



Village of Hill Spring
COUNCIL MEETING AGENDA - DRAFT
Hill Spring Council Chambers
Tuesday, November 19, 2024 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA`
3. ADOPTION OF MINUTES
 - a) 2024.10.15
4. DELEGATION
 - a)
5. BUSINESS ARISING FROM THE MINUTES
6. FINANCIAL REPORTS:
 - a) Cheque Listing for November 2024
7. Public Q&A
8. ITEMS FOR DISCUSSION:
 - a) Bylaw 2024-307 Renumerating Expense Claims 1st Reading
 - b) ATCO Gas Franchise Distribution Franchise Agreement
 - c) Recreation Board 2025 Funding Request
 - d) AG Society Lease Renewal
 - e) Bylaw 2024-274 Technical Amendment Bylaw 1st Reading
 - f) Bylaw 2024-274 Technical Amendment 2nd Reading
 - g) Bylaw 2024-274 Technical Amendment Motion for 3rd Reading
 - h) Bylaw 2024-274 Technical Amendment 3rd Reading
 - i)
 - j)
 - k)

9. ADMINISTRATORS & COUNCIL REPORTS:

- a) CAO Report

10. CORRESPONDENCE:

- a) AlbertaSW Bulletin Report
- b) AlbertaSW Oct Minutes
- c) Chinook Arch August 2024 Board Report
- d) ORRSC Fee Increase Notice
- e) ORRSC Next Gen 911 GIS Project
- f) ORRSC Executive Committee July Minutes
- g) ORRSC Board of Directors June Minutes
- h) RCMP Public Notice

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 Section 24 pf the FOIP Act

12. ADJOURNMENT:

VILLAGE OF HILL SPRING
October 15, 2024

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on October 15, 2024 commencing at 6:00 p.m.

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

Officials: CAO Greg Robinson.

Absent:

Public: Cody Webster (Fortis Alberta), Paul McLean (Tough Country Fibre)

CALLED TO ORDER

Mayor Davis called the Regular Council Meeting to Order at 5:58 p.m.

**ADOPTION OF THE
AGENDA**

2024.10.01

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

ADOPTION OF MINUTES

2024.09.17 REGULAR
COUNCIL MEETING
MINUTES
2024.10.02

Councillor Shideler **MOVED** to approve the 2024.09.17 Regular Council Meeting minutes as amended.
Carried Unanimously

DELEGATIONS

Cody Webster – Fortis

Cody Webster of Fortis Alberta came to Council to present on infrastructure updates in the area, to discuss the Village’s renewal of the franchise fee contract, and answer any questions that Council had regarding their services.

Paul McLean- Tough
Country Fibre

Paul McLean of Tough Country Fibre provided Council with an update on the progress being made on the Community Fibre project and answered any questions that Council had.

**BUSINESS ARISING FROM
THE MINUTES**

FINANCIAL REPORTS

CHEQUE LISTING FOR
OCTOBER 2024
2024.10.03

Councillor Shideler **MOVED** to accept the Cheque Listing for October 2024.
Carried
Those in favour: 4
Those against: 1

YTD BUDGET SUMMARY
AND YTD BUDGET DETAIL
2024.10.04

Councillor Shideler **MOVED** to accept the YTD Budget Summary and Detail as presented.
Carried
Those in favour: 4
Those against: 1

PUBLIC Q&A

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

ITEMS FOR DISCUSSION

FORTIS CONTRACT
RENEWAL
2024.10.05

Councillor Christensen **MOVED** to renew the Fortis Franchise Fee agreement at the same rates as the previous contract from 2015.
Carried Unanimously

**ADMINISTRATOR AND
COUNCIL REPORTS**

CAO Greg Robinson provided Council with an administrator report from the past month.

Councillor Shideler informed Council on updates from the Cardston County Emergency Services meeting, and his attendance at the Chinook foundation meeting.

Councillor Christensen was in attendance for an ABSW meeting and updated Council on the work being done there.

Mayor Davis attended an FCSS regional meeting, as well as a Water Commission meeting and provided Council with a report on discussions from those meetings.

2024.10.06

Councillor Nish **MOVED** to approve the CAO and Council Reports as presented.

Carried Unanimously

CORRESPONDENCE

2024.10.07

Councillor Nish **MOVED** to accept correspondence as information.

Carried Unanimously

CLOSED SESSION

2024.10.08

Councillor Nish **MOVED** that Council recess the regular Council Meeting and move into Closed Session as per section 24 of the FOIP Act at 7:34pm.

Carried Unanimously

2024.10.09

Councillor Shideler **MOVED** to resume the regular Council Meeting and move back into Open Session at 8:01pm.

Carried Unanimously

2024.10.10

Councillor Shideler **MOVED** that administration amend the Remuneration Bylaw as directed and to bring it back for review during the November Regular Council Meeting.

Carried Unanimously

ADJOURNMENT

2024.10.11

Councillor Nish **MOVED** to adjourn the October 15, 2024 Council Meeting at 8:03pm.

Carried Unanimously

Mayor Dwight Davis

CAO Greg Robinson

Village Of Hill Spring

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Cheque Listing For Council

2024-Nov-15
9:47:06AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240258	2024-10-21	ALBERTA MUNICIPAL SERVICES CORPORATION	OCT24 SEP24	PAYMENT OCT UTILITIES SEP UTILITIES	917.64 953.59	1,871.23
20240259	2024-10-21	BENCHMARK ASSESSMENT CONSULTANTS INC	3254	PAYMENT OCT - DEC ASSESSMENT FEES	1,286.25	1,286.25
20240260	2024-10-21	CARDSTON COUNTY	24822 24823	PAYMENT DEM CONTRACT WATER OP FEES	66.70 3,004.17	3,070.87
20240261	2024-10-21	CARDSTON HOME HARDWARE	56655	PAYMENT SEP 24 PURCHASES	33.86	33.86
20240262	2024-10-21	CARO ANALYTICAL SERVICES	IC2425577	PAYMENT CHEMICALS	113.93	113.93
20240263	2024-10-21	CITY OF LETHBRIDGE	78146	PAYMENT Q3 FIRE DISPATCH	177.59	177.59
20240264	2024-10-21	FIDO	OCT24FIDO	PAYMENT PHONE BILL	94.48	94.48
20240265	2024-10-21	MICRO AGE	25841	PAYMENT COMP SUPPORT	103.95	103.95
20240266	2024-10-21	NEXTGEN AUTOMATION	618650 OCT24	PAYMENT PRINTS PHOTOCOPY	447.58 242.25	689.83
20240267	2024-10-21	XPLORE	INV53734041	PAYMENT INTERNET	106.09	106.09
20240268	2024-10-23	BRANDT TRACTOR LTD.	7802271	PAYMENT BROOM	10,849.01	10,849.01
20240269	2024-10-30	CHRISTENSEN, MONTE				
20240270	2024-10-30	DAVIS, DWIGHT				
20240271	2024-10-30	FRENCH , SUZANNE				
20240272	2024-10-30	SHIDELER, DONALD				
20240273	2024-10-30	NISH, MIKE				
20240274	2024-10-30	FAULKNER, PATTI A				
20240275	2024-10-30	HENRIE, SCOTT				
20240276	2024-10-30	YASTREMSKI, BENNY A				
20240277	2024-11-12	BARN STORE	7237	PAYMENT FUEL	185.28	185.28
20240278	2024-11-12	CLEARTECH	INV1131002	PAYMENT CHEMICALS	760.33	760.33
20240279	2024-11-12	HENRIE, SCOTT	SHOCT24	PAYMENT TRAVEL AND REPAIRS	219.02	219.02
20240280	2024-11-12	RIDGE REGIONAL PUBLIC SAFETY SERVICES C	183	PAYMENT SEP BYLAW SERVICES	375.00	375.00
20240281	2024-11-12	TOWN OF RAYMOND	20240421 20240458 20240473	PAYMENT OCT CONTRACTS OCT EXPENSES NOV CONTRACTS / OCT TRAVEL	8,848.34 1,369.06 9,341.14	19,558.54
20240282	2024-11-12	CATALIS TECHNOLOGIES CANADA	308326968	PAYMENT MUNIWARE	3,836.85	3,836.85
20240283	2024-11-12	YASTREMSKI, BENNY	BYSEP24	PAYMENT FLOWER BULBS	51.39	51.39

Village Of Hill Spring

Cheque Listing For Council

2024-Nov-15
9:47:06AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					

Total 47,793.19

*** End of Report ***

VILLAGE OF HILL SPRING
Remuneration Expense Claims
Bylaw 2024-307

A BYLAW OF THE VILLAGE OF HILL SPRING TO ESTABLISH RATES FOR REMUNERATION AND EXPENSE CLAIMS.

WHEREAS the Municipal Government Act being chapter M-26 of the Revised Statutes of Alberta 2000 empowers a council to provide for the payment of a remuneration to its members for attending to or performing their duties and also for the payment of reasonable allowances for travelling and for subsistence and out of pocket expenses incurred for attending the same, and

WHEREAS appointed committee members may be requested by council to incur travel, subsistence and out of pocket expenses incurred for attending to and performing their duties, and

WHEREAS Village employees also may be assigned or have occasion to incur travel, subsistence and out of pocket expenses in attending to and performing their duties attending the same, and

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

1. The Council shall be paid per committee meeting of council, remuneration in the amount determined by council resolution from time to time.
2. The Council shall be paid a day rate provided that the Village business meeting they are attending exceeds 4 consecutive hours, including travel time.
3. The members of council, appointed committee members and employees of the Village shall be paid for these reasonable traveling, subsistence and out of pockets expenses incurred in attending to Village related duties in accordance with the following statements and the amounts as determined by council resolution from time to time.
 - A) Lodging: actual lodging expenses private accommodation allowance will be considered when previously cleared and authorized.
 - B) Meals: Breakfast - travel commenced before 10:00 am.
Lunch - business continued after 12 noon
Dinner - return to home not completed before 5:00 pm
Meals included in any registration fees will not be eligible for further claim.
 - C) Transportation: Those furnishing transportation will be paid a rate per kilometer. Refer to Appendix A.
 - D) Miscellaneous: Incidental allowances will be allowed for Gratuities, taxi , parking and other travel related expenses. Reimbursement for these expenses require the submission of receipts with the travel claim.
6. Prior to reimbursement a travel claim must be submitted detailing the applicable expenses with attached receipts where required.
7. Attached to this bylaw shall be Appendix A, which will be the travel claim format and details of the allowable expense amounts determined for that period of time.

RESCINDING BYLAW

1. Bylaw 2018– 307 is hereby repealed

DATE OF COMMENCEMENT

1. This bylaw shall come into effect upon third and final reading.

READ a **first** time this 19th day of November, 2024.
READ a **second** time this ____ day of _____, 2024.
READ a **third** time and finally **PASSED** this ____ day of _____, 2024.

Mayor
Dwight Davis

Chief Administrative Officer
Greg Robinson

Appendix A

Meeting of Council Remuneration

Mayor	\$125.00/committee meeting
Council	\$75.00/committee meeting

Day Rate Remuneration

*Mayor	\$200.00/day
*Council:	\$150.00/day

*If over 4 hours, then a day rate may be charged.

Transportation Remuneration

As per government rate of the day (CRA mileage rate for business-related driving)

Meals Allowance Remuneration - Without Submitted Receipt

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

Notice of application to be filed for approval of the natural gas distribution franchise agreement between the Village of Hill Spring and ATCO Gas and Pipelines Ltd.

Application summary

The Alberta Utilities Commission expects to receive an application from ATCO Gas and Pipelines Ltd. to approve the existing current and valid natural gas distribution franchise agreement with the Village of Hill Spring. This application for approval is required due to changes made by the *Utilities Affordability Statutes Amendment Act, 2024*, to various statutes governing franchise agreements.

The current franchise agreement, which took effect in February of 2021, grants ATCO Gas and Pipelines Ltd. the exclusive right to deliver natural gas to the residents of Village of Hill Spring for approximately ten years.

No changes to the franchise agreement or to the franchise fee rate rider percentage are being made as part of this application. The franchise fee rate rider percentage will remain at its current rate, which is 5%. Including linear taxes, the resulting average monthly franchise fee for an average residential customer will remain the same at approximately \$7.18. The franchise fee is calculated based on distribution charges. An average residential customer uses about 105 gigajoules per year.

You may send your concerns about, objections to, or support for the application in writing to the Village of Hill Spring or to ATCO Gas and Pipelines Ltd. on or before **December 04, 2024** att:

Village of Hill Spring, CAO Greg Robinson PO Box 40, Hill Spring AB T0K2E0,
phone: 403-626-3876; email: CAO@hillspring.ca

ATCO Gas and Pipelines Ltd., Attn: Franchise Agreement Coordinator, 5302
Forand Street S.W. Calgary, Alberta, T3E 8B4, phone: 310-5678 or 1-888-511-
7550; email: franchisecoordinatorgas@atco.com

Any submissions received, unless you request otherwise, will be part of the application submitted and will become part of the public record.

For more information on franchises or to receive a copy of the franchise agreement please contact either the Village of Hill Spring or ATCO Gas and Pipelines Ltd. at the addresses listed above.

For more information:

For more information about the AUC or its approval process associated with franchise applications, please contact the AUC directly at 310-4AUC or at info@auc.ab.ca.

The Alberta Utilities Commission is an independent, quasi-judicial regulatory body responsible for making decisions about utility-related applications.

Issued on November, 20, 2024.

Alberta Utilities Commission

Village of Hill Spring
PO Box 40
Hill Spring, AB, T0K 1E0

Attention: Mr. Greg Robinson, Chief Administrative Officer

**Re: Impacts of New Provincial Legislation on Your Gas Distribution Franchise Agreement
Time-Sensitive and Action Required**

As you may be aware, the Government of Alberta's *Utilities Affordability Statutes Amendment Act, 2024*,¹ (the "**Act**") became law when it received Royal Assent on May 16, 2024. The Act makes several changes to various statutes governing franchise agreements. One of these changes affects the gas distribution franchise agreement you have with ATCO Gas and Pipelines Ltd. ("**ATCO**"):

- Section 49(5) of the *Gas Utilities Act* now states that a franchise granted by a municipality to an owner of a gas utility that has not been approved by the AUC after the coming into force of this subsection will terminate 270 days after the coming into force of that subsection.

This means that your gas distribution franchise agreement for Hill Spring, which is current and valid, must be reviewed and re-approved by the Alberta Utilities Commission ("**AUC**") before March 17, 2025, or it will terminate by operation of law on that date. If it is terminated, all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

In response to this new legislation, the AUC has established a special process² to efficiently approve all existing current and valid gas distribution franchise agreements that are compliant with the new legislation before the March 2025 deadline. To qualify for this special process, no changes may be made to the previously approved franchise terms, including the expiry date and the existing franchise fee. As

¹ *Utilities Affordability Statutes Amendment Act, 2024*, SA 2024, c 8; www.alberta.ca/making-utility-bills-more-affordable

² <https://media.auc.ab.ca/prd-wp-uploads/News/2024/Bulletin%202024-12.pdf>

part of this special process, ATCO is required to submit information pertaining to your franchise agreement to the AUC at the end of this year, for its review and approval.

We require your collaboration with respect to certain aspects of the re-approval process, including (1) advertising your franchise agreement to your community using a template we will provide you, (2) recording any feedback from residents, (3) responding to feedback from residents and keeping records of your responses, and (4) providing ATCO with all of that information to submit to the AUC. We understand that this may be inconvenient and an imposition on your resources, but it cannot be avoided due to the changes made by the Act. The attached process document explains what must be done and by when.

Please note that if you think you may want to change your franchise fee rate for the full 2025 calendar year, it is necessary to complete the above-described re-approval process first, by early October, before commencing the franchise fee rate change process. Otherwise, franchise fee rate changes will be processed for an effective date of April 1, 2025, or later.

Thank you for your prompt attention to this matter. If you have any questions or concerns, please reach out to me at your earliest convenience at Dan.Magnan@atco.com.

Regards,

Dan Magnan

Senior Manager, Lethbridge Operations

ATCO Gas and Pipelines Ltd.

Franchise Agreement Re-Approval Process
(Utilities Affordability Statutes Amendment Act, 2024)

Step	Action/Event	Responsibility
1	<p><u>Contact ATCO</u> At Your Earliest Convenience</p> <p>Contact ATCO for a copy of the AUC Notice template, tailored to your community, that you must publish in your local print newspaper with the widest circulation in your community.</p>	Municipality
2	<p><u>ATCO Prepares & Sends You the Template</u> Within 7 Days of your Request</p> <p>Upon receiving your request, ATCO will tailor the AUC Notice template with information specific to your community.</p>	ATCO
3	<p><u>Publish the Notice</u> As Soon As Possible (15 November 2024 at the latest)</p> <p>Publish the Notice in your local <u>print</u> newspaper with the widest circulation in your community.</p>	Municipality
4	<p><u>Take a Picture of the Ad in the Newspaper</u></p> <p>On the day the Notice appears in your local print newspaper, take a photo of the page that the Notice appears on and send the photo to ATCO. A digital scan of the page will also suffice.</p> <p><u>This photo or scan must clearly show the Notice, the name of newspaper, and the date of publication.</u> Text must be legible.</p> <p>This photo (or scan) may be requested by AUC as part of the re-approval process, to prove that the Notice was published and that the public was notified as per AUC requirements.</p> <p>(Continued on next page...)</p>	Municipality

Step	Action/Event	Responsibility
5	<p><u>Wait 2 Weeks, Record Public Feedback and Your Responses to the Public</u></p> <p>The public has fourteen days to express any objections, concerns, or support regarding the franchise agreement and the financial impact on them. The public may send their feedback to your municipality, to ATCO, or to the AUC.</p> <p>If you receive any written feedback, please reply to the community member and keep a copy of all communication. If you receive verbal/telephone comments, please make note of the person's name, the date, and a brief summary of the conversation, including your response.</p> <p>Send copies of all feedback and your replies to ATCO.</p> <p>These communications will be included in the application to the AUC.</p> <p>If no comments are received, then a short email to ATCO saying so is sufficient.</p>	Municipality
6	<p><u>Application Made to the AUC</u> As Soon As Possible (13 December 2024 at the latest)</p> <p>ATCO will submit the information you provide as well as other details about your franchise agreement, as required by the AUC, to the AUC for their review and approval.</p>	ATCO
7	<p><u>Application Reviewed and Decision Issued</u></p> <p>The AUC will review the information submitted. Provided everything is in order, the AUC will then issue a Decision to confirm that your franchise agreement is current, valid and compliant with the new legislation.</p> <p>If you would like a copy of the AUC Decision, please let your ATCO contact know and we will ensure one is sent to you.</p>	AUC

Frequently Asked Questions

Question: Why do we have to do this?

Answer: The Government of Alberta recently changed some laws. As a result, the Alberta Utilities Commission (AUC) must re-approve all existing gas franchise agreements to ensure they are compliant with the changes.

Question: What happens if we don't do this?

Answer: Your gas distribution franchise agreement will terminate on March 17, 2025, and all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

Question: Why must we advertise a Notice as part of this re-approval process?

Answer: The AUC requires it.

Question: Can we make changes to our gas distribution franchise agreement as part of this re-approval process?

Answer: No. Changes to the franchise agreement can only be made by renewing the franchise agreement. However, renewing a valid and current franchise agreement is not recommended at this time because of the high number of approvals the AUC will be processing in the coming months due to the change in legislation.

Question: Can we change our franchise fee percentage as part of this re-approval process?

Answer: No.

Question: What if we want to change our franchise fee for 1 January, 1 February or 1 March 2025?

Answer: First, the re-approval process must be completed by early October 2024. Then, we can help you through the franchise fee rate change process. Contact us as soon as possible for further details and to start the process.

November 5 2024

Dear Hill Spring Village,

We, the Hill Spring Recreational Board, would like to ask the Hill Spring Village for an annual requisition for the amount of \$2500.00. The county has given us \$5960.00 annual for the past many years and we would like the Village to also contribute to our board. We use this money to benefit our small community which in turn greatly benefits the Village also.

We look forward to your reply. Our next board meeting is January 6 2025 and would appreciate your response by then. We would be please to provide any information that you require about our board and our activities if needed.

Thank you for your consideration we look forward to hearing from you soon,

The Hill Spring Recreational Board

TENANCY AGREEMENT

Hill Spring, Alberta

1. This agreement is made in duplicate between the Landlord(s)

VILLAGE OF HILL SPRING - 124 E 2nd Ave S, Box 40, HILL SPRING, ALBERTA T0K 1E0

PHONE: (403) 626-3876 EMAIL: office@hillspring.ca

- And -

Tenant(s) – HILL SPRING AGRICULTURAL SOCIETY – Box 87, Hill Spring, AB T0K 1E0

Type of Property: PLAN 1002EJ

THE WHOLE OF BLOCK 10 MINUS THE SOLAR FARM COMPOUND LOCATED WITHIN THIS AREA

EXCEPTING THE EAST 100 FEET IN PERPENDICULAR WIDTH
THROUGHOUT BLOCK 10

EXCEPTING THEREOUT ALL MINES AND MINERALS

(Hereinafter referred to as the "Lands");

2. The landlord will rent to the tenant and the tenant will rent from the landlord

the following premises:

Pasture Land: PLAN 1002EJ THE WHOLE OF BLOCK 10

Tenants mailing address: PO: Box 87 T0K 1E0 Hill Spring, Alberta

Tenant's Phone Number: N/A

Emergency Contact: John Merrill Phone Number: (403) 626-4486

Property Manager/Agent: Village of Hill Spring Box 40 Hill Spring, Alberta T0K 1E0

Phone Number: (403) 626-3876 Email: office@hillspring.ca

3. All notices of termination or service of documents to the landlord shall be in writing and served in person or by registered mail or by any other means authorized by the director to the landlord/owner.

4. The tenancy is for a fixed term, beginning on 2022.04.20, and ending on 2023.04.20. At the end of term, it may be negotiated for renewal.

5. The tenant agrees to pay \$1250.00 per annum.

6. The rent includes the use of the pasture land: Whole of Block 10 and Plan 1002EJ minus the solar farm compound located within these boundaries.

7. The tenant agrees to provide their own insurance coverage for said property.

8. The tenant shall maintain a fence around the perimeter to the satisfaction of the Landlord.

9. The tenant shall be responsible for all costs of maintaining the property.

Village of Hill Spring & Hill Spring Agricultural Society Tenancy Agreement Block 10 Plan 1002EJ



____ Landlord Initials

____ Tenants Initials

- 10. The tenant shall use the property for the purpose of grazing Hill Spring Agricultural Society cattle and will maintain the Lands in a good husband-like manner including adherence to all environmental laws regarding the use of fuels, pesticides and herbicides.
- 11. The tenant agrees that at the end of the lease agreement, they will remove all machinery, equipment goods and personal belongings from the Land.
- 12. The tenant agrees that the Landlord, with reasonable notice, be entitled access to the property at any time and in any manner necessary to install, maintain or otherwise access any of its municipal structures.
- 13. The tenant agrees that they will not sublet the property to a third party.
- 14. This agreement is for the benefit of and is binding on the landlord and tenant.
- 15. Any or all tenants signing this agreement take full responsibility for all its terms and conditions.

20 APRIL 2022

Date

Janet Edwards

Landlord Signature and Title
JANET EDWARDS

20 APRIL 2022

Date

Print Name
Dwight Davis

Landlord Signature and Title
DWIGHT DAVIS

Date

Print Name

Tenant's Signature and Title

Print Name

Date

Tenant's Signature and Title

Print Name

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

BYLAW NO. 2024-274
Revised Bylaw No. 107-277

BEING a bylaw of the Village of Hill Spring in the Province of Alberta, to revise Bylaw No. 107-277, being the Land Use Bylaw, to correct a typographical error.

WHEREAS Section 63(1) and 692(6) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, provides that a council may by bylaw authorize the revision of a bylaw to make changes without materially affecting the bylaw in principle or substance, to correct clerical, technical, grammatical or typographical errors in the bylaw; and

WHEREAS a typographical error has been identified in Bylaw No. 107-277, the Land Use Bylaw, being that the bylaw number itself is a number that was previously used for a different bylaw, being a former (repealed) Subdivision and Development Appeal Board Bylaw; and

WHEREAS THE Council of the Village of Hill Spring deems it proper and expedient to correct the error and deems that the correction does not materially affect the bylaw in principle or substance;

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

1. The reading page and all other references to Bylaw 107-277 within the Land Use Bylaw are removed and replaced with Bylaw 2024-274.
2. That Bylaw 107-277 the Land Use Bylaw, shall now be known and referenced as Bylaw No. 2024-274, being the Land Use Bylaw.
3. Bylaw No. 2024-274 shall come into effect upon third and final reading thereof.
4. Bylaw No. 107-277 being the Land Use Bylaw, is hereby amended.

READ a **first** time this ____ day of _____, 2024.

Mayor – Dwight Davis

Chief Administrative Officer – Greg Robinson

READ a **second** time this ____ day of _____, 2024.

Mayor – Dwight Davis

Chief Administrative Officer – Greg Robinson

READ a **third** time and finally PASSED this ____ day of _____, 2024.

Mayor – Dwight Davis

Chief Administrative Officer – Greg Robinson

CAO Report

COUNCIL MEETING NOVEMBER 19, 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.

Spring Glen Water Commission

Spring Glen Water Commission meeting was held in Cardston County office this month. Many items of discussion were on the agenda to ensure that the new operations are ready.

Remembrance Day

Thank you to all those who participated in and helped organize this years ceremonies. This is an important day. About 50 people attended our ceremonies this year. Thanks to those who made food and officiated.

Regional Emergency Tabletop Exercise

A large multi community tabletop exercise was held on Oct 24 in the Town of Cardston. Representatives from all communities within the County of Cardston attended this exercise. This was the final large meeting and the intention was to prepare and practice for a large scale emergency. The group did well with our mock scenario. I learned so much about how to deal with a state of emergency. I will continue to complete learning opportunities.

Alberta SouthWest Bulletin November 2024

Regional Economic Development Alliance (REDA) Update

❖ Executive Officers Re-elected for 2025!

- Chair: Mayor Brent Feyter, Fort Macleod
- Vice-Chair: Mayor Brad Schlossberger, Claresholm
- Sec-Treasurer: Councillor Sahra Nodge, Pincher Creek
- Signing Authority: Mayor Barbara Burnett, Cowley



❖ NRED Applications close December 6, 2024

New guidelines for Northern and Regional Economic Development program allow for projects up to 3 years duration. Matching funds are directed to help increase

regional attractiveness and investment readiness for business expansion and regional growth.

Guidelines and details at: www.alberta.ca/northern-and-regional-economic-development-program



❖ Manufacturing Energy Construction Ag Processing (MECAP) Speaker Series Join the third event in the AlbertaSW MECAP Industry Leaders Forum Speaker Series !

Wednesday, November 20, 2024

12:00-2:00pm (Virtual Zoom) Topic: **Supply Chain ...**

The panel will present innovative solutions, resources, and business cases on how specific companies have worked to address supply chain issues and the logistics and disruptions to movement of goods and products. More details next week!

TO REGISTER... e-mail bev@albertasouthwest.com or NatalieGibson@shaw.ca

❖ New grant program for industrial and manufacturing facilities!

Government of Alberta and Natural Resources Canada have launched a new \$50M fund

Strategic Energy Management for Industry (SEMI) program.

SEMI will support industrial facilities through four activities:

- 1. Up to \$50,000 per facility to conduct an Energy Assessment and Audit.
- 2. Up to \$250,000 per facility to implement an Energy Management Information System.
- 3. Up to \$100,000 per facility to participate in Strategic Energy Management training.
- 4. Up to \$1,000,000 per facility to invest in energy-efficient Capital Retrofit projects.



<https://www.eralberta.ca/semi/>

**A wide range of industries are eligible for SEMI, including agriculture, forestry, mining, quarrying, oil and gas, utilities, construction, manufacturing, transportation, waste management, and more.



❖ Economic Developers Alberta (EDA) 2025 Leaders' Summit & Conference

Pomeroy Kananaskis 1

:00pm Wednesday April 9 to 12 noon on Friday, April 11, 2025

This conference sells out each year, so it is not too soon to secure your spot and book a room!

Register at www.edaalberta.ca/event-5566857

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



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International Economic Development Council



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Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, October 2, 2024-Royal Canadian Legion, Pincher Creek



Board Representatives

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

Monte Christensen, Hill Spring
John Van Driesten, MD Willow Creek
Dale Gugala, Stavely

Guests and Resource Staff

Lacey Poytress, LRSD
Sacha Anderson, CF Crowsnest Pass and Southwest
Marie Everts, JET
David Desabrais, MD Pincher Creek
Christy Gustavison, Parks Canada
Bev Thornton, AlbertaSW

- | | | |
|---|--|---|
| 1 | Call to Order/ | Chair Brent Feyter called the meeting to order. |
| 2 | Approval of Agenda | Moved by Dale Gugala THAT the agenda be approved as corrected.
Carried. [2024-10-916] |
| 3 | Approval of Minutes | Moved by Cam Francis THAT the Minutes of September 4, 2024, be approved as presented.
Carried. [2024-10-917] |
| 4 | Approval of Cheque Register | Moved by Brad Schlossberger THAT cheques #3450 to #3458 be approved as presented.
Carried. [2024-10-918] |
| 5 | Parks Canada Presentation | Christy Gustavison, Visitor Experience Manager, Waterton Lakes National Park, reported 500,000 visitors this year, as of September 30. Travel Alberta, South Canadian Rockies, our highway corridors and collaborative communities share an interest in creating positive visitor experiences. Further Parks Canada data analysis will be available in spring 2025. |
| 6 | AlbertaSW Reference and Project Overview | Board received hard copies of this booklet to share with Councils and staff, providing a historic overview of regional projects, outcomes, and resources from 1999 to the present. |
| 7 | MECAP Speaker Series | The Industry Leaders Forum Speaker Series was launched with an interesting and informative on-line event on September 18 , 2024.
Next speaker event dates are
- October 16, in person, Claresholm Town Office; Workforce
- November 20, virtual; Supply Chain
- December 18, virtual; Agri-value |
| 8 | Canadian Heritage Funding Programs | Further to information from PrairiesCan, the Lethbridge office of Canadian Heritage provided a document summarizing funding programs. We will invite Aimee Benoit to a board meeting in the new year. |

- | | | |
|----|--|---|
| 9 | NRED Project ideas | Board reviewed the first draft of a project concept.
Bev will continue to fill in more detail and explore the possibility of partnership contributions to generate the necessary matching funds. |
| 10 | Energy Futures Lab (EFL) Pilot Project | This pilot project is led by Energy Futures Lab, centered on the outcomes gained by the Town of Pincher Creek, and MD of Pincher Creek Energy Manager collaboration. The region is invited to participate.
Information has been sent to CAOs, encouraging participation from planners, development officers, and other staff who may have an interest. |
| 11 | Executive Director Report | Moved by John Van Driesten THAT the report be accepted as information.
Carried. [2024-10-918] |
| 12 | Round table | Accepted as information. |
| 13 | Upcoming Board Meetings | Moved by John Van Driesten
- THAT the November 6 meeting be moved to Wednesday October 30 , and
- THAT the October 30 meeting be the Organizational Meeting , and
- THAT there is NO MEETING on December 4, and
- THAT the January 1 meeting be moved to Wednesday, January 8, 2025.
Carried. [2024-10-918] |
| 14 | Adjourn | Moved by Tim Court THAT the meeting be adjourned.
Carried. [2024-10-919] |

Approved October 30, 2024

Executive Director Report October 2024

MEETINGS and PRESENTATIONS

- Oct 2: AlbertaSW Board meeting, Pincher Creek
- Oct 3: SouthGrow quarterly meeting, Taber [regrets]
- Oct 4: Meeting with Uleth Geography 3700 students re: MECAP mapping project, Zoom
- Oct 7: Meeting with REDS, ADM and Director, Jobs, Economy and Trade, Pincher Creek
- Oct 8: Energy Futures Lab convening team meeting, Zoom
- Oct 8: Class presentations, uLeth Geography 3700, Zoom
- Oct 10: Travel Alberta Strategy and Governance Working Group meeting, Zoom
- Oct 15: IEDC webinar re: Workforce, webjam
- Oct 16: MECAP Speaker Series#3, Claresholm Town Office and Zoom
- Oct 17: SouthGrow and MLA meetings, Lethbridge
- Oct 18: REDA planning and idea meeting, Lethbridge
- Oct 21: REDA Managers Meeting, Zoom
- Oct 22: Meeting with REDS and InnoVisions re: regional initiatives
- Oct 23: Energy Futures Lab- "Shaping Future Energy Competitiveness" Workshop, Pincher Creek

Oct 25: REDA meeting with BRAED, Lethbridge

Oct 30: Meeting with Crown Geotourism Coordinator, Pincher Creek

Oct 30: AlbertaSW Board Meeting, Fort Macleod

Oct 31: Strategic Energy Management for Industry (SEMI) webinar- new federal/provincial funding program

PROJECT MANAGEMENT and REPORTING

- MECAP Speaker Series program and arrangements
- MECAP meeting follow-up documents; Alternative Energy Interpretive Centre (2009)
- Continued input to Blackfoot Signage pilot project
- NRED project proposal development
- Input for partnering NRED project re: film industry
- Planning with Crown geotourism coordinator
- Manage collection of REDA profiles for EDA magazine
- Support planning and engagement for Energy Futures Lab Pilot Project

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Proposed update of information and addition of photos for VCTG
- Utilize uLeth student mapping project (GEOG 3700) to demonstrate MECAP data
- Support Travel Alberta consultation process for Tourism Development Zone
- Information-sharing with Tourism Lethbridge, EDL Director, Creative Industries
- Respond to regional inquiries and information requests

UPCOMING:

On-line Information webinar- [Strategic Energy Management for Industry \(SEMI\) program](#)

Thursday, October 31, 2024, from 1:00pm to 2:00pm (MDT)

Go to <https://www.eralberta.ca/SEMI/> and scroll down to find the button to **REGISTER**

Government of Alberta and Natural Resources Canada **\$50 million**

- ❖ Up to \$50,000 per facility to conduct an Energy Assessment and Audit.
- ❖ Up to \$250,000 per facility to implement an Energy Management Information System.
- ❖ Up to \$100,000 per facility to participate in Strategic Energy Management training.
- ❖ Up to \$1,000,000 per facility to invest in energy-efficient Capital Retrofit projects.

A wide range of industries are eligible for SEMI, including agriculture, forestry, mining, quarrying, oil and gas, utilities, construction, manufacturing, transportation, waste management, and more.

MECAP Speaker Series #3 – Wednesday November 20, 2024 12:00noon to 2:00pm

Topic: Supply Chain

Virtual meeting; More details in early November!

BOARD REPORT



CHINOOK
ARCH
REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 1, 2024

Summer Reading Program a Smashing Success!

The 2024 TD Summer Reading Club had a banner year, with over 1,200 young people registered for programs in Chinook Arch member libraries – an increase of 61% over 2023. There were over 300 programs offered in area libraries and in the community. Special thanks to SRP Coordinators Shayla and Morgan, who traveled 5,600 km to facilitate programs designed to keep kids reading over the summer break!



Board Members Present

Corry Walk – Village of Arrowwood
Ron Gorzitza – Village of Barons
Marsha Jensen – Town of Cardston
Tom Nish – Cardston County
Blanche Anderson – Village of Carmangay
Terry Penney – Village of Champion
Stephen Pain – Village of Coutts
Doreen Glavin – Municipality of Crowsnest Pass
Jim Monteith (Treasurer) – Town of Fort Macleod
Sue French – Village of Hill Spring
Robin Harper – City of Lethbridge
Tory Campbell – Lethbridge County
Marie Logan (Vice Chair) – Village of Lomond
Darryl Christensen – Town of Magrath
Anne Michaelis – Town of Milk River
Christopher Northcott – Village of Milo
Amanda Bustard – Town of Nanton
Melissa Jensen – Town of Nobleford
Crystal Neels – Town of Picture Butte
Mark Barber – Town of Pincher Creek
Dave Cox – Pincher Creek MD
Chelsey Hurt – Town of Stavely
Justin Davis – Village of Stirling
Daniel Remfert – Town of Taber
Merrill Harris – Taber MD
Marilyn Forchuk – Town of Vauxhall
Doug Logan – Vulcan County
Derek Baron – Village of Warner
Morgan Rockenbach – County of Warner
Lesley Little – ID #4 Waterton
Maryanne Sandberg – Willow Creek MD
Brendan Cummins – LPL Resource Centre
Vic Mensch (Chair) – Ministerial Appointee

Regrets

Kesley Hipkin – Town of Claresholm

Not Present

Jane Johnson – Village of Barnwell
Jordan Sailer – Town of Coaldale
Lyndsay Montana – Town of Coalhurst
Linda Allred – Village of Glenwood
Kelly Jensen – Town of Raymond
Debra Wyatt – Town of Vulcan

Chinook Arch Receives \$75,000 CIP Grant

Chinook Arch has received \$75,000 in matching funds in the form of a Community Initiatives Program grant. These funds will help to defray the cost of the server/storage upgrade that the Board had approved earlier in the year, and will help to preserve the Board's Technology Fund. The Board acknowledges the Government of Alberta and Lethbridge East MLA and Minister of Affordability and Utilities Hon. Nathan Neudorf for his support of this application. Since its incorporation in 1992, Chinook Arch has raised almost \$9 million dollars to support and enhance library services in southwestern Alberta.

Policies Reviewed

All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Borrowing Policy – governs the terms under which the Board may borrow funds for operations
- Confidentiality of Patron Records – governs how patrons' personal information is used and protected by Chinook Arch
- Services for the Print Impaired – a required policy outlining how the Board will serve patrons who are unable to read traditional print material

Contact Us

Chinook Arch Regional Library System
2902 7th Avenue North
Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



[facebook.com/
chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklibrs](https://www.instagram.com/chinooklibrs)

November 4, 2024

File No:30C-178

Chief Administrative Officers & Councils
All Member Municipalities of ORRSC

Dear Chief Administrative Officer and Council,

RE: 2025 Annual Membership Contribution Fee Increase

We are writing to inform our membership of an upcoming adjustment to our annual membership fees, effective January 1, 2025. After careful review and deliberation of the organization's finances the Executive Committee has determined that membership fees will need to increase for ORRSC to remain financially viable. We can no longer rely on the financial instability associated with fee for service and subdivision fees to meet the minimum financial needs of the organization. It is the Executive Committee and Administration's goal to find a way to remain financially stable and continue to provide member municipalities with the high-quality services and programs that our membership has come to expect from us. For 2025, the mill rate is estimated to increase by 0.031, in addition to raising the fee ceiling to \$108,000 (estimated using the 2024 equalized assessments), and an increase of the fee floor to \$5,000.00. As we await the official 2025 equalized assessment numbers from the Province of Alberta, there will be an opportunity to review the proposed changes and adjust them accordingly.

We have thoroughly reviewed the operational costs, and the Executive Committee has determined a financial goal of guaranteeing that the organization's fixed expenses (payroll, benefits, utilities, insurance, software, professional services, etc.) are covered by the annual membership fees. The Executive Committee's long-term goal for moving forward is for the fixed operating expenses to be fully covered by membership fees within three years. The Executive Committee acknowledges that the proposed plan is aggressive, but it is important for the organization to develop a new financial stability plan to ensure that our members can continue to have the planning, subdivision, and GIS services which we have provided to our members over the last 69 years.

We want to make certain that our members know that a large amount of time and discussion was put into reviewing several scenarios and financial plans, and that these proposed changes are not being implemented lightly. Our intention, moving forward, is to conduct large-scale financial reviews, like the one completed this Fall on a regular basis. The Executive Committee believes that a 3-year financial plan will help to ensure the organization's viability and assist the member municipalities with future budget planning.

We understand that an increase in fees can be challenging and that all industries, including municipal government, are feeling the financial pressures of the current economic climate. We want to assure our membership that a great deal of consideration has gone into this decision and that we appreciate the loyalty and support that we have received since ORRSC's inception. ORRSC remains dedicated to providing exceptional value to our members.

The proposed 2025 Budget will be presented to the Board of Directors at our Organizational Meeting on December 5, 2024.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: admin@orrsc.com
Website: www.orrsc.com

If you have any questions or concerns regarding this change, please do not hesitate to contact Lenze Kuiper, Chief Administrative Officer, or one of the Executive Committee members as detailed below.

Lenze Kuiper, Chief Administrative Officer
403-329-1344 admin@orrsc.com

Gord Wolstenholme, Chair (Town of Fort Macleod)
wooly@telusplanet.net

Don Anderberg, Vice Chair (Town of Pincher Creek)
danderberg@pinchercreek.ca

Scott Akkermans (Town of Coalhurst)
sakkermans@coalhurst.ca

David Cody (County of Warner)
dcody@warnercounty.ca

Christopher Northcott (Vulcan County)
christopher.northcott@vulcan.ca

Brad Schlossberger (Town of Claresholm)
brad.schlossberger@claresholm.ca

Neil Sieben (Town of Raymond)
sieben@raymond.ca

Gord Wolstenholme, Chair

Lenze Kuiper, Chief Administrative Officer

October 30, 2024

File: 60D-37

ORRSC GIS Members
Chief Administrative Officers & Councils

To Whom in May Concern:

RE: NextGen 9-1-1

We wish to inform you that the GIS Staff at the Oldman River Regional Services Commission are currently working through a large enhancement project on behalf of the membership to align existing datasets with the new NextGen 911 (NG9-1-1) standard. All partnering municipalities are members of AMDSP (Alberta Municipal Data Sharing Partnership) which sees that their address, road, and points of interest data are updated and uploaded to a centralized repository where it can then be consumed by entities such as Alberta Health Services, police departments, Elections Alberta, and Government of Alberta agencies.

NG9-1-1 is the transition of 9-1-1 from analogue systems to digital IP-based systems. The change will enhance emergency number (9-1-1) services to create a faster, more resilient system allowing voice, data, photos, videos and text messages to flow seamlessly from the public to 9-1-1.

The AMDSP board, of which Jaime Thomas, GIS Analyst, is a member of, has been working with both the National Emergency Number Association (NENA) and the Canadian Radio-television Telecommunications Commission (CRTC) to ensure the datasets are to the required NG9-1-1 format.

This behind the scenes but, vital project will be completed by the end of November by the ORRSC GIS Staff. We appreciate the loyalty and support that we have received since the inception of the ORRSC GIS Project and over the last two decades. We continue to be dedicated to providing exceptional value to our members.

If you have any questions about NG 9-1-1 and this project, please contact Jaime Thomas at 403-329-1344 or jaimethomas@orrsc.com or myself at admin@orrsc.com.

Sincerely,



Lenze Kuiper
Chief Administrative Officer

LK/rk



EXECUTIVE COMMITTEE MEETING MINUTES

July 11, 2024; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, July 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
Scott Akkermans
David Cody
Brad Schlossberger
Neil Sieben, Virtual

Absent

Christopher Northcott

Staff

Bonnie Brunner, Senior Planner
Diane Horvath, Senior Planner
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk
Gavin Scott, Senior Planner

Chairman Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Scott Akkermans

THAT the Executive Committee adopts the June 11, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Brad Schlossberger

THAT the Executive Committee approves the May 9, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Staff Updates

R. Keer advised the Committee that 2 new Assistant Planners would be joining in August. She stated that they have been hired on 1-year contracts and that we hope that they will be a good fit long term to help with the existing heavy workload on staff.

b. New Service Investigation: Development Processing and Support Position

R. Keer announced that Administration has sent out a letter to the Member's Chief Administrative Officers to inquire if there was an appetite for ORRSC to offer a new service in which a dedicated staff member would be available to process development permits and provide development support to those who are interested in participating. She advised at this time Administration had received various levels of interest from 19 municipalities. R. Keer stated that Administration has requested all interested parties to complete an initial survey to help ORRSC understand what level of service our members would like to see from this position to help us draft a proposal to ensure that the role is sustainable from both a financial and work load perspective.

D. Horvath stated that the need for this position has come out the need to alleviate some of the day-to-day workload that the Planners are experiencing as over the last few years as they have been assisting with Development Officer work in their municipalities will has taken away their ability to complete larger projects which carry a larger impact to the Fee For Service budget. She stated that in addition Administration believe that this position would be a benefit to the membership to help those Members who require assistance when there are changes in staff, or for municipalities where the CAO is also the Development Officer.

R. Keer advised that once the survey results are in from all of the interested parties, Administration will work to develop a proposal to present to the Members to further gauge their level of interest based on the proposal level of service and associated fees.

c. Regional Assessment Review Board Member Appointments

R. Keer stated that the Regional Assessment Review Board is low on lay members this year due to a limited number of appointments and a further limited number of members who were able to complete the mandatory training with the Land and Property Rights Tribunal (LPRT). She advised that correspondence will be going out to the membership in the coming weeks asking that Members consider the opportunity to advertise for lay members for this Board to assist with next years hearings. R. Keer acknowledged that this is a difficult board to recruit for as the training opportunities are limited through LPRT and can be onerous on appointees.

R. Keer stated that she does have a lay member who currently sits on the City of Lethbridge Assessment Review Board who attending a training session hosted by ORRSC in the Spring who is interested in joining the Regional Board and inquired if any Committee members

believe their municipality would be interested in appointing him to help ensure we have enough experienced lay members for hearings this Fall.

S. Akkermans suggested contacting the Town of Coalhurst CAO as they may be interested given the proximity of the Town.

d. ORRSC Periodical - Hamlets

G. Scott presented the Summer 2024 ORRSC Periodical on Hamlets to the Committee.

e. Subdivision Activity – As of June 30, 2024

R. Keer presented Subdivision Activity as of June 30, 2024 to the Committee.

f. 2025 Initial Budget Discussion

R. Keer stated that Administration wanted to open up the conversation around the 2025 Budget and budget process with the Committee early this year to help Administration determine what the Committee would like to see going forward, such as membership fee rates, existing membership caps, salaries, reports, and the budget process.

The Committee discussed the current Fee for Service revenue budget of \$200,000.00 compared to the \$27,674.51 that is currently received as of May 31, 2024. The Committee discussed the benefit of receiving a project status list moving forward to assist with budget development.

R. Keer advised that she would work with S. Sayer to develop a project tracking system for the next meeting.

The Committee discussed reviewing the standards and amounts used for developing Fee for Service projects and increasing them to better meet the value of the work that is being produced.

The Committee discussed determining the revenue required to sustain the proposed Development Processing and Support position.

The Committee discussed the need to see the actuals for the current year and previous years for various revenues and expenses to help better budget. The Committee also discussed the need to stabilize income to ensure fixed expenses are covered appropriately with the Membership fees. The Committee discussed the difficulty of predicting and relying on subdivision and fee for service to balance the budget when they are too variable to be used. The Committee discussed determining what membership fees would need to be increased too to properly cover the fixed expenses for the organization and using subdivision and fee for service to cushion the organization and restore reserves.

S. Sayer advised that she is currently working on a new budget format to better capture and represent the actuals of the organization.

The Committee discussed how increasing fees could impact the membership and the organization and the long term affects of not increasing fees appropriately.

The Committee discussed concerns around staffing levels, the workload and work capacity on existing staff and salaries to help retain and attract staff to help the organization function appropriately.

The Committee discussed the importance meeting with member municipality Councils and CAO's to help keep the relevance of ORRSC in the forefront of the municipalities, and to allow the opportunity for members to provide feedback on the services they receive.

The Committee advised Administration that they would like to hold a separate meeting to go through the budget in detail outside of a Regular Executive Committee meeting to have a larger conversation.

The Committee discussed the need for review what types of services are being done at no-charge to the Members that could be potential place of revenue for the organization.

R. Keer advised that she would reach out to discuss setting up a date for the budget deliberations in the near future.

5. Accounts

a. Office Accounts

R. Keer presented the Monthly Office Accounts for May 2024 and the Payments and Credits for May 2024 to the Committee.

b. Financial Statements

R. Keer presented the Balance Sheets and Comparative Income Statements for May 2024 and the Details of Account as of May 31, 2024 to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approves the Monthly Office Accounts, the Payments and Credits, Balance Sheets and Comparative Income Statements for May 2024 and the Details of Account as of May 31, 2024, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

R. Keer presented CAO Report to the Committee.

8. Round Table Discussions

Committee members and staff reported on various projects and activities in their respective municipalities.

9. Next Meeting – Board of Directors – September 5, 2024 ; Executive Committee – August – Cancelled; September 12, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:18 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING MINUTES

Thursday, June 13, 2024 – 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 (Virtual)..... City of Brooks
Roger Houghton (In Person) Cardston County
Allan Burton (Absent) Town of Cardston
Sue Dahl (In Person)..... Village of Carmangay
James F. Smith (Absent)..... Village of Champion
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 (In Person) Mun. Crowsnest Pass
Dean Ward (In Person)..... Mun. Crowsnest Pass
Stephen Dortch (In Person) Village of Duchess
Gordon Wolstenholme (In Person)..... Town of Fort Macleod
Joan Hughson (In Person) County of Forty Mile
Mark Peterson (In Person) Village of Glenwood
Suzanne French (Absent) Village of Hill Spring
Morris Zeinstra (In Person) Lethbridge County

Brad Koch (Absent) Village of Lomond
Gerry Baril (Absent)..... Town of Magrath
Peggy Losey (In Person) Town of Milk River
Dean Melnyk (Virtual) Village of Milo
Victor Czop (Virtual) Town of Nanton
Marinus de Leeuw (In Person) Town of Nobleford
Teresa Feist (Absent)..... Town of Picture Butte
Tony Bruder (Absent) M.D. of Pincher Creek
Don Anderberg (In Person) Town Pincher Creek
Ronald Davis (Absent) M.D. of Ranchland
Neil Sieben (In Person) Town of Raymond
Don Norby (In Person) Town of Stavely
Matthew Foss (Absent) Village of Stirling
John DeGroot (Absent)..... MD of Taber
Russell Norris (In Person) Town of Vauxhall
Christopher Northcott (Virtual)..... 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:

Bonnie Brunner.....Senior Planner
Mike BurlaSenior Planner
Ryan Dyck Planner
Carlin Groves CAD/GIS Technologist
Steve HartySenior Planner
Diane Horvath.....Senior Planner
Raeanne KeerExecutive Assistant

Lenze KuiperChief Administrative Officer
Jennifer Maxwell.....Subdivision Technician
Stephanie Sayer Accounting Clerk
Kattie Schlamp Planner
Rachel SchortinghuisAssistant Planner
Gavin ScottSenior Planner

Chair Gordon Wolstenholme called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Scott Akkermans

THAT the Board adopts the Agenda for June 13, 2024, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Richard DeBolt

THAT the Board approves the meeting minutes of December 7, 2023, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. PRESENTATION

a. 2023 Financial Statements & Auditor's Report – Derek Taylor, KPMG LLP

Derek Taylor, of KPMG LLP, presented the 2022 Financial Statements and Auditor's Report to the Board.

5. REPORTS

a. 2023 Annual Report

L. Kuiper, Chief Administrative Officer, presented the 2022 Annual Report to the Board.

Moved by: Dean Ward

THAT the Board of Directors have reviewed and ratified the Executive Committee Approval of the ORRSC Annual Report and Financial Statements for the Year ending December 31, 2023.

CARRIED

b. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

6. BUSINESS

a. Staffing Update

L. Kuiper announced the retirement of Sherry Johnson, Bookkeeper, at the end of April 2024 following 40+ dedicated years with the Commission. He then introduced Stephanie Sayer, Accounting Clerk, and Rachel Schortinghuis, Assistant Planner, to the Board as new staff to ORRSC.

b. New ORRSC Member – County of Forty Mile No. 8

L. Kuiper announced and welcomed the County of Forty Mile No. 8 as the newest member to the Oldman River Regional Services Commission and welcomed their Board Member Joan Hughson.

Moved by: Brad Schlossberger

THAT the Board of Directors approves membership in 2024 of the following Municipality to the Oldman River Regional Service Commission:

County of Forty Mile No. 8

CARRIED

c. Subdivision Activity
- As of May 31, 2024

L. Kuiper presented the Subdivision Activity statistics as of May 31, 2024 to the Board.

d. Year End Financial Performance Reports and Presentation

L. Kuiper presented the Year End Financial Performance Reports and Presentation to the Board.

The Board discussed ensuring that the Commission is charging appropriate membership fees to ensure the financial viability of organization and ensuring that the valuable and knowledgeable staff within the Commission are retained given the support they provide to the membership.

e. ORRSC Periodical – Hamlets

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Hamlets.

7. ACCOUNTS

a. Balance Sheet and Comparative Income Statement
- As of April 30, 2024

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of April 30, 2024

Moved by: Peggy Losey

THAT the Board approves Balance Sheet and Comparative Income State, as of April 30, 2023, as presented.

CARRIED

8. NEXT MEETING – Thursday, September 5, 2024

9. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:01 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer

RCMP urges drivers to be aware of increased wildlife encounters during winter months

With the onset of cooler temperatures, the likelihood of encountering wildlife on the roads increases. Animals are often more active in the fall and winter, searching for food and migrating to warmer areas. This seasonal shift can lead to more wildlife crossing roadways, making it crucial for drivers to remain vigilant.

The Cardston RCMP would like to remind motorists to take extra precautions to avoid potentially dangerous collisions by following these driving tips:

- Slow down and stay alert, especially at dawn and dusk when animals are most active.
- Use high beams at night where possible to increase visibility and spot animals from a distance.
- Watch for signs indicating areas with high wildlife activity and reduce speed accordingly.
- If you see one animal cross the road, be aware that more may follow.
- Never swerve to avoid hitting an animal—brake firmly and stay in your lane to prevent losing control of your vehicle.
- If a collision is unavoidable, aim for the rear of the animal rather than a head-on impact.
- Ensure your windshield is clean and wipers are working properly to maintain a clear view.
- Always wear your seatbelt, as it offers the best protection in case of a sudden stop or collision.
- Be extra cautious in rural or forested areas, as wildlife is more likely to be present.

The Cardston Detachment deals with several animal Vs vehicle files every month. With hunting season and the rut, the number of collisions always increases. Please be vigilant and stay safe.