



Village of Hill Spring  
**COUNCIL MEETING AGENDA - DRAFT**  
Hill Spring Council Chambers  
Tuesday, December 19, 2023 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA`
3. ADOPTION OF MINUTES
  - a) 2023.11.21
  - b) 2023.10.17
  - c) 2023.11.21 Organization Meeting Minutes
4. OFFICIAL OATH OF OFFICE – Councillor Don Shideler
5. DELEGATION
  - a) Barbara Baxter – Viability Discussion
6. BUSINESS ARISING FROM THE MINUTES
  - a) Organizational Appointments (vacancy)
7. FINANCIAL REPORTS:
  - a) Cheque Listing for December 2023
8. ITEMS FOR DISCUSSION:
  - a) 2023 - 323 SDAB Bylaw 2<sup>nd</sup> Reading
  - b) 2023 - 323 SDAB Bylaw 3<sup>rd</sup> Reading
  - c) 2023 – 245 Bylaw 2<sup>nd</sup> Reading User Fees & Charges
  - d) 2023 – 245 Bylaw 3<sup>rd</sup> Reading User Fees & Charges
  - e) Capital & Operating Budget 2024
  - f) Community Hall Virtual Calendar
  - g) Liquor License Next Steps

9. ADMINISTRATORS & COUNCIL REPORTS:

- a) CAO Report

10. CORRESPONDENCE:

- a) ORRSC Board of Directors
- b)

11. 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)*

- a) Legal Matter – As per Section 24 of the FOIP Act

12. ADJOURNMENT:

DRAFT

# VILLAGE OF HILL SPRING

November 21, 2023

**The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on November 21, 2023 commencing at 7:00 p.m.**

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

**Officials:** CAO Greg Robinson.

**Absent:** Councillor Nish

**Public:**

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## **CALLED TO ORDER**

Mayor Davis called the Regular Council Meeting to Order at 7:07 p.m.

## **ADOPTION OF THE AGENDA**

2023.11.143

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

**Carried**

## **ADOPTION OF MINUTES**

2023.10.17 REGULAR  
COUNCIL MEETING  
MINUTES

2023.11.144

Councillor Nish **MOVED** to approve the 2023.10.17 Regular Council Meeting minutes as presented.

**Carried**

## **PUBLIC HEARING LAND USE BYLAW 107-277**

2023.11.145

Mayor Davis **MOVED** to recess the Council meeting and to commence the Public Hearing for Land Use Bylaw 107-277.

**Carried**

2023.11.146

Mayor Davis **MOVED** to resume the Regular Council Meeting.

**Carried**

## **DELEGATIONS**

Twin Rivers

The Twin Rivers delegation came to Council to present an invitation for participation regarding economic development initiatives. Council accepted this as information.

Ag Society

The Ag Society came to Council to present concerns they have regarding the usage of the community hall. Council accepted this as information.

## **FINANCIAL REPORTS**

CHEQUE LISTING FOR  
October 2023

2023.11.147

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

**Carried**

## **BUSINESS ITEMS FOR DISCUSSION**

LAND USE BYLAW 2<sup>ND</sup>  
READING

2023.11.148

Mayor Davis **MOVED** to give second reading to Bylaw #107-277 Land Use Bylaw.

**Carried**

In favour: Mayor Davis and Councillors Nish and French  
Opposed: Councillor Christensen

LAND USE BYLAW 3<sup>RD</sup>  
READING

2023.11.149

Councillor French **MOVED** to give third reading to Bylaw #107-277 Land Use Bylaw.

**Carried**

In favour: Mayor Davis and Councillors Nish and French  
Opposed: Councillor Christensen

2023-323 SDAB Bylaw 1<sup>st</sup>  
Reading

2023.11.150

Councillor Nish **MOVED** to give first reading to Bylaw #2023-323 SDAB Bylaw.

**Carried**

2024 FEES & CHARGES  
BYLAW FIRST READING  
2023-11-151

Councillor Christensen **MOVED** to give first reading to Bylaw #2024-245 Fees & Charges Bylaw.  
**Carried**

CAPITAL PURCHASE –  
JOHN DEER SNOW BLADE  
2023.11.152

Mayor Davis **MOVED** to table this item until a following meeting.  
**Carried**

CAPITAL & OPERATING  
BUDGET 2024

Council discussed the 2024 Capital and Operating Budget.

OFFICE CLOSURE  
CHRISTMAS BREAK  
2023.11.153

Mayor Davis **MOVED** to accept the Holiday Hours for the Village Office.  
**Carried**

SPEED SIGN

Council discussed the usage of speed signs in the Village.

COMMUNITY HALL

Council discussed the usage of the community hall including it's sound system and the consideration of creating a terms of references for it.

**ADMINISTRATOR AND  
COUNCIL REPORTS AND  
CORRESPONDANCE**

2023.11.154

Councillor Nish **MOVED** to accept the CAO Report.  
**Carried**

2023.11.155

Mayor Davis **MOVED** to accept Correspondence as information.  
**Carried**

**CLOSED MEETING**

2023.11.155

Mayor Davis **MOVED** that Council recess the regular meeting and go "In Camera" to discuss an Intergovernmental Matter as per sections 17 & 24 of the FOIP Act at 9:22pm.  
**Carried**

2023.11.156

Councillor Nish **MOVED** that Council go "Out of Camera" and resume the regular meeting at 10:13pm.  
**Carried**

**ADJOURNMENT**

2023.11.157

Mayor Davis **MOVED** to adjourn the November 21, 2023, Council Meeting at 10:13pm.  
**Carried**

\_\_\_\_\_  
Mayor Dwight Davis

\_\_\_\_\_  
CAO Greg Robinson

# VILLAGE OF HILL SPRING

November 21, 2023

**The Village of Hill Spring 2023 Organizational Meeting was held at the Hill Spring Council Chambers on November 21, 2023 commencing at 7:00 p.m.**

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

**Officials:** CAO Greg Robinson.

**Absent:**

**Public:**

**CALLED TO ORDER**

Mayor Davis called the Regular Council Meeting to Order at 6:58 p.m.

**NOMINATION AND APPOINT MAYOR AND DEPUTY MAYOR**

2023.11.136

Councillor Christensen **MOVED** to appoint Dwight Davis as mayor.

**Carried**

2023.11.137

Councillor Nish **MOVED** to appoint Monte Christensen as Deputy Mayor.

**Carried**

**APPROVAL OF AGENDA**

2023.11.138

Councillor Nish **MOVED** to approve the 2023 Organizational Meeting agenda as presented.

**Carried**

**DATE, TIME, AND PLACE OF REGULAR COUNCIL MEETINGS**

2023.11.139

Councillor Nish **MOVED** that regular Council Meetings occur on the third Tuesday of the month at 6:00pm at the Hill Spring Council Chambers.

**Carried**

**APPOINT ASSESSOR**

2023.11.140

Mayor Davis **MOVED** that Benchmark Assessment Consultants Inc be appointed as the Village of Hill Spring Assessors.

**Carried**

**COMMITTEE/BOARD APPOINTMENTS**

Committee / Organization	Council Representative for 2022/2023	Council Representative for 2023/2024
AB Southwest Regional Alliance	MONTE CHRISTENSEN	MONTE CHRISTENSEN
Cardston County Emergency Services	MIKE NISH	MIKE NISH
Cemetery Committee	RYAN BARFUSS	
Chief Mountain Solid Waste	MIKE NISH	MIKE NISH
Chinook Arch Regional Library Foundation	SUZANNE FRENCH	SUZANNE FRENCH
Chinook Foundation	RYAN BARFUSS	
Community Hall Committee	MONTE CHRISTENSEN	MONTE CHRISTENSEN
Deputy Mayor	MONTE CHRISTENSEN	MONTE CHRISTENSEN
Twin Rivers Economic Development	RYAN BARFUSS	MONTE CHRISTENSEN
Emergency Management	DWIGHT DAVIS	DWIGHT DAVIS

Family & Community Support Services Association of Alberta (FCSS)	DWIGHT DAVIS	DWIGHT DAVIS
Joint Service Water Committee	MONTE CHRISTENSEN, DWIGHT DAVIS	MONTE CHRISTENSEN, DWIGHT DAVIS
Mayor	DWIGHT DAVIS	DWIGHT DAVIS
Mayors and Reeves of Southern Alberta	DWIGHT DAVIS	DWIGHT DAVIS
Municipal Planning Commission	ALL OF COUNCIL	ALL OF COUNCIL
Oldman River Regional Services (ORRSC)	SUE FRENCH	SUE FRENCH
Regional Assessment Review Board	SUZANNE FRENCH DWIGHT DAVIS	APPOINT ORRSC
Southern Alberta Energy From Waste Association	NO APPOINTMENT	
Spring Glen Park Society	RYAN BARFUSS	
Joint Water Commission	MIKE NISH, DWIGHT DAVIS	MIKE NISH, DWIGHT DAVIS

2023.11.141

Councillor Christensen **MOVED** to accept the committee/board appointments.

**ADJOURNMENT**  
2023.11.142

Councillor Nish **MOVED** to adjourn 2023 Organizational Meeting at 7:06pm.  
**Carried**

\_\_\_\_\_  
Mayor Dwight Davis

\_\_\_\_\_  
CAO Greg Robinson

# VILLAGE OF HILL SPRING

October 17, 2023

**The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on October 17, 2023 commencing at 7:00 p.m.**

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

**Officials:** CAO Greg Robinson.

**Absent:** Councillor Nish

**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**

[2023.10.126](#)

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

**Carried**

## **ADOPTION OF MINUTES**

2023.09.19 REGULAR  
COUNCIL MEETING  
MINUTES

[2023.10.127](#)

Councillor Christensen **MOVED** to approve the 2023.09.19 Regular Council Meeting minutes as presented.

**Carried**

## **PUBLIC HEARING LAND USE BYLAW 107-277**

The Public Hearing for Bylaw #107-277 Land Use Bylaw was postponed until the November Council Meeting.

## **DELEGATIONS**

Lori Wahn – Burning  
Barrels

Lori Wahn presented to Council on burning barrel guidelines

Josh Jacobs – Alcohol Sales

Joash Jacobs presented information to Council regarding Class A Licenses and the ORRSC Periodical piece on Liquor and land use

## **FINANCIAL REPORTS**

CHEQUE LISTING FOR  
October 2023

[2023.10.128](#)

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

**Carried**

## **BUSINESS ITEMS FOR DISCUSSION**

LAND USE BYLAW 2<sup>ND</sup>  
READING

This item was tabled until the Council Meeting following the Public Hearing on November 21, 2023.

REMEMBRANCE DAY  
PROGRAM

Discussion on program

GLENWOOD LIBRARY  
FUNDING

Mayor of Glenwood Linda Allred sent Council a letter thanking them for their \$5000.00 contribution to the library for 2023 and requested to have this be a regular yearly contribution. Council will consider this request during their upcoming budget deliberations.

EMERGING TRENDS  
BROWNLEE LAW  
SEMINAR

[2023.10.129](#)

Councillor Christensen **MOVED** to send two members of Council to the upcoming Emerging Trends Brownlee Law Seminar.

**Carried**

RRPSSC MOU  
[2023.10.130](#)

Mayor Davis **MOVED** to accept the Ridge Regional Public Safety Services Commission Memorandum of Understanding.

**Carried**

**ADMINISTRATOR AND  
COUNCIL REPORTS AND  
CORRESPONDANCE**

2023.10.131

Councillor Christensen **MOVED** to accept the CAO Report as presented.  
**Carried**

2023.10.132

Mayor Davis **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" to discuss an Intergovernmental Matter as per sections 24 & 29 of the FOIP Act at 7:52pm.  
**Carried**

2023.08.108

Mayor Davis **MOVED** that Council go "Out of Camera" and resume the regular meeting at 8:18pm.  
**Carried**

2023.10.133

Mayor Davis **MOVED** to submit Bid for John Deer Gator to Cardston County with funds to come from reserves for \$24500  
**Carried**

**ADJOURNMENT**

2023.08.109

Councillor French **MOVED** to adjourn the October 17, 2023, Council Meeting at 8:18pm.  
**Carried**

\_\_\_\_\_  
Mayor Dwight Davis

\_\_\_\_\_  
CAO Greg Robinson

# Village Of Hill Spring

## Cheque Listing For Council

2023-Dec-19  
10:17:58AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20230241	2023-11-20	CANDU AUTOMATION & CONTROL SOLUTIONS I	2262 2266	PAYMENT REP WTP WTP REPAIRS	5,537.49 7,727.12	13,264.61
20230242	2023-11-20	CARDSTON COUNTY	22515 22521 23137 23385 23386 23388 23431 23439 23442 23445 23483 23536 23539	PAYMENT DEM CONTRACT WATER OP FEE ALERT NOTIFICATION FEE - EMEF DEM CONTRACT WATER OP FEE SCALE FROM HOM HARDWARE MOWING REPAIR TO WATER PLANT DEM CONTRACT WATER OP FEE 2018 JOHN DEERE DEM CONTRACT WATER OP FEE	66.70 2,666.67 700.00 66.70 2,666.67 38.84 294.00 1,161.00 66.70 2,666.67 27,195.00 66.70 2,666.67	40,322.32
20230243	2023-11-20	CARDSTON HOME HARDWARE	100774	PAYMENT LEVERSET	68.24	68.24
20230244	2023-11-20	CHINOOK FOUNDATION	1547	PAYMENT 2023 CHINOOK FOUNDATION	3,178.54	3,178.54
20230245	2023-11-20	CHRISTENSEN, MONTE	18	PAYMENT TRAVEL	358.31	358.31
20230246	2023-11-20	CITY OF LETHBRIDGE	61965	PAYMENT FIRE DISPATCH	212.18	212.18
20230247	2023-11-20	DAVIS, DWIGHT	SE/OC 2023	PAYMENT TRAVEL	492.32	492.32
20230248	2023-11-20	FIDO	OCT 22 2023	PAYMENT PHONE	61.95	61.95
20230249	2023-11-20	HENRIE, SCOTT	NOV 2023	PAYMENT SAFETY EQUIP, PARK GOODS	333.18	333.18
20230250	2023-11-20	MICRO AGE	23792	PAYMENT OFFICE 365 EXCHANGE	79.80	79.80
20230251	2023-11-20	NISH, MIKE	OCT 2023	PAYMENT TRAVEL	261.12	261.12
20230252	2023-11-20	RECEIVER GENERAL	62047	PAYMENT PAYROLL DEDUCTIONS	182.77	182.77
20230253	2023-11-20	RIDGE REGIONAL PUBLIC SAFETY SERVICES C	121	PAYMENT BYLAW CONTRACT	1,200.00	1,200.00
20230254	2023-11-20	RURAL MUNICIPALITIES OF ALBERTA	9853	PAYMENT MEMBERSHIP FEE	204.75	204.75
20230255	2023-11-20	TOWN OF RAYMOND	20230442 20230448	PAYMENT ADMIN GOODS ADMIN CONTRACT	19.74 8,515.06	8,534.80
20230256	2023-11-20	XPLORE	49944201	PAYMENT INTERNET	313.81	313.81
20230257	2023-11-20	FOLSOM, TINA	2023-RD	PAYMENT REMEMBRANCE DAY	116.80	116.80
20230258	2023-11-20	K. ALLRED PLUMBING & HEATING	1750	PAYMENT REP AT WTP	2,257.50	2,257.50
20230259	2023-11-20	PENDLEBURY, CRYSTAL	OCT 2023	PAYMENT HALL CLEANING	160.00	160.00
20230260	2023-11-20	ROBINSON, GREG		PAYMENT		202.96

# Village Of Hill Spring

## Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230260	2023-11-20	ROBINSON, GREG	NOV 2023	POSTAGE	202.96	202.96
20230261	2023-12-01	PAYROLL				
20230262	2023-12-01	PAYROLL				
20230263	2023-12-01	PAYROLL				
20230264	2023-12-01	PAYROLL				
20230265	2023-12-01	PAYROLL				
20230266	2023-12-01	PAYROLL				
20230267	2023-12-19	ALBERTA MUNICIPAL SERVICES CORPORATION	23-1050500	PAYMENT POWER & GAS	593.13	593.13
20230268	2023-12-19	ALBERTA SOUTHWEST REGIONAL ALLIANCE	619	PAYMENT 2023 MEMBERSHIP FEE	168.00	168.00
20230269	2023-12-19	BECK'S EXCAVATING & TRUCKING	3183 3202	PAYMENT REP CURBSTOP EXCAVATE MANHOLES FOR SEV	1,037.40 724.50	1,761.90
20230270	2023-12-19	CANOE PROCUREMENT GROUP OF CANADA, A	AB194078	PAYMENT OFFICE SUPPLES	220.94	220.94
20230271	2023-12-19	CARDSTON HOME HARDWARE	102101 102623	PAYMENT CC GOODS CC GOODS	45.13 13.10	58.23
20230272	2023-12-19	DAVIS, DWIGHT	NOV 2023	PAYMENT CHRISTMAS TREE	125.99	125.99
20230273	2023-12-19	FIDO	NOV 2023	PAYMENT PHONE	21.36	21.36
20230274	2023-12-19	MICRO AGE	23977	PAYMENT MICROSOFT EXCHANGE	79.80	79.80
20230275	2023-12-19	NEXTGEN AUTOMATION	544400	PAYMENT LEASE ON PHOTOCOPIER	220.36	220.36
20230276	2023-12-19	RANCHERS SUPPLY	NOV 2023	PAYMENT PAYROLL DEDUCTIONS	671.38	671.38
20230277	2023-12-19	TOWN OF RAYMOND	20230491	PAYMENT CAO & ADMIN CONTRACT	8,634.74	8,634.74
20230278	2023-12-19	VILLAGE OF GLENWOOD	20230086	PAYMENT BILLING PAPER	300.00	300.00
20230279	2023-12-19	WILDE BROTHERS ENGINEERING LTD	208224	PAYMENT NORTH WATER LOOPING	3,017.33	3,017.33
20230280	2023-12-19	XPLORE	50319825	PAYMENT INTERNET	209.94	209.94
20230281	2023-12-19	K ALLRED PLUMBING & HEATING	1836	PAYMENT REP AT WATER TREATMENT PLA	791.70	791.70
20230282	2023-12-19	MANY GREY HORSES, LACEY	2023-001	PAYMENT REFUND ON RENTAL	100.00	100.00
20230283	2023-12-19	PENDLEBURY, CRYSTAL	NOV 2023-CC	PAYMENT CLEANING AT CC	170.00	170.00

**Total 91,972.82**

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

**VILLAGE OF HILL SPRING  
IN THE PROVINCE OF ALBERTA**

**CHINOOK INTERMUNICIPAL SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
BYLAW NO. 2023-323**

A BYLAW OF THE VILLAGE OF HILL SPRING IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD;

AND WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time requires the municipality to adopt a bylaw to establish a Municipal Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Council of the Village of Hill Spring wishes to join other area municipalities to establish the Chinook Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Chinook Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority in accordance with the South Saskatchewan Regional Plan (SSRP), the *Municipal Government Act (MGA)*, the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

NOW THEREFORE, the Council of the Village of Hill Spring in the Province of Alberta duly assembled, enacts as follows:

**1. TITLE**

This Bylaw may be cited as the Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw.

**2. AUTHORIZATION**

Pursuant to section 627(1)(b) of the *MGA*, this bylaw hereby authorizes the municipality to enter an agreement with the other participating municipalities to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.

**3. DEFINITIONS**

**Appellant** means the person who may file an appeal to the Board from decisions of a Subdivision Authority or a Development Authority in accordance with the *MGA*.

**Board** means the Chinook Intermunicipal Subdivision and Development Appeal Board established pursuant to this bylaw.

**Board Member** means an appointed member of the Chinook Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.

**Board Panel** means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.

**Chair** means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.

**Chief Administrative Officer (CAO)** means the individual appointed to the position for the municipality in accordance with the *MGA*.

**Clerk** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board by the member municipality within which the appeal is held.

**Conflict of Interest** means both Common Law Bias and Pecuniary Interest.

**Council** means the Council of the (Municipality).

**Development Authority** has the same meaning as in the *MGA*.

**Hearing** means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal.

**Municipality** means the municipal corporation of the Village of Hill Spring together with its jurisdictional boundaries, as the context requires.

**Panel Member** means an individual Board member participating in the group panel to hear an appeal.

**Participating municipality** means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.

**Procedural guidelines** means the policies, processes and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks.

**Subdivision Authority** has the same meaning as in the *MGA*.

**Subdivision and Development Appeal Board** has the same meaning as in the *MGA*.

**Quorum** means the minimum number of Board panel members required to hear an appeal.

**Municipal Government Act (MGA)** means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended from time to time.

**Chinook Intermunicipal Subdivision and Development Appeal Board** means the Board established by agreement to act as the Subdivision and Development Appeal Board.

**All other terms used in this Bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.**

#### **4. APPOINTMENT OF THE BOARD**

- (1) The Board is comprised of the member representative(s) as appointed by the participating municipalities.
- (2) A municipality may participate in the Chinook Intermunicipal Subdivision and Development Appeal Board without appointing individual representative(s) by utilizing the appointed Board Members of the other participating member municipalities to act on the municipality's behalf as its appeal body.
- (3) For each member municipality appointing individual Board Member representative(s) to the Chinook Intermunicipal Subdivision and Development Appeal Board, the appointment shall be made by resolution of Council. Appointed Board Members from a municipality shall consist of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large. If two (2) or less persons are appointed as members, they must be non-elected persons at large.
- (4) For those member municipalities appointing individual representative(s) to the Board, the remaining composition of the Board Panel Members shall be the appointed members from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board.
- (5) Appointments to the Chinook Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.
- (6) Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the municipality, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- (7) A Board Member may resign from the Chinook Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.
- (8) Where Council has appointed a Board Member representative(s) for the municipality, Council may remove its individual appointed Board Member representative(s) at any time if:
  - a) in the opinion of Council, a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice,
  - b) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
  - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.

## **5. COMPOSITION**

- (1) The Board Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.
- (2) For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Chinook Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than three persons, with no more than one (1) being an elected official.
- (3) Two Board Members constitute a quorum of the Board Panel.
- (4) If a vacancy of an appointed Board member representative from a municipality shall occur at any time, the municipality may appoint another person to fill the vacancy by resolution of Council.
- (5) In the absence of the municipal appointed member representative(s) of the municipality in which the appeal originates being available to sit on a Panel, then the appointed Panel Member representative(s) from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board shall form the composition of the Board Panel to hear and decide on a matter of appeal on behalf of the municipality.
- (6) Board Panel Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.
- (7) A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

## **6. COSTS AND REMUNERATION**

- (1) Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.
- (2) Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Chinook Intermunicipal Subdivision and Development Appeal Board.

## **7. DUTIES OF THE INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

- (1) The Chinook Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.
- (2) The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines.

- (3) A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.
- (4) The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.
- (5) A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.
- (6) An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.
- (7) The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.
- (8) The Board Members shall consider and act in respect of the Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.
- (9) The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

#### **8. APPEAL FILING**

- (1) An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the *MGA*, to the municipality and include the payment of the applicable municipal appeal fee.
- (2) If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the *MGA* to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.
- (3) In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the *MGA* unless another notice of appeal has been served upon the Board in accordance with the *MGA*.

#### **9. CLERK RESPONSIBILITIES AND DUTIES**

- (1) Council shall by resolution appoint a Clerk as a designated officer, or sub-delegate to its CAO the authority to appoint a Clerk or Clerks, for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.
- (2) The appointed Clerk shall attend all meetings and hearings of the Chinook Intermunicipal Subdivision and Development Appeal Board held in that member municipality, but shall not vote on any matter before the Board.
- (3) A person appointed as a Clerk to assist the Chinook Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.

- (4) The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.
- (5) The Clerk of the Board shall keep records of appeals and proceedings for the municipality in which the appeal has been filed, as outlined in the Procedural Guidelines.

**10. ADMINISTRATIVE**

- (1) **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
- (2) **Severability** – Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**11. ENACTMENT**

- (1) This bylaw shall come into effect upon third and final reading thereof.
- (2) This Bylaw rescinds Bylaw No. (107-277), being the former municipal Subdivision and Development Appeal Board Bylaw, and any amendments thereto.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Mayor/Reeve** – *Dwight Davis*

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

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Mayor/Reeve** – *Dwight Davis*

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

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Mayor/Reeve** – *Dwight Davis*

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

# AGREEMENT FOR CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Between

**Oldman River Regional Services Commission**  
("Coordinator")

– and –

**Village of Hill Spring**  
("Municipality")

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

## BACKGROUND

WHEREAS, the *Municipal Government Act, RSA 2000, C M-26 (MGA)*, as amended, requires the establishment of a Subdivision and Development Appeal Board and authorizes two or more Councils to jointly establish an Intermunicipal Subdivision and Development Appeal Board to exercise that function within their municipalities:

- A. The Member Municipality wishes to partner to create one Intermunicipal Subdivision and Development Appeal Board;
- B. The Oldman River Regional Services Commission is the Coordinator for the Intermunicipal Subdivision and Development Appeal Board;
- C. The Municipality is willing to join the Chinook Intermunicipal Subdivision and Development Appeal Board.

The Parties agree as follows:

## 1. BYLAW, PROCEDURES AND FEES

- 1.1 The Municipality shall pass a Bylaw establishing the Intermunicipal Subdivision and Development Appeal Board and authorize the Municipality to enter into this Agreement.
- 1.2 The Municipality agrees that the "Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines" document shall govern the rules and procedures of the Intermunicipal Subdivision and Development Appeal Board, which may be amended, from time to time.
- 1.3 The Municipality agrees to pay the costs associated with the Board which shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees.

## 2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

**“Appellant”** means the person who may file an appeal to the Board from decisions of a Subdivision Authority or Development Authority in accordance with the *Municipal Government Act*.

**“Board”** means the Chinook Intermunicipal Subdivision and Development Appeal Board established by bylaw.

**“Board Member”** means an appointed member of the Chinook Intermunicipal Subdivision and Development Appeal Board appointed by Council and who has obtained provincial training and certification.

**“Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB)”** means the Board appointed to hear appeals on subdivision and development established in accordance with *Municipal Government Act* s. 627 (1)(b).

**“Clerk”** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board by the member municipality within which the appeal is held.

**“Coordinator”** means the Oldman River Regional Services Commission (ORRSC).

**“Municipality”** means is a municipality who has signed this Agreement.

## 3. MUNICIPALITY RESPONSIBILITIES

- 3.1 The Municipality shall be entitled to participate in the Intermunicipal Subdivision and Development Appeal Board once it enters into the Agreement and passes a Bylaw in the form attached as Schedule “A”.
- 3.2 The Municipality will pay a yearly fee to ORRSC for administering the Intermunicipal Subdivision and Development Appeal Board which shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees.
- 3.3 The Municipality may select and appoint individual(s) to be a Board member(s) to be available to sit on a Panel for the Intermunicipal Subdivision and Development Appeal Board. If a vacancy on the Board occurs at any time, the Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
- 3.4 Any costs incurred to advertise and select a Board member(s) are the responsibility of the Municipality.
- 3.5 If the Municipality is required to hold an Appeal Hearing, the Municipality is responsible to pay all costs related to the hearing, including both Board member costs and hearing costs. The fees for the Board member costs shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees. Board member costs include but are not limited to:
  - a) Board member per diems,
  - b) mileage,
  - c) meal allowance, etc.

- 3.6 The Municipality is responsible to provide a Clerk for the appeal hearing, which may be municipal staff or an ORRSC SDAB Clerk. In addition to Clerk costs, the Municipality shall be responsible for hearing costs including but are not limited to:
- a) materials,
  - b) postage,
  - c) facility and /or equipment rental,
  - d) meal allowance,
  - e) mileage, etc.
- 3.7 If legal services are required for issues that relate to a specific appeal, the Municipality is responsible for engaging legal counsel of behalf of the SDAB Panel and are responsible for paying all costs associated with the legal services required.
- 3.8 The Municipality will make every reasonable effort to ensure information will be or is intended to be used to make a decision on an appeal is both complete and accurate, as per the Procedural Guidelines approved for the Appeal Board.

#### **4. COORDINATOR RESPONSIBILITIES**

- 4.1 The Coordinator will coordinate services for the Municipality and may assign any responsibilities to an ORRSC Clerk as deemed necessary.
- 4.2 The Coordinator shall keep a master list of all qualified Board members, their contact information and training.
- 4.3 The Coordinator is responsible for ensuring the Intermunicipal Subdivision and Development Appeal Board members receive training in accordance with the *Municipal Government Act* and associated regulations.
- 4.4 The Coordinator is responsible to assign a Panel of Board members (in consultation with the affected Municipality) to the SDAB, as described in the *Municipal Government Act* and in the Municipality's Intermunicipal Subdivision and Development Authority Bylaw.
- 4.5 The Coordinator will be responsible to manage the payment of Board member costs related to the Intermunicipal Subdivision and Development Appeal Board and will invoice the Municipality in accordance with the Annual Schedule of Fees.

#### **5. TERM**

- 5.1 The term of this Agreement shall be deemed as indefinite, provided, however, this Agreement may be terminated as follows:
- a) by mutual consent, in which case, this Agreement will be terminated effective the date of the mutual consent and ORRSC will be entitled to payment of fees, on a pro rata basis, to the effective date of termination;
  - b) without cause or mutual consent, by delivery of a ONE (1) year notice of termination by either party, in which case ORRSC will be entitled to payment of fees and expenses.

## **6. DISPUTE RESOLUTION**

- 6.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
- a) Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
  - b) Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the *Arbitration Act*, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen’s Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the *Arbitration Act* of Alberta.

## **7. INDEMNIFICATION**

- 7.1 The Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the coordination of an appeal, an appeal or disputes related an appeal.
- 7.2 The Municipality is solely responsible for the Appeal and compliance with the outcome of the Appeal.
- 7.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

## **8. NOTICES**

- 8.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Municipality.

## **9. FORCE MAJEURE**

- 8.2 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

## **10. SINGULAR AND MASCULINE**

- 8.3 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

## **11. GOVERNING LAW**

- 11.1 This Agreement shall be deemed to have been made in accordance with the laws of the

Province of Alberta. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

## 12. INTERPRETATION

12.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

## 13. SUCCESSORS

13.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

## 14. ENTIRE AGREEMENT

14.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

## 15. COUNTERPART

15.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

## 16. EFFECTIVE DATE

16.1 This Agreement becomes effective December 1, 2023.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PER: \_

\_\_\_\_\_  
Lenze Kuiper, Chief Administrative Officer

PER: \_

\_\_\_\_\_  
Gord Wolstenholme, Chair

VILLAGE OF HILL SPRING

PER: \_

\_\_\_\_\_  
Greg Robinson, Chief Administrative Officer

PER: \_

\_\_\_\_\_  
Dwight Davis, Mayor

**Schedule "A"**  
**Subdivision and Development Appeal Board Bylaw**

# VILLAGE OF HILL SPRING

## BYLAW # 2024 - 245 FEES, RATES, & CHARGES BYLAW

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**BEING A BYLAW OF THE VILLAGE OF HILL SPRING, IN THE PROVINCE OF ALBERTA, TO ESTABLISH SERVICE FEES IN THE VILLAGE OF HILL SPRING.**

**WHEREAS**, the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, permits the municipality to pass and enforce bylaws for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property;

**AND WHEREAS** the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides for Council to pass and enforce bylaws for the municipal purposes respecting services provided by or on behalf of the municipality;

**AND WHEREAS** the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides that a Council, by bylaw, may establish fees;

**AND WHEREAS** Council recognizes the benefit of adopting a Schedule of Fees;

**AND WHEREAS** Council deems it expedient from time to time to revise the Schedule of Fees for municipal services;

**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. TITLE AND DEFINITIONS:

1.1. **Title** – This bylaw may be cited as the “Fees, Rates, & Charges Bylaw”.

#### 1.2. **Definitions**

In this bylaw these definitions prevail: unless the context otherwise requires:

1.2.1. **Act** – the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto;

1.2.2. **Council** – the Council of the Village of Hill Spring;

1.2.3. **Village** – the Village of Hill Spring;

- 1.2.4. **Resident** – either an individual or a family that resides in the Village of Hill Spring;
  - 1.2.5. **Non-Resident** – either an individual or a family that does not reside in the Village;
  - 1.2.6. **Non-Profit** – any group or organization that has a registered society number, groups without a society number and who provide a valued service to the Village may be included subject to the approval of Administration;
  - 1.2.7. **Other** – all individuals who do not qualify for the non-profit rate.
- 

## 2. INTENTION:

- 2.1. It is the intention of the Village Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Village Council that if any provision of the bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
  - 2.2. This bylaw relates to the fees, rates, and charges for the various services provided by the Village. Penalties are not addressed in this bylaw, but are determined by the bylaw, policy, or circumstances specifically relevant to the occurrence.
- 

## 3. FEES:

- 3.1. The user of any Village facility and/or service shall pay the Village the applicable fee, as stated in Schedule A which is attached to and forms part of this bylaw.
- 

## 4. RESCINDING BYLAW

- 4.1. Bylaw 2023 – 245 is hereby repealed
- 

## 5. DATE OF COMMENCEMENT

- 5.1. This bylaw shall come into effect upon third and final reading.  
Read a FIRST time this 21<sup>st</sup> day of November, 2023.

Read a SECOND time this 19th day of December, 2023.

Read a THIRD time and finally passed this 19<sup>th</sup> day of December, 2023.

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Dwight Davis, Mayor

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Greg Robinson, Chief Administrative Officer

# SCHEDULE A

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## FEES, RATES, & CHARGES SCHEDULES

<b>ADMINISTRATIVE SERVICE FEES</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
Tax Certificate	\$30	\$30
Tax Notification	\$75	\$75
NSF Cheque	\$35	\$35
Photocopying, per single-sided sheet (Black & White)	\$0.15	\$0.15
Photocopying, per single-sided sheet (Colour Photocopying)	\$0.25	\$0.25
Faxing, per-page	\$1	\$1
Faxing Long Distance	\$1	\$1
Title Searches	\$50	\$50
Property Information Requests (Assessment and Real Estate Companies)	\$15	\$15
Local Assessment Review Board Complaint	\$50	\$50
Composite Assessment Review Board Complaint	\$50	\$50
Trash Mowing Service (per hour)	\$150	\$150
<b>FOIP Request Fees</b>		
Concerning your personal information	\$0	\$0
For searching for, locating, and retrieving a record	\$6.75/ ¼ hour or part thereof	\$6.75/ ¼ hour or part thereof
For producing an electronic copy of an electronic record	\$6.75/ ¼ hour or part thereof	\$6.75/ ¼ hour or part thereof
For producing a paper copy of a record (Black & White) per single-sided sheet	\$0.25	\$0.25
For producing a paper copy of a record (Full Colour) per single-sided sheet	\$0.50	\$0.50

<b>BUSINESS LICENSING</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
<b>Business License (Yearly) – Voluntary, not Mandatory</b>		
Regional	\$80	\$80
Village Only	\$20	\$20

<b>BYLAW ENFORCEMENT</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
<b>Dog Licenses</b>		
Spayed or Neutered	\$10	\$10
Not Sterilized	\$30	\$30
Aggressive	\$250	\$250
Upgrade to Dog Fancier License	\$30	\$30
Replacement Tag	\$5	\$5

<b>COMMUNITY SERVICES - CEMETERY</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
Cemetery Marker Fee	\$10	\$10
Resident Lot Purchase Price ( <i>Residents include: residents, or former residents, and their immediate families, of Cardston County, Glenwood, and Hill Spring</i> )	\$175	\$175
Non-Resident Purchase Price	\$5000	\$5000

<b>ENVIRONMENTAL SERVICES</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
Driveway Approach Installation: Initial lot approach placement is complimentary up to \$1000.00. The right and responsibility of installation for any and all property approaches is solely the Village's.		
Culvert Required	\$1000	\$1000
Culvert Not Required	\$800	\$800
No ditch present property at grade with roadway (+/- 0.5 ft or 0.15m)	\$400	\$400

<b>OPERATIONAL SERVICES</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
Equipment Rental (Operated by Village Staff subject to availability) – Weed Whipping	\$45/hour	\$45/hour

<b>MUNICIPAL UTILITY RATES</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
Rates- per monthly base standard rate (billed bimonthly) *These rates are for single-detached residential units. For multi-unit residential, each unit gets billed these rates.		
<b>Residential*/Commercial</b>		
Water	\$45	<b>\$50</b>
Sewer	\$12.75	\$12.75
Solid Waste	\$8	\$8
Irrigation	\$5.25	<b>\$6</b>
Water Infrastructure Reserve Fund	\$3	<b>\$5</b>
Sewer Infrastructure Reserve Fund	\$3	\$3
Irrigation Infrastructure Reserve Fund	\$3	\$3
<b>Total:</b>	<b>\$80</b>	<b>\$87.75</b>
<b>Rural Residential: *(1.5x village rate)</b>		
Water	\$67.50	<b>\$75</b>
Water Infrastructure Reserve Fund	\$4.50	<b>\$7.50</b>
<b>Total:</b>	<b>\$72</b>	<b>\$82.50</b>
<b>Regional Waterline (per cubic meter)</b>		
Water	\$1.33	\$1.33
<b>Industrial/Institutional</b>		
Water	\$176.50	<b>\$200</b>
Sewer	\$47	\$47
Solid Waste	\$14.25	\$14.25
Irrigation	\$20.25	\$20.25
Water Infrastructure Reserve Fund	\$16	\$20
Sewer Infrastructure Reserve Fund	\$16	<b>\$16</b>

Irrigation Infrastructure Reserve Fund	\$16	\$20
Total:	\$306	\$337.50
New Main Connection Fee – per individual service (additional fees to those listed will apply on an as-quoted basis if the associated main is not adjacent to the property)		
Water or sewer only	\$2300	\$2300
Water and sewer together	\$2500	\$2500
Irrigation	\$430	\$430
Water Connection/Disconnection Fee – per connection/disconnection		
*If the Water connection /disconnection is a direct result of an Emergency, the associated fees will be waived		
Due to non-payment of account	\$100	\$100
Due to any reason other than non-payment of account	\$30	\$30

<b>PLANNING AND SUBDIVISION</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
Letter or Certificate of Compliance	\$50	\$50
Development Application Fees		
*The Municipal Planning Commission reserves the right to waive any of the below-noted fees given the circumstance associated with the development application		
<b>Residential</b>		
Single Family Homes	\$100	\$100
Garages	\$50	\$50
Modular/Manufactured Homes	\$100	\$100
Residential Additions	\$100	\$100
Home Occupations	\$100	\$100
Multi-family Dwellings (per unit)	\$100	\$100
Special Residential Uses (including half-way houses, group homes, day care, nursing homes, etc.)	\$200	\$200
Decks, Carports, Fences	\$25	\$25
<b>Commercial</b>		
*Includes government office buildings		
Car lots, trailer sales, parking garages, etc.	\$200	\$200
Commercial Building less than 5000 sq. ft (465 m <sup>2</sup> )	\$200	\$200
Commercial Building 5000-20,000 sq. ft (465-1858m <sup>2</sup> )	\$350	\$350
Commercial Building 20,001-50,000 sq. ft (1859-4645 m <sup>2</sup> )	\$600	\$600
<b>Industrial and Warehouse Buildings</b>		
Less than 5000 sq. ft (465 m <sup>2</sup> )	\$200	\$200
5000-20,000 sq. ft (465-1858m <sup>2</sup> )	\$300	\$300
20,001-50,000 sq. ft (1859-4645 m <sup>2</sup> )	\$400	\$400
Multi-tenancy industrial buildings or complexes exceeding 50,000 sq. ft (4645 m <sup>2</sup> )	\$600	\$600
<b>Miscellaneous</b>		
Public service buildings (churches, schools, auditoriums, fire halls, police stations, etc.) under 10, 000 sq. ft (929 m <sup>2</sup> )	\$250	\$250
Public service buildings (churches, schools, auditoriums, fire halls, police stations, etc.) 10, 000 sq. ft (929 m <sup>2</sup> ) and over	\$400	\$400
Sign permits for freestanding structures	\$100	\$100
Sign permits	\$50	\$50

Sign for a home occupation	\$50	\$50
Land Use Bylaw amendments (per title)	\$600	\$600
Request to convene a special meeting of the Subdivision and Appeal Board or the Municipal Planning Commission	\$400	\$400
Appeal to the Subdivision and Appeal Board (of which \$200 will be refunded if successful)	\$400	\$400
When public notification is required of development	\$50	\$50
Subsequent substantial revisions to development application	50% of original fee	50% of original fee
Development begun before approval of development application	Original fee x2	Original fee x2

<b>RECREATIONAL SERVICES</b>	<b>2023 Fee</b>	<b>2024 Fee</b>
<b>Community Hall</b>		
Rental per day for hall and kitchen	\$40	<b>\$100</b>
Rental per day for community kitchen	\$25	<b>\$40</b>
Rental per day refundable damage deposit/ <b>cleaning fee</b>	\$100	\$100
Rental (Non-Profit Community Group)	\$0	\$0





## 2024-2026 Interim Operating Budget

Tax Supported Services	Budget				
	Revenues	2024 Expenditures	Net Cost	2025 Net Cost	2026 Net Cost
<b>Council</b>	\$0	\$16,014	\$16,014	\$16,334	\$16,661
<b>Corporate Services</b>	(\$45,800)	\$178,450	\$132,650	\$135,303	\$138,009
<b>Protective Services</b>	(\$50)	\$9,200	\$9,150	\$9,333	\$9,520
Shop	0	15,500	15,500	15,810	16,126
Road & Street	0	9,500	9,500	9,690	9,884
Irrigation	(11,200)	11,000	(200)	(204)	(208)
Water	(75,200)	68,000	(7,200)	(7,344)	(7,491)
Sewer	(18,800)	15,500	(3,300)	(3,366)	(3,433)
Solid Waste	(9,500)	8,500	(1,000)	(1,020)	(1,040)
<b>Operational Services</b>	(\$114,700)	\$128,000	\$13,300	\$13,566	\$13,837
<b>Development</b>	(\$500)	\$3,400	\$2,900	\$2,958	\$3,017
Cemetery	(750)	1,000	250	255	260
Community Services	0	600	600	612	624
Parks & Recreation	0	3,000	3,000	3,060	3,121
Community Centre	(4,000)	4,700	700	714	728
<b>Community Services</b>	(\$4,750)	\$9,300	\$4,550	\$4,641	\$4,734
<b>Solar Farm</b>	(\$27,500)	\$0	(\$27,500)	(\$28,050)	(\$28,611)
<b>Operating Grants</b>	(\$95,432)	\$0	(\$95,432)	(\$95,432)	(\$95,432)
<b>Property Taxes</b>	(\$241,000)	\$0	(\$241,000)	(\$245,820)	(\$250,736)
<b>Community Support Requisitions</b>	\$0	\$65,956	\$65,956	\$67,275	\$68,621
<b>Transfer to Reserves</b>	\$0	\$119,412	\$119,412	\$119,892	\$120,381
<b>Net Operating</b>	(\$529,732)	\$529,732	\$0	(\$0)	\$0
<b>Capital</b>	(\$113,000)	\$113,000	\$0	\$0	\$0
<b>Total Net Operational Revenue</b>	(\$642,732)	\$642,732	\$0.00	(\$0.00)	\$0.00

Village of Hill Spring  
Admin Budget Report  
October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
TAXES - PENALTIES & COSTS	3,843	4,800	5,099	(299)	106%	5,000	5,100	5,202
FRANCHISE & CONCESSION ATCO REVENUE	8,143	7,000	6,468	532	92%	8,000	8,160	8,323
RETURN ON INVESTMENTS	17,199	8,000	27,033	(19,033)	338%	25,000	25,500	26,010
PINS, PHOTOCOPY, FAX, ETC REVENUE	46	0	138	(138)	100%	0	0	0
ADMINISTRATION - MISC REVENUE	8,417	7,800	5,305	2,495	68%	7,800	7,956	8,115
TRANSFER FROM RESERVES - OPERATING	0	5,600	0	5,600	0%	0	0	0
	<b>\$37,648</b>	<b>\$33,200</b>	<b>\$44,043</b>	<b>(\$10,843)</b>	<b>133%</b>	<b>\$45,800</b>	<b>\$46,716</b>	<b>\$47,650</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
ADMIN - SALARIES	48,376	49,000	14,873	34,127	30%	20,000	20,400	20,808
ADMIN - JANITOR SALARIES	0	600	0	600	0%	600	612	624
ADMIN - TRAVEL & TRAINING	3,702	2,500	4,346	(1,846)	174%	4,000	4,080	4,162
ADMIN - EMP CONT	216	3,000	707	2,293	24%	1,000	1,020	1,040
ADMIN - WCB	1,071	750	1,846	(1,096)	100%	2,000	2,040	2,081
ADMIN - ELECTION & CENSUS	0	0	0	0	0%	0	0	0
ADMIN - TELEPHONE	1,968	3,000	1,670	1,330	56%	3,000	3,060	3,121
ADMIN - ADVERT, PRINTING, MEMBE	1,828	2,500	1,091	1,409	44%	2,500	2,550	2,601
ADMIN - PROFESSIONAL & CONSULT	23,491	19,100	70,779	(51,679)	371%	95,000	96,900	98,838
ADMIN - POSTAGE & FREIGHT	1,557	2,000	184	1,816	9%	1,000	1,020	1,040
ADMIN - MISC EXPENSE	1,531	1,200	1,058	142	88%	1,200	1,224	1,248
ADMIN - INSURANCE	11,186	11,000	12,589	(1,589)	114%	13,000	13,260	13,525
ADMIN - LAND TITLES	0	250	0	250	0%	250	255	260
ADMIN - OFFICE EQUIPMENT	4,775	4,000	4,748	(748)	119%	5,000	5,100	5,202
ADMIN - ASSESSOR FEES	4,737	4,200	3,581	619	85%	4,200	4,284	4,370
ADMIN - OFFICE SUPPLIES	790	1,000	1,467	(467)	147%	2,000	2,040	2,081
ADMIN - UTILITIES	5,910	6,000	4,282	1,718	71%	6,000	6,120	6,242
ADMIN - BANK CHARGES	1,358	1,200	953	247	79%	1,200	1,224	1,248
ADMIN - LAWYER	0	1,500	0	1,500	0%	1,500	1,530	1,561
ADMIN - ACCOUNTANT	9,000	9,000	0	9,000	0%	9,500	9,690	9,884
ADMIN - ENGINEER	994	500	0	500	0%	500	510	520
ADMIN - COMPUTER SUPPORT	4,794	8,700	979	7,722	100%	5,000	5,100	5,202
	<b>\$127,284</b>	<b>\$131,000</b>	<b>\$125,151</b>	<b>\$5,849</b>	<b>96%</b>	<b>\$178,450</b>	<b>\$182,019</b>	<b>\$185,659</b>

<b>Net</b>	<b>(\$89,636)</b>	<b>(\$97,800)</b>	<b>(\$81,108)</b>	<b>(\$16,692)</b>	<b>83%</b>	<b>(\$132,650)</b>	<b>(\$135,303)</b>	<b>(\$138,009)</b>
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Expectation based on % of year completed	78%
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Tax Supported Services	Actual 2022			Actual 2023			%age	Budget 2023		
	Revenues	Expenditures	Net Cost	Revenues	Expenditures	Net Cost		Revenues	Expenditures	Net Cost
	Council	\$0	\$16,109	\$16,109	\$0	\$8,346		\$8,346	53%	\$0
Corporate Services	(\$37,648)	\$127,284	\$89,636	(\$44,043)	\$125,151	\$81,108	83%	(\$33,200)	\$131,000	\$97,800
Protective Services	(\$170)	\$6,212	\$6,042	(\$50)	\$1,634	\$1,584	17%	(\$50)	\$9,650	\$9,600
Shop	0	8,035	8,035	0	6,908	6,908	0%	0	16,950	16,950
Road & Street	0	1,870	1,870	0	6,610	6,610	82%	0	8,050	8,050
Irrigation	(11,463)	5,269	(6,194)	(7,593)	5,304	(2,289)	-2289%	(11,200)	11,300	100
Water	(78,736)	62,840	(15,896)	(50,437)	49,662	(775)	13%	(71,050)	65,100	(5,950)
Sewer	(18,802)	3,192	(15,610)	(13,060)	(19,828)	(32,888)	-8222%	(18,300)	18,700	400
Solid Waste	(9,621)	8,393	(1,228)	(6,451)	4,913	(1,538)	110%	(9,400)	8,000	(1,400)
Operational Services	(\$118,622)	\$89,598	(\$29,024)	(\$77,541)	\$53,570	(\$23,971)	-132%	(\$109,950)	\$128,100	\$18,150
Development	(\$1,155)	\$1,685	\$530	(\$570)	\$573	\$3	0%	(\$300)	\$3,300	\$3,000
Cemetery	(700)	0	(700)	(175)	0	(175)	350%	(800)	750	(50)
Community Services	0	338	338	0	276	276	46%	0	600	600
Parks & Recreation	0	2,476	2,476	0	1,600	1,600	64%	0	2,500	2,500
Community Centre	(4,137)	5,237	1,100	(3,455)	1,081	(2,374)	-95%	(2,000)	4,500	2,500
Community Services	(\$4,837)	\$8,050	\$3,213	(\$3,630)	\$2,957	(\$673)	-12%	(\$2,800)	\$8,350	\$5,550
Solar Farm	(\$27,571)	\$0	(\$27,571)	\$0	\$0	\$0	0%	(\$25,000)	\$0	(\$25,000)
Operating Grants	(\$22,727)	\$0	(\$22,727)	(\$95,432)	\$0	(\$95,432)	420%	(\$22,716)	\$0	(\$22,716)
Property Taxes	(\$197,431)	\$0	(\$197,431)	(\$240,280)	\$0	(\$240,280)	119%	(\$202,250)	\$0	(\$202,250)
Community Support Requisitions	\$0	\$51,702	\$51,702	\$0	\$30,951	\$30,951	51%	\$0	\$60,756	\$60,756
Transfer to Reserves	\$0	\$85,052	\$85,052	\$0	\$0	\$0	0%	\$0	\$39,410	\$39,410
Net Operating	(\$410,161)	\$385,692	(\$24,469)	(\$461,546)	\$223,182	(\$238,364)		(\$396,266)	\$396,266	\$0
Capital	(\$212,326)	\$212,326	\$0	(\$163,426)	\$163,426	\$0	0%	(\$210,000)	\$210,000	\$0
Net Operating & Capital	(\$622,487)	\$598,018	(\$24,469)	(\$624,972)	\$386,608	(\$238,364)		(\$606,266)	\$606,266	\$0



## 2024-2026 Interim Operating Budget

Tax Supported Services	Budget				
	2024			2025	2026
	Revenues	Expenditures	Net Cost	Net Cost	Net Cost
Council	\$0	\$16,014	\$16,014	\$16,334	\$16,661
Corporate Services	(\$45,800)	\$178,450	\$132,650	\$135,303	\$138,009
Protective Services	(\$50)	\$9,200	\$9,150	\$9,333	\$9,520
Shop	0	15,500	15,500	15,810	16,126
Road & Street	0	9,500	9,500	9,690	9,884
Irrigation	(11,200)	11,000	(200)	(204)	(208)
Water	(75,200)	68,000	(7,200)	(7,344)	(7,491)
Sewer	(18,800)	15,500	(3,300)	(3,366)	(3,433)
Solid Waste	(9,500)	8,500	(1,000)	(1,020)	(1,040)
Operational Services	(\$114,700)	\$128,000	\$13,300	\$13,566	\$13,837
Development	(\$500)	\$3,400	\$2,900	\$2,958	\$3,017
Cemetery	(750)	1,000	250	255	260
Community Services	0	600	600	612	624
Parks & Recreation	0	3,000	3,000	3,060	3,121
Community Centre	(4,000)	4,700	700	714	728
Community Services	(\$4,750)	\$9,300	\$4,550	\$4,641	\$4,734
Solar Farm	(\$27,500)	\$0	(\$27,500)	(\$28,050)	(\$28,611)
Operating Grants	(\$95,432)	\$0	(\$95,432)	(\$95,432)	(\$95,432)
Property Taxes	(\$241,000)	\$0	(\$241,000)	(\$245,820)	(\$250,736)
Community Support Requisitions	\$0	\$65,956	\$65,956	\$67,275	\$68,621
Transfer to Reserves	\$0	\$119,412	\$119,412	\$119,892	\$120,381
Net Operating	(\$529,732)	\$529,732	\$0	(\$0)	\$0
Capital	(\$113,000)	\$113,000	\$0	\$0	\$0
Total Net Operational Revenue	(\$642,732)	\$642,732	\$0.00	(\$0.00)	\$0.00

Village of Hill Spring  
 Council Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
COUNCIL HONOURARIUMS	11,900	13,000	5,850	7,150	45%	13,260	13,525	13,796
COUNCIL TRAVEL	3,106	2,000	1,479	521	74%	2,040	2,081	2,122
COUNCIL MISC	1,006	700	1,000	(300)	0%	714	728	743
EMPLOYER CONTRIBUTION	97	0	17	(17)	100%	0	0	0
	\$16,109	\$15,700	\$8,346	\$7,354	53%	\$16,014	\$16,334	\$16,661

<b>Net</b>	<b>(\$16,109)</b>	<b>(\$15,700)</b>	<b>(\$8,346)</b>	<b>(\$7,354)</b>	<b>53%</b>	<b>(\$16,014)</b>	<b>(\$16,334)</b>	<b>(\$16,661)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Protective Services  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
LICENSES - DOG	170	50	50	0	100%	50	51	52
	<b>\$170</b>	<b>\$50</b>	<b>\$50</b>	<b>\$0</b>	<b>100%</b>	<b>\$50</b>	<b>\$51</b>	<b>\$52</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
EMERGENCY MANAGEMENT OFFICER WAGES	267	1,000	200	800	20%	500	510	520
FIRE MISC	3,008	100	0	100	0%	100	102	104
FIRE GOODS & SUPPLIES	130	750	0	750	0%	750	765	780
FIRE UTILITIES	1,842	2,500	798	1,702	32%	2,500	2,550	2,601
FIRE REQUISITION	0	4,600	0	4,600	0%	4,600	4,692	4,786
FIRE DISPATCH SERVICES	965	700	637	63	91%	750	765	780
	<b>\$6,212</b>	<b>\$9,650</b>	<b>\$1,634</b>	<b>\$8,016</b>	<b>17%</b>	<b>\$9,200</b>	<b>\$9,384</b>	<b>\$9,572</b>

<b>Net</b>	<b>(\$6,042)</b>	<b>(\$9,600)</b>	<b>(\$1,584)</b>	<b>(\$8,016)</b>	<b>17%</b>	<b>(\$9,150)</b>	<b>(\$9,333)</b>	<b>(\$9,520)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
Operational Common Budget Report  
October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	100%	0	0	0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>100%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
V MAINT WAGES	0	0	3,846	(3,846)	100%	6,500	6,630	6,763
V MAINT EMPLOYER DEDUCTIONS	348	450	21	429	5%	500	510	520
V MAINT WAGES STEP	5,902	6,000	0	6,000	0%	0	0	0
V MAINT TRAVEL ALLOWANCE	157	0	0	0	0%	0	0	0
V MAINT CONTRACTED SERVICES	90	5,500	0	5,500	0%	2,500	2,550	2,601
V MAINT TOOLS, HARDWARE, OP	46	1,000	0	1,000	0%	1,000	1,020	1,040
V MAINT EQUIPMENT SUPPLIES	212	500	20	480	4%	500	510	520
V MAINT EQUIPMENT SERVICE / REPAIR	1,204	2,000	2,804	(804)	140%	3,000	3,060	3,121
V MAINT FUEL	76	1,500	216	1,284	14%	1,500	1,530	1,561
	<b>\$8,035</b>	<b>\$16,950</b>	<b>\$6,908</b>	<b>\$10,042</b>	<b>41%</b>	<b>\$15,500</b>	<b>\$15,810</b>	<b>\$16,126</b>

<b>Net</b>	<b>(\$8,035)</b>	<b>(\$16,950)</b>	<b>(\$6,908)</b>	<b>(\$10,042)</b>	<b>41%</b>	<b>(\$15,500)</b>	<b>(\$15,810)</b>	<b>(\$16,126)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Roads Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE		0	0	0	100%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

Expenses	2022 Actual	2022 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
ROADS & STREETS CONTRACTED SERVICES	0	1,000	6,307	(5,307)	631%	7,000	7,140	7,283
ROADS & STREETS GOODS AND SERVICES	0	0	303	(303)	100%	500	510	520
ROADS & STREETS MAINT MATERIALS	0	1,950	0	1,950	0%	2,000	2,040	2,081
ROADS & STREETS UTILITIES	1,870	5,100	0	5,100	0%	0	0	0
	\$1,870	\$8,050	\$6,610	\$1,440	82%	\$9,500	\$9,690	\$9,884

<b>Net</b>	<b>(\$1,870)</b>	<b>(\$8,050)</b>	<b>(\$6,610)</b>	<b>(\$1,440)</b>	<b>82%</b>	<b>(\$9,500)</b>	<b>(\$9,690)</b>	<b>(\$9,884)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Irrigation Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
SALES - IRRIGATION	7,247	7,200	4,787	2,413	66%	7,200	7,344	7,491
RESERVE FUND REVENUE IRRIGATION	4,216	4,000	2,806	1,194	70%	4,000	4,080	4,162
	<b>\$11,463</b>	<b>\$11,200</b>	<b>\$7,593</b>	<b>\$3,607</b>	<b>68%</b>	<b>\$11,200</b>	<b>\$11,424</b>	<b>\$11,652</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
IRRG SYSTEM CONTRACTED MAINTENANCE	0	0	380	(380)	100%	0	0	0
IRRG SYSTEM MAINT	489	6,500	52	6,448	1%	5,000	5,100	5,202
IRRG SYSTEM WATER PURCHASE	2,464	2,400	2,538	(138)	106%	3,000	3,060	3,121
IRRG SYSTEM UTILITIES	2,316	2,400	2,335	65	97%	3,000	3,060	3,121
	<b>\$5,269</b>	<b>\$11,300</b>	<b>\$5,304</b>	<b>\$5,996</b>	<b>47%</b>	<b>\$11,000</b>	<b>\$11,220</b>	<b>\$11,444</b>

<b>Net</b>	<b>\$6,194</b>	<b>(\$100)</b>	<b>\$2,289</b>	<b>(\$2,389)</b>	<b>-2289%</b>	<b>\$200</b>	<b>\$204</b>	<b>\$208</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
Water Budget Report  
October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
SALES - WATER	1,862	0	(5)	5	0%	0	0	0
SALES - WATER FLAT RATE	67,938	65,700	46,833	18,867	71%	70,000	71,400	72,828
WATER - PENALTIES & COSTS	3,922	650	227	423	35%	500	510	520
RESERVE FUND WATER REVENUE	5,014	4,700	3,382	1,318	72%	4,700	4,794	4,890
	<b>\$78,736</b>	<b>\$71,050</b>	<b>\$50,437</b>	<b>\$20,613</b>	<b>71%</b>	<b>\$75,200</b>	<b>\$76,704</b>	<b>\$78,238</b>

Expenses	2022 Actual	2022 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
WATER SUPPLY CONTRACTED SERVICES	35,767	37,500	21,636	15,864	58%	38,000	38,760	39,535
WATER SUPPLY MAINT	6,468	7,500	12,942	(5,442)	0%	8,000	8,160	8,323
WATER SUPPLY MISC	1,388	1,500	875	625	58%	1,500	1,530	1,561
WATER SUPPLY GOODS & SERVICE	4,509	4,000	1,630	2,370	41%	4,000	4,080	4,162
WATER SUPPLY UTILITIES	14,708	14,600	12,579	2,021	86%	16,500	16,830	17,167
	<b>\$62,840</b>	<b>\$65,100</b>	<b>\$49,662</b>	<b>\$15,438</b>	<b>76%</b>	<b>\$68,000</b>	<b>\$69,360</b>	<b>\$70,747</b>

<b>Net</b>	<b>\$15,896</b>	<b>\$5,950</b>	<b>\$775</b>	<b>\$5,175</b>	<b>13%</b>	<b>\$7,200</b>	<b>\$7,344</b>	<b>\$7,491</b>
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Expectation based on % of year completed	<b>78%</b>
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Village of Hill Spring  
 Sewer Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
SALES - SEWER	14,799	14,500	10,350	4,150	71%	15,000	15,300	15,606
RESERVE FUND SEWER REVENUE	4,003	3,800	2,710	1,090	71%	3,800	3,876	3,954
	<b>\$18,802</b>	<b>\$18,300</b>	<b>\$13,060</b>	<b>\$5,240</b>	<b>71%</b>	<b>\$18,800</b>	<b>\$19,176</b>	<b>\$19,560</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
SEWER CONTRACTED SERVICES	3,192	16,000	0	16,000	0%	10,000	10,200	10,404
SEWER GOODS & SERVICES	0	0	2,239	(2,239)	100%	2,500	2,550	2,601
SEWER UTILITIES	0	2,700	(22,066)	24,766	-817%	3,000	3,060	3,121
	<b>\$3,192</b>	<b>\$18,700</b>	<b>(\$19,828)</b>	<b>\$38,528</b>	<b>-106%</b>	<b>\$15,500</b>	<b>\$15,810</b>	<b>\$16,126</b>

<b>Net</b>	<b>\$15,610</b>	<b>(\$400)</b>	<b>\$32,888</b>	<b>(\$33,288)</b>	<b>-8222%</b>	<b>\$3,300</b>	<b>\$3,366</b>	<b>\$3,433</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
Solid Waste Budget Report  
October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
SALES - GARBAGE	9,621	9,400	6,451	2,949	69%	9,500	9,690	9,884
	<b>\$9,621</b>	<b>\$9,400</b>	<b>\$6,451</b>	<b>\$2,949</b>	<b>69%</b>	<b>\$9,500</b>	<b>\$9,690</b>	<b>\$9,884</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
REQUISITION - SOLID WASTE	4,657	4,900	4,913	(13)	100%	5,000	5,100	5,202
SOLID WASTE WAGES	3,556	3,100	0	3,100	0%	3,000	3,060	3,121
SOLID WASTE GOODS & SERVICES	179	0	0	0	0%	500	510	520
	<b>\$8,393</b>	<b>\$8,000</b>	<b>\$4,913</b>	<b>\$3,087</b>	<b>61%</b>	<b>\$8,500</b>	<b>\$8,670</b>	<b>\$8,843</b>

<b>Net</b>	<b>\$1,228</b>	<b>\$1,400</b>	<b>\$1,538</b>	<b>(\$138)</b>	<b>110%</b>	<b>\$1,000</b>	<b>\$1,020</b>	<b>\$1,040</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Development Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
PERMIT - DEV / COMPLIANCE	1,155	300	570	(270)	190%	500	510	520
	<b>\$1,155</b>	<b>\$300</b>	<b>\$570</b>	<b>(\$270)</b>	<b>190%</b>	<b>\$500</b>	<b>\$510</b>	<b>\$520</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
ORRSC - GIS REQUISITION	0	1,000	0	1,000	0%	1,000	1,020	1,040
ORRSC - PLANNING REQUISITION	1,685	2,300	573	1,727	25%	2,400	2,448	2,497
	<b>\$1,685</b>	<b>\$3,300</b>	<b>\$573</b>	<b>\$2,727</b>	<b>17%</b>	<b>\$3,400</b>	<b>\$3,468</b>	<b>\$3,537</b>

<b>Net</b>	<b>(\$530)</b>	<b>(\$3,000)</b>	<b>(\$3)</b>	<b>(\$2,997)</b>	<b>0%</b>	<b>(\$2,900)</b>	<b>(\$2,958)</b>	<b>(\$3,017)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Cemetery Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
CEMETERY - PLOTS & FEES	700	800	175	625	22%	750	765	780
	<b>\$700</b>	<b>\$800</b>	<b>\$175</b>	<b>\$625</b>	<b>22%</b>	<b>\$750</b>	<b>\$765</b>	<b>\$780</b>

  

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
CEMETERY MAINT	0	750	0	750	0%	1,000	1,020	1,040
	<b>\$0</b>	<b>\$750</b>	<b>\$0</b>	<b>\$750</b>	<b>0%</b>	<b>\$1,000</b>	<b>\$1,020</b>	<b>\$1,040</b>

  

<b>Net</b>	<b>\$700</b>	<b>\$50</b>	<b>\$175</b>	<b>(\$125)</b>	<b>350%</b>	<b>(\$250)</b>	<b>(\$255)</b>	<b>(\$260)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Community Services Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
COMMUNITY SERVICE BEAUTIFICATION	338	600	276	324	46%	600	612	624
	\$338	\$600	\$276	\$324	46%	\$600	\$612	\$624

<b>Net</b>	<b>(\$338)</b>	<b>(\$600)</b>	<b>(\$276)</b>	<b>(\$324)</b>	<b>46%</b>	<b>(\$600)</b>	<b>(\$612)</b>	<b>(\$624)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
Parks & Rec Budget Report  
October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
RECREATION MISC EXPENSE	0	1,000	112	888	11%	1,000	1,020	1,040
RECREATION UTILITIES	2,476	1,500	1,489	11	99%	2,000	2,040	2,081
	\$2,476	\$2,500	\$1,600	\$900	64%	\$3,000	\$3,060	\$3,121

<b>Net</b>	<b>(\$2,476)</b>	<b>(\$2,500)</b>	<b>(\$1,600)</b>	<b>(\$900)</b>	<b>64%</b>	<b>(\$3,000)</b>	<b>(\$3,060)</b>	<b>(\$3,121)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
Community Centre Budget Report  
October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
RENTAL REVENUE - COMMUNITY CENTRE	4,137	2,000	3,455	(1,455)	0%	4,000	4,080	4,162
	<b>\$4,137</b>	<b>\$2,000</b>	<b>\$3,455</b>	<b>(\$1,455)</b>	<b>0%</b>	<b>\$4,000</b>	<b>\$4,080</b>	<b>\$4,162</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
COMMUNITY CENTRE EXPENSES	0	1,000	0	1,000	0%	1,000	1,020	1,040
COMMUNITY CENTRE CONTRACTED SERVICE	4,167	2,300	428	1,872	19%	2,500	2,550	2,601
COMMUNITY CENTRE GOODS & SERVICE	1,069	1,200	653	547	54%	1,200	1,224	1,248
	<b>\$5,237</b>	<b>\$4,500</b>	<b>\$1,081</b>	<b>\$3,419</b>	<b>24%</b>	<b>\$4,700</b>	<b>\$4,794</b>	<b>\$4,890</b>

<b>Net</b>	<b>(\$1,100)</b>	<b>(\$2,500)</b>	<b>\$2,374</b>	<b>(\$4,874)</b>	<b>-95%</b>	<b>(\$700)</b>	<b>(\$714)</b>	<b>(\$728)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Solar Farm Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
SOLAR FARM CREDITS	27,571	25,000	0	25,000	0%	27,500	28,050	28,611
	<b>\$27,571</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>0%</b>	<b>\$27,500</b>	<b>\$28,050</b>	<b>\$28,611</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	0%	0	0	0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Net</b>	<b>\$27,571</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>0%</b>	<b>\$27,500</b>	<b>\$28,050</b>	<b>\$28,611</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Operating Grants  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
GRANT - MSI OPERATIONAL	22,716	22,716	95,432	(72,716)	420%	95,432	95,432	95,432
GRANT CONDITIONAL PROVINCIAL	11	0	0	0	0%	0	0	0
	<b>\$22,727</b>	<b>\$22,716</b>	<b>\$95,432</b>	<b>(\$72,716)</b>	<b>420%</b>	<b>\$95,432</b>	<b>\$95,432</b>	<b>\$95,432</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	0%	0	0	0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Net</b>	<b>\$22,727</b>	<b>\$22,716</b>	<b>\$95,432</b>	<b>(\$72,716)</b>	<b>420%</b>	<b>\$95,432</b>	<b>\$95,432</b>	<b>\$95,432</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
Property Tax Budget Report  
October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
TAXES - RESIDENTIAL	138,040	136,600	189,446	(52,846)	139%	190,000	193,800	197,676
TAXES - COMMERCIAL	2,146	2,300	9,643	(7,343)	419%	10,000	10,200	10,404
TAXES - LINEAR	7,087	6,100	7,291	(1,191)	120%	7,000	7,140	7,283
TAXES - MINIMUM LEVY	7,000	12,950	0	12,950	0%	0	0	0
REQ - CHINOOK FOUNDATION	3,120	3,200	3,141	59	0%	3,000	3,060	3,121
REQ - SCHOOL NON-RESIDENTIAL	2,145	2,300	2,102	198	91%	2,000	2,040	2,081
REQ - SCHOOL RESIDENTIAL	37,894	38,800	28,657	10,143	-100%	29,000	29,580	30,172
	<b>\$197,431</b>	<b>\$202,250</b>	<b>\$240,280</b>	<b>(\$38,030)</b>	<b>119%</b>	<b>\$241,000</b>	<b>\$245,820</b>	<b>\$250,736</b>

  

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	0%	0	0	0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

  

<b>Net</b>	<b>\$197,431</b>	<b>\$202,250</b>	<b>\$240,280</b>	<b>(\$38,030)</b>	<b>119%</b>	<b>\$241,000</b>	<b>\$245,820</b>	<b>\$250,736</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Requisition Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
REQUISITION - FCSS	1,671	1,700	1,727	(27)	102%	1,800	1,836	1,873
REQUISITION - SPRING GLEN PARK	1,500	1,500	1,500	0	100%	1,600	1,632	1,665
REQUISITION - GLENWOOD LIBRARY SUPPORT	0	2,500	5,000	(2,500)	200%	5,000	5,100	5,202
REQUISITION - CHINOOK ARCH LIBRARY	767	1,600	1,893	(293)	118%	2,000	2,040	2,081
REQUISITION - CHINOOK FOUNDATION	3,135	3,200	700	2,500	22%	3,400	3,468	3,537
REQUISITION - WESTWINDS SCHOOL DIVISION	40,261	41,100	20,130	20,970	49%	43,000	43,860	44,737
REQUISITION - POLICING	4,368	9,156	0	9,156	0%	9,156	9,339	9,526
	\$51,702	\$60,756	\$30,951	\$29,805	51%	\$65,956	\$67,275	\$68,621

<b>Net</b>	<b>(\$51,702)</b>	<b>(\$60,756)</b>	<b>(\$30,951)</b>	<b>(\$29,805)</b>	<b>51%</b>	<b>(\$65,956)</b>	<b>(\$67,275)</b>	<b>(\$68,621)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Transfer to Reserves Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
TRANSFER TO RESERVES - IRRIGATION		4,000	0	4,000	0%	0	0	0
TRANSFER TO RESERVES - WATER		4,700	0	4,700	0%	119,412	119,892	120,381
TRANSFER TO RESERVES - SEWER		3,800	0	3,800	0%	0	0	0
TRANSFER TO RESERVES - OPERATING	85,052	26,910	0	26,910	0%	0	0	0
	\$85,052	\$39,410	\$0	\$39,410	0%	\$119,412	\$119,892	\$120,381

<b>Net</b>	<b>(\$85,052)</b>	<b>(\$39,410)</b>	<b>\$0</b>	<b>(\$39,410)</b>	<b>0%</b>	<b>(\$119,412)</b>	<b>(\$119,892)</b>	<b>(\$120,381)</b>
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Expectation based on % of year completed	78%
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Village of Hill Spring  
 Capital Budget Report  
 October 12, 2023

Revenue	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
GRANT - MSI CAPITAL	153,040	70,000	59,331	10,669	85%	43,000	30,000	55,000
GRANT - FEDERAL GAS TAX FUND	50,133	50,000	50,000	0	100%	50,000	50,000	0
TRANSFER FROM RESERVES - CAPITAL	9,153	90,000	54,095	35,905	60%	20,000	0	0
	<b>\$212,326</b>	<b>\$210,000</b>	<b>\$163,426</b>	<b>\$46,574</b>	<b>78%</b>	<b>\$113,000</b>	<b>\$80,000</b>	<b>\$55,000</b>

Expenses	2022 Actual	2023 Budget	2023 YTD Actual	2023 YTD Variance	2023 YTD Variance %	2024 Budget	2025 Budget	2026 Budget
TRANSFER TO CAPITAL	212,326	210,000	163,426	46,574	78%	113,000	80,000	55,000
	<b>\$212,326</b>	<b>\$210,000</b>	<b>\$163,426</b>	<b>\$46,574</b>	<b>78%</b>	<b>\$113,000</b>	<b>\$80,000</b>	<b>\$55,000</b>

<b>Net</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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Expectation based on % of year completed	78%
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# VILLAGE OF HILL SPRING COMMUNITY HALL CALENDAR

**To View Availability for the Community Hall go here:**

**[hillspring.ca/community-hall](http://hillspring.ca/community-hall)**

**To book your event, please email your request to:**

**[office@hillspring.ca](mailto:office@hillspring.ca)**

**or call (403)626-3876**

**Please allow at least 5 business days prior to your event  
to book the Hall**



# CAO Report

COUNCIL MEETING DECEMBER 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.

## Community Hall

At the November Council meeting, the AG society and others expressed concerns over usage of the Hall. During this past month, I have looking at our 2023 calendar and will prove a report at council reviewing usage details and revenue. Along with that, we have migrated our calendar used for Hall bookings to a Google calendar that will allow users to view availability that can be helpful in discussions around their event needs. We will be encouraging residents to use this as a first point of contact. Given the office is only open 2 days a week, we hope this will help users plan their activities.

In addition, we have implemented new procedures to help users with cleaning and ensure we keep this great facility in good condition.

## Water Commission

Along with Mayor Davis and Councillor Nish, I attended the meeting with Glenwood Reps and County Reps to discuss framework on this concept commission. During this discussion, Hill Spring emphasised repeatedly that we need to ensure stability in our water operations along with ensuring quality water delivery for our residents. While no decision or commitment has been made, Council will at some future meeting review the proposal and decide how to proceed.

## Capital & Operating Budget

I have prepared both operational and capital budget details for Council's review for the meeting in November. I feel that the Village is in an excellent financial position and I do not anticipate significant increases to our operation.

## Viability Review Take Up Call

I met with representatives from the Province of Alberta to complete our final call from our submitted Viability Review. This Viability review has been a process for the Village for 10 years! There were about 6 Villages in Alberta that were all included in the province's viability program during that time. I am proud to share that the province feels not only has the Village done well, but that based on our current situation, we are doing very well and have no outstanding action items or concerns.

## Operations Review

Given that the Village is small and we do not have dedicated staff for public works etc, I have met with our contractors to discuss how past needs have been meet and what needs should be addressed for 2024. I feel that it is important to understand how maintenance and issues have been dealt with. Many suggestions from these contractors have been made. I hope to see an increase in how we address our needs while staying within our budget.

## Pickle Ball

I have met with the Cultural Arts board and will be meeting with reps from the Rec board to discuss options on this capital proposal. Given the nature of the grants being applied for, we will need a community organization to submit the grant request. We are still working on the layout and hop to see all our organizations support this new project.

## Christmas Holidays

Its that time again where we take pause to spend with loved ones around us. On behalf of the Village Staff, we wish Hill Spring Residents the very best Christmas, and an amazing New Year. As a note, the last day the office will be open is Dec 20<sup>th</sup>. For urgent inquiries, I suggest you email me directly at [cao@hillspring.ca](mailto:cao@hillspring.ca) or call my cell for emergencies at (403) 929-0387. The office will re-open Jan 3<sup>rd</sup> at 10am.

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## ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS' MEETING AGENDA

**Thursday, December 7, 2023 – 7:00 p.m.**  
**Conference Room, ORRSC Administration Building  
or Via Zoom**

**ZOOM** - <https://us06web.zoom.us/j/7813971001?pwd=SHIIV0ZKY2tVZ1pnbjkwOXRvamE0Zz09>

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- 1. Welcome and Call Meeting to Order**
- 2. Approval of Agenda**
- 3. Adoption of List of Members and Alternative Members for 2023-2024**
  - a. List of Members and Alternates 2023-2024
- 4. Election of Executive Committee for 2023-2024**
  - a. Election Process Explanation
  - b. Election of Chair (*1 Member*)
    - Introduction of Nominations Received for Chair
    - Call for Nominations from the Floor
    - Vote (if required)
  - c. Election of Vice Chair (*1 Member*)
    - Introduction of Nominations Received for Vice Chair
    - Call for Nominations from the Floor
    - Vote (if required)
  - d. Election of Executive Committee (*5 Members; Minimum of 2 Rural and 2 Urban*)
    - Introduction of Nominations Received Executive Committee Members
    - Call for Nominations from the Floor
    - Vote (if required)
- 5. Approval of Minutes**
  - a. Minutes of September 7, 2023
- 6. Business Arising from the Minutes**
- 7. Reports**
  - a. Executive Committee Report
    - September 2023-November 2023
- 8. Business**
  - a. Proposed 2024 Budget Proposed 5 Year Capital Plan 2023-2027
    - Presentation from Lenze Kuiper
  - b. Subdivision Activity
    - As of October 31, 2023

- 
- c. Assessment Appeal Activity
    - 2023 Assessment Appeal Board Statistics
  - d. Subdivision and Development Appeal Board Activity
    - As of November 23, 2023
  - e. ORRSC Periodical - Winter 2023

**9. Accounts**

- a. Balance Sheet and Comparative Income Statement
  - As of October 31, 2023

**10. New Business**

**11. Next Meeting** – Thursday, March 7, 2024; 7:00 PM

**12. Adjournment**

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If you are joining us via ZOOM – Here are the particulars:

Join Zoom Meeting

<https://us06web.zoom.us/j/7813971001?pwd=SHIIV0ZKY2tVZ1pnbjkwOXRvamEOZz09>

Meeting ID: 781 397 1001

Passcode: 4033291344

One tap mobile

+17193594580,,7813971001#,,,,\*4033291344# US

+12532050468,,7813971001#,,,,\*4033291344# US

Dial by your location

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 408 638 0968 US (San Jose)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

Meeting ID: 781 397 1001

Passcode: 4033291344

Find your local number: <https://us06web.zoom.us/j/kcomZsV8qm>

### 3a - Members and Alternates 2023-2024

#### OLDMAN RIVER REGIONAL SERVICES COMMISSION MEMBERS and ALTERNATE MEMBERS for 2024

Municipality	Member	Alternate Member
Arrowwood – Village	Colin Bexte	Nicholas Kuntz
Barnwell – Village	Jake Hiebert	Missy Foster
Barons – Village	Dan Doell	Clinton Bishop
Bassano – Town	Mike Wetzstein	Sydney Miller
Brooks – City	Ray Juska	
Cardston – County	Roger Houghton	LeGrande Bevans
Cardston – Town	Allan Burton	
Carmangay – Village	Sue Dahl	
Champion – Village	James F. Smith	
Claresholm – Town	Brad Schlossberger	Rod Kettles
Coalhurst – Town	Scott Akkermans	
Coutts – Village	Tanya Smith	Steve Pain
Cowley - Village	Dave Slingerland	Barb Burnett
Crowsnest Pass – Municipality	Dean Ward & Dave Filipuzzi	
Duchess – Village	Stephen Dortch	Shanda Smith
Fort Macleod – Town	Gordon Wolstenholme	Brent Feyter
Glenwood – Village	Mark Peterson	
Hill Spring – Village	Suzanne French	
Lethbridge – County	Morris Zeinstra	
Lomond – Village	Brad Koch	
Magrath – Town	Gerry Baril	
Milk River – Town	Peggy Losey	
Milo – Village	Dean Melnyk	Patrick Wiens
Nanton – Town	Victor Czop	Roger Miller
Nobleford – Town	Marinus de Leeuw	Corne Mans
Picture Butte – Town	Teresa Feist	Henry de Kok
Pincher Creek – M.D. No. 9	Tony Bruder	Dave Cox
Pincher Creek – Town	Don Anderberg	Brian Wright
Ranchland – M.D. No. 66	Ron Davis	Harry Streeter
Raymond – Town	Neil Sieben	Matt Evans
Stavely – Town	Don Norby	
Stirling – Village	Matthew Foss	Devynn Bohnn
Taber – Municipal District	John DeGroot	
Vauxhall – Town	Ray Coad	
Vulcan – County	Christopher Northcott	Doug Logan
Vulcan – Town	Richard DeBolt	Lyle Magnuson
Warner – County No. 5	David Cody	Morgan Rockerbach
Warner – Village	Marty Kirby	
Willow Creek – M.D. No. 26	Evan Berger	Maryanne Sandberg

Those highlighted are new appointees to the Board.



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**CANDIDATES FOR EXECUTIVE COMMITTEE 2023-2024**

**CHAIR:**

**GORDON WOLSTENHOLME – Town of Fort Macleod (Urban Incumbent)**

**VICE-CHAIR:**

**DON ANDERBERG – Town of Pincher Creek (Urban Incumbent)**

**EXECUTIVE COMMITTEE: (requires 5 electees)**

**DAVID CODY – County of Warner (Rural Incumbent)**

**CHRISTOPHER NORTHCOTT – Vulcan County (Rural Incumbent)**

**BRAD SCHLOSSBERGER – Town of Claresholm (Urban Incumbent)**

**NEIL SIEBEN – Town of Raymond (Urban Incumbent)**

**SCOTT AKKERMAN – Town of Coalhurst (Urban New Nomination)**

- **Vocation:** Process Improvement (Making existing process faster, more accurate, more efficient and reliable), leaving something in a better spot than when you became involved.
- **Deputy Mayor:** October 2023 to Current
- **Councillor:** October 2021 to October 2023
- **Civic involvement/Relevant Information:** Planning and development has always interested me. The changes we make today can have a big impact on future growth and municipal infrastructure. I would like to sit on the executive committee as I feel I can contribute by bringing solutions and ideas from an outside perspective. I enjoy being involved in roles like this not only because of the learning opportunity but also because it really feels like you can make change happen. I'd much rather work towards achieving objectives together instead of waiting for things to happen.

My previous experience includes 2 years sitting as a director on the executive committee for SouthGrow. During this time I had advocated for a policy/bylaw review by asking for a review committee which I had the pleasure of chairing. In addition, I've recently been selected to sit on AB Munis Economic Strategy Committee. I truly believe that to having a strong economy is reliant on excellence in municipal planning.

I moved to Coalhurst in September of 2020 and have been eager to contribute to my community. Since being elected to Council and serving my local community I have also been an active volunteer for a local not for profit Coalhurst Parks and Recreation Society with some of their events in town, the most recent being Turkey Bingo on November 17th. Previously I have been a member of Coalhurst's Community Sustainability / Enhancement Committee, Coalhurst's Policy / Bylaw Risk Review Committee, and the Chinook Intermunicipal Subdivision and Development Appeal Board.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**BOARD OF DIRECTORS' MEETING MINUTES**

**Thursday, September 7, 2023 – 7:00 p.m.**

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

**BOARD OF DIRECTORS:**

Colin Bexte (Absent) ..... Village of Arrowwood  
 Missy Foster (Virtual)..... Village of Barnwell  
 Dan Doell (In Person) ..... Village of Barons  
 Mike Wetzstein (Absent) ..... Town of Bassano  
 Ray Juska (Virtual)..... City of Brooks  
 Roger Houghton (In Person) ..... Cardston County  
 Allan Burton (Absent) .....Town of Cardston  
 Sue Dahl (In Person)..... Village of Carmangay  
 James F. Smith (Absent)..... Village of Champion  
 Rod Kettles (Absent) ..... Town of Claresholm  
 Jesse Potrie (In Person).....Town of Coalhurst  
 Tanya Smith (In Person)..... Village of Coutts  
 Dave Slingerland (Absent).....Village of Cowley  
 Dave Filipuzzi (Virtual) ..... Mun. Crowsnest Pass  
 Dean Ward (Virtual) ..... Mun. Crowsnest Pass  
 Stephen Dortch (In Person) ..... Village of Duchess  
 Gordon Wolstenholme (Absent) ...Town of Fort Macleod  
 Mark Peterson (In Person).....Village of Glenwood  
 Suzanne French (Absent) ..... Village of Hill Spring  
 Morris Zeinstra (In Person)..... Lethbridge County

Brad Koch (Absent) ..... Village of Lomond  
 Gerry Baril (In Person)..... Town of Magrath  
 Peggy Losey (In Person) .....Town of Milk River  
 Dean Melnyk (Absent) ..... Village of Milo  
 Victor Czop (Virtual) ..... Town of Nanton  
 Marinus de Leeuw (In Person) .....Town of Nobleford  
 Teresa Feist (In Person).....Town of Picture Butte  
 Tony Bruder (Absent).....M.D. of Pincher Creek  
 Don Anderberg (Absent) ..... Town Pincher Creek  
 Ronald Davis (Absent) ..... M.D. of Ranchland  
 Neil Sieben (Absent).....Town of Raymond  
 Don Norby (In Person) ..... Town of Stavely  
 Matthew Foss (Absent) ..... Village of Stirling  
 John DeGroot (In Person)..... MD of Taber  
 Raymond Coad (Absent) ..... Town of Vauxhall  
 Christopher Northcott (In Person) .....Vulcan County  
 Richard DeBolt (Absent) ..... Town of Vulcan  
 David Cody (In Person)..... County of Warner  
 Marty Kirby (In Person) ..... Village of Warner  
 Evan Berger (In Person)..... M.D. Willow Creek

**STAFF:**

Ryan Dyck ..... Planner  
 Diane Horvath.....Senior Planner  
 Raeanne Keer .....Executive Assistant

Lenze Kuiper .....Chief Administrative Officer  
 Kattie Schlamp ..... Planner  
 Tristan Scholten ..... Intern Planner

Being as both the Chair and Vice Chair were not in attendance, Chief Administrative Officer Lenze Kuiper called the meeting to order at 7:10 pm.

**1. APPROVAL OF AGENDA**

**Moved by: Peggy Losey**

THAT the Board adopts the Agenda for September 7, 2023, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Christopher Northcott**

THAT the Board approves the meeting minutes of June 2, 2023, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**4. GUEST SPEAKER PRESENTATION**

- a. Industrial Attraction and Strategy**  
**Peter Casurella, SouthGrow Regional Economic Development**

Peter Casurella, Executive Director of SouthGrow Regional Economic Development, presented to the Board.

**5. REPORTS**

- a. Executive Committee Report**

L. Kuiper presented the Executive Committee Report to the Board.

**6. BUSINESS**

- a. Affordable Housing Needs Assessment Reports**  
**Tristan Scholten, Planning Intern**

T. Scholten, Planning Intern, presented to the Board.

- b. Subdivision Activity**  
**- As of July 31, 2023**

L. Kuiper presented the Subdivision Activity statistics as of July 31, 2023 to the Board.

- c. ORRSC Periodical – Liquor and Land Use**

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Liquor and Land Use.

**7. ACCOUNTS**

- a. Balance Sheet and Comparative Income Statement**  
**- As of July 31, 2023**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of July 31, 2023.

**Moved by: Gerry Baril**

THAT the Board approves Balance Sheet and Comparative Income State, as of July 31, 2023, as presented.

**CARRIED**

- 8. NEXT MEETING – Thursday, December 7, 2023**

**9. ADJOURNMENT**

With no further questions and nothing further to discuss, L. Kuiper adjourned the meeting, the time being 8:31 pm.

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Gordon Wolstenholme, Chair

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Lenze Kuiper, Chief Administrative Officer



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## EXECUTIVE COMMITTEE REPORT

September 2023 to November 2023

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### **September 14, 2023**

- This meeting was not called to order as quorum was not met, but informal discussions were held with those in attendance regarding mileage rate research, to-date statistics for the Assessment Review Board and the Chinook Intermunicipal SDAB.

### **October 12, 2023**

- Jaime Thomas, GIS Analyst, presented to the Committee on the current GIS system, recently implemented applications accessible within the system, and examples of special projects developed for member municipalities.
- The Committee discussed the Regional Assessment Review Board, and the current annual fee for members.
- The Committee passed a resolution directing Administration to implement the Canada Revenue Agency Mileage Rate as the corporate standards effective for 2024.
- The Committee begun reviewing the 2024 Operating Budget and 5 Year Capital Plan.
- The Committee called for a Special Meeting on November 2, 2023.

### **November 2, 2023 – Special Meeting**

- The Committee discussed the current annual fee for members of the Regional Assessment Review Board, which came into effect in 2011, and the administrative responsibilities for maintaining the board and files. The Committee passed a resolution directing Administration to increase the annual fee from \$225.00 a year to \$500.00 a year, effective in 2024.
- The Committee discussed the current annual fee for members of the Chinook Intermunicipal SDAB, which came into effect in 2019, and the administrative responsibility for maintaining the board and files. The Committee directed Administration to leave the annual fee at \$500.00 for 2024.
- The Committee discussed the 2024 Operating Budget, including increases to membership fees for planning and GIS, and decreasing projected revenue for Fee for Service and Subdivision to be more in alignment with recent years.
- The Committee discussed the 50% subdivision fee reduction received by municipalities and the no-charge policy for reserves (MR – Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, ER – Environmental Reserve) and Public Utility Lots (PUL). The Committee passed a resolution directing Administration to stop the subdivision fee membership discount of 50% and the no charge policy for reserves and public utility lots.

### **November 9, 2023**

- The Committee discussed the 2024 Operating Budget and 2023-2027 Capital Plan drafts, and passed a resolution recommending that the budgets be presented to the Board of Directors for approval as presented.

2024 Budget Draft						
COMPARATIVE INCOME STATEMENT	Acct No.	Budget 2023	Budget 2024	% Variance	Dollar Variance	
<b>REVENUE</b>						
Membership Fees, Fee-for-Service						
Membership Fees	4010	\$985,947.00	\$1,078,233.00	9.36%	\$92,286.00	3.40%
Allocation to Operating Reserve Fund		\$25,000.00	\$25,000.00	0.00%	\$0.00	Add to Reserve
Allocation to Capital Reserve Fund		\$25,000.00	\$25,000.00	0.00%	\$0.00	Add to Reserve
GIS Member Fees	4030	\$560,753.00	\$569,464.00	1.55%	\$8,711.00	3.40%
Regional Assessment Review Board Fees		\$12,000.00	\$15,000.00	25.00%	\$3,000.00	
Chinook Regional SDAB		\$22,400.00	\$27,000.00	20.54%	\$4,600.00	
Fee for Service(member)	4040	\$400,000.00	\$200,000.00	-50.00%	-\$200,000.00	
Fee for Service(non-member)	4060	\$20,000.00	\$20,000.00	0.00%	\$0.00	
Ttl Membership Fees, Fee-for-Service		\$2,051,100.00	\$1,959,697.00	-4.46%	-\$91,403.00	
Subdivision Fees						
Subdivision Application Fees	4140	\$242,000.00	\$225,000.00	-7.02%	-\$17,000.00	
Subdivision Final Fees	4141	\$59,000.00	\$55,000.00	-6.78%	-\$4,000.00	
Subdivision Extension Fees	4142	\$9,000.00	\$7,500.00	-16.67%	-\$1,500.00	
Total Subdivision Fees		\$310,000.00	\$287,500.00	-7.26%	-\$22,500.00	
Plans & Interest						
Sales of Plans & Publications	4160	\$5,000.00	\$4,000.00	-20.00%	-\$1,000.00	
GIS Sale of Maps	4165	\$200.00	\$200.00	0.00%	\$0.00	
Interest Earned	4180	\$12,000.00	\$35,000.00	191.67%	\$23,000.00	
Proceeds from Sale of Capital Asset	4190	\$0.00	\$0.00		\$0.00	
Rental Income	4150	\$100.00	\$500.00	400.00%	\$400.00	
Other Income	4200	\$0.00	\$0.00		\$0.00	
Grant Revenue	4210	\$0.00	\$0.00		\$0.00	
Total Plans & Interest		\$17,300.00	\$39,700.00	129.48%	\$22,400.00	
<b>TOTAL REVENUE</b>		\$2,378,400.00	\$2,286,897.00	-3.85%	-\$91,503.00	
<b>EXPENSE</b>						
Staff Salaries						
Permanent Employees	5020	\$1,670,000.00	\$1,591,000.00	-4.73%	-\$79,000.00	
Temporary Employees	5030	\$20,000.00	\$102,100.00	410.50%	\$82,100.00	Mike / Intern / Co Op
Total Staff Salaries		\$1,690,000.00	\$1,693,100.00	0.18%	\$3,100.00	
Staff Benefits						
Employment Insurance	5070	\$23,200.00	\$25,100.00	8.19%	\$1,900.00	
Group Life Insurance	5080	\$33,700.00	\$33,400.00	-0.89%	-\$300.00	
LAPP	5090	\$159,000.00	\$151,100.00	-4.97%	-\$7,900.00	
CPP	5100	\$57,350.00	\$56,000.00	-2.35%	-\$1,350.00	
Blue Cross-Health & Dental	5120	\$61,580.00	\$48,400.00	-21.40%	-\$13,180.00	
Total Staff Benefits		\$334,830.00	\$314,000.00	-6.22%	-\$20,830.00	
Staff Travel & Meetings						
Staff Mileage	5150	\$1,500.00	\$1,500.00	0.00%	\$0.00	
Vehicle Gas & Maintenance	5151	\$7,000.00	\$7,000.00	0.00%	\$0.00	
Staff Field Expense	5160	\$4,000.00	\$4,000.00	0.00%	\$0.00	
Staff Conf & Out of Area	5170	\$3,000.00	\$3,000.00	0.00%	\$0.00	
Staff Development	5180	\$4,000.00	\$4,000.00	0.00%	\$0.00	
Total Staff Benefits		\$19,500.00	\$19,500.00	0.00%	\$0.00	
Members Travel & Meetings						
Members Meeting Fees	5210	\$5,000.00	\$5,000.00	0.00%	\$0.00	
Members Mileage	5220	\$5,000.00	\$5,000.00	0.00%	\$0.00	
Members Conf & Out of Area	5230	\$3,000.00	\$3,000.00	0.00%	\$0.00	
Ttl Members Travel & Meetings		\$13,000.00	\$13,000.00	0.00%	\$0.00	
Office						
Mortgage	5260	\$0.00	\$0.00		\$0.00	
Renovations	5270	\$1.00	\$1.00	0.00%	\$0.00	
Utilities	5265	\$15,000.00	\$15,000.00	0.00%	\$0.00	
Janitorial Services	5280	\$6,000.00	\$6,000.00	0.00%	\$0.00	
Building Maintenance	5285	\$5,000.00	\$5,000.00	0.00%	\$0.00	
Total Office		\$26,001.00	\$26,001.00	0.00%	\$0.00	
Telephone & Supplies						
Telephone	5310	\$13,000.00	\$13,000.00	0.00%	\$0.00	
General Office Supplies	5320	\$3,000.00	\$3,000.00	0.00%	\$0.00	
Dues & Subscriptions	5330	\$4,000.00	\$4,000.00	0.00%	\$0.00	
Books & Publications	5340	\$1,000.00	\$1,000.00	0.00%	\$0.00	
Postage & Petty Cash	5350	\$7,500.00	\$7,500.00	0.00%	\$0.00	
Mortgage Interest	5355	\$0.00	\$0.00		\$0.00	
Total Telephone & Supplies		\$28,500.00	\$28,500.00	0.00%	\$0.00	
Printing & Printing Supplies						
Printing & Printing Supplies	5380	\$3,500.00	\$3,500.00	0.00%	\$0.00	
Graphic & Drafting Supplies	5390	\$1,000.00	\$1,000.00	0.00%	\$0.00	
Total Printing & Drafting Supplies		\$4,500.00	\$4,500.00	0.00%	\$0.00	
Other Operating Expenses						
Other Operating Expenses	5410	\$0.00	\$0.00		\$0.00	
Accounting & Audit Fees	5420	\$12,000.00	\$12,000.00	0.00%	\$0.00	
Aerial Photos & Maps	5430	\$500.00	\$500.00	0.00%	\$0.00	
Land Titles Office	5440	\$2,500.00	\$2,500.00	0.00%	\$0.00	
Legal Fees	5450	\$1,000.00	\$1,000.00	0.00%	\$0.00	
Public Relations	5460	\$2,000.00	\$2,000.00	0.00%	\$0.00	
Computer Software	5470	\$65,000.00	\$65,000.00	0.00%	\$0.00	
Recruitment & Relocation	5480	\$500.00	\$500.00	0.00%	\$0.00	
Consultants	5490	\$1.00	\$1.00	0.00%	\$0.00	
Subdivision Notification	5500	\$5,000.00	\$5,000.00	0.00%	\$0.00	
Insurance	5510	\$14,200.00	\$14,700.00	3.52%	\$500.00	
Meetings	5520	\$750.00	\$750.00	0.00%	\$0.00	
Coffee & Supplies	5530	\$500.00	\$500.00	0.00%	\$0.00	
GIS Grant	5531	\$0.00	\$0.00		\$0.00	
Assessment Review Board	5532	\$0.00	\$0.00		\$0.00	
Other	5540	\$0.00	\$0.00		\$0.00	
Cost Recovery	5546	\$0.00	\$0.00		\$0.00	
Transfer to Operating Reserve Fund		\$25,000.00	\$25,000.00	0.00%	\$0.00	
Transfer to Capital Reserve Fund		\$25,000.00	\$25,000.00	0.00%	\$0.00	
Total Other Operating Expenses		\$153,951.00	\$154,451.00	0.32%	\$500.00	
Fixed Assets						
Equipment Repairs & Maintenance	5570	\$15,000.00	\$15,000.00	0.00%	\$0.00	
Equipment & Furniture Rental	5580	\$4,000.00	\$4,000.00	0.00%	\$0.00	
Equipment & Furniture Purchases	5590	\$35,000.00	\$5,000.00	-85.71%	-\$30,000.00	
Amortization Expense	5616	\$0.00	\$0.00		\$0.00	
Total Fixed Assets		\$54,000.00	\$24,000.00	-55.56%	-\$30,000.00	
<b>TOTAL EXPENSE</b>		\$2,324,282.00	\$2,277,052.00	-2.03%	-\$47,230.00	
<b>NET INCOME</b>		\$54,118.00	\$9,845.00	-81.81%	-\$44,273.00	

5-Year Capital Plan Worksheet		Baseline					
Planned Capital Additions	2021		2023	2024	2025	2026	2027
<b>Administration</b>							
Photocopier	\$ 36,000						\$ 38,000
Computer Replacement	\$ 10,000		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Office Furniture	\$ 25,000						
Phones	\$ 10,000						
<b>Planning</b>							
Vehicle 1	\$ 30,000		\$ 30,000				\$ 32,000
Vehicle 2	\$ 30,000			\$ -			
Vehicle 3	\$ 30,000				\$ 33,000		
Computer Replacement	\$ 20,000			\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000
Office Furniture	\$ 25,000		\$ 5,000				\$ 5,000
<b>GIS</b>							
Plotter	\$ 20,000				\$ 20,000		
Computer Replacement	\$ 75,000		\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000
Server(s)	\$ 10,000			\$ 20,000			
Office Furniture	\$ 25,000						
Drone	\$ 1,500			\$ -			\$ 1,500
<b>Building</b>							
Board Room Renewal	\$ 5,000				\$ 5,000		
Conference Room Renewal	\$ 10,000		\$ 1,000				\$ 20,000
Pavement/Grading/Drainage	\$ 85,000		\$ 137,000				
Roof	\$ 40,000						
Envelope	\$ 50,000		\$ 5,000				
Mechanical	\$ 25,000		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Floors	\$ 10,000		\$ 2,000				
Plumbing	\$ 5,000						\$ 15,000
Electrical	\$ 5,000		\$ 1,000	\$ 500	\$ 500	\$ 500	\$ 500
Paint	\$ 10,000			\$ -	\$ 5,000		
Lawn Mower	\$ 500				\$ 500		
Grass Trimmer	\$ 250				\$ 250		
<b>Total Planned Capital Additions</b>	<b>593,250</b>		<b>196,000</b>	<b>37,500</b>	<b>84,250</b>	<b>10,500</b>	<b>132,000</b>
<b>Funding Sources</b>							
Beginning Reserve Balance	300,000		310,000	164,000	176,500	142,250	181,750
Grant			-				
Total Grant Funds Used	-		-	-	-	-	-
Capital Reserve Contribution from Budget			50,000	50,000	50,000	50,000	50,000
Borrowing							
Total Planned Capital Additions			196,000	37,500	84,250	10,500	132,000
Ending Reserve Balance	300,000		164,000	176,500	142,250	181,750	99,750
Notes and Assumptions:							
<div style="border: 1px solid black; padding: 5px;">                     A capital plan is a multi-year plan that lists the physical assets and the infrastructure needs of a municipality, assesses the condition of those assets, determines what new infrastructure is needed, and indicates when funds will be spent on both old and new assets. A capital plan identifies how projects are to be funded and when projects are to commence                 </div>							

**8b - Subdivision Activity**

Subdivision Activity - 2023						
Month	# App	# Lots	Application Fees	Finalization Fees	Ext & Additional Fees	TOTAL
January	11	11	\$14,345.00	\$4,510.00	\$525.00	\$19,380.00
February	18	26	\$18,950.00	\$5,060.00	\$0.00	\$24,010.00
March	12	20	\$17,060.00	\$5,060.00	\$350.00	\$22,470.00
April	18	23	\$22,675.00	\$1,980.00	\$845.00	\$25,500.00
May	15	29	\$19,250.00	\$4,400.00	\$700.00	\$24,350.00
June	17	22	\$18,250.00	\$2,640.00	\$350.00	\$21,240.00
July	12	15	\$15,125.00	\$3,740.00	\$0.00	\$18,865.00
August	17	26	\$23,200.00	\$2,860.00	\$900.00	\$26,960.00
September	11	12	\$13,900.00	\$10,010.00	\$800.00	\$24,710.00
October	13	16	\$13,700.00	\$6,270.00	\$350.00	\$20,320.00
November						
December						
	<b>144</b>	<b>200</b>	<b>\$176,455.00</b>	<b>\$46,530.00</b>	<b>\$4,820.00</b>	<b>\$227,805.00</b>

Subdivision Activity at this time Last Year						
<b>2022</b>	167	322	\$224,170.00	\$56,134.00	\$5,350.00	\$285,654.00

Past Years - Year End						
<b>2022</b>	190	345	\$249,815.00	\$64,144.00	\$6,210.00	\$320,169.00
<b>2021</b>	203	367	\$260,410.00	\$63,245.50	\$9,245.00	\$332,900.50
<b>2020</b>	166	222	\$196,765.00	\$34,092.50	\$8,420.00	\$239,277.50
<b>2019</b>	177	250	\$206,400.00	\$60,475.00	\$9,305.00	\$276,180.00
<b>2018</b>	196	394	\$258,837.50	\$79,625.00	\$14,225.00	\$352,687.50
<b>2017</b>	199	439	\$259,587.50	\$65,500.00	\$13,530.00	\$338,617.50
<b>2016</b>	185	410	\$232,587.50	\$70,827.50	\$9,253.00	\$312,668.00
<b>2015</b>	207	407	\$236,150.00	\$54,775.00	\$7,806.25	\$298,731.25
<b>2014</b>	189	453	\$256,800.00	\$60,475.00	\$10,325.00	\$327,600.00
<b>2013</b>	183	597	\$279,101.00	\$63,509.00	\$11,020.00	\$353,630.00
<b>2012</b>	228	502	\$248,550.00	\$44,300.00	\$10,825.00	\$303,675.00
<b>2011</b>	204	554	\$254,630.11	\$73,570.00	\$10,980.00	\$339,180.11
<b>2010</b>	300	598	\$264,450.00	\$98,820.00	\$13,260.00	\$376,530.00
<b>2009</b>	257	877	\$326,180.00	\$97,900.00	\$2,170.00	\$426,250.00
<b>2008</b>	354	1150	\$423,450.00	\$180,275.00	\$2,550.00	\$606,275.00
<b>2007</b>	506	2244	\$757,100.00	\$251,775.00	\$0.00	\$1,008,875.00

## 8b - Subdivision Activity

October, 2023												
*Boundary Line Adj Applications are included in # of Apps												
Municipality	# Apps	Boundary Line Adjustment	# Lots	Application Fees	Res.	Com	Ind	CR	Ag	P/Inst	Rec	Misc
Cardston County	1		1	\$1,100.00				1				
City of Brooks	1		1	\$550.00		1						
County of Warner No. 5	1		1	\$1,100.00				1				
Lethbridge County	2		2	\$2,200.00				2				
M.D. of Pincher Creek No. 9	3	1	2	\$3,300.00				2				
M.D. of Willow Creek No. 26	1		1	\$1,100.00				1				
Municipal District of Taber	2		4	\$2,550.00				4				
Municipality of Crowsnest Pass	1		1	\$1,100.00	1							
Town of Fort Macleod	1		3	\$1,450.00	3							
	<b>13</b>	<b>1</b>	<b>16</b>	<b>\$14,450.00</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 2023 Assessment Appeal Statistics

<b>LARB Received</b>	22
<b>CARB Received</b>	8*
<b>Total</b>	<b>30</b>
<b>LARB Hearings</b>	7**
<b>CARB Hearings</b>	0
<b>Total</b>	<b>7</b>
<b>LARB Withdrawn</b>	4
<b>CARB Withdrawn</b>	6
<b>Total</b>	<b>10</b>

<b>Municipality</b>	<b>LARB Received</b>	<b>LARB Hearings</b>	<b>CARB Received</b>	<b>CARB Hearings</b>
Cardston - County	2	2	0	0
Carmangay – Village	2	2	0	0
Claresholm – Town	0	0	2	0
Crowsnest Pass - Municipality	4	2	0	0
Fort Macleod - Town	1	0	0	0
Lethbridge – County	0	0	2*	0
Pincher Creek - Town	0	0	2	0
Taber - MD	0	0	1	0
Warner – County	0	0	1	0
Vulcan - County	13**	2	0	0

LARB – Local Assessment Appeal Board

CARB – Composite Assessment Appeal Board

\* 2 CARB Appeals were received in late 2023, and the hearings will be held in early 2024.

\*\* 11 LARB Appeals were held concurrently in 1 hearing.



## 2023 Subdivision and Development Appeal Statistics\*

Municipality	Appeals Received
Cardston – County	1
Glenwood – Village	1
Pincher Creek – Town	1
Lethbridge – County	1
Coalhurst – Town	1
Willow Creek – MD	1
Fort Macleod – Town	1
Champion – Village	1
Warner – Village	1
Crowsnest Pass – Municipality**	2
Brooks – City**	2
<b>Total</b>	<b>13</b>

\* As of November 23, 2023

\*\* Provided Clerk Services Only

<b>OLDMAN RIVER REGIONAL SERVICES COMMISSION</b>				
<b>Balance Sheet (10 months) Unaudited</b>				
as of Oct 31, 2023				
<b>Assets</b>				
Total Operating Fund		\$	765,486.00	
Total Capital Fund		\$	502,139.00	
<b>Total Assets</b>				\$ 1,267,625.00
<b>Liabilities &amp; Equity</b>				
Total Operating Fund		\$	289,611.00	
Total Capital Fund		\$	633,777.00	
Excess Rev/Exp		\$	344,237.00	
<b>Total Liabilities &amp; Equity</b>				\$ 1,267,625.00
<b>OLDMAN RIVER REGIONAL SERVICES COMMISSION</b>				
<b>Income Statement (10 months) Unaudited</b>				
as of Oct 31, 2023				
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>Variance</u>
<b>TOTAL REVENUE</b>		\$ 1,951,497.00	\$ 2,378,400.00	\$ 17.95
<b>Expenditures</b>				
Total Staff Salaries		\$ 1,373,348.00	\$ 1,734,715.00	20.83%
Total Staff Benefits		\$ 275,385.00	\$ 336,300.00	18.11%
Total Staff Travel & Mtgs		\$ 17,968.00	\$ 19,500.00	7.86%
Total Members Travel & Mtgs		\$ 12,215.00	\$ 13,000.00	6.04%
Total Office & Renovations		\$ 174,408.00	\$ 26,001.00	-570.77%
Total Telephone & Supplies		\$ 26,865.00	\$ 28,500.00	5.74%
Total Printing & Duplication		\$ 2,119.00	\$ 4,500.00	52.91%
Total Other Operating Exps		\$ 83,106.00	\$ 154,451.00	46.19%
Total Fixed Assets		\$ 82,180.00	\$ 54,000.00	-52.19%
<b>TOTAL EXPENDITURES</b>		\$ 2,047,594.00	\$ 2,370,967.00	13.64%
<b>TOTAL BUDGET EXCESS REV/EXP</b>		\$ (96,097.00)	\$ 7,433.00	