



Village of Hill Spring
COUNCIL MEETING AGENDA - DRAFT
Hill Spring Council Chambers
Tuesday September 16 2025 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
 - a) Council Meeting August 19, 2025
4. DELEGATION
 - a) Sgt. Wright Cardston RCMP Detachment
5. BUSINESS ARISING FROM THE MINUTES
6. FINANCIAL REPORTS:
 - a) Cheque Listing for September 2025
7. Public Q&A
8. ITEMS FOR DISCUSSION:
 - a) CAO Appointment
 - b) ATB Banking Resolution
 - c) 1st Reading Municipal Borrowing Bylaw 2025-316
 - d) 2nd Reading Municipal Borrowing Bylaw 2025-316
 - e) Motion to HOLD 3rd Reading Municipal Borrowing Bylaw 2025-316
 - f) 3rd Reading Municipal Borrowing Bylaw 2025-316
 - g) Community Hall Piano
 - h) ATCO Franchise 2026 Estimate
 - i)

9. ADMINISTRATORS & COUNCIL REPORTS:

a)

10. CORRESPONDENCE:

- a) CCES Minutes June 5 2025
- b) CARDSTON COUNTY REGIONAL EMERGENCY AGENCY COMMITTEE MEETING May 15, 2025 MINUTES
- c) CARDSTON COUNTY REGIONAL EMERGENCY AGENCY COMMITTEE MEETING September 4, 2025 MINUTES
- d) Brownlee Law/Cardston County Council Orientation Seminar
- e) CMRSWSC June 25, 2025 Meeting Minutes
- f) ABMUNIS Bill 50 Submission
- g) Chinook Arch August Board Report
- h) AB South West Board Minutes May 7 2025
- i) AB South West Bulletin August 2025
- j) RCMP 2025 Q1 Report

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
August 19, 2025

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on August 19, 2025 commencing at 6:00 p.m.

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

Officials: CAO Greg Robinson.

Absent: Councillor Nish & Councillor French

Public:

CALLED TO ORDER

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

**ADOPTION OF THE
AGENDA**
2025.08.01

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

ADOPTION OF MINUTES
2025.08.02

Councillor Shideler **MOVED** to accept the August 19, 2025 Council Meeting Minutes as presented.
Carried Unanimously

DELEGATIONS

NONE

**BUSINESS ARISING FROM
THE MINUTES**

NONE

FINANCIAL REPORTS
CHEQUE LISTING FOR
AUGUST 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

CAO RECRUITMENT
2025.08.04

Mayor Davis updated Council on the current status of the CAO recruitment.

Discussion Only

**WATERLOOP PROJECT
UPDATE**
2025.08.05

CAO Robinson updated Council on the status and updates to the Water-loop

Discussion Only

**AB MUNIS 2025
CONVENTION**
2025.08.06

Councillor Shideler Moved to register 2 members of Council and the CAO for the annual 2025 ABMUNIS convention in Calgary

Carried Unanimously

MUNICIPAL ELECTION
2025.08.07

Councillor Shideler MOVED to appoint Greg Robinson as Deputy Returning Officer for the 2025 Municipal Election.

Carried Unanimously

ADMINISTRATOR AND COUNCIL REPORTS & CORRESPONDANCE
2025.08.08

No Reports or Correspondence Presented.

CLOSED SESSION
2025.08.09

Mayor Davis **MOVED** to close the public portion of the council meeting and enter in the Closed Session at 6:33pm under sections 24 & 27 of the FOIP Act.

Carried Unanimously

2025.08.10

Councillor Christensen **MOVED** to end the closed meeting and re-enter the public portion of the council meeting at 8:40pm.

Carried Unanimously

LEGAL MATTER
2025.08.11

Mayor Davis MOVED to proceed with legal representation presented to Council as discussed.

Carried Unanimously

EMPLOYEE MATTER
2025.08.11

Mayor Davis MOVED to proceed with interviewing the names presented to Council as discussed

Carried Unanimously

ADJOURNMENT
2025.08.12

Councillor Shideler **MOVED** to adjourn the August 19, 2025 Council Meeting at 8:42pm.

Carried Unanimously

Mayor Dwight Davis

CAO Greg Robinson

DRAFT

Village Of Hill Spring

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Cheque Listing For Council

2025-Sep-11
2:26:06PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250156	2025-08-27	ALBERTA MUNICIPAL SERVICES CORPORATION	25-1060690	UTILITIES	4,397.25	4,397.25
20250157	2025-08-27	CARDSTON COUNTY	26021 26060	DEM CONTRACT DUST CONTROL	66.70 26,214.83	26,281.53
20250158	2025-08-27	DAVIS, DWIGHT	DDAUG25	MILEAGE	62.56	62.56
20250159	2025-08-27	HENRIE, SCOTT	SHAUG25 SHAUGB25	PARTS PARTS	354.22 444.60	798.82
20250160	2025-08-27	MICRO AGE	27645	OFFICE 365	103.95	103.95
20250161	2025-08-27	NEXTGEN AUTOMATION	706771	LEASE	220.36	220.36
20250162	2025-08-27	SILVER AUTOMOTIVE	23945750	GREASE GUN	82.95	82.95
20250163	2025-08-27	TEMPLE CITY STAR	606	CAO JOB POSTING	1,167.33	1,167.33
20250164	2025-08-27	TOWN OF RAYMOND	20250227 20250282 20250313 20250314	JUNE CONTRACTS AND TRAVEL CYBER POWER UPS SYSTEM AUGUST CONTRACTS AUGUST TRAVEL	8,996.81 79.74 8,236.49 653.94	17,966.98
20250165	2025-08-27	XPLORE	INV56896491	RENTAL AND PHONE	226.08	226.08
20250166	2025-08-27	APPRAISAL SOLUTIONS	ASAUG25	APPRAISALS	388.50	388.50
20250167	2025-08-27	BRANDT	081814835	PARTS	57.69	57.69
20250168	2025-08-27	DUNCAN, ANGELA	MRT001	CAO JOB POSTING	682.50	682.50
20250169	2025-08-27	SHOOTIN' THE BREEZE	2025CI-3299	CAO POSITION ADVERTISING	945.00	945.00
20250170	2025-08-27	WYNDER, ROBERT	RWAUG25	REFUND	39.00	39.00
20250171	2025-09-10	ALL IN ONE JANITORIAL	4570	MONTHLY CLEANING	363.30	363.30
20250172	2025-09-10	CANOE PROCUREMENT GROUP OF CANADA, A	AB845360	OFFICE SUPPLIES	652.66	652.66
20250173	2025-09-10	CITY OF LETHBRIDGE	83378	Q3 DISPATCH SERVICES	196.84	196.84
20250174	2025-09-10	FIDO	FSEP25	PHONE	34.14	34.14
20250175	2025-09-10	JOHN DEERE FINANCIAL INC.	JDAUG25	MONTHLY STMT	57.69	57.69
20250176	2025-09-10	MICRO AGE	27812	OFFICE 365	103.95	103.95
20250177	2025-09-10	RECEIVER GENERAL	2042	PAYROLL REMITTANCE	1,302.74	1,302.74
20250178	2025-09-10	SPRING GLEN REGIONAL WATER SERVICES CC	23 24	JULY WATER AUGUST WATER	5,206.95 5,895.45	11,102.40
20250179	2025-09-10	TOWN OF RAYMOND	20250359 20250360	SEP 1 TO SEP 15 SEP 1 TO 15	3,348.00 1,213.80	4,561.80
20250180	2025-09-10	WILDE BROTHERS ENGINEERING LTD	209255	EAST LOOPING - PHASE ONE	6,201.92	6,201.92
20250181	2025-09-10	XPLORE	57199330	SEP FEES	341.84	341.84
20250182	2025-09-10	BRANDT	081815497	PARTS	99.74	99.74
43	2025-08-28	CHRISTENSEN, MONTE				
44	2025-08-28	DAVIS, DWIGHT				
45	2025-08-28	FRENCH , SUZANNE				
46	2025-08-28	SHIDELER, DONALD				
47	2025-08-28	NISH, MIKE				
48	2025-08-28	FAULKNER, PATTI A				
49	2025-08-28	HENRIE, SCOTT				
50	2025-08-28	YASTREMSKI, BENNY A				

Village Of Hill Spring

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Cheque Listing For Council

2025-Sep-11
2:26:06PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					

Total 82,066.90

*** End of Report ***



Cardston Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	3	N/A	N/A	0.6
Robbery		0	1	0	1	0	N/A	-100%	0.0
Sexual Assaults		1	5	0	2	2	100%	0%	-0.1
Other Sexual Offences		1	3	0	1	0	-100%	-100%	-0.4
Assault		52	30	41	48	24	-54%	-50%	-3.8
Kidnapping/Hostage/Abduction		1	0	0	0	1	0%	N/A	0.0
Extortion		2	1	2	0	0	-100%	N/A	-0.5
Criminal Harassment		2	2	1	9	3	50%	-67%	0.9
Uttering Threats		10	9	12	16	6	-40%	-63%	-0.1
TOTAL PERSONS		69	51	56	77	39	-43%	-49%	-3.4
Break & Enter		8	3	9	5	3	-63%	-40%	-0.8
Theft of Motor Vehicle		2	3	4	4	2	0%	-50%	0.1
Theft Over \$5,000		2	2	0	1	1	-50%	0%	-0.3
Theft Under \$5,000		29	35	42	23	26	-10%	13%	-1.8
Possn Stn Goods		4	0	3	2	1	-75%	-50%	-0.4
Fraud		12	11	14	7	7	-42%	0%	-1.4
Arson		0	1	0	1	0	N/A	-100%	0.0
Mischief - Damage To Property		20	11	15	15	15	-25%	0%	-0.6
Mischief - Other		34	32	41	17	39	15%	129%	-0.5
TOTAL PROPERTY		111	98	128	75	94	-15%	25%	-5.7
Offensive Weapons		12	12	6	8	1	-92%	-88%	-2.6
Disturbing the peace		32	22	22	24	8	-75%	-67%	-4.6
Fail to Comply & Breaches		48	46	64	75	40	-17%	-47%	1.3
OTHER CRIMINAL CODE		19	15	9	10	4	-79%	-60%	-3.5
TOTAL OTHER CRIMINAL CODE		111	95	101	117	53	-52%	-55%	-9.4
TOTAL CRIMINAL CODE		291	244	285	269	186	-36%	-31%	-18.5



**Cardston Provincial Detachment
Crime Statistics (Actual)
Q1 (April - June): 2021 - 2025**

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		18	6	6	10	0	-100%	-100%	-3.2
Drug Enforcement - Trafficking		9	2	3	2	1	-89%	-50%	-1.6
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		27	8	9	12	1	-96%	-92%	-4.8
Cannabis Enforcement		1	1	0	0	0	-100%	N/A	-0.3
Federal - General		2	2	6	0	3	50%	N/A	0.0
TOTAL FEDERAL		30	11	15	12	4	-87%	-67%	-5.1
Liquor Act		35	20	36	24	19	-46%	-21%	-2.8
Cannabis Act		2	1	4	1	0	-100%	-100%	-0.4
Mental Health Act		19	19	20	17	22	16%	29%	0.4
Other Provincial Stats		32	10	13	18	23	-28%	28%	-1.0
Total Provincial Stats		88	50	73	60	64	-27%	7%	-3.8
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		4	3	9	6	9	125%	50%	1.3
Total Municipal		4	3	9	6	9	125%	50%	1.3
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		4	0	2	6	2	-50%	-67%	0.2
Property Damage MVC (Reportable)		21	25	36	21	19	-10%	-10%	-0.8
Property Damage MVC (Non Reportable)		2	3	0	3	6	200%	100%	0.8
TOTAL MVC		27	29	38	30	27	0%	-10%	0.1
Roadside Suspension - Alcohol (Prov)		20	7	2	6	1	-95%	-83%	-3.9
Roadside Suspension - Drugs (Prov)		2	1	3	2	0	-100%	-100%	-0.3
Total Provincial Traffic		327	131	265	247	146	-55%	-41%	-24.6
Other Traffic		0	1	0	0	1	N/A	N/A	0.1
Criminal Code Traffic		24	20	10	12	10	-58%	-17%	-3.6
Common Police Activities									
False Alarms		10	7	6	7	13	30%	86%	0.6
False/Abandoned 911 Call and 911 Act		15	10	13	13	11	-27%	-15%	-0.5
Suspicious Person/Vehicle/Property		17	16	29	19	27	59%	42%	2.3
Persons Reported Missing		10	7	5	10	4	-60%	-60%	-0.9
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		20	31	34	32	30	50%	-6%	2.1
Form 10 (MHA) (Reported)		0	1	1	1	1	N/A	0%	0.2

Village of Hill Spring

Council Motions – Appointment of CAO and Banking Resolution

Motion 1 – Appointment of Chief Administrative Officer

Agenda Item: Appointment of Chief Administrative Officer

Motion:

That Council appoint La Vonne Rideout as the Chief Administrative Officer (CAO) for the Village of Hill Spring, effective immediately, pursuant to Section 205 of the Municipal Government Act (RSA 2000, c.M-26); and further,

that Council confirm the CAO shall exercise all duties and responsibilities as outlined in Sections 207 and 208 of the Municipal Government Act and as further defined in the CAO Employment Agreement dated _____; and further,

that Council authorize La Vonne Rideout to act as a signing officer for all Village of Hill Spring accounts held with ATB Financial; and further,

that Council designate La Vonne Rideout as the administrator for the Village's ATB Financial accounts, with full authority to manage account access and administration as required, in accordance with municipal policy; and further,

that signing authority for all Village accounts shall require any two (2) authorized signatories, being the Mayor, any Councillor, or the CAO, for the execution of cheques, electronic fund transfers, and other financial instruments.

Mover: _____

Seconder: _____

Motion 2 – Banking Resolution: Signing Authority

Agenda Item: Signing Authority – ATB Financial Accounts

Motion:

That Council authorize the following individuals as signing officers for all Village of Hill Spring accounts held with ATB Financial:

- Dwight Davis, Mayor
- Monte Christensen, Deputy Mayor
- Don Shideler, Councillor
- Sue French, Councillor

- Mike Nish, Councillor
- La Vonne Rideout, Chief Administrative Officer

and further,

that any two (2) of the above signing officers are required to jointly sign cheques, electronic fund transfers, and other financial instruments on behalf of the Village; and further,

that La Vonne Rideout, Chief Administrative Officer, is designated as the administrator for the Village's ATB Financial accounts, with full authority to manage account access and administration as required; and further,

that Greg [Last Name], outgoing Chief Administrative Officer, is hereby removed as a signing officer and administrator for all Village accounts effective immediately.

Mover: _____

Seconder: _____

Village of Hill Spring

Banking Resolution – Signing Authority

Agenda Item: Signing Authority – ATB Financial Accounts

Motion:

That Council authorize the following individuals as signing officers for all Village of Hill Spring accounts held with ATB Financial:

Dwight Davis, Mayor _____

Monte Christensen, Deputy Mayor _____

Don Shideler, Councillor _____

Sue French, Councillor _____

Mike Nish, Councillor _____

La Vonne Rideout, Chief Administrative Officer _____

and further,

that any two (2) of the above signing officers are required to jointly sign cheques, electronic fund transfers, and other financial instruments on behalf of the Village; and further,

that La Vonne Rideout, Chief Administrative Officer, is designated as the administrator for the Village's ATB Financial accounts, with full authority to manage account access and administration as required; and further,

that Greg Robinson, outgoing Chief Administrative Officer, is hereby removed as a signing officer and administrator for all Village accounts effective immediately.

Mover: _____

Seconder: _____

Certification of Resolution

I hereby certify that the above is a true and correct copy of a resolution duly passed by the Council of the Village of Hill Spring at a meeting held on the ____ day of _____, 20__, at which a quorum was present.

This resolution remains in full force and effect and has not been rescinded or amended as of the date below.

Signed this ____ day of _____, 20__.

Mayor – Dwight Davis

Chief Administrative Officer – La Vonne Rideout

[Village Seal, if applicable]

August 26, 2025

Village of Hill Spring
PO Box 40
Hill Spring, AB, T0K 1E0

Attention: Mr. Greg Robinson, Chief Administrative Officer

Re: Natural Gas Franchise Fee Estimate for 2026 - Hill Spring

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO) and the Village of Hill Spring, ATCO pays the Village of Hill Spring a franchise fee. The franchise fee is calculated as a percentage of ATCO's revenue derived from the delivery tariff and is collected from gas customers within Hill Spring.

The franchise agreement requires that we provide ATCO's total revenues derived from the delivery tariff within Hill Spring for 2024 and an estimate of total revenues to be derived from the delivery tariff within Hill Spring for 2026. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2026 calendar year.

ATCO's Delivery Tariff Revenue in 2024	ATCO's Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
\$56,405	\$57,773	5%	\$2,889

Please note that the estimated delivery tariff revenue for 2026 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2026 delivery rates; however, they have not yet been approved by the Alberta Utilities Commission (AUC). ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the Village of Hill Spring has the option of changing the franchise fee percentage for 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process. The franchise fee change process is regulated by AUC Rule 029, which mandates specific steps to take, timelines, and a new public notice template to be used for advertising. We will guide you through the process and will file the application with the AUC for approval. A request to change the franchise fee must be made in writing to ATCO before the end of October 2025.

We trust you will find this information useful. Should you have any questions or require anything further, please do not hesitate to contact me at Dan.Magnan@atco.com.

Yours truly,

A handwritten signature in black ink, appearing to read "D. Magnan".

Dan Magnan
Senior Manager, Lethbridge Operations
ATCO Gas & Pipelines Ltd.

**MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD JUNE 5, 2025,
AT THE CARDSTON COUNTY OFFICE**

Board Members Present:

Cam Francis – Cardston County
Doral Lybbert – Village of Glenwood
Tom Nish – Cardston County

Don Shideler – Village of Hill Spring
Paula Brown – Town of Cardston

Others Present:

Danny Melvin – Fire Chief
Hayden Wilde – MWG Chartered Accountants

Suzanne Pierson – Secretary/Treasurer
Spencer Olsen – Deputy Fire Chief

Commenced at 5:14 p.m.

Paula Brown in the chair.

Opening Prayer: Paula Brown

AGENDA

Tom Nish moved to approve the agenda.

Carried

MINUTES

Cam Francis moved to accept the meeting minutes of May 1, 2025, as presented.

Carried

NEW BUSINESS

DELEGATION

Hayden Wilde presented the 2024 Statement of Financial Position. The board reviewed the report and directed questions to Hayden. Hayden advised that according to MWG, there is a clean audit opinion for 2024.

25-02 Tom Nish moved to accept the audited 2024 Statement of Financial Position as performed by MWG Chartered Professional Accountants.

Carried

Danny Melvin reported that the May Emergency Services statistics are: 5 false alarms, 4 MVCs (2 at Station 2), 1 structure fire, and 2 supports.

Danny Melvin advised that the HUMI payroll is up and running with no issues so far.

Danny Melvin reported that he and Spencer attended the Alberta Fire Chief Conference on May 25-28, 2025, in Calgary.

Danny Melvin reported that the Town of Stirling is switching to the AFFRC system asking for our talk groups.

Danny Melvin reported that Chief Mountain Gas requires access to SCBAs post OHS audit. We have agreed to provide up to 2 BAs for 2-3 hours at a time. None were previously required.

Danny Melvin reported that the Forestry Operations Branch is looking for available equipment and they would like to know about the use of fire trucks. There is a fire ban within the Forestry area as of 2:00 p.m. June 4, 2025.

Danny Melvin advised that the Safety Codes internal audit submitted on May 7, 2025, with 3 permits processed in 2024.

Danny Melvin advised that the MFR equipment funding grant application is being submitted. The deadline is June 30, 2025.

Danny Melvin reported that the T/C Energy grant has been submitted. He is hoping to use the grant funding to purchase new balaclavas which will cost a total of \$5,784.40 and new NFPA standard quantity is 40 for \$144.62/ balaclava.

Danny Melvin advised that a grant application is being submitted for the firehouse subs public safety foundation of Canada. The Authority can apply every two years, and the average grants are between \$25,000-\$35,000. The deadline is the end of July 2025.

Danny Melvin reported that the Alberta Health Services is offering a grant to help get the proper training on equipment. The Chairman advised that FCSS may have funding available to help with the training costs.

Danny Melvin advised that the Cardston County has sent out a draft By-Law for the Authority to review for the mutual aid agreement.

Danny Melvin inquired if a false alarm by-law for the Cardston County has been passed. The false alarm by-law is on the agenda for the next council meeting.

The Chairman advised the board that the AHS lease at the Firehall is being discussed by the Town of Cardston.

Danny Melvin inquired as to the status of the waterline at the Firehall. The Chairman advised that multiple people have been to the hall to look at options for repairs and a final decision has not been made yet.

Cam Francis moved to approve Danny Melvin's report.

Carried

Danny Melvin advised the board that he did not purchase a decommissioned ambulance as the bids went over the budgeted amount.

25-03 Tom Nish moved to authorize funding up to \$10,000 to purchase a decommissioned ambulance.

Carried

ADJOURNMENT

Don Shideler moved to adjourn.

Carried

Adjournment at 5:44 p.m.

The next board meeting is scheduled for Thursday, September 4, 2025, at 5:15 p.m. at the Cardston County Office.



A handwritten signature in blue ink, appearing to read "Paula", is written over a horizontal line. A long, sweeping flourish extends from the end of the signature to the right.

Chairman

**CARDSTON COUNTY REGIONAL
EMERGENCY AGENCY COMMITTEE
MEETING
May 15, 2025
MINUTES**

**Time: 1:00 P.M.
Place: Cardston County
Admin Building**

PRESENT

Cindy Vizzutti – CAO Village of Glenwood
Murray Millward – CAO Cardston County
Jeff Shaw – CAO Town of Cardston
James Suffredine – CAO Town of Magrath
Spencer Zobell – Intern Town of Magrath
Marian Carlson – Regional DEM

CALL TO ORDER

The meeting was called to order by Marian Carlson, Regional DEM at 1:12 p.m.

ADOPTION OF AGENDA

Murray moved to adopt the agenda as presented.

CARRIED

MINUTES

Cindy moved to approve the minutes of the meeting held January 19, 2023 as presented.

CARRIED

BUSINESS ARISING

1. Telmatic

All municipalities are currently partners but not everyone has used it. The following number of users are registered:

Town of Cardston – 1627
Town of Magrath – 725
Village of Glenwood – 201
Village of Hillspring – 28
Cardston County – 460

The Town of Cardston will organize a webinar for users to refresh their skills.

REGIONAL DEM REPORT

1. Emergency Management Preparedness Program Grant

Marian reported that the CCREMP has been awarded 2024/2025 Emergency Management Preparedness Program Conditional Grant in the amount of \$6,100. Cardston County, the Town of Cardston and the Town of Magrath will also contribute \$1,000 each for a total of \$9,100

This grant and contributions will be used for Training and the 2025 Table Top Exercise. The project and expenditures must be completed by March 31, 2027.

2. PLAN REVIEW

a. AB Emergency Alert

Each municipality will supply an updated list of authorized users to Marian

b. Functional Exercise

A lunch will be held on May 29th @ 12:00 p.m. at the County office to review the Functional Wildfire Exercise held October 30, 2024 with all staff involved.

The consultant, Mark Murphy made a number of recommendations for improvement post-exercise which will be followed up on.

It was recommended that we purchase a banner that can be put up behind the Elected Officials during the media presentations.

c. Training

Marian will try to arrange training through Charity or Anna with AB Emergency Management.

d. Emergency Expenditures

It was suggested that CCREMP take a regional approach to payment of financial expenditures. The agreement may need to be amended.

Each municipality is to provide Marian with a copy of their Policy for Authorization of Expenditures for Emergency Purposes.

e. Communication

Need to use an app such as WhatsApp for communication during events. IMessage does not always work.

3. OTHER

a. Revised ESS Framework

Alberta has revised the Alberta Emergency Social Services (ESS) Framework as of April 23, 2025.

Terah from the Town of Cardston will review the Framework and make any necessary changes to our operations.

Marian will meet with Brad Hove to review as well.

ADJOURNMENT

Murray moved to adjourn at 2:45 p.m.

CARRIED

**CARDSTON COUNTY REGIONAL
EMERGENCY AGENCY COMMITTEE
MEETING
September 4, 2025
MINUTES**

**Time: 1:00 P.M.
Place: Cardston County
Admin Building**

PRESENT

Murray Millward – CAO Cardston County
Jeff Shaw – CAO Town of Cardston
James Suffredine – CAO Town of Magrath
Spencer Zobell – Intern Town of Magrath
Marian Carlson – Regional DEM

CALL TO ORDER

The meeting was called to order by Marian Carlson, Regional DEM at 1:07 p.m.

ADOPTION OF AGENDA

The minutes of the May 15, 2025 meeting need to be removed from the agenda as they were not distributed.

James moved to adopt the agenda as amended.

CARRIED

BUSINESS ARISING

1. Telmatic

The Town of Cardston will organize a webinar for users to refresh their skills.

2. Policies to Authorize Expenditures

Marian reported that she has received the Town of Cardston policy for emergency expenditures. The remaining municipalities will provide a copy of their Bylaws or Policies.

3. AB Alert Authorized Users

Marian presented the current list of authorized users for the AB Alert system. Jessica Hehr from Magrath needs to be added.

REGIONAL DEM REPORT

1. Emergency Management Preparedness Training

Marian reported the training sessions that Alberta Emergency Management will provide as a follow up to the recommendations from the Consultant, Mark Murphy, after the Functional Exercise.

The communities would prefer to have the Local Authorities Elected Officials course be

done online. Also need to confirm if Councillors who previously completed the training need to take it again after the election in October.

The training has been broken into 3 Blocks of 2 to 3 day sessions. The Committee would like to provide 1 Block of training every 6 months. The location for training will alternate between the Town of Cardston and the Town of Magrath.

2. Table Top Exercise

Cardston County is hosting the Table Top Exercise on Monday, September 15, 2025. It will be in partnership with TransCanada Pipeline.

3. Expansion of the Agency Committee

The Committee discussed the possibility of expanding the membership of the Agency Committee as recommended by the Province and the Consultant. It was decided to leave the committee as currently structured and perhaps expand in the future.

It was decided to hold an annual outreach meeting to involve the outside agencies. This could be held virtually with a prepared presentation from CCREMP.

4. Hazard Assessments

The Committee will review the Hazard Assessments at the next meeting.

ADJOURNMENT

Murray moved to adjourn at 1:53 p.m.

CARRIED

MUNICIPAL BORROWING BYLAW
For the Purpose Specified in Section 256 of the Municipal Government Act

Bylaw No. 2025-316

WHEREAS the Council of Village of Hill Spring (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Revolving Line of Credit authorized for \$50,000 for operating purposes & a Business MasterCard used for day-to-day operational needs of \$10,000.00

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$60,000 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - (a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - (b) as security for any money borrowed from ATB
 - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.

3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

GENERAL REVENUES

4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the date of the third and final reading.

Read a first time this 16th day of September, 2025.

Read a second time this 16th day of September, 2025.

Read a third time and passed this 16th day of September, 2025.

Dwight Davis, Mayor

Greg Robinson, Chief Administrative Officer

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
JUNE 11, 2025, AT THE TOWN OF MAGRATH.**

Members Present:

Wayne Harris – Cardston County
Josh Bourelle – Town of Magrath
Bryce Coppieters – Town of Raymond
Gary Bikman – Village of Stirling
Tanya Smith – Village of Coutts

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

Commenced at 4:32 pm

Larry Liebelt in the Chair.

AGENDA

Bryce Coppieters moved to approve the agenda.

Carried

MINUTES

Josh Bourelle moved that the minutes of May 14, 2025, board meeting be adopted as presented.

Carried

NEW BUSINESS

The SEO advised that Arnold Paintsil, Stantec, will be forwarding the final report soon. The board would like to meet on June 23, 2025, at 5:00 p.m. at the Town of Magrath to do a thorough review.

The SEO reported that the Town of Raymond continues to haul waste to the Landfill. As of May 28, 2025, they delivered 60 loads totaling 342.35 tons. This has saved the Commission two trips per week for our trucks for a total of 26 trips. The SEO will discuss with Kurtis their analysis of the benefit of the pilot project.

The SEO advised that the Town of Cardston has posted notice that due to contamination and misuse of the compost pile it has been permanently closed. The Town of Cardston is looking into green bins within the municipality and at the Transfer Station.

The SEO reported that the Town of Cardston will put another shed at the entrance of the Transfer Station to monitor the use of the facility. The Transfer Station Operator is concerned about splitting his time between the two buildings. A part-time employee may be placed at the shed.

The SEO advised that the Commission has received one resume for the truck driver position.

The SEO reported that the website is receiving steady visitation.

The SEO advised that a company called Superior Water and Septic would like to contract the garbage pickup from Transfer Stations. The board would like the SEO to meet with the company and bring back a cost comparison to the next board meeting.

Tyler Lindsay moved to approve the SEO's report. Carried

The Operator reported that 943.72 tonnes of waste were delivered to the Landfill in May 2025 making the year-to-date total 4,008.175 tonnes.

The Operator advised that the 2021 Semi Truck needed the turbo actuator, bumper, and service completed.

The Operator reported that the hinge pin on the Mountain View Transfer Station gate has been replaced.

The Operator advised that the Milk River wind fence will be worked on this coming month.

Wayne Harris moved to approve the Operators report. Carried

Financial Statement

The Financial Statement for May 31, 2025, was reviewed.

Tanya Smith moved to accept the May 31, 2025, Financial Statement. Carried

Approval of Bills

Bills for May 2025 were reviewed.

Randy Taylor moved to approve the bills for May 2025. Carried

The Secretary/Treasurer reviewed the Statement of Receipts and Disbursements, which now has the 2024 actual figures based on the trial balance from MWG's audit.

08-25 Randy Taylor moved to contact the Canada Border Service Agency and Alberta Parks to try and collect the overdue accounts. Carried

09-25 Gary Bikman moved to approve the Statement of Receipts and Disbursements for 2024. Carried

The Secretary/Treasurer reviewed the Year-to-Date Budget as of May 31, 2025.

John Grainger moved to approve the Year-to-Date Budget as of May 31, 2025. Carried

10-25 Gary Bikman moved to not have a board meeting in July. Carried

ADJOURNMENT

Tanya Smith moved the meeting adjourned.

Adjournment at 5:15 p.m.

The Next Commission board meeting is scheduled for Wednesday, August 13, 2025, at 4:30 p.m. in the Town of Magrath.



Chairman

Recommendations on Implementation of Bill 50 Changes



Submitted to Alberta Municipal Affairs

August 26, 2025

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Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' August 15, 2025 discussion guide questions on potential considerations to implement changes to the *Municipal Government Act* made by Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025* regarding proposals to:

- Require the CAO to report to council on the use of natural person powers.
- Set standard procedures for councils to manage conflict in council meetings.
- Improve rules for managing information requests by councillors.

Natural Person Powers

Background from Municipal Affairs

The 2025 MGA amendments initially required CAOs to provide notice, in writing and to council, within 72 hours of exercising any Natural Person Powers. Based on feedback from municipal stakeholders, this section was amended to remove the reference to 72 hours, establish regulation making authority, and delay these sections coming into force until proclamation to ensure sufficient time to put clear rules in place.

A potential policy approach is to create a very limited scope of CAO use of Natural Person Powers that would need to be reported. Issues that would **not** need to be reported to council are matters that are:

- Authorities contained in the CAO bylaw,
- Addressed in the emergency management bylaw,
- Previously approved by council in the budget, and
- Human resources matters, including seeking legal advice regarding personnel issues.

1.1. Would this scope ensure that only significant, “out of the norm” actions are reported to council?

ABmunis remains concerned that the proposal to mandate CAO reporting on the use of natural person powers opens the door for red tape and inefficient use of government workers' time. It may be time-consuming for municipal administrators to continually cross-reference the details of the CAO bylaw and emergency management bylaw and annual budget to determine if the exact situation they are facing is required to be reported to council within the timelines that are prescribed in the regulation. This is an inefficient use of time, particularly if the matter is of little importance or relevance to council's role in governance.

The term 'natural person powers' is not well understood and generally requires legal advice as to whether an action by the municipality is a use of natural person powers. Administrators that are new to the municipal sector will not understand if an action by the municipality is a use of natural person powers and may then feel the need to go through the extra effort of reporting a matter to council regardless of its importance, just to avoid breaking the law.

ABmunis recommends that:

The province repeal this provision from the MGA and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting of their CAO. This would then be managed through any policies or agreements that relate to the performance of the CAO such as the CAO bylaw, employment contract, or performance plan instead of legislation that applies to every CAO and council.

Recommendations on Implementation of Bill 50 Changes

Alternative Option

If the Government of Alberta is committed to legislating irregular situations where the CAO must report to council, ABmunis would recommend excluding matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw.

To help strengthen the relationship between CAOs and councils, ABmunis and the Rural Municipalities of Alberta are collaborating to develop resources for municipalities. This includes:

- A guide on best practices for CAO-council relationships.
- Launch a new course through the Elected Officials Education Program focused on Council's Role in the Employment of the CAO.

1.2. Given the scope, would reporting of such uses of Natural Person Powers within 72 hours be attainable? Why or why not?

In larger municipalities, the CAO may delegate the reporting function to other staff and it may be challenging to track every instance where natural person powers are used and where front-line staff may not recognize the time urgency to report those instances to council.

In smaller municipalities, the CAO may be the only office administrator where a 72-hour deadline may not be possible because the CAO works part time.

In addition, there are challenges with long weekends or circumstances where there are a variety of factors competing for the CAO's time such as higher priority issues, off-site events, or personal circumstances.

It may be challenging to determine what triggers the start of the 72 hours and would some councillors weaponize this against the CAO? For example, is it when the municipality has exercised those powers or when the CAO becomes aware of the use of those powers?

ABmunis recommends that:

If the province is committed to legislating reporting on the use of natural person powers, then councils should be required to pass a bylaw that prescribes the time period that the CAO must report to council to ensure the time period works based on their local circumstances.

1.3. Would it be practicable to allow written notice of Natural Person Power use to be given by electronic methods such as email? Why or why not?

Yes, but some municipalities may prefer other communication methods such as text or a written memo that is published in the council agenda for transparency for the public.

Councillor Information Requests

Background from Municipal Affairs

The 2025 MGA amendments established that CAOs must share information with a councillor as soon as practicable once the information has been requested. If information is not shared due to personal privacy or confidentiality reasons, the reason for not sharing must be provided to all councillors. Information must be provided to all other councillors within 72 hours of the information being provided to the requesting councillor.

An approach to ensure guardrails are in place would be to delineate between information that is readily available within the administration, versus information that will require staff time to conduct research and analysis. Requests for new information that require significant staff time would need to be conducted through a council resolution.

2.1. Is it feasible to distinguish between ‘readily available’ and ‘new information’? Why or why not?

Yes, the policies used by some municipalities (e.g. City of Edmonton, City of Calgary, and City of Lethbridge) demonstrate that it’s feasible to distinguish when an information request exceeds a reasonable cost to the municipality and when that is triggered, that council is required to approve the information request before administration takes action. The cost of the information request can be measured based on the estimated time and/or direct costs for staff to research and analyze the issue and prepare the information for the councillor.

2.2. Do you have any additional thoughts or concerns about the approach?

Experience has shown that some councillors may regularly ask for information that can create a burden on municipal administration, without the support of the majority of council. Therefore, there is merit in requiring municipalities to pass a bylaw or policy that prescribes how information requests by a councillor are handled and when the request warrants approval by the majority of council.

This may include defining:

- The process to submit a request.
- What criteria will trigger the need for a councillor’s individual request for information to be approved by council.
- The period that administration has to complete the request or explain why a request cannot be met within the standard time period.

2.3. Should there be a requirement for a formal request for information by a council meeting resolution, decision of council, or request of council?

While some cities use a threshold of \$2,000 to determine when council must approve an information request, a lower amount would be more appropriate for smaller municipalities.

ABmunis recommends that:

That the MGA require municipalities to have a policy or bylaw for how councillor information requests are handled and that the policy/bylaw should define when a request needs to be approved by council. This ensures that the process works based on each municipality’s administrative capacity and each council’s expectations for how information requests by a councillor are handled.

Council Meeting Procedures

Background from Municipal Affairs

The MGA establishes that a council may, by bylaw, establish functions and procedures for council and council committee meetings. Many municipalities have opted to pass a meeting procedures bylaw because it establishes processes and clarifies expectations for council, administration, and the public. Items typically seen in municipal procedural bylaws include procedural rules, committee membership, public hearings, quorum, absences, and electronic meetings.

Recent amendments to the MGA allow the Minister of Municipal Affairs to establish standard meeting procedures through Ministerial Order. A policy approach would be to only establish procedures to affirm the authority of the chair to deal with councillor behaviour within a council meeting.

3.1. Could adding responsibility for the mayor/reeve to ensure meeting procedures are followed and in-meeting disputes are addressed help address councillor conflict? Why or why not?

It would be important to define if the special responsibilities will be specific to the mayor/reeve or apply to whoever is serving as the chair. In some cases, mayors or reeves are not the chair of each council committee and having additional authorities outside of being a member of the committee could create additional conflicts.

If the reference to mayor/reeve is to their role as chair, there are many existing best practices within parliamentary procedures that outline the role of the chair. Within Roberts Rules of Order, the chair is seen as a facilitator of discussion and decision-making process, not the sole decision maker. The core responsibilities of the chair include opening and closing meetings, announcing business, recognizing speakers, amongst many other responsibilities that ensure the fair, efficient and clear management of meetings.

A key part of this responsibility of the chair is to ensure procedures are followed, decorum is maintained, and in-meeting disputes and behaviour are managed according to the agreed to procedures. Chairs are regularly called on to rule on procedure. There is also usually a way for members to challenge these rulings, if a member of the assembly (council or committee) does not agree with the ruling, and ultimately it is up to the assembly to vote on whether to uphold the decision of the chair.

Currently there is the ability of each municipality to develop a procedures bylaw if they deem necessary, and this enables each municipality to develop procedures that reflect their unique needs, the size of their council, and past precedence built up over many years.

ABmunis recommends that:

Mandate that each municipality's procedural bylaw include:

- A procedure for the chair to manage in-meeting disputes, including the ability of the chair to rule on procedure (e.g., points of privilege, points of order, out of order motions, etc.), and
- The ability of the council or committee to appeal the chair's rulings if they deem necessary.

3.2. How should council meeting procedures address situations when the mayor/reeve is part of the conflict?

As noted above, often councils have existing procedural bylaws or apply parliamentary procedures such as Roberts Rules. There are common rules that enable council and/or committees to keep a balance between the power of the chair (mayor/reeve) and the members of council or committee as a whole. This includes the ability to challenge the ruling of the chair by the wider assembly which is important to ensure the chair is not overstepping in their role.

Recommendations on Implementation of Bill 50 Changes

The chair is meant to maintain impartiality and if there is a conflict of which the chair is a party to, the assembly can temporarily appoint a different member as the presiding officer and/or the chair can pass the role to another member for the duration of the item where there is a conflict.

ABmunis recommends that:

Municipal Affairs require that each municipality's procedural bylaw either defer to Robert's Rules of Order or include a procedure for when a chair is directly involved in an in-meeting conflict.

3.3. Should the meeting chair have the authority to eject a councillor from a meeting? If so, should this require a supermajority vote of council (a specified proportion of votes greater than a simple majority)?

There are existing options for how to manage the potential need to eject a member of council from a meeting if deemed necessary. Given the role of council and the elected nature of these roles, it is important to have clear steps to outline how to and why a member of council could be ejected. For example, it should not be for expressing an opinion that is different from others in the meeting, but amount to harassment or something more concerning and ejection should be considered only as a last resort. It is important if the chair has the power to eject a member of council, that the decision is appealable by the assembly. This would be in line with Roberts Rules ability to challenge or appeal the decision of the chair. Given the need to ensure this power is not overly used or abused, Municipal Affairs provide guidance on the limitations of when this power to eject members be used. Given that some councils can have as few as three members a supermajority should not be required in any appeal of the chair's ruling.

ABmunis recommends that:

Municipal Affairs require that each municipality's procedural bylaw include a procedure for managing the temporary ejection of a councillor when there is a serious breach of conduct that is threatening to members of council or the proceedings of council business. Municipal Affairs should ensure that this decision by the chair is able to be appealed by council or committee and provide clear guidance on when this power should be exercised by the chair.

3.4. Are there other elements that could be added to council meeting procedures to prevent, mitigate, or address councillor conflict?

Sometimes the issue is not the exact procedure, but rather the capacity of each council to manage conflicts. Rather than focusing on specific procedures, councils could benefit from training on general parliamentary procedures. This could demystify meeting procedures and clarify that even a motion such as appealing a ruling of the chair does not have to be combative but rather is another step in good governance.

Alberta's Elected Officials Education Program already offers a course on Effective Meetings. With financial support, the curriculum of this course could be updated to include additional guidance on managing conflicts. In addition, ABmunis would be open to working with Municipal Affairs and other municipal associations on a procedural bylaw guide to support municipalities in adopting practical and effective meeting procedures and practices.

3.5. Are there other common elements of meeting procedures which should be standardized across the province to reduce the potential for councilor conflict?

Rather than standardizing specific procedures it might be more effective to outline the requirement to have a procedural bylaw and what elements must be included in these bylaws. This would enable municipalities to have procedural rules that meet their needs based on the unique size of each council.

Experience has shown that conflict and misconduct take place inside and outside of council meetings and therefore, a procedural bylaw for how council meetings are run will only address part of the issue. We note that our recommendations are made based on the expectation that the Government of Alberta will follow

Recommendations on Implementation of Bill 50 Changes

through on its commitment to engage on the creation of an independent municipal ethics commissioner to assist councils to manage cases of serious misconduct by councillors.

Again, a guide that includes examples of best practices and lessons learned may be more effective at enhancing the capacity of municipalities to adopt effective procedural bylaws than overly prescriptive legislation that may not meet the needs of Alberta's diverse municipalities.

Final Thoughts

Timelines for Engagement

ABmunis strongly encourages Alberta Municipal Affairs to provide materials for engagements at least one week prior to any meetings.

For context, Municipal Affairs provided the discussion guide questions on a Friday afternoon for a meeting being held on the following Monday, giving less than 8 hours of regular office hour time for review on matters that will have a significant impact on the operations of all municipal governments. The discussion guide included questions that had not been previously considered by ABmunis and therefore offered minimal time for evaluation with members and subject matter experts.

ABmunis encourages Alberta Municipal Affairs to consider what processes or capacity challenges can be improved to provide adequate time for municipalities and partners to meaningfully participate in engagements and come to the table with valuable solutions.

Summary of Recommendations

Reporting on the Use of Natural Person Powers

1. That the province repeal this provision and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting by their CAO.
2. If the province is committed to legislating reporting on the use of natural person powers, then ABmunis recommends that:
 - a. The province exclude reporting for matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw. Matters that were approved in the budget and human resources matters should also be excluded from reporting by the CAO unless the CAO sees merit in communicating with council.
 - b. Each council should prescribe the time period that the CAO must report to council to ensure alignment with each municipality's administrative capacity and local context.
 - c. Each council should prescribe the form in which the CAO must report to council on the use of natural person powers (e.g. text, email, memo, etc.).

Councillor Information Requests

3. That the province require municipalities to have a policy or bylaw that defines:
 - a. How a councillor must submit an information request,
 - b. What criteria will trigger the need for a councillor's request for information to be approved by council, and
 - c. The time period that administration has to complete the request and the process for reporting to council when a request cannot be met within the standard time period.

Council Meeting Procedures

4. If the province is committed to creating standardization across council meeting procedures, ABmunis recommends that Municipal Affairs require that procedure bylaws be created by each municipality and include specific types of procedures that must be included but not specify the procedures themselves.

The required procedures in the bylaw could include, but are not limited to:

- a. The role of the chair in managing an in-meeting conflict, including how the council or committee can appeal the ruling of the chair.
- b. When the chair must cede the chair to another member due to their involvement in an in-meeting conflict.
- c. If, when and how a member could be ejected from a meeting for misconduct, including that the chair's decision to eject a councillor be appealable by council, and provide clear guidance on the limited situations when this power should be used.



Alberta Municipalities Strength In Members

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abmunis.ca



BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 7, 2025

Summer Fun with the Summer Reading Program Coordinators

The 2025 Summer Reading Program Coordinators have had a busy summer! Amy and Morgan travelled to various Chinook Arch libraries, hosted lots of exciting youth programs, created a region-wide summer book bingo challenge, and dropped lots of curious clues for community book hunts.

Here are some interesting stats from the summer:

LIBRARY

24 libraries visited

45 programs delivered

Over 200 book bingo entries received



Board Members Present

Corry Walk – Village of Arrowwood
Ron Gorzitza – Village of Barons
Tom Nish – Cardston County
Blanche Anderson – Village of Carmangay
Terry Penney – Village of Champion
Jordan Sailer – Town of Coaldale
Stephen Pain – Village of Coutts
Doreen Glavin – Municipality of Crowsnest Pass
Linda Allred – Village of Glenwood
Tory Campbell – Lethbridge County
Marie Logan (Vice Chair) – Village of Lomond
Anne Michaelis – Town of Milk River
Christopher Northcott – Village of Milo
Amanda Bustard – Town of Nanton
Melissa Jensen – Town of Nobleford
Mark Barber – Town of Pincher Creek
Dave Cox – Pincher Creek MD
Chelsey Hurt – Town of Stavely
Monica McLean – Town of Taber
Merrill Harris – Taber MD
Lorraine Kirk – Town of Vulcan
Doug Logan – Vulcan County
Derek Baron – Village of Warner
Morgan Rockenbach – County of Warner
Maryanne Sandberg – MD of Willow Creek
Allan Quinton – LPL Resource Centre

Regrets

Marsha Jensen – Town of Cardston
Lyndsay Montina – Town of Coalhurst
Jim Monteith (Treasurer) – Town of Fort Macleod
Jenn Schmidt-Rempel – City of Lethbridge
Darryl Christensen (Chair) – Town of Magrath
Crystal Neels – Town of Picture Butte
Kelly Jensen – Town of Raymond
Marilyn Forchuk – Town of Vauxhall

Not Present

Jane Johnson – Village of Barnwell
Brad Schlossberger – Town of Claresholm
Sue French – Village of Hill Spring
Justin Davis – Village of Stirling



Did You Know?

The Alberta Libraries Regulation allows for the appointment of an alternate member to a library system board! This can be a great way to ensure that your council maintains a seat at the board table when your regular appointee is unable to attend a meeting. Alternates must be appointed by council resolution.

To learn more about appointing an alternate to the Chinook Arch Library Board, please contact CEO Robin Hepher at rhepher@chinookarch.ca or 403-360-2727.

Policies Reviewed

The board reviewed and approved the following revised policies. All board policies are reviewed once every three years, or as necessary. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Purchasing Supplies and Services
- Cheque Signing
- Expenses
- Board Meetings
- Executive Officers
- Board Meetings
- Organizational Meeting

Contact Us

Chinook Arch Regional Library System
2902 7th Avenue North
Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



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chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklibs](https://instagram.com/@chinooklibs)

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday, May 7, 2025,-REO Hall, Fort Macleod



Board Representatives

Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
Sahra Nodge, Pincher Creek
Barbara Burnett, Cowley
Cam Francis, Cardston County
Dave Cox, MD Pincher Creek
John Van Driesten, MD Willow Creek
Doral Lybbert, Glenwood
Victor Czop, Nanton

Blair Painter, Crowsnest Pass
Tim Court, Cardston
Barbara Clay, Waterton

Resource Staff and Partners

Greg Long, LRSD
Bryon Anderson, Lethbridge Polytechnic
Mark Brown, CF ABSW
Marie Everts, JETI
Bev Thornton, AlbertaSW

- | | | |
|---|-----------------------------|---|
| 1 | Call to Order and welcome | Chair Brent Feyter called the meeting to order |
| 2 | Approval of Agenda | Moved by John Van Driesten THAT the agenda be approved as presented.
Carried. [2025-05-955] |
| 3 | Approval of Minutes | Moved by Tim Court THAT the Minutes of April 2, 2025, be approved as presented.
Carried. [2025-05-956] |
| 4 | Approval of Cheque Register | Moved by Cam Francis THAT cheques #3529 to #3538 be approved as presented.
Carried. [2025-05-957] |
| 5 | Executive Director contract | Moved by Victor Czop THAT Executive Director Contract and Agreement be renewed for July 1, 2025 to June 30, 2026, according to current terms and THAT the contract and agreement be reviewed and amended or ratified at the Organizational Meeting in December 2025.
Carried. [2025-05-958] |
| 6 | Economic Development Week | Accepted as information:
Economic Developers Alberta is inviting Councils to observe Economic development Week, May 12-16. |
| 7 | EDA Conference update | Accepted as information:
AlbertaSW MECAP (Manufacturing Energy Construction Ag Processing) Project received Regional Collaboration and Partnership Award for and Alex Metcalf Award, which is recognized best in category.
SAITI (Southern Alberta Investment and Trade Initiative) Partnership between AlbertaSW, SouthGrow, Economic Development Lethbridge and Lethbridge County, received "Economic Development Marketing" Award. |
| 8 | Annual General Meeting | Accepted as information:
Program details are in place for the meeting to be held at the Remington Carriage Museum, Cardston. The Hon. Joseph Schow will attend. |

- | | | |
|----|-------------------------------|---|
| 9 | Sustainability Considerations | Discussion.
Board reviewed Year end 2024-2025 and Operations Plan 2025-2026.
Revenue will determine the capacity and future function of AlbertaSW.
The Executive and Board will consider next steps. |
| 10 | Executive Director Report | Accepted as Information |
| 11 | Round table | Accepted as information. |
| 12 | Upcoming Board Meeting | ➤ Wednesday, June 4, 2025-AGM Remington Carriage Museum
Executive Meeting date to be determined.
➤ Wednesday, July 2, 2025-No meeting
➤ Wednesday August 6, 2025-may be re-scheduled |
| 13 | Adjourn | Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2025-05-959] |

Approved August 13, 2025

Executive Director Report May-June-July 2025

MEETINGS and PRESENTATIONS

May 2: Multi-agency collaboration call with Claresholm entrepreneur, Zoom

May 6: RINSA meeting, [regrets]

May 7: Board Meeting, Fort Macleod

May 8: IEDC-AEDO Review Board Meeting, Zoom

May 9: Resilience Task Force Meeting, Teams

May 14: EDL Board Meeting, Lethbridge

May 14: Meeting with Angela Lum, Alberta Agriculture investment unit, phone

May 14: Meeting with JETI REDS

May 15: Pincher Creek Community Energy Strategy meeting #1, Teams

May 15: Meeting with Parks Canada, Superintendent WLNP, Teams

May 20: REDA Managers Meeting, Zoom

May 21: Meeting with Karen Finley re: housing, Zoom

May 22: Pincher Creek Community Energy Strategy meeting #2, Teams

May 22: IEDC-AEDO Review Board Meeting, Zoom

May 23: Resilience Task Force Meeting, Teams

May 26: Meeting with Tristan Walker, Massif Energy, Zoom

May 26: Meeting with K. Worthington, EDA Regional Resiliency Project, Google Meet

May 27: Blackfoot Signage Project Meeting, Teams

May 29: RINSA business visits and Chamber AI workshop, Claresholm

June 3: RINSA meeting, Lethbridge [regrets]

June 4: AGM, Remington Carriage Museum, Cardston

June 6: Resilience Task Force Meeting, Teams

June 9: AlbertaSW Executive Meeting, Fort Macleod

June 10: Meeting with JETI REDS, Teams

June 11: EDA Webinar re: upcoming issue of Invest in Alberta/Xperience Alberta

June 12: H3TDA Board Meeting, Teams

June 12: Meeting with developers and Town staff, Claresholm Council Chambers

June 12: “The Exchange” meeting, Lethbridge [regrets]

June 16: Introductory meeting with Writer4Elements, Zoom

June 17: REDA Managers meeting, Zoom

June 18: Meeting with Claresholm entrepreneur, Zoom

June 19: SouthGrow AGM, Coaldale [regrets]

(June 20-23) Attended Rotary International Convention, Calgary; just under 16,000 attendees from 147 countries

June 26: IEDC-AEDO Review Board Meeting, Zoom

June 30: Meeting with Claresholm entrepreneur, Zoom

July 4: Multi-Regional Resilience Task Force Meeting, Teams

July 8: IEDC Webinar: Return on Investment in an Era of Uncertain Funding”; Jeff Finkle guest presenter

July 10: IEDC-AEDO Review Board Meeting, Zoom

July 10: RINSA Bridge meeting, Tecconnect [regrets]

July 14: Meeting with Great Falls Development Alliance, Zoom

July 15: REDA Managers meeting, Zoom

July 17: ID Waterton Destination Stewardship Workshop, virtual

July 18: Multi-Regional Resilience Task Force Meeting, Teams

July 24: Meeting with Invest in Alberta/Xperience Alberta magazine publisher re: 2026 issue, phone call

July 24: IEDC-AEDO Review Board Meeting, Zoom

July 30: Meeting with Mad Attic re: updates to website content, phone call

PROJECT MANAGEMENT and REPORTING

- AGM invitations, arrangements, and event management
- Compile and submit reports, grant documents, invoices, payments to Avail for year-engagement
- Submit approved Year-end report 2024-2025 and Operations Plan 2025-2026 to JETI
- Provide letters of support for community grant applications
- Compile and submit additional documents and reports to Avail LLP for final Audit; JETI requires by August 30
- Complete and submit application for RMA Directors and Officers Insurance (November 1, 2025-November 2026)

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Document review of IEDC accreditation for Montana economic development organization
- Crown of the Continent Geotourism Council management of remaining assets (map, website)
- Facilitate agency resource meetings for local business enhancements/expansions
- Provide in-kind support to EDL “Creative Industries Hub” feasibility study, NRED grant
- Draft Request for Qualifications (RFQ) to implement “Invest SouthWest” NRED grant project plan
- Review website content and continue adding updates and revisions
- Represent AlbertaSW in multi-regional collaboration and project plans for 2025-2026

Alberta SouthWest Bulletin August 2025

Regional Economic Development Alliance (REDA) Update

Thank you again to over 85 attendees from our communities and partner organizations and staff of the Remington Carriage Museum for a very special Annual General Meeting held June 6, 2025. Special appreciation to Chief Travis Plaited Hair and the Hon. Joseph Schow for sharing thoughts and wisdom.

And, gratitude for the AlbertaSW Board who offer outstanding leadership, collaboration and commitment.

❖ Operations report update

Jobs, Economy, Trade, and Immigration require an additional Audit of all REDAs for 2024-25 to be submitted by August 30, 2025. Thank you to Brian Nelson Avail CPA for presenting the draft AlbertaSW Audit Report for approval.

❖ International Economic Development Council Accredited Economic Development Organization

In 2018 AlbertaSW met standards to become the first AEDO in Alberta and the 3rd of now 6 in Canada. AlbertaSW will consider renewal of this Accreditation in the context of upcoming sustainability planning.



LOCALINTEL

❖ Localintel Early Access Program

AlbertaSW will be an early adopter of this new AI-powered data tools to help promote the unique competitive advantages of our region and communities. Stay tuned for more info!

❖ Qatalyst Research Group Consultations Phase 2

AlbertaSW approved continuing with the consulting services provided by Jobs, Economy, Trade, and Immigration to help the region explore options for sustainability once operational investment from the province ends in March 2027.

❖ Blackfoot Signage Project Phase III

AlbertaSW will continue to contribute to this award-winning, multi-regional partnership led by Community Futures Lethbridge Region and includes the Kainaiwa First Nation, SouthGrow, Tourism Lethbridge, and Alberta SouthWest. Participation in Phase III will expand to invite participation from Piikani First Nation and more AlbertaSW communities, businesses and organizations.

The project offers translation, interpretation and matching funding for the installation of Blackfoot language signage. Matching funds can cover 80% of the cost, up to \$2,000 per applicant.

❖ New project: Invest SouthWest ... Aligning the Stars!

Now Hiring: Director of Investment Development



Alberta SouthWest Regional Economic Development Alliance (AlbertaSW) is seeking a dynamic and visionary leader to champion investment development across our vibrant region. This contract position (18–24 months) offers a unique opportunity to turn strategic research into action and lead initiatives that promote key industry sectors, engage stakeholders, and enhance the region's value proposition. Ideal candidates are energetic networkers with a passion for rural development and experience in economic development, marketing, and public engagement.

Full details at [Work with Us | Alberta SouthWest](#)

Apply before September 22, 2025

Submit to: bev@albertasouthwest.com

Subject Line: RFQ – Director of Investment Development – AlbertaSW

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



August 22, 2025

Dear Chief Administrative Officer,

With municipal elections fast approaching in October, many of you will soon be welcoming new and returning elected officials to the table. Recent changes to section 201.1 of the *Municipal Government Act (MGA)*, now requires every municipal elected official to complete orientation training immediately after the election.

The Elected Officials Education Program (EOEP) offers a one-day Munis 101 course that fulfills all orientation requirements under the MGA and provides a strong foundation for elected officials to govern with confidence, clarity and purpose.

Even if your municipality has engaged a third-party or plan to deliver your own orientation, the Munis 101 course adds value by:

- Ensuring legislated orientation requirements are met with consistent, high-quality content.
- Connecting elected officials with peers from other municipalities for shared learning.
- Providing independent, province wide perspective that compliments local context and trends.
- Reducing administrative workload in handling training logistics.
- Offering flexibility with both online and in-person sessions to meet your council's schedule.
- Counting towards the University of Alberta's Municipal Elected Leaders Certificate.

The Munis 101 course is being offered online and in-person immediately after the October 20 election and at the November conventions of Alberta Municipalities and Rural Municipalities of Alberta. Visit eoep.ca to see course dates that that work best for your municipality. If your entire council is registered for Munis 101, a senior administrator may also attend at no cost.

If you have already registered your council for Munis 101, we look forward to serving them.

Your role in preparing council for the term ahead is integral and we appreciate the work you do to ensure your council has the tools, knowledge and perspectives to serve your community well. Thank you for your continued commitment to strengthening local government.

For questions, please visit eoep.ca or contact Jenn Anheliger, Registrar, at jenn@eoep.ca.

Sincerely,



Duane Gladden
EOEP Board Director
CEO, Rural Municipalities of Alberta



Dana Mackie
EOEP Board Director
CEO, Alberta Municipalities

"Professional Development for Impactful Municipal Leadership"