



Village of Hill Spring
COUNCIL MEETING AGENDA - DRAFT
Hill Spring Council Chambers
Tuesday, February 18, 2025 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA`
3. ADOPTION OF MINUTES
 - a) 2025.01.21
4. DELEGATION
 - a) Sgt Wright Cardston RCMP
5. BUSINESS ARISING FROM THE MINUTES
6. FINANCIAL REPORTS:
 - a) Cheque Listing for February 2025
7. Public Q&A
8. ITEMS FOR DISCUSSION:
 - a) Bylaw 2024-309 Dog Control Bylaw 1st Reading
 - b) 2025 Operating Budget Update
 - c) Orthophoto GIS Update
 - d) Water Break updates
 - e)
9. ADMINISTRATORS & COUNCIL REPORTS:
 - a) CAO Report

10. CORRESPONDENCE:

- a) Alberta SW Bulletin Feb 2025
- b) RCMP Q3 quarterly update
- c) AB SW Indigenous Tourism Invite March 11 2025
- d) ORRSC Periodical Winter Exemptions 2024
- e) ORRSC Executive Meeting Nov 2024

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)

12. ADJOURNMENT:

DRAFT

VILLAGE OF HILL SPRING

January 21, 2025

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on January 21, 2025 commencing at 6:00 p.m.

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

Officials: CAO Greg Robinson.

Absent: Councillor Nish.

Public:

CALLED TO ORDER

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

ADOPTION OF THE AGENDA

2025.01.01

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

Carried Unanimously

ADOPTION OF MINUTES

2024.12.17 REGULAR
COUNCIL MEETING
MINUTES

2025.01.02

Councillor Shideler **MOVED** to approve the 2024.12.17 Regular Council Meeting minutes as presented.

Carried Unanimously

DELEGATIONS

BUSINESS ARISING FROM THE MINUTES

FINANCIAL REPORTS

CHEQUE LISTING FOR
JANUARY 2025

2024 YTD BUDGET
SUMMARY REPORT

Council reviewed the Financial Reports as information.

PUBLIC Q&A

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

ITEMS FOR DISCUSSION

BYLAW 2024-245 USER
FEES & CHARGES

2025.01.03

Councillor Shideler **MOVED** to give second reading to Bylaw 2024-245: User Fees & Charges.

Carried

Those in Favour: 3

Those Against: 1

2025.01.04

Councillor Christensen **MOVED** to give third reading to Bylaw 2024-245: User Fees & Charges.

Carried

Those in Favour: 3

Those Against: 1

CCREMP PARTNERSHIP

2025.01.05

Council reviewed the Cardston County Regional Emergency Management Partnership project proposal and accepted it as information.

2025 CAPITAL BUDGET
2025.01.06

Councillor Shideler **MOVED** to approve of the 2025 Capital Budget as presented.

Carried Unanimously

2025 OPERATING BUDGET
2025.01.07

Councillor Christensen **MOVED** to table this item until the February 18, 2025 Council Meeting.

Carried Unanimously

AGENDA ITEMS F-H

Agenda items F- H (Rebuttal, LUB, and Transparency) were moved into the meetings Closed Session.

ADMINISTRATOR AND COUNCIL REPORTS

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

2025.01.08

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

Carried Unanimously

CORRESPONDENCE

Council reviewed the correspondence as information.

CLOSED SESSION
2024.01.09

Mayor Davis **MOVED** that Council recess the regular Council Meeting and move into Closed Session as per section 24 of the FOIP Act at 8:28pm.

Carried Unanimously

2025.01.10

Mayor Davis **MOVED** to resume the regular Council Meeting and move back into Open Session at 9:30pm.

Carried Unanimously

Councillor Christensen **MOVED** that Mayor Davis, as the Village's representative, vote in support of the Cardston FCSS proposal as presented.

Carried Unanimously

ADJOURNMENT
2025.01.11

Councillor Shideler **MOVED** to adjourn the January 21, 2025 Council Meeting at 9:33pm.

Carried Unanimously

Mayor Dwight Davis

CAO Greg Robinson

Village Of Hill Spring

Cheque Listing For Council

2025-Feb-14
9:47:45AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20250009	2025-01-21	ALBERTA MUNICIPAL SERVICES CORPORATION		PAYMENT		1,283.28
			25-1057130	JANUARY UTILITIES	1,283.28	
20250010	2025-01-21	NEXTGEN AUTOMATION		PAYMENT		763.26
			642578	PRINTING	542.90	
			644619	LEASE	220.36	
20250011	2025-01-21	ROBINSON, GREG		PAYMENT		483.84
			GRJAN25	MILEAGE	483.84	
20250012	2025-01-21	CATALIS TECHNOLOGIES CANADA		PAYMENT		1,575.00
			INV308339163	2025 SUBSCRIPTION	1,575.00	
20250013	2025-01-21	FEDERATION OF CANADIAN MUNICIPALITIES		PAYMENT		134.42
			ORD-68599-S5F	ANNUAL DUES	134.42	
20250014	2025-01-30	CHRISTENSEN, MONTE				
20250015	2025-01-30	DAVIS, DWIGHT				
20250016	2025-01-30	FRENCH, SUZANNE				
20250017	2025-01-30	SHIDELER, DONALD				
20250018	2025-01-30	NISH, MIKE				
20250019	2025-01-30	FAULKNER, PATTI A				
20250020	2025-01-30	CHRISTENSEN, MONTE				
20250021	2025-01-30	DAVIS, DWIGHT				
20250022	2025-01-30	FRENCH, SUZANNE				
20250023	2025-01-30	SHIDELER, DONALD				
20250024	2025-01-30	NISH, MIKE				
20250025	2025-02-03	BENCHMARK ASSESSMENT CONSULTANTS INC		PAYMENT		1,350.56
			BMAJAN25	1ST QUARTER FEES	1,350.56	
20250026	2025-02-03	CARDSTON COUNTY		PAYMENT		3,990.24
			25250	REGIONAL DEM CONTRACT	66.70	
			25281	TRANSFER STATION	3,923.54	
20250027	2025-02-03	CARDSTON COUNTY EMERGENCY SERVICES		PAYMENT		4,323.09
			11320	FIRE REQUISITIONS	4,323.09	
20250028	2025-02-03	CARO ANALYTICAL SERVICES		PAYMENT		297.15
			IC2431585	CHEM	297.15	
20250029	2025-02-03	CHINOOK ARCH REGIONAL LIBRARY SYSTEM		PAYMENT		819.84
			923097	JAN-JUN MEMBERSHIP	819.84	
20250030	2025-02-03	CLEARTECH		PAYMENT		762.72
			INV1140361	CHENM	762.72	
20250031	2025-02-03	FIDO		PAYMENT		33.35
			JAN25	JAN PHONE	33.35	
20250032	2025-02-03	OLDMAN RIVER REGION SERVICES COMMISSIC		PAYMENT		3,544.34
			14595	FEES	3,287.84	
			14632	6 COPIES OF BYLAW	256.50	
20250033	2025-02-03	RECEIVER GENERAL		PAYMENT		72.36
			2037	JAN PAYROLL	72.36	
20250034	2025-02-03	SHIDELER, DONALD		PAYMENT		182.24
			JAN25	JAN TRAVEL	182.24	
20250035	2025-02-03	XPLORE		PAYMENT		214.26
			54705419	INTERNET	108.17	
			55030028	INTERNET	106.09	
20250036	2025-02-05	ROBINSON, GREG		PAYMENT		364.32

Village Of Hill Spring

Cheque Listing For Council

2025-Feb-14
9:47:45AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20250036	2025-02-05	ROBINSON, GREG	FEB 2024	MILEAGE	364.32	364.32
20250037	2025-02-07	HILL SPRING CULTURAL SOCIETY, ATTN: RALPH	2025	PAYMENT CULTURAL ARTS DONATION	1,000.00	1,000.00
20250038	2025-02-07	HILL SPRING CULTURAL ARTS SOCIETY	HSCASJAN25	PAYMENT COUNCIL CONTRIBUTION	1,000.00	1,000.00

Total 23,861.31

*** End of Report ***

VILLAGE OF HILL SPRING

BYLAW NO: 2025-309

DOG CONTROL BYLAW

BEING A BYLAW OF THE VILLAGE OF HILL SPRING TO PROVIDE FOR THE LICENSING REGULATION AND CONTROL OF DOGS IN THE VILLAGE OF HILL SPRING

WHEREAS the Municipal Government Act, being Chapter M 26, RSA 2000, provides a municipality may pass Bylaws respecting wild and domestic animals and activities in relation to them

AND WHEREAS the Council deems it expedient to license and control dogs in the Village of Hill Spring,

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

1. TITLE

- a. This Bylaw may be cited as the "Dog Control Bylaw".

2. INTERPRETATION AND APPLICATION

- a. In this Bylaw unless the context otherwise requires:
 - i. "aggressive dog" means any dog, whatever its age, whether on public or private property which has:
 - 1. without provocation, chased, injured or bitten any other domestic animal or person;
 - 2. without provocation, damaged or destroyed any public or private property; or
 - 3. without provocation, threatened or created the reasonable apprehension of a threat to another domestic animal or person; or
 - 4. has been previously determined to be an Aggressive dog under this bylaw.
 - ii. "*Administrative Officer*" means the Village Manager of the Village appointed by Council in accordance with the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26;
 - iii. "*Council*" means the Council of the Village of Hill Spring
 - iv. "*Designated Officer*" means any person appointed by the Village Manager to enforce the provisions of this Bylaw, including any member of the Royal Canadian Mounted Police, Bylaw Enforcement Officer, or Community Peace Officer.
 - v. "*domestic animal*" means any animal kept by a person for domestic purposes or as a household pet including but not limited to dogs, cats, rabbits, ferrets, cows, horses, sheep, goats, and pigs;
 - vi. "*excessively*" means continually for a period of one half hour or longer
 - vii. "*former owner*" means the person who at the time of impoundment was the owner of an animal which has subsequently been sold or destroyed.

- viii. "*Judge*" means a Judge of the Provincial Court of Alberta.
- ix. "*leash*" means a chain or other material capable of restraining the dog on which it is being used.
- x. "*owner*" means a natural person or body corporate that has legal title to the animal, and includes any person who has possession or custody of the animal, either temporarily or permanently, or harbours the animal, or allows the animal to remain on his premises.
- xi. "*Park*" means a public space controlled by the Village and set aside as a Park to be used by the public for rest, recreation, exercise, pleasure, amusement, and enjoyment and includes:
 - 1. Playgrounds;
 - 2. Cemeteries;
 - 3. Natural Areas;
 - 4. Sports Fields;
 - 5. Pathways;
 - 6. Trails; and
 - 7. Park roadways;
- xii. "*Person*" means any individual or corporate body;
- xiii. "*pound*" means a place or places that Council of the Village shall provide or designate for the confinement of dogs impounded.
- xiv. "*Provincial Court*" means The Provincial Court of Alberta.
- xv. "*running at large*" means:
 - 1. a dog or dogs which are not under the control of an owner responsible by means of a leash and is or are actually upon property other than the property in respect of which the owner of the dog or dogs has the right of occupation, or upon any highway, thoroughfare, street, road, trail, avenue, parkway, lane, alley, sidewalk (including the boulevard portion of the sidewalk) Park or other public place which has not been designated as an off leash area by the Village: or
 - 2. a dog or dogs which are under the control of a person responsible by means of a leash and which cause damage to persons, property or other animals.
- xvi. "*Village*" means the municipal corporation of the Village of Hill Spring or the area contained within the boundary thereof as the context requires.

3. RUNNING AT LARGE

- a. Except in areas of the Village which have been designated as an "Off Leash Area" by the Village, the owner of a dog shall ensure that such dog is not running at large.

4. IMPOUNDING AUTHORITY

- a. A Designated Officer may capture and impound any dog which is:
 - i. off the premises of its owner or when it is pursued on to the premises of its owner;
 - ii. running at large;

- iii. named or described or otherwise designated in a complaint made pursuant to *The Dangerous Dogs Act, Alberta*;
- iv. biting or attempting to bite any person while running at large;
- v. actually or apparently affected with rabies or any other contagious disease;
- vi. chasing, worrying or annoying any other domestic animal on property other than that belonging to the owner of the dog;
- vii. a Nuisance;
- viii. or, in the opinion of a Designated Officer, the owner is in breach of any provision of this Bylaw;
- ix. declared “aggressive” and in violation of any provision of this Bylaw. Said dog may be kept in impound until such time as a Provincial Judge has made a final determination of the matter in accordance with Section 18.

5. ENTERING

- a. For the purpose set out in Section 4 herein a Designated Officer may enter any privately owned premises, provided however, that in this Section the word “premises” does not include a building used as a dwelling house.

6. NUISANCE

- a. The owner of a dog shall ensure that the dog shall not:
 - i. bite a person or persons;
 - ii. do any other act that injures a person or persons;
 - iii. chase or otherwise threaten a person or persons, unless the person chased or threatened is a trespasser on the property of the owner
 - iv. bite, bark at, or chase livestock, bicycles, automobiles, or other vehicles;
 - v. bark, howl excessively or otherwise disturb any person
 - vi. cause damage to property or other animals;
 - vii. upset any waste receptacle or scatter the contents thereof either in or about a street, lane or other public property or in or about premises not belonging to or in the possession of the owner of the dog.
 - viii. be left unattended in any motor vehicle unless the dog is restricted so as to prevent access to persons as long as such restraint provides for suitable ventilation.
- b. If a dog defecates on any public or private property other than the property of its owner, the owner shall remove such defecation immediately.

7. AGGRESSIVE DOGS

- a. The owner of a dog alleged to be aggressive shall be provided notice of a hearing for the determination by the Provincial Court, a minimum of ten (10) clear days before the date of the hearing.
- b. Upon application, if it appears to the Judge that the dog should be declared to be an aggressive dog, he shall make an order in a summary way declaring the dog an aggressive dog.
- c. The owner of an aggressive dog shall ensure that:
 - i. the dog does not, without provocation:

1. chase a person; or
 2. injure a person; or
 3. bite a person: or
 4. chase other domestic animals; or
 5. injure other domestic animals; or
 6. bite other domestic animals.
- ii. the dog does not damage or destroy public or private property,
 - iii. when the dog is on the property of the owner:
 1. the dog is either confined indoors, or
 2. when the dog is outdoors it is in a locked pen or other structure, constructed to prevent the escape of the aggressive dog and capable of preventing the entry of any person not in control of the dog, or
 3. the dog is kept as if the provisions of Section (7)(c)(v) applied to such dog while on the property of the owner.
 - iv. at all times, when off the property of the owner, the dog is securely
 1. muzzled, and;
 2. harnessed or leashed on a leash which length shall not exceed one (1) metre in a manner that prevents the dog from chasing, injuring or biting other domestic animals or humans as well as preventing damage to public or private property, and
 3. under the control of a person over the age of eighteen (18) years.
 - v. such dog is not running at large.

8. MAXIMUM NUMBER OF DOGS PERMITTED

- a. A maximum number of two (2) dogs are permitted to be kept, housed, or boarded in or on a residential property within corporate limits unless the owner is in receipt of a Dog Fanciers License
- b. An owner may acquire a Dog Fanciers License which shall allow for an additional two (2) dogs by paying the fee set out in Schedule A.

9. PROHIBITED AREAS AND RELAXATION OF LEASH REQUIREMENT

- a. The owner of any dog shall not permit that dog to be in any park unsupervised, unleashed and not under direct control of the owner or person in custody and control of the dog.
- b. The owner of any dog shall not place, permit or allow said dog to enter into, or remain in any public swimming area, bathing or wading pool, or other area generally used for this purpose.

10. COMMUNICABLE DISEASES

- a. An owner of a dog suspected of having rabies:
 - i. shall immediately report the matter to Agriculture Canada, Veterinary Inspection Directorate or to a Designated Officer;
 - ii. shall confine or isolate the dog, in such a manner as prescribed so as to prevent further spread of the disease; and
 - iii. shall keep the dog confined for not less than ten (10) days at the cost of the owner.

- b. An owner of a dog that does not comply with the provisions of this Section 10 shall be subject to a penalty as provided for in this Bylaw for each consecutive demand made by a Designated Officer.

11. LICENSING

- a. The owners of all dogs shall obtain an annual license for each dog at such times as specified in this Bylaw in accordance with Schedule "A".
- b. Every owner, when requested by a Designated Officer, shall submit to a Designated Officer a spay/neuter certificate or if unavailable a statutory declaration or other acceptable documentation establishing the dog's or the Aggressive dog's age or that the dog or the Aggressive dog is neutered or spayed and such other information as a Designated Officer may require in order to determine the license payable by that owner.
- c. No person shall give false information when applying for a dog license or Aggressive dog license.
- d. The owner of a dog shall:
 - i. obtain a license for all dogs on the first day on which the Village Office is open for business after the dog becomes six months of age;
 - ii. obtain a license on the first day on which the Village Office is open for business after he becomes owner of the dog;
 - iii. obtain a license for a dog notwithstanding that it is under the age of six months, where the dog is found running at large;
 - iv. obtain an annual license for the dog on the first business day in January each year.
- e. The owner of an aggressive dog shall:
 - i. be at least the age of eighteen (18) years;
 - ii. obtain an aggressive dog license pursuant to the provisions of Section 11 on the first day on which the Village Office is open for business after the dog has been declared aggressive;
 - iii. in the event an aggressive dog is purchased, obtain a license on the first day on which the Village Office is open for business after becoming the owner of an aggressive dog;
 - iv. notify a Designated Officer should the dog die, be sold, gifted, or transferred to another person;
 - v. remain liable for the actions of, the dog until formal notification of sale, gift or transfer is given to a Designated Officer;
 - vi. notify the Village Office if the dog is running at large.
- f. The owner of a dog shall ensure that his dog wears the current license purchased for that dog.
- g. The owner of an aggressive dog shall within three (3) days after the dog has been declared aggressive have a licensed veterinarian tattoo or implant an electronic identification microchip in the animal and provide the copy of the information contained thereon to a Designated Officer prior to a license being issued at the expense of the owner.

- h. Upon losing a dog license, an owner of a dog shall present the receipt for payment of the current year's license fee to a Designated Officer, who will issue a new tag to the owner for the fee set out in Schedule "A" of this Bylaw.
- i. No person shall be entitled to a license rebate under this Bylaw.

12. DISABLED OWNERS

- a. Notwithstanding Section 11, where a Designated Officer is satisfied that a person who is disabled is the owner of a dog trained and used to assist such disabled person, there shall be no fee payable by the owner for a license under Section 11.

13. OBSTRUCTION

- a. No person, whether or not he is the owner of a dog or an aggressive dog which is being or has been pursued or captured shall interfere with or attempt to obstruct a Designated Officer who is attempting to capture or who has captured a dog which is subject to impoundment.

14. INTERFERENCE WITH ANIMALS

- a. No person shall:
 - i. untie, loosen or otherwise free an animal which has been tied or otherwise restrained; or
 - ii. negligently or wilfully open a gate, door or other opening in a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large in the Village.

15. RECLAIMING

- a. The owner of any impounded dog or aggressive dog may, after paying any fines and/or charges levied under this Bylaw:
 - i. reclaim the dog or aggressive dog from the Village Office, or
 - ii. where it is deemed feasible by a Designated Officer prior to taking the animal into impoundment, reclaim the dog or aggressive dog when it is returned to the owner.
- b. Where a dog is claimed, the owner shall, upon request provide proof of ownership of the dog.

16. SALE OR DESTRUCTION

- a. Unless the owner of a dog makes arrangements with a Designated Officer for the further retention of the dog, a Designated Officer may sell or destroy all unclaimed dogs which have been in impoundment for:
 - i. seven (7) days if the dog has a current licence; or
 - ii. seventy-two (72) hours, if the dog does not have a current license.
- b. Notwithstanding subsection (a) a Designated Officer may:
 - i. retain a dog for a longer period if in his opinion the circumstances warrant the expense; or
 - ii. euthanize a dog after a shorter period if humane purposes warrant.

- c. A Designated Officer may, before selling an unclaimed dog, require that the dog be spayed or neutered,
- d. The purchaser of a dog from the Village pursuant to the provisions of this Section shall obtain full right and title to it and the right and title of the former owner of the dog shall cease thereupon;
- e. No impounded dog shall be sold pursuant to this Bylaw:
 - i. to any resident of the Village until a license has first been purchased for the dog by the resident; or
 - ii. to any non-resident of the Village until they have provided an affidavit that they are not a resident of the Village and that the dog shall be kept outside the Village as provided in Schedule D.
- f. When a Designated Officer agrees to put a dog to death the owner shall pay to the Village a fee as set out in Schedule "B" of this Bylaw.

17. PENALTIES

- a. Where a Designated Officer believes that a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a summons by means of a violation ticket in accordance with Part 2 of the *Provincial Offences Procedure Act*.
- b. Where a Designated Officer believes a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a Village Bylaw ticket with a specified penalty.
- c. The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule "C" of this Bylaw in respect of that provision.
- d. Notwithstanding Section 17(c):
 - i. where any person contravenes the same provision of this Bylaw twice within one twelve month period, the specified penalty payable in respect of the second contravention is double the amount shown in Schedule "C" of this Bylaw in respect of that provision, and
 - ii. where any person contravenes the same provision of this Bylaw three or more times within one twelve month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule "C" of this Bylaw in respect of that provision
- e. Subsection 17(d) does not apply to aggressive dogs.

18. SUMMARY CONVICTION

- a. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than TWO THOUSAND, FIVE - HUNDRED DOLLARS (\$2,500.00) and in default of payment is liable to imprisonment for a term not exceeding six (6) months.
- b. The council of the Village of Hill Spring by resolution may waive any of the provisions contained in the Bylaw for a specific situation(s) subject to whatever condition(s) Council finds fit to apply.
- c. A notice or form commonly called a traffic tag or violation ticket may be issued by a RCMP Officer or By-law officer to any person alleged to have breached any

provision of this bylaw, and the said traffic tag or violation ticket shall require payment in the amount specified in this bylaw or the regulations pursuant to the Provincial Offences Procedure Act, (Alberta), as amended.

19. SUMMARY

- a. The council of the Village of Hill Spring by resolution may waive any of the provisions contained in the Bylaw for a specific situation(s) subject to whatever condition(s) Council finds fit to apply.
- b. A notice or form commonly called a traffic tag or violation ticket may be issued by a RCMP Officer or By-law Officer to any person alleged to have breached any provision of this bylaw, and the said traffic tag or violation ticket shall require payment in the amount specified in this bylaw or the regulations pursuant to the Provincial Offences Procedure Act, (Alberta), as amended.
- c.

20. RESCINDING BYLAW

- a. Bylaw 2019-309 is hereby repealed.

21. EFFECTIVE DATE

- a. This Bylaw shall come into effect upon third reading.

READ a first time this 18th day of February 2025.

READ a second time this 18th day of March 2025.

READ a third time and finally passed on this 18th day of March 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

The Animal Control Bylaw Annual Licence Fee

DOG LICENCE	AMOUNT
Male or Female unaltered dogs.....	As Per User Fees and Charges bylaw
Neutered Male or Spayed Female dogs	As Per User Fees and Charges bylaw
Aggressive Dog Licence Fee.....	As Per User Fees and Charges bylaw
Dog Fanciers License.....	As Per User Fees and Charges bylaw
Replacement Tag.....	As Per User Fees and Charges bylaw

SCHEDULE "B"

*AMOUNT TO BE PAID TO THE VILLAGE OF HILL SPRING BY OWNER OF ANIMAL IN
ORDER TO RECLAIM OR DESTROY AN IMPOUNDED DOG*

	AMOUNT
Care and sustenance (per day or portion thereof. To commence at midnight on the day of impoundment).....	Amount Expended
Veterinary Fees.....	Amount Expended
Destruction of Dog.....	Amount Expended

SCHEDULE “C” – (REVIEW AMOUNTS)

SECTION	OFFENCE	PENALTY
Section 3.....(i).....	Running at Large (unaltered).....	\$50.00 (\$100)
Section 3..... (ii).....	Dog not under Control.....	\$50.00
Section 6(a)..... (i).....	Biting a person (s).....	\$200.00
	(ii)..... Injure a person (s).....	\$100.00
	(iii)..... Chasing a person(s).....	\$100.00
	(iv).....	
	Biting, barking at, chasing stock, bicycles, automobiles or other vehicles.....	\$100.00
	(v)..... Barking, howling or disturbing.....	\$100.00
	(vi)..... Damage to property or other animal.....	\$100.00
	(vii)..... Upsetting waste receptacles.....	\$50.00
Section 6(b).....	Defecation.....	\$50.00
Section 8.....	Exceed maximum number of dogs permitted..... (Per dog over the limit per month)	\$100.00
Section 10.....	Failure to have any dog or Aggressive dog..... examined by a licenced veterinarian for Rabies on the demand of a Bylaw Enforcement Officer (with cause)	\$500.00 Per Demand
Section 11.....(a).....	Unlicensed dog	\$100.00
	Unlicensed Aggressive dog.....	\$250.00
Section 11.....(c).....	Giving false information when applying for a dog license.....	\$100.00
	Giving false information when applying for an aggressive dog license.....	\$500.00
Section 11.....(f).....	Dog not wearing license.....	\$25.00
Section 13.....	Obstruction.....	\$500.00
Section 14.....	Interference.....	\$500.00

Minimum Penalties with respect to Aggressive dogs:

Section 7(c)..... (i).....	Aggressive dogs chasing, injuring or biting a person or animal.....	\$750.00
Section 7(c)..... (ii).....	Aggressive dog damaging or destroying public or private property.....	\$500.00
Section 7(c)..... (iii).....	Failure to keep an Aggressive dog confined.....	\$1,000.00
Section 7(c)..... (v).....	Failure to keep an Aggressive dog muzzled, harnessed or leashed properly.....	\$500.00
Section 7(c)..... (vi).....	Aggressive dog running at large.....	\$500.00
Section 11(e)... (iv).....	Failure to notify By-Law Officer if the dog is sold, gifted, transferred or dies.....	\$125.00
Section 11(f).....	Failure to wear correct license.....	\$200.00
Section 11(g).....	Failure to tattoo or implant dog with electronic identification microchip.....	\$500.00

(Fee reduced by ½ (50%) if payment is made within 14 days on 1st Offense)

SCHEDULE "D"

AFFIDAVIT OF NON-RESIDENT

CANADA } I, _____
 }
 PROVINCE OF ALBERTA } of the of _____ of
 } _____
 TO WIT: } in the Province of Alberta,
 } _____
 (occupation)

MAKE OATH AND SAY:

1. THAT I am not a resident of the Village of Hill Spring.
2. THAT I reside at:

 (mailing and civic address)

SWORN AT _____ of _____ }
 }
 In the Province of Alberta, this _____ }
 }
 day of _____ }
 }
 A.D. _____, BEFORE ME }

 A COMMISSIONER FOR OATHS IN AND
 FOR THE PROVINCE OF ALBERTA



2025-2027 Operating Budget - Draft #2

Presented to Council on February 18, 2025

Tax Supported Services	Budget				
	Revenues	2025 Expenditures	Net Cost	2026 Net Cost	2027 Net Cost
Council	\$0	\$19,000	\$19,000	\$19,380	\$19,768
Corporate Services	(\$48,100)	\$214,750	\$166,650	\$169,700	\$172,700
Protective Services	(\$100)	\$11,050	\$10,950	\$11,250	\$11,450
Shop	0	23,700	23,700	24,200	24,600
Road & Street	0	16,500	16,500	16,800	17,100
Irrigation	(12,200)	11,500	(700)	(700)	(700)
Water	(178,800)	71,305	(107,495)	(107,689)	(7,858)
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	(\$221,100)	\$139,955	(\$81,145)	(\$80,689)	\$19,642
Development	(\$600)	\$6,000	\$5,400	\$5,500	\$5,600
Cemetery	(500)	5,000	4,500	4,600	4,700
Community Services	0	1,500	1,500	1,500	1,500
Parks & Recreation	0	15,500	15,500	15,900	16,300
Community Centre	(2,000)	5,200	3,200	3,300	3,400
Community Services	(\$2,500)	\$27,200	\$24,700	\$25,300	\$25,900
Solar Farm	(\$40,000)	\$0	(\$40,000)	(\$40,800)	(\$41,600)
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	\$87,100	\$87,100	\$88,700	\$90,300
Transfer to Reserves	\$0	\$135,377	\$135,377	\$136,159	\$37,340
Net Operating	(\$640,432)	\$640,432	\$0	\$0	(\$0)
Capital	(\$326,632)	\$326,632	\$0	\$0	\$0
Total Net Operational Revenue	(\$967,064)	\$967,064	\$0	\$0	(\$0)



Outlook

RE: Orthophoto Update 2025

From Jaime Thomas <jaimethomas@orrsc.com>

Date Tue 2/11/2025 4:16 PM

To CAO <cao@hillspring.ca>

Good Afternoon Greg

We have received quotes from three different orthophoto contractors and believe we have found one most suitable as they can meet our requirements and provided a cost that most closely aligns with our estimations outlined in my initial email below.

Estimated Cost – \$1651.00

Actual Cost - \$1800.00

Please let me know if Hill Spring would like to proceed with orthophoto capture this spring for the **Actual Cost of \$1800.00** and I will take care of the rest.

Thanks,

Jaime Thomas, GISP

GIS Analyst

Oldman River Regional Services Commission

403-388-3565 (Direct) 403-329-1344 (Office)

From: Jaime Thomas

Sent: December 10, 2024 10:53 AM

To: cao@hillspring.ca

Subject: RE: Orthophoto Update 2025

Correction Greg,

In 2021 Hill Spring paid **\$1321**

A 25% increase would bring it to **\$1651**

Please disregard the numbers in the first e-mail.

Thanks,

Jaime Thomas, GISP

GIS Analyst

Oldman River Regional Services Commission

403-388-3565 (Direct) 403-329-1344 (Office)

From: Jaime Thomas

Sent: December 10, 2024 10:51 AM

To: cao@hillspring.ca

Subject: Orthophoto Update 2025

Good Morning Greg,

I just wanted to reach out to see if Hill Spring would be interested in acquiring an updated orthophoto in the Spring of 2025? The last updated orthophoto that Hill Spring received was in the Spring of 2021, which by the Spring of 2025 will be 4 years old. That 4 year frequency is kind of what we are looking for with regards to new development and as you know the orthophoto is the backbone of the GIS system and is without question the most sought after and consumed dataset in each municipality.

In 2021, Hill Spring paid **\$1321** for a new photo. Let us say for estimation's sake, that it is now 25% more expensive to fly a new photo in 2025, which would bring an estimated cost to around **\$1651**. I just want to use this number as a jumping off point to start the conversation as the final number from the contractor could very well be lower based on the total number of partners...and hopefully not any higher.

While these projects are costly, new imagery on regularly scheduled interval have proved invaluable for our planners here at ORRSC as well as for essentially every project the municipality undertakes.

My first task is to gauge interest from each municipality then have some of our trusted flight contractors work up some more solid numbers. If Hill Spring is at all interested, please let me know as soon as possible.

If you have any questions at all, please feel free to contact me.

Thanks,

Jaime Thomas, GISP

GIS Analyst

Oldman River Regional Services Commission

403-388-3565 (Direct) 403-329-1344 (Office)

CAO Report

COUNCIL MEETING FEBRUARY 18, 2025

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.

Year End Audit

Both CFO Clark Holt and I have begun to meet with our auditors. Our auditors will conduct a thorough review of our finances and will be on track to finalizing their report for a future council meeting.

Emerging Trends – Brownlee Law

This years emerging trends seminar was excellent. With the many changes to the Election Act, required agreements with school divisions as well as changes to the privacy act will mean we will need to review and adopt any new bylaws to comply with these changes. The province has many many changes to the MGA in the past year that impacts municipalities. I have taken many notes and will bring forward changes

E-Statements

Just as a reminder to the community, we will be looking to save some costs on our printed utility statements. We encourage residents to contact the office and leave us with your email address.

Capital Projects

Surveyors will be in the village in the coming weeks to begin the engineering plans for our water loop project that council approved in January. This project will see the eastern portion of our water system connected from 2nd Ave North to 2nd Ave South. This will help ensure that water is not stagnant in lines that dead end and will provide excellent service for the whole Village.

Water Main Break

On Jan 27th we experienced a watermain break along main street. The weather was cold and this break happened in the evening. I just want to extend a thanks to everyone who attended the site to help locate the break and fix the line. The newly formed Spring Glen Water Commission will also be undertaking replacement of the pressure reducer as soon as possible (weather dependant). This critical valve is nearing its end of life and we have identified this for replacement. The water commission took responsibility for this as part of the water plant.

Alberta SouthWest Bulletin February 2025

Regional Economic Development Alliance (REDA) Update

❖ Manufacturing Energy Construction Ag Processing (MECAP) project completed!

This project, implemented from April 1, 2023, to November 30, 2024 (19 months), was supported by an Alberta Northern and Regional Economic Development (NRED) Grant. Thank you to InnoVisions and Associates, and to municipal staff, chambers, community organizations, provincial and federal agencies who contributed time, resources, and ideas to make this a success.

The final report is over 20 pages, and here are just some of the Project Highlights and Metrics

Media and Social Media Project Outreach

- 800 recipients of direct communications
- 13,000+ via social media and LinkedIn.
- 1,000+ instances of industry organizations, businesses, and stakeholders across the region accessing resource pages, online distributions, video replays of the Speaker Series, and newsletters

Innovators Round Table, Think Tank; information-sharing workshops and events

- 12 participants-Spring-Summer 2023-Rural Development Network (RDN) Pilot Project (READI)
- 17 attendees - Wednesday, October 4, 2023 - Industry Innovators Round Table #1 - Fort Macleod
- 25 attendees - Wednesday, November 1, 2023 - Industry Innovators Think Tank #2 - Zoom
- 15 attendees - Monday, January 29, 2024 - Industry Innovators Think Tank #3 - Fort Macleod
- 29 participants-Tuesday, January 30, 2024-Community Capacity-Building Workshop
- 87 attendees – Wednesday, June 5, 2024 – presentation at Alberta SouthWest Annual General Meeting

Industry Leaders Forum Speaker Series

- 17 attendees Wednesday, September 18, 2024 - Topic: Manufacturing - Zoom
- 27 attendees Wednesday, October 16, 2024 - Topic: Workforce in-person and Zoom
- 16 attendees Wednesday, November 20, 2024 – Topic: Supply Chain and Logistics – Zoom
- 17 expert presenters from government agencies and industry organizations over the 3 sessions

In addition to speaker presentations, over **30 resource links, programs and toolkits shared.**

- 4 resources and employer programs shared re: Manufacturing
- 11 resources and employer programs shared re: Workforce
- 15 resources and employer programs shared re: Supply Chain

Research, Interviews, and Inventory of MECAP businesses

NAICS codes were used to systematically build an inventory of MECAP companies.

- 177 MECAP businesses in AlbertaSW inventoried
- 15 Community Investment Profiles completed

Career Exploration Day Wednesday, May 8, 2024

- 600 attendees at Career Exploration Day
- 67 businesses participating

Livingstone Range School Division career and dual credit programs

- 72 work experience placements
- 10 Registered Apprenticeship Program (RAP) students
- 46 Green Certificate placements
- 60 International students (47 FTE)



Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0
403-627-0244 (cell)
bev@albertasouthwest.com
www.albertasouthwest.com





2025/02/10

Dear Mayor, Reeve and CAO's

Please find attached the quarterly Community Policing Report covering the period from October 1st to December 31st, 2024. This report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Cardston Detachment.

In the coming weeks and months, we will be engaging with the community and holding town hall meetings as we have done in the past. This will provide us with an opportunity to interact with the community we serve and hear from them directly about what policing issues or priorities they would like our detachment to focus on. I look forward to attending these meetings to connect with our community and will be providing more details as we organize the town hall meetings.

I also want to inform you of the Real Times Operations Centre (RTOC) that is supporting RCMP detachments across Alberta. In October 2022, RTOC was established to optimize our response to incidents around the province. RTOC involves senior police officers monitoring policing operations in real-time, assessing incident risk, coordinating specialized and expert resources, and managing the response. They provide members on the ground with guidance, direction, and support. It is also used to coordinate the deployment of all RCMP resources – federal, provincial, and municipal, both within Alberta and, if required, nationally. The RTOC facility uses cutting-edge technology to provide real time support during emergency situations to RCMP officers across Alberta and is another measure used to enhance public and police officer safety.

I always remain available to discuss your community-identified priorities and any other ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Best regards,

Sgt Robert Wright
Detachment Commander
Cardston Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Cardston

Detachment Commander

Sgt Robert Wright

Report Date January 31, 2025	Fiscal Year 2024-25	Quarter Q3 (October - December)
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Community Priorities

Priority #1: Traffic Safety - Impaired driving & Enforcement of the TSA +

Updates and Comments:

All general traffic safety initiatives have been met for the year with one quarter to go. Southern Alberta Traffic enforcement partnered up with the Cardston RCMP for the Holiday season and an additional seven IRS / Impaired drives were taken off the road (Not counted in stats). Traffic fines continue to be given to dangerous and distracted drivers while warnings predominantly going to those who have recently forgotten to re register their vehicles or those who have committed minor traffic violations. Public requests continue for more speed enforcement in the early morning hours along HWY 5, operational planning is ongoing to accommodate this.

Priority #2: Crime Reduction - Drug Interdiction activities & Rural Patrols

Updates and Comments:

While drug interdiction activities will likely fall short of the planned 200 of the year, the rural patrols which see Police in smaller communities in the area will greatly succeed. These priorities both compete for a tremendous amount of time and a balance has yet to be found. The result is crime rates are down over all however members will need to focus as much time on the local drug trade as they do on rural crime reduction to ensure that trend continue.





Priority #3: Community Engagement / Police visibility - Town Halls, School Visits, Community Presentations

Updates and Comments:

Town Hall and community safety presentations were completed in Hill Spring and Glenwood this year and were done in cooperation with Twin Rivers Rural Crime Watch. School visits are where they should be given that the school year is half over, however members will be encouraged to completed school talks this quarter while there are no holidays and minimal distractions.





Community Consultations

Consultation #1

Date	Meeting Type
October 3, 2024	Community Connection
Topics Discussed	
Youth	
Notes/Comments:	
Cst Morris met with all Hutterite Schools in the area, staff and students.	

Consultation #2

Date	Meeting Type
October 8, 2024	Community Connection
Topics Discussed	
Halloween Safety	
Notes/Comments:	
Police attended area Elementary schools to speak on Halloween Safety	

Consultation #3

Date	Meeting Type
October 11, 2024	Community Connection
Topics Discussed	
Youth	
Notes/Comments:	
RCMP participated in the Cardston Turkey Trot along side staff and students	





Consultation #4

Date	Meeting Type
November 16, 2024	Community Connection
Topics Discussed	
Festival of Lights	
Notes/Comments:	
Member participated in the local parade by blocking traffic and leading the parade through town	

Consultation #5

Date	Meeting Type
October 21, 2024	Meeting with Stakeholders
Topics Discussed	
Cst Morris presented to the local Chamber of Commerce	
Notes/Comments:	
Cst Morris attended at the Chamber request to present and report	

Consultation #6

Date	Meeting Type
October 29, 2024	Community Connection
Topics Discussed	
Youth Halloween Safety	
Notes/Comments:	
Members attended to the Glenwood school to speak with kids about Halloween safety and the annual coloring contest.	





Consultation #7

Date	Meeting Type
October 30, 2024	Community Connection
Topics Discussed	
Youth	
Notes/Comments:	
RCMP attended the Cardston Elementary school to speak about the annual coloring contest and Halloween safety	

Consultation #8

Date	Meeting Type
November 26, 2024	Town Hall
Topics Discussed	
Town Hall in Glenwood	
Notes/Comments:	
Sgt Wright and Cpl Fraser conducted a Community Town Hall in cooperation with Twin Rivers Rural Crime Watch	

Consultation #9

Date	Meeting Type
November 27, 2024	Town Hall
Topics Discussed	
Town Hall Hill Spring	
Notes/Comments:	
Sgt Wright and Cpl Fraser conducted a Community Town Hall in cooperation with Twin Rivers Rural Crime Watch	



Consultation #10

Date	Meeting Type
December 10, 2024	Meeting with Elected Officials
Topics Discussed	
Town of Cardston Regular Reporting	
Notes/Comments:	
Met with Mayor and Council to discuss Q2 APP results.	

Consultation #11

Date	Meeting Type
December 29, 2024	Community Connection
Topics Discussed	
Fraud Presentation	
Notes/Comments:	
RCMP gave a presentation to a local Church group in relation to emerging frauds and scams	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	9	0	0
Detachment Support	3	3	0	0

Notes:

1. Data extracted on December 31, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the nine established positions, nine resources are currently working with none on special leave. There is no hard vacancy at this time.

Detachment Support: Of the three established positions, three resources are currently working with none on special leave. There is no hard vacancy at this time.





Cardston Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	4	0	N/A	-100%	0.4
Robbery		8	3	2	2	1	-88%	-50%	-1.5
Sexual Assaults		9	17	16	9	12	33%	33%	-0.2
Other Sexual Offences		7	8	3	6	9	29%	50%	0.2
Assault		208	179	159	129	123	-41%	-5%	-22.0
Kidnapping/Hostage/Abduction		9	5	5	1	0	-100%	-100%	-2.2
Extortion		1	5	4	4	0	-100%	-100%	-0.3
Criminal Harassment		17	16	15	9	25	47%	178%	0.9
Uttering Threats		30	48	76	47	47	57%	0%	3.3
TOTAL PERSONS		289	281	280	211	217	-25%	3%	-21.4
Break & Enter		26	30	39	44	13	-50%	-70%	-1.2
Theft of Motor Vehicle		10	12	17	22	10	0%	-55%	1.0
Theft Over \$5,000		4	2	7	0	6	50%	N/A	0.2
Theft Under \$5,000		85	111	153	104	67	-21%	-36%	-4.3
Possn Stn Goods		7	18	14	15	9	29%	-40%	0.1
Fraud		35	43	32	48	35	0%	-27%	0.5
Arson		1	0	1	0	2	100%	N/A	0.2
Mischief - Damage To Property		49	54	45	59	42	-14%	-29%	-0.9
Mischief - Other		149	127	114	129	130	-13%	1%	-3.6
TOTAL PROPERTY		366	397	422	421	314	-14%	-25%	-8.0
Offensive Weapons		23	34	33	16	16	-30%	0%	-3.2
Disturbing the peace		135	134	101	87	87	-36%	0%	-14.3
Fail to Comply & Breaches		164	163	166	178	91	-45%	-49%	-13.1
OTHER CRIMINAL CODE		69	62	58	37	45	-35%	22%	-7.3
TOTAL OTHER CRIMINAL CODE		391	393	358	318	239	-39%	-25%	-37.9
TOTAL CRIMINAL CODE		1,046	1,071	1,060	950	770	-26%	-19%	-67.3



Cardston Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		46	48	29	18	16	-65%	-11%	-9.0
Drug Enforcement - Trafficking		13	22	19	8	10	-23%	25%	-2.0
Drug Enforcement - Other		0	0	0	1	1	N/A	0%	0.3
Total Drugs		59	70	48	27	27	-54%	0%	-10.7
Cannabis Enforcement		3	2	1	0	0	-100%	N/A	-0.8
Federal - General		9	6	8	15	6	-33%	-60%	0.3
TOTAL FEDERAL		71	78	57	42	33	-54%	-21%	-11.2
Liquor Act		167	122	65	84	108	-35%	29%	-15.6
Cannabis Act		6	3	8	5	1	-83%	-80%	-0.8
Mental Health Act		93	71	67	73	91	-2%	25%	-0.2
Other Provincial Stats		114	101	46	66	72	-37%	9%	-11.9
Total Provincial Stats		380	297	186	228	272	-28%	19%	-28.5
Municipal By-laws Traffic		0	1	1	1	2	N/A	100%	0.4
Municipal By-laws		25	25	20	42	23	-8%	-45%	1.3
Total Municipal		25	26	21	43	25	0%	-42%	1.7
Fatals		1	0	3	1	0	-100%	-100%	-0.1
Injury MVC		4	12	3	14	22	450%	57%	3.8
Property Damage MVC (Reportable)		128	120	126	149	104	-19%	-30%	-1.9
Property Damage MVC (Non Reportable)		14	8	10	9	8	-43%	-11%	-1.1
TOTAL MVC		147	140	142	173	134	-9%	-23%	0.7
Roadside Suspension - Alcohol (Prov)		1	39	24	10	16	1500%	60%	0.1
Roadside Suspension - Drugs (Prov)		0	7	4	7	5	N/A	-29%	1.0
Total Provincial Traffic		650	947	654	709	812	25%	15%	8.6
Other Traffic		18	3	2	0	1	-94%	N/A	-3.7
Criminal Code Traffic		85	64	54	38	43	-49%	13%	-11.0
Common Police Activities									
False Alarms		29	31	32	24	38	31%	58%	1.1
False/Abandoned 911 Call and 911 Act		67	58	55	47	45	-33%	-4%	-5.5
Suspicious Person/Vehicle/Property		98	81	55	99	84	-14%	-15%	-1.0
Persons Reported Missing		24	32	25	24	22	-8%	-8%	-1.2
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		117	83	132	117	123	5%	5%	4.6
Form 10 (MHA) (Reported)		2	8	5	5	8	300%	60%	0.9



Cardston Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		6	0	0	0	0	-100%	N/A	-1.2
Sexual Assaults		3	3	6	2	3	0%	50%	-0.1
Other Sexual Offences		3	0	0	2	0	-100%	-100%	-0.4
Assault		55	33	52	27	11	-80%	-59%	-9.4
Kidnapping/Hostage/Abduction		2	2	2	0	0	-100%	N/A	-0.6
Extortion		0	1	2	0	0	N/A	N/A	-0.1
Criminal Harassment		1	4	5	3	6	500%	100%	0.9
Uttering Threats		8	10	14	12	8	0%	-33%	0.2
TOTAL PERSONS		78	53	81	46	28	-64%	-39%	-10.7
Break & Enter		4	8	15	11	2	-50%	-82%	-0.1
Theft of Motor Vehicle		0	2	5	7	2	N/A	-71%	0.9
Theft Over \$5,000		0	0	3	0	0	N/A	N/A	0.0
Theft Under \$5,000		15	29	34	14	11	-27%	-21%	-2.3
Possn Stn Goods		1	4	3	3	2	100%	-33%	0.1
Fraud		6	17	8	7	10	67%	43%	-0.2
Arson		0	0	0	0	1	N/A	N/A	0.2
Mischief - Damage To Property		9	6	8	13	4	-56%	-69%	-0.3
Mischief - Other		39	27	28	19	42	8%	121%	-0.2
TOTAL PROPERTY		74	93	104	74	74	0%	0%	-1.9
Offensive Weapons		11	10	4	7	0	-100%	-100%	-2.5
Disturbing the peace		40	32	26	19	15	-63%	-21%	-6.3
Fail to Comply & Breaches		44	55	47	23	19	-57%	-17%	-8.2
OTHER CRIMINAL CODE		24	17	14	6	14	-42%	133%	-3.1
TOTAL OTHER CRIMINAL CODE		119	114	91	55	48	-60%	-13%	-20.1
TOTAL CRIMINAL CODE		271	260	276	175	150	-45%	-14%	-32.7



Cardston Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		17	16	1	0	4	-76%	N/A	-4.2
Drug Enforcement - Trafficking		5	6	2	1	3	-40%	200%	-0.9
Drug Enforcement - Other		0	0	0	1	0	N/A	-100%	0.1
Total Drugs		22	22	3	2	7	-68%	250%	-5.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	1	1	5	2	-33%	-60%	0.2
TOTAL FEDERAL		25	23	4	7	9	-64%	29%	-4.8
Liquor Act		56	26	13	8	13	-77%	63%	-10.4
Cannabis Act		0	0	3	0	0	N/A	N/A	0.0
Mental Health Act		19	16	18	15	22	16%	47%	0.5
Other Provincial Stats		46	17	12	14	14	-70%	0%	-6.7
Total Provincial Stats		121	59	46	37	49	-60%	32%	-16.6
Municipal By-laws Traffic		0	0	1	0	1	N/A	N/A	0.2
Municipal By-laws		4	3	3	11	4	0%	-64%	0.8
Total Municipal		4	3	4	11	5	25%	-55%	1.0
Fatals		1	0	2	0	0	-100%	N/A	-0.2
Injury MVC		1	2	1	6	2	100%	-67%	0.6
Property Damage MVC (Reportable)		40	41	50	48	26	-35%	-46%	-2.1
Property Damage MVC (Non Reportable)		5	1	5	5	1	-80%	-80%	-0.4
TOTAL MVC		47	44	58	59	29	-38%	-51%	-2.1
Roadside Suspension - Alcohol (Prov)		1	4	4	1	7	600%	600%	0.9
Roadside Suspension - Drugs (Prov)		0	1	0	0	1	N/A	N/A	0.1
Total Provincial Traffic		139	203	190	104	198	42%	90%	1.9
Other Traffic		1	0	0	0	0	-100%	N/A	-0.2
Criminal Code Traffic		16	16	5	4	18	13%	350%	-0.8
Common Police Activities									
False Alarms		9	8	15	6	21	133%	250%	2.2
False/Abandoned 911 Call and 911 Act		19	20	10	7	11	-42%	57%	-2.9
Suspicious Person/Vehicle/Property		22	21	8	17	19	-14%	12%	-1.0
Persons Reported Missing		7	7	4	4	5	-29%	25%	-0.7
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		28	13	40	25	21	-25%	-16%	-0.2
Form 10 (MHA) (Reported)		0	2	1	0	4	N/A	N/A	0.6



Follow-up #3-AlbertaSW Board--ITA Mini Gathering

From Bev Thornton <bev@albertasouthwest.com>

Date Mon 2/10/2025 1:43 PM

Dear AlbertaSW Board and agency partners
Cc: CAOs

This event, held for the first time in 2024, was a very successful and informative day.
This is the 2nd annual event.

Here is the link to purchase a ticket to the **Indigenous Tourism Alberta (ITA) Mini Gathering to be held in Lethbridge on March 11, 2025.**
TICKETS: \$150

The event is to celebrate the accomplishments of the ITA Members and the partnerships that support the development of the Indigenous Tourism across our region.
These events promote networking, story sharing, and to engage with Indigenous tourism professions.

<https://www.eventbrite.ca/e/ita-regional-gathering-lethbridge-tickets-1200505657739?aff=ebdsoporgprofile>

We look forward to seeing you there,

Website: tourismlethbridge.com

Phone: (403) 394-2403

Address: 2805 Scenic Dr. S Lethbridge, AB T1K 5B7



Proud to be a partner in:



Exemptions in Planning

Federal and provincial jurisdiction is protected through legislative exemptions, sometimes leaving local approval processes on the sideline.

The paramountcy of the federal and provincial governments is well recognized by municipalities. In many cases, higher-order governments can undertake actions that are exempt from the municipal process applied to non-government proponents of the same activity. Crown entities also exist to deal with matters of a provincial or federal interest, despite that impacts are felt the most locally. Municipalities often retain some ability to influence higher-order processes, and need to understand the various exemptions and processes in order to best fulfill their mandate.

Exemptions Context

Since municipal authority flows from provincial legislation, municipal powers cannot exceed those the province could validly delegate. Hence, any municipal action that conflicts with federal or provincial legislation will be ultra vires. These specific rules are classified as exemptions and can be found throughout many legislative documents.

For the purposes of this periodical, an exemption can simply be defined by the legislative powers established or enacted by the province or federal government that limit the powers provided to municipalities under the *Municipal Government Act*, including the powers under Part 17 Planning and Development. Whereas Part 17 provides broad scope for municipalities to govern subdivision and development, there are many aspects of these processes that are limited in favour of a Crown exception. Still, while a Crown approval will address the predominant aspects of a development, municipalities often retain the ability to address certain matters – either those expressly prescribed to it or matters not dealt with by the higher order government. The result of this multi-jurisdictional approval matrix often leaves questions as to jurisdictional scope and the timing of approvals relative to one another.

This periodical will identify the exemptions found in provincial legislation as well as the federal exemptions and explore the extent to which case law has either protected the Crown or limited the scope of the exemption.

Legislative Framework

Exemptions under Section 14 of the *Interpretation Act* state that the MGA is not binding on His Majesty. Thus, where the province is undertaking development, it is not required to obtain subdivision or development approvals although, in fact, it often does. Where the province has leased or transferred title to another party, that party must comply with the requirements of the *Act*. The federal government and federal government agencies are also exempt.

The legislative enactment of these exemptions are not found in a one stop shopping document but are spread across many federal and provincial Acts and Regulations. One of the most obscure is the *Universities Act* which in Section 62 states that Part 17 of the MGA does not apply to the use or development of real property owned by or leased to a university. This played out in a very real sense for the County of Newell when it was reported to municipal staff that construction was occurring in a remote rural area. Upon inquiry it was found that the construction was for research accommodation of University of Alberta students.

Under Section 618 of the MGA, subdivision or development for roads, wells, or batteries, pipelines, designated Crown lands, and the geographic area of Metis settlements is exempt from the provincial regulations and municipal bylaws under Part 17 of the Act. The *Planning Exemption Regulation* (AR 223/2000)

List of Developments with Exempt Status*

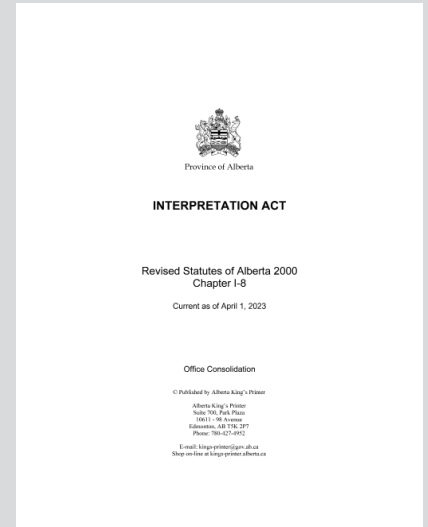
Provincial:

Gravel pits, confined feeding operations, oil and gas, power plants, irrigation, highways, powerlines, universities, provincial recreation development, etc.

Federal:

Airports, railways, ports of entry, telecommunications, navigable waters, military bases, etc.

***Note: This is not a comprehensive list of every exemption but a general list for quick reference only.**



Interpretation Act Revised Statutes of Alberta 2000 Chapter I-8 Section 14 Crown not Bound

No enactment is binding on His Majesty or affects His Majesty or His Majesty's rights or prerogatives in any manner, unless the enactment expressly states that it binds His Majesty.

Municipal Government Act

620 Conditions prevail

A condition of a licence, permit, approval or other authorization granted pursuant to an enactment by the Lieutenant Governor in Council, a Minister, a Provincial agency or Crown-controlled organization as defined in the Financial Administration Act or a delegated person as defined in Schedule 10 to the Government Organization Act prevails over any condition of a development permit that conflicts with it.



Rules on overlapping jurisdiction for feedlots can be found in the ORRSC Spring 2022 Periodical

exempts other developments such as hydro transmission and electric distribution lines and irrigation works undertaken by an irrigation district from the planning provisions.

Under Section 619 of the MGA, where a licence, permit, approval or other authorization is required by the NRCB, ERCB, AER, AEUB, or AUC, these boards have jurisdiction over the decision. But municipalities may have some jurisdiction over a portion of the approval. If there is no direct conflict with provincial legislation, local bylaws can establish rules to address development matters not dealt with by the provincial entity and the two enactments can stand together.

Land Use Context

In the land use application of the exemption sections, each legislated entity must be understood as to whether it allows municipal participation in the approval process. Often the project gives an indication of how the interaction between the federal or provincial governments will be approached. Is the work being driven by the municipality (or one of its citizens) or is the project being driven by the government entity? Where the work is driven by and is directly related to the primary business of the government entity like railways, airports, irrigation districts, transmission lines, pipelines, and provincial highways, no direct local approval will be sought or is legally required. A cursory notice may be sent by the entity beginning the work or they may seek municipal approval for impacts to roads, but no land use process will be triggered.

Where the process is being put forward via a landowner or proponent (on behalf of a landowner) for uses such as telecommunication towers (federal), feedlots (NRCB), power plants (AUC), or major recreational developments (NRCB), overlapping jurisdiction may be applicable. For example, telecommunication tower processing occurs under Innovation, Science and Economic Development Canada who prefer municipalities follow their *CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems* protocol (or a locally devised version of the protocol). The process allows for a municipality to put forward rational planning reasons to oppose a proposal, but the reasons or approval are to take the form of a letter of concurrence or non-concurrence and not a municipal permit. Ultimately, the ISED can override the local preference and issue the tower proponent an approval.

Similarly, guidance is provided for processes involving land use planning under the legislative protections provided by MGA s. 619 and interactions with the AUC, NRCB, AER and ERCB. This guidance simply limits a municipality to processing development permits only where those government agencies under s. 619 have not taken a stance or where their legislation defines the local permit parameters. For example, under the AUC approvals for solar or wind power plants, the agency concedes setback from roadways and lot lines to the municipality who include the rule as conditions to a municipal permit. Lately, it is a struggle for the municipality to be heard and have its jurisdiction recognized by proponents. These local requirements end up being fodder in the AUC appeal process.

Since the adoption of the South Saskatchewan Regional Plan as an overarching plan which both the municipalities and the government agencies listed under s.618 and s.619 must abide, no real challenge has been put forward to question how an entity like the AUC is meeting the balance of shared outcomes for all in the region.

Case Law

In one leading case establishing the limit of the legal status of Crown exemptions, the Application of Hours of Work Act (British Columbia) to Employees of the Canadian Pacific Railway in Empress Hotel, Victoria (City) in 1948 concluded that generally, any activity undertaken by a federal railway company on its lands that cannot be characterized as an integral part of its railway operation in a functional or business sense, is likely subject to provincial planning legislation. This position has been supported in municipal interactions with all kinds of federal and provincial entities ever since. For example, it is not uncommon for rural municipalities to be involved in pipeline installations or electrical substations where the development has aspects that are outside the exemption. Laydown yards, work camps, and offices are uses not directly related to the conveyance of energy and therefore require municipal development permits.

Another wrinkle to the extension of the Crown immunity from Part 17 is the question of whether a lessee of provincial or federal land is shielded from local planning requirements. Simply stated yes, it is in the federal instance, unless the Crown has specifically stated in the lease agreement, that the lessee is not immune from local approvals. In the provincial scenario the lessee is not immune from Part 17 unless the provincial crown remains part of the development and extends its exemption power to cover the lessee.

The MD of Pincher Creek has development approval examples of this through leases at Beauvais Lake and Castle View Ridge (on the Oldman River Dam) where the lessee of Crown recreation land must obtain local approval for development permits. The Crown has done so for both planning and building code reasons citing their lack of capacity to run the processes. This is the opposite of the Crown lease land at Castle Mountain Resort where the Crown has full approval authority of all the ski slope development and the MD only has jurisdiction over the private land at the base of the mountain. Here the sensitivity of the surrounding environment warrants Alberta Environment and Parks oversight out of the Crowsnest Pass provincial office.

Local Impacts

The impact on municipalities is physical, permanent and tangible. Once established the Crown impositions remain locked into the landscape and for many citizens hard to forgive. The City of Brooks recently had a CPKC Rail building erected at the end of their main commercial core adjacent to the Town hall and its associated park. By the time CPKC had decided in its corporate offices that a building was to be added to their operation, the City's

Example of s.619 Paramourncy in Lethbridge County

In 2018, Acestes Ventures Ltd, applied to construct and operate a 22-megawatt solar power plant designated as the Coaldale Solar Project in Lethbridge County. Acestes was advised at the time by Lethbridge County that a re-designation of the land was required because the project did not comply with the County's land use bylaw, as the bylaw of the day prohibited a commercial solar facility on good quality irrigated agricultural lands.

County Council denied Acestes' land re-designation application, stating that it made the protection of high-quality agricultural lands a priority and that irrigated land is a limited resource that it strives to protect from non-agricultural developments.

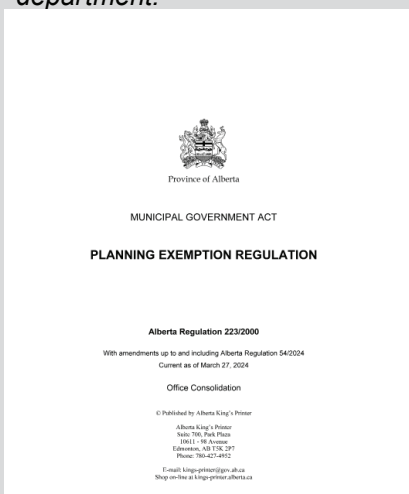
Despite the County's rezoning refusal, the AUC approved the Acestes project in 2019. The AUC concluded that the project was in the public interest - seemingly putting more weight on the project's close proximity to a substation against the loss of irrigated agricultural land. After the rendering of the AUC decision, Lethbridge County approved a follow-up rezoning application in accordance with s.619(2) & (3) of the MGA.

Example of Planning Exemption Regulation in Vulcan County

The Regulation allows for “exclusive use areas” pursuant to Section 50 of the Condominium Property Act to be established without the requirement for subdivision approval. The intent of this provision was put to test on Travers Reservoir in Vulcan County where the proponent of a simple building condominium (which does not require subdivision approval) attempted to establish hundreds of exclusive use areas for campground sites. The building condo plan was registered but ultimately removed by the Land Titles Office after the fact. Land Titles in their response to cancellation of the registered plan wrote:

“...this letter [is issued] pursuant to s. 187 of the Land Titles Act to inform you that the plan fails to meet the requirements under s.76(1) of the Land Titles Act. Specifically, the plan is in substance a subdivision that requires the approval of a competent authority. Subdivision approval is required for the Plan...”

In this example the stop gap protection for the municipality was exercised by a government department.



ability to cite concerns would legally be set aside and a period of adjustment would begin. Resultant discussion has brought about landscaping, fencing and murals to address the mistake. But imagine if CPKC had simply asked about siting the building prior to giving the orders to do so...the municipality would have suggested an alternative location which, given the land holdings of the company, could surely have been accommodated. Good land use planning is always about weighing options and being sensitive to those that are adjacent.

An example of a process where collaboration resulted in a positive planning outcome occurred in the MD of Pincher Creek where the Alberta Energy Systems Operator (AESO) inquired with the municipality as to where the MD had major planning policies that would be contrary to electrical transmission line development. The MD identified an Area Structure Plan around the Oldman River Reservoir which planned for residential development on the north side of the dam and potential for wind power development on the south side. The AESO needed to be educated on why the MD would prefer transmission development away from residential development but once understood they were able to guide Altalink to not traverse the residential planning area with their infrastructure. Collaboration resulting in recognition of the decades of local planning efforts helped both parties move forward without being fully at odds with each other.

Other situations remain inconsistent and within a grey area of collaboration and varying outcomes. Irrigation districts have the power to create subdivisions for their irrigation works without local approval processes. Often the irrigation districts would proceed with a subdivision and create remnant parcels which would be sold to private landowners. The landowner would then seek to develop a house only to find they had no access or a parcel that failed to meet the minimum standards. Upon denial by the municipality, the complaint of the landowner to the irrigation district would be to either fix the issue or to reimburse them. Irrigation districts have become more open to collaboration where the subdivisions result may be questionable but not always.

Municipalities are encouraged to nurture their relationships with each entity that has exemption legislation. If you have a contact that works collaboratively with a municipality it is well worth the effort to have periodic meetings to discuss and update each other on your individual goings on. This is especially important where the timing of federal and provincial processing and procedures is not readily understood at the local level. Discussion with officials on timely responses in their procedures prove to keep the municipality's involvement relevant rather than being told that a timeline was missed and the response cannot be accepted.

Concluding Remarks

Local land use planning by legal order must understand its place in federal and provincial power structures. Canada is a young country and is continuing to build its infrastructure and federal provincial jurisdiction allows for decision making for the whole to be undertaken on behalf of democratic society. Laux, Frederick A. and Stewart-Palmer, Gwendolyn

Planning Law and Practice in Alberta, Juriliber Limited 2019, concludes their discussion on this topic as follows:

Finally, the proposition can be advanced that, in this day and age, the doctrine of Crown immunity is an anachronism. At a time when equality before the law is entrenched in the Canadian Charter of Rights and Freedoms, R.S.C. 1985, App. II, No. 44, it seems paradoxical that any entity, government or otherwise, should be regarded as being above the law. The doctrine of Crown immunity effects a derogation from the rule of law. Thus, simply stated, every development project ought to meet the requirements of the planning regime, whether public, quasi-public or private. It is hardly an answer to say that to subject the government to its own rules is to unduly impair the government in its operations and, therefore, none of the rules should apply. Indeed, as mentioned previously, as a matter of practice government agencies frequently voluntarily abide by the planning rules. If it can be done voluntarily, should it not be legally required to ensure that all are equal under the law?

Practically, municipalities desire to be included in decisions where subdivision and development processes are overseen by higher levels of government because of the local impacts that these decisions can have regardless of the decision making body. Being heard can provide local insight not attainable from the head offices of governing bodies and their proponents. Nevertheless, it is important that the myriad of exemptions and exclusions to the local planning process are understood by municipalities.

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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EXECUTIVE COMMITTEE MEETING MINUTES
November 14, 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, November 14, 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
Christopher Northcott, Virtual
Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk

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 November 14, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Christopher Northcott

THAT the Executive Committee approves the October 10, 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

Moved by: Don Anderberg

THAT the Executive Committee moves Agenda Item 4.a – Chief Administrative Officer Performance Evaluation to Closed Session under the *Freedom of Information and Protection of Privacy Act* under Section 19: Confidential Evaluations.

CARRIED

b. Board of Directors – Election and Organizational Meeting

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 distributed on November 15, 2024 to the Board.

The Committee discussed who would be interested in submitting their names forward for re-election.

c. Subdivision Activity – As of October 31, 2024

L. Kuiper presented Subdivision Activity as of September 30, 2024 to the Committee.

d. Budget

(i) 2025 Operating Budget and 3-Year Rolling Budget

S. Sayer presented the original budget proposed by the Executive Committee following the October 17, 2024 Budget Workshop which used the 2024 Total Equalized Assessment (TEA) values, the proposed budget with the 2025 TEA values, and an amended budget which Administration believes captures the goals set out by the Executive Committee following the Budget Workshop with the intent to keep the fee increase as equitable as possible.

The Committee reviewed additional budget scenarios with various mill rates and fee ceilings.

Moved by: Don Anderberg

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025 Operating Budget, with the .025 Mill Rate increase, the Floor of \$5,000 and the Ceiling increasing 35% to the Board of Directors for approval as presented.

CARRIED

(i) 2025-2029 Capital Budget & Plan

R. Keer and S. Sayer presented the 2025-2029 Capital Budget and Plan to the Committee.

The Committee discussed reviewing the Capital Plan in greater detail in 2025.

Moved by: Neil Sieben

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025-2029 Capital Budget and Plan to the Board of Directors for approval, as presented.

CARRIED

5. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for September 2024 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for September 2024, as presented.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheets and Comparative Income Statements for September 2024 and the Details of Account for September 2024 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for September 2024 and the Details of Account for September 2024, as presented.

CARRIED

6. New Business

There was no new business for discussion.

Moved by: David Cody

THAT the Executive Committee moves into Closed Session to prevent the disclosure of:

- Confidential Evaluations, Section 19 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED AT 7:30 PM

7. Closed Session

a. Succession Plan & Organization Summary

Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.a – Succession Plan & Organizational Summary: Lenze Kuiper, Chief Administrative Officer, R. Keer, Executive Assistant, and S. Sayer, Accounting Clerk.

b. Chief Administrative Officer Performance Evaluation

Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to section 197(6) of the *Municipal Government Act*, there were no members of Administration in attendance for Agenda Item 7.b – Chief Administrative Officer Performance Evaluation.

Moved by: David Cody

THAT the Executive Committee moves into Open Session.

CARRIED AT 8:01 PM

8. CAO's Report

L. Kuiper presented CAO Report to the Committee.

9. Round Table Discussions

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

- 10. Next Meeting** – Board of Directors – December 5, 2024;
Executive Committee – December 12, 2024
Executive Committee – January 9, 2025

11. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:12 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER