



Village of Hill Spring
COUNCIL MEETING AGENDA - DRAFT
Hill Spring Council Chambers
Tuesday, December 17, 2024 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA`
3. ADOPTION OF MINUTES
 - a) 2024.11.19
4. DELEGATION
 - a)
5. BUSINESS ARISING FROM THE MINUTES
6. FINANCIAL REPORTS:
 - a) Cheque Listing for December 2024
7. Public Q&A
8. ITEMS FOR DISCUSSION:
 - a) Interim Operating Budget 2025
 - b) Bylaw 2024-307 Renumerating Expense Claims 2nd Reading
 - c) Bylaw 2024-307 Renumerating Expense Claims 3rd Reading
 - d) Bylaw 2024-245 User Fees & Charges
 - e) Cultural Arts Board 2025 Funding Request
 - f)
 - g)
 - h)

9. ADMINISTRATORS & COUNCIL REPORTS:

- a) CAO Report

10. CORRESPONDENCE:

- a) ORRSC 2025 Membership Fees
- b) Emerging Trends Feb 2025
- c) CMRSWA November 13 2024 Organizational Minutes
- d) ORRSC Executive Committee Meeting Minutes Oct 10, 2024
- e) CMRSWA Board Meeting Minutes Sept 11, 2024
- f) CCES Minutes Oct 3, 2024
- g) CCES Minutes Nov 13, 2024
- h)

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, Section 19 of the FOIP Act

12. ADJOURNMENT:

VILLAGE OF HILL SPRING

November 19, 2024

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on November 19, 2024 commencing at 6:00 p.m.

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

Officials: CAO Greg Robinson.

Absent: Councillor Christensen.

Public:

CALLED TO ORDER

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

ADOPTION OF THE AGENDA

2024.11.01

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

Carried Unanimously

ADOPTION OF MINUTES

2024.10.15 REGULAR
COUNCIL MEETING
MINUTES

2024.11.02

Councillor French **MOVED** to approve the 2024.10.15 Regular Council Meeting minutes as presented.

Carried Unanimously

DELEGATIONS

BUSINESS ARISING FROM THE MINUTES

FINANCIAL REPORTS

CHEQUE LISTING FOR
NOVEMBER 2024

2024.11.03

Councillor Shideler **MOVED** to accept the Cheque Listing for October 2024.

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

BYLAW 2024-307
RENUMERATING EXPENSE
CLAIMS 1ST READING

2024.11.04

Councillor Shideler **MOVED** to give first reading to Bylaw 2024-307: Renumerating Expense Claims.

Carried Unanimously

ATCO GAS FRANCHISE
DISTRIBUTION
FRANCHISE AGREEMENT

2024.11.05

Councillor Nish **MOVED** to accept the public notice from ATCO to the AUC as presented.

Carried Unanimously

RECREATION BOARD 2025
FUNDING REQUEST

2024.11.06

Councillor Nish **MOVED** to approve the 2025 \$2500.00 funding request to the Hill Spring Recreational Board.

Carried Unanimously

AG SOCIETY LEASE
RENEWAL

Council discussed the Ag Society Lease renewal and any concerns that there may be regarding it.

BYLAW 2024-274
TECHNICAL AMENDMENT
BYLAW

2024.11.07

Councillor Shideler **MOVED** to give 1st reading to Bylaw 2024-274 Technical Amendment Bylaw.

Carried Unanimously

2024.11.08

Councillor Nish **MOVED** to give 2nd reading to Bylaw 2024-274 Technical Amendment Bylaw.

Carried Unanimously

2024.11.09

Mayor Davis **MOVED** to proceed to a 3rd reading of Bylaw 2024-274 Technical Amendment Bylaw.

Carried
Those in Favour: 3
Those Against: 1

2024.11.10

Councillor Shideler **MOVED** to give 3rd reading to Bylaw 2024-274 Technical Amendment Bylaw.

Carried
Those in Favour: 3
Those Against: 1

**ADMINISTRATOR AND
COUNCIL REPORTS**

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

Councillor Shideler attended the Chinook Foundation meeting.

Councillor Nish attended a meeting of the Chief Mountain Regional Solid Waste Services Commission.

Mayor Davis attended the Mayors and Reeves meeting.

2024.11.11

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

Carried Unanimously

CORRESPONDENCE

2024.11.12

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

Carried Unanimously

CLOSED SESSION

2024.11.13

Councillor Shideler **MOVED** that Council recess the regular Council Meeting and move into Closed Session as per section 24 of the FOIP Act at 7:01pm.

Carried Unanimously

2024.11.14

Councillor Nish **MOVED** to resume the regular Council Meeting and move back into Open Session at 8:10pm.

Carried Unanimously

ADJOURNMENT

2024.11.15

Councillor Nish **MOVED** to adjourn the November 19, 2024 Council Meeting at 8:11pm.

Carried Unanimously

Mayor Dwight Davis

CAO Greg Robinson

Village Of Hill Spring

Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240284	2024-11-29	CHRISTENSEN, MONTE				
20240285	2024-11-29	DAVIS, DWIGHT				
20240286	2024-11-29	FRENCH , SUZANNE				
20240287	2024-11-29	SHIDELER, DONALD				
20240288	2024-11-29	NISH, MIKE				
20240289	2024-11-29	FAULKNER, PATTI A				
20240290	2024-12-03	CANOE PROCUREMENT GROUP OF CANADA, A	AB235177	PAYMENT ICE MELTER	109.73	109.73
20240291	2024-12-03	DAVIS, DWIGHT	DDOCT24	PAYMENT TRAVEL	184.68	184.68
20240292	2024-12-03	FIDO	DEC24	PAYMENT PHONE	81.76	81.76
20240293	2024-12-03	NEXTGEN AUTOMATION	596769 610095	PAYMENT PHOTO LEASE PHOTO LEASE	220.36 220.36	440.72
20240294	2024-12-03	OLDMAN RIVER REGION SERVICES COMMISSIC	14419	PAYMENT PLANNING SERVICES	592.50	592.50
20240295	2024-12-04	RECEIVER GENERAL	2031	PAYMENT CRA REMITTANCE	481.73	481.73
20240296	2024-12-04	RECEIVER GENERAL	2032	PAYMENT PAYROLL REMITTANCE	1,030.70	1,030.70
20240297	2024-12-04	RECEIVER GENERAL	2033	PAYMENT CRA REMITTANCE	486.43	486.43
20240298	2024-12-04	RECEIVER GENERAL	2034	PAYMENT CRA PAYROLL REMITTANCE	451.61	451.61
20240299	2024-12-04	RECEIVER GENERAL	2035	PAYMENT CRA PAYROLL REMITTANCE	159.40	159.40
20240300	2024-12-04	FAULKNER, PATTI	PFNOV23	PAYMENT REMEMBRANCE DAY - MILEAGE	152.32	152.32
20240301	2024-12-09	ALBERTA MUNICIPAL SERVICES CORPORATION	NOV24	PAYMENT UTILITIES	980.10	980.10
20240302	2024-12-09	ALBERTA SOUTHWEST REGIONAL ALLIANCE	647	PAYMENT 2024 MEMBERSHIP FEE	168.00	168.00
20240303	2024-12-09	BARN STORE	7238	PAYMENT FUEL	315.77	315.77
20240304	2024-12-09	CANOE PROCUREMENT GROUP OF CANADA, A	NOV24	PAYMENT NOV PURCHASES	655.11	655.11
20240305	2024-12-09	CARDSTON COUNTY	25014 25015	PAYMENT REGIONAL DEM CONTRACT WATER OP FEES	66.70 3,004.17	3,070.87
20240306	2024-12-09	CARDSTON HOME HARDWARE	56656	PAYMENT NOV PURCHASES	6.91	6.91
20240307	2024-12-09	MICRO AGE	26002 26179	PAYMENT MONTHLY CONTRACT MONTHLY FEES	103.95 103.95	207.90
20240308	2024-12-09	NEXTGEN AUTOMATION	624995 627943	PAYMENT BANK FEES RICOH	13.96 220.36	234.32
20240309	2024-12-09	RIDGE REGIONAL PUBLIC SAFETY SERVICES C		PAYMENT		625.00

Village Of Hill Spring

Cheque Listing For Council

2024-Dec-11
2:26:33PM

Cheque						Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description		Amount	Amount
20240309	2024-12-09	RIDGE REGIONAL PUBLIC SAFETY SERVICES C	185	NOV BYLAW FEES		625.00	625.00
20240310	2024-12-09	TOWN OF RAYMOND	20240474	PAYMENT DEC CONTRACT		8,937.39	8,937.39
20240311	2024-12-09	XPLORE	54064128 54394601	PAYMENT PHONE AND INTERNET PHONE AND INTERNET		106.05 106.05	212.10
20240312	2024-12-09	AQUATECH DIVING & MARINE SERVICES LTD.	24323	PAYMENT DIVE TEAM CLEANING		4,488.75	4,488.75

Total 25,720.16

*** End of Report ***



2025-2027 Interim Operating Budget

Tax Supported Services	Budget				
	2025			2026	2027
	Revenues	Expenditures	Net Cost	Net Cost	Net Cost
Council	\$0	\$19,000	\$19,000	\$19,380	\$19,768
Corporate Services	(\$35,000)	\$208,800	\$173,800	\$177,400	\$181,000
Protective Services	(\$100)	\$10,000	\$9,900	\$10,200	\$10,400
Shop	0	23,650	23,650	24,100	24,500
Road & Street	0	17,200	17,200	17,500	17,800
Irrigation	(11,400)	11,500	100	200	300
Water	(177,100)	73,805	(103,295)	(103,389)	(105,458)
Sewer	(20,100)	10,500	(9,600)	(9,700)	(9,800)
Solid Waste	(10,000)	6,450	(3,550)	(3,600)	(3,700)
Operational Services	(\$218,600)	\$143,105	(\$75,495)	(\$74,889)	(\$76,358)
Development	(\$500)	\$6,000	\$5,500	\$5,600	\$5,700
Cemetery	(500)	5,000	4,500	4,600	4,700
Community Services	0	1,500	1,500	1,500	1,500
Parks & Recreation	0	16,000	16,000	16,400	16,800
Community Centre	(2,000)	5,200	3,200	3,300	3,400
Community Services	(\$2,500)	\$27,700	\$25,200	\$25,800	\$26,400
Solar Farm	(\$35,000)	\$0	(\$35,000)	(\$35,700)	(\$36,400)
Operating Grants	(\$45,432)	\$0	(\$45,432)	(\$46,300)	(\$47,200)
Property Taxes	(\$282,600)	\$0	(\$282,600)	(\$288,200)	(\$293,900)
Community Support Requisitions	\$0	\$71,200	\$71,200	\$72,500	\$73,800
Transfer to Reserves	\$0	\$133,927	\$133,927	\$134,209	\$136,790
Net Operating	(\$619,732)	\$619,732	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0
Total Net Operational Revenue	(\$619,732)	\$619,732	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
COUNCIL HONOURARIUMS	7,600	10,000	7,753	2,247	78%	10,000	10,200	10,400
COUNCIL TRAVEL	2,537	2,750	7,968	(5,218)	290%	7,500	7,700	7,900
COUNCIL MISC	1,000	1,000	1,601	(601)	160%	1,500	1,500	1,500
EMPLOYER CONTRIBUTION	17	0	0	0	0%	0	0	0
	\$11,155	\$13,750	\$17,322	(\$3,572)	126%	\$19,000	\$19,380	\$19,768

	(\$11,155)	(\$13,750)	(\$17,322)	\$3,572	126%	(\$19,000)	(\$19,380)	(\$19,768)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
TAXES - PENALTIES & COSTS	5,224	5,000	1,508	3,492	30%	1,500	1,500	1,500
FRANCHISE & CONCESSION ATCO REVENUE	8,416	8,500	7,316	1,184	86%	8,500	8,700	8,900
RETURN ON INVESTMENTS	49,087	20,000	29,874	(9,874)	149%	20,000	20,400	20,800
OTHER REVENUE FROM OWN SOURCES	0	0	45	(45)	#DIV/0!	0	0	0
PINS, PHOTOCOPY, FAX, ETC REVENUE	200	200	0	200	0%	0	0	0
ADMINISTRATION - MISC REVENUE	5,345	5,000	10,285	(5,285)	206%	5,000	5,100	5,200
TRANSFER FROM RESERVES - OPERATING	0	0	0	0	#DIV/0!	0	0	0
	\$68,273	\$38,700	\$49,027	(\$10,327)	127%	\$35,000	\$35,700	\$36,400

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
ADMIN - SALARIES	20,016	21,017	16,913	4,104	80%	18,800	19,200	19,600
ADMIN - JANITOR SALARIES	0	2,500	129	2,371	5%	500	500	500
ADMIN - TRAVEL & TRAINING	6,380	8,500	12,001	(3,501)	141%	12,500	12,800	13,100
ADMIN - EMP CONT	1,078	1,132	1,208	(77)	107%	1,300	1,300	1,300
ADMIN - WCB	1,846	1,882	306	1,576	16%	2,000	2,000	2,000
ADMIN - BYLAW CONTRACT	1,200	3,500	3,625	(125)	104%	4,000	4,100	4,200
ADMIN - TELEPHONE	2,265	2,500	1,931	569	77%	2,500	2,600	2,700
ADMIN - ADVERT, PRINTING, MEMBE	1,511	2,000	3,922	(1,922)	196%	2,500	2,600	2,700
ADMIN - PROFESSIONAL & CONSULT	95,990	96,900	96,900	(0)	100%	98,800	100,800	102,800
ADMIN - POSTAGE & FREIGHT	525	1,000	567	433	57%	600	600	600
ADMIN - MISC EXPENSE	1,885	2,000	2,325	(325)	116%	2,400	2,400	2,400
ADMIN - INSURANCE	12,589	13,000	13,491	(491)	104%	13,800	14,100	14,400
ADMIN - LAND TITLES	0	250	0	250	0%	0	0	0
ADMIN - OFFICE EQUIPMENT	5,748	8,000	6,560	1,440	82%	7,500	7,700	7,900
ADMIN - ASSESSOR FEES	4,781	4,877	4,825	52	99%	4,900	5,000	5,100
ADMIN - OFFICE SUPPLIES	1,467	2,000	3,514	(1,514)	176%	2,500	2,600	2,700
ADMIN - UTILITIES	6,285	6,500	13,836	(7,336)	213%	14,100	14,400	14,700
ADMIN - BANK CHARGES	1,252	1,500	1,095	405	73%	1,500	1,500	1,500
ADMIN - OTHER EXPENSE	0	0	99	(99)	#DIV/0!	100	100	100
ADMIN - LAWYER	0	1,500	0	1,500	0%	1,000	1,000	1,000
ADMIN - ACCOUNTANT	9,502	9,750	9,750	0	100%	9,900	10,100	10,300
ADMIN - ENGINEER	0	500	2,672	(2,172)	534%	1,500	1,500	1,500
ADMIN - COMPUTER SUPPORT	1,507	3,500	5,982	(2,482)	171%	6,100	6,200	6,300
	\$175,827	\$194,308	\$201,651	(\$7,343)	104%	\$208,800	\$213,100	\$217,400

	(\$107,554)	(\$155,608)	(\$152,624)	(\$2,984)	98%	(\$173,800)	(\$177,400)	(\$181,000)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
LICENSES - DOG	50	50	140	(90)	280%	100	100	100
	\$50	\$50	\$140	(\$90)	280%	\$100	\$100	\$100

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
EMERGENCY MANAGEMENT OFFICER WAGES	900	1,000	0	1,000	0%	0	0	0
FIRE MISC	0	100	0	100	0%	100	100	100
FIRE GOODS & SUPPLIES	0	750	0	750	0%	750	800	800
FIRE UTILITIES	1,202	1,500	2,725	(1,225)	182%	2,800	2,900	3,000
FIRE REQUISITION	4,941	5,000	5,445	(445)	109%	5,600	5,700	5,800
FIRE DISPATCH SERVICES	656	750	565	185	75%	750	800	800
	\$7,699	\$9,100	\$8,735	\$365	96%	\$10,000	\$10,300	\$10,500

	(\$7,649)	(\$9,050)	(\$8,595)	(\$455)	95%	(\$9,900)	(\$10,200)	(\$10,400)
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Expectation based on % of year completed	95%
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Budget Report

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
SALE OF EQUIPMENT	6,000	0	0	0	100%	0	0	0
	\$6,000	\$0	\$0	\$0	100%	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
V MAINT WAGES	4,459	4,549	14,458	(9,910)	318%	14,700	15,000	15,300
V MAINT EMPLOYER DEDUCTIONS	21	22	0	22	0%	0	0	0
V MAINT WAGES STEP	0	0	0	0	#DIV/0!	0	0	0
V MAINT TRAVEL ALLOWANCE	193	200	555	(355)	278%	200	200	200
V MAINT CONTRACTED SERVICES	0	0	0	0	#DIV/0!	0	0	0
V MAINT TOOLS, HARDWARE, OP	0	1,000	371	629	37%	1,000	1,000	1,000
V MAINT EQUIPMENT SUPPLIES	662	750	449	301	60%	750	800	800
V MAINT EQUIPMENT SERVICE / REPAIR	2,804	5,500	6,184	(684)	112%	5,000	5,100	5,200
V MAINT FUEL	216	1,500	241	1,259	16%	2,000	2,000	2,000
	\$8,356	\$13,521	\$22,259	(\$8,738)	165%	\$23,650	\$24,100	\$24,500

	(\$2,356)	(\$13,521)	(\$22,259)	\$8,738	165%	(\$23,650)	(\$24,100)	(\$24,500)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	100%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
ROADS & STREETS CONTRACTED SERVICES	6,307	10,000	3,990	6,010	40%	10,000	10,200	10,400
ROADS & STREETS GOODS AND SERVICES	303	5,000	137	4,863	3%	5,000	5,100	5,200
ROADS & STREETS MAINT MATERIALS	0	2,000	0	2,000	0%	1,500	1,500	1,500
ROADS & STREETS UTILITIES	0	0	668	(668)	#DIV/0!	700	700	700
	\$6,610	\$17,000	\$4,795	\$12,205	28%	\$17,200	\$17,500	\$17,800

	(\$6,610)	(\$17,000)	(\$4,795)	(\$12,205)	28%	(\$17,200)	(\$17,500)	(\$17,800)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
SALES - IRRIGATION	7,162	7,200	6,582	618	91%	7,200	7,300	7,400
RESERVE FUND REVENUE IRRIGATION	4,199	4,200	3,437	763	82%	4,200	4,300	4,400
	\$11,360	\$11,400	\$10,019	\$1,381	88%	\$11,400	\$11,600	\$11,800

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
IRRG SYSTEM CONTRACTED SERVICES	380	500	0	500	0%	500	500	500
IRRG SYSTEM MAINT	4,609	5,000	42	4,958	1%	5,000	5,100	5,200
IRRG SYSTEM WATER PURCHASE	2,538	3,000	0	3,000	0%	3,000	3,100	3,200
IRRG SYSTEM UTILITIES	3,020	3,100	2,855	245	92%	3,000	3,100	3,200
	\$10,547	\$11,600	\$2,897	\$8,703	25%	\$11,500	\$11,800	\$12,100

	\$814	(\$200)	\$7,122	(\$7,322)	-3561%	(\$100)	(\$200)	(\$300)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
SALES - WATER	(83)	0	0	0	#DIV/0!	100,000	100,000	102,000
SALES - WATER FLAT RATE	69,847	70,000	60,506	9,494	86%	70,000	71,400	72,800
WATER - PENALTIES & COSTS	538	500	494	6	99%	500	500	500
RESERVE FUND WATER REVENUE	5,056	5,100	6,447	(1,347)	126%	6,600	6,700	6,800
	\$75,358	\$75,600	\$67,447	\$8,153	89%	\$177,100	\$178,600	\$182,100

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
WATER SUPPLY CONTRACTED SERVICES	32,401	36,000	35,276	724	98%	0	0	0
WATER PURCHASED FROM SPRING GLEN	0	0	0			60,305	61,511	62,742
WATER SUPPLY MAINT	11,078	10,000	12,837	(2,837)	128%	10,000	10,200	10,400
WATER SUPPLY MISC	1,572	1,500	3,560	(2,060)	237%	1,500	1,500	1,500
WATER SUPPLY GOODS & SERVICE	1,667	4,000	1,869	2,131	47%	2,000	2,000	2,000
WATER SUPPLY UTILITIES	17,166	18,000	16,183	1,817	90%	0	0	0
WATER PLANT UPGRADE - CONTRACTORS	0	0	0		#DIV/0!	0	0	0
WATER PLANT UPGRADE - ENGINEERS	293	0	0		#DIV/0!	0	0	0
	\$64,177	\$69,500	\$69,724	(\$224)	100%	\$73,805	\$75,211	\$76,642

	\$11,181	\$6,100	(\$2,277)	\$8,377	-37%	\$103,295	\$103,389	\$105,458
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
SALES - SEWER	15,489	16,000	12,647	3,353	79%	16,000	16,300	16,600
RESERVE FUND SEWER REVENUE	4,054	4,100	3,283	817	80%	4,100	4,200	4,300
	\$19,543	\$20,100	\$15,930	\$4,170	79%	\$20,100	\$20,500	\$20,900

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
SEWER CONTRACTED SERVICES	0	10,000	7,044	2,956	70%	8,000	8,200	8,400
SEWER GOODS & SERVICES	2,239	2,500	259	2,242	100%	2,500	2,600	2,700
SEWER UTILITIES	0	0	0	0	#DIV/0!	0	0	0
	\$2,239	\$12,500	\$7,302	\$5,198	58%	\$10,500	\$10,800	\$11,100

	\$17,305	\$7,600	\$8,628	(\$1,028)	114%	\$9,600	\$9,700	\$9,800
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
SALES - GARBAGE	9,649	9,700	7,868	1,832	81%	10,000	10,200	10,400
	\$9,649	\$9,700	\$7,868	\$1,832	81%	\$10,000	\$10,200	\$10,400

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
REQUISITION - SOLID WASTE	4,913	5,000	5,061	(61)	101%	5,200	5,300	5,400
SOLID WASTE WAGES	0	0	0	0	#DIV/0!	0	0	0
SOLID WASTE CONTRACTED SERVICES	690	750	0		0%	750	800	800
SOLID WASTE GOODS & SERVICES	0	500	0	500	0%	500	500	500
	\$5,603	\$6,250	\$5,061	\$439	81%	\$6,450	\$6,600	\$6,700

	\$4,046	\$3,450	\$2,807	\$1,393	81%	\$3,550	\$3,600	\$3,700
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
PERMIT - DEV / COMPLIANCE	570	500	520	(20)	104%	500	500	500
	\$570	\$500	\$520	(\$20)	104%	\$500	\$500	\$500

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
ORRSC - GIS REQUISITION	0	1,000	961	39	96%	1,000	1,000	1,000
ORRSC - PLANNING REQUISITION	573	2,000	14,446	(12,446)	722%	5,000	5,100	5,200
	\$573	\$3,000	\$15,407	(\$12,407)	514%	\$6,000	\$6,100	\$6,200

	(\$3)	(\$2,500)	(\$14,887)	\$12,387	595%	(\$5,500)	(\$5,600)	(\$5,700)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
CEMETERY - PLOTS & FEES	175	250	525	(275)	210%	500	500	500
	\$175	\$250	\$525	(\$275)	210%	\$500	\$500	\$500
	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
CEMETERY MAINT	0	17,000	126	16,874	1%	5,000	5,100	5,200
	\$0	\$17,000	\$126	\$16,874	1%	\$5,000	\$5,100	\$5,200
	\$175	(\$16,750)	\$399	(\$17,149)	-2%	(\$4,500)	(\$4,600)	(\$4,700)

Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
COMMUNITY SERVICE BEAUTIFICATION	276	1,500	0	1,500	0%	1,500	1,500	1,500
	\$276	\$1,500	\$0	\$1,500	0%	\$1,500	\$1,500	\$1,500

	(\$276)	(\$1,500)	\$0	(\$1,500)	0%	(\$1,500)	(\$1,500)	(\$1,500)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
RECREATION MISC EXPENSE	509	10,000	49	9,951	0%	10,000	10,200	10,400
CHINOOK ARCH LIBRARIAN	0	0	962	(962)	#DIV/0!	1,000	1,000	1,000
RECREATION BOARD GRANT EXPENSE	0	0	2,000	(2,000)	#DIV/0!	2,500	2,600	2,700
RECREATION UTILITIES	2,314	2,500	2,132	368	85%	2,500	2,600	2,700
	\$2,823	\$12,500	\$5,143	\$7,357	41%	\$16,000	\$16,400	\$16,800

Net	(\$2,823)	(\$12,500)	(\$5,143)	(\$7,357)	41%	(\$16,000)	(\$16,400)	(\$16,800)
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Expectation based on % of year completed	95%
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Revenue	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
RENTAL REVENUE - COMMUNITY CENTRE	4,135	4,000	1,645	2,355	0%	2,000	2,000	2,000
	\$4,135	\$4,000	\$1,645	\$2,355	0%	\$2,000	\$2,000	\$2,000
Expenses	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
COMMUNITY CENTRE EXPENSES	0	5,000	1,688	3,312	34%	2,500	2,600	2,700
COMMUNITY CENTRE CONTRACTED SERVICE	588	2,500	560	1,940	22%	1,500	1,500	1,500
COMMUNITY CENTRE GOODS & SERVICE	1,161	1,200	824	376	69%	1,200	1,200	1,200
	\$1,749	\$8,700	\$3,072	\$5,628	35%	\$5,200	\$5,300	\$5,400
Net	\$2,386	(\$4,700)	(\$1,427)	(\$3,273)	30%	(\$3,200)	(\$3,300)	(\$3,400)

Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
SOLAR FARM CREDITS	37,921	30,000	34,313	(4,313)	0%	35,000	35,700	36,400
	\$37,921	\$30,000	\$34,313	(\$4,313)	0%	\$35,000	\$35,700	\$36,400
	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0
	\$37,921	\$30,000	\$34,313	(\$4,313)	114%	\$35,000	\$35,700	\$36,400

Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
GRANT - LGFF OPERATIONAL	45,432	45,432	0	45,432	0%	45,432	46,300	47,200
	\$45,432	\$45,432	\$0	\$45,432	0%	\$45,432	\$46,300	\$47,200
	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0
	\$45,432	\$45,432	\$0	\$45,432	0%	\$45,432	\$46,300	\$47,200

Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
TAXES - RESIDENTIAL	189,446	196,880	196,777	103	100%	200,700	204,700	208,800
TAXES - COMMERCIAL	9,643	10,380	10,380	0	100%	10,600	10,800	11,000
TAXES - LINEAR	7,291	5,853	7,027	(1,175)	120%	7,200	7,300	7,400
TAXES - MINIMUM LEVY	0	0	0	0	#DIV/0!	0	0	0
REQ - CHINOOK FOUNDATION	3,141	4,352	4,339	13	0%	4,400	4,500	4,600
REQ - SCHOOL NON-RESIDENTIAL	2,102	4,211	4,270	(60)	101%	4,400	4,500	4,600
REQ - SCHOOL RESIDENTIAL	38,722	54,414	54,194	221	-100%	55,300	56,400	57,500
	\$250,346	\$276,090	\$276,988	(\$898)	100%	\$282,600	\$288,200	\$293,900

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

	\$250,346	\$276,090	\$276,988	(\$898)	100%	\$282,600	\$288,200	\$293,900
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
REQUISITION - FCSS	1,727	1,800	1,663	137	92%	1,700	1,700	1,700
REQUISITION - SPRING GLEN PARK	1,500	1,500	2,000	(500)	133%	2,000	2,000	2,000
REQUISITION - GLENWOOD LIBRARY SUPPORT	5,000	5,000	5,000	0	100%	5,100	5,200	5,300
REQUISITION - CHINOOK ARCH LIBRARY	1,893	2,000	1,010	990	51%	1,000	1,000	1,000
REQUISITION - CHINOOK FOUNDATION	3,879	4,352	4,352	0	100%	4,400	4,500	4,600
REQUISITION - WESTWINDS SCHOOL DIVISION	41,314	58,625	43,969	14,656	75%	44,800	45,700	46,600
REQUISITION - HILL SPRING SENIOR HOUSING	0	1,000	0	1,000	0%	1,000	1,000	1,000
REQUISITION - POLICING	6,774	11,237	11,017	220	98%	11,200	11,400	11,600
	\$62,087	\$85,514	\$69,011	\$16,504	81%	\$71,200	\$72,500	\$73,800

Net	(\$62,087)	(\$85,514)	(\$69,011)	(\$16,504)	81%	(\$71,200)	(\$72,500)	(\$73,800)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
NONE	0	0	0	0	0%	0	0	0
	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
TRANSFER TO RESERVES - IRRIGATION	4,199	4,200	3,850	350	92%	3,900	4,000	4,100
TRANSFER TO RESERVES - WATER	5,056	5,100	4,675	425	92%	4,800	4,900	5,000
TRANSFER TO RESERVES - SEWER	4,054	4,100	3,758	342	92%	3,800	3,900	4,000
TRANSFER TO RESERVES - OPERATING	76,994	22,679	20,789	1,890	92%	121,427	121,409	123,690
	\$90,303	\$36,079	\$33,073	\$3,007	92%	\$133,927	\$134,209	\$136,790

	(\$90,303)	(\$36,079)	(\$33,073)	(\$3,007)	92%	(\$133,927)	(\$134,209)	(\$136,790)
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Expectation based on % of year completed	95%
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	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
GRANT - LGFF CAPITAL	59,331	179,500	166,437	13,063	93%			
GRANT - CCBF CAPITAL	50,000	50,000	0	50,000	0%			
TRANSFER FROM RESERVES - CAPITAL	54,095	40,000	0	40,000	0%			
	\$163,426	\$269,500	\$166,437	\$103,063	62%	\$0	\$0	\$0

	2023 Actual	2024 Budget	2024 YTD Actual	2024 YTD Variance	2024 YTD Variance %	2025 Budget	2026 Budget	2027 Budget
TRANSFER TO CAPITAL	210,539	269,500	166,437	103,063	62%			
	\$210,539	\$269,500	\$166,437	\$103,063	62%	\$0	\$0	\$0

	(\$47,113)	\$0	\$0	\$0	0%	\$0	\$0	\$0
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Expectation based on % of year completed	95%
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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	\$17,322		\$17,322	126%	\$0
Corporate Services (Admin)	(\$68,273)	\$175,827	\$107,554	(\$49,027)	\$201,651	\$152,624	98%	(\$38,700)	\$194,308	\$155,608
Protective Services	(\$50)	\$7,699	\$7,649	(\$140)	\$8,735	\$8,595	95%	(\$50)	\$9,100	\$9,050
Shop	(6,000)	8,356	2,356	0	22,259	22,259	165%	0	13,521	13,521
Road & Street	0	6,610	6,610	0	4,795	4,795	28%	0	17,000	17,000
Irrigation	(11,360)	10,547	(814)	(10,019)	2,897	(7,122)	-3561%	(11,400)	11,600	200
Water	(75,358)	64,177	(11,181)	(67,447)	69,724	2,277	-37%	(75,600)	69,500	(6,100)
Sewer	(19,543)	2,239	(17,305)	(15,930)	7,302	(8,628)	114%	(20,100)	12,500	(7,600)
Solid Waste	(9,649)	5,603	(4,046)	(7,868)	5,061	(2,807)	81%	(9,700)	6,250	(3,450)
Operational Services	(\$121,911)	\$97,531	(\$24,380)	(\$101,264)	\$112,038	\$10,774	79%	(\$116,800)	\$130,371	\$13,571
Development	(\$570)	\$573	\$3	(\$520)	\$15,407	\$14,887	595%	(\$500)	\$3,000	\$2,500
Cemetery	(175)	0	(175)	(525)	126	(399)	-2%	(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	5,143	5,143	41%	0	12,500	12,500
Community Centre	(4,135)	1,749	(2,386)	(1,645)	3,072	1,427	30%	(4,000)	8,700	4,700
Community Services	(\$4,310)	\$4,847	\$537	(\$2,170)	\$8,341	\$6,171	17%	(\$4,250)	\$39,700	\$35,450
Solar Farm	(\$37,921)	\$0	(\$37,921)	(\$34,313)	\$0	(\$34,313)	114%	(\$30,000)	\$0	(\$30,000)
Operating Grants	(\$45,432)	\$0	(\$45,432)	(\$45,432)	\$0	(\$45,432)	100%	(\$45,432)	\$0	(\$45,432)
Property Taxes	(\$250,346)	\$0	(\$250,346)	(\$276,988)	\$0	(\$276,988)	100%	(\$276,090)	\$0	(\$276,090)
Community Support Requisitions	\$0	\$62,087	\$62,087	\$0	\$69,011	\$69,011	81%	\$0	\$85,514	\$85,514
Transfer to Reserves	\$0	\$90,303	\$90,303	\$0	\$33,073	\$33,073	92%	\$0	\$36,079	\$36,079
Net Operating	(\$528,813)	\$450,022	(\$78,791)	(\$509,855)	\$465,578	(\$44,277)		(\$511,822)	\$511,822	(\$0)
Capital	(\$163,426)	\$210,539	\$47,113	(\$166,437)	\$166,437	\$0	0%	(\$269,500)	\$269,500	\$0
Net Operating & Capital	(\$692,239)	\$660,561	(\$31,678)	(\$676,291)	\$632,015	(\$44,277)		(\$781,322)	\$781,322	(\$0)

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

Note: updated –

VILLAGE OF HILL SPRING

BYLAW # 2025 - 245 FEES, RATES, & CHARGES BYLAW

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

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

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

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

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

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

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

1. TITLE AND DEFINITIONS:

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

1.2. **Definitions**

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

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

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

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

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

2. INTENTION:

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

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

- 4.1. Bylaw 2024 – 245 is hereby repealed
-

5. DATE OF COMMENCEMENT

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

Read a FIRST time this 17th day of December, 2024.

Read a SECOND time this 21th day of January, 2025.

Read a THIRD time and finally passed this 21th day of January, 2025.

Dwight Davis, Mayor

Greg Robinson, CAO

SCHEDULE A

FEES:

1. ADMINISTRATIVE SERVICE FEES:

1.1.	Tax Certificate	\$ 30.00
1.2.	Tax Notification	\$ 75.00
1.3.	NSF Cheque	\$ 35.00
1.4.	Paper copy of Village Utility Bill or Statement	\$3.00
1.5.	Photocopying, per single sided sheet	
1.5.1.	black & white	\$ 0.15
1.5.2.	colour Photocopying	\$ 0.25
1.6.	Faxing	
1.6.1.	Per Page	\$ 1.00
1.6.2.	Long Distance	\$ 1.00
1.7.	Title Searches	\$ 50.00
1.8.	Property Information Requests (Assessment & Real Estate Companies)	\$ 15.00
1.9.	Local Assessment Review Board Complaint	\$ 50.00
1.10.	Composite Assessment Review Board Complaint	\$ 50.00
1.11.	Trash Mowing Service (per hour)	\$ 150.00 2025: \$200.00
1.12.	FOIP Request Fee:	
1.12.1.	Concerning your personal information	\$ 0.00
1.12.2.	Other information request	
1.12.2.1.	For searching for, locating and retrieving a record:	\$ 6.75 / ¼ hr or part thereof
1.12.2.2.	For producing an electronic copy of an electronic record:	\$ 6.75 / ¼ hr

or part thereof

- 1.12.2.3. For producing a paper copy of a record
 - 1.12.2.3.1. black and white, per single sided sheet \$ 0.25
 - 1.12.2.3.2. colour, per single sided sheet \$ 0.50
- 1.12.2.4. For supervising the examination of a record: \$ 6.75 / ¼ hr or part thereof

2. BUSINESS LICENSING:

- 2.1. Business License (Yearly) - Voluntary, not Mandatory:
 - 2.1.1. Regional \$ 80.00
 - 2.1.2. Village Only \$ 20.00

3. BYLAW ENFORCEMENT:

- 3.1. Dog Licence:
 - 3.1.1. Spayed or Neutered \$ 10.00
2025: \$25.00
 - 3.1.2. Not Sterilized \$ 30.00
\$50.00
 - 3.1.3. Aggressive \$ 250.00
- 3.2. Upgrade to Dog Fancier Licence \$ 30.00
2025: \$100.00
- 3.3. Replacement Tag \$ 5.00

4. COMMUNITY SERVICES - CEMETERY:

- 4.1. Cemetery Marker Fee \$ 10.00
- 4.2. Lot Purchase Price:

4.2.1.	Residents*	\$ 175.00
		2025: \$200.00

*Residents here includes: Residents, or former Residents, and their immediate families, of Cardston County, Glenwood and Hill Spring.

4.2.2.	Others	\$ 5000.00
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5. ENVIRONMENTAL SERVICES:

5.1. Driveway approach installation:

5.1.1. Initial lot approach placement is complimentary up to \$ 1000.00;

5.1.2. The right and responsibility of installation for any and all property approaches is solely the Village's.

5.1.2.1.	Culvert required	\$ 1000.00
5.1.2.2.	Culvert not required	\$ 800.00
5.1.2.3.	No ditch present property at grade with roadway (+/- 0.5 ft or 0.15 m)	\$ 400.00

6. OPERATIONAL SERVICES:

6.1. Equipment Rental - per hour rate*:

*Operated by Village Staff and subject to schedule availability.

6.1.1.	Weed Whipping	\$ 45.00
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7. MUNICIPAL UTILITY RATES:

7.1 Rates – per monthly base standard rate (billed bimonthly):

* These rates are for single-detached residential units. For multi-unit residential, each unit gets billed at these rates.

7.1.1 Residential* / Commercial:		2024	2025
Water		\$ 50.00	\$ 52.00
Sewer		\$12.75	\$ 14.75
Solid Waste		\$ 8.00	\$ 8.00
Irrigation		\$ 6.00	\$ 5.25
Water Infrastructure Reserve Fund		\$ 5.00	\$ 5.00
Sewer Infrastructure Reserve Fund		\$ 3.00	\$ 3.00
Irrigation Infrastructure Reserve Fund		\$ 3.00	\$ 3.00
TOTAL		\$ 87.75	\$ 91.00
7.1.2 Rural Residential: *(1.5x village rate)		2024	2025
Water		\$ 75.00	\$
Water Infrastructure Reserve Fund		\$ 7.50	\$
TOTAL		\$ 70.50	\$
7.1.3 Industrial / Institutional:		2024	2025
Water		\$ 200.00	\$225.00
Sewer		\$ 47.00	\$ 50.00
Solid Waste		\$ 14.25	\$ 15.00
Irrigation		\$ 20.25	\$ 21.00
Water Infrastructure Reserve Fund		\$ 20.00	\$ 16.00
Sewer Infrastructure Reserve Fund		\$ 16.00	\$ 16.00
Irrigation Infrastructure Reserve Fund		\$ 20.00	\$ 20.00
TOTAL		\$ 337.50	\$ 363.00

7.2 New Main Connection Fee - per individual service:

Additional fees to those listed in 7.2.1 - 7.2.3 below will apply on an as-quoted basis if the associated main is not adjacent to the property:

		2024	2024
7.2.1	Water or sewer only	\$ 2300.00	\$ 2300.00
7.2.2	Water and sewer together	\$ 2500.00	\$ 2500.00
7.2.3	Irrigation	\$ 430.00	\$ 430.00

7.3 Water Connection / Disconnection Fee - per connection / disconnection:

7.3.1	Due to non-payment of account	\$ 100.00
7.3.2	Due to any reason other than non-payment of account	\$ 30.00
7.3.3	If the Water connection / disconnection is a direct result of an Emergency, the associated fee will be waived.	

8. **PLANNING & SUBDIVISION:**

8.1.	Letter or Certificate of Compliance	\$ 50.00
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Development Application Fee:

*The Municipal Planning Commission reserves the right to waive any of the below-noted fees given the circumstances associated with the development application.

8.1.1. Residential:

8.1.1.1.	Single family homes	\$ 100.00 2025: \$150.00
8.1.1.2.	Garages	\$ 50.00
8.1.1.3.	Modular / Manufactured homes	\$ 100.00 2025: \$150.00
8.1.1.4.	Residential additions	\$ 100.00
8.1.1.5.	Home occupations	\$ 100.00
8.1.1.6.	Multi-Family dwellings (per unit)	\$ 100.00
8.1.1.7.	Special residential uses including half-way houses, group homes, day care, nursing homes, etc.	\$ 200.00
8.1.1.8.	Decks, carports, fences	\$ 25.00

8.1.2. Commercial:

*Includes government office buildings.

8.1.2.1. Car lots, trailer sales, parking garages, etc. \$ 200.00

8.1.2.2. Commercial buildings:

8.1.2.2.1. Less than 5000 sq. ft. (465 m²) \$ 200.00

8.1.2.2.2. 5000 - 20,000 sq. ft. (465 - 1858 m²) \$ 350.00

8.1.2.2.3. 20,001 - 50,000 sq. ft. (1859 - 4645 m²) \$ 600.00

8.1.3. Industrial and Warehouse buildings:

8.1.3.1. Less than 5000 sq. ft. (465 m²) \$ 200.00

8.1.3.2. 5000 - 20,000 sq. ft. (465 - 1858 m²) \$ 300.00

8.1.3.3. 20,001 - 50,000 sq. ft. (1859 - 4645 m²) \$ 400.00

8.1.3.4. Multi-tenancy industrial buildings or complexes exceeding 50,000 sq. ft. (4645 m²) \$ 600.00

8.1.4. Miscellaneous:

8.1.4.1. Public service buildings such as churches, schools, auditoriums, fire halls, police stations, etc.:

8.1.4.1.1. Under 10,000 sq. ft. (929 m²) \$ 250.00

8.1.4.1.2. 10,000 sq. ft. (929 m²) and over \$ 400.00

8.1.4.2. Sign permits for freestanding structures \$ 100.00

8.1.4.3. Sign permits \$ 50.00

8.1.4.4. Sign for a home occupation \$ 50.00

8.1.4.5. Land Use Bylaw amendments (per title) \$ 600.00

8.1.4.6. Request to convene a special meeting of the Subdivision and Development Appeal Board or the Municipal Planning Commission \$ 400.00

8.1.4.7. Appeal to the Subdivision and Development Appeal Board (of which \$ 200.00 will be refunded if appeal is successful) \$ 400.00

8.1.5.	When public notification is required of development	\$ 50.00
8.1.6.	Subsequent substantial revisions to development application	50% of original fee
8.1.7.	Development begun before approval of development application	Original fee x2

9. RECREATIONAL SERVICES:

9.1. Community Hall:

9.1.1.	Rental per day for hall and kitchen	\$ 100.00
9.1.2.	Rental per day for community kitchen	\$ 40.00
9.1.3.	Rental per day refundable damage deposit	\$ 100.00
9.1.4.	Rental (Non-Profit Community Group)	\$ 0.00

Dec/24 to have on file for 2025

DATE: ~~June 20, 2023~~
TO: Mr. Mayor and Council
FROM: The Hill Spring Cultural Society
SUBJECT: Yearly Funding Request

Good evening Mr. Mayor and Council members. Thank you for allowing me to be a delegate at today's meeting.

I am presenting and representing as the President of the Hill Spring Cultural Society and its members as a delegate to the council tonight.

We would like to request the Village of Hill Spring approve our request to assist us to further our society in contributing to our efforts for the community members.

This request will ensure your commitment to our efforts as a Society that contribute to positive, active living and the social well being of the members in our community.

Part of our focus of the Society is for the contribution to positive mental and physical health. The Society encourages our community members to actively participate and be involved with our many programs for outings and community networking.

We anticipate our programs will meet these goals and attribute the Societies objectives. This comes in the form of many activities such as monthly luncheons, guest speakers, planned outings, games nights and networking to name a few. Socialization especially in the winter months is very important to our aging community.

We would like the Village of Hill Spring Council to assist us to meet our goals by approving our funding request of \$1,000.00 for 2023.

We would further request the generosity of the Village to continue funding the Village of Hill Spring Cultural Society by approving \$1,000.00 going forward on a yearly basis each January.

Thank you for your support,

The Executive of the Hill Spring Cultural Society.

- Educational Speakers/Sessions
- Community Improvements Etc.
- Entertainment

CAO Report

COUNCIL MEETING DECEMBER 17, 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 Hill Spring Village Office on Dec 11. Many items of discussion were on the agenda to ensure that the new operations are ready. Discussion on important service levels for our operators and as well information on current status of our infrastructure and systems. Next meeting will be in January 2025

Year-End

As we approach our fiscal & calendar year end, many administrative tasks are being conducted in preparation for our audit in 2025. As well, challenges around the current postal strike have thrown a wrinkle in things. Website has been updated with current bylaws as well as minutes thus far into the year. Additionally, preparation of our Interim Operating budget and updating our budget items has also been ongoing. Our system will process and update over the holidays so that we can be ready for 2025

Postal Strike

We still have many printed copies of utility bills waiting for pick up. If residents would like their copy, please visit our office during regular hours. Additionally, we are going to be adding emailing statements to our software package for 2025. This will give us the ability to automatically email all our utility customers their statements every 2 months. This will reduce administrative time, printing costs, preparing and mailing these out as well as save on increasing postage costs (which is increasing to \$1.44 in 2025). We encourage residents who would like this service to provide our office with their email addresses so we can update our systems. We hope to begin emailing out sometime in January 2025.

Holiday Office Hours

From all the staff at the Village, we wish you all a Merry Christmas and Happy Holidays! Our last open day this year will be Dec 23rd (normal hours). We will re-open on Monday, January 6th. For any emergency related issue (water, sewer, roads etc) you can call 403-626-3876 during this time. All the best to everyone and wishing all a Happy New Year!

December 10, 2024

File:30C-179
Sent Via Email

Chief Administrative Officers & Councils
All Member Municipalities of ORRSC

Dear Chief Administrative Officer and Council,

RE: 2025 Membership Fees

On behalf of the Board of Directors of the Oldman River Regional Services Commission, we wish to inform you that at the Annual Organizational Meeting held on Thursday, December 5, 2024 the Board of Directors approved the 2025 Operating and Capital Budget.

The approved 2025 Operating Budget includes an increase to the mill rate by 0.025, increasing the Floor to \$5,000 and increasing the Ceiling to \$104,206. We want to assure our Members that a substantial amount of time, discussion, and deliberations were undertaken by the Executive Committee and the Board of Directors regarding these increases. We understand that an increase in fees is challenging and that all industries, including municipal governments, are feeling the financial pressures of the current economic climate, but we believe that in order for the organization to remain financially viable an increase to our member fees was required.

Please see the included document which outlines your Municipality's 2025 Membership Fees.

We appreciate the loyalty and support that we have received since ORRSC's inception and want to ensure you know that ORRSC is dedicated to continuing to provide exceptional value to our Members. Along with this years Annual Organization Meeting, a robust budget presentation was provided by members of the Executive Committee and Administration on the proposed Operating Budget and our financial plan moving forward. A copy of this presentation has been included with this correspondence.

We wish to extend the invitation to discuss the budget presentation, the membership fee increases, and any other concerns Administration or Council may have. If you would like to have us present to your Council or Administration, please contact Raeanne Keer, Executive Assistant, at 403-329-1344 or by email at admin@orrsc.com at your convenience who will work with you to coordinate a visit.



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

Should you have any other questions please do not hesitate to reach out to our office at 403-329-1344 or by email at admin@orrsc.com.

Thank you,

A handwritten signature in black ink, appearing to read 'Lenze Kuiper', written over a light grey rectangular background.

Lenze Kuiper
Chief Administrative Officer

LK/rk

Enclosed:

2025 Membership Fees
2025 Budget Presentation – Executive Committee

EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED
BY



BROWNLEE LLP
Barristers & Solicitors

CALGARY	February 6th, 2025	EDMONTON	February 13th, 2025
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Save the Date: Emerging Trends in Municipal Law 2025

Brownlee LLP cordially invites you to our annual Emerging Trends in Municipal Law seminar, aimed at delivering expert insight and understanding into the field of municipal law. Join us as we delve into the challenges, opportunities and changes that lie ahead for municipalities, while providing invaluable strategies to empower municipal success at this invite-only event.

Please mark your calendars and feel free to reach out to me at nmoyo@brownleelaw.com if you have any questions.

Stay tuned for further updates!

Emerging Trends dates:

- Feb 6th 2025 – Calgary
- Feb 13th 2025 – Edmonton

Sincerely,

Brownlee LLP

This message is sent on behalf of the Brownlee Municipal Practice Area.

You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.

Connect with us:

Edmonton:

2200 Commerce Place
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Tower
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Vancouver, BC V7Y 1K8
(604) 416-5100

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Building
2010 – 11th Avenue
Regina, SK S4P 0J3
TEL: (306) 271-2888

Website: BrownleeLaw.comLinkedIn: [Brownlee LLP](#)

If you do not wish to receive information regarding upcoming Emerging Trends in Municipal Law sessions, [Unsubscribe here](#).

**NICOLE MOYO | EVENTS ASSISTANT | BROWNLEE LLP****MARKETING****m.** 780-497-4800 | **d.** 780-970-5739 | **f.** 780-424-3254 | nmoyo@brownleelaw.com

2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8

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We acknowledge the traditional territories of the Indigenous peoples of the Treaty 6 region and the Metis settlements and Metis Nation of Alberta, regions 2, 3 and 4. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.

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**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
SEPTEMBER 11, 2024, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood
Byrne Cook – Town of Magrath
Larry Liebelt – Town of Milk River
Bryce Coppieters – Town of Raymond
Gary Bikman – Village of Stirling

Tanya Smith – Village of Coutts
Wayne Harris – Cardston County
Randy Taylor – County of Warner (Zoom)
John Grainger – Town of Cardston
Tyler Lindsay – Village of Warner

Others Present:

Marian Carlson – SEO
Arnold Paintsil – Stantec (Zoom)

Lee Beazer – Operator
Suzanne Pierson – Secretary/Treasurer

Commenced at 5:00 pm

Gary Bikman in the Chair.

AGENDA

Bryce Coppieters moved that the agenda be approved. Carried

MINUTES

Wayne Harris moved that the minutes of the June 12, 2024, regular board meeting be adopted as presented. Carried

NEW BUSINESS

DELEGATION

Arnold Paintsil from Stantec presented information regarding the existing waste management system with maps showing potential transfer station shutdowns and/or relocations.

Arnold Paintsil was excused at 5:49 p.m.

The board discussed Stantec’s presentation. The study is looking at the feasibility of taking over the transfer stations and leaving curbside pick-up to the municipalities. The board discussed Option 1 and presented positives and negatives to the SEO. Option 2 is for future planning.

Brian Wickhorst was excused at 6:02 p.m.

The SEO advised that she and the staff are working with Stantec on the Transfer Station Redevelopment Project. The waste diversion study will be occurring before the end of October.

The SEO reported that the Operator will be taking her to visit the transfer station operators in the next couple of weeks.

The SEO advised that the website traffic is encouraging with 72 visits in the last 30 days.

Bryce Coppieters moved to approve the SEO's report. Carried

The Operator advised that 910.48 tonnes of waste were delivered to the Landfill in July 2024 and 867.00 in August 2024, making the year-to-date tonnage 6,793.443 tonnes.

The Operator advised that J.I.M. Equipment has completed the cell.

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

Financial Statement

The Financial Statements for June 30, 2024, July 31, 2024, and August 31, 2024, were reviewed.

John Grainger moved to accept the June 30, 2024, July 31, 2024, and August 31, 2024, Financial Statements. Carried

Approval of Bills

Bills for June 2024, July 2024 and August 2024 were reviewed.

Bryce Coppieters moved to approve the bills for June 2024, July 2024, and August 2024. Carried

The Secretary/Treasurer reviewed the Year-to-Date Budget as of August 31, 2024.

Byrne Cook moved to approve the Year-to-Date Budget as of August 31, 2024. Carried

CORRESPONDENCE

A letter from Cardston County regarding the current payment timeline for waste disposal services.

24-12 Larry Liebelt moved to keep the policy F9 as stated. Carried

A letter from the Alberta Pensions Services Corporation regarding the 2023 annual pension year.

24-13 Tanya Smith moved to request the pension audit be a Triennial Audit Reporting Cycle. Carried

An article regarding Environment Minister Steven Guilbeault proposing new rules for landfills by 2030. Filed

Tyler Lindsay moved correspondence for information. Carried

The board discussed having a meeting in October. If there is enough information to present in October a meeting will be held.

The board would like to have the agenda on the screen during board meetings for those on Zoom.

John Grainger moved to go In-Camera at 6:59 p.m.

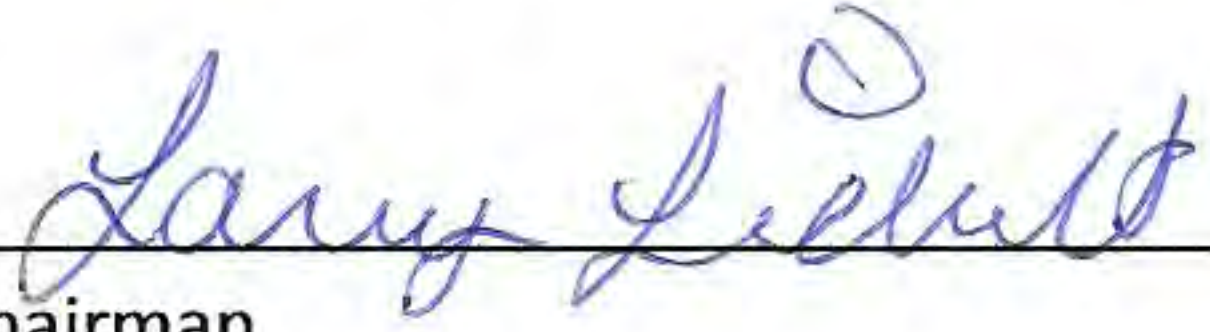
Bryce Coppieters moved to Reconvene at 7:18 p.m.

ADJOURNMENT

John Grainger moved the meeting adjourned.

Adjournment at 7:19 p.m.

The Next Commission board meeting is scheduled for Wednesday, October 9, 2024, at 5:00 p.m. in the Town of Magrath.


Chairman



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

October 10, 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, October 10, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee

Gordon Wolstenholme, Chair
Scott Akkermans
Brad Schlossberger
Christopher Northcott, Virtual

Staff

Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk

Absent

Don Anderberg, Vice Chair
David Cody
Neil Sieben

Chairman Wolstenholme called the meeting to order at 6:08 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the October 10, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Scott Akkermans

THAT the Executive Committee approves the July 11, 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. Chief Administrative Officer Performance Evaluation

R. Keer handed out the Chief Administrative Officer Performance Evaluation form to the Committee and advised that she would send out a digital copy as well.

R. Keer stated that in October & November every year the Committee completes the Performance Evaluation of the Chief Administrative Officer.

b. Organizational Meeting & Elections – December 5, 2024

R. Keer stated that the Organizational Meeting and Elections will be at the Board of Directors meeting scheduled for December 5, 2024. She stated that nomination forms will be going out mid to late November for the Executive Committee.

c. Subdivision Activity – As of September 30, 2024

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

d. 4-Year Rolling Budget Discussion

S. Sayer presented the 4-Year Rolling Budget options that were provided to the Committee following the September Budget Workshop. She requested direction from the group in order to be prepared for the October Budget Workshop on October 17, 2024.

The Committee discussed a 3-year and 4-year rolling budget options, succession within the organization, membership fee increases, regional opportunities, and future financial planning for the organization.

5. Accounts

a. Office Accounts

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

b. Financial Statements

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

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts, the Payments and Credits, Balance Sheets and Comparative Income Statements for June to August 2024 and the Details of Account as of August 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 – December 5, 2024;
Executive Committee – November 14, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:41 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION
ORGANIZATIONAL MEETING HELD NOVEMBER 13, 2024, AT THE TOWN OF MAGRATH.**

Authority Members Present:

Larry Liebelt – Town of Milk River
Josh Bouelle – Town of Magrath
Wayne Harris – Cardston County
Tanya Smith – Village of Coutts
John Grainger – Town of Cardston
Brian Wickhorst – Village of Glenwood

Tyler Lindsay – Village of Warner
Randy Taylor – County of Warner
Kate Kindt – Town of Raymond
Mike Nish – Village of Glenwood
Gary Bikman – Village of Stirling

Others Present:

Marian Carlson – SEO
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Meeting commenced at 5:00 p.m.

Gary Bikman in the Chair.

Tanya Smith moved to approve the agenda as presented.

Carried

Chairman

Gary Bikman asked for nominations for Chairman.
Tanya Smith nominated Larry Liebelt.
Gary Bikman called for nominations a second and third time.
Tyler Lindsay called for nominations to cease.
Larry Liebelt is declared Chairman.

Vice-Chairman

Larry Liebelt asked for nominations for Vice-Chairman.
Tanya Smith moved to nominate Randy Taylor.
Larry Liebelt asked for nominations a second and third time.
Tyler Lindsay called for nominations to cease.
Randy Taylor is declared Vice-Chairman.

Signing Authorities

24-14 Randy Taylor moved that the signing authorities be as follows: Larry Liebelt, John Grainger, Josh Bouelle, Wayne Harris, Marian Carlson, Suzanne Pierson, and Lee Beazer; (Lee Beazer and Suzanne Pierson cannot sign the same cheque(s)) signing for the following accounts: Chief Mountain Regional (Depreciation), Chief Mountain Regional Solid (Current Operating), Chief Mountain Regional Closure Account, and Chief Mountain Regional Reserve Account. Carried

- 24-15 Wayne Harris moved that the CAFT authorities be as follows: Josh Bourelle, Larry Liebelt, Marian Carlson, and Suzanne Pierson. Carried

Committees

- 24-16 Josh Bourelle moved that the committees be as follows: Finance Committee are Bryce Coppieters, Tyler Lindsay, and Josh Bourelle; Joint Health and Safety Committee are Gary Bikman, Mike Nish, and Brian Wickhorst; Policy Committee are John Grainger, Tanya Smith, Randy Taylor, and Wayne Harris; HR Committee are Wayne Harris, Tyler Lindsay, Bryce Coppieters, and Randy Taylor. Carried

Per Diem

- 24-17 Gary Bikman moved to keep the rates as follows: the per diem rates stay at \$200 for meetings less than four hours and \$260 for meetings over four hours and to follow the CRA-approved rate for mileage. Carried

The Board discussed whether to keep the regularly scheduled board meetings to every two months.

- 24-18 Randy Taylor moved to move the meeting time to 4:30 p.m. Carried

- 24-19 John Grainger moved to return to regularly scheduled board meetings on the second Wednesday of each month. Carried

ADJOURNMENT

Josh Bourelle moved the adjournment of the organizational meeting.

Adjournment at 5:22 p.m.


Chairman

MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD OCTOBER 3, 2024, AT THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY BUILDING

Board Members Present:

Paula Brown – Town of Cardston
Tom Nish – Cardston County
Doral Lybbert – Village of Glenwood

Cam Francis – Cardston County
Don Shideler – Village of Hill Spring
John Grainger – Town of Cardston

Others Present:

Danny Melvin – Fire Chief
Hayden Wilde – MWG Chartered Accountants
Spencer Olsen – Deputy Fire Chief

Suzanne Pierson – Secretary/Treasurer
Jeff Shaw – Town of Cardston

Commenced at 5:16 p.m.

Paula Brown in the chair.

Opening Prayer: John Grainger

AGENDA

Cam Francis moved to approve the agenda as amended. Carried

MINUTES

Tom Nish moved to accept the meeting minutes of September 5, 2024, as presented. Carried

NEW BUSINESS

DELEGATION

Hayden Wilde presented the 2023 Statement of Financial Position. The board reviewed the report and directed questions to Hayden. Hayden advised that according to MWG, there is a clean audit opinion for 2023.

24-09 John Grainger moved to accept the audited 2023 Statement of Financial Position as performed by MWG Chartered Professional Accountants. Carried

Hayden Wilde was excused at 5:28 p.m.

Danny Melvin reported that the September Emergency Services statistics are: 7 MVCs, 4 False Alarms, and 1 MFR.

Danny Melvin advised that on September 16, 2024, all fire trucks were flow tested and inspected. All three fire trucks passed inspection. The nine ladders were also tested and re-certified. Station 2s engine will need some minor repairs this winter.

Danny Melvin reported that the fire restriction has not been lifted due to the reports from the province. The communities would like to burn their wood piles and Danny will work with them to get this completed as soon as the province allows.

Danny Melvin advised that the Waterton contract was finalized September 30, 2024, the Authority responded to 124 calls which is up 30% from last year. There were 42 transports, and 3 deaths included in these totals. Waterton administration advised Danny that It is looking positive towards a continuing contract for the 2025 year with the Authority.

Danny Melvin advised that on October 1, 2024, there was a meeting with the Ministry of Forestry and Park. The mutual aid fire control plan for 2024-2028 has been finalized and a draft should be received soon.

Danny Melvin reported that November 28, 2024, will be the annual fire pay and recertification of CPR for the fire fighters. The board members will notify Danny if they can attend the event.

Danny Melvin inquired as to the municipalities response to purchasing a new truck. The board advised that they want to wait until the scheduled replacement year.

Cam Francis is concerned that a new fire truck will not fit in the Station 2 building. The Fire Chief assured the board that measurements have been taken and the new fire truck will fit in the building.

Tom Nish moved to approve Danny Melvin's report.

Carried

DELEGATION

Jeff Shaw, CAO for the Town of Cardston, presented an update regarding the straightening of the road to the east of the Fire Hall. The area will all be paved once all utilities are moved properly.

The Town of Cardston is looking at the request to enlarge the waterline at the Fire Hall. The cost increases greatly if a 4" line is installed. There is a 2" line available and a quote will be coming from Chief Mountain Plumbing to complete the work required.

The Town of Cardston would like to see the Authorities governance under one municipality. The Authority should not be taking care of their own payroll. It would be nice to have the governance completed prior to next year's election. The board would like this item on next month's agenda.

John Grainger advised that the fire underwriters survey scores each municipality. The Town of Cardston has a very high house insurance rate compared to many other municipalities. Danny Melvin will try to find out when the last survey was completed for the area. The board like this item put on next month's agenda.

Jeff Shaw inquired as to how the fire hydrants are working within the municipality. Danny will notify Jeff Shaw of any concerns.

Jeff Shaw was excused at 6:09 p.m.

CORRESPONDENCE

A letter was received regarding a complaint at an event in June. Danny advised that the complaint has been dealt with.

Filed

ADJOURNMENT

Cam Francis moved to adjourn.

Carried

Adjournment at 6:12 p.m.

The next board meeting is scheduled for Thursday, November 7, 2024, at 5:15 p.m. at the Cardston County Emergency Services Building.



A handwritten signature in black ink, appearing to be 'D. Francis', is written over a horizontal line.

Chairman

MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD NOVEMBER 7, 2024, AT THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY BUILDING

Board Members Present:

Cam Francis – Cardston County

Tom Nish – Cardston County

Doral Lybbert – Village of Glenwood

John Grainger – Town of Cardston

Don Shideler – Village of Hill Spring

Others Present:

Danny Melvin – Fire Chief

Suzanne Pierson – Secretary/Treasurer

Commenced at 5:14 p.m.

Tom Nish in the chair.

Opening Prayer: Don Shideler

AGENDA

Cam Francis moved to approve the agenda.

Carried

MINUTES

Doral Lybbert moved to accept the meeting minutes of October 3, 2024, as presented.

Carried

BUSINESS ARISING FROM THE MINUTES

Cam Francis reported that the Cardston County is in support of a governance plan.

NEW BUSINESS

Danny Melvin reported that the October Emergency Services statistics are: 3 MFRs (2 at Station 2); 4 supports; 2 structure fires (2 at Station 2); and 1 grass fire.

Danny Melvin advised that on October 22, 2024; the fire restriction was lifted.

Danny Melvin reported that the draft mutual aid agreement with the Ministry of Forestry and Parks has been approved. Murray Millward, CAO of Cardston County, will sign the agreement and then the Minister of Environment will be the final signature.

Danny Melvin advised that fire inspections will commence at the senior centres and other facilities within the Authority. He will be inspecting the senior centre in Magrath as management does not want the local inspector to complete the inspection.

Danny Melvin reported that he is meeting tomorrow with Waterton regarding extending the contract with an increase in funding.

Danny Melvin advised that on October 21, 2024, he meet with the Lethbridge Dispatch regarding the AFFRC radio system. Once the tests are completed, the radios will be put into use.

Danny Melvin reported that OHS came to perform a surprise audit on October 17, 2024. OHS pointed out some deficiencies and Danny is working on correcting them.

Danny Melvin advised that the road is complete outside of the Fire Hall. There is lots of parking on the east side of the building. The fire hydrant does need to be rotated so that it does not take up an additional parking spot.

Danny Melvin reported that November 28, 2024, will be the annual fire pay and recertification of CPR for the fire fighters. The board will notify Danny if they can attend.

Danny Melvin advised that the ambulance was removed and a MFR unit has been placed at Station 2.

Danny Melvin has been subpoenaed to attend court in December regarding a fire in Cardston that may be considered arsine.

Cam Francis moved to approve Danny Melvin's report. Carried

Don Shideler moved to go In-Camera at 5:30 p.m.

Don Shideler moved to Reconvene at 5:49 p.m.

Danny Melvin spoke with Murray Millward, CAO of the Cardston County, regarding the governance of the Authority. Danny will continue to work with the Cardston County to put the governance in place.

Danny Melvin reported that the fire underwriter survey is reported by the municipalities. The Town of Cardston hasn't submitted a fire underwriter survey for over five-years. Danny is willing to work with the Town of Cardston to complete the survey.

24-10 John Grainger moved to have the Fire Chief recommend that the Town of Cardston perform a fire underwriters survey. Carried

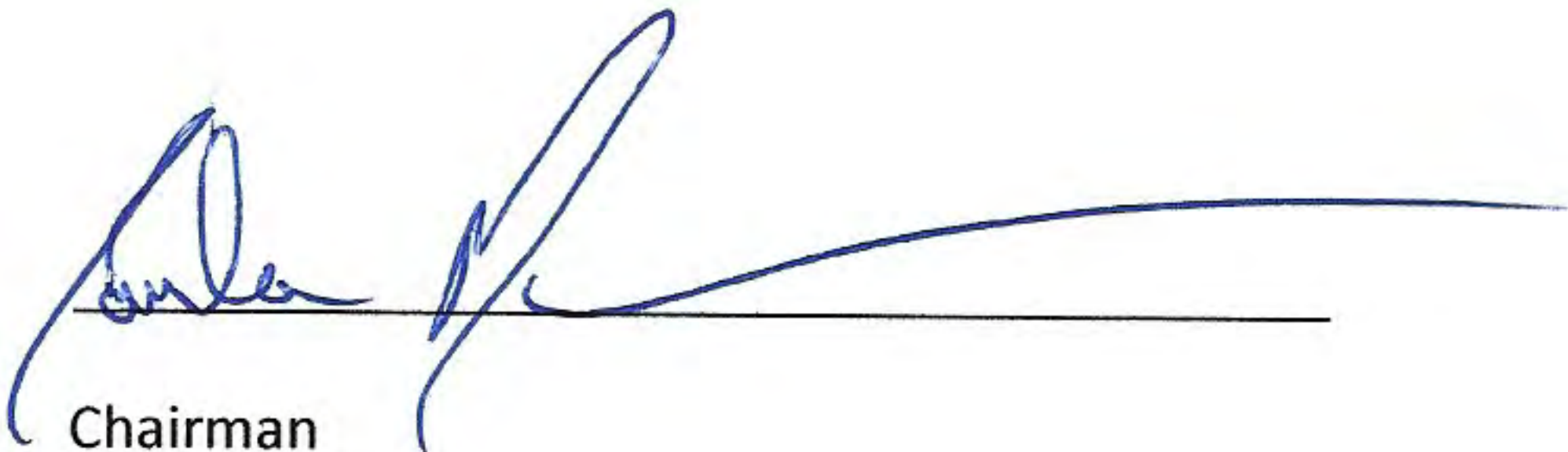
The board discussed the employee evaluations, and they will be finalized for the next board meeting.

ADJOURNMENT

John Grainger moved to adjourn. Carried

Adjournment at 6:01 p.m.

The next board meeting is scheduled for Thursday, December 5, 2024, at 5:15 p.m. at the Cardston County Office.



Chairman