



**Village of Hill Spring**  
**COUNCIL MEETING AGENDA - DRAFT**  
**Hill Spring Council Chambers**  
**Tuesday June 17 2025 at 6:00 p.m.**

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
  - a) Council Meeting May 20, 2025
4. DELEGATION
  - a) Alberta Municipalities - Deputy Mayor Deborah Reed
5. BUSINESS ARISING FROM THE MINUTES
6. FINANCIAL REPORTS:
  - a) Cheque Listing for June 2025
7. Public Q&A
8. ITEMS FOR DISCUSSION:
  - a) Water-loop Project Update
  - b) Glenwood Library Funding Request
  - c) CAO Recruitment Proposal
  - d)
  - e)

9. ADMINISTRATORS & COUNCIL REPORTS:

a)

10. CORRESPONDENCE:

a) CCES May 1 2025 Minutes

b) ORRSC Executive Minutes April 17 2025 Minutes

c)

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:

*Glenwood Municipal Library*  
*Village of Glenwood Library Board*

Box 1156  
59 Main Ave  
Glenwood AB T0K 2R0

Phone (403) 942-8033  
Email [help@glenwoodlibrary.ca](mailto:help@glenwoodlibrary.ca)  
Website [www.glenwoodlibrary.ca](http://www.glenwoodlibrary.ca)

18 February 2025

Village of Hill Spring  
PO Box 40  
Hill Spring, AB T0K 1E0  
403-626-3876  
[office@hillspring.ca](mailto:office@hillspring.ca)

**RE: 2025 Requisition**

Dear Village of Hill Spring CEO,

The Village of Glenwood Library Board requests the 2025 funding from the Village of Hill Spring in the amount of \$5000.00.

Your support of the library is greatly appreciated.

Sincerely,

David Rolfson  
Board Chair  
Village of Glenwood Library Board



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**April 17, 2025; 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, April 17, 2025, at 6:00 pm, in the ORRSC Administration Building.

### **Attendance**

#### **Executive Committee**

Christopher Northcott, Chair  
Don Anderberg, Vice Chair  
Evan Berger  
David Cody  
Brad Schlossberger  
Gordon Wolstenholme

#### **Staff**

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant  
Stephanie Sayer, Accounting Clerk  
Gavin Scott, Senior Planner

#### **Absent**

Neil Sieben

Chairman Northcott called the meeting to order at 6:02 pm.

### **1. Approval of Agenda**

**Moved by: Evan Berger**

THAT the Executive Committee adopts the April 17, 2025 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### **2. Approval of Minutes**

**Moved by: Don Anderberg**

THAT the Executive Committee approves the March 6, 2025 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Audit Presentation**

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor's Report for the Year ended December 31, 2024 to the Committee.

The Executive Committee discussed amortization, capital forecasting, and reserve contributions.

**Moved by: David Cody**

THAT the Executive Committee accepts the Auditor's Report and Financial Statements for the year ended December 31, 2024 prepared by KPMG LLP. as presented, subject to the approved changed; and,

That the documents be sent to Municipal Affairs.

**CARRIED**

**4. Business Arising from the Minutes**

**a. Recruitment Investigation**

**Virtual Presentation from Erica Thomas, Transitional Solutions Inc.**

E. Thomas, of Transitional Solutions Inc., presented their recruitment proposal, highlighting there investigation process and their experience with the municipal industry.

The Executive Committee inquired about the associated costs, the recruitment timeline, and mentorship opportunities.

**5. Official Business**

**a. ORRSC Service Agreement - Status Update**

G. Scott presented an update on the current status of the ORRSC Service Agreements. He highlighted that Administration is working to develop an agreement that will have the ability to grow with the organization if future services are offered.

G. Scott noted that due to the size of the review, Administration is working to have a draft ready for the Executive to review this summer, and for the Board to review in September.

The Executive Committee discussed the importance of the holistic review to ensure that the updates align with the organizational needs and long-term objectives, for both the Members and ORRSC. The Executive Committee further discussed the importance of having the Board to review the contract prior to it being released to Member municipalities to ensure a standardized contract is adopted.

**b. Subdivision Activity – As of March 31, 2025**

L. Kuiper presented the Subdivision Activity Report as of March 31, 2025 to the Executive Committee.

**6. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for February 2025 to the Executive.

**Moved by: Gord Wolstenholme**

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for February 2025, as presented.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheets and Comparative Income Statements for February 2025 and the Details of Account for February 2025 to the Executive.

**Moved by: Brad Schlossberger**

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for January 2025 and the Details of Account for January 2025, as presented.

**CARRIED**

**7. New Business**

There was no new business.

**Moved by: Brad Schlossberger**

THAT the Executive Committee moves into Closed Session in accordance with Section 24 of the *Freedom of Information and Protections of Privacy Act*.

**CARRIED AT 7:20 PM**

**8. Closed Session**

**a. Letter from Staff regarding CAO Recruitment**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 8.a – Letter from Staff regarding CAO Recruitment: L. Kuiper, R. Keer, S. Sayer and G. Scott.

**Moved by: Don Anderberg**

THAT the Executive Committee moves into Open Session

**CARRIED AT 7:52 PM**

**Moved by: Don Anderberg**

THAT the Executive Committee directs the Chair to responded to the letter received from staff; and,

That the Executive Committee will host and invite staff to a roundtable discussion, set for Thursday, May 8, 2025 at 4:00 pm.

**CARRIED**

**9. CAO's Report**

L. Kuiper presented CAO Report to the Committee.

**10. Round Table Discussions**

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

**11. Next Meeting – May 8, 2025**

**12. Adjournment**

**Moved by: Gord Wolstenholme**

THAT the Executive Committee hereby closes the meeting.

**CARRIED AT 8:14 PM**



CHAIR



CHIEF ADMINISTRATIVE OFFICER



**MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD MAY 1, 2025,  
AT THE CARDSTON COUNTY OFFICE**

**Board Members Present:**

Cam Francis – Cardston County

Doral Lybbert – Village of Glenwood

John Grainger – Town of Cardston

Don Shideler – Village of Hill Spring

Paula Brown – Town of Cardston

Tom Nish – Cardston County

**Others Present:**

Danny Melvin – Fire Chief

Suzanne Pierson – Secretary/Treasurer

Commenced at 5:09 p.m.

Paula Brown in the chair.

Opening Prayer: Tom Nish

**AGENDA**

Cam Francis moved to approve the agenda.

Carried

**MINUTES**

Tom Nish moved to accept the meeting minutes of April 3, 2025, as presented.

Carried

**NEW BUSINESS**

Danny Melvin reported that the April Emergency Services statistics are: 3 false alarms, 5 MVCs, 1 support, 1 MFR, and 2 grass fires (1 Blood Tribe).

Danny Melvin advised that the year-to-date call volume for the Authority is up 12% from 2024.

Danny Melvin reported there is a resident within the Cardston County who has false alarms frequently. Danny would like to have a false alarm policy put in place by the Cardston County.

Danny Melvin advised that the CRA audit is finalized, and the Authority has a credit on account.

Danny Melvin reported that the HUMI payroll will be used for the firefighters working under the Waterton contract.

Danny Melvin advised that the gator course was completed, and six more firefighters will be attending the Cardston County training for a total of nine firefighters certified.

Danny Melvin reported that on April 25, 2025, he met with the Townsite Manager for Waterton. Danny is working to have a 5-year contract signed. Inspections have started in Waterton and five have already been completed for the season.



The Chairman inquired whether inspections are occurring with the businesses in Cardston. Danny informed the board that this would require full-time staff.

Danny Melvin advised that he is concerned with the size of campgrounds. There is only one campground with two exits. Part of the campground approval should be ensuring two exits are being implemented for the safety of all involved if an emergency occurred.

Cam Francis inquired if Magrath uses the same breathing apparatuses as the Authority. Danny confirmed that the equipment is the same.

John Grainger inquired as to when the last fire underwriter survey was completed. Danny believes it was about 4 years ago. John will speak to the Town of Cardston to see who can spearhead the completion of the survey. Danny advised that the fire hydrants are not being tested and results recorded every year for the Town of Cardston and this will affect the underwriter results.

Danny Melvin reported that the waterline improvement to the Fire Hall has not been completed.

Danny Melvin advised that he would like to continue with the Legacy radio system too as some areas cannot be reached with the AFFRC radio system. Cam Francis inquired if the repeater was moved to another location would the radio coverage increase. Danny explained that there are numerous safety codes that must be met with the location of the repeater.

Danny Melvin reported that he is still working with MFR to obtain a decommissioned ambulance for the Authority.

Danny Melvin advised that water flow should be tested in Glenwood and Hill Spring yearly.

Tom Nish moved to approve Danny Melvin's report.

Carried

#### **ADJOURNMENT**

John Grainger moved to adjourn.

Carried

Adjournment at 5:39 p.m.

The next board meeting is scheduled for Thursday, June 5, 2025, at 5:15 p.m. at the Cardston County Office.

  
Chairman