committee.

39. To ensure that they are as well informed as possible, subject to FOIP and the confidentiality and other provisions of these Protocols, either party may consult with people who are not members of the Negotiating Teams about ideas, concepts, observations, suggestions, or other things relevant to the negotiations.

#### **COMMUNICATION WITH THE MEDIA**

40. The parties agree that it is in their mutual best interests to create the conditions of trust and respect that will give the negotiations the best chance of reaching a successful conclusion. Negotiating through the media runs counter to this and is therefore to be avoided.

41. The parties agree that while negotiations are underway, the Negotiating Committee will be responsible for determining whether to engage the media and if so, how. To that end, each meeting agenda will have standing items related to “key messages” and “media release”. Key messages are to be mutually agreed and any media release or other engagement of the media is to be joint. The Administration Leads shall approve media releases that will be released simultaneously.

#### **COMMUNICATION WITH THE PUBLIC**

42. During the course of the negotiations, it may be necessary and/or desirable to communicate with or otherwise engage the public. The parties agree that the Negotiating Committee will be responsible for determining how best to do this and that any action to do so will be based on mutually agreed messages and methods.

**SOCIAL MEDIA**

43. Personal social media accounts shall not be used to provide information on the negotiations during the period of the negotiations. Only corporate social media accounts are to be used to communicate mutually agreed information related to the negotiations.

**MEDIATOR MAIN NEGOTIATING TEAM CONTACTS**

44. The Administration Leads shall be the main points of contact between the Mediator and each party. In this role, the Administration shall be responsible for communicating with the Mediator on behalf of their respective Negotiating Teams and for ensuring the internal distribution of negotiation related materials.

**COSTS AND ADMINISTRATIVE LEAD**

45. The Village of Glenwood shall administer the grant funding received for this mediation process.

**MEDIATOR'S PRIVILEGE**

46. The parties agree that the Mediator, Barbara McNeil, is not a compellable witness and that none of the parties or anyone involved in the negotiations will request that she act as a witness on behalf of any of the parties or anyone involved in the negotiations or on behalf of any organization or individual in any future proceedings related to any matter discussed in these negotiations.

**PROVINCIAL LAW AND REGULATIONS**

47. Notwithstanding any of the provisions of these Protocols, when they conflict with Provincial law or regulation, Provincial law or regulation will prevail.



This agreement entered into on the    day of            2023 , at            , Alberta.

**Village of Glenwood**

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

**Village of Hillspring**

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

**Cardston County**

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

## CONFIDENTIALITY COMMITMENT

### For mediation services provided to the Village of Glenwood, the Village of Hillspring, and Cardston County

I commit to the integrity and confidentiality of the mediation service I provide.

I respect and protect the confidentiality of private communications.

I am impartial in all contacts with the parties and will not advance the interests of one party over another.

I agree that:

- All communications made to or through me as mediator are confidential.
- All communications received during the mediation sessions are confidential.
- Information exchanged at mediation can only be disclosed in any way with the written consent of all parties.
- Confidentiality does not apply to documents, reports or other materials given to me as part of the process that would otherwise be publicly available.

Acknowledged and agreed as of the 13<sup>th</sup> of September , 2023.



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Barbara McNeil

# CAO Report

COUNCIL MEETING SEPTEMBER 19, 2023

The following report is designed to provide Council with an update on the activities and projects of the Village. The report is not intended to provide an all encompassing review of Village or CAO activities. The intent is to provide Council with a brief update on some of the more note worthy activities and events.

## Administration office

I have made myself available as much as possible for residents to meet with me. In Aug/Sep I have been in the office Mondays and 3 Wednesdays plus additional short trip to deal with important issues. If residents would like to meet with me, I would like them to email me at [cao@hillspring.ca](mailto:cao@hillspring.ca) to arrange times.

## Website

Continued work on the website to update it with all current by-laws minutes and agendas. This is still on-going but we have been prepping our internal files to make sure we are ready to have them uploaded in the coming weeks.

## Water Looping

The Water looping project started this month and we hope to have completed by the end of Sept. I have met with the contractor and engineer many times to ensure things have gone smoothly and in budget. We found several leaks in an irrigation line that needed to be fixed, but otherwise the project has gone well.

## Water Commission

I have met with CAO of Cardston County and Glenwood to bring background work for the water commission discussion. This will take time from my schedule to provide data and information as we begin these discussions.

## Land-Use Bylaw

1<sup>st</sup> reading for new by-law complete and presented for Council discussion.

## Dog Issues

This past month I have fielded several calls from many residents complaining about lose dogs. This is a challenge for the village, and we have worked with RRPSSC (Peace Officers) to help enforce the bylaw.

## Enforcement

I have sent out notices for some residents that are not in compliance with a previously approved MPC application and am dealing with them through the process. As well, we have some properties with significantly long grass/weeds and have been notifying residents of this issue and arranging clean up.

## Banking Updates

I have been reviewing our banking records and information with ATB. We have some clean up to do as we have several accounts etc that do not serve much purpose as they were opened for past project needs. Signing authorities have been updated and we are sitting in a good position at present.

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 3, 2023

## Summer Reading Program 2023!

The Chinook Arch Summer Reading Program is in full swing! SRP Coordinators Amy Kim and Tori Norlin have made nearly 40 visits to libraries to deliver their program. So far, 435 kids have attended. Thanks to Amy and Tori for a wonderful summer!



## Resource Sharing Agreement

Chinook Arch has a long-standing agreement with the City of Lethbridge Library Board that acknowledges the Lethbridge Public Library's contribution to the System through its collections, expertise, and resources. The agreement is reviewed by both parties every two years. No changes to the agreement are recommended by the Chinook Arch Library Board at this time.

## Board Members Present

Arrowwood  
Barons  
Cardston  
Coutts  
Crowsnest Pass  
Fort Macleod  
Hill Spring  
Lethbridge (County)  
Lomond  
Magrath  
Milk River  
Nanton  
Pincher Creek  
Pincher Creek M.D.  
Stavely  
Taber M.D.  
Vauxhall  
Vulcan County  
Ministerial Appointment

Corry Walk  
Ron Gorzitz  
Marsha Jensen  
Stephen A. Pain  
Doreen Glavin  
Jim Monteith  
Suzanne French  
Tory Campbell  
Marie Logan  
Darryl Christensen  
Anne Michaelis  
Amanda Bustard  
Mark Barber  
Dave Cox  
Chelsey Hurt  
Tamara Miyanaga  
Marilyn Forchuk  
Doug Logan  
Vic Mensch (Chair)

### Regrets

Claresholm  
Coaldale  
Picture Butte  
Raymond  
Stirling  
Taber  
Vulcan  
Willow Creek M.D.  
LPL Resource Centre

Kelsey Hipkin  
Jordan Sailer  
Teresa Feist  
Kelly Jensen  
Gary Bikman  
Monica McLean  
Debra Wyatt  
Maryanne Sandberg  
Brendan Cummins

### Absent

Barnwell  
Cardston County  
Carmangay  
Champion  
Coalhurst  
Glenwood  
Lethbridge (City)  
Milo  
Nobleford  
Warner  
Warner County  
ID of Waterton

Jane Johnson  
Tom Nish  
Sarah Mitchell  
Terry Penney  
Lyndsay Montina  
Linda Allred  
Robin Harper  
Christopher Northcott  
Melissa Jensen  
Derek Baron  
Morgan Rockenbach  
Lesley Little

## Thank You and Farewell to Lisa Weekes

Chinook Arch Associate Director Lisa Weekes has accepted a position at the UBC Okanagan Library. The Board would like to formally thank Lisa for her significant contributions to Chinook Arch. During her 5 years with the organization, she masterminded several successful programs, including the Digital Literacy Exchange Program (DLEP), the Seniors and Intergenerational Program, and many others. She also fundraised nearly \$1 million dollars to support these multi-year programs. Chinook Arch Board and staff wish Lisa well in her future endeavours.



## Policies Reviewed

The board reviewed and approved the following policies:

- Workplace Violence and Harassment
- Board Meetings
- Bylaws

## Contact Us

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

July 5, 2023

AR111755

His Worship Dwight Davis  
Mayor  
Village of Hill Spring  
PO Box 40  
Hill Spring AB T0K 1E0

Dear Mayor Davis and Council:

Thank you for the Village of Hill Spring's email of May 30, 2023, providing the 2023 Action Plan and Capital Plan updates on the village's viability review directives 3a and 3b under Ministerial Order MSL: 122/17.

I am pleased to learn that since completion of the Village of Hill Spring's viability review in 2017, the village has considered and acted on the 32 recommendations, completed capital projects totalling \$1.42 million, and is planning for additional capital projects totalling \$893,000 over the next 10 years.

I am happy to advise you the village's 2023 response satisfies the requirements of the directives. Furthermore, with this submission, the village is fully compliant with Ministerial Order MSL:122/17 and no further updates are required. I am also encouraged to learn that the village has entered into a contract for administration services with the Town of Raymond. Partnerships like this are integral to the ongoing viability of municipalities.

I congratulate the village on the successful completion of the directives issued at the conclusion of the viability review in 2017, and thank you for the sustained cooperation from council and administration over these past six years.

I wish the Village of Hill Spring continued success for many years to come.

Sincerely,

Ric McIver  
Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs  
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs  
Greg Robinson, Chief Administrative Officer, Village of Hill Spring

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