



Village of Hill Spring
COUNCIL MEETING AGENDA - DRAFT
Hill Spring Council Chambers
Tuesday, July 16, 2024 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
 - a) 2024.06.18
4. DELEGATION
 - a) United Irrigation District – Chair Duane Nelson
 - i. Letter from UID Board
5. BUSINESS ARISING FROM THE MINUTES
 - a)
6. FINANCIAL REPORTS
 - a) Cheque Lising July 2024
 - b) YTD Financial Update
 - i. 2024 YTD Budget Summary
 - ii. 2024 YTD Budget Detail
7. Public Q&A:
8. ITEMS FOR DISCUSSION:
 - a) Lift Station Updates
 - b) Spring Glen Water Commission Agreement
 - i. Council Motion
 - ii. Asset Transfer Agreement
 - iii. Spring Glen Water Commission By-Laws

- iv. Open House Report
- v. Open House Display Board information
- c) Catalis Meeting Management
- d) Parade Requests

9. ADMINISTRATORS & COUNCIL REPORTS:

- a) Admin Report

10. CORRESPONDENCE:

- a) CMRSWC April Minutes
- b) ORRSC Development Officer Expression of Interest
- c) ORRSC Annual Report
- d) ORRSC December 2023 Board of Directors Minutes

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) Employee Matter as per FOIP Act Division 2 part 1 Section 24

12. ADJOURNMENT:

VILLAGE OF HILL SPRING

June 18, 2024

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on June 18, 2024 commencing at 6:00 p.m.

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

Officials: CAO Greg Robinson.

Absent:

Public: Dereck Beck (Recreation Committee).

CALLED TO ORDER

Mayor Davis called the Regular Council Meeting to Order at 6:00 p.m.

ADOPTION OF THE AGENDA

2024.06.01

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

Carried Unanimously

ADOPTION OF MINUTES

2024.05.21 REGULAR
COUNCIL MEETING
MINUTES

2024.06.02

Councillor Shideler **MOVED** to approve the 2024.05.21 Regular Council Meeting minutes as amended.

Carried Unanimously

DELEGATIONS

RECREATION COMMITTEE

Derek Beck of the Recreation Committee came to Council to request \$2000 in funding to be used for projects in Spring Glen Park, and for \$2000 be granted to the Recreation Committee on an annual basis.

BUSINESS ARISING FROM THE MINUTES

2024.06.03

Councillor Christensen **MOVED** to amend the definitions section of the Land Use Bylaw to further clarify the distinctions for sheds/RVs being used as dwellings.

Carried Unanimously

FINANCIAL REPORTS

CHEQUE LISTING FOR
JUNE 2024

2024.06.04

Councillor Shideler **MOVED** to accept the cheque listing for June 2024 as presented.

Carried
Those in Favour: 3
Those Against: 1

PUBLIC Q&A

Council answered questions from those in attendance at the Council Meeting.

ITEMS FOR DISCUSSION

LIFT STATION UPDATES

Administration provided an update on the Lift Station to Council, which was accepted as information.

WATER CONSERVATION &
RESTRICTIONS

2024.06.05

Councillor Shideler **MOVED** to accept the Water Conservation & Restriction plan as amended.

Carried Unanimously

2024.06.06

Councillor Shideler **MOVED** that the Village of Hill Spring move into Level I water restrictions.

Carried Unanimously

PUBLIC ENGAGEMENT
POLICY & COUNCIL
PROCEDURE BYLAW

Council reviewed the Village's Public Engagement Policy and the Procedures Bylaw and discussed any areas for potential change. No action was instructed to be taken on either of these documents at this time.

ABMUNIS AGM & SUMMER
MUNICIPAL LEADERS
CAUCUS (STRILING)
2024.06.07

Councillor Nish **MOVED** that Mayor Davis, Councillor Shideler, and CAO
Robinson attend the Municipal Leaders Caucus.
Carried Unanimously

2024.06.08

Councillor Nish **MOVED** that two members of Council and CAO Robinson
attend the ABmunis 2024 Conference and Trade Show.
Carried Unanimously

LOCAL GOVERNMENT
FISCAL FRAMEWORK MOA
2024.06.09

Mayor Davis **MOVED** to sign the LGFF Agreement as presented.
Carried Unanimously

UID LETTER OF SUPPORT
2024.06.10

Councillor Nish **MOVED** to approve the letter of support.
Carried Unanimously

RECREATION COMMITTEE
REQUEST
2024.06.11

Councillor Christensen **MOVED** to approve the Recreation Committee's
request for \$2000 to be put toward the SpringGlen Park Association, and for
the Village to grant the society \$2000 on an annual basis moving forward.
Carried Unanimously

**ADMINISTRATOR AND
COUNCIL REPORTS**
2024.06.12

Councillor Shideler **MOVED** to approve the CAO Report as presented.
Carried Unanimously

CORRESPONDANCE
2024.06.13

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

ADJOURNMENT
2024.06.14

Councillor Nish **MOVED** to adjourn the June 18, 2024 Council Meeting at
7:41pm.
Carried Unanimously

Mayor Dwight Davis

CAO Greg Robinson

UNITED IRRIGATION DISTRICT

Box 1006
Glenwood, Alberta
T0K 2R0

Phone: (403) 626-3255
Fax: (403) 626-3967
E-mail: uid@xplornet.com

June 17, 2024

Village of Hill Spring
P.O. Box 40
Hill Spring, AB
T0K 1E0

Attention: Village Council of Hill Spring

Dear Council,

At the UID regular meeting on June 17th, 2024 the Board noted that there is occasional discussion by village residents that the potable water from the village should not go to rural residents outside of the village or that they need to pay a higher fee than village residents. Rural residents who receive potable water from the village are very appreciative of this service and do not wish to be cut off from this benefit. However, the Board felt it appropriate to remind the village council and residents that their water supplies come from rural locations. Additionally, in 2003 the United Irrigation District transferred a water license of 149.62 acre-feet to the Village of Hill Spring at no cost for their purposes of providing irrigation water to their residents in order to reduce the use of their potable water supplies. The value of this water license is significant.

The UID charges the village a similar rate for conveyance fees as they charge their irrigators per assessed acre. Water is a valuable resource. We have an important stewardship to use it wisely and cooperatively.

The United Irrigation District Board of Directors wishes to continue to cooperate with the village to provide water as per the conveyance agreements and in helping our constituents to understand the full value of our water resources. The areas of the United Irrigation District are all benefited from our good sources of water either for irrigation or for domestic use. We do, however, want full disclosure to the village residents of the benefits that are coming from rural irrigation water supplies and rural sources for their potable water supplies as they consider their opportunity of providing potable water to the rural community at reasonable and fair rates. Recent price increases to the rural community by the village for their potable water supplies outside the villages have raised some concerns by our rate payers.

We would welcome any discussion and look forward to working together in the future.

Yours truly,
UNITED IRRIGATION DISTRICT BOARD OF DIRECTORS



Duane Nelson
Chairman

Village Of Hill Spring

Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240133	2024-06-18	ALBERTA MUNICIPAL SERVICES CORPORATION	24-1053430	PAYMENT POWER & GAS	1,150.11	1,150.11
20240134	2024-06-18	ATB FINANCIAL MASTERCARD	MAY 2024	PAYMENT POSTAGE/ PHONE/ ADMIN GOOD	410.80	410.80
20240135	2024-06-18	CANDU AUTOMATION & CONTROL SOLUTIONS I	2365 2371	PAYMENT WTP WTP	396.90 282.80	679.70
20240136	2024-06-18	CARDSTON COUNTY	24074 24075 24230 24233	PAYMENT DEM CONTRACT WATER OP FEES DEM WATER OP FEES	66.70 2,666.67 66.70 3,004.17	5,804.24
20240137	2024-06-18	CHIEF MOUNTAIN GAS CO-OP LTD	43754	PAYMENT FIX HEATING AT CC	724.97	724.97
20240138	2024-06-18	CHINOOK FOUNDATION	1548	PAYMENT 2024 REQUISTION	4,352.46	4,352.46
20240139	2024-06-18	CHRISTENSEN, MONTE	20	PAYMENT JAN/FEB TRAVEL	123.76	123.76
20240140	2024-06-18	CITY OF LETHBRIDGE	78145	PAYMENT Q2 FIRE DISPATCH	177.59	177.59
20240141	2024-06-18	CLEARTECH	1116936 1118731	PAYMENT WATER CHEMICALS WATER CHEMICALS	1,877.65 760.73	2,638.38
20240142	2024-06-18	FAULKNER, PATTI	JUNE 2024	PAYMENT TRAVEL & SOIL FOR PLANTS	170.97	170.97
20240143	2024-06-18	FIDO	MAY 2024	PAYMENT PHONE	45.73	45.73
20240144	2024-06-18	HAGEN ELECTRIC Ltd	103769	PAYMENT REP SEWER LIFT STATION	38,085.43	38,085.43
20240145	2024-06-18	HENRIE, SCOTT	JUNE 2024 MAY 2024	PAYMENT TRAVEL & SUPPLIES TRAVEL & SUPPLIES	191.14 450.65	641.79
20240146	2024-06-18	JOHN DEERE FINANCIAL INC.	MAY 2024	PAYMENT REP EQUIP	1,027.79	1,027.79
20240147	2024-06-18	KOST FIRE EQUIPMENT	1380A	PAYMENT FIRE EXTINGUISHERS - CORREC	15.01	15.01
20240148	2024-06-18	MICRO AGE	25042	PAYMENT MICRO 365	103.95	103.95
20240149	2024-06-18	NEXTGEN AUTOMATION	582690	PAYMENT COPIER CONTRACT	220.36	220.36
20240150	2024-06-18	PENDLEBURY, CRYSTAL	MAY 2024	PAYMENT CUSTODIAN	180.00	180.00
20240151	2024-06-18	RECEIVER GENERAL	2025 2026 2027	PAYMENT MAY PAYROLL DEDUCTIONS MAY PAYROLL DEDUCTION - GIB APRIL PAYROLL DEDUCTIONS	239.18 143.72 276.46	659.36
20240152	2024-06-18	ROBINSON, GREG	1	PAYMENT TRAVEL & 1ST AID TRAINING	619.50	619.50
20240153	2024-06-18	SHIDELER, DONALD	APR 2024 MAY 2024	PAYMENT TRAVEL FOR APRIL MAY TRAVEL	125.12 154.50	279.62
20240154	2024-06-18	SOUTHERN IRRIGATION		PAYMENT		3.17

Village Of Hill Spring

Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240154	2024-06-18	SOUTHERN IRRIGATION	627317	WATER GOODS	3.17	3.17
20240155	2024-06-18	TOWN OF RAYMOND	20240251	PAYMENT CAO & ADMIN & MAY TRAVEL FO	9,094.74	9,094.74
20240156	2024-06-18	XPLORE	52381295	PAYMENT PHONE	211.89	211.89
20240157	2024-06-18	HILLTOP GREENHOUSES	1639	PAYMENT FLOWERS	616.23	616.23
20240158	2024-06-18	RIDGE REGIONAL PUBLIC SAFETY	156/155	PAYMENT BYLAW ENFORCEMENT	875.00	875.00
20240159	2024-06-27	CHRISTENSEN, MONTE				
20240160	2024-06-27	DAVIS, DWIGHT				
20240161	2024-06-27	FRENCH, SUZANNE				
20240162	2024-06-27	SHIDELER, DONALD				
20240163	2024-06-27	NISH, MIKE				
20240164	2024-06-27	FAULKNER, PATTI A				
20240165	2024-06-27	HENRIE, SCOTT				
20240166	2024-06-27	YASTREMSKI, BENNY A				

Total 73,549.56

*** End of Report ***



Tax Supported Services	Actual 2023			Actual 2024			%age	Budget 2024		
	Revenues	Expenditures	Net Cost	Revenues	Expenditures	Net Cost		Revenues	Expenditures	Net Cost
Governance (Council)	\$0	\$11,155	\$11,155	\$0	\$8,171	\$8,171	59%	\$0	\$13,750	\$13,750
Corporate Services (Admin)	(\$68,273)	\$175,827	\$107,554	(\$32,211)	\$109,433	\$77,223	50%	(\$38,700)	\$194,308	\$155,608
Protective Services	(\$50)	\$7,699	\$7,649	(\$130)	\$7,777	\$7,647	84%	(\$50)	\$9,100	\$9,050
Shop	(6,000)	8,356	2,356	0	5,965	5,965	0%	0	13,521	13,521
Road & Street	0	6,610	6,610	0	4,658	4,658	27%	0	17,000	17,000
Irrigation	(11,360)	10,547	(814)	(3,788)	611	(3,177)	-1588%	(11,400)	11,600	200
Water	(75,358)	64,177	(11,181)	(24,287)	38,115	13,828	-227%	(75,600)	69,500	(6,100)
Sewer	(19,543)	2,239	(17,305)	(6,059)	0	(6,059)	80%	(20,100)	12,500	(7,600)
Solid Waste	(9,649)	5,603	(4,046)	(3,073)	6,082	3,009	-87%	(9,700)	6,250	(3,450)
Operational Services	(\$121,911)	\$97,531	(\$24,380)	(\$37,207)	\$55,431	\$18,224	134%	(\$116,800)	\$130,371	\$13,571
Development	(\$570)	\$573	\$3	(\$380)	\$573	\$193	8%	(\$500)	\$3,000	\$2,500
Cemetery	(175)	0	(175)	0	26	26	0%	(250)	17,000	16,750
Community Services	0	276	276	0	0	0	0%	0	1,500	1,500
Parks & Recreation	0	2,823	2,823	0	1,654	1,654	13%	0	12,500	12,500
Community Centre	(4,135)	1,749	(2,386)	(700)	2,099	1,399	30%	(4,000)	8,700	4,700
Community Services	(\$4,310)	\$4,847	\$537	(\$700)	\$3,780	\$3,080	9%	(\$4,250)	\$39,700	\$35,450
Solar Farm	(\$37,921)	\$0	(\$37,921)	(\$15,021)	\$0	(\$15,021)	50%	(\$30,000)	\$0	(\$30,000)
Operating Grants	(\$45,432)	\$0	(\$45,432)	\$0	\$0	\$0	0%	(\$45,432)	\$0	(\$45,432)
Property Taxes	(\$250,346)	\$0	(\$250,346)	(\$278,001)	\$0	(\$278,001)	101%	(\$276,090)	\$0	(\$276,090)
Community Support Requisitions	\$0	\$62,087	\$62,087	\$0	\$33,708	\$33,708	39%	\$0	\$85,514	\$85,514
Transfer to Reserves	\$0	\$90,303	\$90,303	\$0	\$0	\$0	0%	\$0	\$36,079	\$36,079
Net Operating	(\$528,813)	\$450,022	(\$78,791)	(\$363,649)	\$218,873	(\$144,776)		(\$511,822)	\$511,822	(\$0)
Capital	(\$163,426)	\$210,539	\$47,113	\$0	\$40,827	\$40,827	0%	(\$269,500)	\$269,500	\$0
Net Operating & Capital	(\$692,239)	\$660,561	(\$31,678)	(\$363,649)	\$259,700	(\$103,949)		(\$781,322)	\$781,322	(\$0)

Village of Hill Spring
 Council Budget Report
 July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE
NONE	0	0	0	0	0%
	\$0	\$0	\$0	\$0	0%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE
2-11-00-00-00-153 COUNCIL HONOURARIUMS	7,600	10,000	4,538	5,462	45%
2-11-00-00-00-213 COUNCIL TRAVEL	2,537	2,750	2,633	117	96%
2-11-00-00-00-520 COUNCIL MISC	1,000	1,000	1,000	0	0%
2-11-00-00-00-130 EMPLOYER CONTRIBUTION	17	0	0	0	100%
	\$11,155	\$13,750	\$8,171	\$5,579	59%

NET	(\$11,155)	(\$13,750)	(\$8,171)	(\$5,579)	59%
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Expectation based on % of year complete	52%
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Village of Hill Spring
Admin Budget Report
July 8, 2024

REVENUE		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-00-00-00-00-510	TAXES - PENALTIES & COSTS	5,224	5,000	1,508	3,492	30%
1-00-00-00-00-541	FRANCHISE & CONCESSION ATCO REVENUE	8,416	8,500	4,817	3,683	57%
1-00-00-00-00-550	RETURN ON INVESTMENTS	49,087	20,000	19,951	49	100%
1-00-00-00-00-590	OTHER REVENUE FROM OWN SOURCES	0	0	45	(45)	100%
1-12-00-00-00-410	PINS, PHOTOCOPY, FAX, ETC REVENUE	200	200	0	200	0%
1-12-00-00-00-990	ADMINISTRATION - MISC REVENUE	5,345	5,000	5,890	(890)	118%
1-94-00-00-00-998	TRANSFER FROM RESERVES - OPERATING	0	0	0	0	0%
		\$68,273	\$38,700	\$32,211	\$6,489	83%

EXPENSES		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-12-00-00-00-110	ADMIN - SALARIES	20,016	21,017	8,996	12,021	43%
2-12-00-00-00-112	ADMIN - JANITOR SALARIES	0	2,500	0	2,500	0%
2-12-00-00-00-113	ADMIN - TRAVEL & TRAINING	6,380	8,500	5,539	2,961	65%
2-12-00-00-00-130	ADMIN - EMP CONT	1,078	1,132	640	492	57%
2-12-00-00-00-142	ADMIN - WCB	1,846	1,882	0	1,882	0%
2-12-00-00-00-210	ADMIN - BYLAW CONTRACT	1,200	3,500	1,125	2,375	32%
2-12-00-00-00-215	ADMIN - TELEPHONE	2,265	2,500	1,040	1,460	42%
2-12-00-00-00-220	ADMIN - ADVERT, PRINTING, MEMBE	1,511	2,000	1,763	237	88%
2-12-00-00-00-230	ADMIN - PROFESSIONAL & CONSULT	95,990	96,900	56,935	39,965	59%
2-12-00-00-00-235	ADMIN - POSTAGE & FREIGHT	525	1,000	329	671	33%
2-12-00-00-00-270	ADMIN - MISC EXPENSE	1,885	2,000	1,775	225	89%
2-12-00-00-00-274	ADMIN - INSURANCE	12,589	13,000	13,405	(405)	103%
2-12-00-00-00-280	ADMIN - LAND TITLES	0	250	0	250	0%
2-12-00-00-00-290	ADMIN - OFFICE EQUIPMENT	5,748	8,000	4,395	3,605	55%
2-12-00-00-00-300	ADMIN - ASSESSOR FEES	4,781	4,877	2,400	2,477	49%
2-12-00-00-00-510	ADMIN - OFFICE SUPPLIES	1,467	2,000	1,712	288	86%
2-12-00-00-00-540	ADMIN - UTILITIES	6,285	6,500	6,916	(416)	106%
2-12-00-00-00-810	ADMIN - BANK CHARGES	1,252	1,500	668	832	45%
2-12-00-00-00-900	ADMIN - OTHER EXPENSE	0	0	99	(99)	100%
2-12-01-00-00-230	ADMIN - LAWYER	0	1,500	0	1,500	0%
2-12-02-00-00-230	ADMIN - ACCOUNTANT	9,502	9,750	0	9,750	0%
2-12-03-00-00-230	ADMIN - ENGINEER	0	500	0	500	0%
2-12-00-00-00-233	ADMIN - COMPUTER SUPPORT	1,507	3,500	1,693	1,807	48%
		\$175,827	\$194,308	\$109,433	\$84,875	56%

NET	(\$107,554)	(\$155,608)	(\$77,223)	(\$78,385)	50%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Protective Services
 July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-12-00-00-00-520 LICENSES - DOG	50	50	130	(80)	260%
	\$50	\$50	\$130	(\$80)	260%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-23-00-00-00-110 EMERGENCY MANAGEMENT OFFICER WAGES	900	1,000	0	1,000	0%
2-23-00-00-00-270 FIRE MISC	0	100	0	100	0%
2-23-00-00-00-510 FIRE GOODS & SUPPLIES	0	750	0	750	0%
2-23-00-00-00-540 FIRE UTILITIES	1,202	1,500	1,936	(436)	129%
2-23-00-00-00-750 FIRE REQUISITION	4,941	5,000	5,445	(445)	109%
2-23-00-00-00-760 FIRE DISPATCH SERVICES	656	750	396	354	53%
	\$7,699	\$9,100	\$7,777	\$1,323	85%

NET	(\$7,649)	(\$9,050)	(\$7,647)	(\$1,403)	84%
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Expectation based on % of year completed	52%
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Village of Hill Spring
Operational Common Budget Report
July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
SALE OF EQUIPMENT	6,000	0	0	0	100%
	\$6,000	\$0	\$0	\$0	100%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-31-00-00-00-110 V MAINT WAGES	4,459	4,549	3,899	650	100%
2-31-00-00-00-130 V MAINT EMPLOYER DEDUCTIONS	21	22	0	22	0%
2-31-00-00-00-200 V MAINT WAGES STEP	0	0	0	0	0%
2-31-00-00-00-210 V MAINT TRAVEL ALLOWANCE	193	200	124	76	0%
2-31-00-00-00-250 V MAINT CONTRACTED SERVICES	0	0	0	0	0%
2-31-00-00-00-510 V MAINT TOOLS, HARDWARE, OP	0	1,000	371	629	37%
2-31-00-00-00-524 V MAINT EQUIPMENT SUPPLIES	662	750	116	634	15%
2-31-00-00-00-526 V MAINT EQUIPMENT SERVICE / REPAIR	2,804	5,500	1,455	4,045	26%
2-31-00-00-00-527 V MAINT FUEL	216	1,500	0	1,500	0%
	\$8,356	\$13,521	\$5,965	\$7,556	44%

NET	(\$2,356)	(\$13,521)	(\$5,965)	(\$7,556)	44%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Roads Budget Report
 July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
NONE	0	0	0	0	100%
	\$0	\$0	\$0	\$0	0%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-32-00-00-00-250 ROADS & STREETS CONTRACTED SERVICES	6,307	10,000	3,990	6,010	40%
2-32-00-00-00-260 ROADS & STREETS GOODS AND SERVICES	303	5,000	0	5,000	100%
2-32-00-00-00-530 ROADS & STREETS MAINT MATERIALS	0	2,000	0	2,000	0%
2-32-00-00-00-540 ROADS & STREETS UTILITIES	0	0	668	(668)	0%
	\$6,610	\$17,000	\$4,658	\$12,342	27%

NET	(\$6,610)	(\$17,000)	(\$4,658)	(\$12,342)	27%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Irrigation Budget Report
 July 8, 2024

REVENUE		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-40-00-00-00-410	SALES - IRRIGATION	7,162	7,200	2,499	4,701	35%
1-40-00-00-00-763	RESERVE FUND REVENUE IRRIGATION	4,199	4,200	1,289	2,911	31%
		\$11,360	\$11,400	\$3,788	\$7,612	33%

EXPENSES		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-40-00-00-00-250	IRRG SYSTEM CONTRACTED SERVICES	380	500	0	500	100%
2-40-00-00-00-252	IRRG SYSTEM MAINT	4,609	5,000	3	4,997	0%
2-40-00-00-00-350	IRRG SYSTEM WATER PURCHASE	2,538	3,000	0	3,000	0%
2-40-00-00-00-540	IRRG SYSTEM UTILITIES	3,020	3,100	608	2,492	20%
		\$10,547	\$11,600	\$611	\$10,989	5%

NET		\$814	(\$200)	\$3,177	(\$3,377)	-1588%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Water Budget Report
 July 8, 2024

REVENUE		2023	2024	2024	2024	2024
		ACTUAL	BUDGET	YTD ACTUAL	YTD VARIANCE	YTD VARIANCE %
1-41-00-00-00-410	SALES - WATER	(83)	0	0	0	0%
1-41-00-00-00-411	SALES - WATER FLAT RATE	69,847	70,000	21,856	48,144	31%
1-41-00-00-00-510	WATER - PENALTIES & COSTS	538	500	99	401	20%
1-41-00-00-00-763	RESERVE FUND WATER REVENUE	5,056	5,100	2,332	2,768	46%
		\$75,358	\$75,600	\$24,287	\$51,313	32%

EXPENSES		2023	2024	2024	2024	2024
		ACTUAL	BUDGET	YTD ACTUAL	YTD VARIANCE	YTD VARIANCE %
2-41-00-00-00-250	WATER SUPPLY CONTRACTED SERVICES	32,401	36,000	17,026	18,974	47%
2-41-00-00-00-252	WATER SUPPLY MAINT	11,078	10,000	6,905	3,095	0%
2-41-00-00-00-270	WATER SUPPLY MISC	1,572	1,500	3,141	(1,641)	209%
2-41-00-00-00-510	WATER SUPPLY GOODS & SERVICE	1,667	4,000	1,161	2,839	29%
2-41-00-00-00-540	WATER SUPPLY UTILITIES	17,166	18,000	9,883	8,117	55%
2-41-10-00-00-250	WATER PLANT UPGRADE - CONTRACTORS	0	0	0	0	100%
2-41-10-01-00-250	WATER PLANT UPGRADE - ENGINEERS	293	0	0	0	100%
		\$64,177	\$69,500	\$38,115	\$31,385	55%

NET		\$11,181	\$6,100	(\$13,828)	\$19,928	-227%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Sewer Budget Report
 July 8, 2024

REVENUE		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-42-00-00-00-410	SALES - SEWER	15,489	16,000	4,816	11,184	30%
1-42-00-00-00-763	RESERVE FUND SEWER REVENUE	4,054	4,100	1,243	2,857	30%
		\$19,543	\$20,100	\$6,059	\$14,041	30%

EXPENSES		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-42-00-00-00-250	SEWER CONTRACTED SERVICES	0	10,000	0	10,000	0%
2-42-00-00-00-510	SEWER GOODS & SERVICES	2,239	2,500	0	2,500	100%
2-42-00-00-00-540	SEWER UTILITIES	0	0	0	0	0%
		\$2,239	\$12,500	\$0	\$12,500	0%

NET		\$17,305	\$7,600	\$6,059	\$1,541	80%
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Expectation based on % of year completed	52%
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Village of Hill Spring
Solid Waste Budget Report
July 8, 2024

REVENUE		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-43-00-00-00-410	SALES - GARBAGE	9,649	9,700	3,073	6,627	32%
		\$9,649	\$9,700	\$3,073	\$6,627	32%

EXPENSES		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-43-00-00-00-750	REQUISITION - SOLID WASTE	4,913	5,000	2,530	2,470	51%
2-43-00-00-00-110	SOLID WASTE WAGES	0	0	0	0	0%
2-43-00-00-00-250	SOLID WASTE CONTRACTED SERVICES	690	750	3,551	(2,801)	100%
2-43-00-00-00-510	SOLID WASTE GOODS & SERVICES	0	500	0	500	0%
		\$5,603	\$6,250	\$6,082	\$168	97%

NET		\$4,046	\$3,450	(\$3,009)	\$6,459	-87%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Development Budget Report
 July 8, 2024

REVENUE		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-12-00-00-00-490	PERMIT - DEV / COMPLIANCE	570	500	380	120	76%
		\$570	\$500	\$380	\$120	76%

EXPENSES		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-76-00-00-00-251	ORRSC - GIS REQUISITION	0	1,000	0	1,000	0%
2-76-00-00-00-252	ORRSC - PLANNING REQUISITION	573	2,000	573	1,427	29%
		\$573	\$3,000	\$573	\$2,427	19%

NET		(\$3)	(\$2,500)	(\$193)	(\$2,307)	8%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Cemetery Budget Report
 July 8, 2024

REVENUE		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-56-00-00-00-410	CEMETERY - PLOTS & FEES	175	250	0	250	0%
		\$175	\$250	\$0	\$250	0%

EXPENSES		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-56-00-00-00-251	CEMETERY MAINT	0	17,000	26	16,974	0%
		\$0	\$17,000	\$26	\$16,974	0%

NET		\$175	(\$16,750)	(\$26)	(\$16,724)	0%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Community Services Budget Report
 July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
NONE	0	0	0	0	0%
	\$0	\$0	\$0	\$0	0%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-62-00-00-00-201 COMMUNITY SERVICE BEAUTIFICATION	276	1,500	0	1,500	0%
	\$276	\$1,500	\$0	\$1,500	0%

NET	(\$276)	(\$1,500)	\$0	(\$1,500)	0%
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Expectation based on % of year completed	52%
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Village of Hill Spring
Parks & Rec Budget Report
July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
NONE	0	0	0	0	0%
	\$0	\$0	\$0	\$0	0%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-72-00-00-00-725 RECREATION MISC EXPENSE	509	10,000	0	10,000	0%
2-72-00-00-00-540 RECREATION UTILITIES	2,314	2,500	1,654	846	66%
	\$2,823	\$12,500	\$1,654	\$10,846	13%

NET	(\$2,823)	(\$12,500)	(\$1,654)	(\$10,846)	13%
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Expectation based on % of year completed	52%
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Village of Hill Spring
Community Centre Budget Report
July 8, 2024

REVENUE		2023	2024	2024	2024	2024
		ACTUAL	BUDGET	YTD ACTUAL	YTD VARIANCE	YTD VARIANCE %
1-74-00-00-00-560	RENTAL REVENUE - COMMUNITY CENTRE	4,135	4,000	700	3,300	0%
		\$4,135	\$4,000	\$700	\$3,300	0%

EXPENSES		2023	2024	2024	2024	2024
		ACTUAL	BUDGET	YTD ACTUAL	YTD VARIANCE	YTD VARIANCE %
2-74-00-00-00-215	COMMUNITY CENTRE EXPENSES	0	5,000	849	4,151	17%
2-74-00-00-00-250	COMMUNITY CENTRE CONTRACTED SERVICE	588	2,500	560	1,940	22%
2-74-00-00-00-510	COMMUNITY CENTRE GOODS & SERVICE	1,161	1,200	690	510	58%
		\$1,749	\$8,700	\$2,099	\$6,601	24%

NET		\$2,386	(\$4,700)	(\$1,399)	(\$3,301)	30%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Solar Farm Budget Report
 July 8, 2024

REVENUE		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-92-00-00-00-400	SOLAR FARM CREDITS	37,921	30,000	15,021	14,979	0%
		\$37,921	\$30,000	\$15,021	\$14,979	0%

EXPENSES		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
	NONE	0	0	0	0	0%
		\$0	\$0	\$0	\$0	0%

NET		\$37,921	\$30,000	\$15,021	\$14,979	50%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Operating Grants
 July 8, 2024

REVENUE		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
1-00-00-00-00-844	GRANT - MSI OPERATIONAL	45,432	45,432	0	45,432	0%
		\$45,432	\$45,432	\$0	\$45,432	0%

EXPENSES		2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
<i>NONE</i>		0	0	0	0	0%
		\$0	\$0	\$0	\$0	0%

NET		\$45,432	\$45,432	\$0	\$45,432	0%
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Expectation based on % of year completed	52%
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Village of Hill Spring
Property Tax Budget Report
July 8, 2024

REVENUE		2023	2024	2024	2024	2024
		ACTUAL	BUDGET	YTD ACTUAL	YTD VARIANCE	YTD VARIANCE %
1-00-00-00-00-101	TAXES - RESIDENTIAL	189,446	196,880	197,573	(693)	100%
1-00-00-00-00-103	TAXES - COMMERCIAL	9,643	10,380	10,380	0	100%
1-00-00-00-00-105	TAXES - LINEAR	7,291	5,853	7,027	(1,175)	120%
1-00-00-00-00-121	TAXES - MINIMUM LEVY	0	0	0	0	0%
1-98-00-00-00-102	REQ - CHINOOK FOUNDATION	3,141	4,352	4,336	17	0%
1-98-00-00-00-115	REQ - SCHOOL NON-RESIDENTIAL	2,102	4,211	4,270	(60)	101%
1-98-00-00-00-116	REQ - SCHOOL RESIDENTIAL	38,722	54,414	54,414	1	-100%
		\$250,346	\$276,090	\$278,001	(\$1,910)	101%

EXPENSES		2023	2024	2024	2024	2024
		ACTUAL	BUDGET	YTD ACTUAL	YTD VARIANCE	YTD VARIANCE %
<i>NONE</i>		0	0	0	0	0%
		\$0	\$0	\$0	\$0	0%

NET		\$250,346	\$276,090	\$278,001	(\$1,910)	101%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Requisition Budget Report
 July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
NONE	0	0	0	0	0%
	\$0	\$0	\$0	\$0	0%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
2-51-00-00-00-750 REQUISITION - FCSS	1,727	1,800	0	1,800	0%
2-72-00-00-00-772 REQUISITION - SPRING GLEN PARK	1,500	1,500	2,000	(500)	133%
2-74-00-00-00-770 REQUISITION - GLENWOOD LIBRARY SUPPORT	5,000	5,000	5,000	0	100%
2-74-00-00-00-771 REQUISITION - CHINOOK ARCH LIBRARY	1,893	2,000	1,010	990	51%
2-98-00-00-00-102 REQUISITION - CHINOOK FOUNDATION	3,879	4,352	4,352	0	100%
2-98-00-00-00-115 REQUISITION - WESTWINDS SCHOOL DIVISION	41,314	58,625	10,329	48,296	18%
REQUISITION - HILL SPRING SENIOR HOUSING	0	1,000	0	1,000	0%
2-98-00-00-00-117 REQUISITION - POLICING	6,774	11,237	11,017	220	98%
	\$62,087	\$85,514	\$33,708	\$51,806	39%

NET	(\$62,087)	(\$85,514)	(\$33,708)	(\$51,806)	39%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Transfer to Reserves Budget Report
 July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
NONE	0	0	0	0	0%
	\$0	\$0	\$0	\$0	0%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
TRANSFER TO RESERVES - IRRIGATION	4,199	4,200	0	4,200	0%
TRANSFER TO RESERVES - WATER	5,056	5,100	0	5,100	0%
TRANSFER TO RESERVES - SEWER	4,054	4,100	0	4,100	0%
TRANSFER TO RESERVES - OPERATING	76,994	22,679	0	22,679	0%
	\$90,303	\$36,079	\$0	\$36,079	0%

NET	(90,303)	(36,079)	\$0	(36,079)	0%
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Expectation based on % of year completed	52%
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Village of Hill Spring
 Capital Budget Report
 July 8, 2024

REVENUE	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
GRANT - MSI CAPITAL	59,331	179,500	0	179,500	0%
GRANT - FEDERAL GAS TAX FUND	50,000	50,000	0	50,000	0%
TRANSFER FROM RESERVES - CAPITAL	54,095	40,000	0	40,000	0%
	\$163,426	\$269,500	\$0	\$269,500	0%

EXPENSES	2023 ACTUAL	2024 BUDGET	2024 YTD ACTUAL	2024 YTD VARIANCE	2024 YTD VARIANCE %
TRANSFER TO CAPITAL	210,539	269,500	40,827	228,673	15%
	\$210,539	\$269,500	\$40,827	\$228,673	15%

NET	(\$47,113)	\$0	(\$40,827)	\$40,827	0%
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Expectation based on % of year completed	52%
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Tax Supported Services	Actual 2023			Actual 2024			%age	Budget 2024		
	Revenues	Expenditures	Net Cost	Revenues	Expenditures	Net Cost		Revenues	Expenditures	Net Cost
Governance (Council)	\$0	\$11,155	\$11,155	\$0	\$8,171	\$8,171	59%	\$0	\$13,750	\$13,750
Corporate Services (Admin)	(\$68,273)	\$175,827	\$107,554	(\$32,211)	\$109,433	\$77,223	50%	(\$38,700)	\$194,308	\$155,608
Protective Services	(\$50)	\$7,699	\$7,649	(\$130)	\$7,777	\$7,647	84%	(\$50)	\$9,100	\$9,050
Shop	(6,000)	8,356	2,356	0	5,965	5,965	0%	0	13,521	13,521
Road & Street	0	6,610	6,610	0	4,658	4,658	27%	0	17,000	17,000
Irrigation	(11,360)	10,547	(814)	(3,788)	611	(3,177)	-1588%	(11,400)	11,600	200
Water	(75,358)	64,177	(11,181)	(24,287)	38,115	13,828	-227%	(75,600)	69,500	(6,100)
Sewer	(19,543)	2,239	(17,305)	(6,059)	0	(6,059)	80%	(20,100)	12,500	(7,600)
Solid Waste	(9,649)	5,603	(4,046)	(3,073)	6,082	3,009	-87%	(9,700)	6,250	(3,450)
Operational Services	(\$121,911)	\$97,531	(\$24,380)	(\$37,207)	\$55,431	\$18,224	134%	(\$116,800)	\$130,371	\$13,571
Development	(\$570)	\$573	\$3	(\$380)	\$573	\$193	8%	(\$500)	\$3,000	\$2,500
Cemetery	(175)	0	(175)	0	26	26	0%	(250)	17,000	16,750
Community Services	0	276	276	0	0	0	0%	0	1,500	1,500
Parks & Recreation	0	2,823	2,823	0	1,654	1,654	13%	0	12,500	12,500
Community Centre	(4,135)	1,749	(2,386)	(700)	2,099	1,399	30%	(4,000)	8,700	4,700
Community Services	(\$4,310)	\$4,847	\$537	(\$700)	\$3,780	\$3,080	9%	(\$4,250)	\$39,700	\$35,450
Solar Farm	(\$37,921)	\$0	(\$37,921)	(\$15,021)	\$0	(\$15,021)	50%	(\$30,000)	\$0	(\$30,000)
Operating Grants	(\$45,432)	\$0	(\$45,432)	\$0	\$0	\$0	0%	(\$45,432)	\$0	(\$45,432)
Property Taxes	(\$250,346)	\$0	(\$250,346)	(\$278,001)	\$0	(\$278,001)	101%	(\$276,090)	\$0	(\$276,090)
Community Support Requisitions	\$0	\$62,087	\$62,087	\$0	\$33,708	\$33,708	39%	\$0	\$85,514	\$85,514
Transfer to Reserves	\$0	\$90,303	\$90,303	\$0	\$0	\$0	0%	\$0	\$36,079	\$36,079
Net Operating	(\$528,813)	\$450,022	(\$78,791)	(\$363,649)	\$218,873	(\$144,776)		(\$511,822)	\$511,822	(\$0)
Capital	(\$163,426)	\$210,539	\$47,113	\$0	\$40,827	\$40,827	0%	(\$269,500)	\$269,500	\$0
Net Operating & Capital	(\$692,239)	\$660,561	(\$31,678)	(\$363,649)	\$259,700	(\$103,949)		(\$781,322)	\$781,322	(\$0)

CARDSTON COUNTY, THE VILLAGE OF GLENWOOD, AND THE VILLAGE OF HILL SPRING have agreed to the creation of a Water Services Commission and the Councils have made the following Resolution.

“The Municipal Governments of **Cardston County, Village of Glenwood,** and the **Village of Hill Spring** (Commission Members) have agreed to the creation of the “**Spring Glen Regional Water Service Commission**” which will treat potable water for all members as set out in the Membership Agreement and the Spring Glen Regional Water Services Commission Bylaw #1.

The Members agree that the following will sit on the first Board of Directors of “SGRWSC” are as follows:

Cardston County	Cam Francis and Wayne Harris
Village of Glenwood	Sandy Lybbert and Brian Wickhorst
Village of Hill Spring	Mike Nish and Dwight Davis

And the First Chair of the Commission will be Dwight Davis

The Municipal Government of Hill Spring will act as the Manager of the Commission and will have the Office Location at Hill Spring, Alberta Canada (T0K 1E0)

Moved and accepted by each Council on

Cardston County	_____	_____	_____
	Date	Reeve Randy Bullock	CAO Murray Millward

Village of Glenwood	_____	_____	_____
	Date	Mayor Linda Allred	CAO Cynthia Vizzutti

Village of Hill Spring	_____	_____	_____
	Date	Mayor Dwight Davis	CAO Greg Robinson

ASSET TRANSFER AGREEMENT

THIS AGREEMENT made as of the _____ day of _____ A.D 2024

AS BETWEEN:

CARDSTON COUNTY

A Municipality formed pursuant to
the laws of the Province of Alberta

-and-

Village of Glenwood

A Municipality formed pursuant to
the laws of the Province of Alberta

-and-

Village of Hill Spring

A Municipality formed pursuant to
the laws of the Province of Alberta

(hereinafter collectively referred to as the “Transferors”)

OF THE FIRST PART

-and-

Spring Glen Regional Water Services Commission

A regional services commission established pursuant
to the laws of the Province of Alberta

(hereinafter referred to as the “Transferee”)

OF THE SECOND PART

RECITALS

WHEREAS The Transferors, the Villages of Glenwood and Hill Spring, and Cardston County, are members of the Transferee, the Spring Glen Regional Water Service Commission;

AND WHEREAS the Transferors wish to transfer and the Transferee wishes to purchase certain assets of the Transferors on the term and conditions hereinafter set forth;

AND WHEREAS it is the desire of the parties hereto to set out the mutual rights and obligations in connection with such transfer;

NOW THEREFORE in consideration of the payment of the purchases price by the Transferee to the Transferors and in consideration of the terms and conditions and the mutual covenants hereinafter

set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by all parties, the parties hereto agree as follows:

ARTICLE 1 - Definitions and Interpretation:

In this Agreement, unless expressly stated to the contrary:

Page | 2

- 1.1 “Agreement” shall mean this Agreement and all instruments supplemental hereto or in amendment or confirmation hereof;
- 1.2 “closing date” shall mean:
 - (a) The ____ day of _____, A.D, 2024, or
 - (b) Such other date as the parties hereto may mutually agree upon
- 1.3 “Parties” shall mean the parties to this agreement;
- 1.4 “Purchases Price” Shall mean the purchases prove payable by the Transferee to the Transferors for the purchases Assets as set forth Article 4.1 hereof;
- 1.5 “Purchased Assets” shall mean those assets listed in schedule “A” to this agreement; and
- 1.6 “Effective Date” shall mean the ____ day of _____, A.D. 2024

ARTICLE 2 - Sale/ Transfer of Assets

- 2.1 The Transferors agree to transfer to the Transferee, and the Transferee agrees to purchase from the transferors as at the Effective Date, the Purchases Assets.
- 2.2 All debts and liabilities, all titles, easements and rights of way and crossing, and all service, construction, and consulting agreements incurred, held, or entered into by the Transferors with respect to the applicable land, buildings, and other property listed in Schedule “A” are hereby assumed by the Transferee, and the Transferee shall do all things and prepared and/or execute all document necessary to effect the true intent of this Agreement.

ARTICLE 3 - Conditions

- 3.1 The obligations of the Transferee to close the transaction contemplated by this Agreement shall be subject to the following conditions;
 - (a) Prior to the Closing Date all necessary corporate action shall be taken by the Transferors and their Directors to approve, ratify, confirm and adopt this Agreement and to authorize the execution and delivery of all documents required herein and the performance of all act and consummation of all transactions on the part of the parties hereto to be done or performed hereunder;
 - (b) The representations and warranties of the Transferors contained in Section 5.1 shall be deemed to have been made again on the Closing Date and shall then be true and correct and survive the closing of this agreement and should the Transferor default in the performance of any of the conditions aforesaid, the other such party shall be entitled to refuse the closed the transaction herein

contemplated, to repudiate this Agreement, and to receive back from the defaulting party any benefits transferred there

3.2 The Obligations of the transferors to close the transaction contemplated by this Agreement shall be subject to the following conditions;

- (a) Prior to the Closing Date the Transferee shall be incorporated or organized in such form as to ensure that the Transferee has all of the necessary object and powers to permit and enable it to consummate the transactions herein contemplated, to perform all undertakings contained herein on the part of the Transferee and to carry on and conduct the business as a going concern;
- (b) Prior to the Closing Date all necessary corporate action shall have been taken by the Transferee to authorize the execution and delivery by the Transferee of the within Agreement and to consummate all transactions, execute and deliver all documents, and to do and perform all acts and undertakings on the part of the Transferee to be consummated, executed, delivered, done or performed as contemplated herein.

3.3 All of the assets sold herein shall be at the risk of the Transferors until the closing of the transactions herein contemplated on the Closing Date.

ARTICLE 4 - Purchase Price and Mode of Payment

4.1 The Purchase Price of the Purchases Assets is Two (\$2.00) Dollars (CDN).

4.2 The Transferee shall pay to the Transferors One (\$1.00) Dollar each coincidentally with the execution and delivery of this agreement (the receipt and sufficiency of which is hereby acknowledged by the Transferors.)

ARTICLE 5 - Representations and Warranties

5.1 The Transferors hereby undertake, represent, and warrant to the Transferee that:

- (a) The Transferors are and on the closing date will be municipalities/corporations duly incorporated, validly existing and in good standing under the laws of the Province of Alberta with full power and authority to enter into the perform all of their obligations under this Agreement;
- (b) On the closing date the Transferor will have good and marketable title to all of the purchases assets, free and clear of all liens, mortgages, charges and encumbrances of whatsoever nature, excepting those encumbrances expressly accepted by the Transferee herein, and will be entitled at law and in equity to sell, assign and transfer a clear title to the assets subject only as aforesaid, pursuant to the provisions of this agreement;
- (c) All resolutions of the transferors have been passed in compliance with clause 3.1 a

5.2 Upon the transaction herein contemplated being closed, the Transferors shall and do hereby agree to indemnify and save harmless the Transferee from and against any and all claims, actions, losses, damages or cost to which it may be put or suffer by or as a result of

- any undertaking representation or warranty set forth in Clause 5.1 being incorrect or breached.
- 5.3 The undertakings, representations and warranties set forth in Clause 5.1 and the indemnity set forth in Clause 5.2 shall survive the closing and shall continue in full force and effect for the benefit of the Transferee.
- 5.4 The Transferee undertakes, represents and warrants to the Transferors (the Transferors relying on such undertakings, representations and warranties in entering into this agreement) that;
- (a) The Transferee is and on the Closing Date will be Commission duly established, incorporated, validly existing and in good standing under the Laws of the Province of Alberta with full power and authority to enter into a perform all of it obligations under this agreement.
 - (b) All Minutes and Resolutions of the Directors fo the Transferee have been passed and adopted so as to meet the requirements of Clauses 3.2 a and 3.2 b and all other requirements for the validity of the acts by the Transferee in accordance with the Agreement.
 - (c) Following the closing of the transactions contemplated by the Agreement, The Transferee shall pay and discharge all debts, claims and other liabilities or obligations incurred in or arising from the operations of the business or sale, servicing or renewal of all assets purchased herein or to be serviced by the Transferee from the Closing Date forward.
- 5.5 Upon the Transactions herein contemplated being closed, the Transferee shall and does hereby agree to indemnify and hold harmless, cost or damages to which the Transferors may be put or suffer by or as a result of any undertaking representation or warranty set forth in Clause 5.4 hereof being incorrect or breached.
- 5.6 The Undertakings, representations and warranties set forth in Clause 5.4 and the indemnity set forth in Clause 5.5 shall survive the closing and shall continue in full force and effect for the benefits of the Transferors.

ARTICLE 6 - Closing

- 6.1 At or prior to the closing the Transferors shall deliver or cause to be delivered to the Transferee the following:
- (a) Executed assignments of the Assets is such form as the nature of such Assets may require; and
 - (b) Bill of Sale for the purchases Assets
- 6.2 At or prior to the closing the Transferee shall deliver the following:
- (a) The Transferors the Purchase Price.
- 6.3 Immediately upon completion of the closing the Transferors shall deliver to the transferee physical possession of all the assets, and all other items or indicia of title to enable the Transferee to assume full and complete and unencumbered operation and possession of the assets.
- 6.4 Immediately following completion of the closing the assets shall be at the sole risk or the Transferee.

ARTICLE 7 - Additional Covenants and Acknowledgements

- 7.1 Except as herein expressly set forth there are nor representations or warranties as to the present condition or any of the Purchased Assets or any part thereof, it being hereby expressly acknowledged by the Transferee that the same are being purchased "as is",
- 7.2 Time shall be of the essence of this Agreement.
- 7.3 Each of the parties hereto shall at the request and expense of any other party execute and deliver any further or additional documents deemed necessary by the solicitors for both such parties to properly create or confirm title according to the true intent and meaning of this agreement.
- 7.4 No amendment or variation of the terms, conditions, warranties covenants, agreements, and undertakings set forth herein shall be of any force or effect unless the same shall be reduced to writing duly executed by all parties hereto in the same manner and with the same formality as this agreement is executed.
- 7.5 This Agreement shall ensure to the benefit of and be binding upon each of the parties hereto and each of their respective successors, administrators and assigns.
- 7.6 Each party to this Agreement shall be responsible for the payment of all costs expenses, legal fees and disbursements incurred or to be incurred by it or him in negotiating and preparing this Agreement and all documents required to be delivered pursuant to this Agreement and in otherwise performing the transactions contemplated by this Agreement.

ARTICLE 8 - Notice

Whether or not so stipulated herein, all notices, communications, request and statements (the "Notice") required or permitted hereunder shall be in writing.

Any Notice required or permitted hereunder shall be sent to the intended recipient at its address as follows:

- a) **Cardston County**
1050 Main Street
P.O. Box 580
Cardston, Alberta T0K 0K0

- b) **Village of Hill Spring**
11 East 2nd Avenue
P.O. Box 40
Hill Spring, Alberta T0K 1E0

- c) **Village of Hill Spring**
59 Main Avenue
P.O. Box 1084
Glenwood, Alberta T0K 2R0

- d) **Spring Glen Regional Water Service Commission**

Or to such other address as each party may from time to time direct in writing.

Notice shall be served by one of the following means;

By delivering it to the party on whom it is to be served. Notice delivered in this manner shall be deemed received when actually delivered to such party;

- e) If delivered to a corporate party, by delivering it to the address specified above during normal business hours, Notice delivered in this manner shall be deemed received when actually delivered;
- f) By fax or email to the party on whom it is to be served. Notice delivered in this manner shall be deemed received on the earlier of:
 - (a) If transmitted before 3:00 pm on a Business Day, on that Business Day; or
 - (b) If transmitted after 3:00 pm on a Business Day, on the next Business Day after the date of Transmission; or
- g) by mailing via first class registered post, postage prepaid, to the party to whom it is served. Notice so served shall be deemed to be received five (5) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or Seven (7) days after the cessation of such postal interruption shall be deemed to have been the received unless actually received.

ARTICLE 9 - Interpretation

9.1 The article headings and marginal notes contained in this Agreement are for reference purpose only and shall not affect in any way the meaning of interpretation of this Agreement.

IIN WITNESS WHEREOF the parties of the first part have hereunto affixed their corporate seals duly attested to by their authorized officers in that behalf, and affixed their signatures, and the party of the second part has hereunto affixed its corporate seal duly attested to by its authorized officers in the behalf, all as of the date first above written.

SIGNED, SEALED AND DELIVERED by the following:

Cardston County

Per: _____

Per: _____

Village of Hill Spring

Per: _____

Per: _____

Village of Glenwood

Per: _____

Per: _____

Spring Glen Regional Water Service Commission

Per: _____

Per: _____

Schedule "A"

LAND

- **Treated Water Plant Land**
 - Title 131V13
 - Plan 1875 JK
 - SE 13-4-28 W4
 - Containing 5 acres

- **Treated Water Plant Land**
 - Title 821 190 440
 - Plan 1222AY Block 12 Lot 1
 - 1-5-27 W4
 - Containing 1 acre

- **Water Wells Land**
 - Title 191 056 277
 - Plan 1910582 Block 1 Lot 1PUL
 - NE 32-4-27 W4
 - Containing 4.99 acres

- **Land**
 - Title 171 033 614
 - Plan 9312385 Lot 1
 - SW 5-5-27 W4
 - Containing 6.03 acres

INFRASTRUCTURE

- **Well heads (Hill Spring) located in Road Allowance East of NE 24-4-28 W4**
 - Two Wells with a casing, 4' pipes depth of 195 feet
 - Two Franklin Submersible Pumps with Berkeley motors
 - Backup generator Koehler with solar

- **Intake Line from Well Head (NW 19-4-27 W4) to water plant SE 13-4-28 W4 Line within the road allowance to the East of parcels.**
 - RW 100 PVC Approx 2950 meters

- **Distribution line from Water Plant (SE 13-4-28 W4) to Village Meter Vault**
 - W 200 PVC - 240 Meters in Length

- **Water Treatment Plant (Hill Spring) Completed with**
 - Two Vertical Pressure Filters
 - Chemical Treatment Equipment
 - Meters
 - Clear Holding Tank (594 M³)
 - Backup Generator. Koehler
 - Compressor

- **Well Head (Glenwood) located on Parcel plan 9312385 Lot 1**
 - two wells in casing depth of 130 feet
 - two well buildings (1 new 2023), with heaters and temp/door alarms
 - Submersible pumps
 - Candu Monitoring Equipment

- **Intake Line from Well Heads NE 32-4-27 W4 to the Water plant within Glenwood.**
 - RW 200 PVC Approx 6500 meters

- **Water Treatment Plant (Glenwood) Completed with**
 - Three Vertical Pressure Filters
 - Chemical Treatment Equipment
 - Meter
 - Clear Holding Tank (1100 M³)
 - 4 Distribution Pumps on UFD
 - Backup Generator.

SPRING GLEN REGIONAL WATER SERVICES COMMISSION

CORPORATE BYLAW NO. 1

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SPRING GLEN REGIONAL WATER SERVICES COMMISSION

CORPORATE BYLAW NO. 1

BEING A BY-LAW RESPECTING THE APPOINTMENT OF A BOARD OF DIRECTORS AND CHAIR, GOVERNING THE FEES TO BE CHARGED BY THE COMMISSION AND THE GOVERNANCE OF ADMINISTRATION OF THE COMMISSION

WHEREAS pursuant to the provisions of the Act, the Board of the Commission must pass Bylaws respecting the appointment of its directors and the designation of its Chair, governing the fees to be charged by the Commission for services and may pass Bylaws respecting the provision of the Commission's services and governance of the administration of the Commission; and

NOW THEREFORE the Board enacts the following:

ARTICLE 1 AUTHORIZATION

1.01 Passage of Bylaws

These Bylaws are passed by the Board pursuant to Section 602.07 of the Act.

ARTICLE 2 INTERPRETATION

2.01 Definition and Interpretation

In these Bylaws, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and the following words shall have the following meanings unless the context otherwise requires:

- (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26 and all regulations thereto, as replaced or amended from time to time;
- (b) "Additional Capital Contributions" has the meaning as ascribed thereto in the Membership Agreement;
- (c) "Annual Meeting" means that meeting to be held as set forth in Article 9 hereof;
- (d) "Auditor" means the auditor appointed in accordance with Section 8.05 hereof;
- (e) "Best Efforts" means in relation to the performance of an obligation, efforts that are sensible and practical and involve the exercise of reasoned and sound judgment, having regard to all of the relevant circumstances;
- (f) "Board" means Board of Directors of the Commission established pursuant to Article 4 hereof;
- (g) "Capital Budget" means the capital budget of the Commission, required by the Act;
- (h) "Chair" means the chairperson of the Board;
- (i) "Commission" means the Spring Glen Regional Water Services Commission;

- (j) "Director" means the director(s) of the Commission appointed to the Board in accordance with this Bylaw;
- (k) "Manager" means the person appointed by the Board as manager in accordance with this Bylaw;
- (l) "Members" means of the Village of Glenwood, Village of Hill Spring, and Cardston County and "Member" means either of them;
- (m) "Officers" means the officer(s) as appointed and/or determined by the Board in accordance with this Bylaw;
- (n) "Operating Budget" means the operating budget of the Commission, required by the Act;
- (o) "Minister" means the Minister of Municipal Affairs;
- (p) "Regular Meeting" means the meetings of the Board to be held in accordance with Section 6.05 hereof;
- (q) "Required Water Treatment Capital Assets" means all the structures, equipment, pumps, valves, piping, testing Equipment required to operate safely and water treatment plant and distribution lines.
- (r) "Special Meeting" means the meeting of the Board to be held in accordance with Section 6.06 hereof;
- (s) "Water" means potable water suitable for human consumption which has been treated and tested by Commission to meet all Alberta Environment drinking water standards; and
- (t) "Water Services" means the wholesale provision of Water by the Commission to the Members.

All other words in this Bylaw are as defined or used in the Act or the Regulation.

ARTICLE 3 OBJECTS

3.01 **Objects of Commission**

The objects of the Commission are:

- (a) financing, development and operation of a regional/shared potable water treatment facility, together with related transmission system;
- (b) to provide Water Services to the Member; and
- (c) to provide Water Services to other customers on such terms and conditions as the Commission may determine.

ARTICLE 4 MEMBERSHIPS

4.01 **Membership of Commission**

The only members of the Commission are the Members.

ARTICLE 5 MANAGEMENT

5.01 Management of Commission

The management of the Commission shall be vested in the Board.

ARTICLE 6 BOARD OF DIRECTORS

6.01 Conduct of Board

The proceedings of the Board shall be conducted in accordance with the Act and this Bylaw.

6.02 Appointment of Directors to Board

(a) The Board shall consist of Six (6) Directors that shall be appointed as follows:

- (i) two (2) Directors by the Village of Glenwood;
- (ii) two (2) Directors by the Village of Hill Spring;
- (iii) two (2) Directors by Cardston County.

Each Director must be an elected official of the Member appointing such Director.

(b) Upon any Director no longer being an elected official of the Member, the said Director shall be deemed to no longer be a Director and his or her resignation is deemed to have been effected as of the date of the date seizing to be an elected official.

(c) Within thirty (30) days of a Director no longer being deemed to be a Director as stated in Section 6.02(b) hereof, the Member that appointed the former Director shall provide a resolution certified by its chief administrative officer appointing a new Director in his or her place.

6.03 Removing Directors From Board

A Member may revoke the appointment of its appointed Director and may appoint a replacement Director by the provision of a resolution of each Member, certified by the Member's chief administrative officer.

6.04 Election of Board Positions

The Directors shall elect, from amongst the Board, the Chair and the Vice-Chair at the first Regular Meeting held each year.

6.05 Holding Regular Board Meetings

The Board, by resolution, may establish the date and number of Regular Meetings held during a year, however, there shall be not less than two (2) Regular Meetings per year.

6.06 Calling Special Board Meetings

The Board, Chair or Vice Chair:

- (a) may call a Special Meeting at the discretion of the Chair; and

- (b) shall call a Special Meeting upon receipt of written request by at least Three (3) Directors.

6.07 Notice of Board Meetings

Notice of the time and place of every Board meeting shall be given to each Director personally, by telephone or by electronic means not less than seven (7) days before the time fixed for the holding of such Board meeting, provided that any Board meeting may be held at any time and place without such notice if:

- (a) all the Directors are present thereat and signify their waiver of such notice at such meeting; or
- (b) all the Directors present thereat signify their waiver of such notice and all the Directors that are absent have signified their consent to the meeting being held in their absence.

6.08 Electronic Participation in Board Meetings

A Director may participate in a Board meeting or at a meeting of a committee of the Board by means of telephone conference or other electronic communications media that permits each of the Directors to hear each of the other Directors and to be heard by each of the other Directors.

6.09 Majority Vote Required

Any matter properly placed before a meeting shall be decided by a majority of the votes cast. Every question shall be decided in the first instance by a show of hands.

- (a) Upon a show of hands, every Director shall have one vote, a declaration by the Chair that a resolution has been carried or not carried, and any entry to that effect in the minutes of the Commission shall be made.
- (b) In the event that any Director has participated in the meeting via electronic media or telephone conference, then that Director's votes shall be recorded by a yea or nay vote.
- (c) Any tied vote shall be deemed defeated.

6.10 Quorum for Director Meetings

A quorum of the Board shall be a majority of the Directors.

6.11 Board Supervision over Commission's Affairs

The Board shall be responsible for the management and conduct of the affairs of the Commission, which responsibility shall include, but not be limited to, the following:

- (a) to approve the Operating Budget and the Capital Budget for the forthcoming year;
- (b) to govern the operations of the Commission in a manner which benefits its Members; and
- (c) to cause the minute books and financial records of the Commission to be maintained and to make the same available to the Members.

6.12 Payment of Director's Expenses

The Directors shall receive for attending any Board meeting or for carrying out any Director's responsibilities, meeting fees and expenses including travel expenses as permitted by the rates and fees set out in a policy approved in the Operating Budget.

6.13 Municipal Administrators Attending Board Meetings

Each Member may have administrative representation at any Board or Committee meeting but shall have no vote.

6.14 Holding Meetings in Public

Each meeting of the Board must be held in public, subject to Section 602.08(2) of the Act. When a meeting is closed in public, no resolution or bylaw of the Board may be passed, except a resolution to revert to a meeting held in public.

ARTICLE 7 ADMINISTRATION

7.01 Appointment of Officer Positions

There shall be a Chair, a Vice-Chair and a Manager and such other Officers as determined by the Board in its discretion confirmed from time to time. The term of office of the Chair is one year.

7.02 Chair's Powers

The Chair shall:

- (a) preside over each Regular Meeting, Special Meeting and the Annual Meeting of the Commission;
- (b) appoint all officials and committees as directed by the Board;
- (c) be an ex-officio member of all committees;
- (d) vote on all matters before the Board; and
- (e) perform all other and such other duties as are usually performed by the Chair.

7.03 Vice-Chair

- (a) The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office.
- (b) The term of office for the Vice-Chair is one year.
- (c) In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.

7.04 Alternate Chair

During the absence or inability of the Chair and Vice-Chair, a Director appointed by the Board for that purpose shall exercise the duties and powers of the Chair.

7.05 Manager's Roles

The Manager shall act as the administrative head of the Commission and without limiting the foregoing, the Manager shall:

- (a) provide recommendations to the Board on policies and programs and ensure that the policies and programs of the Commission are implemented;
- (b) advise and inform the Board on the operations and affairs of the Commission;
- (c) maintain custody of the seal of the Commission and when required on any instrument requiring the seal of the Commission, affix the same together with one of the Chair or the Vice-Chair;
- (d) perform the duties and exercise the powers assigned to the Manager in this Bylaw in the Act or any other applicable regulation;
- (e) cause the funds of the Commission to be received and disbursed in accordance with the directions of the Board, subject to this Bylaw;
- (f) cause detailed accounts of all income and expenditures including proper vouchers to be kept for all disbursements of the Commission;
- (g) cause to be rendered to the Board at Regular Meetings or whenever required by the Board an account of all transactions of the Commission and the financial position of the Commission;
- (h) cause notices to be given to Members and to Directors required by this bylaw;
- (i) cause all facts and minutes of all proceedings to be kept on all meetings of the Commission;
- (j) cause to be kept all books, papers, records, correspondence, contracts and other documents belonging to the Commission and shall cause the same to be delivered when required by the Act or when authorized by the Board to such person as may be named by the Board;
- (k) carry out any lawful direction of the Board from time to time; and
- (l) hire all employees as necessary in carrying out the business of the Commission.

7.06 Selection of Manager

The Board may select as Manager:

- (a) an individual that is an employee of a Member;
- (b) an individual that is an employee of the Commission; or
- (c) an individual, municipality or firm engaged on a contractual basis;

on such terms and conditions as may be acceptable to the Board.

7.07 Officer Positions

In addition to the duties set forth herein, the Officers shall have such duties as the Board may from time to time determine.

7.08 Signing of Documents

Any one of the Chair or other duly appointed member of the Board, together with the Manager or other duly appointed agent of the Commission are authorized to execute and deliver any cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission.

7.09 Appointment of Acting Manager

The Board may, from time to time appoint an acting manager who shall be authorized, in the absence of the Manager, to perform the Manager's duties set out in this Bylaw.

7.10 Inspection of Records

Members shall have the right to inspect and may obtain extracts or copies of all books and records of the Commission.

ARTICLE 8 FINANCIAL

8.01 Year End

The financial year of the Commission shall be the calendar year.

8.02 Capital Budget and Operating Budget

Without limiting the requirements for the preparation of the Operating Budget and the Capital Budget pursuant to the Act each year, the Board will prepare the Operating Budget and the Capital Budget for the next financial year which will set out the:

- (a) expected water treatment requirement of the Members;
- (b) any expected capital contributions from the Members;
- (c) estimated expenditures for:
 - (i) the costs of the Board and Manager;
 - (ii) the costs of operation of the operation of the potable water treatment facility, together with related transmission system;
 - (iii) the costs of provision of Water Services;
 - (iv) the repayment of debt obligations;
 - (v) any amount needed to provide for a depreciation or depletion allowance for the potable water treatment facility, together with related transmission system or any public utility the Commission is authorized to provide;
 - (vi) the non-cash expenditures; and
 - (vii) the return on equity and investments;
- (d) estimated revenue requirements to meet the expenditures of the Commission;
- (e) the rates and fees to be charged to Members and customers of the Commission for the provision of the Water Services. Notwithstanding any provision to the contrary contained herein, the fees to be charged by the Commission shall be determined on the basis of the Commission's annual full cost recovery for the acceptance of Water Services from the Members plus any surcharge determined by the Board and shall contemplate any operating or capital expenditures that the Commission must incur from time to time;

- (f) any federal or provincial grants received by the Commission;
- (g) any transfers from the Commission's surplus accumulated surplus funds or reserves;
- (h) any other source of revenue received by the Commission;
- (i) the capital projects planned and expected to completed in the next financial year;
- (j) the estimated costs and sources of revenue for the next financial year; and
- (k) the rates of remuneration and expenses to be provided to the Directors.

8.03 Capital Reserve and Operating Surpluses

Subject to and in accordance with the Act, the Commission policies, the Operating Budget and the Capital Budget, the Commission may accumulate operating surplus funds and capital reserve funds.

8.04 Presentation of Budget

Upon authorization from the Board, the Manager shall distribute to each Member a complete copy of the proposed Operating Budget and Capital Budget for the relevant financial year.

8.05 Commentary on Budgets

Within thirty (30) days of the distribution of the Operating Budget and Capital Budget, any Member may submit written comments and questions to the Board in relation to the Operating Budget and/or Capital Budget.

- (a) after the thirtieth (30th) day immediately following the date of distribution of the Operating Budget and the Capital Budget to the Members, the Board shall meet to approve the Operating Budget and the Capital Budget.
- (b) If the Operating Budget and/or the Capital Budget are not approved, the Manager shall, as soon as reasonably practicable thereafter, lay before a Special Meeting of the Board, a revised Operating Budget and/or Capital Budget, as the case may be, for approval. This process shall continue until the both the Operating Budget and/or Capital Budget are approved, as the case may be.

8.06 Budgetary Amendments

Subject to the Act, the Manager may, during any financial year, present to the Board, amendments to the Operating Budget and Capital Budget for the then current financial year. Any amendments to the Operating Budget and Capital Budget shall be made in accordance with the procedure for approval set forth in Section 8.5 herein.

ARTICLE 9 MEETING OF THE MEMBERS

9.01 Annual Member's Meeting

The Board shall call an Annual Meeting of the Commission which shall be held no later than June 30 of each year and in no case shall be held longer than eighteen (18) months from the date of the last meeting.

9.02 Approval of Financial Statements

At the Annual Meeting, the Auditor shall present the audited financial statements of the Commission and the Chair shall report on the activities of the past year of the Board and the future plans of the Commission.

9.03 Notice of Member's Meetings

The Board shall provide written notice of the Annual Meeting to each of the Members by mail postmarked at least 30 days prior to the date of the Annual Meeting is held.

9.04 Appointment of Auditor

At the Annual Meeting, the Board shall appoint the Auditor for the ensuing year who shall report to the Board on both the annual financial statements and financial procedures of the Commission.

9.05 Agenda for Meeting

The Chair shall establish the agenda for any meeting of the Board. The Directors shall be permitted to add items to the proposed agenda by submitting a written request to the Manager at least twenty-four (24) hours prior to the Annual Meeting.

9.06 Adoption of Agenda

The Board shall adopt the agenda at the beginning of any meeting and may, upon agreement of a majority of those Directors present at the meeting add or delete items from the agenda.

ARTICLE 10 RESTRICTIONS ON USE OF WATER

10.01 No Water Usage for Oil and Gas Usage

The Commission shall not provide Water Services to any of the Members for the purposes of reselling the Water to any customer for use in water flood injection into any geological subsurface structure or formation for any oil and gas recovery or any other incidental or related purpose.

ARTICLE 11 REQUEST FOR ADDITIONAL CONNECTIONS

11.01 Request for Additional Connections

Each of the Members and Commission shall act reasonably in all discussions and negotiations in relation to any additional connection(s) proposed for either or any of the Members. The Members shall each use Best Efforts in the preparation of any request for any additional connection(s) to ensure to the extent reasonably possible that it is not overestimating or otherwise inflating its need for the supply of water through such proposed additional connection(s).

11.02 Board's Standard of Review for Request

The Board shall exercise reasonable judgment and, where appropriate, consult with the Members when reviewing the technical aspects of a request for any additional connection(s).

11.03 Approval of Additional Requests

Any and all additional connections to the regional water transmission line shall require the approval of the Board.

11.04 Inappropriate Reason to Deny Additional Connections

Notwithstanding Section 11.03, the Commission shall not deny a request to any Member for additional connection(s) for the primary reason of attempting to limit or otherwise control the growth of residential, commercial or industrial customers of the Member.

ARTICLE 12 CHANGE IN MEMBERSHIP

12.01 Additional Members

Subject to the approval of the Minister, the Commission may agree to the addition of another municipality as a Member of the Commission if sufficient capacity for the supply of Water is available, in the sole discretion of the Commission.

12.02 Additional Member(s) Contributions

A new Member shall be required to pay:

- (a) a one-time membership fee to the Commission reflecting a proportionate share of the formation costs of the Commission plus applicable debt service costs;
- (b) the proportionate share of the capital costs for the nominated volume of the new Member; and
- (c) any costs related to the new Member connecting to the system.

12.03 Dissolution of Member

If a member has determined that dissolution is the required course of action, by a vote of the Municipality or by direction of the Provincial Government, the Municipality receiving control shall have all rights of the dissolved Municipal except only one voting board member will be added.

12.04 Withdrawal of Membership

A Member may withdraw from membership of the Commission upon two (2) years notice, subject to approval and any terms and conditions of removal that may be imposed by the Minister.

ARTICLE 13 CAPITAL IMPROVEMENTS

13.01 Need for Capital Expenditure

If one Member (the "Requesting Party"), at its sole expense, desires the Commission to make capital improvements to the Commission's potable water treatment facility and related transmission system will result in an increase of water transmission capacity for the Commission (the "Improvements") and will affect the Capital Budget or Operating Budget, it must deliver a written request to the Commission to authorize such Improvements.

13.02 Required Information in Request for Capital Expenditure

The written request must set out in detail satisfactory to the Board, acting reasonably, the nature of the Improvements and the estimated costs of the Improvements.

13.03 Payment for Capital Improvements

The Requesting Party will be responsible to pay all the licensing, financing, design and construction costs reasonably and necessarily incurred by the Commission in relation to the Improvements.

13.04 Construction of Capital Improvements

After the Board has approved a payment schedule for the Requesting Party in relation to the Improvements and upon satisfaction of any other terms and conditions established by the Board, including, but not limited to third party financing arrangements and any security for payment from the Requesting Party, the Commission will cause the Improvements to be made to the Commission's water system as soon as reasonably practicable.

13.05 Excess Capacity

If the Improvements are to be constructed to an engineered capacity that exceeds the estimated capacity requirements of the Commission as of the time of completion of the Improvements, the Board will establish a plan for recapture of excess investment by the Requesting Party that is acceptable to the Commission, the Requesting Party and the remaining Member, each acting reasonably, failing which the Improvements will be constructed to meet the estimated capacity requirements of the Commission as of the time of completion of the Improvements at the sole expense of the Requesting Party as set forth above in this Article 13.

ARTICLE 14 DISPOSAL OF ASSETS

14.01 Non-Required Assets

The Commission shall notify all members of the decommissioning of any asset with a salvage value greater than **Twenty-five Thousand (\$25,000.00) Dollars**. Members will have the first right to purchase the assets. If no member requires the asset the Commission may dispose of the asset as deemed fit by the board.

14.02 Miscellaneous Item

The Board shall directed the Manager of the Commission to dispose of all unusable items as deemed appropriate by the board.

ARTICLE 15 LIMIT ON EXPENDITURES

15.01 Non-Budgeted Expenditure

The Commission shall not make any expenditure which is not contemplated in an approved budget in an amount exceeding **Fifty Thousand (\$50,000.00) Dollars**, unless first authorized by a resolution of the Directors passed by a majority of the Directors.

15.02 Minister's Setting of Budget

If the Minister establishes a budget for the Commission under Section 602.21 of the Act, the Commission may not make an expenditure that is not included in an approved budget unless the expenditure is:

- (a) authorized by the Minister,
- (b) for an emergency,

- (c) legally required to be paid.

ARTICLE 16 NOMINATION OF VOLUMES

16.01 Nomination of Water Volumes

Members shall identify or nominate the volume of Water that shall be subject to the Water Services being provided by the Commission.

16.02 Responsibility for Costs Respecting Water Delivery

Each Member shall be equally responsible for the operational and capital costs associated with that volume of Water that is provided by the Commission.

16.03 Reallocation of Water Allocation

A Member may reallocate on temporary or permanent basis any portion of the Member's nomination to any other Member for such compensation and on such terms as the parties may agree subject to the approval of the Board, such approval of the Board not to be unreasonably withheld.

16.04 Reduction of Water Allocations

Where the Commission cannot provide the Water Services in accordance with the volumes identified in Section 15.1 hereof, the Commission shall proportionately reduce the processing of all Water provided by the Members to the Commission to such limits that the Commission resolves.

ARTICLE 17 DISESTABLISHMENT OF THE COMMISSION

17.01 Process for Disestablishment

Upon the agreement of all members of the Commission to disestablish the commission, the Commission shall liquidate all the capital assets and the following shall apply:

- (a) At time of disestablishment, all required water treatment capital assets will be transferred and operated by the affected members or solely by one members and outlined in a disestablishment agreement. The disestablishment agreement will include a provision to continue to treat and provide water to existing water users.
- (b) If any amount received for non-required capital assets in excess of any required repayment of provincial grants and the complete discharge of all associated debts and liabilities would be distributed to the Member municipalities equality (1/3).
- (c) The distribution of any accumulated surplus in operating funds or reserves after the settlement of all operating liabilities would be based on an equal split (1/3).
- (d) In the event that disestablishment of the Commission was to be pursued after it was determined that such a disestablishment would result in an outstanding liability, the responsibility for the outstanding liability would need to be determined as part of the disestablishment agreement.

ARTICLE 18 AMENDMENTS

18.01 Amendments to Bylaws

Any amendment to this Bylaw may be passed by the Board upon a two thirds majority vote of the Directors.

18.02 Notification Required to Amend Bylaws

Written notice of a proposed amendment to the Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the Regular Meeting or the Special Meeting at which the amendment is to be considered.

ARTICLE 19 SEVERANCE

19.01 Severance of Bylaw Clauses

Should any article, section or part of this Bylaw be found to be improperly enacted or *ultra vires*, for any reason, then such article, section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

Read a first time this ____ day of _____, 2024.

Read a second time this _____ day of __, 2024.

Unanimously approved for presentation for third reading this _____ day of _____, 2024.

Read a third time this ____ day of _____, 2024.

CHAIRPERSON

MANAGER

Report on the Open Houses regarding the Proposed Spring Glen Water Commission

The Hill Spring Open House was held Monday, June 3, 2024, at the Village Community Hall.

Glenwood's Open House took place on Tuesday, June 4, at the Glenwood Community Hall.

The Objectives of the Open Houses were to:

- Inform ratepayers and residents of the proposed Water Commission
- Listen and note the ideas and concerns raised at the sessions
- Respond to ratepayers' questions

Process:

- The Open Houses were advertised several weeks in advance, and residents were invited to attend anytime between 5:00 pm and 7:00 pm.
- Posters, which described the current water treatment situation, the reasons why a commission is being considered, the purpose and operations of a commission, and the proposed governance structure were displayed around the room. (A PDF document of the posters is sent with this report.)
- Participants were greeted and invited to read the boards, ask questions of the committee members and to write down their comments, ideas and observations.
- Refreshments were provided.
- Twenty residents attended the Hill Spring session and twenty-four people attended the Glenwood open house.

Resident Feedback.

Everyone was encouraged to note their observations and thoughts, but most chose to discuss their thoughts with the committee members. Members noted that they heard excellent questions and strong support from most of the attendees.

Posted Comments:

›Logical.and.sensible.idea;Win.win.win".

›How.soon.till.it.happens.?"

›Great.idea**

›Probably.a.good.idea.as.long.as.we.are.not.forced.into.meters;.Further.discussion.is.needed.on.this.matter;.I.can.see.no.advantage.to.meters".

›Well.trained.operators.will.be.available;.It.would.be.great.move**

›Good.idea;.Water.for.all**.

›A.definite.win.win**.

›Great.idea.to.balance.risk"*

I".agree.with.the.proposal.to.have.7.council.member.and.7.individual.from.each.town;.versus.8.council.members.from.each.jurisdiction".

›Looks.and.sounds.great**

›Water.is.this.village"s.trump.card;.If.we.give.away.control?why.don"t.we.just.become.part.of.Cardston.County?"

›More.time.for.study,please*

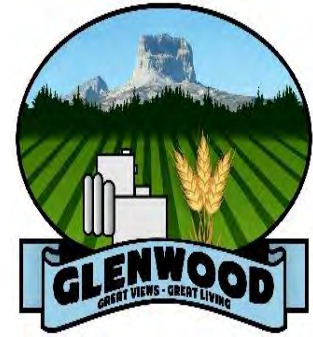
›A. Commission. works. to. ensure. clean? safe. drinking. water. is. provided. to. all. customers;. It.closely.monitors.and.controls.flow.rates?chlorine.residuals?pressures.and.reservoir.levels.for.each.of.its.customers;.The.Commission.endeavours.to.comply.with.all.regulations.and.standards.set.out.by.Canadian.regulatory.agencies;.

The. Board. of. the. Commission. Allegiances. are. to. the. Commission. and. its. role. in. providing.the.aforementioned.services.to.the.communities.it.serves.as.a.whole.and.not.to.an.individual?town.or.community;.

With.this.in.mind?the.public.must.have.confidence.in.a.truly.impartial.board;.This.could.easily.be.better.achieved.in.having.a.board.made_up.of.members.of.the.public.and.counselors;.

Instead. of. two. councillors. from. each. village-town. sitting. on. the. Commission? I. propose. an. alternative;. One. counselor. and. one. member. of. the. public. from. within. town. boundaries.of.each.of.the.towns.and.villages.served.by.the.Commission?and.one.public.member.from.the.county.of.Cardston;

This would show a true representation of all served by said Commission and alleviate public fears by showing of true openness and not just some council run entity. A member of the public would serve the same term as a counselor? and after the first appointment via election or other means? future appointees could be elected at the AGM;"



**Hi! Thanks for attending this Open House.
Your questions and observations are
appreciated.**

**Please read these display boards, ask
questions, have conversations with the folks
here, and provide your observations and
questions at the end.**

Thanks again.

A Spring Glen Water Commission?



Glenwood, Hill Spring, and Cardston County are discussing the pros and cons of creating a Regional Water Services Commission.

The purpose of a Commission would be to ensure delivery of potable water to residents.

To create a Commission, the Villages and the County would combine their water related resources.

The long-term objective is to reduce costs and plan for future community water needs.

Please read on

The Current Situation:

Hill Spring and Glenwood operate their own water systems. Qualified operators are contracted from the County.

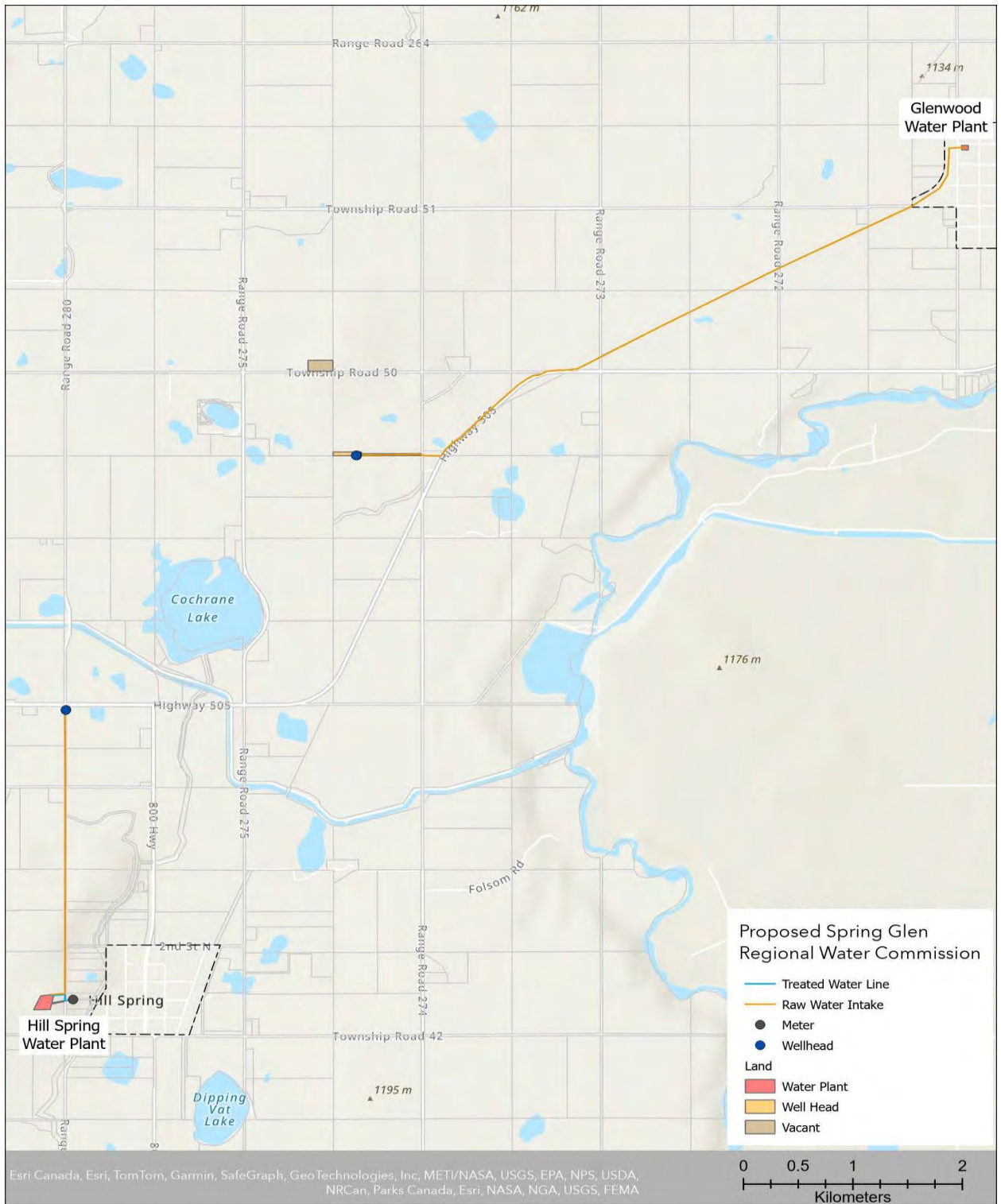
Some County residents have agreements to access treated Village water.

The Villages and the County each own their own water licenses.

Hill Spring's plant is 12 years old.

Glenwood's plant is 50 years old.

There are 100 water users in Hill Spring, 185 in Glenwood, and 65 in the County.



Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, NRCan, Parks Canada, Esri, NASA, NGA, USGS, FEMA

Why a Commission?

- **Access to good quality potable water is key for community stability and growth.**



- **A concern is long term Village viability.**

Either Village would be significantly financially challenged to deal with a major capital outlay for water system repair or replacement.

\$\$\$

Why a Commission? (cont'd)

- Ensuring a united voice for water issues for this area brings strength.
- The provincial government supports shared regional service provision.



- Regional Commissions have more opportunity for grant funding than small municipalities on their own.



- Long term, it will be cost effective to use one up-to-date treatment plant to supply all users in the Villages and this part of the County.

What does a Commission do?

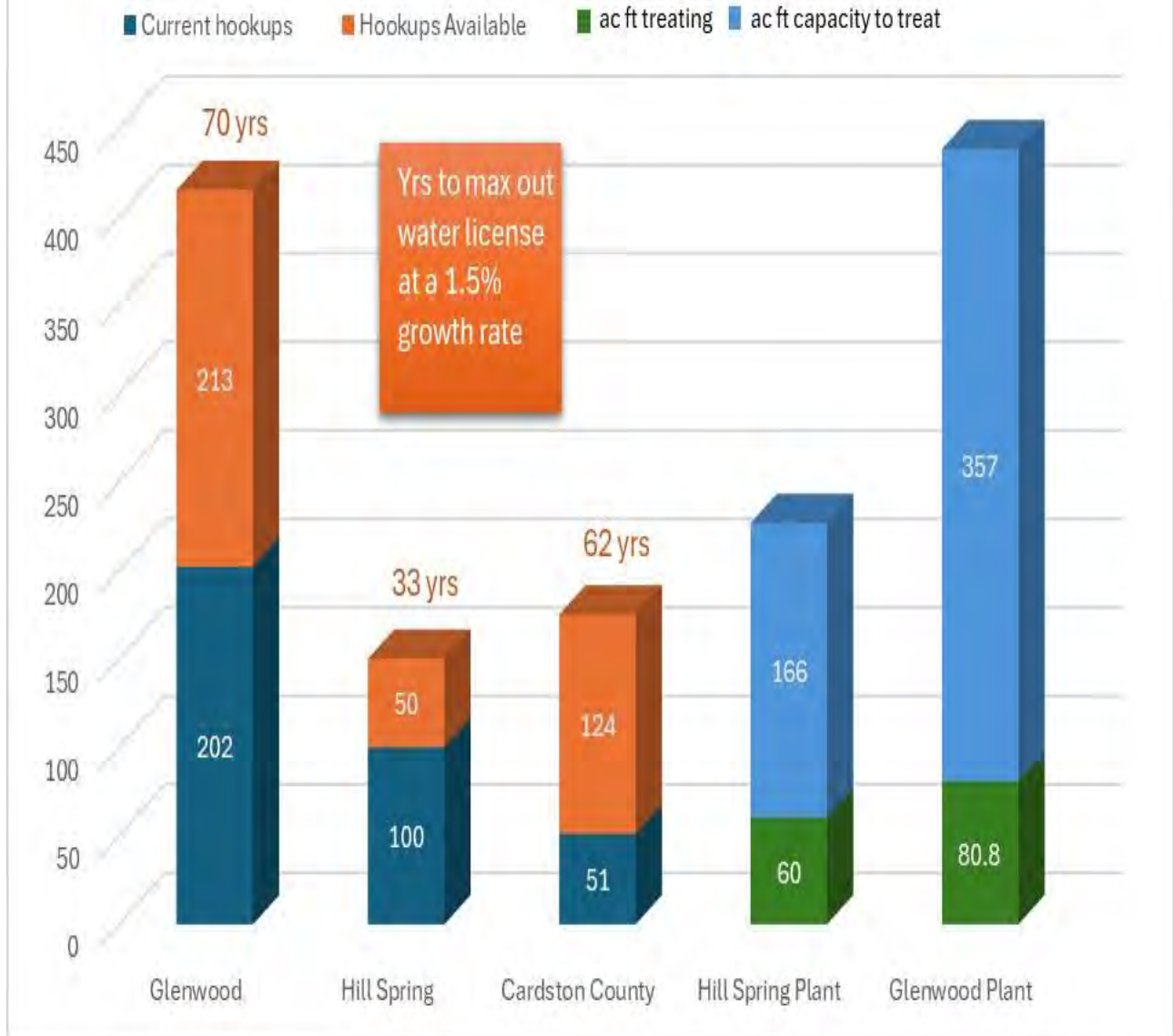
The purpose of a Commission is to ensure delivery of potable water to residents.



A Commission will:

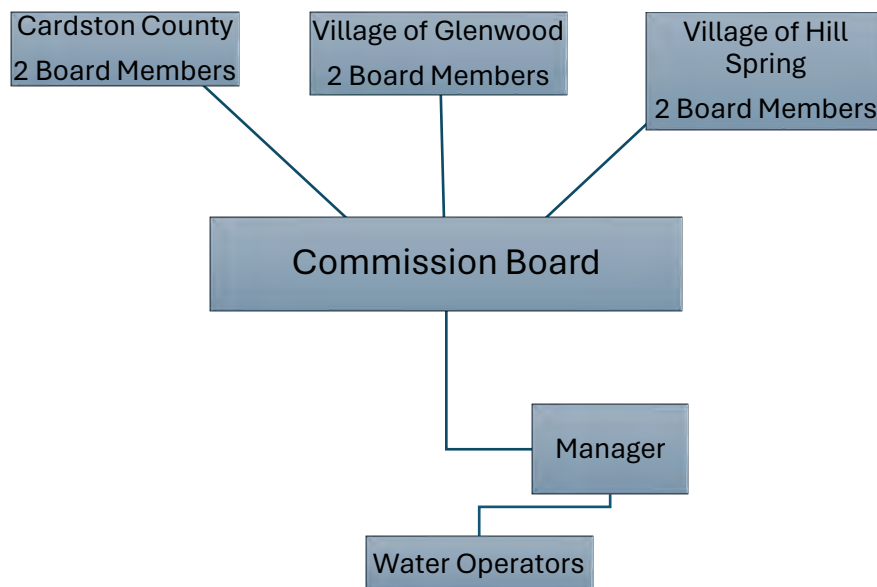
- **Ensure the proper function of the Commission to meet its purpose.**
- **Provide trained operators for water treatment.**
- **Monitor the current water systems and plants for upgrades and repairs.**
- **Develop a reserve account for future repairs and maintenance.**
- **There will be enough water for the Villages' needs and for Village growth.**

Water Available vs Plant Production Capacity



What will a Commission look like?

- **The three municipalities will be equal partners in the Commission.**
- **The Commission board will be made up of two elected council members from each municipality.**
- **The Commission will hire/contract the necessary staff to operate the water systems.**



- **All municipalities will retain ownership and be responsible for their individual water licenses.**

The proposed objects of the Commission
are:

- 1. To share resources to ensure a safe, secure, viable, and consistent supply of potable water for residents.**
- 2. To develop a predictable cost model for residents' water supply.**
- 3. To share costs and optimize the use of water assets and employee time.**

How is a Commission created?

- **Each Council passes a resolution to create the Commission.**
- **Upon application, the provincial government signs a Ministerial Order authorizing the Commission.**
- **The Villages would transfer the ownership of the water treatment plants, the wellheads, and the raw water lines to the Commission.**
- **The County will compensate the Villages for the depreciated value of the water treatment plants.**
- **Each municipality would contribute funds to create a Commission reserve fund.**

PLEASE SHARE YOUR OBSERVATIONS AND QUESTIONS

Talk with staff and council members and ask your questions.

Use the sticky notes, write down your observations and post them here.

Your questions and observations are important and will inform the committee and council.

PRINCIPALS AND VALUES THAT HAVE GUIDED THE DISCUSSIONS

- **Build community and regional reliance.**
- **Protect water supply for now and for future generations.**
- **Secure the communities' futures.**
- **Enhance village viability.**
- **Protect public health with a secure and high-quality supply of water.**
- **Thoughtful and collaborative discussions.**
- **Access to good water helps preserve the village way of life.**

Meeting Management

Meeting Management is the most user-friendly meeting and document management system available for public administrators. The easy-to-use interface makes the application great for the most novice user while providing advanced features such as interactive document management, task tracking, and complete meeting management features.



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code or visit catalisgov.com





June 17, 2024

RE: Pincher Creek Parade

The Town of Pincher Creek Mayor and Council cordially invites you to enter your float and/or have a Council representative(s) participate in the 2024 parade on August 17th. We Look forward to an exciting event this year.

The Parade staging area is located at Canyon Elementary School, 408 Victoria Crescent, located at the west end of Main Street. Parade assembly starts at 9:00 a.m., judging at 10:00 a.m. and the parade will begin at 11:00 a.m.

Immediately following the parade, the Town of Pincher Creek will host a dignitary Luncheon at the Kootenai Brown Pioneer Village (1037 Beverly McLachlin Drive) for all visiting Mayors, Councillors, dignitaries, and their guests.

We are requesting your RSVP by August 9th at 403-627-4322 or email rec@pinchercreek.ca

For safety reasons, we kindly request that there is no candy thrown from your float or vehicle. We suggest if you would like to give out candy that you are accompanied by walkers who can hand out candy from the street. We thank you for adhering to these guidelines.

If you have any questions, please feel free to contact the Town of Pincher Creek. We look forward to your participation and hope you enjoy the day.

Best Regards,

Rhonda Oczkowski
403 627 4322
rec@pinchercreek.ca



TOWN OF PINCHER CREEK
962 St. John Ave (Box 159) Pincher Creek, AB TOK 1W0
Phone 403 627 4322 Fax 403 627 4784
rec@pinchercreek.ca www.pinchercreek.ca





Town of Cardston

June 26, 2024

RE: HERITAGE DAYS PARADE – SATURDAY, AUGUST 10, 2024

The Town of Cardston Mayor & Council would like to cordially invite you, or your representative, and a guest to our Heritage Days Parade on Saturday, August 10, 2024. We invite you to enter a float, a decorated car, or ride a horse in the parade. The parade details are as follows:

- 8:00-9:00am - Parade assembly
- 9:00am - Judging of parade entries commences
- 10:00am - Parade begins

The parade assembly is located at Town Square (the ball diamonds between 3rd & 4th Avenue and 4th & 5th Street West). Members from the Cardston Rotary Club will be there on horseback to meet you and assist you with the entry and line up.

If you have any questions or need assistance with the parade, please call the Town Office at 403-653-3366.

We look forward to seeing you there!

Yours truly,

Mayor Maggie Kronen
Town of Cardston



CAO Report

COUNCIL MEETING JULY 16, 2024

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.

AB Munis – Summer Leaders Caucus

I was able to attend the Summer Leaders Caucus with Mayor Davis in Stirling this past month. Topics we heard: Water Conservation, Provincial Funding on infrastructure, the provinces assessment model, and potential changes to the Local Authorities Election Act that the province is proposing.

Emergency Management

I attended a pre exercise session with emergency management reps from the Town of Cardston, Magrath and Cardston County. This work continues into the fall for a full hands on role play exercise for all Emergency members for all municipalities within Cardston County.

Sewage Lift Station

We have finally received our new lift station pump and crews are now lined up to being work on the line and install the new pump. With work from CANDO, Hagen Electric and DMT, this work should be done beginning July 16 and working through the night and into the day of the 17th. Thanks to all the operators and contractors for their pervious work on this line.

Summer Work

I received an email from a local resident to compliment the work being done at our facilities. Much thanks to both Scott and Benny for their hard work in repairing, trimming, cleaning and all around improvement to our areas and buildings. This is hard work, and I really appreciate them in their diligence!

Insurance Inspection

I met with our insurers and inspected all our facilities to review and update our policy. This process takes a bit of time but is done every 3-4 years. Our facilities generally are in good shape and no issues were flagged at this time.

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
APRIL 10, 2024, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood
Byrne Cook – Town of Magrath
Allan Burton – Town of Cardston
Derek Baron – Village of Warner (Zoom)
Randy Taylor – County of Warner (Zoom)

Tanya Smith – Village of Coutts
Wayne Harris – Cardston County
Gary Bikman – Village of Stirling
Larry Liebelt – Town of Milk River
Bryce Coppieters – Town of Raymond (Zoom)

Others Present:

Marian Carlson – SEO

Suzanne Pierson – Secretary/Treasurer

Commenced at 5:00 pm

Gary Bikman in the Chair.

AGENDA

Byrne Cook moved that the agenda be approved as presented.

Carried

MINUTES

Tanya Smith moved that the minutes of the March 13, 2024, regular board meeting be adopted as presented.

Carried

NEW BUSINESS

DELEGATION

Chandra Deaust from Avail reviewed the audited financial books for 2023. Avail found the books to be in order.

24-07 Allan Burton moved to accept the audited 2023 Financial Statement as performed by Avail.

Carried

Chandra Deaust was excused at 5:34 p.m.

The SEO reported that the draft Kim Welby updated for the Strategic Plan was emailed this afternoon to the Board for review.

The SEO advised that the RFP for the ACP grant was finalized and issued on April 2, 2024. Submissions are to be received by May 17, 2024. The SEO would like 2 to 3 representatives from the Board to be appointed to review the submissions along with the SEO and bring a final recommendation to the Board.

The SEO reported that she has been reviewing all the Human Resources Policies and drafting revisions where necessary for the Policy Committee to review.

The SEO advised that she will visit every municipality in May to update them regarding plans for the Commission. All municipalities are booked except for Raymond; she is waiting to hear from them on a date.

The SEO reported that she keeps participating in the Circular Materials webinars.

The SEO is working on an information package about the items accepted at the Transfer Stations that the municipalities can post on their websites.

The SEO advised that the Town of Raymond has put off hauling waste to the Landfill due to the wet conditions and is planning to begin next week.

The SEO reviewed the Strategic Planning documents with the board from Kim Welby.

24-08 Byrne Cook moved to accept the new Strategic Planning document. Carried

24-09 Wayne Harris moved to appoint Larry Liebelt, Allan Burton, and Bryce Coppieters to review the RFP submissions for the ACP grant and bring a recommendation to the Board. Carried

The board discussed taking over the transfer stations in depth.

Brian Wickhorst was excused at 6:15 p.m.

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

The board reviewed the Operator's report that 706.09 tonnes of waste were delivered to the Landfill in March 2024, leaving the year's available tonnage at 7,698.99 tonnes.

The Operator's report stated that a water pump was replaced on the 2012 Peterbilt, and minor repairs were completed on the tarps for both trucks.

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

Financial Statement

The Financial Statement for March 31, 2024, was reviewed.

Allan Burton moved to accept the March 31, 2024, Financial Statement. Carried

Approval of Bills

Bills for March 2024 were reviewed.

Tanya Smith moved to approve the bills for March 2024.

Carried

The board inquired how many outstanding accounts there are for waste brought to the Landfill. Suzanne advised that only a couple of accounts remain outstanding, and the Operator is working with her to clear the accounts.

ADJOURNMENT

Tanya Smith moved the meeting adjourned.

Adjournment at 6:37 p.m.

The Next Commission board meeting is scheduled for Wednesday, June 12, 2024, at 5:00 p.m. in the Town of Magrath.



Chairman

June 27, 2024

File: 30H-12
Sent via Email

All Member Municipalities of the
Oldman River Regional Service Commission

Dear Council and Chief Administration Officer:

RE: Expression of Interest: New Service Opportunity - Development Processing and Support

Over the years the Oldman River Regional Services Commission (ORRSC) has received a number of inquiries regarding our availability to provide Development Officer services to our membership, such as processing permits and compliance certificates. Many of these inquiries have stemmed from a variety of circumstances such as, municipalities whose Chief Administrative Officer dually fulfill the CAO and Development Officer role and those who are seeking permanent or temporary coverage for a Development Officer due to changes of staff.

Given the recent increase in inquiries the Oldman River Regional Services Commission is now exploring the addition of this new optional service to the membership to better serve our members and their communities better. Our intent is to provide a dedicated staff member to process development permits, compliance certificates, and provide development permit advice to those municipalities who are interested in participating in this program. This position would operate remotely and would be available for Municipal Planning Commission meetings virtually, with the potential for some in-person attendance when necessary.

As we are in the early stages of developing this program, we are first looking to determine who in our membership would be interested in participating in this program through an Expression of Interest. Any associated fees and the exact level of service offered for the program will be determined once we understand the level of interest of those who wish to participate.

If your municipality is interested in this exciting new service, please email admin@orrsc.com by **4:30 pm on Tuesday, July 9, 2024** to receive further information and the required survey to help us better understand what type of program our members would be interested in participating in.

Should you have any questions regarding this new opportunity please call the office at 403-329-1344 or email admin@orrsc.com.

Sincerely,



Lenze Kuiper
Chief Administrative Officer



www.orrsc.com

2023 Annual Report

**Oldman River
Regional Services
Commission**



■ About ORRSC

The Oldman River Regional Services Commission (ORRSC) provides a spectrum of land use planning, subdivision, GIS, drone photography, and assessment review services to municipalities spanning the Oldman, Milk and Bow River watersheds.

ORRSC's history is deeply rooted in southern Alberta and has evolved from various forms since 1955 when it first started as the Lethbridge District Planning Commission.

2023 marked our 68th year anniversary of embodying an exemplary shared services approach to regional service delivery. We are comprised of 39 member municipalities, 40 appointed members to the Board of Directors, and 21 staff members.

Cover: Town of Cardston
Below: ORRSC Office



■ Our Intent

Established under Part 15.1 of the Municipal Government Act, this service commission is a cooperative effort of its member municipalities in southern Alberta who have created an organization to provide municipal planning advice to its members.


To continue to champion municipal perspectives sustaining the legacy of southern Alberta as a region where meaningful connections are experienced.



■ What We Do?

The Municipal Government Act requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory long-range planning documents.

ORRSC is contracted by its member municipalities and provides professional advice and assistance to Administration and Council regarding land use planning, subdivision, and other related planning concerns.



Above: Cardston County

■ Our Services

But ORRSC is not only planning services, we are also comprised on a strong GIS Department who offers a multifaceted approach to the world of displaying and providing geographic information to our GIS member municipalities and their residents. The GIS Department also provides services such as developing maps, plotting, GPS acquisition, and a variety of geographic analysis tools and modules.

Statutory Plans
Subdivision Processing & Finalization
Regional Subdivision and Development
Appeal Board
Regional Assessment Review Board
Quarterly Periodical
Development Officer Training
Professional Planning Advice
GIS Services & Data Aquisition
Mapping Services
Drone Photography

■ Message from the Chair & CAO

"Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work."

– Vince Lombardi

It is with great pleasure that we present to you our 68th annual report, encapsulating our journey, achievements, and aspirations over the past year. As Chair and Chief Administrative Officer of the Oldman River Regional Services Commission, we are immensely proud of the strides we have made and the transformative impact we continue to have in our municipalities and beyond.

As we approach another milestone in our journey together, we find ourselves filled with gratitude and admiration for each one of you. In the face of challenges and triumphs alike, it is your unwavering dedication, resilience, and innovation that continue to propel us forward.

Throughout the year, we have achieved significant milestones across all facets of our operations. From optimizing our subdivision, development, and GIS processes, to enhancing operational efficiencies, each accomplishment reflects our unwavering dedication to driving positive change and creating long-term value for all stakeholders.

Our commitment to innovation remains at the forefront of our endeavors. By harnessing the power of emerging technologies, fostering strategic partnerships, and nurturing a culture of continuous improvement, we have positioned ourselves as experts in our profession and trusted advisors, poised to navigate new opportunities and future challenges with confidence.

Furthermore, our dedication to municipal social responsibility continues to guide our actions and decisions. Whether it be through our sustainability initiatives, community engagement programs, new plans, or through ethical professional practices, we remain steadfast in our commitment to making a meaningful difference in the municipalities that surround us.

As we reflect on the past year and look ahead to the future, we are filled with optimism and excitement for what lies ahead. With a talented team, a strong cooperative spirit, and a shared vision for success, there is no limit to what we will achieve as an organization.

In closing, we extend our heartfelt gratitude to our Executive, our Board, our colleagues, and our member municipalities for their unwavering support and dedication. It is through our collective efforts and collaboration that we continue to drive progress, inspire innovation, and create a brighter future for all.

Thank you for your continued trust and confidence in ORRSC. Together, let us embrace the opportunities that lie ahead and continue to write the next chapter of our success story. Here's to another year of growth, success, and meaningful impact.



Lenze Kuiper, Chief Administrative Officer



Gord Wolstenholme, Chair

■ Executive Committee

The Executive Committee is elected by their peers on the Board of Directors and are delegated the responsibility of financial and administrative matters, such as budget preparation, approval of accounts, and policy and procedure review.

In accordance with its governing Bylaw, the Board of Directors works to elect a minimum of 2 Rural and 2 Urban Members to ensure their is equal representation of all Member Municipalities. At the Organizational Meeting held on December 1, 2022, the following members were elected:

Below: Village of Cowley



- **Gord Wolstenholme** Chair, Town of Fort Macleod
- **Don Anderberg** Vice Chair, Town of Pincher Creek
- **David Cody** County of Warner
- **Jesse Potrie** Town of Coalhurst
- **Christopher Northcott** Vulcan County
- **Brad Schlossberger** Town of Claresholm
- **Neil Sieben** Town of Raymond

"Leadership and learning
are indispensable to each
other."

John F. Kennedy

■ Board of Directors

As of December 31, 2023, including former members of 2023

Colin Bexte

Village of Arrowwood

Kent Bullock

Village of Barnwell -Former Member

Jake Hiebert

Village of Barnwell

Dan Doell

Village of Barons

Mike Wetzstein

Town of Bassano

Ray Juska

City of Brooks

Roger Houghton

Cardston County

Allan Burton

Town of Cardston

Sue Dahl

Village of Carmangay

James F. Smith

Village of Champion

Brad Schlossberger

Town of Claresholm

Jesse Potrie

Town of Coalhurst - Former Member

Scott Akkermans

Town of Coalhurst

Tanya Smith

Village of Coutts

Dave Slingerland

Village of Cowley

Dean Ward

Municipality of Crowsnest Pass

Dave Filipuzzi

Municipality of Crowsnest Pass

Stephen Dortch

Village of Duchess

Gord Wolstenholme

Town of Fort Macleod

Mark Peterson

Village of Glenwood

Suzanne French

Village of Hill Spring

Morris Zeinstra

Lethbridge County

Brad Koch

Village of Lomond

Gerry Baril

Town of Magrath

Peggy Losey

Town of Milk River

Dean Melnyk

Village of Milo

Victor Czop

Town of Nanton

Marinus de Leeuw

Town of Nobleford

Teresa Feist

Town of Picture Butte

Tony Bruder

Municipal District of Pincher
Creek

Don Anderberg

Town of Pincher Creek

Ron Davis

Municipal District of Ranchland

Neil Sieben

Town of Raymond

Don Norby

Town of Stavely

Matthew Foss

Village of Stirling

John DeGroot

Municipal District of Taber

Ray Coad

Town of Vauxhall

Christopher Northcott

Vulcan County

Richard DeBolt

Town of Vulcan

David Cody

County of Warner

Marty Kirby

Village of Warner

Evan Berger

Municipal District of Willow
Creek

ORRSC Staff

Administration

Lenze Kuiper
Chief Administrative
Officer (2005)

Sherry Johnson
Bookkeeper (1981)

Raeanne Keer
Executive Assistant (2022)

Planning

Mike Burla*
Senior Planner (1978)

Steve Harty
Senior Planner (1998)

Diane Horvath
Senior Planner (2000)

Bonnie Brunner
Senior Planner (2007)

Gavin Scott
Senior Planner (2007)

Ryan Dyck
Planner (2013)

Jennifer Maxwell
Subdivision Technician (2015)

Maxwell Kelly
Planner (2019)

Madeleine Baldwin
Planner (2019 - March 2023)

Kattie Schlamp
Planner (2022)

Jack Shipton
Planner (March - Sept. 2023)

Tristan Scholten
Planning Intern (June 2023)

GIS

Jaime Thomas
GIS Analyst (2005)

Mladen Kristic
CAD/GIS Technologist (2006)

Jordan Thomas
GIS Analyst (2006)

Kaylee Sailer
CAD/GIS Technologist (2013)

Yueu Majok
CAD/GIS Technologist (2017-April 2023)

Carlin Groves
GIS Technician (2019)

121

bylaw amendments were
implemented for
Intermunicipal
Development Plans, Land
Use Bylaws, and Municipal
Development Plans in
2023**

*M. Burla retired in February 2022, and has continued as a contracted employee.

**as of December 31, 2023

■ Planning Projects

Below: Municipal District of Ranchland



With rising inflation and interest rates in 2023, riding on the coattails of the COVID-19 pandemic, many industries were impacted, such as development, construction, agriculture, and government. As a result, the Oldman River Regional Services Commission felt the trickle down, like many organizations, as the desire to subdivide land softened and an aversion to spending on Fee for Service projects due to economic conditions was felt. That being said, the Commission continues to provide strong professional support to our member municipalities, and foster opportunities for collaboration with outside agencies and landowners.

In 2023, we completed numerous statutory plans such as Municipal Development Plans and Area Structure Plans. Also, collaborative efforts have begun in several communities to amend and review Intermunicipal Development Plans.

Work continued with a variety of new, and amended Land Use Bylaws, to ensure that each member municipality's unique land use needs continue to be monitored and addressed. We also provided planning advice and support to assist our member's with intermunicipal matters, annexation discussions and applications, subdivision and development appeal board hearing, as well as participation in Provincial Board Hearings including the Land and Property Rights Tribunal, Natural Resources Conservation Board, and Alberta Utilities Commission. This year has also allowed for a number of new projects to be initiated such as land use strategies, policy reviews, and joint-use and planning agreements.

Our Planners continued to work closely with entities like the Miistakis Institute in developing various tools and studies. The results of these projects can be leveraged by our members and help facilitate bringing people and ideas together to promote healthy communities and landscapes. To this end, our quarterly periodical on various planning topics provides a conversation starter that can act as a bridge between municipalities, community stakeholders, academics, and other levels of government.

Moving into 2024, our Planners look forward to working diligently to provide valuable planning support to our members while completing and initiating important projects.

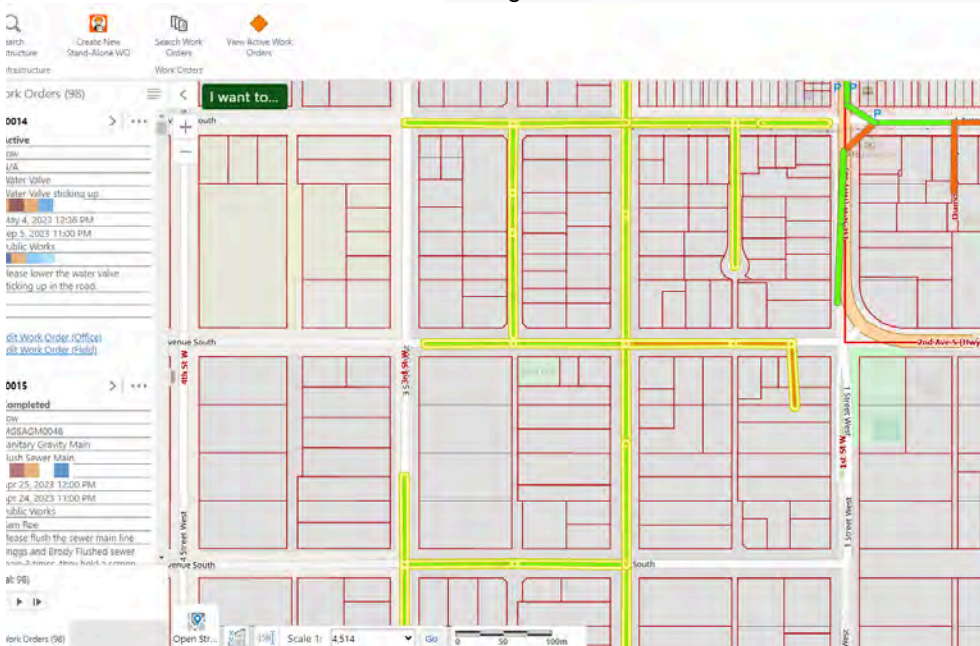
Geographic Information System (GIS) Projects

GIS staff completed three large projects in 2023, which resulted in great enhancements for the user experience.

The first project was adding the ability to attach documentation to all infrastructure features in the GIS. This functionality already existed for the property layer, but the demand existed to also add it to infrastructure features. Upon completion, users now can attach unlimited files to any infrastructure feature of their choice. Users may choose to simply attach photos of hydrants and curb stops or attach a full as-built drawing to a specific area.

GIS Staff made major enhancements to the existing cemetery layer in the GIS providing municipal staff the ability to not only add their own records but edit existing records using a customizable edit form tailored to their specific needs.

Photo: GIS Work Order Module, Town of Magrath



Cemetery information varies greatly from one cemetery to another, we worked alongside municipal staff to ensure each edit form was fully customized to meet the needs on their specific cemetery. Municipal staff can now add documents to specific plots (purchase agreements, headstone photos) and track the financing and purchasing directly in the GIS.

The largest undertaking by GIS staff in 2023 was the creation of the Work Order module within the GIS. This new module allows users to create, track and edit work orders from the office or in the field. A work order can be created on either a pre-existing infrastructure asset or a user defined area. The system then prompts a user to enter details about the work required to be completed such as priority, dates of completion, materials, and a detailed description of the project. The system then sends an auto-generated email to select employees responsible for conducting the work and at the same time, creates a new layer on the GIS showing the area of interest. The module comes equipped with capabilities to search work orders by status, priority, department, employee, and dates, and spatially creates a visual inventory of what work orders have been created and completed. This module has been highly successful and has been utilized very heavily by a number of municipalities who now rely solely on this module for their work order system.

2024 will bring another major enhancement to the GIS system as staff are in the preliminary steps of adding an asset management module to the GIS system. This module will assist municipalities with their annual Tangible Capital Asset (TCA) reporting as well as provide information on replacement valuation and long-term infrastructure capital planning.

■ Recognition of Service

Board of Directors

5+ Years

Tanya Smith
Dean Ward
Suzanne French
Morris Zeinstra
Peggy Losey
Marinus de Leeuw
Don Norby
David Cody

10+ Years

Dave Filipuzzi
Don Anderberg

15+ Years

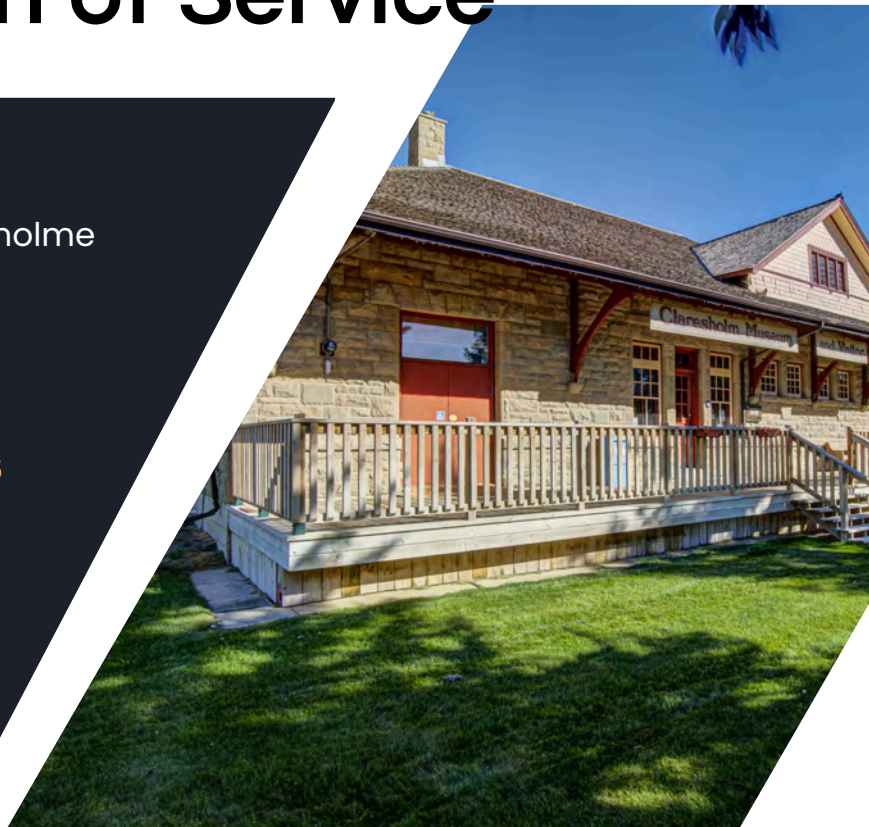
Gord Wolstenholme

20+ Years

Brad Koch

40+ Years

Ron Davis



Above: Town of Clareholm

■ Recognition of Service

ORRSC Staff

5+ Years

Jennifer Maxwell

10+ Years

Ryan Dyck
Kaylee Sailer

15+ Years

Bonnie Brunner
Mladen Kristic
Lenze Kuiper
Gavin Scott
Jaime Thomas
Jordan Thomas

20+ Years

Steve Harty
Diane Horvath

40+ Years

Mike Burla
Sherry Johnson

Subdivision Statistics

A total of 160 Subdivision applications were processed during the 2023 calendar year. The status of these applications, as of December 31, 2023 are as follows:

144 Approved or Approved on Condition

14 Pending

1 Refused

1 Withdrawn

MEMBER MUNICIPALITY	# of Subdivisions	Boundary Line Adj	DECISION				NEWLY CREATED LOTS (By Use)								
			A or A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	TOTAL
Cardston County	14	1	11	1	-	2	-	-	-	18	3	-	-	-	21
City of Brooks	3	-	2	-	-	1	-	2	-	-	1	-	-	-	3
County of Warner No. 5	11	-	9	-	-	2	-	-	1	12	2	-	-	-	15
Lethbridge County	29	17	28	-	-	1	3	4	16	12	2	-	-	-	37
Municipal District of Pincher Creek No. 9	9	1	9	-	-	-	5	-	-	6	-	-	-	-	11
Municipal District of Ranchland No. 66	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Municipal District of Willow Creek No. 26	15	10	13	-	1	1	-	-	6	7	2	-	-	-	15
Municipal District of Taber	19	5	18	-	-	1	-	-	-	14	2	-	-	-	16
Municipality of Crowsnest Pass	10	3	8	-	-	2	20	-	-	-	-	-	6	-	26
Town of Bassano	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Town of Cardston	4	1	4	-	-	-	12	2	3	-	-	-	-	-	17
Town of Claresholm	3	1	3	-	-	-	1	1	-	-	-	-	-	-	2
Town of Coalhurst	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Fort Macleod	7	-	4	-	-	3	10	-	2	-	-	1	2	-	15
Town of Magrath	4	1	4	-	-	-	8	-	-	-	-	-	-	-	8
Town of Milk River	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Town of Nanton	1	-	1	-	-	-	1	2	-	-	-	-	-	-	3
Town of Nobleford	2	-	2	-	-	-	1	1	-	-	-	-	-	-	2
Town of Picture Butte	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Pincher Creek	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1
Town of Raymond	3	2	3	-	-	-	14	-	-	-	-	-	-	-	14
Town of Stavely	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Vauxhall	4	-	4	-	-	-	8	-	3	-	-	-	-	-	11
Town of Vulcan	1	-	1	-	-	-	-	1	-	-	-	-	-	-	1
Village of Arrowwood	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Village of Barnwell	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Barons	1	-	1	-	-	-	-	-	-	-	-	1	-	-	1
Village of Carmangay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Champion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Coutts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Cowley	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Duchess	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Glenwood	1	-	1	-	-	-	4	-	-	-	-	-	-	-	4
Village of Hill Spring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Lomond	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Milo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Stirling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Warner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Vulcan County	15	16	14	-	-	1	1	1	-	7	2	-	-	-	11
TOTAL	160	61	144	1	1	14	89	14	31	76	14	2	8	0	234

■ Chinook Intermunicipal SDAB

The Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB) is a quasi-judicial board comprised of appointed persons from participating municipalities. The Chinook Intermunicipal SDAB is a regional board which provides municipalities with shared access to a large pool of certified board members and board clerks. ORRSC offers regular in-house training to board members to ensure the legislative requirement is met.

13 SDAB Appeals Received

10 SDAB Hearings Held

13 SDAB Members Trained (new and recertified)

49 Board Members Appointed

■ Regional Assessment Review Board

The Regional Assessment Review Board (ARB) is long-standing quasi-judicial board established under the Municipal Government Act, and is responsible for making decisions regarding property assessment complaints. The Regional ARB is comprised of both appointed lay-members and Councillors from participating municipalities who have completed the provincially mandated training.



7 Hearings Held*

*11 Appeals were held concurrently in 1 Hearing



22 Residential Complaints Filed

8 Commercial Complaints Filed



10 Complaints Withdrawn

Right: Town of Coalhurst



■ ORRSC Periodical

2023 Editions

Spring 2023

Campgrounds

Summer 2023

Temporary Uses

Fall 2023

Liquor and Land Use

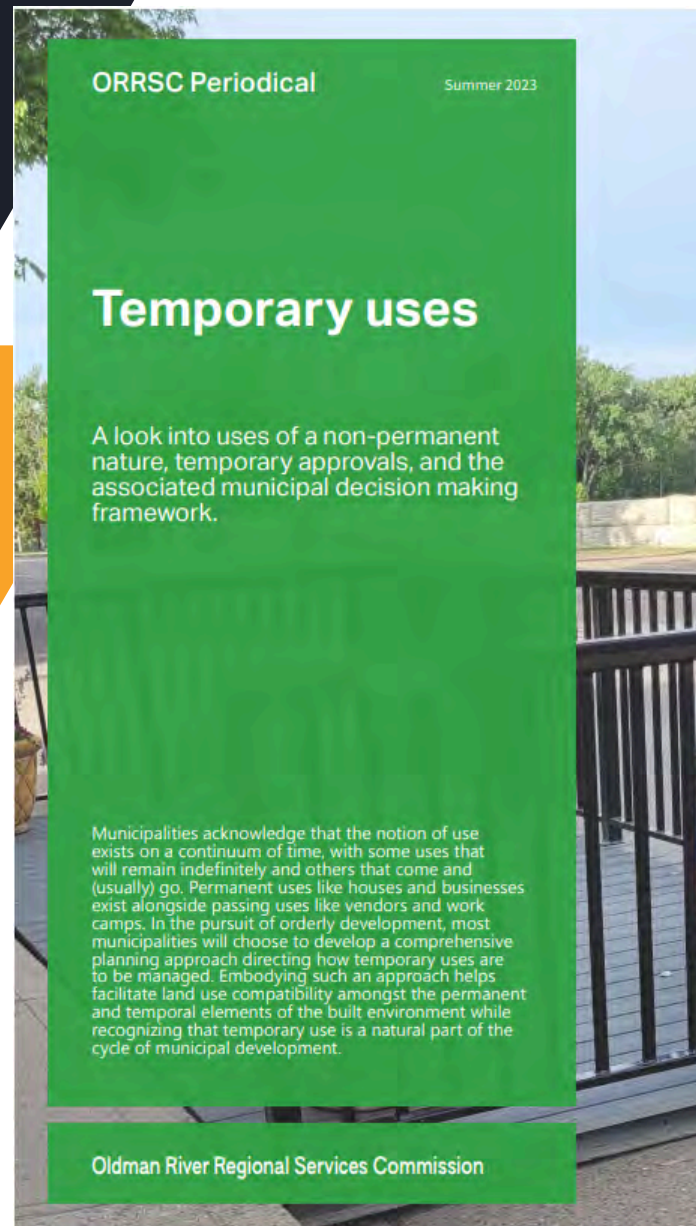
Winter 2023

Slope Adaptive Development

■ What is the Periodical?

The ORRSC Periodical is a quarterly publication focusing on planning topics of a regional interest and the promotion of best practices.

The Periodical is researched, written, and designed in house by ORRSC staff.



Copies of the current and past editions of the Periodical can be found at www.orrsc.com.

Financial Statements

The following pages consist
of the Independent Auditor's
Report prepared by KPMG LLP.

Financial Statements of

**OLDMAN RIVER REGIONAL
SERVICES COMMISSION**

And Independent Auditor's Report thereon

Year ended December 31, 2023



KPMG LLP
3410 Fairway Plaza Road South
Lethbridge, AB T1K 7T5
Canada
Telephone 403 380 5700
Fax 403 380 5760

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2023, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 11, 2024

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

DRAFT

December 31, 2023, with comparative information for 2022

	2023	2022
Financial assets		
Cash and short-term deposits	\$ 215,450	\$ 460,068
Accounts receivable (note 4)	62,895	51,631
Cash not available for current operations	192,986	350,035
	<u>471,331</u>	<u>861,734</u>
Financial liabilities		
Accounts payable and accrued liabilities	\$ 225,957	\$ 241,114
Deferred revenue	20,000	20,000
Debt	40,000	40,000
	<u>285,957</u>	<u>301,114</u>
Net financial assets	185,374	560,620
Non-financial assets		
Prepaid expenses and deposits	7,522	11,356
Capital assets (note 5)	630,982	502,140
	<u>638,504</u>	<u>513,496</u>
Accumulated surplus (note 10)	823,878	1,074,116
Commitments (note 6)		

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 13)	2023 Actual	2022 Actual
Revenue:			
Municipal contributions	\$ 985,947	\$ 985,948	\$ 941,570
GIS member fees	560,753	526,463	556,608
Application fees	310,000	203,605	249,815
Other revenue	59,700	96,523	99,058
Service fees	400,000	127,557	85,759
Finalization fees	-	56,780	64,144
Interest income	12,000	47,353	24,509
Extention fees	-	5,520	6,210
	2,328,400	2,049,749	2,027,673
Expenses:			
Salaries and benefits	2,071,015	1,995,158	1,855,012
Occupancy costs	34,700	59,436	48,193
Equipment	104,000	55,294	44,384
Repairs and maintenance	15,001	41,971	36,855
Telephone	16,000	24,931	27,895
Staff travel	13,000	15,415	13,945
Miscellaneous	1,250	11,207	22,798
Professional fees	13,000	10,450	9,000
Members' fees	5,000	7,383	6,144
Members travel	8,000	7,105	1,646
Consulting fees	1	6,720	11,465
Advertising	5,000	6,338	4,863
Janitorial	6,000	6,000	7,502
Public relations	2,000	4,924	10,513
Staff training and conferences	7,000	4,792	5,170
Printing and duplicating	4,500	2,134	4,937
Land titles office	2,500	2,051	3,008
Office and general	5,500	1,376	8,233
Interest and bank charges	-	647	1,014
Postage	7,500	16	4,135
Amortization	-	36,119	39,804
	2,320,967	2,299,467	2,166,516
Deficiency of revenues over expenses before the undernoted item	7,433	(249,718)	(138,843)
Other expense:			
Loss on sale of capital assets	-	(520)	-
Deficiency of revenues over expenses	\$ 7,433	\$ (250,238)	\$ (138,843)

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Deficiency of revenue over expenses	\$ (250,238)	\$ (138,843)
Items not involving cash:		
Amortization	36,119	39,804
Loss on sale of capital assets	520	-
	(213,599)	(99,039)
Changes in non-cash operating working capital:		
Accounts receivable	(11,264)	14,452
Prepaid expenses and deposits	3,834	4,333
Accounts payable and accrued liabilities	(15,157)	(25,081)
	(236,186)	(105,335)
Capital activities:		
Purchase of capital assets	(165,481)	(8,072)
Decrease in cash and short-term deposits	(401,667)	(113,407)
Cash and short-term deposits, beginning of year	810,103	923,510
Cash, end of year	\$ 408,436	\$ 810,103
Cash is represented by:		
Cash and short-term deposits	\$ 215,450	\$ 460,068
Cash not available for current operations	192,986	350,035
	\$ 408,436	\$ 810,103

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	Budget	2023	2022
Excess of revenue over expenses	\$ 7,433	\$ (250,238)	\$ (138,843)
Acquisition of tangible capital assets	--	(165,481)	(8,072)
Loss on disposal of tangible capital assets	--	520	--
Amortization of tangible capital assets	--	36,119	39,804
	7,433	(128,842)	31,732
Decrease in prepaid expenses	--	3,834	4,333
Change in net financial assets	7,433	(375,246)	(102,778)
Net financial assets, beginning of year	560,620	560,620	663,398
Net financial assets, end of year	\$ 568,053	\$ 185,374	\$ 560,620

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2023

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

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

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan called the Local Authorities Pension Plan ("LAPP"). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2023 the Commission did not have any liabilities associated with contaminated sites.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2024, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3400 - Revenue :

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This standard has been deferred by PSAB and is now effective for fiscal years beginning on or after April 1, 2023

(ii) PSG-8 - Purchased Intangibles:

The Canadian Public Sector Accounting Board issued a new guideline, PSG 8 - Purchased Intangibles. This new guideline explains the scope of the intangibles now allowed to be recognized in financial statements given the removal of the recognition prohibition relating to purchased intangibles in Section PS 1000. The key aspects of this guideline are:

- A definition of purchased tangibles.
- Examples of items that are not purchased intangibles.
- References to other guidance in the PSA Handbook on intangibles.
- Reference to the asset definition general recognition criteria and the GAAP hierarchy for accounting for purchased intangibles.

(iii) PS 3160 - Public Private Partnerships:

The Canadian Public Sector Accounting Board issued a new standard, PS 3160, Public Private Partnerships in April 2021. This section establishes standards for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements.

This section is effective for fiscal years beginning on or after April 1, 2023 and may be applied retroactively with or without prior period restatement. Early adoption is permitted.

3. Change in accounting policy :

Effective January 1, 2023, the Commission adopted the new accounting standard PS 3280 Asset Retirement Obligations and applied the standard using the modified retroactive approach. The adoption had no effect on the financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

4. Accounts receivable:

	2023		2022	
Trade receivables	\$	51,254	\$	46,990
Goods and services tax		11,641		4,641
	\$	62,895	\$	51,631

5. Capital assets:

	2023		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	407,324	366,073
General contents	408,053	272,851	135,202
Other equipment	13,678	13,097	581
Vehicles	83,140	54,691	28,449
Computer	171,216	150,539	20,677
	\$ 1,529,484	\$ 898,502	\$ 630,982

	2022		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	392,071	381,326
General contents	280,461	267,448	13,013
Other equipment	13,678	13,097	581
Vehicles	53,411	42,499	10,912
Computer	173,446	157,138	16,308
	\$ 1,374,393	\$ 872,253	\$ 502,140

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

6. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2022.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

7. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately \$7,284.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it is to continue on a year to year basis until written notice of termination on December 31, 2024.

8. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, as such, the Commission is economically dependent on its members.

9. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2023	2022
Total debt limit	\$ 1,024,874	\$ 1,013,836
Total debt	(40,000)	(40,000)
Amount of debt limit unused	\$ 984,874	973,836
Debt servicing limit	\$ 204,975	202,767
Debt servicing	(40,000)	(40,000)
Amount of debt servicing limit unused	\$ 164,975	\$ 162,767

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

10. Accumulated surplus

	2023	2022
Net assets:		
Unrestricted	-	221,941
Investment in capital assets	630,982	502,140
Internally restricted	192,896	350,035
	823,878	1,074,116

Internally restricted net assets is comprised of the following:

	2023	2022
Operating reserve fund	175,228	175,017
Capital reserve fund	17,668	175,018
	192,896	350,035

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

11. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 291,259 employees of approximately 437 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 8.45% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.23% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.23% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2023 were \$147,035 (2022 - \$137,670). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2023 were \$130,483 (2022 - \$123,539).

At December 31, 2022 the Plan disclosed an actuarial surplus of \$12.7 billion.

12. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

13. Budget information:

The budget information was approved by the Executive on November 10, 2022.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING MINUTES

Thursday, December 7, 2023 – 7:00 p.m.

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

BOARD OF DIRECTORS:

Colin Bexte (Virtual).....Village of Arrowwood
 Jake Hiebert (Absent) Village of Barnwell
 Dan Doell (In Person)..... Village of Barons
 Mike Wetzstein (Virtual)..... Town of Bassano
 Ray Juska (In Person) City of Brooks
 Roger Houghton (In Person)..... Cardston County
 Allan Burton (Absent) Town of Cardston
 Sue Dahl (Virtual)..... Village of Carmangay
 James F. Smith (Absent) Village of Champion
 Brad Schlossberger (In Person)..... Town of Claresholm
 Scott Akkermans (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 (In Person).....Town of Fort Macleod
 Mark Peterson (In Person)..... Village of Glenwood
 Suzanne French (Virtual) Village of Hill Spring
 Morris Zeinstra (Absent)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 (Virtual)..... Village of Milo
 Victor Czop (In Person) Town of Nanton
 Marinus de Leeuw (Absent)..... Town of Nobleford
 Teresa Feist (Absent) Town of Picture Butte
 Tony Bruder (Virtual) M.D. of Pincher Creek
 Don Anderberg (In Person) 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 (Absent) MD of Taber
 Raymond Coad (In Person) Town of Vauxhall
 Christopher Northcott (In Person)..... Vulcan County
 Richard DeBolt (In Person) 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:

Mike Burla Senior Planner
 Ryan Dyck Planner
 Carlin Groves GIS Technologist
 Steve Harty Senior Planner
 Raeanne Keer Executive Assistant
 Lenze Kuiper Chief Administrative Officer

Jennifer Maxwell Subdivision Technician
 Kattie Schlamp..... Planner
 Gavin Scott Senior Planner
 Tristan Scholten.....Intern Planner
 Jaime Thomas.....GIS Analyst

Being the Organizational Meeting, Chief Administrative Officer Lenze Kuiper called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Richard DeBolt

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

CARRIED

2. ADOPTION OF LIST OF MEMBERS AND ALTERNATE MEMBERS FOR 2023-24

Moved by: Tanya Smith

THAT the Board adopts the List of Members and Alternate Members for 2023-2024, as presented.

CARRIED

3. ELECTION OF EXECUTIVE COMMITTEE FOR 2023-2024

a. Nomination Information

L. Kuiper presented the Executive Committee Election process to the Board and presented the list of nominations received during the nomination period.

b. Election of Chair

L. Kuiper stated that Administration received 1 nomination for Chair, Gord Wolstenholme of the Town of Fort Macleod, and inquired if there were any nominations from the floor for the position of Chair, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the position of Chair, and there were none.

Mr. Gord Wolstenholme of the Town of Fort Macleod was proclaimed Chair of the Oldman River Regional Services Commission Board of Directors.

c. Election of Vice Chair

L. Kuiper stated that Administration received 1 nomination for Vice Chair, Don Anderberg of the Town of Pincher Creek, and inquired if there were any nominations from the floor for the position of Vice Chair, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the position of Vice Chair, and there were none.

Mr. Don Anderberg of the Town of Pincher Creek was proclaimed Vice Chair of the Oldman River Regional Services Commission Board of Directors.

d. Election of Executive Committee.

L. Kuiper stated that Administration received 5 nominations for Executive Committee members David Cody of the County of Warner, Christopher Northcott of Vulcan County, Brad Schlossberger of the Town of Claresholm, Neil Sieben of the Town of Raymond, and Scott Akkermans of the Town of Coalhurst, and inquired if there were any nominations from the floor for the Executive Committee, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the Executive Committee, and there were none.

David Cody of the County of Warner, Christopher Northcott of Vulcan County, Brad Schlossberger of the Town of Claresholm, Neil Sieben of the Town of Raymond, and Scott Akkermans of the Town of Coalhurst were proclaimed members of the Executive Committee for the Oldman River Regional Services Commission Board of Directors.

4. APPROVAL OF MINUTES

e. Minutes of September 7, 2023

Moved by: Gerry Baril

THAT the Board adopts the minutes of September 7, 2023, as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. REPORTS

a. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

7. BUSINESS

a. Proposed 2024 Operating Budget & Proposed 5-year Capital Plan 2023-2027

L. Kuiper presented the proposed 2024 Operating Budget and 5-Year Capital Plan to the Board, highlighting an increase to membership fees for both planning and GIS, and a decrease in projected revenue for Fee for Service and Subdivision.

Moved by: Scott Akkermans

THAT the Board approves the 2024 Budget and 5 Year Capital Plan, as presented.

CARRIED

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

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

- c. Assessment Appeal Activity**

L. Kuiper presented the 2023 Assessment Appeal Board Statistics to the Board for information purposes.

- d. Subdivision and Development Appeal Board Activity**
 - **As of November 23, 2023**

L. Kuiper presented the 2023 Subdivision and Development Appeal Board Statistics to the Board as of November 23, 2023.

- e. ORRSC Periodical – Slope Adaptive Development**

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Slope Adaptive Development

8. ACCOUNTS

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

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

Moved by: Brad Schlossberger

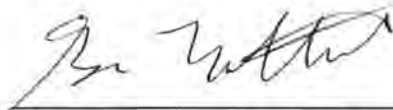
THAT the Board approves Balance Sheet and Comparative Income State, as of October 31, 2023, as presented.

CARRIED

9. NEXT MEETING – March 7, 2024

10. ADJOURNMENT

With no further questions and nothing further to discuss, L. Kuiper adjourned the meeting, the time being 8:10 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer