



Village of Hill Spring  
**COUNCIL MEETING AGENDA - DRAFT**  
Hill Spring Council Chambers  
Tuesday, April 16, 2023 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
  - a) 2024.03.19
4. DELEGATION
  - a) Mercer Wilde – Presentation of 2023 Audited Financial Statements
5. BUSINESS ARISING FROM THE MINUTES
  - a)
6. FINANCIAL REPORTS
  - a) Cheque Lising April 2024
7. Public Q&A:
8. ITEMS FOR DISCUSSION:
  - a) 2024-315 Tax Rate Bylaw 1<sup>st</sup> Reading
  - b) Adoption of 2023 Audited Financial Statements
  - c) 2024 Capital Budget Update
  - d) 2024 Operating Budget
  - e) SpringGlen Joint Water Commission
9. ADMINISTRATORS & COUNCIL REPORTS:
  - a) Admin Report

10. CORRESPONDENCE:

- a) RRPSSC March 2024 Enforcement Report
- b) CCES March 2024 Minutes

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)*

12. ADJOURNMENT:

DRAFT

# VILLAGE OF HILL SPRING

March 19, 2024

**The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on March 19, 2024 commencing at 6:00 p.m.**

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

**Officials:** CAO Greg Robinson.

**Absent:**

**Public:** Paul McLean, Tough Country.

## **CALLED TO ORDER**

Mayor Davis called the Regular Council Meeting to Order at 6:01 p.m.

## **ADOPTION OF THE AGENDA**

2024.03.01

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

**Carried Unanimously**

## **ADOPTION OF MINUTES**

2024.02.21 REGULAR  
COUNCIL MEETING  
MINUTES

2024.03.02

Councillor Shideler **MOVED** to approve the 2024.02.21 Regular Council Meeting minutes as amended.

**Carried Unanimously**

## **DELEGATIONS**

TOUGH COUNTRY FIBRE –  
PAUL MCLEAN

Paul McLean from Tough Country Fibre came to Council to present on the services they provide, and answered any questions that Council had.

*Councillor Nish joined the meeting at 6:13pm.*

## **BUSINESS ARISING FROM THE MINUTES**

### **FINANCIAL REPORTS**

CHEQUE LISTING FOR  
MARCH 2024

2024.03.03

Councillor Christensen **MOVED** to accept the cheque listing for March 2024 as presented.

**Carried Unanimously**

### **PUBLIC Q&A**

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

### **ITEMS FOR DISCUSSION**

LICENSED RESTAURANT  
SURVEY RESULTS &  
DISCUSSION

2024.03.04

Councillor Shideler **MOVED** to approve a future application for a Class A licensed restaurant within village municipal limits.

**Carried**

**Those in favour: Councillors Christensen, French, and Shideler**

**Those against: Mayor Davis and Councillor Nish**

ANNUAL BORROWING  
BYLAW 1<sup>ST</sup> READING

2024.03.05

Councillor Christensen **MOVED** to give first reading to Bylaw No. 2024-316 Municipal Borrowing Bylaw.

**Carried Unanimously**

ANNUAL BORROWING  
BYLAW 2<sup>ND</sup> READING

2024.03.06

Councillor Shideler **MOVED** to give second reading to Bylaw No. 2024-316 Municipal Borrowing Bylaw.

**Carried Unanimously**

MOTION TO PROCEED TO  
THIRD READING OF  
ANNUAL BORROWING  
BYLAW

2024.03.07

Mayor Davis **MOVED** to proceed to a third reading of Bylaw No. 2024-316 Municipal Borrowing Bylaw.

**Carried Unanimously**

ANNUAL BORROWING  
BYLAW 3<sup>RD</sup> READING  
2024.03.08

Councillor Nish **MOVED** to give third reading to Bylaw No. 2024-316  
Municipal Borrowing Bylaw.

**Carried Unanimously**

SEWAGE LAGOON  
UPDATE  
2024.03.09

Councillor French **MOVED** to allocate the funds necessary for the sewage  
lagoon from the Village's capital 2024 budget.

**Carried Unanimously**

COMMUNITY HALL  
REQUEST  
2024.03.10

Councillor Shideler **MOVED** to approve the request to waive the community  
hall rental fee for the use of a Church Service.

**Carried Unanimously**

DOG BYLAW REVIEW

Council reviewed Bylaw No. 2019-309 Dog Control Bylaw.

CEMETERY BYLAW  
REVIEW.

Council reviewed Bylaw No. 2018-284 Cemetery Bylaw.

PA SYSTEM

Administration was instructed to look into getting a quote to replace the  
Village's current PA System .

**ADMINISTRATOR AND  
COUNCIL REPORTS**

2024.03.11

Councillor Shideler **MOVED** to approve the CAO Report as presented.

**Carried Unanimously**

**CORRESPONDANCE**

2024.03.12

Councillor Christensen **MOVED** to accept Correspondence as information.

**Carried Unanimously**

**CLOSED MEETING**

2024.03.13

Mayor Davis **MOVED** that Council recess the regular meeting and go "In  
Camera" to discuss an Intermunicipal Matter as per section 21 & 24 of the  
FOIP Act at 8:15pm.

**Carried Unanimously**

2024.03.14

Councillor Shideler **MOVED** that Council go "Out of Camera" and resume the  
regular meeting at 9:03pm.

**Carried Unanimously**

**ADJOURNMENT**

2024.03.15

Councillor Nish **MOVED** to adjourn the March 19, 2024 Council Meeting at  
9:04pm.

**Carried Unanimously**

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Mayor Dwight Davis

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CAO Greg Robinson

# Village Of Hill Spring

## Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240060	2024-03-27	ABSA	20241578	PAYMENT ANNUAL VESSEL REG FEE	57.20	57.20
20240061	2024-03-27	ALBERTA MUNICIPAL SERVICES CORPORATION	24-1052467	PAYMENT POWER & GAS	1,407.09	1,407.09
20240062	2024-03-27	ATB FINANCIAL MASTERCARD	FEB 2024	PAYMENT COMPUTERS/PHONES/TRAVEL	3,822.59	3,822.59
20240063	2024-03-27	CARDSTON COUNTY	23808 23809	PAYMENT JAN DEM CONTRACT WATER OP FEES	66.70 2,666.67	2,733.37
20240064	2024-03-27	CARO ANALYTICAL SERVICES	2404338	PAYMENT WATER CHECKS	162.75	162.75
20240065	2024-03-27	CHIEF MTN. REGIONAL SOLID WASTE AUTH.	3557	PAYMENT 1ST HALF OF REQ	2,530.44	2,530.44
20240066	2024-03-27	CHINOOK ARCH REGIONAL LIBRARY SYSTEM	922632	PAYMENT LIBRARY MEMBERSHIP FEE JAN	1,010.16	1,010.16
20240067	2024-03-27	CITY OF LETHBRIDGE	77231	PAYMENT Q1 FIRE DISPTACH FEES	218.39	218.39
20240068	2024-03-27	DAVIS, DWIGHT	MAR 2024	PAYMENT MAR TRAVEL	402.56	402.56
20240069	2024-03-27	FAULKNER, PATTI	DEC 2023	PAYMENT TRAVEL & KEY CUTTING	155.20	155.20
20240070	2024-03-27	MPE ENGINEERING LTD.	1464-004-00-25	PAYMENT WTP REP	86.10	86.10
20240071	2024-03-27	NEXTGEN AUTOMATION	568678	PAYMENT PHOTOCOPY LEASE	209.87	209.87
20240072	2024-03-27	OLDMAN RIVER REGION SERVICES COMMISSIC	13851 13894 13984 14022	PAYMENT JAN - MAR PLANNING SERVICES 2024 GIS CHINOOK SDAB FEE APR - JUNE PLANNING	592.50 960.96 500.00 592.50	2,645.96
20240073	2024-03-27	RECEIVER GENERAL	2023	PAYMENT PAYROLL DEDUCTIONS	1,318.43	1,318.43
20240074	2024-03-27	RIDGE REGIONAL PUBLIC SAFETY SERVICES C	145	PAYMENT FILE 2024-0030	250.00	250.00
20240075	2024-03-27	SHIDELER, DONALD	FEB 2024 MAR 2024	PAYMENT FEB TRAVEL MAR TRAVEL	511.92 125.12	637.04
20240076	2024-03-27	WILDE BROS. SURVEYS LTD.	40589 40590	PAYMENT DEVELOPMENT DEVELOPMENT	1,528.17 1,277.22	2,805.39
20240077	2024-03-27	GLENWOOD MUNICIPAL LIBRARY	2024 REQ	PAYMENT 2024 REQUISITION	5,000.00	5,000.00
20240078	2024-03-27	GOVERNMENT OF ALBERTA	1800030556	PAYMENT POLICING	11,017.00	11,017.00
20240079	2024-03-28	RECEIVER GENERAL	2024 PIER	PAYMENT PIER REVIEW FOR PAYROLL DEI	341.20	341.20

**Total 36,810.74**

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

# VILLAGE OF HILL SPRING

## TAX BYLAW # 2024-315

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF HILL SPRING IN THE PROVINCE OF ALBERTA FOR THE 2024 TAXATION YEAR.

**WHEREAS**, the Village of Hill Spring has prepared and adopted detailed estimates of municipal revenue and expenditures as required, at the council meeting held on April 16, 2024; and

**WHEREAS**, the estimated municipal expenditures and transfers, excluding amortization, set out in the budget for the Village of Hill Spring for 2024 total **\$781,322**; and

**WHEREAS**, the estimated municipal revenues and transfers from all resources other than taxation is estimated at **\$568,209** and the amount of **\$213,113** to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$54,414
Non-residential	\$4,210
<b>TOTAL SCHOOL REQUISITIONS</b>	<b>\$58,624</b>
<b>CHINOOK FOUNDATION</b>	<b>\$4,352</b>

**WHEREAS**, the Council of the Village of Hill Spring is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Municipality of the Village of Hill Spring as shown on the assessment roll is:

	<b>Assessment</b>
Residential & Farmland	\$22,365,740
Non-residential – Commercial & Industrial	\$757,260
Linear & Designated Industrial Property	\$426,970
<b>TOTAL ASSESSMENT</b>	<b>\$23,549,970</b>

**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:

1. This bylaw may be cited as the “2024 Tax Bylaw”.
2. That the Village Manager is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Hill Spring:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Mill Rate</b>
<b>General Municipal</b>			
Residential/Farmland	\$196,880	\$22,365,740	8.80275
Non-residential	\$16,233	\$1,184,230	13.70769
<b>Totals</b>	<b>\$213,113</b>	<b>\$23,549,970</b>	
<b>Alberta School Foundation Fund</b>			
Residential/Farmland	\$54,414	\$22,365,740	2.43290
Non-residential	\$4,210	\$1,184,230	3.55550
<b>Totals</b>	<b>\$58,624</b>	<b>\$23,549,970</b>	
<b>Chinook Foundation</b>	<b>\$4,352</b>	<b>\$23,549,970</b>	0.18482
<b>TOTAL MILL RATE</b>			
		Residential/Farmland	11.42047
		Non-residential	17.44801
		Linear & Designated Industrial Property	17.44801

3. The minimum amount payable for property as property tax for general municipal purposes shall be \$400.00 on all property.
4. The taxes hereby authorized to be assessed, imposed and collected by these several rates are hereby declared to be and become due and payable to the Village on the 31<sup>st</sup> day of July, 2024.

5. Any taxes which remain unpaid after the due and payable date shall receive a 12% penalty on the 1<sup>st</sup> day of August, 2024.
6. A 1.5% penalty will be imposed on the total unpaid balance of the tax accounts and applied the first day of each calendar month. Such penalties will become part of the taxes owing.
7. The penalty found in section 6 of this bylaw will not be assessed to tax levy amounts being paid under the Tax Installment Program, unless the conditions of the Tax Installment Program are not adhered to, at which point the penalties in section 6 & 7 will be assessed.
8. That this bylaw shall take effect on the date of the third and final reading.

Read a FIRST time this 16<sup>th</sup> day of April, 2024.

Read a SECOND time this 21<sup>st</sup> day of May, 2024.

Read a THIRD time and passed this 21<sup>st</sup> day of May, 2024.

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Dwight Davis  
Mayor

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Gregory Robinson  
Chief Administrative Officer



VILLAGE OF HILL SPRING PROPOSED CAPITAL SPENDING PLAN								
Project	FUND	ACTUAL 2023	APPROVED 2024	ENDORSED - SUBJECT TO CHANGE				TOTAL
				2025	2026	2027	2028	
Community Hall - Office Updates	RES/OTHER	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Sewer Main Replacement	MSI	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	CCBF	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
	<b>Total</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
Streets - Cold Paving	MSI	\$0	\$0	\$100,000	\$100,000	\$100,000	\$0	\$300,000
Water Pump Purchases	MSI	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
Water Looping	CCBF	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
	MSI	\$59,331	\$0	\$0	\$0	\$0	\$0	\$59,331
	RES/OTHER	\$54,095	\$0	\$0	\$0	\$0	\$0	\$54,095
	<b>TOTAL</b>	<b>\$163,426</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$163,426</b>
Pickup Truck	MSI	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Pickleball Courts	MSI	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Snow Blade	MSI	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Sidewalk Replacement	MSI	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0	\$75,000
Sewage Lift Station *2024	MSI	\$0	\$120,000	\$0	\$0	\$20,000	\$0	\$140,000
Streets	CCBF	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Replace Mower	MSI	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
Ditch Regrading	CCBF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	MSI	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
	<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>
Water Main Extension	CCBF	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
Sewer Main Extension	MSI	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
<b>Total Capital Expenditures</b>		<b>\$163,426</b>	<b>\$270,000</b>	<b>\$233,000</b>	<b>\$125,000</b>	<b>\$120,000</b>	<b>\$350,000</b>	<b>\$1,261,426</b>
CAPITAL REVENUE STREAMS								
Grants - CCBF	CCBF	\$50,000	\$50,000	\$50,000	\$0	\$0	\$150,000	\$300,000
Grants - LGFF	MSI	\$59,331	\$179,710	\$183,000	\$125,000	\$120,000	\$200,000	\$867,041
Transfer - Reserves and other Grants	RES/OTHER	\$54,095	\$40,000	\$0	\$0	\$0	\$0	\$94,095
<b>Total Capital Revenue</b>		<b>\$163,426</b>	<b>\$269,710</b>	<b>\$233,000</b>	<b>\$125,000</b>	<b>\$120,000</b>	<b>\$350,000</b>	<b>\$1,261,136</b>
<b>Difference</b>		<b>\$0</b>	<b>-\$290</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$290</b>

CCBF						
	2023	2024	2025	2026	2027	2028
Carry forward from PY	\$0	\$0	\$0	\$0	\$50,000	\$100,000
Current Allocation	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Credit Items	\$0	\$0	\$0	\$0	\$0	\$0
Amount Used	(\$50,000)	(\$50,000)	(\$50,000)	\$0	\$0	(\$150,000)
Carry forward to FY	\$0	\$0	\$0	\$50,000	\$100,000	\$0

MSI						
	2023	2024	2025	2026	2027	2028
Carry forward from PY	\$0	\$0	(\$290)	\$606	\$25,606	\$55,606
Current Allocation	\$59,331	\$179,710	\$183,896	\$150,000	\$150,000	\$150,000
Credit Items	\$0	\$0	\$0	\$0	\$0	\$0
Amount Used	(\$59,331)	(\$180,000)	(\$183,000)	(\$125,000)	(\$120,000)	(\$200,000)
Carry forward to FY	\$0	(\$290)	\$606	\$25,606	\$55,606	\$5,606



## 2024-2026 Operating Budget

Tax Supported Services	Budget				
	Revenues	2024 Expenditures	Net Cost	2025 Net Cost	2026 Net Cost
<b>Council</b>	\$0	\$13,750	\$13,750	\$14,025	\$14,306
<b>Corporate Services</b>	(\$38,700)	\$194,308	\$155,608	\$158,720	\$161,894
<b>Protective Services</b>	(\$50)	\$9,100	\$9,050	\$9,231	\$9,416
Shop	0	13,521	13,521	13,791	14,067
Road & Street	0	17,000	17,000	17,340	17,687
Irrigation	(11,400)	11,600	200	204	208
Water	(75,600)	69,500	(6,100)	(6,222)	(6,346)
Sewer	(20,100)	12,500	(7,600)	(7,752)	(7,907)
Solid Waste	(9,700)	6,250	(3,450)	(4,284)	(4,370)
<b>Operational Services</b>	(\$116,800)	\$130,371	\$13,571	\$13,077	\$13,338
<b>Development</b>	(\$500)	\$3,000	\$2,500	\$2,550	\$2,601
Cemetery	(250)	2,000	1,750	1,785	1,821
Community Services	0	1,500	1,500	1,530	1,561
Parks & Recreation	0	12,500	12,500	12,750	13,005
Community Centre	(4,000)	8,700	4,700	4,794	4,890
<b>Community Services</b>	(\$4,250)	\$24,700	\$20,450	\$20,859	\$21,276
<b>Solar Farm</b>	(\$30,000)	\$0	(\$30,000)	(\$30,600)	(\$31,212)
<b>Operating Grants</b>	(\$45,432)	\$0	(\$45,432)	(\$95,432)	(\$95,432)
<b>Property Taxes</b>	(\$276,090)	\$0	(\$276,090)	(\$281,612)	(\$287,244)
<b>Community Support Requisitions</b>	\$0	\$83,433	\$83,433	\$85,102	\$86,804
<b>Transfer to Reserves</b>	\$0	\$53,161	\$53,161	\$104,080	\$104,253
<b>Net Operating</b>	(\$511,822)	\$511,822	\$0	\$0	\$0
<b>Capital</b>	(\$269,500)	\$269,500	\$0	\$0	\$0
<b>Total Net Operational Revenue</b>	(\$781,322)	\$781,322	\$0.00	\$0.00	\$0.00

# CAO Report

COUNCIL MEETING APRIL 16, 2024

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.

## Water Commission

Recommendation to council will be on the agenda in April to begin the formal process of forming a joint water commission with the Village of Glenwood and Cardston County. Council will need to decide if this is the right move and discuss this so that a decision can be made. Both Cardston County and Village of Glenwood councils have approved this by motion at their most recent council meetings.

## Emergency Management

In the fall of 2024, all municipalities within the County of Cardston will be holding a table top exercise of a local state of emergency. To prepare for this, I have been attending several meetings that review many aspects of a State of Local Emergency (SOLE). These topics have included Logistics, finance, operations and Information officer. This has been a significant time commitment, however well worth it. Thanks to a grant funded from the province, this has a zero cost to the village.

## Sewage Lagoon

April 2024 UPDATE: We were able to locate (borrow) and add a 2<sup>nd</sup> pump for our lift station system. This has significantly relieved many of the pressures we experienced while operating over the past month on one pump. We are still waiting for the new replacement pump to come and be installed. Line repair should be done in the coming weeks, but we hope to have this done as quickly as possible to reduce downtime to Village residents. When this repair is scheduled, we will inform the public of the day and time. Huge thanks to Derek & Bruce from the County (our contracted operators) as they have worked many hours trouble shooting and answering after hour calls. While this is going to be a very costly repair, we will have an excellent update to our lift station that should give us many years of reliable service.

## Financial Audit & Year End Financial Statements

Myself and Clark Holt (CFO) have recently finished our audit and year end review. 2023 Financial Statements will be provided to council and the public at our Council meeting in April. The audit went very well, and the auditors will be at the meeting to answer any questions council has.

## Capital Projects updates & Operational budget 2024

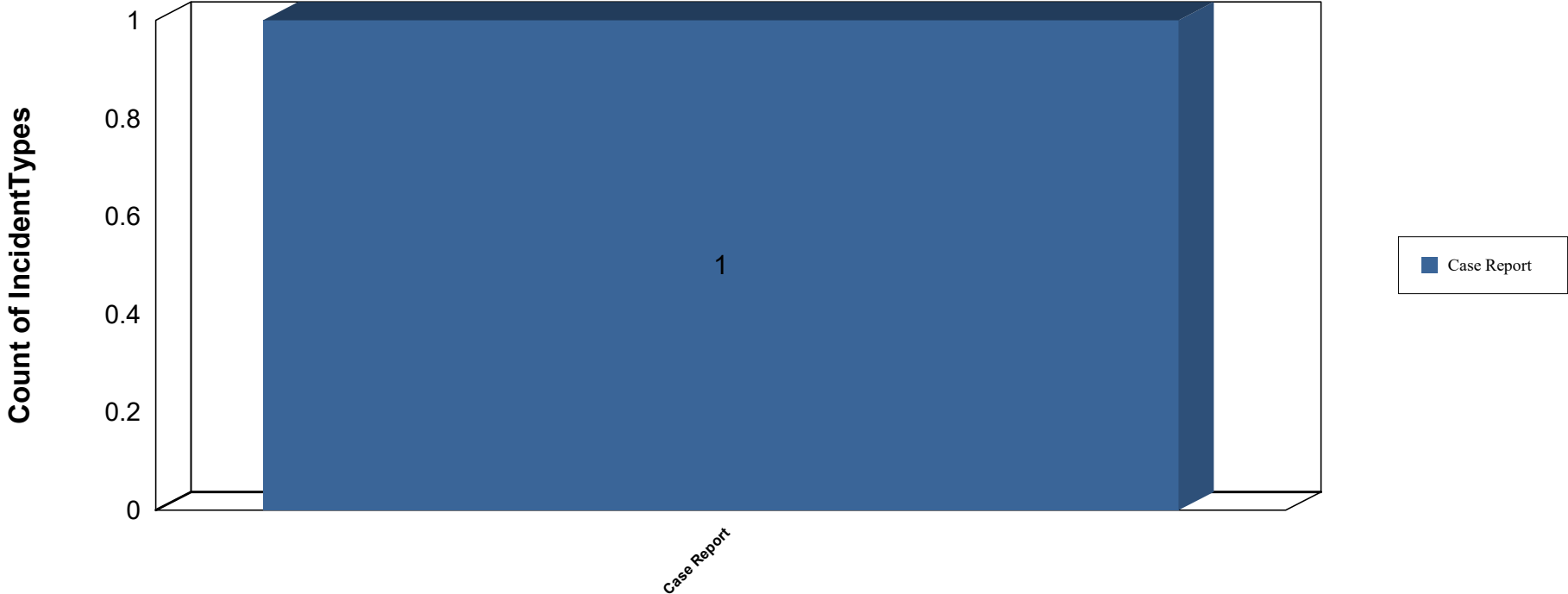
We have received our 2023 total assessment for the Village. With this report, we are able to finalize our 2024 Operational budget. In 2023 our residential/farmland assessment is \$22,364,490 (this is slightly higher from our 2022 assessment of \$21,610,170 or an increase of \$754,230 or 3.37%. Not a jump at all like last year. Non-residential assessment for 2023 is at \$757,260 vs \$1,137,740 in 2022 (down \$380,480 or 33.4%). Many residents contacted our assessor in 2023 to update their home or business to ensure accuracy in their assessment report. Despite the costs in our lift station and capital projects, I am recommending we hold on our Mill rate this year as we are able to balance the budget. This will be presented in our 2024 tax rate

bylaw. With this said the province has increased substantially 2024 Education property tax requisition. In 2023 our residential requisition was \$39,213 vs 2024 of \$54,414 or an increase of 32%. Non-residential requisition in 2023 was \$2102 vs 2024 of \$4,211 or an increase of 100%. While administrations recommendation is to hold our municipal tax mill rate, some residents may see changes on their individual assessments when they are sent out at the end of May. Changes to property values and certainly increases in the educational portion may have effects on individual property taxes.

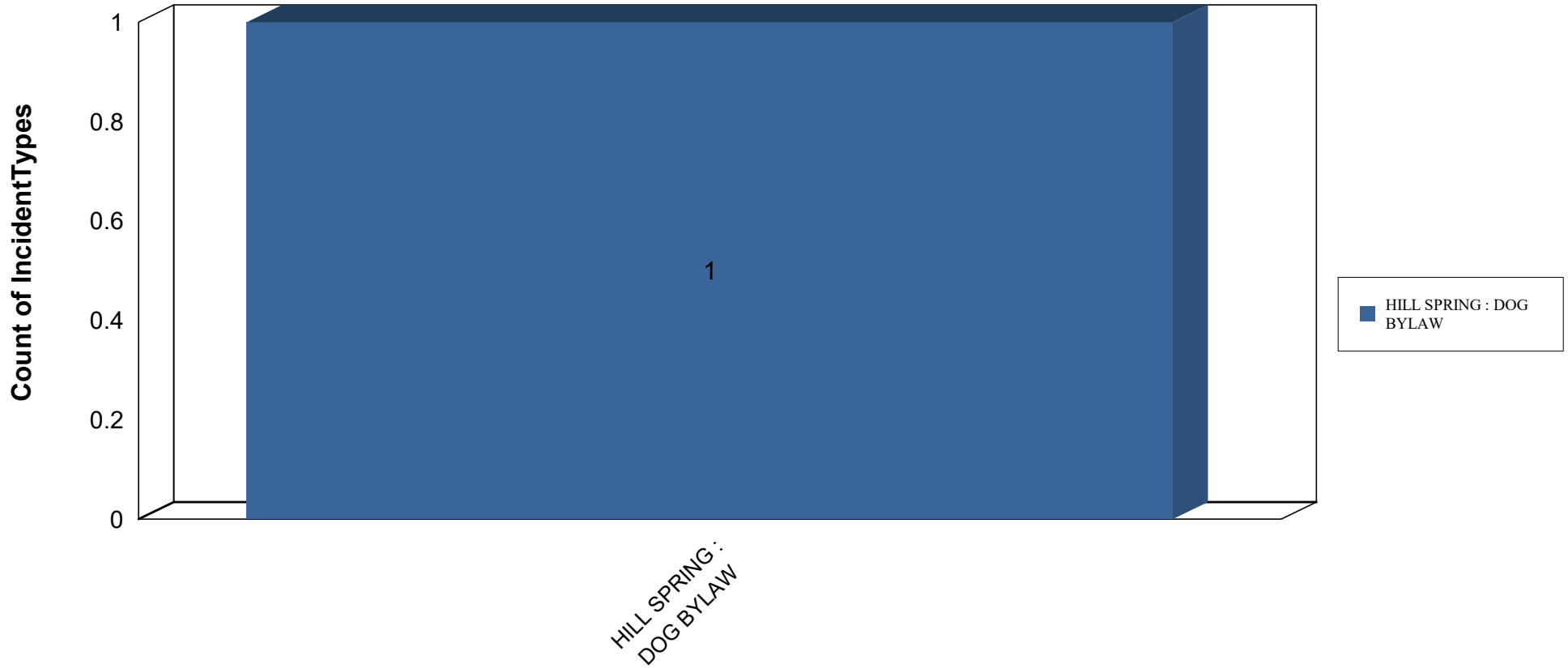
**Municipal Enforcement**

Statistics from: 3/1/2024 12:00:00AM to 3/31/2024 11:59:00PM

**Count of Reports Completed**



# Count of Incident Types



## HILL SPRING : DOG BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : HILL SPRING	RRPSS2024-0068	HILL SPRING : DOG BYLAW	ROSS BOND	2024/03/09 1030

Specific Location  
136 1 ST E

Report Synopsis : dog barking complaint - ongoing

100.00% # of Reports: 1 Case Report HILL SPRING : DOG BYLAW

**Grand Total: 100.00% Total # of Incident Types Reported: 1 Total # of Reports: 1**

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Grand Total: 100.00% Total # of Incident Types Reported: 1



**MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD MARCH 7, 2024,  
AT THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY BUILDING**

**Board Members Present:**

Paula Brown – Town of Cardston  
Tom Nish – Cardston County  
Doral Lybbert – Village of Glenwood

Cam Francis – Cardston County  
Don Shideler – Village of Hill Spring  
John Grainger – Town of Cardston (Zoom)

**Others Present:**

Danny Melvin – Fire Chief  
Spencer Olsen – Deputy Fire Chief

Suzanne Pierson – Secretary/Treasurer

Commenced at 5:13 p.m.

Paula Brown in the chair.

Opening Prayer: Tom Nish

**AGENDA**

Cam Francis moved to approve the agenda by adding the Hill Spring Recreation Centre. Carried

**MINUTES**

Tom Nish moved to accept the meeting minutes of February 1, 2024, as presented. Carried

**NEW BUSINESS**

Danny Melvin reported that the February Emergency Services statistics are: 3 False Alarms, 4 MVCs, 4 Calls for Support, and 1 MFR (Station 2).

Danny Melvin advised that all but one requisition has been received for 2024.

Danny Melvin reported that he will contact Jeff Shaw, the Town of Cardston's CAO, regarding the needed building repairs.

Danny Melvin advised that six firefighters from the Authority attended the electric vehicle course in Magrath. Danny felt the course was beneficial, so the Authority will host the same course this Saturday, March 9, 2024, for 20 firefighters.

Danny Melvin reported that the GIC rates are comparable between the Royal Bank and 1<sup>st</sup> Choice Savings & Credit Union.

Danny Melvin advised that he priced out an F550 grass fire truck. He has only received a quote from one dealership located outside of Cardston. CSL Ford has been visited, but no quote has been provided. The old truck could be sold for around 35,000 which will help offset the new vehicle. The new truck probably



wouldn't be used until 2025 as it will take at least six months to build. To lower the cost, the Authority could assemble the new vehicle.

Danny Melvin reported that the T4s have been completed and emailed or mailed to all firefighters.

Danny Melvin advised that the corrections to Danny's contract have been completed and it is ready for signatures.

Danny Melvin reported that Waterton has not signed a contract yet, but they intend to sign. Due to time restrictions, Danny has advertised for the summer positions as the contract begins on the long weekend in May.

John Grainger inquired where the false alarms came from within the Town of Cardston. The Town would like to educate the public regarding the by-law before enforcing penalties.

Danny Melvin reported that he has spoken with the Town of Magrath regarding training staff to perform QMPs. The Town of Magrath is working on getting staff in place to perform QMPs. Danny will work with the Cardston County to send a letter to the Town of Magrath asking them to meet the deadline of June 1, 2024, so that grant funding that is in place can be used for the training.

24-03 Cam Francis moved to have Danny work with the Cardston County to write a letter to the Town of Magrath regarding filling the Inspection Officer positions by June 1, 2024. Carried

24-04 Cam Francis moved to allow CSL Ford until next Wednesday, March 13, 2024, to submit a quote and, if the price is comparable to the other dealership, to use CSL Ford. The price allotted for the F550 is 80,154. Carried

Don Shideler moved to approve Danny Melvin's report. Carried

Don Shideler advised the board that Hill Spring is considering building a recreation centre. The Village Council is suggesting using a portion of the building for the Fire Hall and is wondering if the Authority would be interested in pursuing this arrangement.

Danny Melvin advised that the utility bill was over 1,700 for this month, and the AHS contract brings in only 1,800 a month to the Authority. Danny is concerned that the contract needs to be increased with AHS and will speak with Jeff Shaw, CAO of the Town of Cardston.

## **CORRESPONDENCE**

The Town of Cardston has provided maps showing all the fire hydrants within the community. Filed



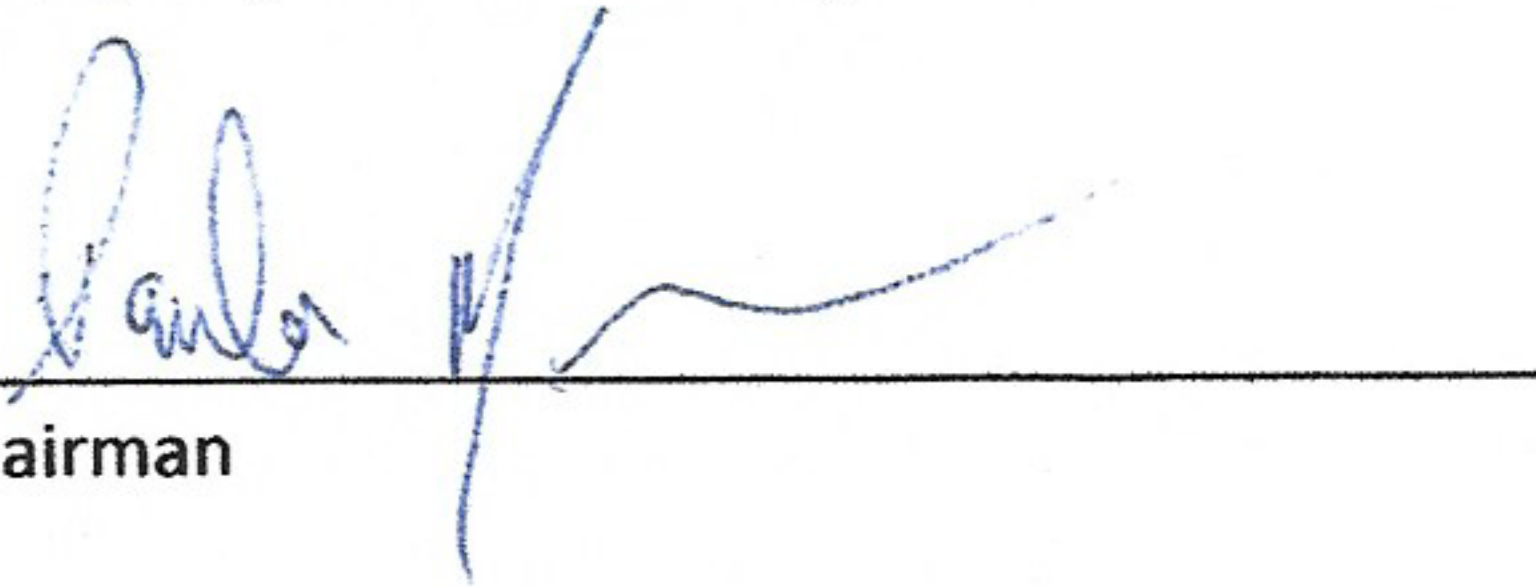
**ADJOURNMENT**

Don Shideler moved to adjourn.

Carried

Adjournment at 5:48 p.m.

The next board meeting is scheduled for Thursday, April 4, 2024, at 5:15 p.m. at the Cardston County Emergency Services Building.



Chairman