



Village of Hill Spring  
**COUNCIL MEETING AGENDA - DRAFT**  
Hill Spring Council Chambers  
Tuesday, January 16, 2024 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA`
3. ADOPTION OF MINUTES
  - a) 2023.12.19
4. DELEGATION
  - a)
5. BUSINESS ARISING FROM THE MINUTES
6. FINANCIAL REPORTS:
  - a) Cheque Listing for January 2024
7. ITEMS FOR DISCUSSION:
  - a) Public Participation Discussion
  - b) Capital & Operating Budget 2024 Discussion
  - c) Liquor License Next Steps
  - d) Code of Conduct Annual Review
  - e) Library Funding Request
  - f)
  - g)
  - h)
8. ADMINISTRATORS & COUNCIL REPORTS:
  - a) CAO Report

9. CORRESPONDENCE:

- a) Province of Alberta LGFF Letter
- b) CMRSWSC Nov 08 2023

10. 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

11. ADJOURNMENT:

DRAFT

# VILLAGE OF HILL SPRING

December 19, 2023

**The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on December 19, 2023 commencing at 6:00 p.m.**

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

**Officials:** CAO Greg Robinson.

**Absent:**

**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**

2023.12.158

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

**Carried**

## **OFFICIAL OATH OF OFFICE- COUNCILLOR DON SHIDELER**

Don Shideler was sworn in as a Village of Hill Spring Councillor by taking the Official Oath of Office.

## **ADOPTION OF MINUTES**

2023.11.21 REGULAR COUNCIL MEETING MINUTES

2023.12.159

Councillor Christensen **MOVED** to approve the 2023.11.21 Regular Council Meeting minutes as amended.

**Carried**

2023.11.21 ORGANIZATIONAL MEETING MINUTES  
2023.12.160

Councillor Nish **MOVED** to approve the 2023.11.21 Organizational Meeting minutes as amended.

**Carried**

2023.10.14 REGULAR COUNCIL MEETING MINUTES  
2023.12.161

Mayor Davis **MOVED** to approve the 2021.10.14 Regular Council Meeting minutes as amended.

**Carried**

## **DELEGATIONS**

BARBARA BAXTER – VIABILITY DISCUSSION

Barbara Baxter came to Council to discuss some thoughts and concerns regarding the viability of the Village, as well as answered any questions that Council had. Council accepted this as information.

## **BUSINESS ARISING FROM THE MINUTES**

ORGANIZATIONAL APPOINTMENTS (VACANCY)  
2023.12.162

Mayor Davis **MOVED** to accept the Organizational Appointments as amended.

**Carried**

## **FINANCIAL REPORTS**

CHEQUE LISTING FOR DECEMBER 2023  
2023.12.163

Mayor Davis **MOVED** to accept the cheque listing for December 2023 as amended.

**Carried**

## **ITEMS FOR DISCUSSION**

BYLAW # 2023-323 SDAB 2<sup>ND</sup> READING  
2023.12.164

Councillor Shideler **MOVED** to give second reading to Bylaw #2023-323 SDAB Bylaw.

**Carried**

BYLAW # 2023-323 SDAB 3<sup>RD</sup> READING  
2023.12.165

Mayor Davis **MOVED** to give third reading to Bylaw #2023-323 SDAB Bylaw.

**Carried**

BYLAW # 2023-245 2024  
USER FEES AND CHARGES  
2<sup>nd</sup> READING  
2023.12.166

Councillor Nish **MOVED** to give second reading to Bylaw #2023-245 2024 User Fees & Charges.

**Carried**

In Favour: Mayor Davis and Councillors Christensen, French, and Nish  
Against: Councillor Shideler

BYLAW # 2023-245 2024  
USER FEES & CHARGES 3<sup>RD</sup>  
READING  
2023.12.167

Councillor Christensen **MOVED** to give third reading to Bylaw #2023-245 2024 User Fees & Charges.

**Carried**

In Favour: Mayor Davis and Councillors Christensen, and Nish  
Against: Councillors French and Shideler

2024 OPERATING BUDGET  
2023.12.168

Councillor Nish **MOVED** to accept the 2024 Operating Budget as presented.

**Carried**

COMMUNITY HALL  
VIRTUAL CALENDAR

Administration presented Council with information regarding the booking system for the Community Hall including how to go about booking the hall and checking it's availability.

LIQUOR LICENSE NEXT  
STEPS  
2023.12.169

Councillor Shideler **MOVED** that administration create a public engagement strategy regarding Liquor Licenses being issued in Hill Spring.

**Carried**

COMMERCIAL TAX RATES

Council discussed the tax rates for commercial businesses in the Village.

PUBLIC PARTICIPATION  
POLICY REVIEW

Council will further review the Public Participation Policy during the January Regular Council Meeting.

CHRISTMAS THANKS TO  
PATTI AND GREG

Council awarded \$125.00 to both Patti Faulkner and Greg Robinson as a thank-you for their work administratively in 2023.

**ADMINISTRATOR AND  
COUNCIL REPORTS**  
2023.12.170

Councillor Shideler **MOVED** to accept the CAO Report.

**Carried**

**CORRESPONDANCE**  
2023.12.171

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

**Carried**

**CLOSED MEETING**  
2023.12.172

Mayor Davis **MOVED** that Council recess the regular meeting and go "In Camera" to discuss a Legal Matter as per section 24 of the FOIP Act at 7:41pm.

**Carried**

2023.12.173

Councillor Nish **MOVED** that Council go "Out of Camera" and resume the regular meeting at 9:00pm.

**Carried**

**ADJOURNMENT**  
2023.12.174

Councillor Nish **MOVED** to adjourn the December 19, 2023, Council Meeting at 9:01pm.

**Carried**

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

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

# Village Of Hill Spring

## Cheque Listing For Council

2024-Jan-12  
11:53:09AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20230267	2023-12-19	ALBERTA MUNICIPAL SERVICES CORPORATION	23-1050500	PAYMENT POWER & GAS	593.13	593.13
20230268	2023-12-19	ALBERTA SOUTHWEST REGIONAL ALLIANCE	619	PAYMENT 2023 MEMBERSHIP FEE	168.00	168.00
20230269	2023-12-19	BECK'S EXCAVATING & TRUCKING	3183 3202	PAYMENT REP CURBSTOP EXCAVATE MANHOLES FOR SEV	1,037.40 724.50	1,761.90
20230270	2023-12-19	CANOE PROCUREMENT GROUP OF CANADA, A	AB194078	PAYMENT OFFICE SUPPLES	220.94	220.94
20230271	2023-12-19	CARDSTON HOME HARDWARE	102101 102623	PAYMENT CC GOODS CC GOODS	45.13 13.10	58.23
20230272	2023-12-19	DAVIS, DWIGHT	NOV 2023	PAYMENT CHRISTMAS TREE	125.99	125.99
20230273	2023-12-19	FIDO	NOV 2023	PAYMENT PHONE	21.36	21.36
20230274	2023-12-19	MICRO AGE	23977	PAYMENT MICROSOFT EXCHANGE	79.80	79.80
20230275	2023-12-19	NEXTGEN AUTOMATION	544400	PAYMENT LEASE ON PHOTOCOPIER	220.36	220.36
20230276	2023-12-19	RANCHERS SUPPLY	NOV 2023	PAYMENT PAYROLL DEDUCTIONS	671.38	671.38
20230277	2023-12-19	TOWN OF RAYMOND	20230491	PAYMENT CAO & ADMIN CONTRACT	8,634.74	8,634.74
20230278	2023-12-19	VILLAGE OF GLENWOOD	20230086	PAYMENT BILLING PAPER	300.00	300.00
20230279	2023-12-19	WILDE BROTHERS ENGINEERING LTD	208224	PAYMENT NORTH WATER LOOPING	3,017.33	3,017.33
20230280	2023-12-19	XPLORE	50319825	PAYMENT INTERNET	209.94	209.94
20230281	2023-12-19	K ALLRED PLUMBING & HEATING	1836	PAYMENT REP AT WATER TREATMENT PLA	791.70	791.70
20230282	2023-12-19	MANY GREG HORSES, LACEY	2023-001	PAYMENT REFUND ON RENTAL	100.00	100.00
20230283	2023-12-19	PENDLEBURY, CRYSTAL	NOV 2023-CC	PAYMENT CLEANING AT CC	170.00	170.00
20230284	2023-12-29	CHRISTENSEN, MONTE				
20230285	2023-12-29	DAVIS, DWIGHT				
20230286	2023-12-29	FRENCH , SUZANNE				
20230287	2023-12-29	NISH, MIKE				
20230288	2023-12-29	FAULKNER, PATTI A				

**Total 18,562.23**

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

## Re: Public Participation

Murray Millward <cao@cardstoncounty.com>

Wed 1/3/2024 11:43 AM

To: CAO <cao@hillspring.ca>

📎 1 attachments (113 KB)

Policy Manual - Working Copy.pdf;

Greg: Please see attached.

As per Procedural Bylaw section 15 Set aside 15 Minutes for the public to ask questions. We place it right before lunch, so we have an end time and does not allow the questions to get out of control. It has worked well, not used a lot, but when someone wants to talk to Council I tell them to show up at 11:15 and we have 15 Minutes of questions.

### 15.0 QUESTION AND ANSWER PERIOD

15.1 As part of the regular Council Agenda, an opportunity is provided for a question and answer period.

15.2 This period is designed for members of the public to ask questions of the Council. These questions will be answered after being referred to Administration for further review, consideration and reply. The question and answer period should not involve formal presentations. Such a presentation should be referred to the presentation and delegation section of future Council Meetings. The question and answer period will begin at 11:45 A.M. and conclude at 12:00 P.M. during each Council Meeting

I know it is basic, but I hope it helps.

Murray



#### Murray L. Millward CLGM

Chief Administrative Officer.

**Phone:** 403-653-4977

**Mobile:** 403-308-2698

**Email:** murray@cardstoncounty.com

1050 Main Street

Cardston, AB T0K 0K0

[www.cardstoncounty.com](http://www.cardstoncounty.com)

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**From:** CAO <cao@hillspring.ca>

**Sent:** Wednesday, January 3, 2024 10:03

**To:** Murray Millward <cao@cardstoncounty.com>

**Subject:** Public Participation

Hey Murray, Happy New Year to you.

At Hill Springs last council meeting some ideas were discussed around engagement and public participation. It is my understanding that the County has a public participation policy? Could you provide that as well as any feedback you have on how thats working for the County. As well, I had heard that County provides time after each meeting to meet with the public in general to discuss various topics? If this is the case can you let me know if this has worked or any feedback that would be great. Feel free to call me if thats easier!

-Greg



**Greg Robinson**

Chief Administrative Officer, Village of Hill Spring

(403) 626-3876 | [www.hillspring.ca](http://www.hillspring.ca) | [CAO@hillspring.ca](mailto:CAO@hillspring.ca)  
[11 E 2nd Ave, PO Box 40, South Hill Spring, AB T0K 1E0](#)

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## **PUBLIC PARTICIPATION POLICY**

### **POLICY # 2022.01**

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**Adopted Date & Motion:**

**Reference:** Alberta Municipal Government Act, Alberta Regulation 193/217

Delegate Presentation to Council Policy 2022-02

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**Approved By: Village of Hill Spring**

**Adopted:**

**Supersedes: 2018-01**

**Up for Review: 2026**

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### **POLICY STATEMENT**

**Policy Statement:** The Village of Hill Spring policy is to outline Councils commitment to accommodate the public.

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### **Policy Goals & Objectives**

**The purpose of this policy is to:**

In accordance with Section 216.1 of the revised Municipal Government Act, the Public Participation Policy has been developed to create opportunities for meaningful public participation in matters that may impact the Village of Hill Spring, stakeholders and residents.

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## **ALBERTA REGULATION 193/2017 MUNICIPAL GOVERNMENT ACT**

### **Public participation policy requirements**

- 2 A municipality's public participation policy must identify
- (a) The types or categories of approaches the municipality will use to engage municipal stakeholders, and
  - (b) The types or categories of circumstances in which the municipality will engage municipal stakeholders.
- 

### **Categories of Approaches:**

The Village of Hill Spring will use, depending the circumstances, the following to encourage public participation:

- Open Houses
- Town Hall Meeting
- Round table discussion
- Ad hoc stakeholder committees
- Surveys and questionnaires
- Council meetings
- Municipal planning commission
- Legislated public hearing

### **Categories of circumstance:**

The Village of Hill Spring will encourage public participation in the following circumstances:

- Land Use Bylaw review and amendment
- Municipal Development Plan Bylaw review and amendment
- IMDP (Intermunicipal Development Plan) review and amendment
- Intermunicipal relations
- Special studies such as, Trails, Tourism projects, etc.
- Strategic planning exercises

NOTE: The Village of Hill Spring will use accessible and up to date social media and online information to help accomplish the above purposes.

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## **LEGISLATIVE AND POLICY IMPLICATIONS**

- 1) All public participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation;
- 2) All public participation will be undertaken in accordance with all existing municipal policies and bylaws;
- 3) This policy will be made available for public viewing and will be accessible on the Village of Hill Spring's website; and
- 4) This policy shall be reviewed once every four years at minimum, as required by the *Municipal Government Act*.

## **PUBLIC PARTICIPATION STANDARDS**

- 1) Public Participation will be conducted in a productive, respectful and inclusive manner;
  - 2) Municipal Stakeholders who engage in public participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, may be excluded from public participation opportunities; and
  - 3) To ensure the volume of delegations regularly on meeting agendas in the Village of Hill Spring have the opportunity to deliver their presentations, the guidelines of the Presentation to Council policy will at all times be considered.
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<b>POLICY: PUBLIC PARTICIPATION POLICY</b>	
<b>AUTHORIZED BY: COUNCIL</b>	<b>POLICY SOURCE: ADMINISTRATION</b>
<b>EFFECTIVE DATE: MAY 14, 2019</b>	<b>PAGE 1 OF 3</b>

### **Policy Purpose**

In accordance with Section 216.1 of the revised Municipal Government Act, ADMIN-P012 “Public Participation Policy” has been collaboratively developed by Cardston County Council and the Chief Administrative Officer to recognize the value of Public Participation and to create opportunities for meaningful Public Participation in decisions that directly impact the Municipal Stakeholders of Cardston County.

Council strongly believes that Public Participation is an important aspect of the decision making process, one that adds necessary elements of transparency and increased effectiveness. Council is committed to providing Municipal Stakeholders of Cardston County with the ability to voice their concerns in a constructive, respectful and impactful manner.

### **Definitions:**

- 1) “Chief Administrative Officer” means the Chief Administrative Officer of Cardston County, or their delegate.
- 2) “Municipal Stakeholders” means the residents of Cardston County, as well as other individuals, organizations, or persons that may have an interest in, or are affected by decisions made by Cardston County.
- 3) “Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to Cardston County.
- 4) “Council” means the Council of Cardston County.

### **Policy Guidelines**

Council and the Chief Administrative Officer will strive to engage Municipal Stakeholders and promote Public Participation in the following ways:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a particular decision to have a balanced influence on the decision. This will be achieved through providing the ability for Municipal Stakeholders to conveniently attend Council Meetings as a delegation, delivering Municipal Stakeholders’ concerns to Council and providing for the ability for Municipal Stakeholders to speak with the Chief Administrative Officer and Council within reasonable limits;
- 2) Providing Municipal Stakeholders with the necessary tools and information to engage in meaningful participation. This will be achieved through conforming to meeting and public hearing guidelines as set out in the Municipal Government Act, responding to all enquiries within a

reasonable amount of time and by committing to strive to provide the best service possible; and3) Committing to facilitate Public Participation above and beyond the minimum requirements as described in the Municipal Government Act. This will be achieved through the hosting of open houses when deemed necessary, the submission of surveys, and the existence of high quality, easily accessible and up-to-date social media and online information platforms.

### **Council Responsibilities**

#### **Council will:**

- 1) Review and approve Public Participation initiatives developed by the Chief Administrative Officer in accordance to this Policy or as directed by Council;
- 2) Consider and respect input obtained through Public Participation;
- 3) Review this policy every four years at minimum, and ensure that the policy remains relevant and consistent with legislation and Cardston County's policies and objectives;
- 4) Ensure appropriate resources are available to solicit Public Participation in accordance with this policy;
- 5) Commit to ensuring that In Camera Sessions are held only when absolutely necessary to protect individuals' private information; and
- 6) Promote and support Public Participation inside and outside of the Council Chambers;

### **Legislative and Policy Implications**

- 1) All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation;
- 2) All Public Participation will be undertaken in accordance with all existing municipal policies and bylaws;
- 3) This policy will be made available for public inspection and will be available for viewing on Cardston County's website; and
- 4) This policy shall be reviewed once every four years at minimum, as required by the Municipal Government Act.

### **Public Participation Opportunities**

Council and the CAO will strive to involve the public in Council related activities by ensuring that the public is made aware of opportunities to attend and participate in Council Meetings. The CAO will ensure that Council Meeting agendas are dispersed to the public in a timely manner in an effort to enable the public to understand upcoming issues and attend the meetings. In addition, Council will hold a "Question and Answer Period" during each Council Meeting at 11:45 A.M. to provide the public with an opportunity to speak directly to Council, as per Cardston County Bylaw 713.2018 (Procedural Bylaw).

### **Public Participation Standards**

- 1) Public Participation will be conducted in a productive, respectful and inclusive manner;

- 2) Municipal Stakeholders who engage in Public Participation are required to be respectful and constructive in their participation and will follow Section 7.5(e) of Bylaw 713.2018 (Procedural Bylaw). Municipal Stakeholders who are disrespectful, inappropriate or offensive, may be excluded from Public Participation opportunities; and
- 3) To ensure that the large volume of delegations that are regularly on meeting agendas in Cardston County have the opportunity to deliver their presentations, discussion by Municipal Stakeholders on a single item or decision will be limited, and Council will have the ability to deem an item or decision as “heard”

Approved	May 14, 2019
Reviewed	July 8, 20219
Reviewed	February 10, 2020
Reviewed	March 9, 2020

**VILLAGE OF HILL SPRING**  
**BYLAW # 318 - 2022**  
**COUNCIL CODE OF CONDUCT BYLAW**

A Bylaw of the Village of Hill Spring, in the Province of Alberta to establish a Municipal Council Code of Conduct for members of Council within the Village of Hill Spring

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**WHEREAS** pursuant to section 146.1(1) of the Municipal Government Act, a Council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**AND WHEREAS**, pursuant to section 146.1(3) of the Municipal Government Act, a council may, by bylaw, establish a code of conduct of members of council committees;

**AND WHEREAS** pursuant to section 153(e.1) of the Municipal Government Act councillors have a duty to adhere to the code of conduct established by the council;

**AND WHEREAS** the establishment of a code of conduct for members of council is consistent with principles of transparent and accountable government;

**AND WHEREAS** a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

**NOW THEREFORE, THE COUNCIL OF THE VILLAGE OF HILL SPRING IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

This Bylaw may be cited as the “Council Code of Conduct Bylaw”

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**1. Definitions**

In this Bylaw these definitions prevail:

- 1.1. **Act** means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- 1.2. **Administration** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees that operate under the leadership and supervision of the Village Manager;
- 1.3. **Council** means the Council of The Village of Hill Spring;
- 1.4. **Councillor** means a member of Council duly elected and continuing to hold office;
- 1.5. **FOIP** means the Freedom of Information and Protection Privacy Act, R.S.A. 2000, c. F-25, any associated regulations and amendments or successor legislation;
- 1.6. **Investigator** means Council or the individual or body established by Council to investigate and report on complaints;

- 1.7. **Member** means a member of Council and includes a councillor or mayor; this also includes members of the Municipal Planning Commission and all committees of councillors;
- 1.8. **Municipality** means the municipal corporation of the Village of Hill Spring;
- 1.9. **Village Manager** means the Chief Administrative Officer or the designate as appointed by Council.

## 2. Purpose

- 2.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Councillors/Members relating to their roles and obligations within the Village of Hill Spring and a procedure for the investigation and enforcement of those standards.

## 3. Councillor Responsibilities

- 3.1. Councillors shall act honestly and in good faith serve the welfare and interests of the Municipality as a whole;
- 3.2. Councillors shall perform their duties in a conscientious and diligent manner with integrity, accountability and transparency;
- 3.3. Councillors shall conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, Council committee meetings and other bodies to which they are appointed by Council;
- 3.4. Councillors shall conduct themselves in a manner that promotes public confidence and will bear close public scrutiny and to seek to advance the welfare and interests of the Village of Hill Spring, unless otherwise required by law, and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability;
- 3.5. Councillors are expected to support the role of the Council and support current policies, bylaws and resolutions of the Village when making any public statement. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.
- 3.6. Councillors, engaging in discussion concerning any representation of Council on social media are expected to conduct themselves appropriately and ethically. Appropriate social media conduct includes:
  - 3.6.1. Councilors will respect social media users;
  - 3.6.2. Councillors will use every effort to keep their interactions factual and accurate;
  - 3.6.3. Councillors will strive for transparency and openness in transactions;
  - 3.6.4. Councillors will protect privacy and permissions;
  - 3.6.5. Councillors will respect the comment & posting guidelines on social media sites;



- 3.7. Councillors shall accurately communicate the decisions of Council or Council Committee(s) to which they have been appointed, even if they disagree with councils' decision, such that respect for the decision-making process is fostered;
- 3.8. Councillors shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation;
- 3.9. Councillors shall familiarize themselves, and act in accordance with Village policies, procedures, protocols and bylaws;
- 3.10. Councillors shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest;
- 3.11. Councillors shall conduct and convey Council business and all their duties in an open and transparent manner, allowing the public to view the process and rationale used to reach decisions and reasons for taking certain actions, other than for matters which by law are authorized to be dealt with in a Closed Session;
- 3.12. Councillors shall not harass, discriminate against or disrespect others on the basis of differences in personal opinions, or on the basis of race, ancestry, place of origin, color, ethnicity, culture, citizenship, religion, creed, language, gender, sexual orientation, age family
- 3.13. Councillors shall not release, disclose, publish, comment on or misuse confidential information that is not in the open public, including emails and correspondence from other members of Council or third parties such that it may cause detriment to the Village of Hill Spring, Council, Council Committee(s) or others, until the matter is discussed at a meeting held in public.
- 3.14. Councillors shall not use confidential information for personal benefit or for the benefit of any other individual organization.
- 3.15. Councillors may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$100.00;
- 3.16. Councillors are in a conflict of interest if they attempt to use the position of Councillor to benefit one's self or any other individual apart from the interest of the Village, or attempt to use the Village funds, property or information for the personal gain of the Councillor or any other individual.
- 3.17. Councillors have a duty to vote on matters before Council unless the Councillor is required or permitted to abstain pursuant to the MGA or other enactment. The decision with respect to whether a Councillor may have a conflict of interest is the individual Councillor's decision to make.
- 3.18. Councillors who have a conflict of interest in a matter before Council, a council committee or any other body to which the Councillor is appointed as a representative of the council, shall disclose the general nature of their interest and follow the procedure as set out in section 172(1) of the MGA regarding pecuniary interest.
- 3.19. Councillors shall not use any influence of office for any purpose other than official duties, nor shall they solicit, demand or accept services of any municipal



employee, or individual providing services on a contract for service, for re-election or to gain employment with the Village for themselves, family or close associates.

- 3.20. Councillors shall not use any information gained in the execution of office that is not available to the public for any purpose other than official duties.
- 3.21. Councillors shall not use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.
- 3.22. Councillors must attend the orientation training offered by the Municipality within 90 days after the Councillor takes the oath of office. Attendance at additional training sessions throughout Council term is discretionary.
- 3.23. Councillors shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaw, policies and procedures regarding claims for remuneration and expenses.
- 3.24. Councillors must not involve themselves in matters of Administration, which fall within the authority of the Village Manager as defined above, nor maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Village.
- 3.25. This Bylaw is to be reviewed annually at the Council Organizational Meeting and to be updated minimally every four (4) years as per "Code of Conduct for Elected Officials Regulation – Alberta regulation 200/2017" or as needed. (7- Review of Code of Conduct)

#### **4. Complaint Process and Procedure for Breaches**

- 4.1. A complaint alleging a breach of the Code of Conduct may be made by a Councillor, administration, or a member of the public. Any retaliation against a complainant will not be tolerated and will be treated as a serious breach.
- 4.2. Any person or Councillor who has identified or witnessed conduct by a Councillor that is believed, in good faith, to be a contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
  - 4.2.1 All complaints shall be addressed to the Investigator;
  - 4.2.2 All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - 4.2.3 If the facts, as reported, include the name of one or more Councillors who are alleged to be responsible for the breach of this Bylaw, the Councillor(s) concerned shall receive a copy of the complaint submitted to the Investigator;
  - 4.2.4 A Councillor who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
  - 4.2.5 A Councillor who is the subject of an investigation is entitled to be represented by legal counsel, at the Councilor's expense.

#### **5. Compliance and Enforcement**

- 5.1. Councillors shall uphold the letter and spirit and intent of this Bylaw.

- 5.2. Councillors are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 5.3. No Councillor shall:
  - 5.3.1. Undertake any act of reprisal or threat against a complainant or any other person for providing relevant information to Council or to any other person;
  - 5.3.2. Obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 5.4. Sanctions that may be imposed on a Councillor, by Council, upon finding that the Councillor has breached the bylaw may include:
  - 5.4.1. A written warning from the Mayor, Deputy Mayor, and/or Council;
  - 5.4.2. Other consequences as deemed by Council appropriate and reasonable, but not including the disqualification of a Councillor.

**6. REVIEW**

- 6.1. This Bylaw is to be reviewed annually at the Council Organization Meeting and to be updated minimally every four (4) years as per “Code of Conduct for elected Officials Regulation – Alberta regulation 200/2017” or as needed. (7 – Review of Code of Conduct)

**7. RESCINDING BYLAW**

- 7.1. Bylaw 2018 – 318 is hereby repealed.


**8. DATE OF COMMENCEMENT**

- 8.1. This bylaw shall come into effect upon passing of third and final reading.

Read a FIRST time this 15<sup>th</sup> day of February, 2022.

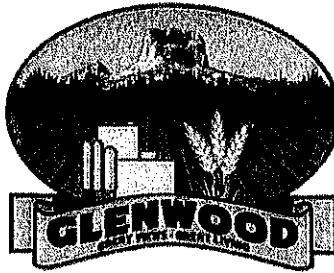
Read a SECOND time this 19<sup>th</sup> day of April, 2022.

Read a THIRD time and finally passed this 19<sup>th</sup> day of April, 2022.

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

  
\_\_\_\_\_  
Janet Edwards, Village Manager

COPY



September 20, 2023

Village of Hillspring  
Box 40  
Hill Spring, Alberta  
T0K 1E0

Attention: Mayor and Council

On behalf of the Village of Glenwood and the Glenwood Library, I wish to thank you once more for your support for the library with your contribution of \$5000.00, last year.

As you know, the Glenwood Library provides an excellent service to everyone in the area, including the residents of the Village of Hill Spring.

The Council of the Village of Glenwood is again requesting this contribution for the 2024 fiscal year and hope that you will set aside \$5000.00 per annum to help us fund the library, on an ongoing basis.

Thank you for your consideration regarding this request, and we look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Linda L. Allred". The signature is written in black ink and is positioned above the printed name and title.

Linda Allred  
Mayor

Village of Glenwood  
PO Box 1084, 59 Main Avenue  
Glenwood, AB, T0K 2R0

403-626-3233 (T)  
403-626-3234 (F)  
[office@glenwood.ca](mailto:office@glenwood.ca)

# CAO Report

COUNCIL MEETING JANUARY 16, 2023

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

Attended the Joint meeting with Mayor Davis and Councillor Nish on Jan 10. Preparation for this meeting was significant. Ensuring data a historic information is critical to determine where this discussion will go. Much of my time in January has been devoted to researching this, meeting both in person and virtually with my CAO colleagues in preparation for the meeting on Jan 10<sup>th</sup>.

## Capital & Operating Budget

The Province has provided information for all municipalities on the new Local Government Fiscal Framework funding program. The Province has indicated that Hill Spring will be receiving \$179710 in 2024 and \$183896 in 2025 for Capital priorities. In 2023, we received \$59331. I have been exploring many ideas to help assist Council on our 2024 plan. I have also met with our CFO for the Village, Clark Holt to make changes to the proposed budget and capital reports based on Council feedback. I am hoping to have Clark made available at our next Council meeting.

## Christmas Holidays

As the office was Closed over the Christmas and New Year, I was able to work through this break in helping o complete regular year-end financial tasks. Despite the office being close, I routinely answered phone calls and returned emails.

## Licensed Restaurants

I was able to begin our public survey question and process. While not yet completed, this public survey will provide council with feedback from the community and aid them in the decision.





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website ([www.alberta.ca/local-government-fiscal-framework-capital-funding](http://www.alberta.ca/local-government-fiscal-framework-capital-funding)), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website ([www.alberta.ca/local-government-fiscal-framework-operating-funding](http://www.alberta.ca/local-government-fiscal-framework-operating-funding)). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver  
Minister

cc: Chief Administrative Officers



**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD NOVEMBER 8, 2023, AT THE TOWN OF MAGRATH.**

**Members Present:**

Brian Wickhorst – Village of Glenwood  
Byrne Cook – Town of Magrath  
Bryce Coppieters – Town of Raymond  
Allan Burton – Town of Cardston  
Tyler Lindsay – Village of Warner

Tanya Smith – Village of Coutts  
Wayne Harris – Cardston County  
Gary Bikman – Village of Stirling  
Randy Taylor – County of Warner (Zoom)

**Others Present:**

Marian Carlson – SEO  
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator

Commenced at 5:05 pm

Gary Bikman in the Chair.

**AGENDA**

Wayne Harris moved that the agenda be adopted as presented. Carried

**MINUTES**

Tyler Lindsay mentioned that Larry Liebelt is listed with the wrong municipality.

Bryce Coppieters moved that the minutes of the October 11, 2023, regular board meeting be adopted with the correct municipality listed. Carried

**NEW BUSINESS**

The SEO reported that she participated in a webinar on October 24, 2023, hosted by the Circular Materials Working Group to discuss further the Extended Producer Responsibility. They are an organization that was formed to support producers in meeting obligations under extended producer responsibility (EPR) regulations. Once a municipality has registered, they will reach out within 2 weeks to discuss the existing municipal recycling program to determine where there is an opportunity for collaboration. They are creating a checklist for municipalities to help them gather the appropriate information for the initial discussion.

The SEO advised that the Staff have been working on preparing the 2024 budget. The Finance Committee has had two meetings to review drafts and provide direction. The final draft is included on the current agenda for consideration by the Board.

The SEO reported that an email was sent to CAOs to remind them to provide a letter of support for the Town of Raymond's ACP grant application.



The SEO gave an update on the Strategic Plan to the board.

The SEO advised that the recycling reports have been coming from SASH only. The SEO will contact other municipalities for information.

Bryce Coppieters moved to approve the SEO's report. Carried

The Operator reported that 889.53 tonnes of waste were delivered to the Landfill in October 2023, making the year-to-date total 8,555.459 tonnes.

The Operator advised that Wilde Brothers Engineering has been contacted regarding completing the year-end report for Alberta Environment.

The Operator met with Darren from Wilde Brothers Engineering regarding the drainage ditch, and a plan is being developed.

The Operator reported that the 2021 semi-truck and trailer has had its annual safety inspection. There are a few repairs needed, and parts have been ordered.

Tanya Smith moved to approve the Operator's report. Carried

### **Financial Statement**

The Financial Statement for September 30, 2023, was reviewed.

Byrne Cook moved to accept the September 30, 2023, Financial Statement. Carried

### **Approval of Bills**

Bills for October 2023 were reviewed.

Bryce Coppieters moved to approve the bills for October 2023. Carried

The SEO presented the 2024 Budget for the board to review. The presented budget represents a 2% increase in requisition rates. The board wants to see a five-year capital replacement plan by the next meeting. If the budget is increased, the funds will go to reserves for purchasing new equipment.

### **CORRESPONDENCE**

A letter from Cardston County regarding their organizational meeting and the representatives to the Commission. Filed

A letter from RMA Insurance regarding the change to using Canoe. Filed

A letter from RMA Insurance notifying of the changes the company is making to property values, cyber, and insurance rate increases. Filed

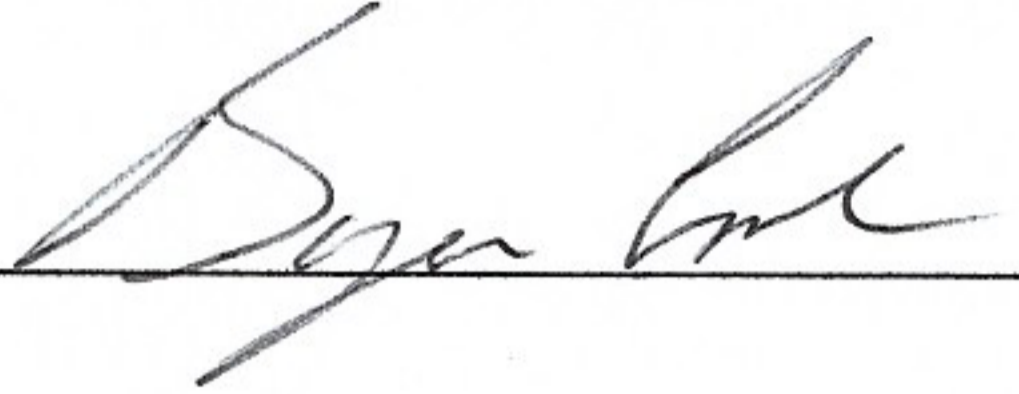


**ADJOURNMENT**

Tanya Smith moved the meeting adjourned.

Adjournment at 6:28 p.m.

The Next Commission organizational and board meeting is scheduled for Wednesday, December 13, 2023, at 5:00 p.m. in the Town of Magrath.

  
\_\_\_\_\_

Chairman