



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:

VILLAGE OF HILL SPRING
May 20, 2025

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on May 20, 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 6:01 p.m.

ADOPTION OF THE AGENDA

2025.05.01

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

ADOPTION OF MINUTES

2025.05.02

Councillor Christensen **MOVED** to approve the 2025.05.18 Regular Council Meeting minutes as presented.
Carried Unanimously

2025.05.03

Mayor Davis **MOVED** to approve the 2025.05.26 Special Council Meeting minutes as presented.
Carried Unanimously

2025.05.04

Councillor Christensen **MOVED** to approve the 2025.04.15 Regular Council Meeting minutes as presented.
Carried Unanimously

DELEGATIONS

Local Resident Kim Schnoor made a presentation regarding changes to our irrigation bylaw

BUSINESS ARISING FROM THE MINUTES

FINANCIAL REPORTS
CHEQUE LISTING FOR
MAY 2025

Council reviewed the cheque listing as information.

PUBLIC Q&A

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

ITEMS FOR DISCUSSION

TAX RATE BYLAW 2025-315
2025.05.05

Councillor Christensen **MOVED** 2nd reading of Tax Rate Bylaw 2025-315
Carried 3 in favor, 1 opposed

TAX RATE BYLAW 2025-315
2025.05.06

Mayor Davis **MOVED** 3rd reading of Tax Rate Bylaw 2025-315
Carried Unanimously

WATERLOOP CAPITAL PROJECT
2025.05.07

Councillor Shideler **MOVED** to approved the 2nd Street East Water Loop Proposal under the 2025 Capital Budget
Carried 3 in favor, 1 opposed

SIDEWALK OVERGROWTH

Council Discussed concerns of tree and shrub overgrowth on Village sidewalks and intersections.

ADMINISTRATOR AND COUNCIL REPORTS & CORRESPONDANCE

Council reviewed the correspondence and administrator and council reports as information.

CLOSED SESSION
2025.05.08

Councillor Shideler **MOVED** that Council recess the regular meeting and enter into Closed Session at 7:22pm under sections 24 & 27 of the FOIP Act.
Carried Unanimously

2025.05.09

Councillor Christensen **MOVED** to end the Closed Session and resume the regular meeting at 8:28pm.
Carried Unanimously

2025.05.10

Councillor **MOVED** that administration bring an amended irrigation bylaw for council consideration at a future council meeting
Carried Unanimously

2025.05.11

Mayor Davis **MOVED** to approve the Cardston County Joint Fire Services agreement as presented
Carried Unanimously

2025.05.12

Mayor Davis **MOVED** to form an ad hoc committee of Council for the purpose of recruiting a new CAO
Carried Unanimously

ADJOURNMENT
2025.05.13

Councillor Shideler **MOVED** to adjourn the May 20,2025 Council Meeting at 8:45pm.
Carried Unanimously

Mayor Dwight Davis

CAO Greg Robinson

Village Of Hill Spring

Page 1 of 1

Cheque Listing For Council

2025-Jun-14
10:44:03AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250097	2025-05-27	ALBERTA MUNICIPAL SERVICES CORPORATION	25-1059102	UTILITIES	1,977.74	1,977.74
20250098	2025-05-27	BECK'S EXCAVATING & TRUCKING	3362	WATER REPAIR	7,612.50	7,612.50
20250099	2025-05-27	CHIEF MTN. REGIONAL SOLID WASTE AUTH.	4045	REQUISITION	2,658.47	2,658.47
20250100	2025-05-27	FIDO	FMAY25	PHONE	36.50	36.50
20250101	2025-05-27	HENRIE, SCOTT	SHMAY25	MAY EXPENSES	340.01	340.01
20250102	2025-05-27	NEXTGEN AUTOMATION	679308	LEASE	220.36	220.36
20250103	2025-05-27	RECEIVER GENERAL	2039	MARCH PAYROLL	283.13	283.13
20250104	2025-05-27	ROBINSON, GREG	GRMAY25	TRAVEL	483.84	483.84
20250105	2025-05-27	TOWN OF RAYMOND	20250186	MAY CONTRACT	9,023.74	9,023.74
20250106	2025-05-27	APPRAISAL SOLUTIONS	VHS-2AVEN2ST	APPRAISAL	388.50	388.50
20250107	2025-06-09	ALL IN ONE JANITORIAL	4489	JANITORIAL	363.30	363.30
20250108	2025-06-09	AMSC INSURANCE SERVICES LTD	47253	INSURANCE	10,846.00	10,846.00
20250109	2025-06-09	CARDSTON COUNTY	25638	REGIONAL DEM CONTRACT	66.70	66.70
20250110	2025-06-09	CITY OF LETHBRIDGE	82138	2 QUARTER DISPATCH	196.84	196.84
20250111	2025-06-09	DAVIS, DWIGHT	MAY25	MAY TRAVEL	534.24	534.24
20250112	2025-06-09	HILL SPRING RECREATION BOARD	6	REC BOARD	2,500.00	2,500.00
20250113	2025-06-09	MICRO AGE	27190 27293	MAY SUPPORT OFFICE 365	131.25 103.95	235.20
20250114	2025-06-09	RECEIVER GENERAL	MAY25	PAYROLL DEDUCTIONS	241.22	241.22
20250115	2025-06-09	SHIDELER, DONALD	MAY25	COUNCIL TRAVEL	182.24	182.24
20250116	2025-06-09	XPLORE	56290393	EQUIP RENTAL	220.54	220.54
20250117	2025-06-09	GREEN WORK CONTRACTING	1027	SIDEWALKS	13,208.79	13,208.79
20250118	2025-06-09	YASTREMSKI, BENNY	BYMAY25	GARDEN EDGIN	438.87	438.87
20	2025-05-29	CHRISTENSEN, MONTE				
21	2025-05-29	DAVIS, DWIGHT				
22	2025-05-29	FRENCH , SUZANNE				
23	2025-05-29	SHIDELER, DONALD				
24	2025-05-29	NISH, MIKE				
25	2025-05-29	FAULKNER, PATTI A				
26	2025-05-29	HENRIE, SCOTT				
27	2025-05-29	YASTREMSKI, BENNY A				

Total 56,586.36

*** End of Report ***

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
Website www.glenwoodlibrary.ca

18 February 2025

Village of Hill Spring
PO Box 40
Hill Spring, AB T0K 1E0
403-626-3876
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



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