



Village of Hill Spring  
**COUNCIL MEETING AGENDA - DRAFT**  
Hill Spring Council Chambers  
Tuesday, May 21, 2024 at 6:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
  - a) 2024.04.16
4. DELEGATION
  - a) United Irrigation District – Fred Rice, District Manager
  - b) Chief Mountain Regional Solid Waste – Marian Carlson
  - c) Ridge Regional Public Safety Services – Sgt Ross Bond
  - d)
5. BUSINESS ARISING FROM THE MINUTES
  - a)
6. FINANCIAL REPORTS
  - a) Cheque Lising May 2024
7. Public Q&A:
8. ITEMS FOR DISCUSSION:
  - a) 2024-315 Tax Rate Bylaw 2<sup>nd</sup> Reading
  - b) 2024-315 Tax Rate Bylaw 3<sup>rd</sup> Reading
  - c) Water Conservation & Restrictions Discussion
  - d) Water Commission Update & Open House
  - e) Recreation Board Request
  - f) Bulk Water Sales Policy Discussion
  - g) AB SW AGM Invitation

h) Community Hall Fire Inspection Discussion

9. ADMINISTRATORS & COUNCIL REPORTS:

a) Admin Report

10. CORRESPONDENCE:

a) RCMP Q1 2024 Cardston Detachment Statistics

b) Alberta Environment Minister Letter

c) UID Water Restriction Letter

d) Chinook Arch Board Meeting Board Report April 2024

e) CCES (Cardston County Emergency Services) April 2024 Board Meeting Report

f) ORRSC Executive Meeting Minutes March & April 2024

g)

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:

# VILLAGE OF HILL SPRING

April 16, 2024

**The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on April 16, 2024 commencing at 6:00 p.m.**

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

**Officials:** CAO Greg Robinson.

**Absent:**

**Public:** Patrick Treadwell, MWG Chartered Professional Accountants.

## CALLED TO ORDER

Mayor Davis called the Regular Council Meeting to Order at 5:59 p.m.

## ADOPTION OF THE AGENDA

2024.04.01

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

**Carried Unanimously**

## ADOPTION OF MINUTES

2024.03.19 REGULAR  
COUNCIL MEETING  
MINUTES  
2024.04.02

Councillor Shideler **MOVED** to approve the 2024.03.19 Regular Council Meeting minutes as amended.

**Carried Unanimously**

## DELEGATIONS

MWG – PRESENTATION  
OF 2023 AUDITED  
FINANCIAL STATEMENTS

Patrick Treadwell from MWG Chartered Professional Accountants presented Council with the Village of Hill Spring 2023 Audited Financial Statements and answered any questions that Council had.

## BUSINESS ARISING FROM THE MINUTES

FINANCIAL REPORTS  
CHEQUE LISTING FOR  
APRIL 2024  
2024.04.03

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

**Carried Unanimously**

## PUBLIC Q&A

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

## ITEMS FOR DISCUSSION

2024-315 2024 TAX RATE  
BYLAW 1<sup>ST</sup> READING  
2024.04.04

Councillor Shideler **MOVED** to give first reading to Bylaw No. 2024-315 2024 Tax Rate Bylaw.

**Carried**

**Those in favour: Mayor Davis and Councillors Christensen, and Shideler  
Those against: Councillors Nish and French**

ADDOPTION OF THE 2023  
AUDITED FINANCIAL  
STATEMENTS  
2024.04.05

Councillor Christensen **MOVED** approve the 2023 Audited Financial Statements as presented.

**Carried Unanimously**

2024 CAPITAL BUDGET  
UPDATE  
2024.04.06

Councillor Christensen **MOVED** to approve the 2024 Capital Budget as amended.

**Carried**

**Those in favour: Mayor Davis and Councillors Christensen, Nish, and Shideler  
Those against: Councillor French**

2024 OPERATING BUDGET  
2024.04.07

Councillor Shideler **MOVED** to approve the 2024 Operating Budget as amended.

**Carried**

**Those in favour: Mayor Davis and Councillors Christensen, and Shideler  
Those against: Councillors Nish and French**

SPRINGGLEN JOINT  
WATER COMMISSION  
2024.04.08

Councillor Shideler **MOVED** to begin the formal process of forming a joint water commission with the Village of Glenwood and Cardston County.

**Carried**

**Those in favour: Mayor Davis and Councillors Nish and Shideler**

**Those against: Councillors Christensen and French**

WATER LOOPING  
2024.04.09

Councillor Shideler **MOVED** to include the Water Looping Project in the 2025 Capital Budget.

**Carried**

**Those in favour: Mayor Davis and Councillors French, Nish, and Shideler**

**Those against: Councillor Christensen**

PERMIT COMPLIANCE

Council discussed compliance in the Village in its relation to proper permitting.

**ADMINISTRATOR AND  
COUNCIL REPORTS**

2024.04.10

Mayor Davis **MOVED** to approve the CAO Report as presented.

**Carried Unanimously**

**CORRESPONDANCE**

2024.04.11

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

**Carried Unanimously**

**ADJOURNMENT**

2024.04.12

Councillor Nish **MOVED** to adjourn the April 16, 2024 Council Meeting at 8:54pm.

**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
20240086	2024-04-24	ALBERTA MUNICIPAL SERVICES CORPORATION	21-1052973	PAYMENT POWER/GAS	1,380.14	1,380.14
20240087	2024-04-24	ATB FINANCIAL MASTERCARD	MAR 2024	PAYMENT PHONES, POSTAGE, ADMIN GOC	354.59	354.59
20240088	2024-04-24	BENCHMARK ASSESSMENT CONSULTANTS INC	3057	PAYMENT APR-JUNE ASSESSMENTS	1,260.00	1,260.00
20240089	2024-04-24	CANDU AUTOMATION & CONTROL SOLUTIONS I	2318	PAYMENT SEWER LIFT STATION REPAIR	3,628.45	3,628.45
20240090	2024-04-24	CANOE PROCUREMENT GROUP OF CANADA, A	AB207789	PAYMENT OFFICE SUPPLIES	310.60	310.60
20240091	2024-04-24	CARDSTON COUNTY	23968 23969 23983 23987 50001874	PAYMENT 2023 TRANSFER STATION WATER PLANT GENERATOR WATER OP FEES DEM CONTRACT NAPA BILL - 874-423511	3,551.21 585.58 4,629.17 66.70 603.86	9,436.52
20240092	2024-04-24	DMT MECHANICAL LTD	6528	PAYMENT REPAIR SEWER PLANT	1,154.74	1,154.74
20240093	2024-04-24	FIDO	APR 2024	PAYMENT PHONE	96.96	96.96
20240094	2024-04-24	MICRO AGE	24588 24686	PAYMENT SETUP NEW COMPUTERS OFFICE 365	393.75 103.95	497.70
20240095	2024-04-24	NEXTGEN AUTOMATION	575332	PAYMENT PHOTO COPIER LEASE	220.36	220.36
20240096	2024-04-24	OLDMAN RIVER REGION SERVICES COMMISSIC	13261 13953	PAYMENT 2023 PLANNING SERVICES SHIPPING CEMETERY MAP	573.00 26.00	599.00
20240097	2024-04-24	RECEIVER GENERAL	FEB 2024 MAR 2024	PAYMENT FEB PAYROLL DEDUCTIONS MAR PAYROLL DEDUCTIONS	278.45 200.68	479.13
20240098	2024-04-24	TOWN OF RAYMOND	20240168	PAYMENT ADMIN & CAO SERVICES PLUS T	9,217.94	9,217.94
20240099	2024-04-24	XPLORE	51691016	PAYMENT INTERNET	95.61	95.61
20240100	2024-04-24	ROBINSON, GREG	2	PAYMENT TRAVEL FOR COUNCIL/AB MUNI	890.40	890.40
20240101	2024-05-01	PAYROLL				
20240102	2024-05-01	PAYROLL				
20240103	2024-05-01	PAYROLL				
20240104	2024-05-01	PAYROLL				
20240105	2024-05-01	PAYROLL				
20240106	2024-05-13	DAVIS, DWIGHT	APR 2024	PAYMENT APRIL TRAVEL	214.88	214.88
20240107	2024-05-13	HILL SPRING CULTURAL SOCIETY	2024	PAYMENT CULTURAL ARTS PROJECT	1,000.00	1,000.00
20240108	2024-05-13	NEXTGEN AUTOMATION	573710	PAYMENT PHOTOCOPIER CONTRACT	225.77	225.77
20240109	2024-05-13	OLDMAN RIVER REGION SERVICES COMMISSIC	14107	PAYMENT 2024 SDAB FEES	500.00	1,000.00

# Village Of Hill Spring

## Cheque Listing For Council

2024-May-17  
9:03:59AM

Cheque						Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description		Amount	Amount
20240109	2024-05-13	OLDMAN RIVER REGION SERVICES COMMISSIC	14145	ASSESSMENT REVIEW BOARD		500.00	1,000.00
20240110	2024-05-13	PENDLEBURY, CRYSTAL	APR 2024	PAYMENT APRIL CLEANING		240.00	240.00
20240111	2024-05-13	RECEIVER GENERAL	2024	PAYMENT APRIL PAYROLL DEDUCTIONS		276.46	276.46
20240112	2024-05-13	SHIDELER, DONALD	APR 202	PAYMENT TRAVEL CLAIM		125.12	125.12
20240113	2024-05-13	TOWN OF RAYMOND	20240211	PAYMENT CAO & ADMIN CONTRACT & TRA		9,178.74	9,178.74
20240114	2024-05-13	BRANDT TRACTOR	7801447 & 448	PAYMENT EQUIPMENT REPAIRS		1,027.79	1,027.79

**Total 44,967.29**

\*\*\* 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:

	Tax Levy	Assessment	Mill Rate
<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

May 21, 2024



## Hill Spring 2024 Water Conservation Plan

The Provincial Government has requested that municipalities conserve 5-10% of normal expected water use this summer.

As Albertans are all well aware, drought has been a major topic of concern locally as well as around the Province. The Minister of Environment has requested that all municipalities work to plan ways to conserve between 5 and 10% of normal water usage in preparation for what is anticipated to be a dry summer.

We recognize that the Village of Hill Spring has no individual meters for our users. As such, we strongly encourage residents to conserve water where possible. We are not able to individually measure residents on their consumption.

Below are tables for both potable and Irrigation water uses under Levels 1-3 water restriction.

### Potable (Treated) Water

Watering Activity	Level 1 - Voluntary	Level 2 – Mandatory	Level 3 - Emergency
Runoff down driveways and streets	Not Allowed	Not Allowed	Not Allowed
Washing down outdoor surfaces	Discouraged	Not Allowed	Not Allowed
Water for Decorative features or fountains	Discouraged	Not Allowed	Not Allowed
Irrigation for residential and commercial lawns	Not Allowed	Not Allowed	Not Allowed
Water for private pools, contained ponds and hot tubs	Allowed	Not Allowed	Not Allowed
Water for Construction Purposes	Allowed	Allowed	Not Allowed
Hand Watering for flower beds, baskets, newly planted trees and shrubs	Allowed	Not Allowed	Not Allowed
Indoor Water Suggestions	Reduce the use of household washers and dishwashers, showers and bath levels	Reduce flushing of toilets ½ , showering times and levels by ½ and use of household washers and dishwashers sparingly	Reduce flushing of toilets ¾ , showering times and levels by ¾ and use of household washers and dishwashers sparingly

## Irrigation (Raw) Water

<b>Watering Activity</b>	<b>Level 1 - Voluntary</b>	<b>Level 2 – Mandatory</b>	<b>Level 3 - Emergency</b>
Runoff down driveways and streets	Discouraged	Not Allowed	Not Allowed
Washing down outdoor surfaces	Discouraged	Not Allowed	Not Allowed
Water for Decorative features or fountains	Discouraged	Not Allowed	Not Allowed
Irrigation for residential and commercial lawns	Allowed only between 6am – 11pm daily (use of water timers encouraged)	Allowed only between 6am – 11pm daily (use of water timers encouraged)	Not Allowed
Hand Watering for flower beds, baskets, newly planted trees and shrubs	Allowed only between 6am – 11pm daily (use of water timers encouraged)	Allowed only between 6am – 11pm daily (use of water timers encouraged)	Not Allowed
Water for Construction Purposes	Allowed	Discouraged	Not Allowed
Water for Commercial Purposed	Allowed	Discouraged	Not Allowed



## **NOTICE OF OPEN HOUSE**

### **Information regarding a Water Commission**

#### **Spring Glen Water Commission?**

The Village of Glenwood, Village of Hill Spring, and Cardston County are presently discussing the pros and cons of creating a Regional Water Services Commission.

The purpose of a Commission is to ensure the long-term delivery of potable water to residents while addressing future water systems replacement.

Council members want to hear your thoughts and answer your questions.

Please plan to attend one of the drop-in Open Houses to find out more and contribute your observations.

**Hill Spring Open House Monday June 3, 2024 5:00 pm to 7:00 pm.**

**At the Hill Spring Community Hall**

**Glenwood Open House Tuesday June 4, 2024 5:00 pm to 7:00 pm.**

**At the Glenwood Community Hall**

Refreshments will be provided.

# CAO Report

COUNCIL MEETING MAY 21, 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.

## Risk Management

I recently attended a risk management conference from the Alberta Municipalities Association. Many CAOs from our area were also in attendance. This was an excellent conference. I was able to hear important information on Emergency management, Asset Management and outcomes from recent legal cases in other towns and cities. Also took in a really important session on cyber security and how this has become increasingly challenging for small communities. Lots of other topics. Excellent conference.

## Sewage Lagoon

MAY 2024 UPDATE: Currently the lift station is running very well. We are still waiting on the new pump to arrive. That said, with the borrowed pump and smaller pump we fared well during the recent heavy rains. No alarms or issues. Once we have the new pump, we will have the in-take line scheduled for repair and drop in new pump at the same time as the repair.

## Summer Hire

We have our new summer employee starting the week of May 20. Wayne Gibson will be doing lawn and other maintenance for the summer. We have looked at our regular summer position duties and responsibilities and have added a few things to this list in an effort to provide more maintenance on our facilities, buildings and irrigation. Please join us in welcoming Wayne!

## Water Conservation

With the recent ask from the Province to reduce our water use, I have been investigating various options for council discussion. Many other communities in the South have now begun to phase in certain restrictions to help meet the provinces goal of a 5-10% reduction. In the absence of individual water meters, this is challenging. I will have some options for discussion at the May council meeting and hope to see Council make some decisions.



## Cardston Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

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

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	3	0	N/A	-100%	0.3
Robbery		0	1	1	1	0	N/A	-100%	0.0
Sexual Assaults		2	6	1	7	2	0%	-71%	0.1
Other Sexual Offences		1	4	0	3	0	-100%	-100%	-0.3
Assault		50	38	27	33	24	-52%	-27%	-5.7
Kidnapping/Hostage/Abduction		3	1	3	0	0	-100%	N/A	-0.7
Extortion		0	1	0	1	0	N/A	-100%	0.0
Criminal Harassment		6	2	1	3	3	-50%	0%	-0.5
Uttering Threats		5	10	15	15	12	140%	-20%	1.9
<b>TOTAL PERSONS</b>		<b>67</b>	<b>63</b>	<b>48</b>	<b>66</b>	<b>41</b>	<b>-39%</b>	<b>-38%</b>	<b>-4.9</b>
Break & Enter		5	6	11	10	1	-80%	-90%	-0.4
Theft of Motor Vehicle		1	2	6	3	0	-100%	-100%	-0.1
Theft Over \$5,000		1	0	1	0	2	100%	N/A	0.2
Theft Under \$5,000		22	15	33	23	12	-45%	-48%	-1.2
Possn Stn Goods		1	3	3	4	2	100%	-50%	0.3
Fraud		10	10	8	14	3	-70%	-79%	-1.0
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		13	10	9	11	7	-46%	-36%	-1.1
Mischief - Other		33	29	20	32	29	-12%	-9%	-0.5
<b>TOTAL PROPERTY</b>		<b>86</b>	<b>75</b>	<b>91</b>	<b>97</b>	<b>56</b>	<b>-35%</b>	<b>-42%</b>	<b>-3.8</b>
Offensive Weapons		1	3	10	3	5	400%	67%	0.8
Disturbing the peace		27	20	29	26	14	-48%	-46%	-2.0
Fail to Comply & Breaches		59	25	40	50	21	-64%	-58%	-5.1
<b>OTHER CRIMINAL CODE</b>		<b>13</b>	<b>16</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>-8%</b>	<b>0%</b>	<b>-0.6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>100</b>	<b>64</b>	<b>92</b>	<b>91</b>	<b>52</b>	<b>-48%</b>	<b>-43%</b>	<b>-6.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>253</b>	<b>202</b>	<b>231</b>	<b>254</b>	<b>149</b>	<b>-41%</b>	<b>-41%</b>	<b>-15.6</b>



## Cardston Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

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

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	3	13	10	2	-67%	-80%	-0.1
Drug Enforcement - Trafficking		3	2	8	2	3	0%	50%	0.0
Drug Enforcement - Other		0	0	0	0	1	N/A	N/A	0.2
<b>Total Drugs</b>		<b>9</b>	<b>5</b>	<b>21</b>	<b>12</b>	<b>6</b>	<b>-33%</b>	<b>-50%</b>	<b>0.1</b>
Cannabis Enforcement		2	1	0	0	0	-100%	N/A	-0.5
Federal - General		0	2	2	1	2	N/A	100%	0.3
<b>TOTAL FEDERAL</b>		<b>11</b>	<b>8</b>	<b>23</b>	<b>13</b>	<b>8</b>	<b>-27%</b>	<b>-38%</b>	<b>-0.1</b>
Liquor Act		17	25	15	13	16	-6%	23%	-1.4
Cannabis Act		3	1	4	1	0	-100%	-100%	-0.6
Mental Health Act		27	20	17	17	11	-59%	-35%	-3.5
Other Provincial Stats		12	29	15	21	12	0%	-43%	-0.8
<b>Total Provincial Stats</b>		<b>59</b>	<b>75</b>	<b>51</b>	<b>52</b>	<b>39</b>	<b>-34%</b>	<b>-25%</b>	<b>-6.3</b>
Municipal By-laws Traffic		0	1	0	1	0	N/A	-100%	0.0
Municipal By-laws		6	3	4	4	6	0%	50%	0.1
<b>Total Municipal</b>		<b>6</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>0%</b>	<b>20%</b>	<b>0.1</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	1	0	1	5	400%	400%	0.8
Property Damage MVC (Reportable)		30	22	23	30	30	0%	0%	0.8
Property Damage MVC (Non Reportable)		3	2	1	1	2	-33%	100%	-0.3
<b>TOTAL MVC</b>		<b>34</b>	<b>25</b>	<b>24</b>	<b>32</b>	<b>37</b>	<b>9%</b>	<b>16%</b>	<b>1.3</b>
Roadside Suspension - Alcohol (Prov)		0	10	2	2	1	N/A	-50%	-0.6
Roadside Suspension - Drugs (Prov)		0	1	0	4	0	N/A	-100%	0.3
<b>Total Provincial Traffic</b>		<b>155</b>	<b>220</b>	<b>167</b>	<b>151</b>	<b>194</b>	<b>25%</b>	<b>28%</b>	<b>0.9</b>
<b>Other Traffic</b>		<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>-80%</b>	<b>N/A</b>	<b>-1.0</b>
<b>Criminal Code Traffic</b>		<b>10</b>	<b>13</b>	<b>14</b>	<b>17</b>	<b>4</b>	<b>-60%</b>	<b>-76%</b>	<b>-0.8</b>
<b>Common Police Activities</b>									
False Alarms		5	4	4	2	3	-40%	50%	-0.6
False/Abandoned 911 Call and 911 Act		10	12	13	17	5	-50%	-71%	-0.5
Suspicious Person/Vehicle/Property		22	13	10	20	19	-14%	-5%	0.1
Persons Reported Missing		5	5	7	6	3	-40%	-50%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		38	22	31	32	33	-13%	3%	0.0
Form 10 (MHA) (Reported)		1	3	0	1	1	0%	0%	-0.2



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water Licence Holder,

Alberta is currently experiencing drought conditions. This is especially true in the South Saskatchewan River Basin (SSRB) and, based on current forecasts, it is expected to continue throughout this year. These conditions mean there is potential for the drought to worsen, and we must be prepared.

Over the past two months, the largest water licence holders in the SSRB have worked to develop water sharing agreements to mitigate the risks posed by drought.

These discussions have been the largest and most comprehensive in Alberta's history. Four memorandums of understanding (MOUs) have been drafted covering the: Bow River Basin, Red Deer River Basin, Oldman River Basin, and the Upper Tributaries of the Oldman River Basin.

The MOUs require all major water licence holders to reduce their water use. It is expected the MOUs will be completed by April 18, 2024. These MOUs will be released publicly shortly thereafter.

**I am writing to ask that all remaining two thousand plus small licence holders implement the same water conservation measure as outlined in the MOUs.**

You have been identified as a small licence holder falling into the following categories, with the following commitment expectations:

Sector	Expectation
All municipalities in the SSRB	Implement a 5-10% reduction in water use.
Private Irrigation (including those with irrigation type activities, like golf courses).	Implement the same restriction of water use as the current on-farm water limit set by your closest irrigation district.
Industrial and Commercial	Withdrawal of the minimum volume of water needed to maintain operations.
Feedlots and Stock Growers	
Oil and Gas	
All others	



The Drought Command Team will continue to provide regular updates on the drought conditions, including actions related to water reduction and conservation measures that may be required.

Please assist the Drought Command Team by updating your contact information by visiting: [https://your.alberta.ca/drought/survey\\_tools/licence-holder-contact-information](https://your.alberta.ca/drought/survey_tools/licence-holder-contact-information). You can also email: [epa.drought-response@gov.ab.ca](mailto:epa.drought-response@gov.ab.ca) or call 403-381-5546.

For general enquiries, email [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca) or call EPA Outreach Services at 310-3773.

For the latest updates on drought in Alberta, please visit [alberta.ca/drought](http://alberta.ca/drought).

Sincerely,

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

Rebecca Schulz  
Minister of Environment and Protected Areas

# UNITED IRRIGATION DISTRICT

Box 1006  
Glenwood, Alberta  
T0K 2R0

Phone: (403) 626-3255  
Fax: (403) 626-3967  
E-mail: [uid@xplornet.com](mailto:uid@xplornet.com)

April 26, 2024

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

## **RE: Request to conserve irrigation water during irrigation season 2024**

Due to limited snowpack in the mountains and anticipated low flows in the rivers the United Irrigation District has entered into Water Sharing Agreement 2024.

This means that if the Water Sharing Agreement is implemented, our allotment per acre would be 8" of water compared to the 16" that we normally have. That means that we can only use half of the amount of water.

We realize that the village has its own water license and should be contacted by the AEP team and they will suggest that you conserve the same as the whole district and only use half of the amount of water that you used last year.

The UID would like to encourage the villages to use less water. We think you can still irrigate trees and gardens but save water on your lawns. In general save as much water as possible.

Should you have any questions, please do not hesitate to contact us.

Yours truly,  
UNITED IRRIGATION DISTRICT



Fred W Rice  
District Manager

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 4, 2024

## Chinook Arch Receives Clean Audit Option

Auditors from Insight LLP reviewed the 2023 Audited Financial Statements with the Board. The Statements show that Chinook Arch is in sound financial shape, despite recent funding challenges due to a flat levy rate. In 2023, Chinook Arch invested \$160,000 in reserve funds to replace all member library websites, and upgrade the wireless access points in all member libraries. It was also able to seal coat the Chinook Arch parking lot. The Board's Audited Financial Statements can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/financial-statements>.

## Annual Reports Approved

Municipal Affairs requires that all Alberta public libraries submit an annual report. The 2023 Chinook Arch annual report showed that library services are continuing to rebound in the wake of the pandemic, with most indicators showing modest increases over 2022.



## Strong Support for Public Libraries in Alberta

A recent telephone survey commissioned by Alberta's library systems found that 71% of Albertans agree that convenient access to the public library is important to them, and 81% agree that there is value in public libraries as free spaces to read, learn, have fun, and access the Internet.

# Board Members Present

Arrowwood	Corry Walk
Barnwell	Jane Johnson
Barons	Ron Gorzitza
Cardston	Marsha Jensen
Cardston County	Tom Nish
Champion	Terry Penney
Claresholm	Kelsey Hipkin
Coalhurst	Lyndsay Montina
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Robin Harper
Lethbridge (County)	Tory Campbell
Lomond	Marie Logan
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Milo	Christopher Northcott
Nanton	Amanda Bustard
Nobleford	Melissa Jensen
Pincher Creek	Mark Barber
Pincher Creek M.D.	Dave Cox
Raymond	Kelly Jensen
Stirling	Gary Bikman
Taber	Daniel Remfert
Taber M.D.	Merrill Harris
Vauxhall	Marilyn Forchuk
Vulcan	Debra Wyatt
Warner	Derek Baron
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Brendan Cummins

**Regrets**

Coaldale	Jordan Sailer
Picture Butte	Crystal Neels
Stavely	Chelsey Hurt
Vulcan County	Doug Logan
Ministerial Appointment	Vic Mensch (Chair)

**Absent**

Carmangay	Blanche Anderson
Glenwood	Linda Allred

# Chinook Arch VOIP Telephone System Saves Members \$19,000 Annually

In 2021, Chinook Arch started offering VOIP telephone services on a cost-recovery basis. Many of the 20+ participating libraries saw their bills drop from \$200 to \$15/month. Collectively, this service saves the libraries \$19,000 per year!



# Policies Reviewed

The Board reviews its policy manual every three years. At the April 2024 meeting, the following policies were approved. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Management of System Funds
- Backup of Financial Data
- Hours of Work and Overtime
- Annual Vacation
- Employee Benefits
- Drugs, Alcohol, and Medication



# Contact Us

Chinook Arch Regional Library System  
 2902 7th Avenue North  
 Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



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chinook.arch7



@chinooklibs



@chinooklibs

**MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD APRIL 4, 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 (Zoom)  
Don Shideler – Village of Hill Spring  
John Grainger – 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: Tom Nish

**AGENDA**

Doral Lybbert moved to approve the agenda.

Carried

**MINUTES**

Tom Nish moved to accept the meeting minutes of March 7, 2024, as presented.

Carried

**NEW BUSINESS**

Danny Melvin reported that the March Emergency Services statistics are: 3 MVCs, 1 Support, 3 MFRs, and 1 False Alarm. The 2024 year-to-date total is 47 calls, compared to 43 calls in 2023.

Danny Melvin advised that the electric vehicle extrication course took place on March 9, 2024, and 22 people attended.

Danny Melvin reported that he attended the last Alberta Ag Forestry meeting. They are concerned about the drought conditions within the province. Training is available through the Ag Forestry.

Danny Melvin advised that the Authority is trying to collect outstanding accounts receivables. Danny is surprised at how many citizens lack insurance for fire expenses. The invoices will be sent to those on the land title. Paula suggested that a quarterly report from the Fire Chief be put on each municipality's website, giving suggestions to the citizens to educate them about fire safety, improve insurance coverage, etc.

John Grainger is concerned about the number of building inspections being completed. The issue is that there is not enough staff within the Authority to complete the inspections.

John Grainger advised that the Trooper concert will be held at the Agridome on May 25, 2024. John will ask Jill Heninger to email the Ag Society, Jeff Shaw, Danny Melvin, and John Grainger regarding the occupancy allowed in the Agridome. The board hopes this will leave a proper paper trail so everyone knows the contract details, including occupancy. Danny will need a layout of the set-up to verify the occupancy limit before tickets are sold.

Danny Melvin advised that CSL Ford was awarded the F550 grass fire truck bid.

Danny Melvin reported that there is a new Superintendent, and they will sign the new contract for Waterton. Danny and Spencer Olsen are working with the federal government to complete inspections on buildings in Waterton.

John Grainger inquired about the governance model with the Town of Magrath performing its own QMP. Tom Nish will bring it up at the next Cardston County meeting.

24-05 Doral Lybbert moved to have Tom Nish and/or Cam Francis work with the Cardston County to see if the Town of Magrath is ready to perform their own inspections. Carried

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

#### CORRESPONDENCE

A letter from the Legion Ladies Auxiliary inquiring about the availability of fire blankets. Danny will respond to the Legion Ladies Auxiliary. Filed

#### ADJOURNMENT

John Grainger moved to adjourn. Carried

Adjournment at 5:55 p.m.

The next board meeting is scheduled for Thursday, May 2, 2024, at 5:15 p.m. at the Cardston County Emergency Services Building.

  
Chairman

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**April 11, 2024; 6:00 pm**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, April 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

Executive Committee:

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair  
Scott Akkermans  
David Cody  
Christopher Northcott, Virtual  
Brad Schlossberger, Virtual

**Absent**

Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Guest

Derek Taylor, KPMG LLP

Chairman Wolstenholme called the meeting to order at 6:00 pm.

**1. Approval of Agenda**

**Moved by: Don Anderberg**

THAT the Executive Committee adopts the April 11, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the March 14, 2024 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

**4. KPMG LLP – Auditors’ Report and Financial Statements 2023**

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor’s Report for the Year ended December 31, 2023 to the Committee.

D. Taylor stated that the purchase of the Parking Lot Improvement Project was funded from the Operating Reserve Fund, as there was no resolution indicating how the project would be funded. D. Taylor stated that the Committee could pass a resolution for the project to be retroactively paid through the Capital Reserve Fund as it is a capital improvement if they would like.

**Moved by: Don Anderberg**

THAT the Executive Committee fund the capital acquisition for the Parking Lot Improvement Project for \$165,481 out of the Capital Reserve Fund as of December 31, 2023.

**CARRIED**

The Committee discussed the report and presentation.

**Moved by: David Cody**

THAT the Executive Committee accepts the Auditor’s Report and Financial Statements for the year ended December 31, 2023 prepared by KPMG LLP, as presented subject to the approved change; and,

That the documents be sent to Municipal Affairs.

**CARRIED**

**5. Official Business**

**a. Alberta Municipal Services Corporation Electricity Contract**

L. Kuiper stated that we have recently re-signed with Alberta Municipal Services Corporation for a preferred electricity rate.

**b. Subdivision Activity**

L. Kuiper presented the Subdivision Activity statistics as of March 31, 2024 for information.



**c. Office Lighting Upgrades**

L. Kuiper stated that we have been collecting quotes from our local electricians to upgrade our current fluorescent lights to LED lights, as we have a number of lights that are in need of repair and the parts for fluorescent lights are becoming obsolete.

The Committee discussed the quotes presented, and potential grant funding.

**Moved by: David Cody**

THAT the Executive Committee directs Administration to move forward with replacing the interior lights, with the condition of researching potential grant funding, with the project to be funded from Capital Reserves up to a maximum of \$15,000.00.

**CARRIED**

**d. Vehicle Replacement Discussion**

L. Kuiper stated that the oldest fleet vehicle is a 2018 Chevy Equinox with approximately 150,000 kilometers. L. Kuiper stated that the vehicle was recently in for a check engine light because of a sensor detecting moisture, which has since dried up and is working normally. He stated that this is an issue that Chevrolet is aware of, and that the issue only occurs in extremely specific conditions of cold humid weather. L. Kuiper stated that the repair to negate the issue was quoted at \$1,800.00 and at this time Administration has determined that it will not be repairing the issue.

L. Kuiper stated that he was interested in selling the vehicle this year, which would result in the fleet being short 1 vehicle if a new one was not purchased.

The Committee discussed that a vehicle was initially included in the 2024 Budget but was removed due to budget constraints. The Committee discussed keeping the vehicle for the time being and reevaluating the situation in the fall once there is a better understanding of the year's financial outcome.

**e. 2023 Annual Report Draft**

R. Keer presented the 2023 Annual Report Draft to the Committee for review and feedback.,

**Moved by: Don Anderberg**

THAT the Executive Committee approves the 2023 Annual Report Draft, as presented, to be presented to the Board of Directors at the June Annual General Meeting.

**CARRIED**

**6. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts for February and the Payments and Credits for January 2024 to the Committee.

**b. Financial Statements**

L. Kuiper presented Details of Account as of February 29, 2024 to the Committee.

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the Monthly Office Account for February 2024 and the Payments and Credits for January 2024; and,

The Details of Account as of February 29, 202.

**CARRIED**

**7. New Business**

There was no new business for discussion.

**8. CAO's Report**

L. Kuiper presented his CAO Report to the Committee.

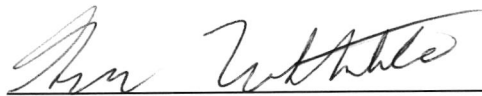
**9. Round Table Discussions**


Committee members reported on various projects and activities in their respective municipalities.

**10. Next Meeting – May 9, 2024**

**11. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:28 pm.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



OLDMAN RIVER REGIONAL SERVICES COMMISSION

## EXECUTIVE COMMITTEE MEETING MINUTES

March 14, 2024; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, March 14, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

### Attendance

#### Executive Committee:

Gordon Wolstenholme, Chair  
Scott Akkermans  
David Cody  
Christopher Northcott  
Neil Sieben

#### Staff

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

#### **Absent**

Don Anderberg, Vice Chair  
Brad Schlossberger

Chairman Wolstenholme called the meeting to order at 6:00 pm.

### 1. Approval of Agenda

**Moved by: Christopher Northcott**

THAT the Executive Committee adopts the March 14, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### 2. Approval of Minutes

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the January 11, 2024 Executive Committee Meeting Minutes, as presented.

**CARRIED**

### 3. Business Arising from the Minutes

There was no business arising from the minutes.

#### **4. Official Business**

##### **a. Staff Update**

L. Kuiper stated that we welcomed a new Assistant Planner, Rachel Schortinghuis, who joined us this week.

He stated that in addition, we have received notice from Sherry Johnson, Bookkeeper, of her retirement at the end of April, and have hired her replacement to start in mid-April.

L. Kuiper further explained that we have been advertising for a Planner but have been unsuccessful in finding a candidate and therefore we will be starting another round of interviews for a second Assistant Planner to be able to assist the Planners with their work loads.

##### **b. Subdivision Activity**

L. Kuiper presented the Subdivision Activity statistics as of February 29, 2024 for information.

The Committee discussed the average number of applications received and the correlating number of lots created.

##### **c. Municipal Outreach and Communication**

L. Kuiper stated that he has been in conversation with a nearby municipality who is interested in joining the Commission and that we hope to make a presentation to their Council and Administration soon.

L. Kuiper stated that some questions have come out of the 2024 membership fee increase, and that many of them are connected to some of our members still operating with the 1995 agreement. He stated that we will be starting to review our contracts to update them to current practices.

##### **d. GIS Update**

L. Kuiper stated that some changes will be coming to our hosting platform for GIS and as a result we will need to purchase additional servers to handle the capacity.

##### **e. SDAB and ARB Update**

L. Kuiper stated that we are looking for new ways to manager our board members for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Appeal Board to help alleviate some of the work from member municipalities regarding recruitment and work to find efficiencies in managing the board.

**5. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts for December 2023 to January 2024 and the Payments and Credits for November to December 2023 to the Committee.

**Moved by: David Cody**

THAT the Executive Committee approve the Monthly Office Account for December 2023 to January 2024 and the Payments and Credits for November to December 2023.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheet as of December 31, 2023, the Comparative Income Statement actual to December 31, 2023, and Details of Account as of December 31, 2023 to the Committee.

**Moved by: Scott Akkermans**

THAT the Executive Committee approve the Balance Sheet as of December 31, 2023, the Comparative Income Statement actual to December 31, 2023, and Details of Account as of December 31, 2023.

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

L. Kuiper presented his CAO Report to the Committee.

**8. Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

**9. Next Meeting – April 11, 2024**

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:03 pm.

*Dee W. Hill*

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CHAIR

*[Signature]*

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CHIEF ADMINISTRATIVE OFFICER