



Village of Hill Spring  
**COUNCIL MEETING AGENDA - DRAFT**  
Hill Spring Council Chambers  
Tuesday, January 21, 2025 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA`
3. ADOPTION OF MINUTES
  - a) 2024.12.17
4. DELEGATION
  - a)
5. BUSINESS ARISING FROM THE MINUTES
6. FINANCIAL REPORTS:
  - a) Cheque Listing for January 2025
  - b) 2024 YTD Budget Summary Report
7. Public Q&A
8. ITEMS FOR DISCUSSION:
  - a) Bylaw 2024-245 User Fees & Charges 2<sup>nd</sup> Reading
  - b) Bylaw 2024-245 User Fees & Charges 3<sup>rd</sup> Reading
  - c) CCREMP Partnership
  - d) 2025 Capital Budget
  - e) 2025 Operating Budget
  - f) Rebuttal (Councillor French)
  - g) LUB (Councillor French)
  - h) Transparency (Councillor French)
  - i) 2025 Budget (Councillor French)

- j)
- k)

9. ADMINISTRATORS & COUNCIL REPORTS:

- a) CAO Report

10. CORRESPONDENCE:

- a) CMRSWA Dec 11 2024 Minutes
- b) CCES Dec 5 2024 Minutes
- c) AEMA South Zone Update
- d) Chinook Arch Regional Library Dec 2024 Report
- e)

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) Legal Matter – As per Section 24 of the FOIP Act

12. ADJOURNMENT:

# VILLAGE OF HILL SPRING

December 17, 2024

**The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on December 17, 2024 commencing at 6:00 p.m.**

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

**Officials:** CAO Greg Robinson.

**Absent:** Councillors French and Nish.

**Public:**

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## **CALLED TO ORDER**

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

## **ADOPTION OF THE AGENDA**

2024.12.01

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

**Carried Unanimously**

## **ADOPTION OF MINUTES**

2024.11.19 REGULAR  
COUNCIL MEETING  
MINUTES

2024.12.02

Councillor Shideler **MOVED** to approve the 2024.11.19 Regular Council Meeting minutes as amended.

**Carried Unanimously**

## **DELEGATIONS**

## **BUSINESS ARISING FROM THE MINUTES**

## **FINANCIAL REPORTS**

CHEQUE LISTING FOR  
DECEMBER 2024

2024.12.03

Councillor Christensen **MOVED** to accept the Cheque Listing for December 2024.

**Carried Unanimously**

## **PUBLIC Q&A**

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

## **ITEMS FOR DISCUSSION**

INTERIM OPERATING  
BUDGET 2025

2024.12.04

Mayor Davis **MOVED** to approve the 2025 Interim Operating Budget as presented.

**Carried Unanimously**

BYLAW 2024-307:  
REMUNERATING EXPENSE  
CLAIMS

2024.12.05

Councillor Shideler **MOVED** to give second reading to Bylaw 2024-307: Remunerating Expense Claims.

**Carried Unanimously**

2024.12.06

Councillor Christensen **MOVED** to give third reading to Bylaw 2024-307: Remunerating Expense Claims.

**Carried Unanimously**

BYLAW 2024-245: USER  
FEES & CHARGES

2024.12.07

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

**Carried Unanimously**

CULTURAL ARTS SOCIETY  
2025 FUNDING REQUEST  
2024.12.08

Mayor Davis **MOVED** to approve of the Cultural Arts Society's 2025 \$1,000.00 funding request.

**Carried Unanimously**

MINISTER VISIT IN  
FEBRUARY

Council discussed inviting Minister of Municipal Affairs Ric McIver to the February Council Meeting. Administration was instructed to send a letter to the Minister's office with this request.

BROWNLEE EMERGING  
TRENDS IN LAW -  
CALGARY  
2024.12.09

Councillor Shideler **MOVED** that two members of Council/administration be sent to the Brownlee Emerging Trends in Law Seminar in Calgary.

**Motion Defeated**  
**Those in Favour: 2**  
**Those Opposed: 1**

EMPLOYEE CHRISTMAS  
BONUS  
2024.12.10

Councillor Nish **MOVED** that \$200.00 be awarded to each member of the Village's office staff as a Christmas bonus.

**Carried Unanimously**

**ADMINISTRATOR AND  
COUNCIL REPORTS**

2024.12.11

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

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

**Carried Unanimously**

**CORRESPONDENCE**  
2024.12.12

Mayor Davis **MOVED** to accept correspondence as information.

**Carried Unanimously**

**CLOSED SESSION**  
2024.12.13

Mayor Davis **MOVED** that Council recess the regular Council Meeting and move into Closed Session as per section 24 of the FOIP Act at 8:08pm.

**Carried Unanimously**

2024.12.14

Mayor Davis **MOVED** to resume the regular Council Meeting and move back into Open Session at 9:22pm.

**Carried Unanimously**

**ADJOURNMENT**  
2024.12.15

Councillor Shideler **MOVED** to adjourn the December 17, 2024 Council Meeting at 9:23pm.

**Carried Unanimously**

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

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

# Village Of Hill Spring

## Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240313	2024-12-16	CHRISTENSEN, MONTE		PAYMENT		301.69
			21	HOSE	136.49	
			22	MILEAGE CLAIM	165.20	
20240314	2024-12-18	DAVIS, DWIGHT	DDDEC24	PAYMENT DEC TRAVEL	214.88	214.88
20240315	2024-12-18	SHIDELER, DONALD	DSNOV24	PAYMENT NOV TRAVEL	125.12	125.12
20240316	2024-12-27	CHRISTENSEN, MONTE				
20240317	2024-12-27	DAVIS, DWIGHT				
20240318	2024-12-27	FRENCH , SUZANNE				
20240319	2024-12-27	SHIDELER, DONALD				
20240320	2024-12-27	NISH, MIKE				
20240321	2024-12-27	FAULKNER, PATTI A				
20250001	2025-01-08	ALBERTA MUNICIPAL SERVICES CORPORATION	AMSMDEC24	PAYMENT UTILITIES	1,153.74	1,153.74
20250002	2025-01-08	CARDSTON COUNTY	25068	PAYMENT DEC DEM CONTRACT	66.70	3,070.87
			25069	WATER OP FEES	3,004.17	
20250003	2025-01-08	CITY OF LETHBRIDGE	78147	PAYMENT Q4 FIRE DISPATCH	177.60	177.60
20250004	2025-01-08	FIDO	DEC24B	PAYMENT PHONE	32.75	32.75
20250005	2025-01-08	NEXTGEN AUTOMATION	638143	PAYMENT LEASE	220.36	220.36
20250006	2025-01-08	RECEIVER GENERAL	2036	PAYMENT DEC PAYROLL REMITTANCES	219.48	219.48
20250007	2025-01-08	RIDGE REGIONAL PUBLIC SAFETY SERVICES C	250.00	PAYMENT DEC 24 BYLAW CONTRACT	250.00	250.00
20250008	2025-01-08	SHIDELER, DONALD	DEC24	PAYMENT COUNCIL TRAVEL	62.56	62.56

**Total 8,381.80**

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



## 2024 Budget to Actual Report - Presented to Council on January 21, 2025

Tax Supported Services	Actual 2023			Actual 2024			%age	Budget 2024		
	Revenues	Expenditures	Net Cost	Revenues	Expenditures	Net Cost		Revenues	Expenditures	Net Cost
<b>Governance (Council)</b>	\$0	\$11,155	\$11,155	\$0	\$18,963	\$18,963	138%	\$0	\$13,750	\$13,750
<b>Corporate Services (Admin)</b>	(\$68,273)	\$175,827	\$107,554	(\$60,481)	\$206,760	\$146,279	94%	(\$38,700)	\$194,308	\$155,608
<b>Protective Services</b>	(\$50)	\$7,699	\$7,649	(\$140)	\$9,262	\$9,122	101%	(\$50)	\$9,100	\$9,050
Shop	(6,000)	8,356	2,356	0	22,389	22,389	166%	0	13,521	13,521
Road & Street	0	6,610	6,610	0	5,044	5,044	30%	0	17,000	17,000
Irrigation	(11,360)	10,547	(814)	(12,100)	3,053	(9,047)	-4523%	(11,400)	11,600	200
Water	(75,358)	64,177	(11,181)	(82,177)	75,391	(6,786)	111%	(75,600)	69,500	(6,100)
Sewer	(19,543)	2,239	(17,305)	(19,274)	7,302	(11,971)	158%	(20,100)	12,500	(7,600)
Solid Waste	(9,649)	5,603	(4,046)	(9,493)	5,061	(4,432)	128%	(9,700)	6,250	(3,450)
<b>Operational Services</b>	(\$121,911)	\$97,531	(\$24,380)	(\$123,043)	\$118,239	(\$4,804)	-35%	(\$116,800)	\$130,371	\$13,571
<b>Development</b>	(\$570)	\$573	\$3	(\$550)	\$15,407	\$14,857	594%	(\$500)	\$3,000	\$2,500
Cemetery	(175)	0	(175)	(525)	126	(399)	-2%	(250)	17,000	16,750
Community Services	0	276	276	0	0	0	0%	0	1,500	1,500
Parks & Recreation	0	2,823	2,823	0	5,962	5,962	48%	0	12,500	12,500
Community Centre	(4,135)	1,749	(2,386)	(1,845)	3,072	1,227	26%	(4,000)	8,700	4,700
<b>Community Services</b>	(\$4,310)	\$4,847	\$537	(\$2,370)	\$9,160	\$6,790	19%	(\$4,250)	\$39,700	\$35,450
<b>Solar Farm</b>	(\$37,921)	\$0	(\$37,921)	(\$44,169)	\$0	(\$44,169)	147%	(\$30,000)	\$0	(\$30,000)
<b>Operating Grants</b>	(\$45,432)	\$0	(\$45,432)	(\$45,432)	\$0	(\$45,432)	100%	(\$45,432)	\$0	(\$45,432)
<b>Property Taxes</b>	(\$250,346)	\$0	(\$250,346)	(\$276,988)	\$0	(\$276,988)	100%	(\$276,090)	\$0	(\$276,090)
<b>Community Support Requisitions</b>	\$0	\$62,087	\$62,087	\$0	\$83,667	\$83,667	98%	\$0	\$85,514	\$85,514
<b>Transfer to Reserves</b>	\$0	\$90,303	\$90,303	\$0	\$36,079	\$36,079	100%	\$0	\$36,079	\$36,079
<b>Net Operating</b>	(\$528,813)	\$450,022	(\$78,791)	(\$553,173)	\$497,537	(\$55,636)		(\$511,822)	\$511,822	(\$0)
<b>Capital</b>	(\$163,426)	\$210,539	\$47,113	(\$166,437)	\$166,437	\$0	0%	(\$269,500)	\$269,500	\$0
<b>Net Operating &amp; Capital</b>	(\$692,239)	\$660,561	(\$31,678)	(\$719,610)	\$663,974	(\$55,636)		(\$781,322)	\$781,322	(\$0)

# VILLAGE OF HILL SPRING

## BYLAW # 2025 - 245 FEES, RATES, & CHARGES BYLAW

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**BEING A BYLAW OF THE VILLAGE OF HILL SPRING, IN THE PROVINCE OF ALBERTA, TO ESTABLISH SERVICE FEES IN THE VILLAGE OF HILL SPRING.**

**WHEREAS**, the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, permits the municipality to pass and enforce bylaws for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property;

**AND WHEREAS** the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides for Council to pass and enforce bylaws for the municipal purposes respecting services provided by or on behalf of the municipality;

**AND WHEREAS** the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides that a Council, by bylaw, may establish fees;

**AND WHEREAS** Council recognizes the benefit of adopting a Schedule of Fees;

**AND WHEREAS** Council deems it expedient from time to time to revise the Schedule of Fees for municipal services;

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Village of Hill Spring, in the Province of Alberta, enacts as follows:

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### 1. TITLE AND DEFINITIONS:

1.1. **Title** – This bylaw may be cited as the “Fees, Rates, & Charges Bylaw”.

#### 1.2. **Definitions**

In this bylaw these definitions prevail: unless the context otherwise requires:

1.2.1. **Act** – the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto;

1.2.2. **Council** – the Council of the Village of Hill Spring;

1.2.3. **Village** – the Village of Hill Spring;

- 1.2.4. **Resident** – either an individual or a family that resides in the Village of Hill Spring;
  - 1.2.5. **Non-Resident** – either an individual or a family that does not reside in the Village;
  - 1.2.6. **Non-Profit** – any group or organization that has a registered society number, groups without a society number and who provide a valued service to the Village may be included subject to the approval of Administration;
  - 1.2.7. **Other** – all individuals who do not qualify for the non-profit rate.
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DRAFT



**2. INTENTION:**

- 2.1. It is the intention of the Village Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Village Council that if any provision of the bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
  - 2.2. This bylaw relates to the fees, rates, and charges for the various services provided by the Village. Penalties are not addressed in this bylaw, but are determined by the bylaw, policy, or circumstances specifically relevant to the occurrence.
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**3. FEES:**

- 3.1. The user of any Village facility and/or service shall pay the Village the applicable fee, as stated in Schedule A which is attached to and forms part of this bylaw.
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**4. RESCINDING BYLAW**

- 4.1. Bylaw 2024 – 245 is hereby repealed
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**5. DATE OF COMMENCEMENT**

- 5.1. This bylaw shall come into effect upon third and final reading.

Read a FIRST time this 17<sup>th</sup> day of December, 2024.

Read a SECOND time this 21<sup>th</sup> day of January, 2025.

Read a THIRD time and finally passed this 21<sup>th</sup> day of January, 2025.

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Dwight Davis, Mayor

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Greg Robinson, CAO

## SCHEDULE A

### FEES:

#### 1. ADMINISTRATIVE SERVICE FEES:

1.1.	Tax Certificate	\$ 30.00
1.2.	Tax Notification	\$ 75.00
1.3.	NSF Cheque	\$ 35.00
1.4.	Paper copy of Village Utility Bill or Statement	<b>\$3.00</b>
1.5.	Photocopying, per single sided sheet	
1.5.1.	black & white	\$ 0.15
1.5.2.	colour Photocopying	\$ 0.25
1.6.	Faxing	
1.6.1.	Per Page	\$ 1.00
1.6.2.	Long Distance	\$ 1.00
1.7.	Title Searches	\$ 50.00
1.8.	Property Information Requests (Assessment & Real Estate Companies)	\$ 15.00
1.9.	Local Assessment Review Board Complaint	\$ 50.00
1.10.	Composite Assessment Review Board Complaint	\$ 50.00
1.11.	Trash Mowing Service (per hour)	<del>\$ 150.00</del> <b>2025: \$200.00</b>
1.12.	FOIP Request Fee:	
1.12.1.	Concerning your personal information	\$ 0.00
1.12.2.	Other information request	
1.12.2.1.	For searching for, locating and retrieving a record:	\$ 6.75 / ¼ hr or part thereof
1.12.2.2.	For producing an electronic copy of an electronic record:	\$ 6.75 / ¼ hr

or part thereof

- 1.12.2.3. For producing a paper copy of a record
  - 1.12.2.3.1. black and white, per single sided sheet \$ 0.25
  - 1.12.2.3.2. colour, per single sided sheet \$ 0.50
- 1.12.2.4. For supervising the examination of a record: \$ 6.75 / ¼ hr or part thereof

**2. BUSINESS LICENSING:**

- 2.1. Business License (Yearly) - Voluntary, not Mandatory:
  - 2.1.1. Regional \$ 80.00
  - 2.1.2. Village Only \$ 20.00

**3. BYLAW ENFORCEMENT:**

- 3.1. Dog Licence:
  - 3.1.1. Spayed or Neutered \$ 10.00  
2025: \$25.00
  - 3.1.2. Not Sterilized \$ 30.00  
\$50.00
  - 3.1.3. Aggressive \$ 250.00
- 3.2. Upgrade to Dog Fancier Licence \$ 30.00  
2025: \$100.00
- 3.3. Replacement Tag \$ 5.00

**4. COMMUNITY SERVICES - CEMETERY:**

- 4.1. Cemetery Marker Fee \$ 10.00
- 4.2. Lot Purchase Price:

4.2.1.	Residents*	\$ 175.00
		2025: \$200.00

\*Residents here includes: Residents, or former Residents, and their immediate families, of Cardston County, Glenwood and Hill Spring.

4.2.2.	Others	\$ 5000.00
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**5. ENVIRONMENTAL SERVICES:**

5.1. Driveway approach installation:

5.1.1. Initial lot approach placement is complimentary up to \$ 1000.00;

5.1.2. The right and responsibility of installation for any and all property approaches is solely the Village's.

5.1.2.1.	Culvert required	\$ 1000.00
5.1.2.2.	Culvert not required	\$ 800.00
5.1.2.3.	No ditch present property at grade with roadway (+/- 0.5 ft or 0.15 m)	\$ 400.00

**6. OPERATIONAL SERVICES:**

6.1. Equipment Rental - per hour rate\*:

\*Operated by Village Staff and subject to schedule availability.

6.1.1.	Weed Whipping	\$ 45.00
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**7. MUNICIPAL UTILITY RATES:**

**7.1 Rates – per monthly base standard rate (billed bimonthly):**

\* These rates are for single-detached residential units. For multi-unit residential, each unit gets billed at these rates.

<b>7.1.1 Residential* / Commercial:</b>		<b>2024</b>	<b>2025</b>
Water		\$ 50.00	\$ 52.00
Sewer		\$12.75	\$ 14.75
Solid Waste		\$ 8.00	\$ 8.00
Irrigation		\$ 6.00	\$ 5.25
Water Infrastructure Reserve Fund		\$ 5.00	\$ 5.00
Sewer Infrastructure Reserve Fund		\$ 3.00	\$ 3.00
Irrigation Infrastructure Reserve Fund		\$ 3.00	\$ 3.00
<b>TOTAL</b>		<b>\$ 87.75</b>	<b>\$ 91.00</b>
<b>7.1.2 Rural Residential: *(1.5x village rate)</b>		<b>2024</b>	<b>2025</b>
Water		\$ 75.00	\$
Water Infrastructure Reserve Fund		\$ 7.50	\$
<b>TOTAL</b>		<b>\$ 70.50</b>	<b>\$</b>
<b>7.1.3 Industrial / Institutional:</b>		<b>2024</b>	<b>2025</b>
Water		\$ 200.00	\$225.00
Sewer		\$ 47.00	\$ 50.00
Solid Waste		\$ 14.25	\$ 15.00
Irrigation		\$ 20.25	\$ 21.00
Water Infrastructure Reserve Fund		\$ 20.00	\$ 16.00
Sewer Infrastructure Reserve Fund		\$ 16.00	\$ 16.00
Irrigation Infrastructure Reserve Fund		\$ 20.00	\$ 20.00
<b>TOTAL</b>		<b>\$ 337.50</b>	<b>\$ 363.00</b>

**7.2 New Main Connection Fee - per individual service:**

Additional fees to those listed in 7.2.1 - 7.2.3 below will apply on an as-quoted basis if the associated main is not adjacent to the property:

		2024	2024
7.2.1	Water or sewer only	\$ 2300.00	\$ 2300.00
7.2.2	Water and sewer together	\$ 2500.00	\$ 2500.00
7.2.3	Irrigation	\$ 430.00	\$ 430.00

7.3 Water Connection / Disconnection Fee - per connection / disconnection:

7.3.1	Due to non-payment of account		\$ 100.00
7.3.2	Due to any reason other than non-payment of account		\$ 30.00
7.3.3	If the Water connection / disconnection is a direct result of an Emergency, the associated fee will be waived.		

8. **PLANNING & SUBDIVISION:**

8.1.	Letter or Certificate of Compliance		\$ 50.00
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Development Application Fee:

\*The Municipal Planning Commission reserves the right to waive any of the below-noted fees given the circumstances associated with the development application.

8.1.1. Residential:

8.1.1.1.	Single family homes		<del>\$ 100.00</del> 2025: \$150.00
8.1.1.2.	Garages		\$ 50.00
8.1.1.3.	Modular / Manufactured homes		<del>\$ 100.00</del> 2025: \$150.00
8.1.1.4.	Residential additions		\$ 100.00
8.1.1.5.	Home occupations		\$ 100.00
8.1.1.6.	Multi-Family dwellings (per unit)		\$ 100.00
8.1.1.7.	Special residential uses including half-way houses, group homes, day care, nursing homes, etc.		\$ 200.00
8.1.1.8.	Decks, carports, fences		\$ 25.00

8.1.2. Commercial:

\*Includes government office buildings.

8.1.2.1. Car lots, trailer sales, parking garages, etc. \$ 200.00

8.1.2.2. Commercial buildings:

8.1.2.2.1. Less than 5000 sq. ft. (465 m<sup>2</sup>) \$ 200.00

8.1.2.2.2. 5000 - 20,000 sq. ft. (465 - 1858 m<sup>2</sup>) \$ 350.00

8.1.2.2.3. 20,001 - 50,000 sq. ft. (1859 - 4645 m<sup>2</sup>) \$ 600.00

8.1.3. Industrial and Warehouse buildings:

8.1.3.1. Less than 5000 sq. ft. (465 m<sup>2</sup>) \$ 200.00

8.1.3.2. 5000 - 20,000 sq. ft. (465 - 1858 m<sup>2</sup>) \$ 300.00

8.1.3.3. 20,001 - 50,000 sq. ft. (1859 - 4645 m<sup>2</sup>) \$ 400.00

8.1.3.4. Multi-tenancy industrial buildings or complexes  
exceeding 50,000 sq. ft. (4645 m<sup>2</sup>) \$ 600.00

8.1.4. Miscellaneous:

8.1.4.1. Public service buildings such as churches, schools, auditoriums, fire  
halls, police stations, etc.:

8.1.4.1.1. Under 10,000 sq. ft. (929 m<sup>2</sup>) \$ 250.00

8.1.4.1.2. 10,000 sq. ft. (929 m<sup>2</sup>) and over \$ 400.00

8.1.4.2. Sign permits for freestanding structures \$ 100.00

8.1.4.3. Sign permits \$ 50.00

8.1.4.4. Sign for a home occupation \$ 50.00

8.1.4.5. Land Use Bylaw amendments (per title) \$ 600.00

8.1.4.6. Request to convene a special meeting of the  
Subdivision and Development Appeal Board  
or the Municipal Planning Commission \$ 400.00

8.1.4.7. Appeal to the Subdivision and Development Appeal Board  
(of which \$ 200.00 will be refunded if appeal is successful) \$ 400.00

8.1.5.	When public notification is required of development	\$ 50.00
8.1.6.	Subsequent substantial revisions to development application	50% of original fee
8.1.7.	Development begun before approval of development application	Original fee x2

**9. RECREATIONAL SERVICES:**

9.1. Community Hall:

9.1.1.	Rental per day for hall and kitchen	\$ 100.00
9.1.2.	Rental per day for community kitchen	\$ 40.00
9.1.3.	Rental per day refundable damage deposit	\$ 100.00
9.1.4.	Rental (Non-Profit Community Group)	\$ 0.00





# **CARDSTON COUNTY REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP**

## **LEAD COMMUNITY**

### **Cardston County**

Contact: Marian Carlson

Regional Director of Emergency Management

Box 580 Cardston, AB TOK OKO

Email: [mariancarlson0@gmail.com](mailto:mariancarlson0@gmail.com)

Phone: (403) 625-0201

## **PARTNERS**

Cardston County

Town of Cardston

Town of Magrath

Village of Glenwood

Village of Hillspring

## **PROJECT**

On October 24, 2024, the Cardston County Regional Emergency Management Program (CCREMP) partners performed a Functional Exercise in which a large scale wild fire engulfed the Village of Hillspring and a portion of the Village of Glenwood, continued through the County onto the Blood Indian Reserve and threatened to enter the Town of Cardston. The 5<sup>th</sup> partner in the CCREMP partnership is the Town of Magrath and they supported the exercise by opening the Reception Center. This exercise focused primarily on the RECC staff from the 5 communities within the partnership. It involved outside agencies such as the Blood Tribe, multiple Fire Departments, the RCMP, Westwind School Division, AHS, Chinook Lodge, Good Samaritans Extended Living Facility, Fortis, ATCO Gas and Chief Mountain Gas Co-Op. We also were provided with assistance from the South Regional All-Hazards Incident Management Team.

The Functional Exercise provided great insight into how the Regional Partnership will function and undertaking additional training will enhance our knowledge and build on our strengths. Post-exercise, the consultant provided an After Action Review to the partners. As a follow up to the After Action Review, the CCREMP partners would now like to take this scenario to the next level and undertake a number of training sessions to address the recommended improvements.

We will also undertake some smaller scale drills throughout the region to refresh the skills of the individuals assigned to ICS positions.

In the fall of 2025, we will perform a Table Top Exercise using an alternative scenario to practice the skills developed through the training and drills. There will be approximately 30 to 40 participants including RECC staff and outside agencies.

### **PROJECT START AND END DATES**

Start Date: May 2025

End Date: December 2026

### **PROJECT OBJECTIVES AND DELIVERABLES**

#### **OBJECTIVE #1**

Practice the implementation of the Cardston County Regional Emergency Management Plan to assist the Regional Partners to identify and understand each partner's roles and responsibilities.

#### **OBJECTIVE #2**

Enhance the skills and knowledge of the First Responder's and Emergency Management leadership teams when responding to multiple significant emergency incidents.

#### **OBJECTIVE #3**

Practice the Regional ECC activation and operation and perform all ICS functions necessary for the scenario.

#### **OBJECTIVE #4**

Practice the activation of multiple agencies (i.e. Fire, RCMP, Westwind School Division, Alberta Transportation, Volker Stevin) and determine if Unified Command is an effective command relationship when responding to a large scale event.

**BUDGET**

**INCOME**

**Municipal Contributions**

Cardston County	\$1,000.00	
Town of Cardston	\$1,000.00	
Town of Magrath	\$1,000.00	\$ 3,000.00

**Provincial Contributions**

EMPP Grant Funding		<u>\$ 6,100.00</u>
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**TOTAL** \$ 9,100.00

**EXPENSE**

**Training**

**5 Communities involved + Support Staff = 30 individuals**

Stationary/Supplies		\$ 250.00
Lunch/Refreshments	30 X \$25	\$ 750.00
Consultant Fees		<u>\$ 5,000.00</u>
	<b>SUBTOTAL</b>	<u>\$ 6,000.00</u>

**Table Top Exercise**

**5 Communities involved + Support Staff & Outside Agencies = 40 individuals**

Stationary/Supplies		\$ 100.00
Lunch/Refreshments	40 X \$25	\$ 1,000.00
Consultant Fees		<u>\$ 2,000.00</u>
	<b>SUBTOTAL</b>	<u>\$ 3,100.00</u>

**TOTAL** \$ 9,100.00

Respectfully submitted by:

January 3, 2025

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Murray Millward, CAO  
Cardston County

VILLAGE OF HILL SPRING PROPOSED CAPITAL SPENDING PLAN - DRAFT #1 - JANUARY 21, 2025								
Project	FUND	ACTUAL 2024	APPROVED 2025	ENDORSED - SUBJECT TO CHANGE				TOTAL
				2026	2027	2028	2029	
Community Hall - Office Updates	LGFF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Sewer Main Replacement	CCBF	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
Water Plant Upgrades	RESERVES	\$13,226	\$0	\$0	\$0	\$0	\$0	\$13,226
Streets	LGFF	\$0	\$0	\$0	\$100,000	\$0	\$180,000	\$280,000
Pickup Truck	LGFF	\$28,571	\$0	\$0	\$0	\$0	\$0	\$28,571
Snow Blade (Brush)	LGFF	\$10,332	\$0	\$0	\$0	\$0	\$0	\$10,332
Sidewalk Replacement	LGFF	\$0	\$0	\$50,000	\$50,000	\$0	\$0	\$100,000
Sewage Lift Station	LGFF	\$117,858	\$0	\$0	\$20,000	\$0	\$0	\$137,858
Replace Mower	CCBF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Ditch Regrading	CCBF	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Water Looping Project	LGFF	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$300,000
Water Meters	CCBF	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$100,000
Sewer Main Extension	LGFF	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
Snow Removal Equipment	CCBF	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
Bulk Water Station	CCBF	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
<b>Total Capital Expenditures</b>		<b>\$169,987</b>	<b>\$305,000</b>	<b>\$230,000</b>	<b>\$220,000</b>	<b>\$300,000</b>	<b>\$240,000</b>	<b>\$1,464,987</b>
<b>CAPITAL REVENUE STREAMS</b>								
Grants - CCBF	CCBF	\$0	\$115,000	\$30,000	\$50,000	\$100,000	\$60,000	\$355,000
Grants - LGFF	LGFF	\$156,761	\$190,000	\$200,000	\$170,000	\$200,000	\$180,000	\$1,096,761
Transfer - Reserves and other Grants	RES/OTHER	\$13,226	\$0	\$0	\$0	\$0	\$0	\$13,226
<b>Total Capital Revenue</b>		<b>\$169,987</b>	<b>\$305,000</b>	<b>\$230,000</b>	<b>\$220,000</b>	<b>\$300,000</b>	<b>\$240,000</b>	<b>\$1,464,987</b>
<b>Difference</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CCBF						
	2024	2025	2026	2027	2028	2029
Carry forward from PY	\$0	\$59,787	\$4,787	\$34,787	\$44,787	\$4,787
Current Allocation	\$59,787	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Credit Items	\$0	\$0	\$0	\$0	\$0	\$0
Amount Used	\$0	(\$115,000)	(\$30,000)	(\$50,000)	(\$100,000)	(\$60,000)
Carry forward to FY	\$59,787	\$4,787	\$34,787	\$44,787	\$4,787	\$4,787

LGFF						
	2024	2025	2026	2027	2028	2029
Carry forward from PY	\$0	\$22,949	\$16,845	\$2,377	\$17,909	\$3,441
Current Allocation	\$179,710	\$183,896	\$185,532	\$185,532	\$185,532	\$185,532
Credit Items	\$0	\$0	\$0	\$0	\$0	\$0
Amount Used	(\$156,761)	(\$190,000)	(\$200,000)	(\$170,000)	(\$200,000)	(\$180,000)
Carry forward to FY	\$22,949	\$16,845	\$2,377	\$17,909	\$3,441	\$8,973

RESERVES						
	2024	2025	2026	2027	2028	2029
Carry forward from PY	\$1,081,596	\$1,118,370	\$1,268,370	\$1,418,370	\$1,518,370	\$1,618,370
Current Allocation	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Credit Items	\$0	\$100,000	\$100,000	\$50,000	\$50,000	\$50,000
Amount Used	(\$13,226)	\$0	\$0	\$0	\$0	\$0
Carry forward to FY	\$1,118,370	\$1,268,370	\$1,418,370	\$1,518,370	\$1,618,370	\$1,718,370



## 2025-2027 Operating Budget - Draft #1 Presented to Council on January 21, 2025

Tax Supported Services	Budget				
	Revenues	Expenditures	Net Cost	2026 Net Cost	2027 Net Cost
<b>Council</b>	\$0	\$19,000	\$19,000	\$19,380	\$19,768
<b>Corporate Services</b>	(\$48,000)	\$211,250	\$163,250	\$166,500	\$169,700
<b>Protective Services</b>	(\$100)	\$10,300	\$10,200	\$10,500	\$10,700
Shop	0	23,950	23,950	24,400	24,800
Road & Street	0	17,200	17,200	17,500	17,800
Irrigation	(12,200)	11,500	(700)	(700)	(700)
Water	(178,800)	71,305	(107,495)	(107,689)	(7,858)
Sewer	(20,100)	10,500	(9,600)	(9,700)	(9,800)
Solid Waste	(10,000)	6,450	(3,550)	(3,600)	(3,700)
<b>Operational Services</b>	(\$221,100)	\$140,905	(\$80,195)	(\$79,789)	\$20,542
<b>Development</b>	(\$600)	\$6,000	\$5,400	\$5,500	\$5,600
Cemetery	(500)	5,000	4,500	4,600	4,700
Community Services	0	1,500	1,500	1,500	1,500
Parks & Recreation	0	16,000	16,000	16,400	16,800
Community Centre	(2,000)	5,200	3,200	3,300	3,400
<b>Community Services</b>	(\$2,500)	\$27,700	\$25,200	\$25,800	\$26,400
<b>Solar Farm</b>	(\$40,000)	\$0	(\$40,000)	(\$40,800)	(\$41,600)
<b>Operating Grants</b>	(\$45,432)	\$0	(\$45,432)	(\$46,300)	(\$47,200)
<b>Property Taxes</b>	(\$282,600)	\$0	(\$282,600)	(\$288,200)	(\$293,900)
<b>Community Support Requisitions</b>	\$0	\$86,100	\$86,100	\$87,700	\$89,300
<b>Transfer to Reserves</b>	\$0	\$139,077	\$139,077	\$139,709	\$40,690
<b>Net Operating</b>	(\$640,332)	\$640,332	\$0	\$0	(\$0)
<b>Capital</b>	(\$326,632)	\$326,632	\$0	\$0	\$0
<b>Total Net Operational Revenue</b>	(\$966,964)	\$966,964	\$0	\$0	(\$0)

# CAO Report

COUNCIL MEETING JANUARY 21, 2025

The following report is designed to provide Council with an update on the activities and projects of the Village. The report is not intended to provide an all-encompassing review of Village or CAO activities. The intent is to provide Council with a brief update on some of the more note worthy activities and events.

## Spring Glen Water Commission

Spring Glen Water Commission meeting was held in Hill Spring Village Office on January 15. Great discussion on operations of the water plants and what legal requirements are on treatment of water. As well, the commission discussed important future capital needs.

## 2025 Budgets

Based on input from Council, I have worked with our CFO to compile both capital and operating budgets for 2025. Ensuring we are accountable for spending our provincial and federal grant money is key in this process. Provincial operating grant of \$ 45,432 and \$305,000 in capital grants provide some excellent investment in the Villages needs.

## E-Statements

We now have the ability to send our utility statements via email. With rising postage costs and stationary costs, we hope that residents will take advantage of receiving their semi-monthly statements via email. We encourage residents to contact the village office to have this feature added at no additional costs.

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD  
DECEMBER 11, 2024, AT THE TOWN OF MAGRATH.**

**Members Present:**

Brian Wickhorst – Village of Glenwood  
Josh Bourelle – Town of Magrath  
Larry Liebelt – Town of Milk River  
Kate Kindt – Town of Raymond

Stephen Pain – Village of Coutts (Zoom)  
John Grainger – Town of Cardston  
Randy Taylor – County of Warner

**Others Present:**

Marian Carlson – SEO (Zoom)  
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator (Zoom)

Commenced at 4:36 pm

Larry Liebelt in the Chair.

**AGENDA**

Randy Taylor moved that the agenda be approved. Carried

**MINUTES**

John Grainger moved that the minutes of the November 13, 2024, regular board meeting be adopted as presented. Carried

**NEW BUSINESS**

The SEO updated the board on the project objectives that Stantec is working on. There is a possible Lethbridge Biogas tour on December 20, 2024, and the SEO will be in attendance. The SEO will notify the board when dates have been finalized for the tour.

The SEO reported that she is working with Raymond to establish the parameters for the Pilot Project for Raymond to transport their curbside pickup directly to the Landfill starting January through March 2025.

The SEO advised that the 2024 website traffic is very encouraging.

John Grainger moved to approve the SEO's report. Carried

The Operator advised that 786.555 tonnes of waste were delivered to the Landfill in November 2024, making the year-to-date tonnage 9,355.175.

Josh Bourelle moved to approve the Operator's report. Carried



**Financial Statement**

The Financial Statement for November 30, 2024, was reviewed.

Kate Kindt moved to accept the November 30, 2024, Financial Statement. Carried

**Approval of Bills**

Bills for November 2024 were reviewed.

Brian Wickhorst moved to approve the bills for November 2024. Carried

The SEO presented seven revised policies for the board's approval.

24-21 Randy Taylor moved to approve the following revised policies: Attendance AD3; Board Meetings AD4; Flowers/Donations AD11; Recyclable Waste Diversion AD17; Depreciation of Equipment F6; Fees – Penalties and Collection on Overdue Accounts F9; and Requisitions F13. Carried

The board discussed the per diem fee for committee meetings that are held the same day as the board meetings. The board will follow the current policy and pay for those committee meetings that were held the day of last month's board meeting. The policy will be reviewed by the policy committee.

The SEO presented the 2025 Budget for the board to review.

24-22 Josh Bourelle moved to approve the 2025 Budget with the requisition rate set at 32.18/capita. Carried

The SEO presented the 5-year capital plan for the board to review.

24-23 John Grainger moved to approve the 5-year capital plan. Carried

The SEO reviewed the depreciation schedule, reserve listing, and the requisition spreadsheet. A letter will be sent to each municipality regarding the requisition rate.

The SEO advised that as per policy a motion is needed to increase the Landfill Tipping Fee to reflect the increase in requisitions.

24-24 Randy Taylor moved to have the Landfill Tipping Fee for the 2025 year increased by 3% and set at \$118.45/tonne. Carried

The Secretary/Treasurer updated the board regarding the company that has been sent to the NRC (National Recovery Corp) collection agency.

24-25 Randy Taylor moved that the SEO has power to negotiate a settlement with NRC after receiving clearance from the Chairman for companies sent to collection. Carried

The SEO presented the Extended Producer Responsibility (EPR) to the board for review. Plans will not be put into action by EPR until 2026.

Kate Kindt moved the EPR for information.

Carried

The board discussed the SEOs two-year contract.

24-26 John Grainger moved to sign a two-year contract with Marian Carlson for the SEO position.

Carried

### **CORRESPONDENCE**

A letter from the Town of Raymond regarding the assignment of a councillor to the Commission.

A letter from RMA regarding an increase to the associate membership fee.

Brian Wickhorst moved the correspondence be filed for information.

Carried

The board would like to move the HR-Closed Session to the next board meeting.

Brian Wickhorst advised the board that a new employee has been hired for the Glenwood/Hill Spring Transfer Station and he is doing a good job.

### **ADJOURNMENT**

Brian Wickhorst moved the meeting adjourned.

Adjournment at 5:56 p.m.

The Next Commission board meeting is scheduled for Wednesday, January 8, 2025, at 4:30 p.m. in the Town of Magrath.

  
\_\_\_\_\_  
Chairman

**MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD DECEMBER 5, 2024, AT THE CARDSTON COUNTY OFFICE**

**Board Members Present:**

Cam Francis – Cardston County  
Doral Lybbert – Village of Glenwood

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

**Others Present:**

Danny Melvin – Fire Chief  
Spencer Olsen – Deputy Fire Chief

Suzanne Pierson – Secretary/Treasurer

Commenced at 5:15 p.m.

Paula Brown in the chair.

Opening Prayer: Doral Lybbert

**AGENDA**

Cam Francis moved to approve the agenda as amended Carried

**MINUTES**

Don Shideler moved to accept the meeting minutes of November 7, 2024, as presented. Carried

The Chairman advised the board that Tom Nish is away at another board meeting.

Doral Lybbert moved to go In-Camera at 5:17 p.m.

Don Shideler moved to Reconvene at 5:33 p.m.

**NEW BUSINESS**

Danny Melvin reported that the November Emergency Services statistics are: 1 MFR (Station 2), 1 Support, 1 Structure Fire, and 3 MVCs.

Danny Melvin reported that Waterton has unofficially given approval of the contract with the Authority, and they are in the process of having the Superintendent review and sign the contract.

Danny Melvin reported that on December 10, 2024, dispatch will be ready to have the Authority start using the AFFRC radio system. Training will occur December 12, 2024, in Cardston with the fire fighters. The radios will go live the following Tuesday, December 17, 2024.

Danny Melvin advised that OHS was at the Fire Hall today. Danny will complete the required paperwork and send it in prior to next Friday's deadline.

Danny Melvin advised that on December 14, 2024, there will be a family skating party from 6-8 p.m. Santa will arrive at 7:30 p.m.

Danny Melvin reported that the command trailer will be at upcoming community events since a bathroom is required on-site.

Danny Melvin advised that November 28, 2024, was the pay night for the fire fighters and the event went well.

Danny Melvin reported that the payroll system will be changed in the new year to ensure that staff receive payments more regularly.

Danny Melvin advised that the under righters survey is to be driven by the municipalities for completion. He assured the board that things that can be done are being carried out.

Danny Melvin reported that in 2025 the Authority will fall under the Cardston County for governance.

Danny Melvin advised that the WCB premiums have gone down due to good claim history.

Cam Francis moved to approve Danny Melvin's report. Carried

Danny Melvin presented the 2025 Budget. The board discussed the budget and directed questions to Danny.

24-11 Cam Francis moved to approve the 2025 Budget as presented. Carried

#### ADJOURNMENT

Don Shideler moved to adjourn. Carried

Adjournment at 5:53 p.m.

The next board meeting is scheduled for Thursday, January 9, 2025, at 5:15 p.m. at the Cardston County Office.



Chairman

# Alberta Emergency Management Agency South Region News & Training

JANUARY 2025  
UPDATE

Happy New Year South Region,

I hope you enjoyed some quiet time with good company throughout the holidays!

Thank you to those of you who have scheduled or already completed their annual **Municipal Emergency Plan (MEP)** reviews with us. As we aim to have them completed by end of February, if we have not connected with you, we will be doing so soon. We genuinely look forward to these meetings, where we can catch up on how the year has treated each of you, assess the progress made, and explore areas where we can offer our assistance.

## AEMA NEWS

- We are currently in our selection process of four new WUI Teams bringing us to a total of six grant funded WUI Teams in the province.
- AEMA has two new Field Officers (FO Training and Standards) who will be busy evaluating and ensuring consistency of courses provided by certified ICS Instructors throughout the province.
- New AEMA ESS Framework release is anticipated for Spring 2025.
- New HIRA release anticipated for Winter 2025/2026.

There are already several courses on the [AEMA Training Calendar](#) and a few more in the works. Our in-person offerings include **ICS 100, 200, 300, 400**, as well as **Planning P, Scribe, IO, DEM, and BEM** courses, which can be tailored to your specific needs and delivered where you find it most convenient. Additionally, **half-day workshops for Command & General Staff roles** are available and intended to refresh and enhance the knowledge and skills of those with ICS 200 or higher.

If you are interested in scheduling or hosting a course, or if you have any other training inquiries, please do not hesitate to reach out to us via the contact information provided below.

Furthermore, to keep this newsletter relevant to you and your work – please let us know if you would like to receive information about certain issues or topics which will help you improve your emergency management program.

**We believe collaboration serves the South Region most effectively, allowing the team to stay informed of regional developments and incidents. As such, please cc both Field Officers (FOs) whenever an incident or concern arises - early notification is best!**

Charity Schweitzer (FO)  [charity.schweitzer@gov.ab.ca](mailto:charity.schweitzer@gov.ab.ca)  587-594-4211

Anna LeBlanc (FO)  [anna.leblanc@gov.ab.ca](mailto:anna.leblanc@gov.ab.ca)  780-226 5740

Bradley Hove (ESS)  [bradley.hove@gov.ab.ca](mailto:bradley.hove@gov.ab.ca)  587-5456359

PECC 24 hr  [pses.pecc@gov.ab.ca](mailto:pses.pecc@gov.ab.ca)  1-866-618-2362

**2025 South Region Emergency Management Courses**

# RESOURCES

## Alberta Emergency Alert (AEA) Use

### What is an Alberta Emergency Alert?

Life-saving instructions to a public threatened by an **unusual and immediate threat to life**.



## Tips & Tools

### When Not to Use:

- » If the public is out of harm's way, the alert is no longer required.
- » Detours
- » Bad weather and driving conditions
- » Utility outages
- » Administrative declarations
- » Other more appropriate channels of communication available.

### When to Use:

- ☑ Threat to human life
- ☑ Requires immediate public action to save lives.
- ☑ There is advice that can be given to save lives.

***"Can we use AEA to notify the public of a State of Local Emergency (SOLE)?"***

**AEA is not for the purpose of announcing administrative declarations like a SOLE.**

However, the incident itself that caused a SOLE to be declared may meet the requirements for an alert, if there is a threat to life and the public must either take action or prepare to take action. The question then, is not *"Can I use AEA to notify the public of a SOLE?"* but *"Does the incident meet the requirements to issue an Alberta Emergency Alert?"* See above.



### **Broadcast Intrusive Alerts Are:**

- Confirmed by subject matter expert or local witnesses.
- Immediate action required to save lives or limit property damage.
- Instructions may be mandatory.



### **Non-Broadcast Intrusive Alerts Are:**

- Distant, forming or awaiting decision.
- Forecasted.
- Certainty or timing of impact not confirmed.
- No immediate action required to save lives.
- Instructions include "preparing" not "doing".

## 2025 South Region Emergency Management Courses

Course Name (Pre-requisites)	Course Date	Contact/Registration Information Location
<b>I-200</b> (I-100)	January 22 & 23 08:30am - 04:30pm	Kristin Colucci, DDEM / <b>Bellevue</b> <a href="mailto:kristin.colucci@crowstpass.com">kristin.colucci@crowstpass.com</a>
<b>Position Specific Training</b> <b>IC, LOFR, LSC, OSC, PSC, SITL</b> (I-300)	Mon, Feb 10 – Thu, Feb 13 08:00am - 05:00pm	Daryl Black or Steve Debiegne, Deputy Chief – Protective Services <b>High River</b> 403-336-1848 <a href="mailto:daryl.black@exigentinc.ca">daryl.black@exigentinc.ca</a> or <a href="mailto:sdebienne@highriver.ca">sdebienne@highriver.ca</a>
<b>I-300</b> (I-200)	Tue, April 1 – Thu, April 3, 08:00am - 04:00pm	<b>Medicine Hat</b> 403-948-8800, Ext 7603 <a href="mailto:emergencymanagement@medicinehat.ca">emergencymanagement@medicinehat.ca</a>
<b>DEM</b> (BEM and I-100)	Wed, March 19, 08:00am – 04:30pm	<b>Vulcan (not posted on calendar yet)</b> Anna LeBlanc AEMA Field Officer 780-226-5740 <a href="mailto:anna.leblanc@gov.ab.ca">anna.leblanc@gov.ab.ca</a>
<b>I-300</b> (I-200)	Tue, April 8 – Thu, April 10, 08:30am – 04:30pm	<b>Lethbridge</b> Charity Schweitzer AEMA Field Officer 587-594-4211 <a href="mailto:charity.schweitzer@gov.ab.ca">charity.schweitzer@gov.ab.ca</a>

### Available Online Anytime

Basic Emergency Management (BEM) Online	Anytime	To enroll: send an email to <a href="mailto:aema.training@gov.ab.ca">aema.training@gov.ab.ca</a> with details including the name of the online course(s) you need to take, pre-requisite certificates and proof of affiliation.  Course descriptions available at: <a href="#">Incident Management Training</a> <a href="#">Incident Command System Training</a>
Incident Command System 100 Online	Anytime or contact your FO to Host In-class	
Local Authority Elected Officials (LAEO) Course - Online	Anytime or contact your FO to Host In-class	
Scribing for Emergency Management	Anytime or contact your FO to Host In-class	

To book ESS Courses: <a href="https://outlook.office365.com/owa/calendar/BKGPvincialEmergencySocialServicesTraining@abgov.onmicrosoft.com/bookings/">https://outlook.office365.com/owa/calendar/BKGPvincialEmergencySocialServicesTraining@abgov.onmicrosoft.com/bookings/</a>		
Introduction to ESS		Feb 4, 9am -12pm
Ess Basics	Jan 30, 9am -12pm	Feb 11, 9am -12pm
ESS Coordinator	Jan 15, 9am -4pm	Feb 6, 9am -4pm
Donations Management	Jan 22, 9am -4pm	Feb 13, 9am -4pm
Facility Management	Jan 29, 9am -4pm	Feb 27, 9am -4pm
RRCP/MAERS	Jan 16, 9am -3pm	Feb 20, 9am -3pm

**More courses are in the planning stages and will be on the calendar as they are finalized. ESS, Train the Trainer, and other Emergency Management courses across Alberta are available online on the [AEMA Training Calendar](#). All AEMA instructor led courses are free of charge to Alberta municipalities.**

**PLEASE NOTE: Online ICS-200 is not recognized by ICS Canada.** You should confirm if your organization recognized this training as a pre-requisite for ICS-300 **prior** to registering.

**TIME BETWEEN ICS COURSES:** AEMA requires 5 months minimum between I-200, I-300, and I-400. The intention is that participants in I-200, I-300, and I-400 have some time between courses to integrate the information, prevent information overload, and to apply the information during an exercise, pre-planned event, or an Incident. It is the intention of ICS Canada that a period of time should pass between courses to allow the candidate to apply training and gain experience before moving to the next level. (ICS Canada Curriculum and Training Standards document 2019, page 9).

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 5, 2024

## Chinook Arch Library Board Elects New Executive for 2025

Congratulations to the board trustees that were elected to the following positions at the December Organizational Meeting:

- Chair: Darryl Christensen (Town of Magrath)
- Vice-Chair: Marie Logan (Village of Lomond)
- Treasurer: Jim Monteith (Town of Fort Macleod)
- Directors-at-Large:
  - Mark Barber (Town of Pincher Creek)
  - Dave Cox (MD of Pincher Creek)
  - Doreen Glavin (Municipality of Crowsnest Pass)
  - Melissa Jensen (Town of Nobleford)
  - Doug Logan (Vulcan County)
  - Vic Mensch (Ministerial Appointment)
  - Lyndsay Montina (Town of Coalhurst)

Special thanks to all outgoing board members, with a special acknowledgement of Vic Mensch's three years of steady leadership as the outgoing Chair of the Chinook Arch Library Board.



## 2025 Operating Budget Approved

The board reviewed and approved the 2025 Operating Budget. The budget is based on the most recent Municipal Affairs Population List, and factors in flat revenues from municipal and provincial partners. The budget allows for a 1.5% increase to the Chinook Arch salary grid.



# Board Members Present

Corry Walk – Village of Arrowwood  
Ron Gorzitza – Village of Barons  
LeGrande Bevans – Cardston County  
Terry Penney – Village of Champion  
Lyndsay Montina – Town of Coalhurst  
Stephen Pain – Village of Coutts  
Doreen Glavin – Municipality of Crowsnest Pass  
Sue French – Village of Hill Spring  
Marie Logan (Vice Chair) – Village of Lomond  
Darryl Christensen – Town of Magrath  
Anne Michaelis – Town of Milk River  
Amanda Bustard – Town of Nanton  
Melissa Jensen – Town of Nobleford  
Mark Barber – Town of Pincher Creek  
Dave Cox – Pincher Creek MD  
Kelly Jensen – Town of Raymond  
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  
Lesley Little – ID #4 Waterton  
Maryanne Sandberg – Willow Creek MD  
Vic Mensch (Chair) – Ministerial Appointee

## Regrets

Marsha Jensen – Town of Cardston  
Blanche Anderson – Village of Carmangay  
Jordan Sailer – Town of Coaldale  
Jim Monteith (Treasurer) – Town of Fort Macleod  
Robin Harper – City of Lethbridge  
Tory Campbell – Lethbridge County  
Crystal Neels – Town of Picture Butte  
Justin Davis – Village of Stirling  
Marilyn Forchuk – Town of Vauxhall

## Not Present

Jane Johnson – Village of Barnwell  
Brad Schlossberger – Town of Claresholm  
Linda Allred – Village of Glenwood  
Christopher Northcott – Village of Milo  
Chelsey Hurt – Town of Stavely

# Policies Reviewed

The board reviewed and approved the following policies. All of the Board's policies are available on the Chinook Arch website at [www.chinookarch.ca/about-us](http://www.chinookarch.ca/about-us)

- Direct Loans
- Library Services to System Members with No Library Board
- Resource Sharing
- Purchasing Supplies and Services
- Holidays
- Hours of Work and Overtime
- Relocation Expenses for New Employees



## Contact Us

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