



Village of Hill Spring  
**COUNCIL MEETING AGENDA - DRAFT**  
Hill Spring Council Chambers  
Tuesday July 15 2025 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
  - a) Council Meeting June 17, 2025
4. DELEGATION
  - a)
5. BUSINESS ARISING FROM THE MINUTES
6. FINANCIAL REPORTS:
  - a) Cheque Listing for July 2025
  - b) Financial YTD Budget report
7. Public Q&A
8. ITEMS FOR DISCUSSION:
  - a) Irrigation Matter – Kim Schnoor
  - b) Village office / Hall Renos
  - c)
  - d)
  - e)

9. ADMINISTRATORS & COUNCIL REPORTS:

a)

10. CORRESPONDENCE:

- a) CMRSWSC May 25 2025 Minutes
- b) ORRSC Executive Minutes May 8 2025 Minutes
- c) ORRSC Board March 6 2025 Minutes
- d) Provincial Memo Updates on Privacy Act and Regulations

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  
June 17, 2025

*The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on June 17, 2025 commencing at 6:00 p.m.*

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

*Officials:* Administrative Assistant Patti Faulkner.

*Absent:* CAO Greg Robinson.

*Public:* Deborah Reed – Alberta Municipalities; Johnny Folsom.

**CALLED TO ORDER**

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

**ADOPTION OF THE AGENDA**

2025.06.01

Discussion item “Lot Mowing” was added to the agenda.

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

**ADOPTION OF MINUTES**

2025.06.02

Councillor Christensen **MOVED** to accept the May 20, 2025 Council Meeting Minutes as presented.  
**Carried Unanimously**

**DELEGATIONS**

ALBERTA  
MUNICIPALITIES –  
DEBORAH REED

Deputy Mayor Deborah Reed came Council to discuss the services that Alberta Municipalities has to support its members, as well as the resources that are available to Council.

JOHNNY FOLSOM

Johnny Folsom came to Council to discuss the subdivision of a property.

2025.06.03

Mayor Davis **MOVED** that CAO Robinson contact ORRSC to set up Mr. Folsom with the steps and materials needed to begin the process of subdividing his property.  
**Carried Unanimously**

**BUSINESS ARISING FROM THE MINUTES**

**FINANCIAL REPORTS**  
CHEQUE LISTING FOR  
JUNE 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**  
WATER-LOOP UPDATE  
2025.06.04

Councillor Shideler **MOVED** to give proceed with phases one and two of the Water-Loop project.  
**Carried**  
**Those in favour: 4**  
**Those against: 1**

GLENWOOD LIBRARY  
FUNDING REQUEST

Administration was instructed to send the cheque for the funding request to the Glenwood Library.

CAO RRECUITMENT  
PROPOSAL  
2025.06.05

Councillor French **MOVED** to table this item until the July meeting to further review options.  
**Carried Unanimously**

LOT MOWING

Administration was instructed to reach out to summer employee to cut the grass in the ditch near a resident’s home with trimmers.

CHINOOK FOUNDATION  
2025.06.06

Councillor Shideler **MOVED** to pay the Chinook Foundation requisition as discussed.  
**Carried Unanimously**

CROSSWALK  
2025.06.07

Mayor Davis **MOVED** that administration reach out to Alberta Transportation to facilitate updating proper signage regarding the crosswalk.  
**Carried Unanimously**

PARADE  
2025.06.08

Councillor Shideler **MOVED** that the Mayor drive in the July 1<sup>st</sup> Parade with Village Signage and toss candy at a \$300 budget.  
**Carried Unanimously**

IRRIGATION  
2025.06.09

Councillor Christensen **MOVED** for administration to investigate policy options on irrigation needs regarding local resident request  
**Carried Unanimously**

FCSS AGREEMENT  
2025.06.10

Councillor Nish **MOVED** to accept the FCSS Agreement as presented with Hill Spring.  
**Carried Unanimously**

HILL SPRING FRONT  
OFFICE RENOVATIONS  
20225.06.11

Councillor Shideler **MOVED** that administration get quotes to install a new front counter with rolling locking blinds.  
**Carried Unanimously**

**ADMINISTRATOR AND  
COUNCIL REPORTS &  
CORRESPONDANCE**

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

**CLOSED SESSION**

**No Closed Session.**

**ADJOURNMENT**  
2025.06.12

Councillor Nish **MOVED** to adjourn the June 17, 2025 Council Meeting at 8:26pm.  
**Carried Unanimously**

\_\_\_\_\_  
Mayor Dwight Davis

\_\_\_\_\_  
CAO Greg Robinson

# Village Of Hill Spring

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## Cheque Listing For Council

2025-Jul-10  
9:43:38AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250119	2025-06-23	ALBERTA MUNICIPAL SERVICES CORPORATION	25-1059224	UTILITIES	1,957.03	1,957.03
20250120	2025-06-23	CARDSTON COUNTY	25756	DEM CONTRACT	66.70	66.70
20250121	2025-06-23	CHINOOK ARCH REGIONAL LIBRARY SYSTEM	923378	JUL - DEC FEES	819.84	819.84
20250122	2025-06-23	CHINOOK FOUNDATION	1549	2025 SENIOR HOUSING FEES	4,089.61	4,089.61
20250123	2025-06-23	FIDO	FIDOJUN25	PHONE	36.85	36.85
20250124	2025-06-23	MPE ENGINEERING LTD.	1464-004-00-28	GENERAL ENGINEERING	212.63	212.63
20250125	2025-06-23	NEXTGEN AUTOMATION	689177	LEASE	220.36	220.36
20250126	2025-06-23	WYNDER, ROBERT	RWJUN25	LAGOON FENCE	632.00	632.00
20250127	2025-06-23	GLENWOOD MUNICIPAL LIBRARY	GMLJUN25	GLENWOOD LIBRARY SUPPORT	5,000.00	5,000.00
20250128	2025-06-23	TRS AERIAL SURVEYS LTD.	25-004-1	IMAGERY ACQUISITION	945.00	945.00
28	2025-06-30	CHRISTENSEN, MONTE				
29	2025-06-30	DAVIS, DWIGHT				
30	2025-06-30	FRENCH , SUZANNE				
31	2025-06-30	SHIDELER, DONALD				
32	2025-06-30	NISH, MIKE				
33	2025-06-30	FAULKNER, PATTI A				
34	2025-06-30	YASTREMSKI, BENNY A				
35	2025-06-30	DAVIS, DWIGHT				

**Total 19,125.76**

\*\*\* End of Report \*\*\*



# 2025 Budget to Actual Report - Presented to Council on July 15, 2025

Tax Supported Services	Actual 2024			Actual 2025			%age	Budget 2025		
	Revenues	Expenditures	Net Cost	Revenues	Expenditures	Net Cost		Revenues	Expenditures	Net Cost
Governance (Council)	\$0	\$18,003	\$18,003	\$0	\$9,004	\$9,004	47%	\$0	\$19,000	\$19,000
Corporate Services (Admin)	(\$66,574)	\$212,812	\$146,238	(\$21,117)	\$90,747	\$69,630	42%	(\$48,100)	\$214,650	\$166,550
Protective Services	\$0	\$9,433	\$9,433	\$0	\$6,169	\$6,169	56%	(\$100)	\$11,050	\$10,950
Shop	0	22,389	22,389	0	3,149	3,149	13%	0	23,950	23,950
Road & Street	0	4,376	4,376	0	1,528	1,528	4%	0	38,500	38,500
Irrigation	(12,100)	3,053	(9,047)	(4,120)	63	(4,057)	580%	(12,200)	11,500	(700)
Water	(82,177)	75,474	(6,702)	(123,929)	23,949	(99,981)	93%	(178,800)	71,305	(107,495)
Sewer	(19,274)	7,302	(11,971)	(7,345)	0	(7,345)	77%	(20,100)	10,500	(9,600)
Solid Waste	0	5,061	5,061	0	6,582	6,582	-186%	(10,000)	6,463	(3,537)
Operational Services	(\$113,550)	\$117,655	\$4,105	(\$135,394)	\$35,270	(\$100,125)	170%	(\$221,100)	\$162,218	(\$58,882)
Development	(\$550)	\$15,407	\$14,857	(\$300)	\$4,538	\$4,238	78%	(\$600)	\$6,000	\$5,400
Cemetery	(525)	126	(399)	0	0	0	0%	(500)	5,000	4,500
Community Services	0	276	276	0	0	0	0%	0	1,500	1,500
Parks & Recreation	0	5,000	5,000	0	2,673	2,673	33%	0	8,000	8,000
Community Centre	(1,800)	2,172	372	(600)	2,288	1,688	53%	(2,000)	5,200	3,200
Community Services	(\$2,325)	\$7,573	\$5,248	(\$600)	\$4,961	\$4,361	25%	(\$2,500)	\$19,700	\$17,200
Solar Farm	(\$44,169)	\$0	(\$44,169)	(\$15,023)	\$0	(\$15,023)	38%	(\$40,000)	\$0	(\$40,000)
Operating Grants	(\$45,432)	\$0	(\$45,432)	\$0	\$0	\$0	0%	(\$45,432)	\$0	(\$45,432)
Property Taxes	(\$276,988)	\$62,977	(\$214,011)	(\$283,738)	\$14,656	(\$269,082)	126%	(\$282,061)	\$68,948	(\$213,113)
Community Support Requisitions	\$0	\$21,652	\$21,652	\$0	\$11,232	\$11,232	54%	\$0	\$20,712	\$20,712
Transfer to Reserves	\$0	\$36,079	\$36,079	\$0	\$49,006	\$49,006	42%	\$0	\$117,615	\$117,615
Net Operating	(\$549,588)	\$501,591	(\$47,997)	(\$456,172)	\$225,582	(\$230,590)		(\$639,893)	\$639,893	(\$0)
Capital	(\$169,987)	\$169,987	\$0	(\$27,914)	\$27,914	\$0	0%	(\$537,000)	\$537,000	\$0
Net Operating & Capital	(\$719,575)	\$671,578	(\$47,997)	(\$484,086)	\$253,496	(\$230,590)		(\$1,176,893)	\$1,176,893	(\$0)

Office interior renovation and new front counter (Wise Guys Contracting) \$19120.50

The Following was identified on our recent insurance inspection and requires attention

Parking stall curb stops

Purchase 20 x 6ft rubber curbstops (ULINE)	\$2500 + GST
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Installation (by Greenworx construction)	\$2400 + GST
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Total install for Curb Stops	\$4900 + GST
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Smoke detection system for the Hall (awaiting electrician final quote)	\$3500 +GST
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Total request for Office & Hall Renos	\$33085.50
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## Wise Guys Custom Contracting

Po Box 1539

Cardston AB T0K 0K0

4037958296

wiseguyscustomcontracting@gmail.com

GST/HST Registration No.: 784885105RT0001

Business Number 784885105RZ0001

## Estimate

### ADDRESS

Greg Robinson  
Hill spring office

ESTIMATE

1536

DATE

10/06/2024

DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
	Demolition remove and dispose of existing wall	1	1,500.00	GST	1,500.00
	framing frame new walls to make closed off office. complete with door and window - mud and tape-	1	6,130.00	GST	6,130.00
	Install cabinets custom cabinets - reception counter - Shaker style doors- birch wood with dark red stain.	1	10,580.00	GST	10,580.00

Thank you for considering our services. To ensure fairness and efficiency, we incorporate your acceptance into our schedule upon confirmation of this quote. Should you choose to proceed, we kindly request installment payments as outlined below:

-A 50% deposit is required to secure your spot in our schedule.

-30% of the total amount is due upon the commencement of work.

-The remaining 20% will be invoiced upon completion.

If you decide to move forward we can go over the drawings I have attached- and make any required changes.

Thank you for entrusting us with your project. Should you have any further questions or require clarification, please do not hesitate to reach out.

### TAX SUMMARY

	RATE	TAX	NET
	GST @ 5%	910.50	18,210.00

SUBTOTAL 18,210.00

GST @ 5% 910.50

TOTAL **\$19,120.50**

Accepted By

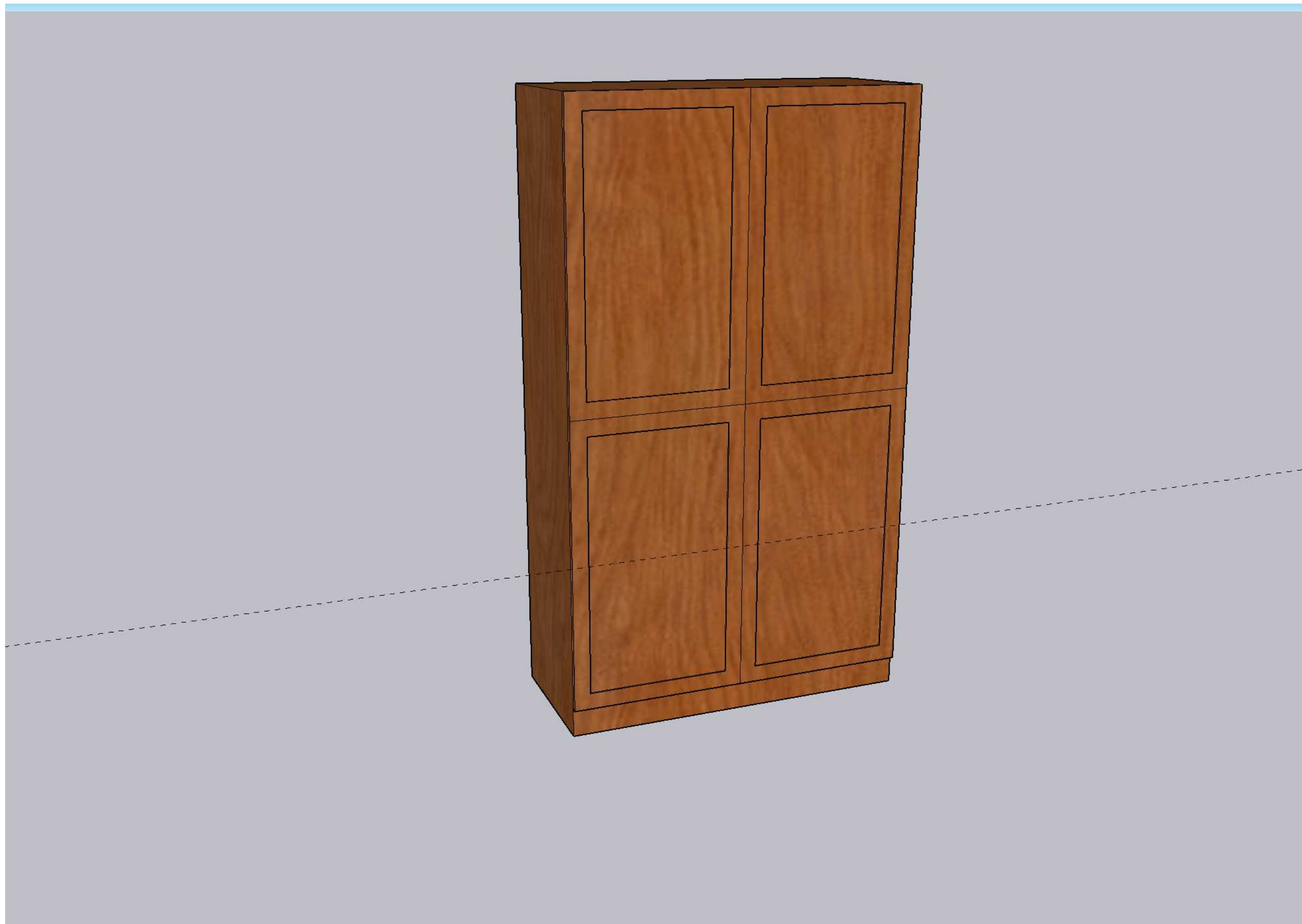
We currently accept payment in cash, by cheque, or via E-transfer. E-transfers can be sent to wiseguyscustomcontracting@gmail.com.

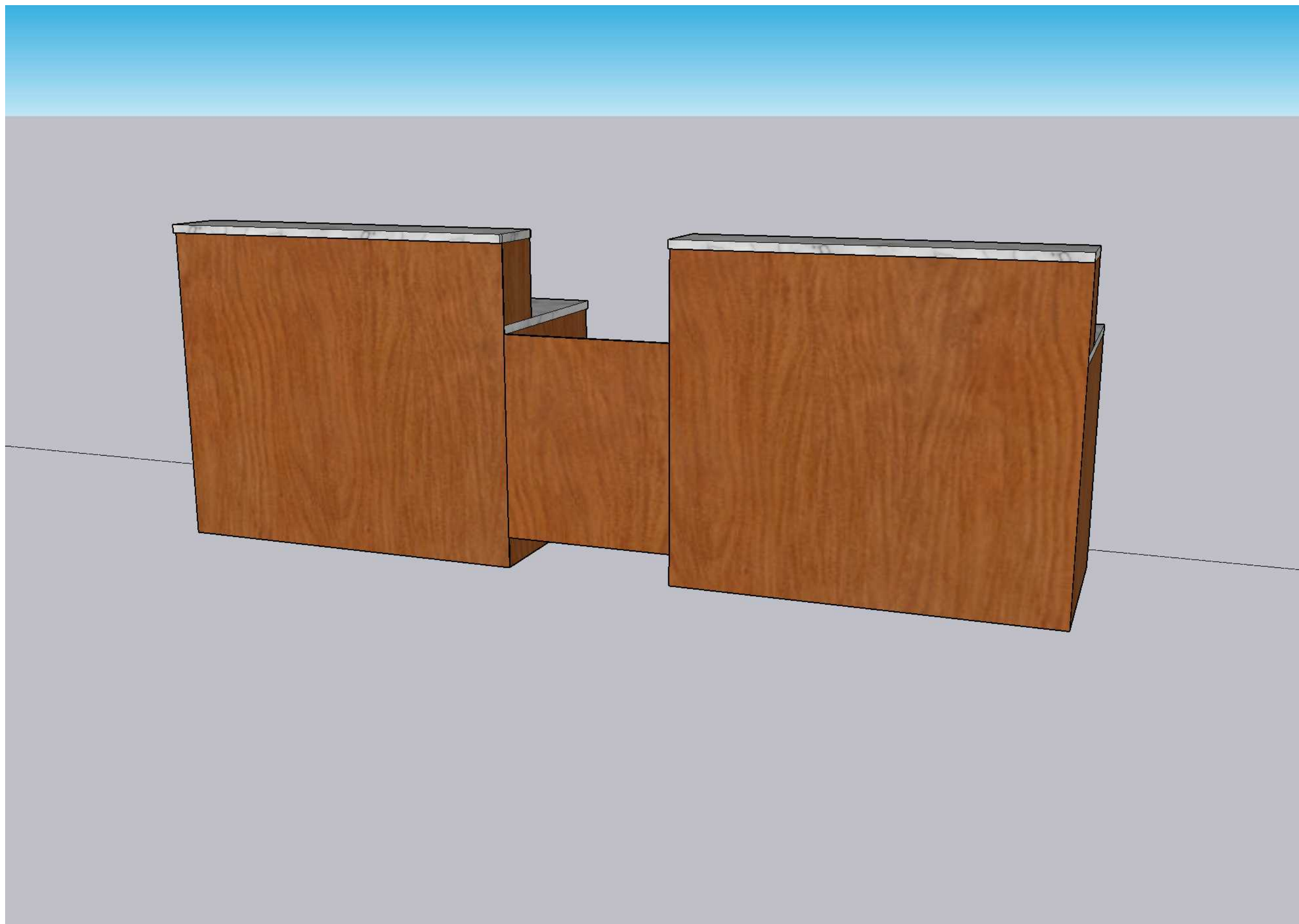
Please be advised that a 2% interest will be applied to all overdue accounts.

Should you require any further assistance or have any questions regarding payment, feel free to reach out to us.











**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD  
MAY 14, 2025, AT THE TOWN OF MAGRATH.**

**Members Present:**

Wayne Harris – Cardston County  
Josh Bourelle – Town of Magrath  
Kate Kindt – Town of Raymond  
Gary Bikman – Village of Stirling  
Tanya Smith – Village of Coutts  
Jesse Heavy Runner – Blood Tribe (Zoom)

Randy Taylor – County of Warner  
John Grainger – Town of Cardston  
Tyler Lindsay – Village of Warner  
Brian Wickhorst – Village of Glenwood  
Larry Liebelt – Town of Milk River

**Others Present:**

Marian Carlson – SEO  
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator  
Arnold Paintsil - Stantec

Commenced at 4:33 pm

Larry Liebelt in the Chair.

**AGENDA**

Tanya Smith moved to approve the agenda.

Carried

**MINUTES**

Randy Taylor moved that the minutes of April 9, 2025, board meeting be adopted as presented.

Carried

**NEW BUSINESS**

The SEO advised that she has been working with Arnold Paintsil from Stantec to get the draft report done for the board to review.

The SEO reported that the Town of Raymond continues to haul waste and the weights are being recorded by the Operator and Secretary/Treasurer.

The SEO is preparing to meet with the municipalities once Stantec's report is finalized.

Josh Bourelle moved to approve the SEO's report.

Carried

The Operator reported that 974.98 tonnes of waste were delivered to the Landfill in April 2025 making the year-to-date total 3,064.455 tonnes.

The Operator advised that a hydraulic pump was lost on the 2012 Peterbilt Semi-truck, and the ECG valve was replaced on the 816K Packer.

22



Wayne Harris arrived at 4:39 p.m.

The Operator reported that he will watch the weight coming in from the construction waste to help ensure the Commission stays under the 10,000 tonnes.

Jesse Heavy Runner reported that there will be community clean-ups for the next three weekends.

Tyler Lindsay moved to approve the Operators report. Carried

Arnold Paintsil arrived at 4:47 p.m.

### **Financial Statement**

The Financial Statement for April 30, 2025, was reviewed.

John Grainger moved to accept the April 30, 2025, Financial Statement. Carried

### **Approval of Bills**

Bills for April 2025 were reviewed.

Wayne Harris moved to approve the bills for April 2025. Carried

### **CORRESPONDENCE**

A thank you card from Suzanne Pierson for the flowers sent by the Commission. Filed

A letter from Alberta Affordability and Utilities regarding the rate of last resort customer notification. Filed

Tanya Smith moved to file correspondence. Carried

### **DELEGATION**

Arnold Paintsil from Stantec presented a draft report suggesting a need to decrease the food and yard waste to help stay under the 10,000-tonne mark. Arnold wants to make sure the report includes all the information that the participating municipalities want included in the final report. The board directed Arnold to finalize the report based on his findings as quickly as possible.

Gary Bikman moved to approve Stantec's report as presented by Arnold Paintsil. Carried

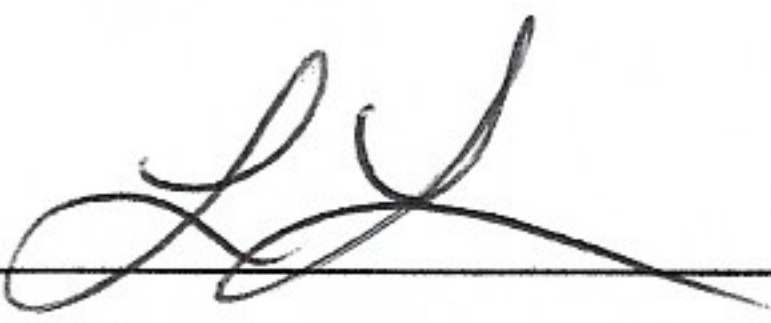
### **ADJOURNMENT**

Tanya Smith moved the meeting adjourned.

Adjournment at 5:50 p.m.



The Next Commission board meeting is scheduled for Wednesday, June 11, 2025, at 4:30 p.m. in the Town of Magrath.

  
\_\_\_\_\_  
Chairman



OLDMAN RIVER REGIONAL SERVICES COMMISSION

## BOARD OF DIRECTORS' MEETING MINUTES

Thursday, March 6, 2025 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

### BOARD OF DIRECTORS:

Colin Bexte (Absent) .....Village of Arrowwood  
Shayla Anderson (Absent) ..... Village of Barnwell  
Dan Doell (In Person)..... Village of Barons  
Mike Wetzstein (Absent) ..... Town of Bassano  
Ray Juska (Virtual) ..... City of Brooks  
Roger Houghton (In Person) ..... Cardston County  
Allan Burton (Absent) ..... Town of Cardston  
Sue Dahl (In Person) ..... Village of Carmangay  
James F. Smith (Absent) ..... Village of Champion  
Brad Schlossberger (Absent) ..... Town of Claresholm  
Deborah Florence (In Person)..... Town of Coalhurst  
Tanya Smith (In Person)..... Village of Coutts  
Dave Slingerland (Absent) ..... Village of Cowley  
Dave Filipuzzi (In Person)..... Mun. Crowsnest Pass  
Dean Ward (In Person) ..... Mun. Crowsnest Pass  
Stephen Dortch (In Person) ..... Village of Duchess  
Gord Wolstenholme (In Person).. Town of Fort Macleod  
Joan Hughson (Absent) ..... County of Forty Mile  
Mark Peterson (Absent) ..... Village of Glenwood  
Suzanne French (Absent)..... Village of Hill Spring  
Morris Zeinstra (Absent) .....Lethbridge County

Brad Koch (Absent) ..... Village of Lomond  
Gerry Baril (Absent) ..... Town of Magrath  
Peggy Losey (In Person) ..... Town of Milk River  
Dean Melnyk (Virtual) ..... Village of Milo  
Victor Czop (In Person) ..... Town of Nanton  
Marinus de Leeuw (Absent)..... Town of Nobleford  
Teresa Feist (Absent) ..... Town of Picture Butte  
Jim Welsch (Absent) ..... M.D. of Pincher Creek  
Don Anderberg (In Person) ..... Town Pincher Creek  
Ronald Davis (Absent)..... M.D. of Ranchland  
Neil Sieben (In Person)..... Town of Raymond  
Don Norby (In Person) ..... Town of Stavely  
Matthew Foss (Absent)..... Village of Stirling  
John DeGroot (In Person) ..... MD of Taber  
Russell Norris (In Person)..... Town of Vauxhall  
Christopher Northcott (In Person) ..... Vulcan County  
Richard DeBolt (In Person) ..... Town of Vulcan  
David Cody (In Person)..... County of Warner  
Marty Kirby (In Person)..... Village of Warner  
Evan Berger (In Person) ..... M.D. Willow Creek

### STAFF:

Bonnie Brunner ..... Senior Planner  
Steve Harty ..... Senior Planner  
Diane Horvath ..... Senior Planner  
Harsimran Kaur..... Assistant Planner  
Raeanne Keer ..... Executive Assistant  
Lenze Kuiper ..... Chief Administrative Officer  
Jennifer Maxwell ..... Subdivision Technician

Stephanie Sayer ..... Accounting Clerk  
Kattie Schlamp..... Planner  
Rachel Schortinghuis ..... Assistant Planner  
Gavin Scott ..... Senior Planner  
Jaime Thomas .....GIS Analyst  
Jiayi Wang..... Assistant Planner

Chair Christopher Northcott called the meeting to order at 7:00 pm.

**1. APPROVAL OF AGENDA**

**Moved by: Richard DeBolt**

THAT the Board adopts the Agenda for March 6, 2025, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Tanya Smith**

THAT the Board approves the meeting minutes of December 5, 2024, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**4. REPORTS**

**a. Executive Committee Report**

Chair Northcott presented the Executive Committee Report to the Board.

**5. BUSINESS**

**a. Housing Needs Assessments**

R. Schortinghuis, Assistant Planner, presented on Housing Needs Assessments to the Board.

**b. GIS Update**

J. Thomas, GIS Analyst, presented on various updates and projects from the GIS Department, including NextGen 911, Elections Alberta addressing, new ortho-photos for 22 participating municipalities, asset management, and the installation of a new view module.

**c. Regional Assessment Review Board**

L. Kuiper presented on the Regional Assessment Review Board to the Board.

**d. Subdivision Activity – As of January 31, 2025**

L. Kuiper presented the Subdivision Statistics as of January 31, 2025 to the Board.



**e. ORRSC Periodical Spring 2025: Brownfield Sites**

G. Scott, Senior Planner, presented the Spring 2025 ORRSC Periodical topic Brownfield Sites to the Board, and highlighted some of the topics that will be covered.

**f. New Agreements – Status Update**

Chair Northcott stated that the Executive and Administration are working on updating the ORRSC Service Agreements and noted that we hope to have more information for the June 2025 Meeting.

**g. Bear Pit Session**

L. Kuiper introduced the Bear Pit Session, and encouraged Board Members to ask any planning or GIS related questions they may have.

The Board asked various questions on recruitment strategies for more Planners, collaborative planning, additional visits by the CAO and Chair to municipal members, and the benefits of having long range plans in place.

**7. ACCOUNTS**

**a. Balance Sheet and Comparative Income Statement**

**- As of January 31, 2025**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of January 31, 2025.

**Moved by: Don Anderberg**

THAT the Board approves Balance Sheet and Comparative Income State, as of January 31, 2025, as presented.

**CARRIED**

**8. NEW BUSINESS**

There was no new business.

**9. NEXT MEETING – Thursday, June 5, 2025 (BBQ and Board Meeting)**

10. ADJOURNMENT

Moved by: Gord Wolstenholme

THAT the Board hereby closes the meeting.

CARRIED AT 8:34 PM



Christopher Northcott, Chair



Lenze Kuiper, Chief Administrative Officer

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**May 8, 2025; 4:00 pm**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, May 8, 2025, at 4:00 pm, in the ORRSC Administration Building.

**Attendance**

**Executive Committee**

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

**Staff**

Bonnie Brunner, Senior Planner  
Carlin Groves, CAD/GIS Technologist  
Steve Harty, Senior Planner  
Diane Horvath, Senior Planner  
Raeanne Keer, Executive Assistant  
Mladen Kristic, CAD/GIS Technologist  
Jennifer Maxwell, Subdivision Technician  
Kaylee Sailer, CAD/GIS Technologist  
Stephanie Sayer, Accounting Clerk  
Kattie Schlamp, Planner  
Rachel Schortinghuis, Assistant Planner  
Gavin Scott, Senior Planner  
Jaime Thomas, GIS Analyst  
Jordan Thomas, GIS Analyst

Chair Northcott called the meeting to order at 4:02 pm.

**1. Approval of Agenda**

**Moved by: Brad Schlossberger**

THAT the Executive Committee adopts the May 8, 2025 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Consent Agenda**

- a. Minutes of April 17, 2025
- b. Recommendation of 2024 ORRSC Annual Report to Board of Directors
- c. Subdivision Activity – April 2025
- d. Office Accounts
  - (i) Monthly Office Accounts
    - March 2025
  - (ii) Payments and Credits
    - March 2025

- e. Financial Statements
  - (i) Balance Sheet
    - March 2025
  - (ii) Comparative Income Statement
    - March 2025
  - (iii) Details of Account:
    - As of March 31, 2025

**Moved by: Don Anderberg**

THAT the Executive Committee approves the consent Agendas as distributed.

**CARRIED**

**3. New Business**

**a. Meeting with Staff (Dinner Break at 5:30 pm)**

Chair Northcott welcomed and thanked everyone for taking the opportunity to participate in this meeting with the Executive Committee and ORRSC staff.

Chair Northcott provided details on the format for tonight's discussion including an All-Staff roundtable, breakout sessions with individual departments, and a dinner break.

**(i) Roundtable Discussion - All Staff**

The Executive Committee and staff discussed various topics regarding the organization and future Chief Administrative Officer.

**(ii) Breakout Session with Administrative Staff**

The Executive Committee and the Administrative staff discussed various topics regarding the organization and future Chief Administrative Officer.

**(iii) Breakout Session with GIS Staff**

The Executive Committee and the GIS staff discussed various topics regarding the organization and future Chief Administrative Officer.

**(iv) Breakout Session with Planning Staff**

The Executive Committee and the Planning staff discussed various topics regarding the organization and future Chief Administrative Officer.

**Moved by: Evan Berger**

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 9:24 PM**

**4. Closed Session**

**b. Follow-up to Meeting with Staff**

Pursuant to section 197(6) of the *Municipal Government Act*, the following member of Administration were in attendance for Agenda Item 4.a – Follow-up to Meeting with Staff: R. Keer.

**Moved by: Evan Berger**

THAT the Executive Committee moves into Open Session

**CARRIED AT 9:44 PM**

- 5. Next Meeting** – Board of Directors & BBQ – June 5, 2025  
Executive Committee – June 12, 2025

**6. Adjournment**

**Moved by: Neil Sieben**

THAT the Executive Committee hereby closes the meeting.

**CARRIED AT 9:46 PM**

  
\_\_\_\_\_  
CHAIR

  
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CHIEF ADMINISTRATIVE OFFICER

# Memorandum

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**From:** Honourable Nate Glubish  
Minister of Technology and Innovation  
229 Legislature Building

**Our File Reference:** AR13046

**Your File Reference:**

**To:** All Public Bodies

**Date:** June 12, 2025

**Telephone:** 780-644-8830

**Subject:** **Proclamation of the Protection of Privacy Act and Regulations**

On June 11, 2025, the *Protection of Privacy Act* (POPA) and its regulations were proclaimed, and the *Freedom of Information and Protection of Privacy Act* was repealed.

POPA modernizes Alberta's public sector privacy law with the strongest privacy protections and strictest penalties. POPA also introduces requirements for privacy management programs, privacy incident reporting, and privacy impact assessments in prescribed circumstances, as well as new rules for data matching and the creation and sharing of non-personal data.

There are two Protection of Privacy Regulations that establish administrative and procedural requirements:

- The Protection of Privacy Regulation, authorized by the Lieutenant Governor in Council, includes provisions pertaining to defining terms not already defined in POPA and respecting any other matter the Lieutenant Governor in Council considers necessary.
- The Protection of Privacy (Ministerial) Regulation, under the authority of the Minister of Technology and Innovation, includes provisions pertaining, but not limited, to requirements for Privacy Incident Reporting, Privacy Impact Assessments, and Privacy Management Programs.

The POPA and its regulations work together to provide detailed, practical guidance to help public bodies implement the new rules.

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To support a smooth transition for your organizations and Albertans with the implementation of the act and regulations, Technology and Innovation has created a new Protection of Privacy Act website at [alberta.ca/protection-of-privacy-act](https://alberta.ca/protection-of-privacy-act). It contains resources such as a POPA Guide, fact sheets, and eCourses for both public bodies and Albertans.

The Government of Alberta will also be hosting townhalls later this summer regarding the new act and regulations. A schedule for these townhalls will be provided at a later date.

Sincerely,

A handwritten signature in black ink, reading "Nate Glubish". The signature is written in a cursive, flowing style.

Honourable Nate Glubish  
Minister of Technology and Innovation