

Regular and Closed Meeting Agenda for Monday, May 12, 2025, at 5:30 p.m. to be held in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta



1. Call to Order
2. Additions/Deletions to the Agenda
3. Delegations 5:40 pm
  - A) Milk River and District Senior Citizens Society
4. Approval of Minutes
  - A) Minutes of the April 14, 2025, Regular Meeting
  - B) Minutes of the May 2, 2025, Special Meeting
5. Business Arising from Minutes
6. Financial Report
  - A) 2025 Operating Budget Year to Date
  - B) Cash Report
  - C) Cheque Listing
7. Administration Reports
  - A) Public Works
  - B) Community Peace Officer
  - C) Chief Administrative Officer
8. Break (10-15 minutes)
9. Old Business
10. Bylaws and Policies
  - A) 1079 Procedural Bylaw
  - B) 1080 2025 Tax Rate Bylaw
  - C) 1081 Special Tax Bylaw
  - D) 2025 Capital Budget Adjustment
  - E) 1082 Borrowing Bylaw (Line of Credit)
11. New Business
  - A) Correspondence
  - B) Community Organization Lease Agreements
  - C) Advance Vote
  - D) Institutional Vote
  - E) Legion Sponsorship
  - F) Tax Recovery Sale
  - G) Seniors Week Proclamation
  - H) Special Meeting Date

12. Councillor Reports

A) Authorities, Boards, Committees and Commission Minutes

13. Mayor's Report

A) Authorities, Boards, Committees and Commission Minutes

14. Closed Session

A) Section 17 - Disclosure harmful to personal privacy - CAO Evaluation and Property Bids

15. Adjournment

Request for Decision

Milk River and District Senior Citizens Society

May 12, 2025



## RECOMMENDATION

That Council thank the Milk River and District Senior Citizens Society for their presentation and accept as information.

## LEGISLATIVE AUTHORITY

## BACKGROUND

Members from the Milk River and District Senior Citizens Society are in attendance to speak to activities.

## RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

Request for Decision

Approval of Minutes

May 12, 2025



## RECOMMENDATION

That the minutes for the April 14, 2025, regular council meeting be accepted as presented.

That the minutes for the May 2, 2025, special council meeting be accepted as presented.

## LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)

Procedure Bylaw 1060

## BACKGROUND

As per the MGA and the Town's Procedural Bylaw, minutes are to be recorded and given to council for adoption at a subsequent council meeting.

## RISKS/CONSEQUENCES

1. By not approving the previous meetings minutes, Council would then not approve the decisions they made, as recorded, and no motion would be actioned by administration.
2. The minutes of the Council meetings can be adopted as amended. Council would need to be specific in an amendment to the recording of the previous meetings minutes.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Prior to Adoption: April 14, 2025, regular council meeting minutes
2. Prior to Adoption: May 2, 2025, special council meeting minutes

## Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, April 14, 2025, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

### Present - Elected Officials

Councillor Peggy Losey, Deputy Mayor Anne Michaelis, Councillor Shayne Johnson, and Councillor Dave Degenstein

### Absent - Elected Officials

Mayor Larry Liebelt

### Present - Administration

Kelly Lloyd, Chief Administrative Officer

### 1. Call to Order

Mayor Liebelt called the meeting to order at 5:23 p.m.

### 2. Additions / Deletions to the Agenda

Additions / Deletions to the Agenda

Addition 11J) Bike Rodeo

Moved by Councillor Losey, "that Council approve the agenda for April 14, 2025, regular council meeting as amended."

Motion Carried 2025-73

### 3. Delegation: 5:40 p.m.

#### A) MWG Chartered Professional Accountants

Hayden Wilde, MWG Chartered Professional Accountants, reviewed the draft 2024 financial statements as distributed to Council. Clark Holt, Finance Manager for the Town of Raymond, also spoke to the statements.

Moved by Councillor Losey, "that the 2024 Audited Financial Statements be approved as presented."

Motion Carried 2025-74

#### B) Milk River Fire Department

Mark Thompson, Fire Chief and Donald Cody, Deputy Fire Chief, were in attendance and provided an overview of 2024 for the Milk River Fire Department, member training and junior membership.

Moved by Deputy Mayor Michaelis, "that Council accept the Milk River Fire Department report as information."

Motion Carried 2025-75

C) North Milk River Water Coop

Russ Wahl, President, North Milk River Water Coop, was in attendance and expressed gratitude from the association, also noting that four primary valves need replacing this year.

Moved by Councillor Degenstein, **"that Council thank Mr. Wahl for his report and to accept the North Milk River Water Coop report as information."**

Motion Carried 2025-76

4. Approval of Minutes

A) Minutes of March 10, 2025, Regular Council Meeting

Moved by Councillor Losey, **"that Council approve the March 10, 2025, regular council meeting minutes as presented."**

Motion Carried 2025-77

B) Minutes of April 4, 2025, Special Council Meeting

Moved by Councillor Johnson, **"that Council approve the April 4, 2025, special council meeting minutes as presented."**

Motion Carried 2025-78

5. Business Arising from Minutes

6. Financial Report

Council reviewed the 2025 year to date operating budget, the cash report and cheque listing.

Moved by Councillor Degenstein, **"that the Financial Report for the period ending March 31, 2025, be accepted as information."**

Motion Carried 2025-79

7. Administration Reports

A) Public Works

The report was contained within the agenda package.

B) Community Peace Officer

The report was contained within the agenda package.

C) Chief Administrative Officer

CAO Lloyd provided a verbal report in addition to the report contained within the agenda package.

Moved by Councillor Johnson, "that Council accept the Administration Reports for the period ending March 31, 2025, as information."

Motion Carried 2025-80

#### 8. Break

Not at this time.

#### 9. Old Business

#### 10. Bylaws and Policies

##### A) Golf Cart Pilot Project Bylaw 1077

Moved by Councillor Degenstein, "that the Golf Cart Pilot Project Bylaw 1077 be given first reading."

Motion Carried 2025-81

Moved by Councillor Johnson, "that the Golf Cart Pilot Project Bylaw 1077 be given second reading."

Motion Carried 2025-82

Moved by Councillor Losey, "that the Golf Cart Pilot Project Bylaw 1077 receive unanimous consent for consideration of third reading."

Motion Carried 2025-83

Moved by Deputy Mayor Michaelis, "that the Golf Cart Pilot Project Bylaw 1077 be given third and final reading."

Motion Carried 2025-84

##### B) Rates Bylaw 1078

Moved by Councillor Degenstein, "that the Rates Bylaw 1078 be given first reading."

Motion Carried 2025-85

Moved by Councillor Losey, "that the Rates Bylaw 1078 be given second reading."

Motion Carried 2025-86

Moved by Councillor Johnson, "that the Rates Bylaw 1078 receive unanimous consent for consideration of third reading."

Motion Carried 2025-87

Moved by Deputy Mayor Michaelis, "that the Rates Bylaw 1078 be given third and final reading."

Motion Carried 2025-88

*The Mayor recessed the meeting at 6:47 p.m.*

*The Mayor reconvened the meeting at 6:59 p.m.*

## 11. New Business

### A) Correspondence

Moved by Councillor Degenstein, **"that correspondence for the period ending April 14, 2025, be accepted as information."**

Motion Carried 2025-89

### B) Milk River Minor Ball Sponsorship Request

Moved by Councillor Degenstein, **"that Council approve the sponsorship of \$500.00 towards Milk River Minor Ball for the 2025 season."**

Motion Carried 2025-90

### C) Make a Wish Canada Hospital Activity Book Donation Request

Moved by Councillor Degenstein, **"that Council approve a business card size advertisement in the amount of \$269.00 to the Make a Wish Canada Hospital Activity Book."**

Motion Carried 2025-91

### D) Milk River Curling Club Condenser Agreement

Moved by Councillor Degenstein, **"that Council repeal motion 2024-211 and to send a letter to the curling club with an explanation."**

Motion Carried 2025-92

Moved by Councillor Degenstein, **"to bring museum, golf course, and curling rink agreements forward to the next meeting for review."**

Motion Carried 2025-93

### E) Circular Materials Master Agreement

Moved by Councillor Johnson, **"that Council authorize administration to enter into an agreement with Circular Materials for the collection and management of recycled materials as a result of the new Extended Producer Responsibility."**

Motion Carried 2025-94

### F) Milk River Cable Club Appointment

Moved by Deputy Mayor Michaelis, **"that Council accept the report on the Milk River Cable Club Appointment."**

Motion Carried 2025-95



G) Horizon School Division Joint Election Agreement

Moved by Councillor Losey, **“that Council authorize administration to enter into an agreement with Horizon School Division to provide joint election services for the October 20, 2025, municipal and school trustee election.”**

Motion Carried 2025-96

H) 2025 Draft Operating Budget

I) 2025 Capital Plan Adjustment

Moved by Councillor Degenstein, **“that Council hold a special meeting on Friday, May 2, 2025, at 9:00 am. for the operating and capital budgets.”**

Motion Carried 2025-97

J) Bike Rodeo

Moved by Councillor Degenstein, **“that Council accept the Bike Rodeo report for information and postpone for a year.”**

Motion Carried 2025-98

## 12. Councillors Reports

Deputy Mayor Michaelis attended a Milk River Municipal Library meeting, as well as meetings for the Milk River Health Professionals Attraction and Retention Committee, Chinook Arch Regional Library, and Councils Special Meeting; and reported on the FCSS evening and attended a glacier preservation webinar.

Councillor Degenstein attended Ridge Country Housing meetings as well as the Alberta Seniors Community Housing Association conference.

Councillor Losey attended a Ridge Country Housing meeting, two Milk River & District Senior Citizens meetings, the Milk River Watershed conservation trade show and board meeting, a VIC meeting with regional administrators and the Watershed, as well as the SouthGrow Economic Development Summit and an Alberta Municipalities webinar.

Councillor Johnson attend the following meetings and events: Milk River and District Ag Society, FCSS evening, Council Special Meeting, Heritage Handi Bus, Border County Wellness Foundation evening, Milk River Community Business Association, and Regional Emergency Advisory Committee and an emergency management tabletop exercise.

Moved by Deputy Mayor Michaelis, **“that the Councillor reports for the period ending April 14, 2025, be accepted as information.”**

Motion Carried 2025-99

## 13. Mayors Report

Mayor Liebelt attended the Mayors and Reeves meeting, Chief Mountain Regional Solid Waste Services Commission, Councils Special Meeting, Alberta Health Services meeting, a Milk River

Watershed meeting regarding the visitor information centre, and a USA Emergency Management meeting with Milk River water users.

Moved by Councillor Losey, **"that the Mayors report for the period ending April 14, 2025, be accepted as information."**

Motion Carried 2025-100

Moved by Councillor Johnson, **"that Council extend the regular council meeting for an additional 30 minutes - at 9:30 p.m."**

Motion Carried 2025-101

#### 14. Closed Session

A) Section 17: Disclosure Harmful to Personal Privacy

Moved by Councillor Degenstein, **"that Council move into closed session in accordance with Section 197(2) of the Municipal Government Act at 9:34 p.m., to discuss matters exempt from disclosure under FOIP Section 17: Disclosure harmful to personal privacy, with only Council remaining in attendance."**

Motion Carried 2025-102

*CAO Lloyd left the meeting at 9:42 p.m.*

Moved by Councillor Degenstein, **"that the meeting reconvene to the regular Council meeting at 10:46 p.m."**

Motion Carried 2025-103

Moved by Deputy Mayor Michaelis, **"that the property at 228 Centre Avenue SE be advertised for sale for three weeks."**

Motion Carried 2025-104

#### 15. Adjournment

Moved by Councillor Losey, **"that the regular council meeting of April 14, 2025, adjourn at 10:47 p.m."**

Motion Carried 2025-105

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Larry Liebelt  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

These minutes were approved on the      day of                      2025.

Minutes of the Town of Milk River Special Council meeting held on Friday, May 2, 2025, at 9:00 a.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present – Elected Officials

Mayor Larry Liebelt, Councillor Peggy Losey, Deputy Mayor Anne Michaelis, Councillor Dave Degenstein, and Councillor Shayne Johnson

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

## 1. Call to Order

Mayor Liebelt called the meeting to order at 9:01 a.m.

## 2. Adoption of Agenda

Moved by Councillor Losey, “that the special council meeting agenda of May 2, 2025, be approved as presented.”

Motion Carried 2025-106

## 3) Special Meeting Business

### A) 2025 Draft Operating Budget

*The Mayor recessed the meeting at 9:50 a.m.*

*The Mayor reconvened the meeting at 9:57 a.m.*

Moved by Councillor Degenstein, “that the 2025 operating budget be approved in the amount of \$4,788,414.”

Motion Carried 2025-107

### B) 2025 Capital Plan Adjustment

Moved by Councillor Johnson, “that the adjusted 2025 capital budget be approved in the amount of \$3,746,483.”

Motion Carried 2025-108

Moved by Deputy Mayor Michaelis, “that administration increase the Line of Credit to two million (\$2,000,000) dollars for the following projects: 8<sup>th</sup> Avenue grading, curb and gutter, 8<sup>th</sup> Avenue Power Phase A and B, Phase 1A of the lagoon project, purchase of a garbage truck, sun shelter for the pool as well as an offset amount to the operating budget.”

Motion Carried 2025-109

## 4) Adjournment

Moved by Councillor Losey, “that the special council meeting of May 2, 2025, adjourn at 10:23 a.m.”

Motion Carried 2025-110

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Larry Liebelt  
Mayor

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Kelly Lloyd  
Chief Administrative Officer

These minutes were approved on the XX day of XXXX 2025.

Request for Decision

## Financial Report

May 12, 2025



### RECOMMENDATION

That the Financial Report for the period ending April 30, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

On a quarterly basis, a high-level financial report is provided to council for review and information.

### RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. 2025 Year to Date Operating Budget
2. Cash Report
3. Cheque Listing

**Revenue and Expenses - by Funtion  
for the 4 Months Ended April 30, 2025**

	2024 Actual	2025 Budget	2025 YTD Actual	Remaining Dollars	% Collected/ Used
<b>Operating Revenues</b>					
Taxation	-1,174,373.87	-1,347,955.00	-0.05	-1,347,954.95	0.00
Sale of Goods and Services	-674,293.67	-616,815.00	-184,731.99	-432,083.01	29.95
Other Revenue/Franchise Fees	-307,702.62	-381,560.00	-109,872.97	-271,687.03	28.80
Conditional Grants	-163,938.95	-207,360.00	0.00	-207,360.00	0.00
Transfer from other Functions	0.00	-2,000,000.00	0.00	-2,000,000.00	0.00
Transfer from Reserves	0.00	-234,724.00	0.00	-234,724.00	0.00
<b>TOTAL REVENUES</b>	<b>-2,320,309.11</b>	<b>-4,788,414.00</b>	<b>-294,605.01</b>	<b>-4,493,808.99</b>	<b>6.15</b>
<b>Expenditures</b>					
Salaries, Wages & Benefits	800,216.47	779,306.00	215,752.16	563,553.84	27.69
Contracted & General Services	600,227.26	3,069,363.00	239,326.70	2,830,036.30	7.80
Materials, Goods & Utilities	469,918.09	480,315.00	150,349.40	329,965.60	31.30
Government Requisitions	270,651.60	311,740.00	114,901.72	196,838.28	36.86
Transfers to Local Boards	48,535.82	49,326.00	30,502.35	18,823.65	61.84
Transfers to Ind/Organizations	22,561.72	36,614.00	18,204.32	18,409.68	49.72
Bank Charges	9,597.11	10,000.00	3,861.41	6,138.59	38.61
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	26,528.66	26,570.00	15,520.96	11,049.04	58.42
Transfer to Capital	0.00	25,180.00	0.00	25,180.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,248,236.73</b>	<b>4,788,414.00</b>	<b>788,419.02</b>	<b>3,974,814.98</b>	<b>16.47</b>

**Operating Revenue/Expenditures by Department for the 4 Months Ended April 30, 2025**

Department	REVENUES				EXPENDITURES				Actual Contribution to Surplus
	Budget	YTD Actual	Remaining Dollars	% Collected	Budget	YTD Actual	Remaining Dollars	% Used	
0 General Government	-1,733,885	-106,039	-1,627,846	6.1	283,670	83,267	200,403	29.4	-22,772
11 Council	0	0	0	0.0	97,807	13,395	84,412	13.7	13,395
12 Administration	-286,424	-15,815	-270,609	5.5	442,618	147,688	294,930	33.4	131,873
23/24 Fire/Disaster Services	-20,000	-4,020	-15,980	20.1	86,106	22,536	63,570	26.2	18,516
26 Bylaw Enforcement	-3,900	-3,873	-27	99.3	77,570	59,307	18,263	76.5	55,434
31 Common Services	-300	-2,043	1,743	0.0	189,409	69,829	119,580	36.9	67,786
32 Roads	-25,380	-99	-25,281	0.4	310,883	76,333	234,550	24.6	76,234
33 Airport	-465	0	-465	0.0	5,106	3,209	1,897	62.8	3,209
4101 Water Supply/Distribution	-2,267,800	-84,998	-2,182,802	3.7	2,381,854	113,248	2,268,606	4.8	28,250
42 Wastewater	-97,000	-30,188	-66,812	31.1	75,670	29,349	46,321	38.8	-839
43 Solid Waste	-127,105	-40,006	-87,099	31.5	125,758	43,588	82,170	34.7	3,582
43 Transfer Station	-12,405	-65	-12,340	0.5	25,100	7,156	17,944	28.5	7,091
56 Cemetery	-3,000	-1,000	-2,000	33.3	5,000	5,000	0	100.0	4,000
61 Planning & Development	-7,200	-4,884	-2,316	67.8	85,000	12,032	72,968	14.2	7,148
62 Economic Development	-29,500	0	-29,500	0.0	5,915	4,890	1,025	82.7	4,890
72 General Recreation	-5,400	0	-5,400	0.0	215,018	45,182	169,836	21.0	45,182
7201 Campground	-17,000	-1,575	-15,425	9.3	37,440	9,328	28,112	24.9	7,753
7202 Pool	-151,650	0	-151,650	0.0	239,415	16,574	222,841	6.9	16,574
7203 Golf Course	0	0	0	0.0	78,774	9,311	69,463	11.8	9,311
74 Culture & Library	0	0	0	0.0	20,301	17,197	3,104	84.7	17,197
									0
<b>TOTAL OPERATING</b>	<b>-4,788,414</b>	<b>-294,605</b>	<b>-4,493,809</b>	<b>6.2</b>	<b>4,788,414</b>	<b>788,419</b>	<b>3,999,995</b>	<b>16.5</b>	<b>493,814</b>



**TOWN OF MILK RIVER**  
For the Period Ending April 30, 2025

Page 1 of 1  
2025-May-5  
9:00:25AM

General Ledger	Description	2025 Opening Balance	2025 YTD Balance
<b>CHEQUING ACCOUNTS</b>			
3-12-00-120-00	General Bank Chequing Account (ATB)	28,784.63	34,980.54
3-12-00-130-00	General Savings Accout (ATB)	299,096.78	153,197.18
* <b>TOTAL CHEQUING ACCOUNTS</b>		<b>327,881.41</b>	<b>188,177.72</b>
<b>TOWN TERM DEPOSITS</b>			
3-41-00-310-00	Water Capital GIC	4,043.15	4,089.98
3-43-00-310-00	Equipment Replacement Capital GIC	387,070.16	391,554.04
3-97-00-315-00	General Capital GIC	565,917.11	572,472.78
* <b>TOTAL TOWN TERM DEPOSITS</b>		<b>957,030.42</b>	<b>968,116.80</b>
<b>ARMS LENGTH TERM DEPOSITS</b>			
3-43-00-315-00	Transfer Station Operating GIC	5,639.62	5,704.95
* <b>TOTAL ARMS LENGTH TERM DEPOSIT</b>		<b>5,639.62</b>	<b>5,704.95</b>
<b>**P   TOTAL CASH AND INVESTMENTS</b>		<b>1,290,551.45</b>	<b>1,161,999.47</b>

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



# TOWN OF MILK RIVER

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## Cheque Listing For Council

2025-May-5  
1:22:13PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20250161	2025-04-14	AMSC INSURANCE SERVICES LTD.	202504 HS019202502	APRIL BENEFITS HEALTH SPENDING ACCT-WATERSH	5,693.91 259.90	5,953.81
20250162	2025-04-14	BENCHMARK ASSESSMENT CONSULT.	3453	APRIL ASSESSMENT FEE	1,423.54	1,423.54
20250163	2025-04-14	CLEARTECH INDUSTRIES INC.	INV1156181	SODIUM HYPOCHLORITE	1,910.65	1,910.65
20250164	2025-04-14	CUMMINS CANADA ULC	BQ-250444626	COOLANT HEATER FAILURE-BOOST	1,395.31	1,395.31
20250165	2025-04-14	FORTIS ALBERTA INC.	90263198	CABLE CLUB TERAGRAPH PROJEC1	120.21	120.21
20250166	2025-04-14	FOX CANADA	114679	ROAD SIGNS-SCHOOL	270.34	270.34
20250167	2025-04-14	ITRON CANADA INC.	52884	HARDWARE/SOFTWARE MAINTENAI	2,933.90	2,933.90
20250168	2025-04-14	██████████	202505	GATEWAY SAFETY SERVICE-CLASS	441.00	441.00
20250169	2025-04-14	L.A. POWER SYSTEMS LTD.	106632	HYDROVAC FOR WATER LEAK, WAT	2,651.25	2,651.25
20250170	2025-04-14	██████████	202504	BUSINESS CARDS, MILEAGE	309.37	309.37
20250171	2025-04-14	MICROAGE COMPUTER CENTRE	26894	MANAGED I.T.	609.00	609.00
20250172	2025-04-14	MILK RIVER CABLE CLUB	88300	APRIL INTERNET	246.28	246.28
20250173	2025-04-14	MILK RIVER HOME HARDWARE	2510465 2510538 2510544 2510689 2510760 2510856 2510924 2510960	ICE MELT, CLEANER-CAMPGRD HAND SOAP-CAMPGD TORCH KIT BLEACH, PADLOCK-CAMPGD FOAM SPRAY SEALANT CLEANERS, SCRUB PADS-CAMPGD INSULATION-WATER MAIN REPAIR AIR FRESHENER, PAPER TOWELS, L	73.95 19.94 66.14 45.12 45.23 46.23 328.55 27.99	653.15
20250174	2025-04-14	MPE ENGINEERING LTD.	1440-059-00-20	WASTEWATER LAGOON UPGRADE	21,542.12	21,542.12
20250175	2025-04-14	OLDMAN RIVER REGIONAL	14764 14794	Q2 PLANNING SERVICES DEVELOPMENT OFFICER SERVICES	2,481.99 977.50	3,459.49
20250176	2025-04-14	PRIMARY ENGINEERING & CONSTRUCTION CORP	0115360	POWER INSTALLATION-8TH AVE	96,061.42	96,061.42
20250177	2025-04-14	RECORDXPRESS/BEST	1230979	SHREDDING SERVICE	60.21	60.21
20250178	2025-04-14	RIDGE REGIONAL PUBLIC SAFETY	207	QUARTERLY REQ-PEACE OFFICERS	8,259.75	8,259.75
20250179	2025-04-14	RIDGE WATER SERVICES COMMISSION	965	JAN 26-FEB 22-WTP CONTRACT OPE	1,092.00	1,092.00
20250180	2025-04-14	RMA	0549656 69453910 709253000214 P97003	WE GREER-TOILET PAPER STAPLES-PAPER, CLOROX WIPES MASTER METER RME-HOSE CRIMP, GREASE COUPL	133.01 210.99 404.25 46.83	795.08
20250181	2025-04-14	ROCKY MOUNTAIN PHOENIX	IN0151041	WRENCH, VALVE HYDRANT, SKULL :	1,828.05	1,828.05
20250182	2025-04-14	SOUTH COUNTRY TIRE	11968	TIRES-GARB TRUCK (2)	2,580.90	2,580.90
20250183	2025-04-14	SOUTHERN IRRIGATION	S-INV0711321 S-INV0711828	BALL VALVE, ADAPTER, COUPLINGP COUPLING-CAMPGRD	194.25 92.54	286.79
20250184	2025-04-14	TRUCK/RV/CAR/WASH	9080	MARCH VEHICLE WASHES	43.25	43.25
20250185	2025-04-14	UNITED FARMERS OF ALBERTA	116034331 116034332 116038559	FUEL FIRE FUEL FUEL	916.63 155.86 1,914.32	2,986.81
20250186	2025-04-14	WASTE CONNECTIONS OF CANADA INC.	7410-0000554266	RECYCLE BIN, DUMP AND RETURN I	1,206.08	1,206.08
20250187	2025-04-14	XEROX BUSINESS SOLUTIONS CANADA	IN1261927	MARCH COPIES	62.35	62.35
20250188	2025-04-14	NOBLE, MAUREEN	20250330	FIRST AID COURSE-BARRY, RANDY,	507.00	507.00
20250189	2025-04-28	AMSC INSURANCE SERVICES LTD.	HS019202503	HEALTH SPENDING ACCOUNT	564.16	564.16
20250190	2025-04-28	ATB FINANCIAL MASTER CARD	2025031 2025032	MASTERCARD ANNUAL FEE PUROLATOR-CHRA PROV LAB	35.00 120.31	5,499.41





# TOWN OF MILK RIVER

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## Cheque Listing For Council

2025-May-5

1:22:13PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250190	2025-04-28	ATB FINANCIAL MASTER CARD	2025033	CARIBOU BANFF-LODGING-B SALTE	1,200.20	5,499.41
			2025034	GREGG DISTRIBUTORS-PART FOR V	124.16	
			2025035	NAYAX-WFS	0.26	
			2025036	COSTCO-COFFEE	71.98	
			2025037	COPY EXPRESS-BUSINESS CARDS-	57.62	
			2025038	WIN-911, SMART SIGHTS SUBSCRIP	3,764.59	
			C178258121	CPC-NEWSLETTER	125.29	
20250191	2025-04-28	[REDACTED]	202504	[REDACTED]	870.33	870.33
20250192	2025-04-28	CANDU AUTOMATION & CONTROL SOLUTIONS LTD.	2556	REPLACE FAULTY ANALOG INPUT M	1,571.58	2,119.68
			2557	SERVICE WTP & CAMPGROUND	548.10	
20250193	2025-04-28	CARO ANALYTICAL SERVICES	IC2508603	THM/HAA/LEAD WATER TESTING	432.08	432.08
20250194	2025-04-28	[REDACTED]	202506	[REDACTED]	774.10	774.10
20250195	2025-04-28	[REDACTED]	202506	[REDACTED]	668.61	668.61
20250196	2025-04-28	L.A. POWER SYSTEMS LTD.	109719	HYDRVAC WATER SERVICE LINE-GC	2,562.00	2,562.00
20250197	2025-04-28	[REDACTED]	202505	[REDACTED], COUNCIL MEAL	1,417.34	1,417.34
			202506	[REDACTED]	1,326.90	
20250198	2025-04-28	MILK RIVER MINOR BASE BALL ASSN.	202501	2025 GOLD SPONSORSHIP	500.00	500.00
20250199	2025-04-28	RIDGE AUTO PARTS LTD.	739156	SAFETY GLASS, DUCT TAPE, SPILL I	1,107.29	1,980.13
			739303	OIL, FILTERS	133.34	
			739341	RHINO HIDE GLOVES, TOUCH CASE	419.58	
			739867	OIL FILTER	11.14	
			740007	CAMLOCKS-FIRE DEPT	308.78	
20250200	2025-04-28	SAAL PAVING LTD.	3880	PAVING-1ST AVE 3RD ST, 921 MAIN S	6,998.25	6,998.25
20250201	2025-04-28	[REDACTED]	202505	[REDACTED]	1,035.21	1,035.21
20250202	2025-04-28	SOUTHERN IRRIGATION	S-INV0721393	PINCH CLAMP-100	45.50	45.50
20250203	2025-04-28	[REDACTED]	202507	[REDACTED]	750.00	1,241.78
			202508	[REDACTED]	491.78	
20250204	2025-04-28	[REDACTED]	202504	[REDACTED]	382.22	382.22
20250205	2025-04-28	TNS BUSINESS CENTRE LTD.	74389	WORK ALONE MONITORING	293.16	293.16
20250206	2025-04-28	W.R. MEADOWS OF WESTERN CANADA	120020370	TRAFFIC PAINT	6,357.38	6,357.38

**Total 193,430.45**

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

Request for Decision

## Administration Reports

May 12, 2025



### RECOMMENDATION

That the Administration Reports for the period ending April 30, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

On a monthly basis, administration provides Council with reports on the following: Public Works, Municipal Enforcement (Community Peace Officer), and the Chief Administrative Officer.

### RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the reports. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Public Works Report
2. Community Peace Officer Report
3. Chief Administrative Officer Report



## Public Works Supervisor Report April 2025

### General:

- Monthly generator preventative maintenance runs completed (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- Met at theater with asbestos remediation company for final visit before work commences
- Dug two cremation plots
- Coordinated with Primary Contractors for 8<sup>th</sup> Ave NE for power
- Met with Government of Alberta Facilities at Visitor Info Centre
- Removed snow fence and posts between 7<sup>th</sup> and 8<sup>th</sup>
- Abatement started
- ATCO hit power line at old school. Line was never documented anywhere.

### Parks and Rec:

- Turned water on at baseball diamonds, campground and Kinsmen Park
- Met with Ag Services in Warner to figure out building a weed sprayer and almost completed building it
- Gopher control
- Moved backwash pump for golf course
- Filled in some gravel at campground
- Box scraped baseball diamonds and campground
- Added gravel to entrance to baseball diamonds
- Tree fell down by post office, moved from back alley into their property
- Plumber fixed plumbing in kitchen at baseball diamonds

### Roads:

- Contacted sidewalk contractor from last year to clean up mess they left in back alley
- Contacted asphalt company to pave 1<sup>st</sup> Avenue Water leak as soon as time allows
- Picked up garbage on Railway Frontage Road in ditch
- Box scraped alleys

### Water & Wastewater:

- **WATER:**
  - Daily water rounds and data collection
  - THM & HAA samples taken April 3<sup>rd</sup>.
  - 2x weekly Bacteriological sampling, done each Monday.
  - Water meter reads
  - Fixed water leak at curb stop on Main Street
  - Turned on water for golf course ponds
  - Met with Doug from Golf Course to play out connecting water line to bathroom
  - Two water meters replaced
  - Located 8 curb stops
  - Tied in water line and curb stop for golf course from County Road
  - 1 main water break on Main and 2 curb stop leaks
  - Water leak fixed between golf course and Lift Station
- **WTP:**
  - Reservoir levels remain full

- Unloaded chlorine at Water Treatment Plant
- Worked with CANDU to renew Win-911
- Routine maintenance including battery replacement
- Maintenance on turbidity meters
- Intermediate power influxes during weekend having someone resetting equipment faults and emergency alarms call outs for 9 hours
- **RAW WATER:**
  - Basin water level remains full
  - Routine maintenance including battery replacement
- **SEWER WORK:**
  - CCTV work on sewer and documenting intruding pipes needing cutting
  - Sewer lines flushed
- **SEWAGE LIFT STATIONS**
  - Regular maintenance and battery replacement
- **SEWAGE LAGOONS:**
  - Deposited bags of enzymes in ponds and into two manholes
  - Met with MPE for Lagoon Project RFQ's, RFP's of on contractors

#### **Garbage:**

- Weekly garbage pickup: Milk River residential on Tuesday, Coutts on Wednesday, Warner on Thursday & Milk River businesses on Friday
- Started weekly brown bag pick up
- Transmission flushed and reset – code
- 2 rollers on compactor failed and replaced in rear of garbage truck

#### **Swimming Pool:**

- Turned water on to building
- Replaced toilet in Men's Bathroom
- Storm caused electrical problems with the pool and electricians were called, ended up being fortis
- Company came in to quote new pool liner and drain

#### **Airport:**

- Weekly run to airport to check condition of road in and runways, for unwanted activity. (when checking sewage lagoons)

#### **Education & Training:**

- Weekly safety meeting on each Wednesday morning.



## Administration

- Council meeting agenda preparation
- Council meeting attendance
- Council meeting minutes
- Council meeting highlights for newsletter
- Staff meetings
- Weekly meetings with Mayor
- Walk in visitors, phone calls, and emails
- **Updates from CPO's (when applicable)**
- Development inquiries/meetings
  - 10 Development Permits to date
    - 4 solar panels / 2 dwellings / 1 garage / 1 deck / 1 wheelchair ramp / 1 storage container
- Research and answer council questions
- Bimonthly meetings with Provincial Drought Team
- Updates to Environment regarding the Inter-Basin Transfer
- Process approved bylaws and policies
- Attend EPR Webinars
- Finalize 2025 Operating and Capital budgets
- 10-year capital plan budget
- Meetings with MPE regarding Lagoon
- Meeting preparation, attendance, minutes for Special Meeting May 2
- Attend SMMR LOI meetings
- Finalize the inter basin transfer What We Heard Report, sent to Council and to Alberta Environment
- Finalize drinking water survey for Stats Canada
- Process and resend Golf Cart Pilot Project Bylaw to Alberta Transportation
- Finalize agreement with Circular Materials
- **Compile pdf version of the Town of Milk River's policy manual and send to council**

2022-04-03	Moved by Councillor Losey, <b>“that</b> administration look into the affordability of raising our grants to the small committees.”	Budget 2025
	<b>2024</b>	
<u>Motion</u> <u>Carried</u> 2024- <u>274</u>	Moved by Councillor Degenstein, “that the Town pay for new eavestroughs for the club house at the golf course.”	Waiting for three quotes
<u>Motion</u> <u>Carried</u> 2024- <u>315</u>	Moved by Councillor Johnson, “that administration make the recommended changes to R4.0 Construction Clean Up and Restoration Policy and bring back to a future Council meeting.”	WIP
	<b>2025</b>	
<u>Motion</u> <u>Carried</u> 2025- <u>38</u>	Moved by Councillor Losey, <b>“that</b> Council approve the donation of \$1,200.00 towards the 2025 Canada Day Celebrations.”	June
<u>Motion</u> <u>Carried</u> 2025- <u>58</u>	Moved by Councillor Losey, <b>“that</b> Council direct administration to investigate tree bylaws in other communities and to create a tree bylaw to ban new poplar <b>planting in the town.</b> ”	WIP
<u>Motion</u> <u>Carried</u> 2025- <u>60</u>	Moved by Councillor Degenstein, <b>“that</b> Council accept the Housing Needs Assessment as information and direct administration to research the creation of tax sub-classes for vacant residential and commercial buildings and <b>properties.</b> ”	WIP
<u>Motion</u> <u>Carried</u> 2025- <u>90</u>	Moved by Councillor Degenstein, <b>“that</b> Council approve the sponsorship of \$500.00 towards Milk River Minor Ball for the 2025 season.”	Complete
<u>Motion</u> <u>Carried</u> 2025- <u>91</u>	Moved by Councillor Degenstein, <b>“that</b> Council approve a business card size advertisement in the amount of \$269.00 to the Make a Wish Canada Hospital <b>Activity Book.</b> ”	Complete
<u>Motion</u> <u>Carried</u> 2025- <u>92</u>	Moved by Councillor Degenstein, <b>“that</b> Council repeal motion 2024-211 and to send a letter to the curling club of explanation.”	WIP
<u>Motion</u> <u>Carried</u> 2025- <u>93</u>	Moved by Councillor Degenstein, <b>“to</b> bring museum, golf course, and curling rink agreements forward to the next meeting for review.”	May meeting
<u>Motion</u> <u>Carried</u> 2025- <u>94</u>	Moved by Councillor Johnson, <b>“that</b> Council authorize administration to enter into an agreement with Circular Materials for the collection and management of recycled materials as a result of the new Extended Producer Responsibility.”	Complete
<u>Motion</u> <u>Carried</u> 2025- <u>96</u>	Moved by Councillor Losey, <b>“that</b> Council authorize administration to enter into an agreement with Horizon School Division to provide joint election services for the October 20, 2025, municipal and school trustee election.”	WIP
<u>Motion</u> <u>Carried</u> 2025- <u>97</u>	Moved by Councillor Degenstein, “that Council hold a special meeting on Friday, May 2, 2025, at 9:00 am. for the operating and capital budgets.”	Complete
<u>Motion</u> <u>Carried</u> 2025- <u>104</u>	Moved by Deputy Mayor Michaelis, <b>“that</b> the property at 228 Centre Avenue SE be advertised for sale for three weeks.”	Complete
<u>Motion</u> <u>Carried</u> 2025- <u>109</u>	Moved by Deputy Mayor Michaelis, <b>“that</b> administration increase the Line of Credit to two million (\$2,000,000) dollars for the following projects: 8 <sup>th</sup> Avenue grading, curb and gutter, 8 <sup>th</sup> Avenue Power Phase A and B, Phase 1A of the lagoon project, purchase of a garbage truck, sun shelter for the pool as well as an offset amount to the operating budget.”	WIP

<b>2025 Operational Projects</b>	
<b>Council</b>	
Election	
Regional Orientation	
<b>Administration</b>	
Wage Step	
Communications	
Grant Writing Services	
Atrium Repairs	
Eavestrough / Power Repairs	
<b>Roads</b>	
Sand Increase	
<b>Economic Development</b>	
Water purchase from SMRID	
Overland pipe project	
Debenture	
Inter Basin Engagement	Complete
<b>Planning and Development</b>	
Orthophoto	
Demolition of Theatre	
<b>Pool</b>	
Liner/Skimmer	
<b>Golf Course</b>	
Building Insurance	Complete
Water Hauling	
Eavestrough	
Donation (as per February Council meeting)	
<b>Curling Rink</b>	
Roof	

Request for Decision

## Procedural Bylaw 1079

May 12, 2025



### RECOMMENDATION

That the Procedural Bylaw 1079 be given first reading.

That the Procedural Bylaw 1079 be given second reading.

That the Procedural Bylaw 1079 receive unanimous consent for consideration of third reading.

That the Procedural Bylaw 1079 be given third and final reading.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

Section 199(2.1) states that "[e]very council must by bylaw provide for public hearings under Part 17 to be conducted by electronic means." The bylaw must include the following information:

- The type of electronic means by which meetings are to be held.
- A requirement that the identity of each Councillor attending the meeting be confirmed by a method authorized by bylaw.
- Subject to the exceptions in section 197 regarding closed meetings, the method by which members of the public may access the meeting and make submissions.
- If information in respect of the meeting must be made publicly available, the method for making that information available to the public before and during the meeting, and the method by which public notice of the meeting is given.
- Any other information required by the regulations (as of the date of this article there is nothing further required)

### RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Procedural Bylaw 1079



BYLAW NO. 10~~7960~~

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO DEAL WITH THE PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE MUNICIPAL COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

**WHEREAS**, Section 145 of the Municipal Government Act, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with meetings of Council, this Bylaw, by virtue of the Act, provides for the regulation of the proceedings of Council and the Committees thereof.

**NOW THEREFORE**, the Council of the Town of Milk River, duly assembled enacts as follows:

**1. TITLE**

This Bylaw shall be cited as the “Procedural Bylaw” of the Town of Milk River.

**2. DEFINITIONS**

**Act** means the Municipal Government Act, Chapter M-26, as amended.

**Agenda** means the agenda for a Regular, Special or Committee of the Whole meeting prepared pursuant to Part 5 of this Bylaw.

**Bylaw** means a Bylaw of the Town.

**Chair** means the person who has been given authority to direct the conduct of a meeting including the appointed head of a committee.

**Committee** means any committee, board or other body established by Council under the Municipal Government, unless Council decides that this Bylaw does not apply to any particular Council Committee.

**Council** means the duly elected Council of the Town of Milk River.

**Deputy Mayor** means the person appointed by Council pursuant to the provisions of Part 4 of this Bylaw to act as Mayor in the absence or incapacity of the Mayor.

**Mayor** means the person elected as the Chief Elected Officer under Section 150 of the Act.

**New Business** means business dealing with a matter, which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.

**Old Business** means the business which has been raised at the same or previous meeting and which has not been completed.

**Privilege** means the rights and immunities of Council collective or the position and conduct of members of Council in their office character as elected representatives and a “matter of privilege” means any matter affecting privilege.

**Quorum** means minimum number of members of Council or Committee necessary to conduct business.

**Town** means the corporation of the Town of Milk River and where the context so requires, means the area included within the boundaries of the Town.

### **3. GENERAL RULES OF COUNCIL**

- 3.1 This Bylaw shall govern all regular meetings, special meetings, committee of the whole, public hearings, annual organizational meetings, and any other meetings as may be directed by Council.
- 3.2 Council Committees shall be established and governed by policy of bylaw approved by Council, where appropriate, authority is delegated to a Council Committee and such committee, and its mandate shall be established by bylaw.
- 3.3 All Committees of Council and all members of Committees, including resident members shall be bound by the voting rules of this Bylaw.
- 3.4 The precedence of the rules governing the procedure of Council is:
  - 3.3.1 the Province of Alberta Municipal Government Act;
  - 3.3.2 Other Provincial Legislation;
  - 3.3.3 Town of Milk River Procedural Bylaw and any amendments thereto;
  - 3.3.4 Robert's Rules of Order.
- 3.5 Agenda
  - 3.5.1 The agenda for each Council meeting is established by the CAO in consultation with the Mayor. The Mayor has final approval of the agenda.
  - 3.5.2 All items for inclusion in the agenda must be submitted to the CAO by noon on the Wednesday before the meeting.
  - 3.5.3 The CAO will prepare and distribute the agenda electronically to Council no later than 4:30 p.m. on the Wednesday prior to the meeting.
- 3.6 Quorum
  - 3.6.1 Should a member of Council arrive late to a meeting or depart prior to the completion of the meeting, the CAO, or their designate, shall record the time of arrival and departure of the Councillor.
  - 3.6.2 If there is no quorum present within fifteen minutes after the time appointed for the meeting of Council, the CAO shall, for the purpose of remuneration, call the roll and take down the names of the members present, and the Council shall stand absolutely adjourned until the next meeting. The agenda for the adjourned meeting will be dealt with at the next regular meeting unless a special meeting is called before or after the next regular meeting to deal with the business of the adjourned meeting. A meeting cannot proceed without quorum.

- 3.6.3 Absences of a member of Council shall be dealt with under the provisions provided in the Act and/or the Code of Conduct Bylaw.

#### **4. PROCEEDINGS AT MEETINGS**

- 4.1 The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this Bylaw.
- 4.2 The Deputy Mayor shall Chair Council meetings when the Mayor is absent or unable to function as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.
- 4.3 In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
- 4.4 As a rule, the Chair does not make any motion, but shall be able to voice what they see as a useful motion and seek someone to move the motion.
- 4.5 Direction to administration by Council shall be limited to Council as a whole directing the CAO.
- 4.6 The minutes of the preceding meeting shall have previously been circulated to the Councillors, allowing the minutes circulated to be adopted by a majority vote.
- 4.7 The Chair shall preserve order and decorum and decide questions of order, subject to an appeal to the Council, and the decision of the Chair shall be final unless reversed or altered by a majority vote of the members present without debate.
- 4.8 Every member wishing to speak to a question or motion shall address themselves only to the Chair.
- 4.9 When a request is made to have a member's vote recorded against a question, all present at that time shall be recorded, and the member's votes shall be recorded as voting for, against, and /or abstained for pecuniary interest only, pursuant to the Act.
- 4.10 Motions or Resolutions
- 4.10.1 In all cases not provided for in the proceedings of the Council or in Committee, Robert's Rule of Order shall be followed, and, in such cases, the decision of the Chair shall be final and accepted without debate.
- 4.10.2 No motion bringing in a new matter before Council may be made while any other motion is pending.
- 4.10.3 A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.
- 4.10.4 A motion is not required to be seconded.

- 4.10.5 All motions shall be in writing and recorded before being debated or put from the Chair.
- 4.10.6 The Chair must call for a motion before a vote is taken.
- 4.10.7 A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.

#### 4.11 Electronic Meetings

- 4.11.1 A member of Council shall be allowed to participate in a Regular or Special meeting of Council through electronic means, which may include using a telephone with the use of the speaker, via a personal computer, or other means as technology advances. A member of Council will only be able to participate in one meeting via electronics means in a row. The per diem rates for a member of Council participating in a meeting via electronic means will be paid at the same rate as if the member of Council is physically present. If the meeting goes into a Closed Session, while a member of Council is participating via electronic means, they will not be able to participate in the Closed Session portion of the meeting.
- 4.11.2 Audio and video recordings of all meetings of Council are prohibited, unless authorized by a unanimous vote of Council.
- 4.11.3 Pursuant to the Municipal Government Act a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:
  - 4.11.3.1 Notice is given to the public of the meeting, including the way in which it will be conducted;
  - 4.11.3.2 The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place;
  - 4.11.3.3 The facilities enable all the meetings participants to watch and/or hear each other; and/or
  - 4.11.3.4 Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.

#### 4.12 Voting

- 4.12.1 A Councillor has one (1) vote each time a vote is held at a Council meeting at which a Councillor is present either in person or virtually.
- 4.12.2 If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

- 4.12.3 Council shall vote by a show of hands unless other electronic means are available that clearly show how everyone voted.
- 4.12.4 Every member of Council present, shall vote on every matter of Council, unless they are required to or permitted to abstain from voting under this or any other enactment.
- 4.12.5 The Council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.
- 4.12.6 When a public hearing on a proposed bylaw or resolution is held, a Councillor:
  - 4.12.6.1 must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing, and
  - 4.12.6.2 may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the public hearing.
- 4.12.7 Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 4.12.8 Where a Councillor declares a pecuniary conflict of interest under the MGA, that Councillor will absent themselves from Council table while the matter is being discussed and voted upon. Prior to leaving the Council table, the Councillor will describe in general terms the nature of the pecuniary interest, which will be captured as part of the minutes.
- 4.12.9 The Chair of a meeting must verbally announce the outcome of all votes of Council.

## **5. ORDER OF BUSINESS**

- 5.1. Regular Meetings
  - 5.1.1. Shall be held on the second Monday of each month provided that where a Regular Council Meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday, or on such other day as Council decides.
  - 5.1.2. Shall commence at 5:30 p.m. and adjourn by a unanimous vote of the members present. Adjournment of a meeting shall be no later than 9:30 p.m., unless a majority vote of Council extends the meeting for 30 minutes. The Council meeting must be completed before 10:00 p.m., including the extension.
  - 5.1.3. Additions to the agenda will be made by motion and accepted by majority vote of the Council.
  - 5.1.4. The Order of Business of a Regular Meeting shall be as follows:

- A) Call to Order
- B) Additions to the Agenda
- C) Delegations (5:40 pm.)
- D) Approval of Minutes
- E) Business Arising from Minutes
- F) Financial Reports
- G) Administration Reports
- H) Break (10-15 minutes)
- I) Old Business
- J) Bylaws and Policies
- K) New Business
- L) Councillors Reports
- M) Mayor's Report
- N) Closed Session (if required)
- O) Adjournment

#### 5.1.5 Closed Session

- 5.1.5.1 The rules of the Council shall be observed when Council is in a closed session as far as may be applicable. Recommendations shall be voted on after returning to Regular Meeting.

## 5.2 Organizational Meeting

- 5.2.1 Council must hold an organizational meeting annually not later than two weeks after the third Monday in October.
- 5.2.2 If a meeting date falls on a statutory holiday, it shall be rescheduled for the next working day, unless otherwise authorized by resolution of Council.
- 5.2.3 Unless the Mayor has been elected at the last General Election, immediately preceding the Organizational meeting, the Mayor shall take the chair and call the meeting to order.
- 5.2.4 If the Mayor has been elected at the last General Election, immediately preceding the meeting, the CAO shall call the meeting to order and shall preside over the meeting until the oath, prescribed by the Oath of Office Act, has been administered to the Mayor.
- 5.2.5 After the Mayor has taken the oath, the Mayor shall preside over the meeting and the Councillors shall take the Official Oath of Office.
- 5.2.6 All Committees and other bodies that Council is entitled to appoint may be changed annually at the time of the Organizational Meeting as set by the statute then in effect.
- 5.2.7 Appointment and Organization of Committees of Council
  - 5.2.7.1 All elected officials and resident members of Committees of Council, will be appointed at an Organizational Meeting, or by a motion of Council.

5.2.7.2 Terms for Councillors appointed to any Committee are twelve months.

5.2.7.3 Terms for residents at large appointed to a Committee will be a twelve-month term.

5.2.7.4 Residents interested in volunteering to serve on Committees may apply to the Town by way of cover letter outlining their interest. Recommendations for appointments will be made using the following considerations:

5.2.7.4.1 the best interests of the Town;

5.2.7.4.2 the competence of members; and

5.2.7.4.3 willingness to serve.

5.2.8 The Order of Business of the Organizational Meeting shall be limited to:

- A) The appointment of the Deputy Mayor;
- B) The appointment of Council to committees or other bodies;
- C) Setting the date, time and place for regular Council meetings;
- D) A review the Councillor Code of Conduct;
- E) A review of the remuneration and expenses policy;
- F) In an election year, a review of the Procedural Bylaw;
- G) Appoint the auditor;
- H) Appoint the assessor;

### 5.3 Special Meetings

5.3.1 Special Council meetings can be held under the provisions provided in Section 194 of the Act.

5.3.2 Special Council meetings should only be held to address time sensitive issues.

### 5.4 Committee of the Whole

5.4.1 The purpose of the Committee of the Whole is to allow for Council and Department heads to have discussions on operational and capital priorities and issues. It shall include Council, the CAO, the Public Works Supervisor, and the Fire Chief. Only the members of Council are able to vote. The Committee of the Whole meets, as required and as determined by Council.

5.4.2 The Committee of the Whole Meeting can, by resolution, move into a closed session and exclude any person or persons from the meeting. Recommendations shall be voted on after returning to the Meeting.

### 5.5 Public Hearing

5.5.1 A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.

- 5.5.2 Council shall hold a public hearing when:
- 5.5.1.1 Required by the MGA;
  - 5.5.1.2 Required by any other legislative or regulation;
  - 5.5.1.3 Road Closure Bylaws; and
  - 5.5.1.4 Or any other matter at the direction of Council.
- 5.5.2 Council, shall by resolution, set a time, date, and location of a public hearing.
- 5.5.3 Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
- A) The Chair of a public hearing shall declare the public hearing open.
  - B) A background shall be provided on the proposed bylaw or resolution.
  - C) Presentations shall be limited to five (5) minutes.
  - D) Persons speaking will be given an opportunity to speak only once.
  - E) Order of presentations shall be as follows:
    - a. Those in support
    - b. Those opposed
    - c. Those deemed affected
  - F) Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify their qualifications.
  - G) For clarification purposes, Council may ask questions of the speakers after each presentation.
  - H) No verbal or written submissions shall be received after the hearing has been deemed closed.
  - I) The Chair of a public hearing shall declare the public hearing closed.

Where there are no persons present as delegations, the hearing procedure shall eliminate items c, d, e, f, and g, as listed above.

- 5.5.4 After the close of the public hearing, the process of Council is as follows:
- 5.5.4.1 Council may pass the bylaw or resolution.
  - 5.5.4.2 Council may make any amendment to the bylaw or resolution as it considers necessary and proceed to pass it without further advertisement or hearing.
  - 5.5.4.3 Council may defeat the bylaw or resolution.

## **6. DELEGATIONS**

- 6.1. Delegations who wish to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council, shall address a letter to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered, or mailed to the office of the CAO so that it arrives no later than 12:00 p.m. (noon) on the Wednesday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If the delegation wishes to appear before Council, it shall be so stated in the letter. The CAO shall then place the person(s) on the next meeting agenda, if possible.



- 6.2. Delegations will be allocated a maximum of 10 minutes to present the subject matter indicated in their request. The Chair of the meeting may extend this maximum time allocation at their choice.
- 6.3. A maximum of 2 delegations will be included on the agenda at a Regular Council meeting.
- 6.4. Delegations may present to Council no more than 2 times per calendar year on items considered to be the same issue.

## **8. REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEE**

- 8.1. The business of the Committee of the Whole, Authorities, Boards, and other Committees shall be conducted in accordance with the rules governing procedure in the Council, in addition, the following rules shall be adhered to:
  - 8.1.1. The Chairperson shall preside at each meeting, shall vote on all questions submitted and, upon an equal vote, the question shall be negative.
  - 8.1.2. The name of the Chairperson shall appear on all reports and recommendations made by a Committee/Authority/Board.
  - 8.1.3. In the absence of the Chairperson and unless another has been appointed by the Mayor or the Council, one of the other members shall be elected to preside and shall discharge the duties of the Chairperson during the meeting or until the arrival of the Chairperson.
  - 8.1.4. The minutes of the transactions of each Committee/Authority/Board shall accurately kept in a book provided for that purpose and, at each meeting, the minutes of the preceding meeting shall be submitted for approval. After they are approved by a majority of the members present, shall be signed by the Chairperson and the CAO.
- 8.2. The general duties of all the Committees of Council shall be as follows:
  - 8.2.1 To report to the Council, on all matters connected with the duties imposed upon each such Committee and to recommend such action by the Council as it deems necessary within its terms of reference.
  - 8.2.2 To observe, unless otherwise specifically permitted, the rules prescribed by the Bylaws of the Council.

## **9. SEVERABILITY**

- 9.1. Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall be maintained.

## **10. REPEAL**

- 10.1. Bylaw ~~4023~~-1060 is hereby repealed upon third and final reading.

## **11. EFFECTIVE DATE**

11.1. This Bylaw shall come into full force and effect on the final day of passing.

Read for a first time this the XX day of XXXX 2025.

Read for a second time this XX day of XXXX 2025.

Unanimous consent given for consideration of third reading this XX day of XXXX 2025.

Read for a third and final time this XX day of XXXX 2025.

---

Larry Liebelt  
Mayor

---

Kelly Lloyd  
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.

Request for Decision

## 2025 Tax Rate Bylaw 1080

May 12, 2025



### RECOMMENDATION

That the 2025 Tax Rate Bylaw 1080 be given first reading.

That the 2025 Tax Rate Bylaw 1080 be given second reading.

That the 2025 Tax Rate Bylaw 1080 receive unanimous consent for consideration of third reading.

That the 2025 Tax Rate Bylaw 1080 be given third and final reading.

### LEGISLATIVE AUTHORITY

MGA Section 353 - Each council must pass a property tax bylaw annually. The property tax bylaw authorizes council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of a) the expenditures and transfers set out in the budget of the municipality, and b) the requisitions.

### BACKGROUND

The assessed value of a residential property is a calculation based upon the market value of a property and reflects a combination of any changes/improvements made to the property and the current real estate market conditions for residential properties. For non-residential properties the assessed value could reflect one or more of the estimated business value based on profit estimates, the estimated value of the investment in the business or the estimated cost of replacement of the business or components of the business. The valuation date for property assessment is July 1 of the previous year. Meaning the assessment values used for 2025 property taxes reflects the value of the property as of July 1, 2024. The second date used for valuation is the 'characteristics and physical condition' date. This is the date on which the condition of the property is recorded. In Alberta this date is December 31 of the previous year.

### RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. 2025 Tax Rate Bylaw 1080

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1080**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF MILK RIVER IN THE PROVINCE OF ALBERTA FOR THE 2025 TAXATION YEAR.**

**WHEREAS**, the Town of Milk River has prepared and adopted detailed estimates of the municipal revenues and expenditures as required for 2025 at the special council meeting held on May 2, 2025; and

**WHEREAS** the estimated municipal expenditures and transfers set out in the operating budget for the Town of Milk River for 2025 total \$4,788,414; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$3,733,800 and the balance of \$1,054,614 is to be raised by municipal taxation and frontage charges; and

**WHEREAS**, the requisitions are:

**Alberta School Foundation Fund (ASFF)**

Residential/Farmland	\$199,252
Non-residential	<u>\$48,759</u>
	\$248,011

**Seniors Foundation** \$ 20,659

**Designated Industrial Properties** \$ 130

**WHEREAS**, the Council of the Town of Milk River is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the 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 Alberta Municipal Government Act, Chapter M26, RSA 2000 as amended; and

**WHEREAS**, the assessed value of all property in the Town of Milk River as shown on the assessment roll is:

**Town of Milk River Assessment**

Residential and Farmland	\$76,227,300
Non-residential	\$11,537,190
Linear	\$1,798,350
Designated Industrial Property	\$51,680

Total	<u>\$89,614,520</u>
-------	---------------------

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Town of Milk River in the Province of Alberta, hereby enacts as follows:

1. That the Chief Administrative Officer 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 Town of Milk River, Alberta:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
Residential / Farmland	\$762,273	\$76,227,300	10.00
Non-residential	<u>\$ 281,132</u>	<u>\$13,387,220</u>	21.000
Municipal Totals	\$1,043,405	\$89,614,520	
<b>ASFF</b>			
Residential / Farmland	\$199,252	\$76,227,300	2.61392
Non-residential	<u>\$ 48,759</u>	<u>\$12,655,600</u>	3.85277
Total	\$248,011	\$88,882,900	
<b>Seniors Foundation</b>	\$20,659	\$88,882,900	0.23243
<b>Designated Industrial</b>	\$130	\$1,850,030	0.0701

2. The minimum amount payable for improved properties as property tax for general municipal purposes shall be \$200.00.
3. The minimum amount payable as municipal property tax shall be \$1,000.00 for vacant residential land.
4. If, as of the 31<sup>st</sup> day of August 2025, any taxes which remain unpaid shall receive a 5% penalty on the 1<sup>st</sup> day of September 2025.
5. A 1.5% penalty will be imposed on the unpaid balance on the first day of the month thereafter.

That this bylaw shall take effect on the date of the third and final reading thereof.

Read a first time this XX day of XXXX 2025.

Read a second time this XX day of XXXX 2025.

Received Unanimous Consent for consideration of third reading this XX day of XXXX 2025.

Read a third time and passed this XX day of XXXX 2025.

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Mayor, Larry Liebelt

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Chief Administrative Officer, Kelly Lloyd

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.

Request for Decision

## Special Tax Bylaw 1081

May 12, 2025



### RECOMMENDATION

That the Special Tax Bylaw 1081 be given first reading.

That the Special Tax Bylaw 1081 be given second reading.

That the Special Tax Bylaw 1081 receive unanimous consent for consideration of third reading.

That the Special Tax Bylaw 1081 be given third and final reading.

### LEGISLATIVE AUTHORITY

Municipal Government Act

### BACKGROUND

The Council of the Town of Milk River deems it necessary to provide for special tax levies in the 2025 Operating and Capital Budget for specific municipal projects and services; and the total assessment on all assessed taxable property for 2025 is \$89,511,040 all of which will be subject to the special tax levies at \$50.00 per taxable property.

### RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Special Tax Bylaw 1081

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1081**

**A BYLAW OF THE COUNCIL OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA,  
TO PROVIDE FOR THE 2025 SPECIAL TAX.**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, RSA 2000, being Chapter M-26, as amended, a Council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more special tax, and

**WHEREAS**, the Council of the Town of Milk River deems it necessary to provide for special tax in the 2025 Operating and Capital Budget for specific municipal projects and services; and

**WHEREAS**, the total assessment on all assessed taxable property for 2025 is \$89,511,040 all of which will be subject to the special tax.

**NOW THEREFORE**, the Council of the Town of Milk River duly assembled hereby enacts as follows:

1. **THAT** this bylaw shall be cited as the 2025 Special Tax Bylaw.
2. **THAT** the following Special Tax be imposed:
  - a) **Road Operating Special Tax**– (+/-) \$24,450.00 – to include but not be limited to repairs and maintenance of paved streets, gravel streets and lanes, sidewalks, curbs, gutters, and boulevards situated within the existing road rights-of-way as well as installation of streetlights within the road right of way. The tax rate is \$50.00 per taxable parcel and will be imposed upon taxable parcels that do not pay a pavement local improvement tax as prepared in accordance with Part 9 of the Alberta *Municipal Government Act*.
3. **THIS** bylaw shall come into full force and effect upon the final reading thereof.

READ a first time this XX day of XXXX 2025

READ a second time this XX day of XXXX 2025

Received Unanimous Consent for consideration of third reading this XX day of XXXX 2025

READ a third and final time this XX day of XXXX 2025

---

Mayor, Larry Liebelt

---

Chief Administrative Officer, Kelly Lloyd

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX, 2025.

Request for Decision

## 2025 Capital Budget Adjustment

May 12, 2025



### RECOMMENDATION

That Council approve the 2025 adjusted capital budget as presented and to amend motion 2025-109 to exclude the 8<sup>th</sup> Avenue Power Project.

### LEGISLATIVE AUTHORITY

Municipal Government Act

Section 245 each council must adopt a capital budget for each calendar year.

### BACKGROUND

At the May 2<sup>nd</sup> Special Council Meeting, the following motion was made:

Moved by Deputy Mayor Michaelis, **"that** administration increase the Line of Credit to two million (\$2,000,000) dollars for the following projects: 8<sup>th</sup> Avenue grading, curb and gutter, 8<sup>th</sup> Avenue Power Phase A and B, Phase 1A of the lagoon project, purchase of a garbage truck, sun shelter for the pool as well as an offset amount to the operating budget."

Motion Carried 2025-109

As per the Municipal Government Act, Section 254 on capital property, is as follows:

#### **Capital property**

**254** No municipality may acquire, remove, or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed.

As a result, motion 2025-109 must be amended, and the capital budget be adjusted to reallocate the source of funding for the 8<sup>th</sup> Power Project.

### ATTACHMENTS

1. 2025 Capital Budget Adjustment



## 2025 Capital Budget Adjustment - Approved May 2 2025

<b>2024 Carry Forward</b>	<b>LGFF</b>	<b>Reserves</b>	<b>CCBF</b>
	\$ 99,963	\$ 922,547	\$ -
<b>2025 Allotment</b>	\$ 348,395		\$ 51,772
<b>Total</b>	\$ 448,358	\$ 922,547	\$ 51,772

Dept.	Project Description	2025 Proposed Budget Estimated Cost	TF from Operating	LGFF	Debentures / Loan	From Reserves	Other Funds	CCBF	Total Funds	COMMENTS
<b>12 Administration</b>										
	LED Lights - Dental Office	\$ 5,556					\$ 5,556			
	<b>Total</b>	<b>\$ 5,556</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,556</b>	<b>\$ -</b>	<b>\$ 5,556</b>	
<b>24 Emergency Management</b>										
	Breathing Apparatus	\$ 25,180	\$ 25,180							
	Wire in Generator	\$ 10,000				\$ 10,000				
	<b>Total</b>	<b>\$ 35,180</b>	<b>\$ 25,180</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,180</b>	
<b>32   Roads</b>										
	8th Avenue Phase 8A Power	\$ 255,274				\$ 255,274				CF
	8th Avenue Phase 8B Power	\$ 106,742				\$ 106,742				CF
	8th Avenue Curb/Gutter/grading	\$ 600,000			\$ 600,000					
	Sander Replacement	\$ 40,000						\$ 40,000		
	Curb and Gutter and Road	\$ 41,500		\$ 41,500						CF - between main & 1st st/ 8th ave/Main
	Sidewalk / C&G	\$ 30,000		\$ 30,000						school sidewalk
	<b>Total</b>	<b>\$ 1,073,516</b>	<b>\$ -</b>	<b>\$ 71,500</b>	<b>\$ 600,000</b>	<b>\$ 362,016</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 1,073,516</b>	
<b>41 Water</b>										
	Phase 1A: Design RW Pump Strn/Tr. Line	\$ 515,131		\$ 128,783			\$ 386,348			
	Water Source Study & Contingency Plan	\$ 200,000					\$ 200,000			
	<b>Total</b>	<b>\$ 715,131</b>	<b>\$ -</b>	<b>\$ 128,783</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 586,348</b>		<b>\$ 715,131</b>	
<b>42 Wastewater</b>										
	Lagoon Project \$10,330,000	\$ 450,000			\$ 450,000					
	CCTV	\$ 45,000				\$ 45,000				CF
	<b>Total</b>	<b>\$ 495,000</b>	<b>\$ -</b>		<b>\$ 450,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 495,000</b>	
<b>43 Solid Waste</b>										
	Garbage Truck	\$ 448,000			\$ 448,000					
	<b>Total</b>	<b>\$ 448,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 448,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 448,000</b>	
<b>62 Planning &amp; Development</b>										
	Theatre abatement/air quality	\$ 128,200		\$ 128,200						
	<b>Total</b>	<b>\$ 128,200</b>	<b>\$ -</b>	<b>\$ 128,200</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 128,200</b>	
<b>72 Recreation</b>										
	Spraying equipment	\$ 5,000		\$ 5,000						
	Curling Rink Condenser	\$ 105,900		\$ 105,900						
	Block 39 Detailed Design - Phase 1	\$ 710,000					\$ 710,000			CF
	<b>Total</b>	<b>\$ 820,900</b>	<b>\$ -</b>	<b>\$ 110,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 710,000</b>	<b>\$ -</b>	<b>\$ 820,900</b>	
<b>72-02 Pool</b>										
	Engineered Exit Light	\$ 10,000		\$ 10,000						
	Sun Shelter	\$ 15,000			\$ 15,000					
	<b>Total</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	
	<b>Total 2025 Capital Budget</b>	<b>\$ 3,746,483</b>	<b>\$ 25,180</b>	<b>\$ 449,383</b>	<b>\$ 1,513,000</b>	<b>\$ 417,016</b>	<b>\$ 1,301,904</b>	<b>\$ 40,000</b>	<b>\$ 3,746,483</b>	

Request for Decision

## **Borrowing Bylaw 1082**

May 12, 2025



### **RECOMMENDATION**

That Borrowing Bylaw 1082 be given first reading.

That Borrowing Bylaw 1082 be given second reading.

That Borrowing Bylaw 1082 receive unanimous consent for consideration of third reading.

That Borrowing Bylaw 1082 be given third and final reading.

### **LEGISLATIVE AUTHORITY**

Municipal Government Act

### **BACKGROUND**

Moved by Deputy Mayor Michaelis, "that administration increase the Line of Credit to two million (\$2,000,000) dollars for the following projects: 8<sup>th</sup> Avenue grading, curb and gutter, 8<sup>th</sup> Avenue Power Phase A and B, Phase 1A of the lagoon project, purchase of a garbage truck, sun shelter for the pool as well as an offset amount to the operating budget."

Motion Carried 2025-109

### **ATTACHMENTS**

1. Borrowing Bylaw 1082

**TOWN OF MILK RIVER  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1082**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE ESTABLISHMENT OF A LINE OF CREDIT FOR THE PURPOSE OF FINANCING CAPITAL PROPERTY AT THE MILK RIVER BRANCH OF THE ATB FINANCIAL.**

**WHEREAS** under the provisions of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, as amended, a Municipal Council may borrow money to finance capital property, and

**WHEREAS** the Council of the Town of Milk River estimates that the taxes to be levied for the year 2025 by the Town of Milk River for all purposes will be in excess of the sum of Nine Hundred Thousand Dollars (\$900,000.00); and

**WHEREAS** the Council of the Town of Milk River has deemed it necessary to provide for a revolving term line of credit totaling Two Million Dollars (\$2,000,000.00) at the Milk River Branch of the ATB Financial.

**NOW THEREFORE**, the Council of the Town of Milk River, duly assembled, hereby enacts as follows:

1. THAT the Council of the Town of Milk River hereby authorizes the Mayor and Chief Administrative Officer to borrow, by way of a line of credit from the ATB Financial, the sum of Two Million Dollars (\$2,000,000.00) when the council deems it necessary to meet the expenditures and obligations of the Town of Milk River for the year 2025 until such time as the accounts including taxes and utility charges can be collected, and also agree to pay interest thereon, either in advance or, or at maturity, and in either case after maturity;
  2. THAT in respect of the sum or sums so borrowed, the promissory notes or other negotiable instruments of the Town of Milk River under its corporate seal, duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer, are to be delivered to and in favour of the said ATB Financial;
  3. THAT the Council of the Town of Milk River hereby pledges to the said ATB Financial as security for payment of the monies to be borrowed hereunder and interest thereon as aforesaid, the whole of the unpaid taxes and penalties on taxes assessed or levied by the Town of Milk River in prior years, together with those taxes and penalties on taxes to be levied in 2025 for such payment to be levied and collected, nor shall the said ATB Financial be bound to wait for payment, until such taxes and penalties can be collected;
  4. THAT nothing herein contained shall be waived, prejudicially affected or excluded any right, power, benefit or security, by statute, common law or otherwise given to or implied in favour of the said ATB Financial;
  5. THAT the interest rate shall not exceed 10%, and that interest shall be calculated daily and be due and payable monthly on the last day of each and every month.
  6. THAT the term of this loan does not exceed twelve (12) months.
  7. THAT this Bylaw come into force on the final date of passing thereof.
-

Read a first time this XX day of XXXX 2025.

Read a second time this XX day of XXXX 2025.

Received Unanimous Consent for presentation of third reading this XX day of XXXX 2025.

Read a third and final time and passed this XX day of XXXX 2025.

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Mayor, Larry Liebelt

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Chief Administrative Officer, Kelly Lloyd

Signed by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2025.

Request for Decision

Correspondence

May 12, 2025



## RECOMMENDATION

That correspondence for the period ending May 12, 2025, be accepted as information.

## LEGISLATIVE AUTHORITY

## BACKGROUND

Correspondence is a collection of general information received at the Town Office and is provided to Council as information.

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in correspondence. Council shall be specific in the direction it provides.
2. Council may direct Administration on any item contained in correspondence.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Communities in Bloom
2. Alberta Municipalities: Analysis of Bill 50
3. SouthGrow: Economic Development Program
4. Final AAIP Statistics
5. Alberta Environment and Protected Areas: Water Availability Engagement
6. SNR: Southern Alberta Source Water Project

**From:** [sharon@cibalberta.ca](mailto:sharon@cibalberta.ca) <[sharon@cibalberta.ca](mailto:sharon@cibalberta.ca)>

**Sent:** Monday, February 10, 2025 2:57 PM

**To:** [main@milkriver.ca](mailto:main@milkriver.ca)

**Subject:** Communities in Bloom Alberta

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello!

Maureen Sexsmith-West reached out to you recently on behalf of Communities in Bloom (CiB). We would love to have Milk River in the Communities in Bloom family! Milk River last participated in CiB Alberta in 2003.

It is very common for Communities to partner with clubs and organizations within their region, like AG Societies, horticultural societies, along with their municipality.

Our website contains copious amounts of information about the program, along with details on how to become a member. There are two types of membership - non-evaluated and evaluated. Evaluated communities will be visited by a judging team for a day. Provincial judges evaluate the communities on the six program criteria and award a bloom rating from 1 to 5 blooms (5 being the highest ranking). A provincial awards ceremony held in the fall celebrates the communities with a certificate of their bloom rating. [www.cibalberta.ca](http://www.cibalberta.ca)

We also have a Novice category for communities that have never been a CiB Member, or have been out of the program for more than 5 years. You might find this an excellent way to get started again!

I've attached a document that outlines the program. Please do not hesitate to call if you have any questions!

Registration is open for 2025, and for communities wanting to be evaluated the cut-off for registration is May 31st.

Look forward to hearing from you!

Sharon

**Sharon E. Miller**  
Provincial Coordinator  
(403) 598-5346

[Communities in Bloom Alberta](http://www.cibalberta.ca)





# **Communities in Bloom Alberta**

## **Program Guide**



# Communities in Bloom Alberta Program Guide

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## Background

Inspired by Britain in Bloom, Tidy Towns of Ireland and Villes et Villages Fleuris de France, Communities in Bloom (CiB) is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility, beautification and improving quality of life through community participation and the challenge of a national program, with a focus on the protection and promotion of green spaces.

The inaugural edition of the Communities in Bloom program took place in 1995, and 29 participating municipalities were honoured at the first awards ceremonies on Parliament Hill. Communities in Bloom now includes hundreds of communities participating across the country in either the national or provincial levels of the program, or in an international challenge involving communities from the United States, Asia and several European countries.

In Alberta Communities in Bloom started with Edmonton participating in the National Edition in 1995. In 1996 the Town of Millet became the first community to Participate in the Alberta Edition. Since 1996 **over 185 communities** in Alberta have participated in the Provincial Communities in Bloom program!

## Program Benefits

Communities have recognized many benefits from participating in the CiB Alberta program, including, but certainly not limited to:

- Increased civic pride and community involvement,
- Participation from all demographics,
- Citizens, groups, organizations, business and municipal government all mobilized and working together,
- Year-round projects and continuous improvement for the entire community,
- Information and cultural exchange within the community and with neighboring, provincial, national and international communities,
- Valuable information and feedback from trained judges,
- Decreased vandalism,
- Economic development and increased property values,
- Marketing and promotional opportunities,
- Positive benefits for the tourism, hospitality and retail industries, and
- Improved quality of life.

As a Communities in Bloom Alberta member, your community has the right to use the Communities in Bloom logo in signage and other materials. An internationally recognized symbol of a growing and prosperous community!

## How to Participate

### 1. Gather Information

Communities interested in becoming a Communities in Bloom Alberta member and participating for the first time are encouraged to contact the CiB Alberta's Provincial Coordinator, Sharon Miller, at [sharon@cibalberta.ca](mailto:sharon@cibalberta.ca) or 403-598-5346 to find out more information and/ or arrange for a CiB introductory presentation.

### 2. Complete the Registration Form

Fill out the Member Registration Form on our website <https://www.cibalberta.ca>

### 3. Establish a Communities in Bloom Committee within your community

A local CiB committee is usually comprised of community volunteers, including municipal employees, businesses, and members of the community. Additionally, representatives of local associations, businesses and organizations interested in horticulture, heritage, economic development and tourism and improving community life.

The purpose of the committee is to:

- Involve as many people as possible in the community by means of local contests and other initiatives, which increase awareness about the program, its benefits, and opportunities,
- Act as liaison with the municipal authorities, and
- Create and coordinate sub-committees to help with various projects within an evaluation element.

### 4. You will receive a getting started package by email. If you have chosen to participate as an Evaluated Community, additional information will arrive in the late spring.

### 5. Stay Connected

Through our newsletter, Facebook page and regular emails, CiB Alberta stays connected year-round with current and past participating communities. Watch your inbox! Also, plan to attend the Provincial Conference and Awards in the fall to network and share ideas, learn and celebrate our communities.

Website: <https://www.cibalberta.ca>

Facebook: <https://www.facebook.com/CiBAlberta>

## Choosing a Participation Category

### Evaluated Member Communities

When a community registers in the Evaluation Category, the community, along with other communities in the same population grouping, will be visited and evaluated by a team of qualified volunteer judges.

Evaluated communities are visited, reviewed, and scored using the National Communities in Bloom standardized Evaluation Form. Each community is awarded with a Bloom Rating, and a special 'Mention'. The Mention identifies a specific achievement or initiative within the community that year.

To be eligible to participate the following year in the National Edition of CiB, communities must have earned the maximum 5 Blooms and receive a recommendation from the Provincial Edition. Should a community choose not to participate in the National Edition, they can maintain their eligibility for the National program for up to three years by retaining their Provincial membership.

### Member Communities

Member Communities are those which choose not to be evaluated for the current year but wish to retain the connection to Communities in Bloom Alberta. Communities will sometimes take a break from evaluation to work on special projects or regroup their volunteers.

A community may remain a member community for two years. In the third year they must become an Evaluated Member community to ensure they continue to reflect the spirit of Communities in Bloom within their community.

### Novice Member Communities

Communities that are new to the CiB program, or have not been a member for 5 or more years, can choose to participate as a Novice Member. The Novice program is a fabulous way to begin to understand the Program, the evaluation process, and celebrate their success. With the evaluation, the community can gain valuable information from the Evaluation Team.

This member category includes an evaluation experience with the judges. The intention of the Novice category is for the community to participate as an Evaluated Member the following year. Communities are not permitted to remain in the Novice category for more than one consecutive year.

## Evaluation

The Communities in Bloom evaluation team will visit the community and evaluate based on the following criteria and sectors – communities will receive a copy of the current Evaluation Form prior to their visit from the team.

### *Sectors of Evaluation*

The following sectors are considered within each Category of the evaluation.

#### **Municipal:**

- Municipal properties, parks and green spaces, streets, streetscapes
- Properties owned and run by municipality such as museums, historical sites

#### **Business and Institutions:**

Properties owned and managed by

- Business: commercial sector, shopping centres, Business Improvement Areas (BIA), industrial parks, manufacturing plants
- Institutions: schools, universities, churches, hospitals, service and community organization buildings (such as YMCA, Legion), private museums, Government and Crown Corporations buildings (such as Canada Post, provincial and federal parks, etc.)
- Tourism bureaus and Chamber of Commerce offices
- Farms: in rural communities, farms can be considered in this section

#### **Residential:**

- Citizens and citizen groups acting within their own properties
- Residential property owners, rate payer groups including condos and co-ops

#### **Community Involvement:**

- Individuals, community organizations, citizen groups (includes youth programs) – all contributing to various aspects of community improvement, including municipal spaces maintained through the efforts of volunteers and community members.
- Organized clubs such as horticultural societies, garden clubs, community associations, school groups.
- Service clubs such as Rotary, Lions, Optimist.
- Participation (financial and/or in-kind or employee participation) by the municipality, businesses, and institutions within the community.

## Categories

### Community Appearance

Community appearance reflects an overall effort by the municipality, businesses, institutions and the residents throughout the community to create great first impressions and a sense that there is continuous attention and upkeep to critical elements of a community that benefit quality of life and economic vitality. Elements for evaluation are: parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up, graffiti prevention/removal and vandalism deterrent programs.

### Environmental Action

Environmental action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to environmental stewardship, policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collection, water conservation, energy conservation, and activities under the guiding principles of sustainable development pertaining to green spaces.

### Heritage Conservation

Heritage conservation includes efforts to preserve and protect both natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems and associated geological structures and formations. Cultural conservation represents the “persona” of a community and refers to the heritage that helps define the community including the legacy of tangible elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations. The participation of groups such as historical societies, traditional cultural groups, and conservation groups is considered.

### Tree Management

Woodlands, Canopy Management, Urban and Rural Forestry includes the efforts of the municipality, businesses, institutions, and residents with regards to written policies, by-laws, standards for tree management protection (selection, planting, and maintenance), tree replacement policies, pollinator-friendly tree selection, tree inventory including heritage, memorial, and commemorative trees, and Integrated Pest Management (IPM) programs.

### Landscape

Landscape includes planning, design, construction and maintenance of parks, green spaces and cemeteries suitable for the intended use and location on a year-round basis. Elements for evaluation include native and introduced materials; biodiversity, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community and provide safe and secure public spaces. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.

### Plant & Floral Displays

This category evaluates the efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain plant and floral displays of high-quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony. It also pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.

## Evaluation Day and Reports

### The Evaluation Day Tour & Itinerary

Make good use of the judge's time. The evaluation day itinerary should include a visit that addresses each of the Evaluation Categories, and the Sectors involved. Ensure the judges have the opportunity to interact with key individuals within the community.

Let the judges see what you are proud of, but do not hesitate to ask questions about areas that you would like to work on.

### The Evaluation Report

Two person teams of trained volunteer judges travel to participating communities during July and August. Using the standard evaluation form and scoring process, judges assess the efforts and achievements of each community within each of the categories: community appearance, environmental action, heritage conservation, tree management, landscape, and plant and floral displays.

Based on a tally of the points awarded by the judges under each of the categories, the community is assigned a "Bloom Rating" of 1 to 5 blooms.

The judges submit the completed evaluation reports to the Provincial Coordinator at the end of their judging tour.

Communities are provided with their results and a copy of the Completed Evaluation Report at the Provincial Conference & Celebration in the fall.

### A Community Profile

A Community Profile is an important document that Communities in Bloom (CiB) judges will use as a reference both while in the community, and later when completing their evaluation. Please note: a community profile, regardless of format, is NOT part of the evaluation, but rather a resource and tool for everyone.

Besides being an informational tool for the judges, the Community Profile is an excellent means of promoting a community to visitors, town administration, local sponsors and potential volunteers. A Profile becomes a history of Communities in Bloom in your Community!

You can create a hand-made or electronic version (or both) of your Community Profile. There are numerous advantages to creating an electronic version of the Community Profile:

- Put your Community Profile on your community website and on the CiB website.
- Easily update your Community Profile for next year.
- Provides your Town Council with a summary of the community. It is easy for Council to use when promoting your community.
- Plan to send an electronic version (PDF) of your Community Profile for inclusion on the CiB Alberta website, and for the judges.

A suggestion of placing hard copies of the Community Profile in the local and regional libraries and Visitor Information Centers, at the administration building/town hall, and on the community's website, has proven very effective.

To successfully meet the needs of the judges and the community, the Community Profile should consider each of the following guidelines:

- Be clearly and concisely written, describing the community efforts and achievements for each of the standard CiB judging elements, i.e., Community Appearance, Environmental Action, Heritage Conservation, Tree Management, Landscape (including turf and groundcovers), and Plant and Floral Displays.
- Community involvement is a fundamental principle of the Communities in Bloom program. Information is needed under each heading about contributions from the community. e.g., municipal, business/industrial, service clubs, churches, schools, not-for-profit groups, and residents.
- Describe how the recommendations from previous evaluations have been addressed.
- Be current and relevant to the present-day situation in the community. i.e., updated annually.
- Include lists of Communities in Bloom Committee members, municipal officials, staff, and local sponsors.
- Include the one-page Municipal Information Form you will have completed prior to evaluation.
- Electronic versions make your information easier to share and promote your community.
- It is recommended that the Community Profile be proofread and edited by people not directly connected to the local CiB Committee before printing. Another set of eyes never hurts!

The Community Profile generates a feeling of pride in your community and can be successfully complimented with supplementary information in a binder. This binder can include photographs of local CiB events, brochures, flyers and print/photo/newspaper/magazine clippings (complete with source, date and page).

It is helpful to judges to arrange all information in sections corresponding to the **Evaluation Categories**, and **Sectors**. This supplementary information is useful for judges to examine while in a community.

With careful advance planning, the Community Profile can be prepared so that it is excellent in form and content, and inexpensive to produce.

Examples of Community Profiles can be found on the CiB Alberta website.

## Community Promotion

All members of Communities in Bloom Alberta are listed on both the National website, [www.communitiesinbloom.ca](http://www.communitiesinbloom.ca) and the Alberta website, [www.cibalberta.ca](http://www.cibalberta.ca)

Participating communities are featured quarterly in Alberta's provincial Communities in Bloom newsletter.

Communities can also find their electronic Community Profile on the CiB Alberta website. A wonderful source of ideas from other communities!

### The CiB Logo

Only Member Communities of Communities in Bloom may use the CiB logo. The logo may be used in the following circumstances:

- Newspaper articles,
- Signage,
- Websites
- Merchandise,
- Advertising that supports the CiB program in your community.





# Preliminary Analysis of Bill 50: Municipal Affairs Statutes Amendment Act, 2025



 **Alberta  
Municipalities**  
Strength  
In Members

April 17, 2025

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# Background

On April 8, 2025, the Government of Alberta released Bill 50: the [Municipal Affairs Statutes Amendment Act, 2025](#), which proposes amendments to the *Local Authorities Election Act* (LAEA), *Municipal Government Act* (MGA), the *New Home Buyer Protection Act* (NHBPA) and the *Safety Codes Act*.

## Prior Consultation

Some of the proposed legislative changes are informed based on the province's consultation of municipalities in spring 2024 on how to improve the current rules for intermunicipal collaboration frameworks (ICFs). That consultation involved written submissions and in-person and virtual sessions with municipal administrators. Alberta Municipalities (ABmunis) provided input based on our [Recommendations on the Future of Intermunicipal Collaboration](#), which we had released in August 2023.

In December 2024 and early 2025, ABmunis and RMA were engaged by Municipal Affairs to explore opportunities to overcome implementation challenges with the government's planned changes with ICFs. The Government of Alberta also had a working group which reviewed aspects of the *New Home Buyer Protection Act*, which ABmunis participated in.

## ABmunis' Perspective

We appreciate that Municipal Affairs engaged municipalities in 2024 to inform changes to ICFs and that Municipal Affairs proactively engaged ABmunis and the Rural Municipalities of Alberta in late 2024 on the government's vision for ICF rules so that implementation challenges could be addressed before the legislation was drafted.

ABmunis is supportive of some of the proposed changes in Bill 50, but it also falls short in many ways from what ABmunis had recommended to the province such as:

- Stormwater is excluded from the proposed list of mandatory services in ICF agreements.
- Libraries appear to be excluded from cost-sharing through an ICF.
- Non-mandatory services that benefit all residents of a region will be excluded from the arbitration of an ICF.
- Council code of conduct bylaws will be repealed instead of ABmunis recommendation that the province create an independent integrity commissioner to investigate code of conduct complaints and recommend sanctions when justified.

ABmunis also notes that we were **not consulted** on many aspects of Bill 50 including:

- The elimination of council code of conduct bylaws.
- Specific changes designed to alter the arbitration of ICFs.
- Requirement for the CAO to report when a municipality exercises natural person powers.
- A simple majority to appoint or revoke a CAO's appointment.
- Timelines for the CAO to share information with all of council.
- All proposed changes to the *Local Authorities Election Act*.

## Next Steps and Change Management

ABmunis is raising our questions and concerns with Municipal Affairs so they are fully informed about what these proposed changes would mean for municipalities. If passed, Bill 50 will require significant work by ABmunis, the Rural Municipalities of Alberta, the Government of Alberta and municipalities including:

- Further engagement will be needed to inform the development of new regulations on provincial standards for meeting procedures and treatment of capital costs for new facilities.
- Updates will be required to the existing ICF Workbook to support municipalities.
- Tools need to be developed to support municipalities with cost calculation models and data collection.
- The inclusion of data to drive ICF decisions and the varying sophistication of municipal asset inventories will require a greater focus on asset management for municipalities.

# Changes to the Municipal Government Act

The proposed changes to the *Municipal Government Act* will come into force upon Royal Assent.

## Intermunicipal Collaboration Frameworks (ICFs)

Proposed Change	ABmunis analysis
<b>Definition of ICF Costs</b> Add a definition of “costs for intermunicipal services” meaning “operating, capital, and other non-operating costs required to deliver the services.” (section 708.29(0.1)(a))	<b>Support</b> ABmunis is supportive of this addition to the MGA to bring clarity for municipalities and that it includes capital costs, which has been a source of disagreement for some municipalities.
<b>List of Mandatory Services for ICFs</b> Add provision that all ICFs must address the following services: <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Water and wastewater</li> <li>• Solid waste</li> <li>• Emergency services</li> <li>• Recreation</li> </ul> (section 708.29(1.1))	<b>Support in principle</b> In August 2023, ABmunis published our <a href="#">Recommendations on the Future of Intermunicipal Collaboration</a> where we called for the MGA to include a clear list of services that are mandatory for each ICF. Bill 50 follows ABmunis’ recommendations of the mandatory services except that stormwater is excluded. This is disappointing as there is a clear case to include stormwater as a mandatory service and when its not applicable to a community, the ICF can just acknowledge this. Municipalities can still include stormwater in an ICF if all parties agree but ABmunis will advocate for the inclusion of stormwater in any amendments made to Bill 50.  Section 708.27 confirms that ICFs are about stewarding scarce resources to efficiently and fairly serve all residents that benefit from a local service no matter which boundary they live within. While some services such as cemeteries, school sites, and social services are not included on the mandatory list, councils that act in good faith will understand that these services benefit residents of both municipalities and can still include them in an ICF.
<b>Option for Non-Mandatory Services</b> If all municipalities party to an ICF agree, then additional (non-mandatory) services may be included in an ICF, except for third-party services. (section 708.29(1.2))	<b>Support and Oppose</b> ABmunis supports that municipalities will have the option to include other services in an ICF as this aligns with our recommendations to enable broader collaboration between municipalities.  We oppose the proposed rule that third-party services may not be included in an ICF. Fortunately, Bill 50 adds a definition of “third-party services” to the MGA as outlined below so that municipalities will have more clarity. Unfortunately, the definition of a third-party service appears to target libraries as a service that may not be included in an ICF.  Under natural person powers, municipalities can still agree to cost-share a third-party service, but it would be outside the legislative parameters that apply to ICFs.

## Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

Proposed Change	ABmunis analysis
<p><b>Third-Party Services</b> Add a definition of “third party services” meaning a service provided by:</p> <ul style="list-style-type: none"> <li>(i) a corporation independent from the municipalities to whom the services are provided, and</li> <li>(ii) the only services provider authorized under an enactment to provide the services it provides in or to the municipalities that are parties to a framework.</li> </ul> <p>(section 708.29(0.1)(b))</p>	<p><b>Concerns, but further details required</b> The proposed definition appears to be targeted at libraries because library boards are often the “only service provider authorized under an enactment” to provide library services. This is concerning because it goes against ABmunis <a href="#">2023 resolution</a> that libraries should be within scope of ICFs.</p> <p>In Woodlands (County) v Whitecourt (Town), 2024 ABKB 388, the Court of King’s Bench ruled that operational library costs should not be included in their ICF, but it found that capital and maintenance costs of the building that is borne by the municipality should be considered as part of the ICF process. The Court made a similar ruling that operational costs under a Municipal Police Service Agreement or Provincial Police Service Agreement should not be included in ICFs but that capital costs borne by municipalities related to building detachments should be included. It is unclear how such costs would be treated under the proposed definition of “third-party services”.</p> <p>Despite third-party services being excluded from ICFs, ABmunis is supportive that Bill 50 adds a definition of a third-party service to offer clarity to municipalities. At minimum, the definition clarifies that municipalities can include third-party services in an ICF when the third-party corporation is not the only service provider authorized under an enactment. This suggests that ICFs could be used to help fund third-party organizations to operate a cemetery, a recreation service, or other local service.</p> <p><b>Outstanding Questions</b></p> <ol style="list-style-type: none"> <li>1. Does the proposed definition prevent municipalities from including capital costs in ICFs for facilities that are used for third-party services?</li> <li>2. Does the proposed definition prevent ICF cost-sharing of other types of services that benefit the region when delivered by a separate corporation under an enactment (e.g. seniors housing)?</li> </ol>
<p><b>Capital Costs for a New Facility</b> Capital costs for a new facility can only be included in an ICF if all municipalities have participated in the design and decision to construct the facility. This requires a prior agreement detailing the nature of participation by each municipality. (section 708.29(1.7))</p> <p>This provision only applies to ICFs entered into after Bill 50 comes into force.</p>	<p><b>Member feedback required</b> Infrastructure and capital costs are an essential pre-requisite for providing services and we support that the MGA will clarify that ICFs include capital costs. It is reasonable to expect that municipalities should discuss and agree about the vision for a new facility and each municipality’s cost-sharing portion prior to construction proceeding. This proposed requirement will encourage municipalities to come to the table to share their respective visions and have frank conversations about the needs of all residents from the region.</p> <p><b>Differing Visions for Capital Needs</b> This proposed change doesn’t overcome the potential scenario where two or more councils have different visions about what facilities are needed for the region or different expectations about what financial contribution should be made by each municipality. If the municipalities cannot come to an agreement and a municipality opts to proceed with construction, it could opt to charge different user</p>

## Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

Proposed Change	ABmunis analysis
	<p>fees depending on where a user lives as long as this practice isn't restricted under their ICF. We acknowledge that this option is much more challenging to implement and may limit access to those that would benefit from the service. As user fees rarely offset new facilities, it is more likely that facilities that do not have the support of all councils will not be constructed, to the detriment of the broader region.</p> <p><b>Control Over Design</b> ABmunis also foresees potential conflicts where one municipality has a small minority stake in the costs of a new capital project but expects equal control over the design of the facility. ABmunis had recommended that if one municipality is only responsible for a small percentage of the project costs, the MGA could prescribe a threshold for when a municipality does not have design authority but maintains the right to be consulted.</p> <p><b>Definition of a New Facility</b> Bill 50 does not include a definition of what qualifies as a "new facility", which may be a source of confusion, but the Minister will gain authority to make regulations related to the treatment of capital costs under ICFs which could bring further clarity for municipalities.</p> <p><b>Outstanding Questions</b></p> <ol style="list-style-type: none"> <li>1. If municipalities cannot reach agreement on the capital costs for a new facility that is a mandatory service, do the legislative requirements for arbitration apply or can one municipality decline to cost-share a new facility without an independent review?</li> <li>2. Will the planned regulations provide guidance, such as thresholds, on what level of control a municipality has over the design phase when they have a small minority interest in the cost of the capital build?</li> </ol>
<p><b>Regulations Related to Capital Costs</b> Adds a provision that the Minister may make regulations relating to the treatment of capital costs in ICFs. (section 708.29(1.91))</p>	<p><b>Support in principle</b> We expect that municipalities may need further guidance on the treatment of capital costs in ICFs so it is positive that the Minister will have the ability to create regulations as needed.</p>
<p><b>Cost Calculation Model</b> Municipalities may establish a cost calculation model within their ICF. (section 708.29(1.4))</p>	<p><b>Support</b> ABmunis is supportive of this enabling feature for transparency purposes. ABmunis has advocated for the development of potential models and tools to support municipalities with determining a fair cost-sharing model.</p>
<p><b>Sharing of Data</b></p>	<p><b>Support</b> In the spirit of collaboration, it is reasonable to expect that municipalities are transparent in sharing all information and assumptions when proposing cost sharing models. This is critical to building trust.</p>

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Proposed Change	ABmunis analysis
<p>Municipalities must disclose all information, data, or assumptions used for its proposal for cost calculation. (section 708.29(1.5))</p>	<p>That said, ABmunis understands that each municipality has different capacity and functionality in data collection and financial tracking systems and that the expectations of municipalities may differ when it comes to the quantity and/or quality of available data.</p> <p>To support effective intermunicipal collaboration, municipalities may want to consider shared systems (e.g. financial, IT, asset management) for cost efficiency and collaboration on data management for ICFs. Having apple-to-apple comparisons of data can mean the difference between getting to an agreement or stalling out. As the province is requiring more data driven decision making for ICFs, it is our hope that there will be additional support and funding for the practice of asset management made available to municipalities so they are able to collect and manage data related to their infrastructure with a standardized approach.</p>
<p><b>Definition of “Act in Good Faith”</b>  Add a definition of “act in good faith” as it relates to ICFs meaning to:</p> <ul style="list-style-type: none"> <li>(a) act honestly, respectfully and reasonably,</li> <li>(b) communicate appropriately,</li> <li>(c) share necessary information,</li> <li>(d) meet through authorized representatives, and</li> <li>(e) be willing and prepared to discuss all issues and explain all rationale.</li> </ul> <p>(section 708.33(0.1))</p>	<p><b>Support</b>  ABmunis supports this addition to the MGA and municipalities may find value adding these principles to any intermunicipal agreement or using it as a framework to support effective discussions.</p>
<p><b>Exceptions for Municipal Districts and Counties</b>  Municipal districts and counties that share a common boundary may opt out of an ICF by mutual agreement.  (section 708.28(1.1))</p>	<p><b>Support</b>  Currently, every municipality including municipal districts must create an ICF if they share a common boundary. The proposed changes will allow municipal districts that share a boundary to opt out of an ICF if they follow these requirements:</p> <ul style="list-style-type: none"> <li>• The municipal districts must review the existing agreements between them prior to agreeing that an ICF is not required.</li> <li>• Both municipalities must send the council resolution to the Minister.</li> <li>• Both municipalities must publish the reasons for not having an ICF on their website.</li> <li>• A municipal district may revoke its decision at any time and must enter into an ICF with the other municipal district within one year.</li> </ul>



## Arbitration of Intermunicipal Collaboration Frameworks

Proposed Change	ABmunis Analysis
<b>Services Out of Scope of Arbitration</b> Services that are not in the mandatory list of ICF services will not be subject to arbitration. (section 708.34 and 708.35(1))	<p><b>Opposed</b></p> <p>ABmunis is opposed to the proposed restriction that arbitrators must limit their scope only to mandatory ICF services as there may be situations where municipalities would benefit from arbitration on other services. For example, municipalities may have historically collaborated on the provision of a service not considered mandatory and now find themselves in a dispute with regards to that service.</p> <p>For many municipalities, there will be municipal services that are not in the mandatory list but still benefit residents of two or more municipalities and therefore, those municipalities should jointly contribute funding (section 708.27(c)).</p> <p><b>Outstanding Questions</b></p> <ol style="list-style-type: none"> <li>1. ABmunis is seeking clarity from Municipal Affairs on whether municipalities will be able to go to arbitration under the MGA rules in situations when disagreement has arisen after the parties already have had an existing cost-share agreement for a non-mandatory service. For example, if a council changes its willingness to cost-share a non-mandatory service, can they ignore any previous agreement on the cost-sharing of a non-mandatory service without consequence?</li> <li>2. What is the justification that arbitration under the MGA provisions will not be available to municipalities to resolve disputes on non-mandatory services that clearly benefit residents from both municipalities?</li> <li>3. If the absence of legislative parameters to deal with these types of situations, should municipalities take action to have their own arbitration process outlined in their ICF for non-mandatory services?</li> </ol>
<b>Responsibility and Timeline for an Arbitrated ICF</b> If an arbitrator makes an award, the arbitrator must prepare the ICF within 30 days and the municipalities are bound by the award and have 60 days to adopt the ICF. (section 708.4(1))	<p><b>Support</b></p> <p>Currently, municipalities are required to develop an ICF that is in accordance with the arbitrator's award. ABmunis supports the proposed change, which removes the burden for the municipalities to develop the ICF and instead place that responsibility on the arbitrator. This removes the potential for further disagreements between the municipalities in forming an ICF that accurately reflects the arbitrator's award.</p>
<b>Payment of the Arbitrator's Costs</b> If a municipality fails to pay its proportion of the arbitrator's costs, the Minister may order the municipality to pay its proportion. (section 708.41(3))	<p><b>Support</b></p> <p>This issue is currently not addressed in the MGA. ABmunis supports the proposed addition to provide the Minister with authority to force payment by a municipality, which may include suspending council's bylaw-making authority, withholding of money, or requiring other actions as defined in section 708.43.</p>



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<p><b>Force Compliance with an Arbitrator's Award</b> Update section 708.43(2) to clarify that the Minister may take necessary action if a municipality does not comply with an arbitrator's award or does not adopt an ICF that reflects the arbitrator's award.</p>	<p><b>Support</b> Currently, the MGA only prescribes the Minister's authority when a municipality has not complied with a framework and so municipalities whose neighbours are non-compliant must resort to applying for an order from the Court of King's Bench. The proposed change adds clarity of the Minister's power when a municipality does not comply with the decision of an arbitrator. We are supportive of the change as it aligns with ABmunis recommendations to Municipal Affairs.</p>
<p><b>Limitations of an Arbitrator</b> An arbitrator may not make an award that:</p> <ul style="list-style-type: none"> <li>negates a matter that the municipalities have agreed to, unless that matter is beyond the municipalities' jurisdiction. (section 708.36(7)(d.1))</li> <li>addresses a matter not previously discussed by the municipalities. (section 708.36(7)(d.2))</li> </ul>	<p><b>Further review required</b> ABmunis is supportive that arbitrators will not be able to undo a matter that has already been agreed to by the municipalities. This will provide comfort to municipalities of what is in scope when going into arbitration.</p> <p>ABmunis understands the intent of preventing an arbitrator from addressing a matter not previously discussed by the municipalities as it will encourage municipalities to take the time to work out all issues before going to arbitration. However, ABmunis is concerned about how this provision could be weaponized during an arbitration. Whether a matter was previously discussed before arbitration is highly subjective. There is no guidance on what level of discussion is required on a matter prior to arbitration and there is a risk of information loss leading up to arbitration due to turnover of municipal staff or council and how it could be argued that specific matters were not previously discussed between the current representatives of the municipality.</p>

## Councillor Code of Conduct and Council Meeting Procedures

Proposed Change	ABmunis Analysis
<p><b>Elimination of Code of Conduct Bylaws and Resolutions Related to Behaviours</b></p> <p>Any municipal bylaw or portion of a bylaw or previous resolution that provides for a code of conduct or addresses the behaviour or conduct of a councillor(s) or members of council committees who are not elected officials are repealed. (section 145(10))</p>	<p><b>Concerned and further details are required</b></p> <p>ABmunis did not advocate for the elimination of code of conduct bylaws. We recognize there have been challenges with the implementation of codes, but in most cases, municipalities have used them appropriately. Both ABmunis and RMA had advocated for enhancements to the codes and that municipalities be supported by an independent integrity commissioner to investigate code of conduct complaints, which would prevent weaponization and support procedural fairness.</p> <p>The removal of codes of conduct for councils undercuts the autonomy of municipal governments to manage internal challenges with damaging behaviour by elected officials. ABmunis is concerned about the transition period after the repeal of codes of conduct bylaws where municipalities will have no mechanism to encourage accountability of council members in their behaviour towards other members of council, municipal staff, or the public, particularly outside of council meetings.</p> <p>We understand the province is committing to replacing code of conduct bylaws with a provincial standard for council meeting procedures and the possible creation of a municipal ethics commissioner. However, we foresee a few challenges:</p> <ul style="list-style-type: none"> <li>• Experience has shown that when a councillor is unruly towards staff or other council members, it often takes place outside of council meetings, which we understand won't be captured by a new provincial standard for council meeting procedures.</li> <li>• The timeline for creation of a municipal ethics commissioner could be several years away, and in the meantime, councils will have no mechanism to hold councillors or unelected committee members accountable for damaging behaviour.</li> </ul> <p>The Minister of Municipal Affairs stated during his April 16, 2025, town hall that the government wants to repeal codes of conduct now because all court cases related to codes are now resolved and if a new case were to come before the courts it would prevent the province from proceeding to make changes or engaging on potential changes. The Minister stated that he is committed to creating the municipal ethics commissioner as soon as possible.</p> <p><b>Unelected Members of Council Committees</b></p> <p>Council committees often rely on the participation of residents who volunteer to be appointed to committees and local boards. Municipalities often have respectful workplace policies that apply to these council committees to support the safety of municipal staff and all committee members. The proposed amendment appears to force the repeal of these types of policies when they apply to members of council or unelected members of a board or committee that are established by council. ABmunis is concerned that councils will not have a tool to deal with unruly behaviour by unelected committee members as per the proposed amendment.</p>

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Proposed Change	ABmunis Analysis
	<p><b>Outstanding Questions</b></p> <ol style="list-style-type: none"> <li>1. How does the province plan to support municipalities during this transition if there is serious misconduct by a councillor or an unelected member of a council committee?</li> <li>2. Despite the proposed addition of section 145(9) that prevents a council from making a bylaw or resolution that addresses the behaviour of a councillor, is there an opportunity to remove council from the decision process and allow the municipality to hire an independent investigator?</li> </ol> <p>Overall, we are hearing from ABmunis members that there could be a wide range of unintended consequences with the full repeal of bylaws related to codes of conduct and any prior resolutions that relate to the behaviour or conduct of individuals.</p> <p>As part of our Fostering a Culture of Respect initiative, ABmunis intends to create new tools to support councils to build constructive relationships and proactively address issues before it turns into a larger problem.</p>
<p><b>Termination of Current Complaints or Sanctions</b> Any existing complaint or imposed sanctions related to a code of conduct bylaw are terminated.</p>	<p><b>Further details are required</b></p> <p>Although code of conduct bylaws are proposed to be repealed, this does not mean that current complaints that are under investigation do not have merit or that sanctions that were properly imposed by councils for past transgressions be universally set aside. This may create an environment where a councillor who was previously sanctioned believes that there was no harm in their past behaviour and may feel comfortable repeating it.</p> <p>Councils should be able to document damaging behaviours by council to ensure the safety of both elected officials and municipal staff.</p>
<p><b>Behaviour of Councillors or Committee Members</b> A council may not make a bylaw or a resolution that addresses the behaviour of a councillor(s) or members of council committees. (section 145(9))</p>	<p><b>Further details are required</b></p> <p>By removing the process in which councils are able to deal with inappropriate behaviours made by council members, and enforceable sanctions, there will be a lack of accountability both inside and outside of council chambers. ABmunis recognizes that there are concerns with how sanctions have been used, but taking away the option for municipalities to use codes of conduct is an affront to municipal autonomy and removes any mechanism for council to handle complex, repetitive, and damaging behaviours and leaves room for additional conflict and strain on municipal staff.</p> <p>Municipal Affairs has alluded to the fact that Alberta's occupational health and safety (OHS) legislation will be able to deal with instances of harassment, however there are currently gaps in this legislation which do not allow for councillors to be covered under the legislation as they are not employees of the municipality. ABmunis had recommended that code of conduct provisions be amended to specifically address OHS violations but now that is no longer possible with the</p>

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Proposed Change	ABmunis Analysis
	<p>elimination of codes of conduct. In recent months, ABmunis has raised concerns with the gaps in OHS legislation regarding councillor actions but the province has not yet taken action to address these gaps.</p> <p><b>Protection of the Well-Being of CAOs and Municipal Staff</b>            As an employer, the municipality has a duty under occupational health and safety legislation to protect the physical and mental well-being of all employees including the CAO. If a councillor harasses an employee, ABmunis is concerned that the municipality will not have any tools at its disposal.</p> <p>ABmunis is committed to developing a toolkit for councils to self-assess their conduct and performance. As well, ABmunis will be hosting training for mayors and councillors to develop skills related to how to run meetings and developing leadership skills. We hope to collaborate with Municipal Affairs and other stakeholders as appropriate.</p>
<p><b>Meeting Standards</b>            Add provisions for the Minister to set standard meeting procedures for council meetings and council committee meetings. <i>(section 145)</i></p>	<p><b>Further details are required</b>            Councils will still have the ability to have a procedural bylaw so long as the provisions in the procedural bylaw do not conflict with the standard meeting procedures that are set out by the Minister. Our understanding is that Municipal Affairs plans to engage municipalities on the creation of the meeting standards this spring. It is not clear when the meeting standards will be ready but once the Minister has made a Ministerial Order on this matter, municipalities will have six months to update their bylaws to align with the meeting procedures. <i>(section 145(11))</i></p> <p>A Ministerial Order on meeting procedures related to section 145 will not apply to a board.</p>

## Creation of a Municipal Ethics Commissioner

While not addressed in Bill 50, the Minister of Municipal Affairs has indicated that the ministry will engage municipalities in 2025 on the potential creation of a municipal ethics commissioner. Both ABmunis and RMA have long-called for the province to create an independent office to advise and investigate council code of conduct complaints including a [resolution passed by ABmunis members in 2024](#).

Depending on the scope of authority that the municipal ethics commissioner has, this may meet the expectations of municipalities. However, initial statements by the Minister of Municipal Affairs at his April 16, 2025, town hall suggest the province’s initial vision for a municipal ethics commissioner may not include authority over activities that take place outside of council chambers. This would be highly concerning based on past experiences where councillors have bullied or inappropriately directed municipal staff or displayed unruly behaviour towards other members of council outside of council meetings resulting in an unsafe environment for staff and council members.

ABmunis understands that the creation of a municipal ethics commissioner will require new legislation in 2026, meaning the ethics commissioner may not be in operation for at least a year. This is problematic unless the province is willing to delay the removal of codes of conduct until the officer of the ethics commissioner is operational.

Municipalities may also reserve concerns about how the municipal ethics commissioner will be funded, particularly if municipalities are required to cost-share the expense.

At this time, ABmunis is supportive of the overall intent to have a municipal ethics commissioner, but more details are needed and ABmunis looks forward to being engaged on how the commissioner’s office is structured.

## Accountability of the Chief Administrative Officer (CAO)

Proposed Change	ABmunis Analysis
<b>Number of CAOs</b> A municipality may only appoint one CAO. (section 205(2))	<b>Support</b> Currently, councils may appoint one or more persons to carry out the duties of the CAO. ABmunis supports the proposed change of only one appointed CAO for setting clear parameters for the relationship between council and administration through one appointed administrator.
<b>Appointment of a CAO</b> Council decisions to appoint, suspend, or revoke the appointment of a CAO must be by simple majority of the whole council. (section 206(1))	<b>Member Input Required</b> The proposed amendments suggest that some municipalities may have a bylaw that sets a different requirement for what is considered a majority vote for a decision regarding the appointment or termination of a CAO. The proposed amendments will force the repeal of related provisions in a municipal bylaw and set the standard requirement at a simple majority of the whole council.  Section 1(1)(cc) defines that “whole council” means all of the councillors that comprise the council, regardless of whether they are present at the meeting when the vote takes place.

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Proposed Change	ABmunis Analysis
<p><b>Use of Natural Person Powers</b> Add provision that when the municipality exercises its natural person powers, the CAO must notify council in writing within 72 hours. (<i>section 208(3)</i>)</p>	<p><b>Opposed</b> Per section 6 of the MGA, municipal governments have the rights, powers, and privileges of a natural person and can exercise powers that are not explicitly set out in legislation. These powers address daily operational matters such as:</p> <ul style="list-style-type: none"> <li>entering contracts,</li> <li>using a credit card,</li> <li>acquiring property,</li> <li>hiring, disciplining, or terminating staff,</li> <li>legal matters, and</li> <li>the general exercising of management rights like any other employer.</li> </ul> <p>Adding a provision which requires every use of natural person powers to be reported to council will add a significant burden to municipal administrations. This provision also blurs the lines of council's role as a governing body versus administration's role in the management of operations. ABmunis and many municipalities have raised this concern with Municipal Affairs, and they are exploring a possible amendment to narrow the scope of circumstances when this requirement would apply.</p>
<p><b>Duty to Provide Information to a Councillor</b> Add provision that a CAO will be responsible for providing information as soon as practicable when requested by a councillor (when the request is specific to the operation or administration of the municipality). (<i>section 208.1(1)</i>)</p>	<p><b>Support in principle</b> Section 153(d) states that councillors have the duty “to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer” but there is no current provision that indicates when the CAO must provide the information to the councillor. The proposed addition of section 208.1(1) will make it clear that the CAO must respond “as soon as is practicable.” This still enables the CAO to have sufficient time to research the issue without unreasonable time parameters, but it is possible that the interpretation of what is considered “practicable” may result in potential conflicts between the CAO and councillors.</p> <p><b>Onerous Requests for Information</b> Some municipalities have experienced challenges when an individual councillor feels entitled to continually request information based on personal interests to the point that it ties up significant time and costs for staff to research and respond to each request. Some municipalities have addressed this by implementing procedures so that an individual councillor does not have the authority to consume municipal resources for items that are outside of the authority prescribed by council.</p> <p><b>Outstanding Question</b> 1. Does the combination of section 153(d) and proposed section 208.1(1) create a potential environment where a councillor could be a strain on the municipality's administrative resources through frequent and frivolous requests for information and council have no power to curtail the</p>

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Proposed Change	ABmunis Analysis
	<p>behaviour? Or do councils have the authority to pass a procedure that provides parameters for information requests by individual councillors while still remaining compliant with the MGA?</p> <p>NOTE: The proposed requirement to provide information to council within 72 hours does not apply to the original request for information. Only once the CAO has completed the original request for information, then the CAO will have 72 hours to share that same information with the rest of council.</p>
<p><b>Refusal to Share Information with Council</b> The CAO may decline to provide information in specific circumstances (e.g. personal information) but the CAO must provide the reason for the refusal to all councillors. (section 208.1(4))</p>	<p><b>Support in principle</b> For transparency purposes, it is reasonable for the CAO to be required to explain why specific information cannot be shared with council. We still foresee situations where there will be disagreement on when there is justification to withhold information from council for privacy or legal matters.</p>
<p><b>Sharing Information with all of Council</b> When the CAO, or designate, provides information about the operation or administration of the municipality to one councillor, the information must be shared with all other councillors within 72 hours. (section 208.1(3))</p>	<p><b>Concerns</b> Currently, section 153.1 states that when a CAO provides information to a councillor about the administration or operation of the municipality (section 153(d)), then the CAO must provide the information to the rest of council “as soon as is practicable”. Bill 50 proposes to repeal section 153.1 and add section 208.1(3) that changes the timeframe that the CAO provide the information to council from “as soon as practicable” to “within 72 hours”.</p> <p>The reality is its common for the CAO to have more regular contact with the mayor/reeve and it may be challenging for the CAO to communicate every detail that is shared with one councillor with all of council within 72 hours. Often times, the information is a low priority and there is efficiency in sharing low priority information through a briefing or CAO report in the next council agenda instead of being forced to share all details within 72 hours.</p> <p>ABmunis is also concerned that 72 hours may not be an adequate period to share information with all of council after it has been provided to one councillor. This is particularly relevant in small municipalities where the CAO works part-time and is only in the office two or three days a week. Or there are municipalities where the CAO works full-time but there are no other staff to designate this responsibility to when the CAO is ill, takes vacation, or is tied up with higher priority business.</p> <p>A timeline of 72 hours can also be problematic where information has been shared with a councillor late on a Friday, which means the CAO or designated staff would have less than one business day to provide the information to council. Some members have questioned how the proposed rule would apply when the deadline lands on a weekend or holiday and in that case, then section 22 of the <i>Interpretation Act</i> should apply to give administration until the next business day to complete the requirement, but few municipal leaders may be aware of that legislation.</p>

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Proposed Change	ABmunis Analysis
	<p>Setting a 72-hour timeframe adds red tape for administration and in some cases, may be an annoyance for council members who prefer to receive information through regular agenda packages instead of ongoing emails or texts that are necessary to meet the 72-hour timeline.</p> <p><b>Recommendation Regarding the Timeline</b> Each council will have a different expectation for when and how information should be shared by their CAO depending on their local environment. ABmunis recommends that the proposed addition of section 208.1(3) be amended to change the timeline from “within 72 hours” to require that municipalities pass a bylaw that prescribes the timelines in which their CAO, or designate, must share information with council after the information has been provided to a councillor under section 153(d).</p> <p><b>The Realities of Section 208.1(3)</b> Regardless of the timelines that are set, the review of this section highlights the overall challenges with expecting the CAO to provide information to the rest of council based on one councillor’s request for information. The provision impedes on a CAO’s expertise and judgement to determine when information provided to one councillor must be shared with the remaining members of council depending on the importance and relevance of the information. It may be that a councillor is seeking information that is specific only to their ward, or the information being requested by one councillor is already known to be understood by the rest of council.</p>

We note the general focus of giving council higher expectations to receive information about the operation or administration of the municipality may create an environment that draws council into the weeds of focusing on administration rather than on council’s role in governing. This has the potential to create greater conflict between the roles of council and administration and could potentially make CAOs more vulnerable to abuse or termination.

Some members have questioned why Bill 50 doesn’t define the consequences if a CAO is not compliant with the requirements for information sharing. Councils may consider addressing those concerns through their regular performance management process.



## Authority of Official Administrators

The Minister of Municipal Affairs may appoint an individual to serve as an [official administrator](#) of a municipality in extraordinary circumstances wherein the official administrator has the power to act as council. The most common situations are when:

- Members of council have been dismissed or resigned resulting in the loss of quorum of council.
- A municipality is restructuring through amalgamation or dissolution.
- An official administrator is appointed to supervise a municipality and its council where there are concerns about the governance of the municipality. In these circumstances, councils still make all decisions, and the official administrator is responsible to review.

Proposed Change	ABmunis Analysis
<b>Notification of Meetings</b> An Official Administrator must be notified of any council meeting and may be present for any meeting of council that is closed to the public except in cases of legal privilege. (section 575(2(c)(i)) and 575(2)(c)(ii))	<b>Support</b> The proposed change is in alignment with the role of an Official Administrator to ensure they are able to perform their duties effectively with full knowledge of all decisions being made by a council that is under supervision by an Official Administrator.
<b>Request for Information</b> Provide authority for the Official Administrator to direct the municipality to provide a copy of any records, except records that are subject to legal privilege. (section 575(2(c)(iii))	<b>Support</b> The proposed change is in alignment with the role of an Official Administrator and allows them to perform their duties effectively.
<b>Approval</b> An Official Administrator must sign or authorize agreements, cheques, and other negotiable instruments of the municipality in addition to the person authorizing. (section 575(2(c)(iv))	<b>More details required</b> The proposed change is in alignment with the role of an Official Administrator to ensure they are able to perform their duties effectively with full knowledge and final authorization on all municipal business. ABmunis notes that the Official Administrator rarely resides in or near the municipality that it is temporarily serving so this new rule may create delays if a physical signature is required.

Defining “Public Interest” and “Policy of Government”

In Spring 2024, the Government of Alberta passed Bill 20, the *Municipal Affairs Statutes Amendment Act*, which amended the MGA to provide power to the Lieutenant Governor (via provincial Cabinet) to:

- order the CAO to conduct a vote of the electors to determine if a councillor should be removed from council. One of the possible criteria to make that order is based on the determination that a vote of the electors is in the “public interest” (section 179.1(2)).
- order a municipality to amend or repeal a bylaw if the Lieutenant Governor is in the opinion that the bylaw is contrary to a “policy of the Government” (section 603.01(e)).

Since the passing of Bill 20, ABmunis has noted the terms “public interest” and “policy of the government” need to be defined to provide clarity for the public and all stakeholders.

Proposed Change	ABmunis Analysis
<b>Public Interest</b> Add authority for the Lieutenant Governor in Council to make regulations that define the term “public interest”. (section 179.2)	<b>Concerns remain</b> ABmunis still reserves concerns with the passing of Bill 20, the <i>Municipal Affairs Statutes Amendment Act, 2024</i> , that provincial Cabinet may order the CAO to conduct a vote of the electorate to remove a councillor from office without requirement of an independent investigation into the matter so that all facts are available to residents before the recall vote.  ABmunis understands that the province does not plan to create a regulation to define “public interest” in the near future. Therefore, if Cabinet orders a CAO to conduct a vote of electors on the removal of a councillor on the basis of “public interest”, it will likely raise a legal challenge until the term is defined.
<b>Policy of the Government</b> Add authority for the Lieutenant Governor in Council to make a regulation that defines the term “policy of the government.” (section 603.02)	<b>Concerns remain</b> and <b>more details required</b> Municipal Affairs has communicated that the Minister intends to create a regulation this year that defines “policy of the government” to mean publicly available legislative instruments such as acts, regulations, Orders in Council, and Ministerial Orders that have been formally approved by the Premier, a Minister, or Cabinet. This aligns with the recommendations made by ABmunis in 2024, but ABmunis will wait to review the actual regulation when it comes forward.  ABmunis still reserves concerns with the passing of Bill 20, the <i>Municipal Affairs Statutes Amendment Act, 2024</i> , where section 603.01 was added to provide the province authority to amend or appeal or municipal bylaw. This impedes on municipal autonomy and the independent vision of council to best serve their community.

# Changes to the Local Authorities Election Act

The proposed changes to the *Local Authorities Election Act* will come into force upon Royal Assent.

## Election Voting, Recounts, and Withdrawal by Candidates

Proposed Change	ABmunis Analysis
<b>Candidate Withdrawal</b> A candidate may withdraw their name during the nomination period or within 24 hours after the close of nominations, regardless of whether there is a sufficient number of nominations for council. (section 32)	<b>Support in principle</b> but <b>further details are required</b> Currently, a candidate may only withdraw their nomination after the nomination period if there is more than the required number of nominations for the particular office. ABmunis supports the proposed change recognizing that a candidate's personal circumstances or commitment may change.  <b>Outstanding Questions</b> 1. If there were sufficient nominations received on nomination day and the returning officer has closed nominations and then a candidate withdraws their nomination within the next 24 hours, what process is the returning officer to follow? Is the returning officer enabled to reopen nominations for 6-days as per section 31(1)? Is a further amendment required to clarify the process to be followed as it relates to the proposed amendment to section 32?
<b>Displaced Residents of Jasper</b> Add provisions to allow residents of Jasper who remain temporarily displaced to vote and run in the upcoming local election, provided they intend to return to the community. (section 48.1 and 53.03)	<b>Support</b> These proposed provisions are necessary to support residents of the Municipality of Jasper who are temporarily displaced from their home community due to the 2024 wildfire. The new provisions require a candidate or elector to sign a written statement that confirms they were a resident prior to July 22, 2024, and that they intend to resume residence in Jasper as soon as reasonably practicable. A person who wishes to vote in the Jasper election will need to produce a government issued ID that contains their photograph. ABmunis is reaching out to Jasper to confirm that the rules adequately meet the needs of their displaced residents.
<b>Permanent Electors Register</b> Add and amend provisions for how a permanent elector register may be used. (section 49(7.1) and 49(8))	<b>Support</b> The proposed amendments make it clear that a permanent electors register may only be used by the returning officer and only for the purposes in performing requirements under the LAEA.
<b>Voter Assistance Terminals</b> Allow municipalities to use elector assistance terminals so voters with visual or physical impairment can mark their election ballot independently. (section 78.1 and 84.1)	<b>Support</b> In 2024, the province made legislative changes to prohibit municipalities from using electronic tabulators, voting machines or similar equipment for local elections. This change clarifies that elector assistance terminals may be used as long as it creates a paper ballot which can then be counted by hand with all other ballots. Elector assistance terminals do not count ballots and must not be connected to the internet or other network.

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	<p>Municipalities who wish to offer an elector assistance terminal in the 2025 election will need to pass a bylaw by June 30, 2025.</p> <p>While ABmunis would prefer that municipalities still have the <a href="#">option to use electronic vote counting systems</a>, we support this change to ensure all Albertans can participate in the local election process.</p>
<b>Recount Process</b> Split up the provisions of the current recount processes into separate sections. (section 98)	<b>Support in Principle</b> The proposed change is intended to allow different requirements and timelines to be more easily understood.
<b>School Board Use of Electors Register</b> Provide authority for a school board to request a permanent electors register from the relevant municipality. (section 49.1)	<b>Support</b> Some school boards run their own election for school trustees, so the proposed change supports those school boards to have adequate tools for managing their election.

## Campaign Finances *(the amendments are only applicable to Calgary and Edmonton)*

ABmunis will seek clarity from Municipal Affairs to ensure that the Election Commissioner is engaged in the proposed changes as the Election Commissioner will be accountable for enforcement. The proposed changes are also being brought forward during the current election period so ABmunis will request that Municipal Affairs immediately update their information guides for candidates to reflect these changes if Bill 50 passes.

In addition to the following amendments under Bill 50, the Government of Alberta plans to amend the Local Political Parties and Slates Regulation in spring 2025. The amendments to the Local Political Parties and Slates Regulation are expected to deal with financial reporting requirements for local political parties and fines for those who exceed campaign expense limits.

Proposed Change	ABmunis Analysis
<b>Definition of Campaign Expense</b> Update the definition of “campaign expense” to include references to a local political party or slate. (section 147.1(1)(a))	<b>Member feedback required</b> The current LAEA definitions do not reference local political parties or slates. The proposed change helps ensure that funds expended or contributions received by local political parties and slates to support or oppose other local political parties or candidates are fully captured in financial disclosures.
<b>Definition of Contribution</b> Update the definition of “contribution” to include references to a local political party. (section 147.1(1)(c))	
<b>Advising of Prospective Contributors</b>	<b>Member feedback required</b>

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Proposed Change	ABmunis Analysis
Clarify that local political parties are required to advise prospective contributors of the rules relating to contributions. ( <i>section 147.13(2)</i> )	Currently the LAEA only requires candidates to advise prospective contributors about the rules relating to contributions to their campaign. The proposed change makes it clear that the same rule also applies to local political parties.
<b>Transfers Between Local Political Parties and Candidates</b> Add provisions for transfers between local political parties and their endorsed candidates. ( <i>section 147.25</i> )	<p><b>Concerns remain</b></p> <p>The proposed change enables a local political party and their endorsed candidate to transfer or accept from each other:</p> <ul style="list-style-type: none"> <li>• Money or real property</li> <li>• Debt incurred during a campaign period</li> <li>• Goods or services</li> </ul> <p>The above-mentioned transfers are not considered a contribution or campaign expense but must be recorded and must be accounted for in annual disclosure statements.</p> <p>During the April 16 town hall, the Minister of Municipal Affairs stated that this change is to create alignment with how transfers are treated under provincial and federal rules involving political parties.</p> <p>As outlined in <a href="#">previous communications</a>, ABmunis remains concerned that the implementation of local political parties and the rules regarding the operation of local political parties provides a significant financial advantage to candidates who run under a political party versus independent candidates. This proposed amendment appears to further broaden that disadvantage.</p>

## Changes to the New Home Buyer Protection Act

The initial legislation, passed in 2014, made home warranty coverage mandatory for new homes in Alberta. The Act applies to single-family homes, multi-family homes, duplexes, condominiums, manufactured homes and recreational properties where permits were pulled starting February 1, 2014. All new homes must have a minimum warranty coverage of one year on labour and materials, two years on delivery and distribution systems, five years for the building envelope, and ten years for major structural components. The proposed changes in Bill 50 are focused on owner-builders and would come into force on proclamation by Cabinet. Engagement is anticipated later in 2025 on builder competencies and claims dispute resolution.

Overall, ABmunis supports the proposed changes but it is not yet clear if the amendments will adequately address the challenges with new home buyer warranties so ABmunis will continue to monitor the issue.

Proposed Change	ABmunis Analysis
<b>Digital Confirmation in Place of Notarized Statutory Declarations</b> Allows for the requirement for a statutory declaration to be replaced with a simple confirmation for owner-builders by regulation. (section 5(1))	<b>Support in principle</b> but <b>further review is required</b> Simplified digital confirmation in place of notarized statutory declarations for owner-builders will expedite approvals and construction. This change will not be implemented until the New Home Protection (General) Regulation is updated, which we expect to happen later this year.
<b>Selling a New Home without Warranty Coverage</b> Allows owners who have been granted an exemption to sell a home without warranty coverage provided they provide the prospective owner with a disclosure notice, in a form satisfactory to the Registrar. (section 3.01(1))	<b>Support in principle</b> but <b>further review is required</b> This will provide more flexibility to owner-builders while ensuring potential buyers are required to be made aware that the property has an exemption.
<b>Exemptions From Warranty Coverage Due to Hardship</b> Adds financial hardship as one of the grounds for receiving an exemption from warranty coverage. (section 3.01(2))	<b>Support in principle</b> but <b>further review is required</b> Currently, a person may be granted an exemption to obtain warranty coverage if the Registrar deems that the person would suffer undue hardship if the exemption were not granted. The proposed amendment adds financial hardship as an additional ground to qualify for an exemption. This provides greater flexibility in warranty exemptions and will ease the financial burden on owner-builders. While this is a step in the right direction, it does not solve all of the financial obstacles that owner-builders face such as high insurance costs.
<b>Caveat Against Certificate</b> Adds responsibility for the Registrar to register a caveat against the certificate of title to the land on which the new home is the subject of the warranty exemption. (section 3.01(4))	<b>Support in principle</b> but <b>further review is required</b> For consumer protection, the Registrar will register a caveat on a home built by an owner-builder without a warranty in place as soon as practicable. A process for discharge of the caveat is also added.

## Preliminary Analysis of Bill 50: Municipal Affairs Status Amendment Act, 2025

Proposed Change	ABmunis Analysis
<b>Appeals</b> Provides a mechanism to allow a person to appeal a Registrar decision related to definition, exemptions, and rental use designations. ( <i>section 17(1)(d)</i> )	<b>Support</b> This will expand the appeal process for homebuyer-related decisions through the Land and Property Rights Tribunal, ensuring homebuyers can challenge Registrar decisions related to exemptions, definitions, and rental-use designations.

## Changes to the Safety Codes Act

The proposed amendments to the *Safety Codes Act* are related to the amendments to the *New Home Buyer Protection Act* and will come into force upon proclamation by Cabinet.

Proposed Change	ABmunis Analysis
<b>Safety Codes Council Advice</b> Establishes areas the Minister may seek advice from the council on. ( <i>section 8.01(2)</i> )	<b>Support</b> The section clarifies that the Minister may request advice and recommendations from the council on any matter to which this Act applies, including the building or construction of a new home, the requirements applicable to a home warranty insurance contract and the licensing requirements applicable to a residential builder.
<b>Persons Appointed to the Safety Codes Council</b> Adds a provision that persons appointed to the Safety Codes Council include persons who are experts in or have experience with new home warranty coverage under the New Home Buyer Protection Act. ( <i>section 16(4)</i> )	<b>Support</b> The council is currently comprised of experts in fire protection, buildings, barrier-free building design, electrical systems, elevating devices, gas systems, plumbing systems, private sewage disposal systems or pressure equipment.  The type of expertise is being expanded to include additional appointees who are representatives of builders, warranty providers, insurers and specifically persons who are experts in or have experience with new home warranty coverage under the <i>New Home Buyer Protection Act</i> .  Transparent criteria for appointees and ensuring a broader range of expertise is available should produce better advice to support regulatory decisions made by the Government.
<b>Duties of the Safety Codes Council</b> Adds a provision that requires the Council to provide advice and recommendations to the Minister regarding New Home Buyer Protection Act if requested. ( <i>section 18(d.01)</i> )	<b>Support</b> Adding this responsibility to the Safety Codes Council's mandate appears reasonable given the changes to Section 16(4) to expand the expertise of the Safety Codes Council, to include representatives with experience with new home warranty coverage under the <i>New Home Buyer Protection Act</i> .



# Alberta Municipalities Strength In Members

## **Connect**

300, 8616 51 Avenue  
Edmonton, AB T6E 6E6  
780.433.4431 ■ 310.MUNI

[abmunis.ca](http://abmunis.ca)





April 16, 2025

To our valued Partner Communities,

We are excited to share a major regional initiative that will shape the future of economic development across Southern Alberta. Over the next three years, SouthGrow will be delivering a **Community Economic Development Program** aimed at supporting each of our member communities. This project will produce a custom-built, data-informed economic development plan for your municipality. It will also include staff and council training to enable work on the plans, as well as coaching and follow-up for implementation through to December 31, 2027.

These plans will be custom tailored to your community's size, goals, and resources. For those with existing plans, we will collaborate with you to explore how SouthGrow can enhance your capacity and help execute your current strategies over the next three years. In both cases, the project will roll out in the following phases:

1. Spring 2025 - Initial engagement: We'll begin by meeting individually with each community to understand your priorities and chart a specific path forward.
2. Summer - Winter of 2025 - Research and analysis: We'll conduct a literature review, stakeholder interviews, and community surveys to ensure we capture the full picture.
3. 2026 - We will work together to create data-driven, actionable economic development plans tailored to your community
4. 2027 - SouthGrow will provide ongoing guidance, training, and operational support to ensure your plan leads to real, lasting impact.

This initiative is made possible by the Northern and Regional Economic Development Program (NRED) grant from the Government of Alberta and will be led by our newly hired Economic Development Officer, Makayla Gross from Bow Island. Makayla brings a dynamic blend of experience and enthusiasm to this project and will be working closely with each of you to ensure your community's unique needs and opportunities are captured.

In the coming weeks, we will reach out to schedule your community's first touchpoint. We encourage you to begin thinking about your economic development priorities and any existing planning work we should be aware of.

If you have any questions in the meantime, please don't hesitate to contact us.

We look forward to working alongside you to build a stronger, more prosperous Southern Alberta.

Sincerely,



Peter Casurella

Executive Director  
SouthGrow Regional Initiative  
peter.casurella@southgrow.com  
403-394-0615

# TABER & DESIGNATED COMMUNITIES AAIP MONTHLY REPORT

**April 14, 2025**

Inquiries to Date: 3855

Businesses Represented: 117

Endorsed: 337

Including Family: 664

## Candidates Represented

Taber	199
MD of Taber	21
Picture Butte	6
Vauxhall	12
Coaldale	50
Raymond	3
Milk River	1
Cardston	12
Lethbridge County	30
Nobleford	3

## Communities Represented

United Kingdom	1	Nepal	7
India	246	South Africa	2
Pakistan	4	United Arab Emirates	1
Kenya	1	China	9
Netherlands	2	Ukraine	8
Trinidad and Tobago	1	Egypt	1
Philippines	34	Morocco	1
Bangladesh	2	Sri Lanka	2
Mexico	4	Chile	2
Vietnam	1	Poland	1
Iran	1	Brazil	2
Panama	1	Republic of Korea	1
Holland	1	El Salvador	1

## Live Location Candidates + Family

Taber	222
MD of Taber	9
Vauxhall	5
Coaldale	72
Lethbridge County	13
Picture Butte	2
Cardston	18
Raymond	2
Nobleford	4
Milk River	2
Outside Borders	315

## NOC Counts

NOC 0	0
NOC 1	27
NOC 2	5
NOC 3	2
NOC 4	1
NOC 5	0
NOC 6	219
NOC 7	34
NOC 8	15
NOC 9	34



April 29, 2025

I am writing to municipalities across Alberta regarding a second phase of engagement to enhance water availability in Alberta.

As part of the province's ongoing work to increase water availability, the government engaged Albertans in fall 2024 to early 2025 to hear ideas on how to strengthen the water management system to enhance availability for years to come. While the feedback was wide-ranging, it was clear that Alberta's water management system and the *Water Act* generally serve us well and should not be changed. However, some opportunities and barriers identified raised some limitations of the *Water Act* for supporting water availability.

Based on the feedback, the Government of Alberta is proposing changes to the *Water Act* and complementary policy to increase the availability of water licences to Alberta municipalities, businesses, agricultural producers and others, while continuing to protect the aquatic ecosystem.

The proposed changes focus on:

1. Streamlining decision making for water licensing and transfers
2. Enhancing water use information to support effective and transparent management of water by all users, including licensing and licence transfers
3. Enabling lower risk inter-basin transfers
4. Enabling the use of alternative water sources (e.g., rainwater, stormwater, wastewater)

The Government of Alberta remains committed to maintaining the following policies, approaches, and principles:

- Alberta's priority system for licenced water allocation, based on principles of first-in-time, first-in-right, will remain.
- Existing water licence allocations will not be reduced.
- The Water for Life strategy and its goals and directions remain, where water is managed for community, economic and environmental needs, including traditional use needs and environmental objectives to support ecosystem health.
- Water allocation transfers will remain enabled in basins with approved water management plans (Milk, Battle, Bow, Oldman and South Saskatchewan River basins).
- Alberta will continue to manage water on a watershed basis, where any large or higher risk inter-basin transfer would continue to require approval by special act of the legislature (except, as established in the act, during a Cabinet-declared water emergency under section 107).
- No new royalties, bulk or volumetric pricing of water will be introduced.
- No new terms and conditions will be added to existing older licences regarding requirements to support water conservation objectives (WCOs).

Details on the proposed engagement, scope and changes are the outlined in the discussion document on Enhancing Water Availability: Engagement on Proposed Amendments to the *Water Act* to Improve Availability – accessible online at [alberta.ca/water-availability-engagement](http://alberta.ca/water-availability-engagement).

We will soon invite you/your organization to join us for an in-person information session where we will share more information about the proposed changes and give you an opportunity to provide feedback and ask questions. Sessions are planned to be in person in May in Lethbridge, Brooks, Calgary, Red Deer and Grande Prairie (locations are being confirmed as venues are secured). We will also arrange an online session. The same information will be shared across all sessions. (In addition to issuing this letter to each municipality, we are sending correspondence to organizations including Alberta Municipalities, Rural Municipalities or Alberta, Alberta Rural Municipal Administrators' Association, Local Government Administrators; Association of Alberta, Mid-sized Cities Mayors' Caucus)

In preparation for these information sessions, we encourage you to review the discussion document to prepare questions, comments and feedback.

We ask that all feedback be provided through the online survey, which will remain open until June 30, 2025.

For more specific information, please visit the online engagement page at [alberta.ca/water-availability-engagement](https://alberta.ca/water-availability-engagement).

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Rich', is positioned above the printed name.

Kate Rich  
Assistant Deputy Minister

April 29, 2025

I am writing to municipalities across Alberta regarding a second phase of engagement to enhance water availability in Alberta.

As part of the province's ongoing work to increase water availability, the government engaged Albertans in fall 2024 to early 2025 to hear ideas on how to strengthen the water management system to enhance availability for years to come. While the feedback was wide-ranging, it was clear that Alberta's water management system and the *Water Act* generally serve us well and should not be changed. However, some opportunities and barriers identified raised some limitations of the *Water Act* for supporting water availability.

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Kate Rich  
Assistant Deputy Minister





# SOUTHERN ALBERTA SOURCE WATER PROJECT

SNR Projects

MARCH 24, 2025



# SNR Project Team

- ▶ Principals having 100+ years of technical experience in evaluating, summarizing and presenting findings, to the execution of field operations in SE Alberta
- ▶ Steve Dryer M.Sc., P. Geol. 40+ years of experience
- ▶ Rob Lutzer M.A.Sc., P. Eng. 30+ years of experience
- ▶ Niclas Christoffersson B. Sc. Geophysics, P. Geoph. 30+ years of experience



# Our Project Will:

## Phase 1

- ▶ Characterize key deeper aquifer parameters; particularly focus on reservoir volumes, production rates and salinity
- ▶ Provide detailed individual formation maps from existing extensive technical information. The public domain data will be assembled, reviewed, digested and summarized
- ▶ Select drilling locations for evaluation wells in SE Alberta, that are optimally placed based on maximum water storage, deliverability, and water chemistry

## Phase 2

- ▶ The “Evaluation Wells” will confirm mapping of the parameters; yield specific/firm numbers for future modelling, planning and decision making

# Southern Alberta Needs Water

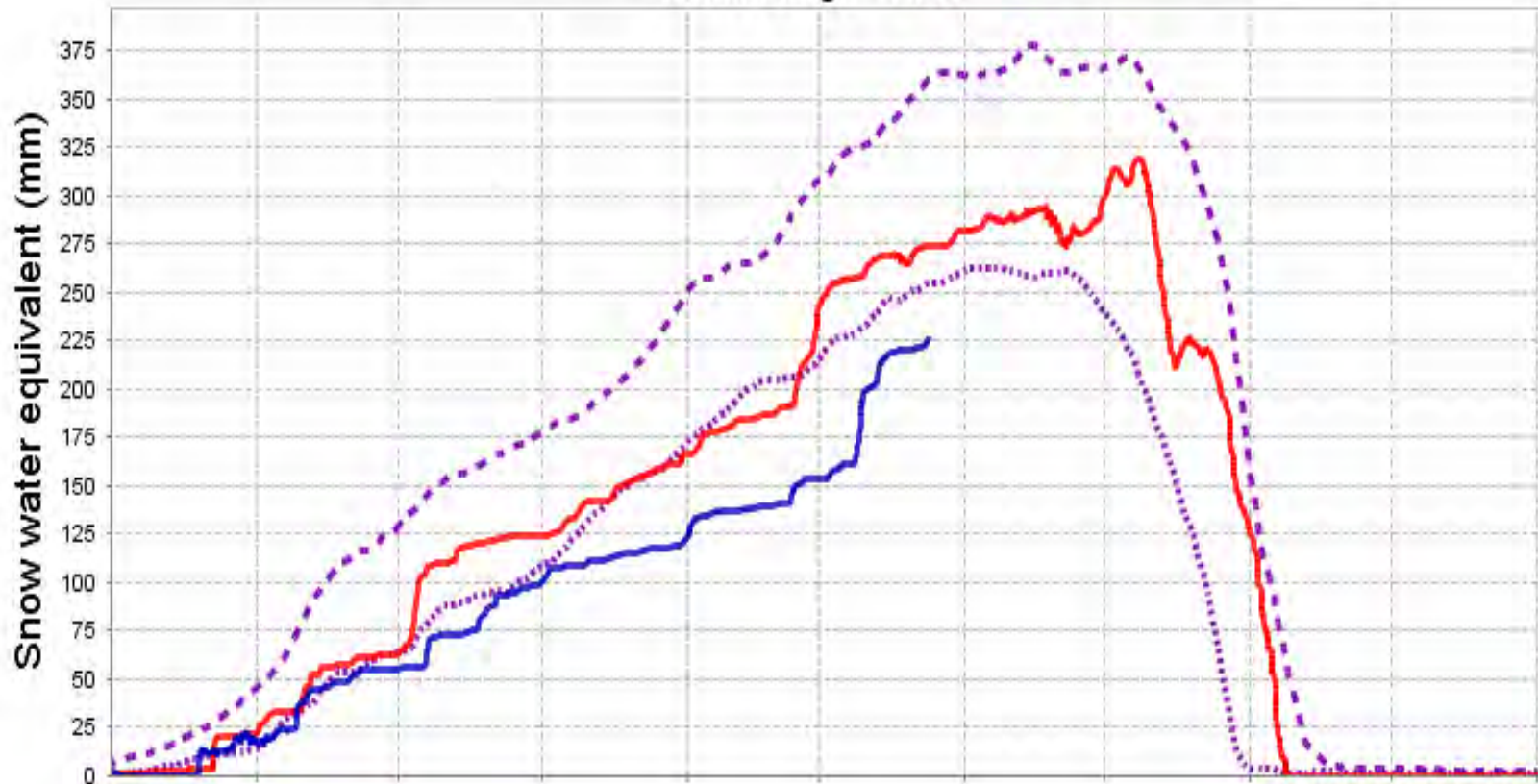


**'Where's the water going to come from?'**

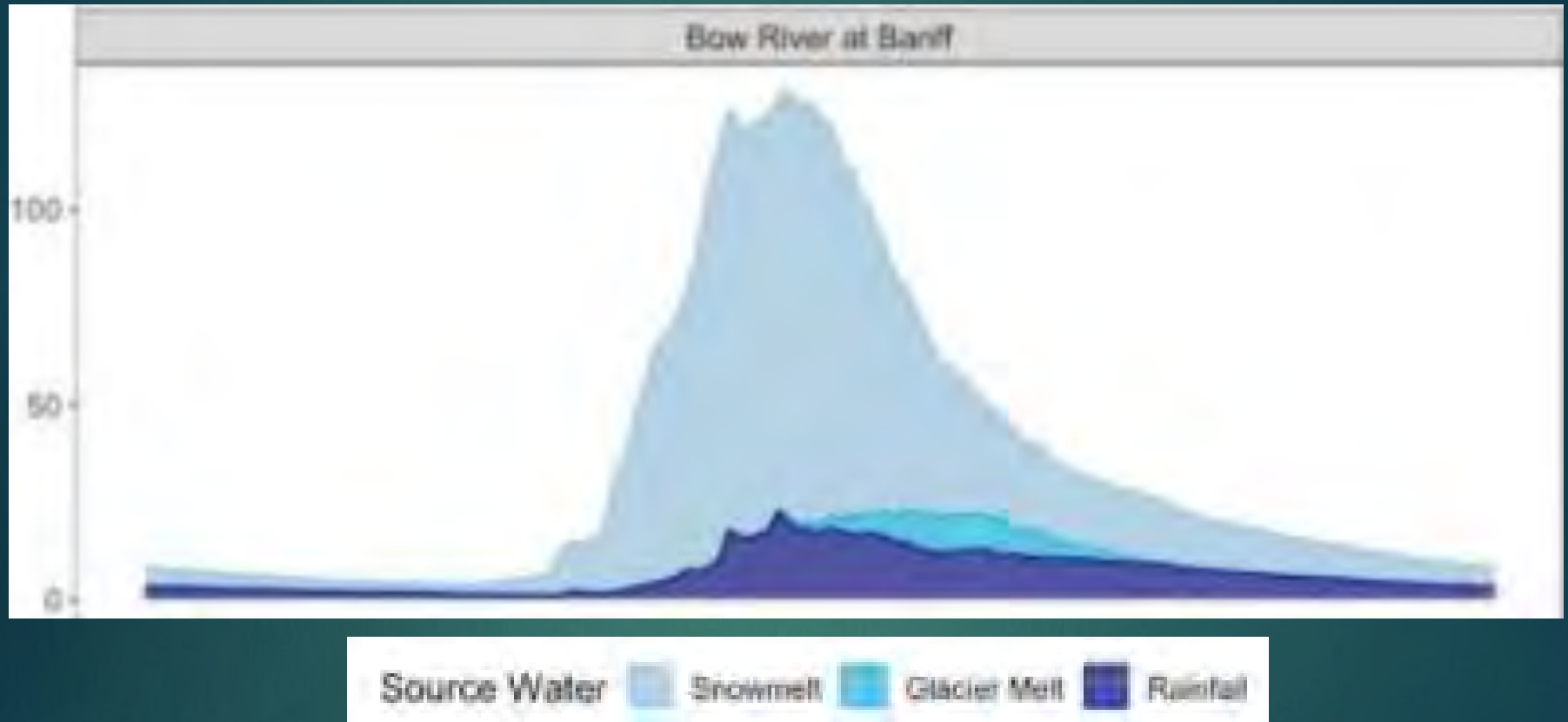
Monty Kruger - CBC

# Snow Pillow March 24, 2025 Significantly Lower This Year

Snow water equivalent for the current year (blue),  
the previous year (red), and the normal range (purple)  
for station 05CA805  
Skoki Lodge - EPA



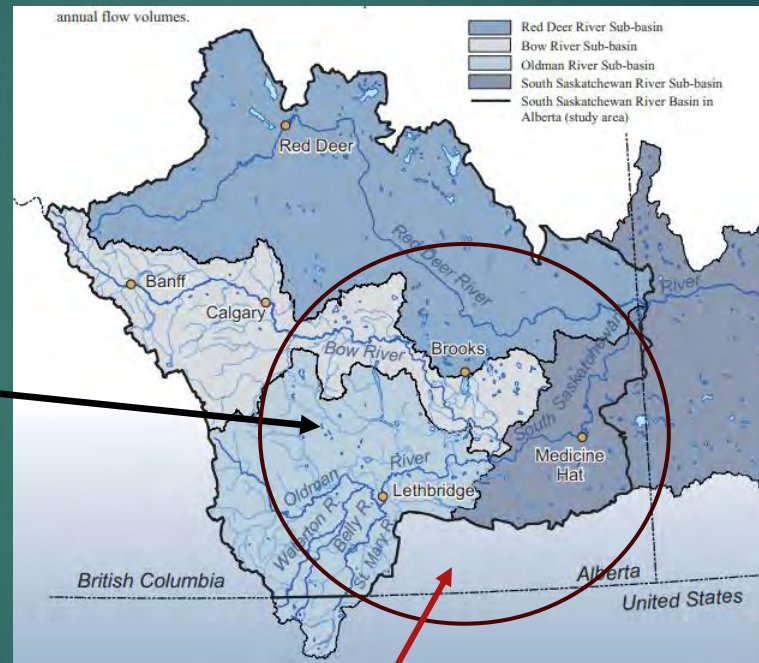
# Bow River Water Source: Mainly Snowmelt





# Area of Focus

## South Saskatchewan River Basin



Plus: Milk River Basin along the US Border

# The Solution:

## Exploit Abundant Aquifers in the Subsurface at Less than 2000m Depth

- ▶ Access NEW water source via wellbores (the current drought proposals are for additional dams to collect surface water at \$5 billion and shallow aquifers and groundwater study with AGS for \$3.8mm)
- ▶ Conservative volumetric estimates:
  - ▶ Basal Cambrian Sand: 64 Billion  $\text{m}^3$
  - ▶ Nisku/Leduc/BHL: 128 Billion  $\text{m}^3$
  - ▶ Total: 192 Billion  $\text{m}^3$

**“~100x  
100 years”**

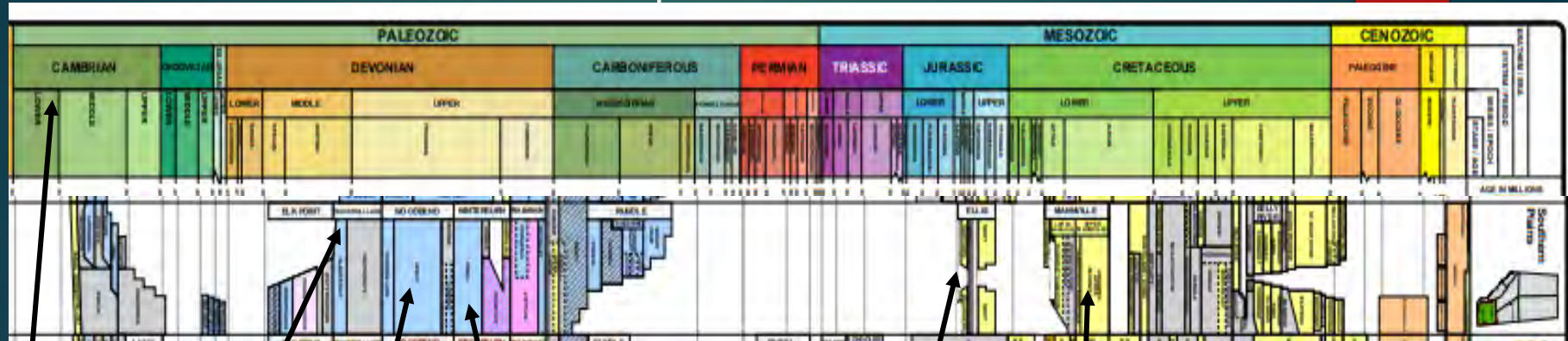


# “Deeper Aquifers”

- ▶ High porosity and permeability exists in the deeper aquifers
- ▶ The high porosity combined with thick reservoirs averaging over 20m per aquifer {100m plus total in any one area} with regional extent yields huge volumes: 100s of years of supply at current usage volumes {2.3 Billion m<sup>3</sup> /yr using 10 year annual average}
- ▶ Combining high porosities, permeabilities, pressures and isopachs create high deliverability (possibly in the 10 000 plus bbls/d range)
- ▶ Salinities in the aquifers are in the range from very low mg/L to < 10 000 mg/L



# Geological Zones of Interest For Aquifers



Nisku

Sawtooth

AGS Cut-Off

Lower Mannville

Leduc

Beaverhill Lake

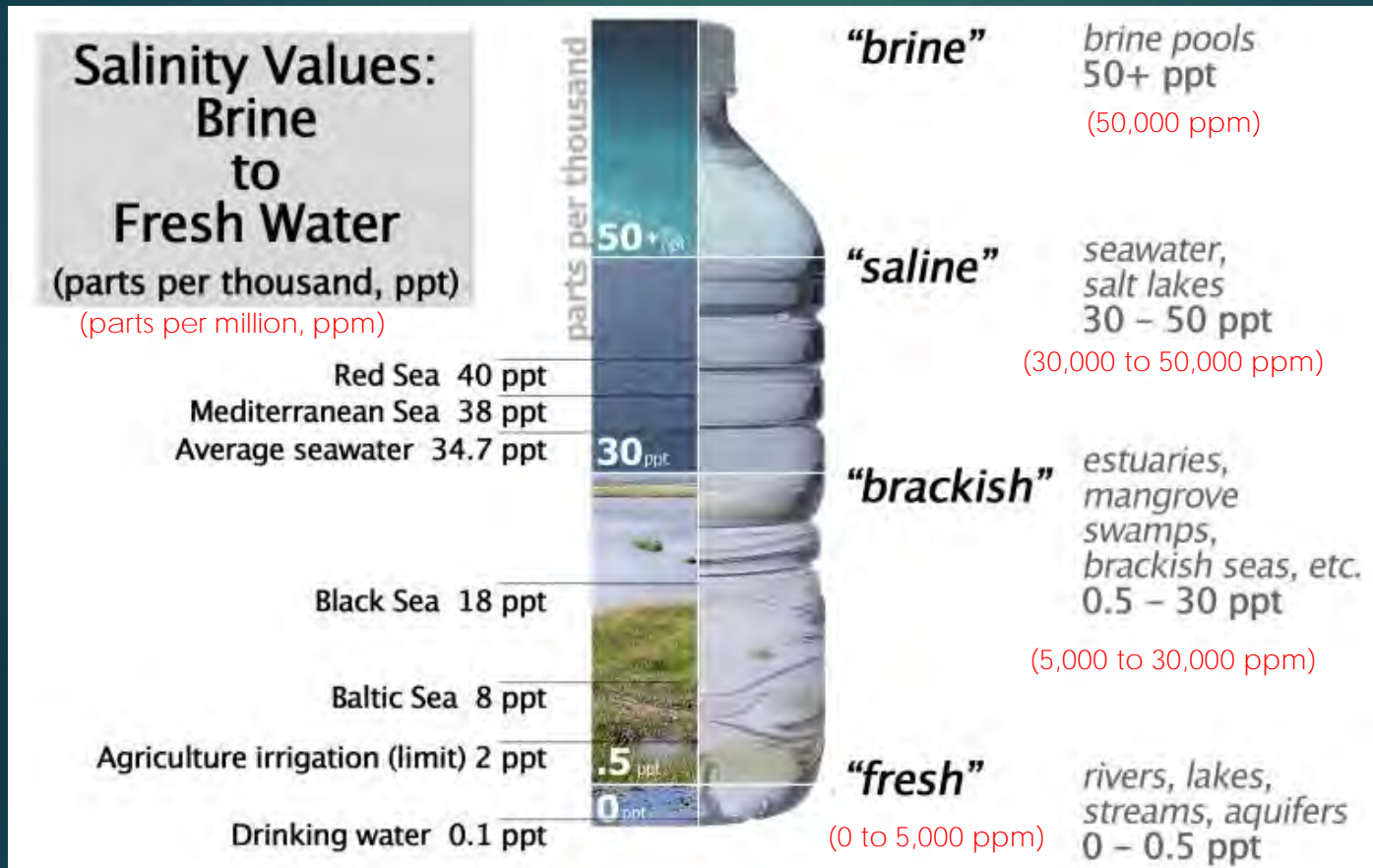
Cambrian  
(Basal Cambrian Sandstone)

Proprietary Mapping by SNR Projects, indicate that salinities of less than 10 000 mg/L extend over much, if not all, of the project Area for the Nisku, Leduc A and B. Sawtooth/Lower Mannville and Mississippian

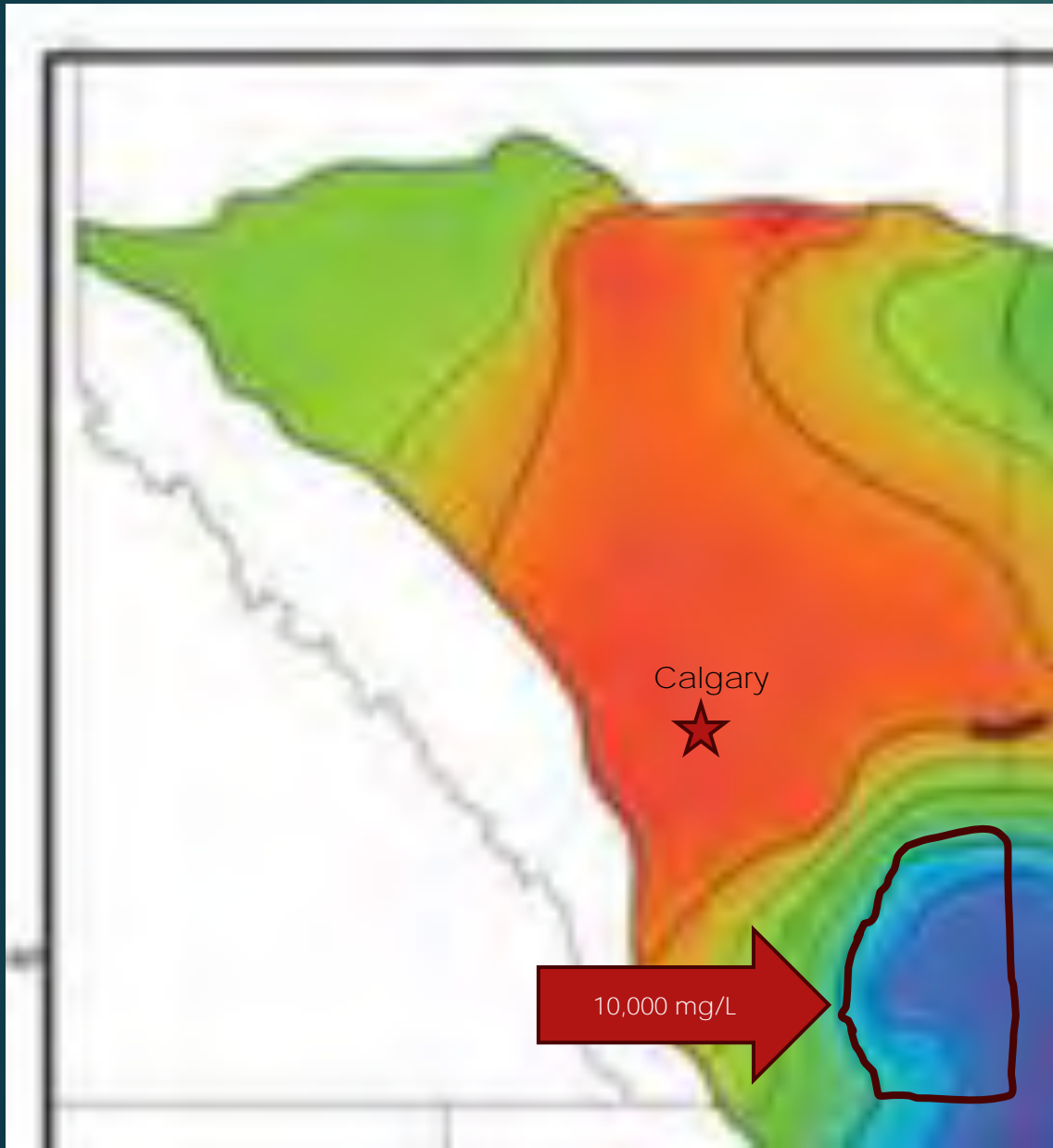
- ▶ Thick Isopach
- ▶ High Porosity
- ▶ High Permeabilities
- ▶ Regional in Extent
- ▶ Very Low Salinities



# Water Salinity Primer



# 10,000 mg/L Salinity in the Basal Cambrian Sand – Large Area in SE Alberta

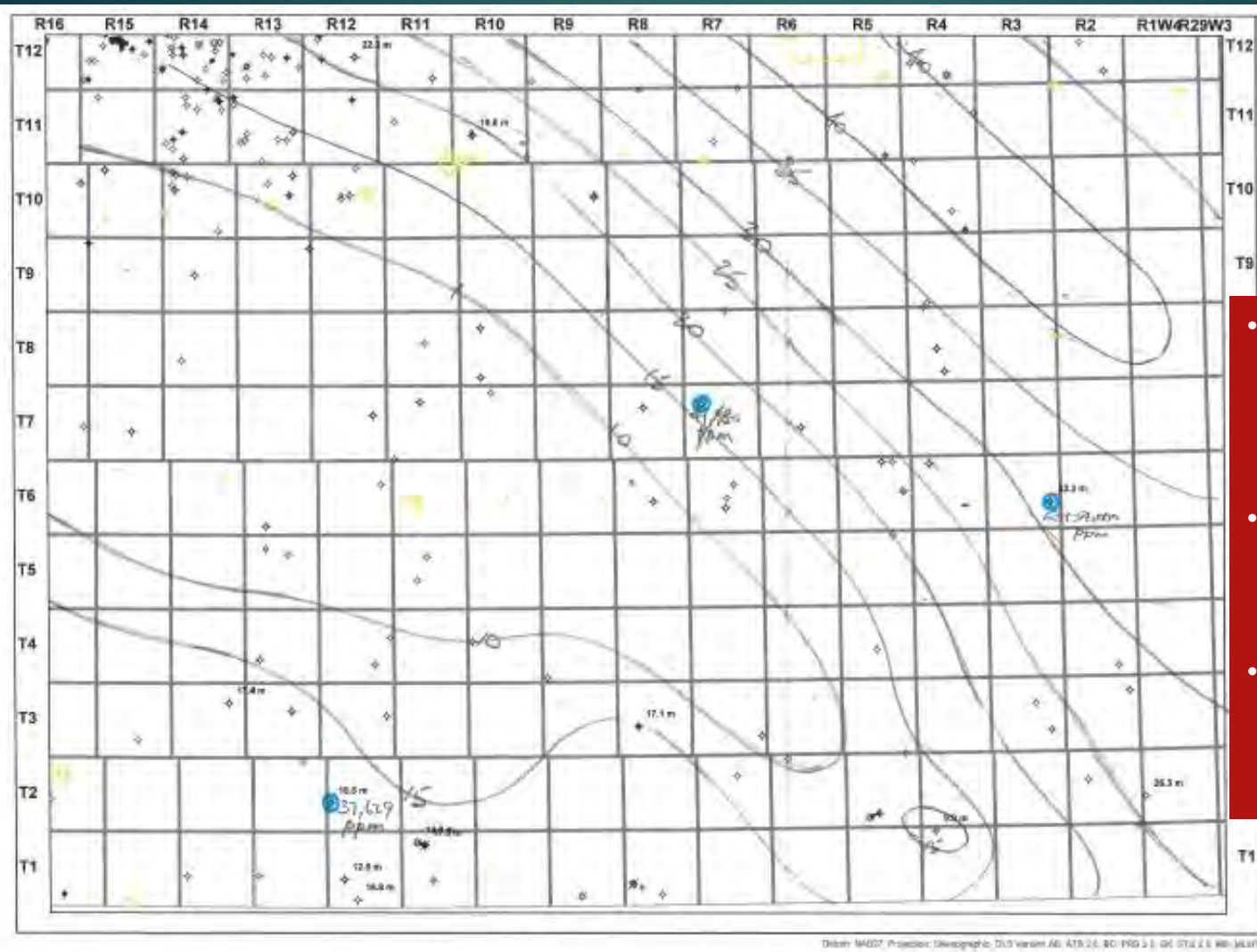


\*\*\*Note that the other zones of interest are of similar or larger size

CO<sub>2</sub> storage resource potential of the Cambro-Ordovician Saline System in the western interior of North America

W.D. Peck<sup>a,\*</sup>, S. Bachu<sup>b</sup>, D.J. Knudsen<sup>a</sup>, T. Hauck<sup>b,c</sup>, C.M. Crotty<sup>a</sup>, C.D. Gorecki<sup>a</sup>, J.A. Sorensen<sup>a</sup>, J. Peterson<sup>b</sup>, A. Melnik<sup>b,d</sup>

# Basal Cambrian Sand Isopach

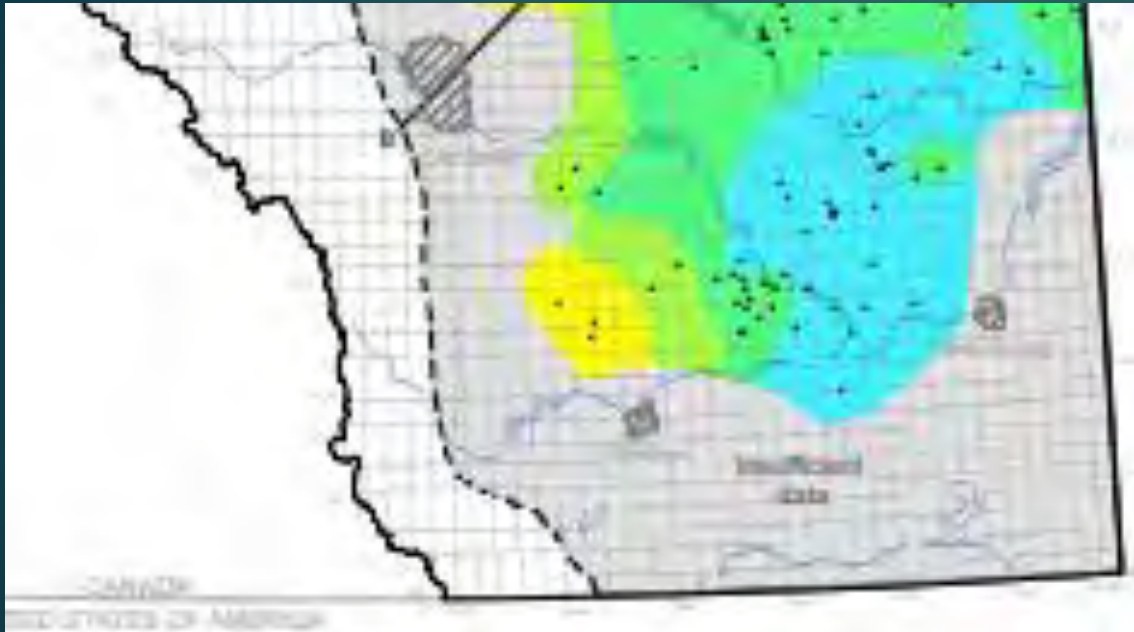


- A primary zone of interest because it is a thick and widespread regional aquifer
- This zone has not been mapped for Southern Alberta by the AGS
- Initial BCS analysis shows lessening salinity to the south and shallower depths



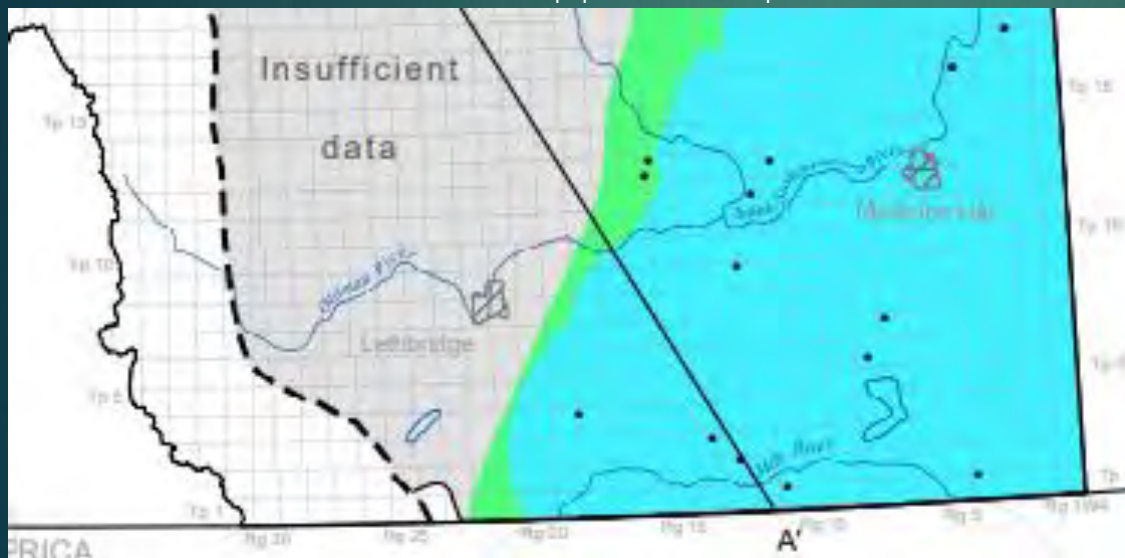
# AGS TDS Maps

## ► Winterburn – Insufficient Data








- Mapping of the Winterburn (Nisku) and Leduc showing lower salinity as the formation moves southward in the province, supporting preliminary work and hypothesis
- Additional data will be added on the southern areas
- Leduc will be separated into 7 interpreted units

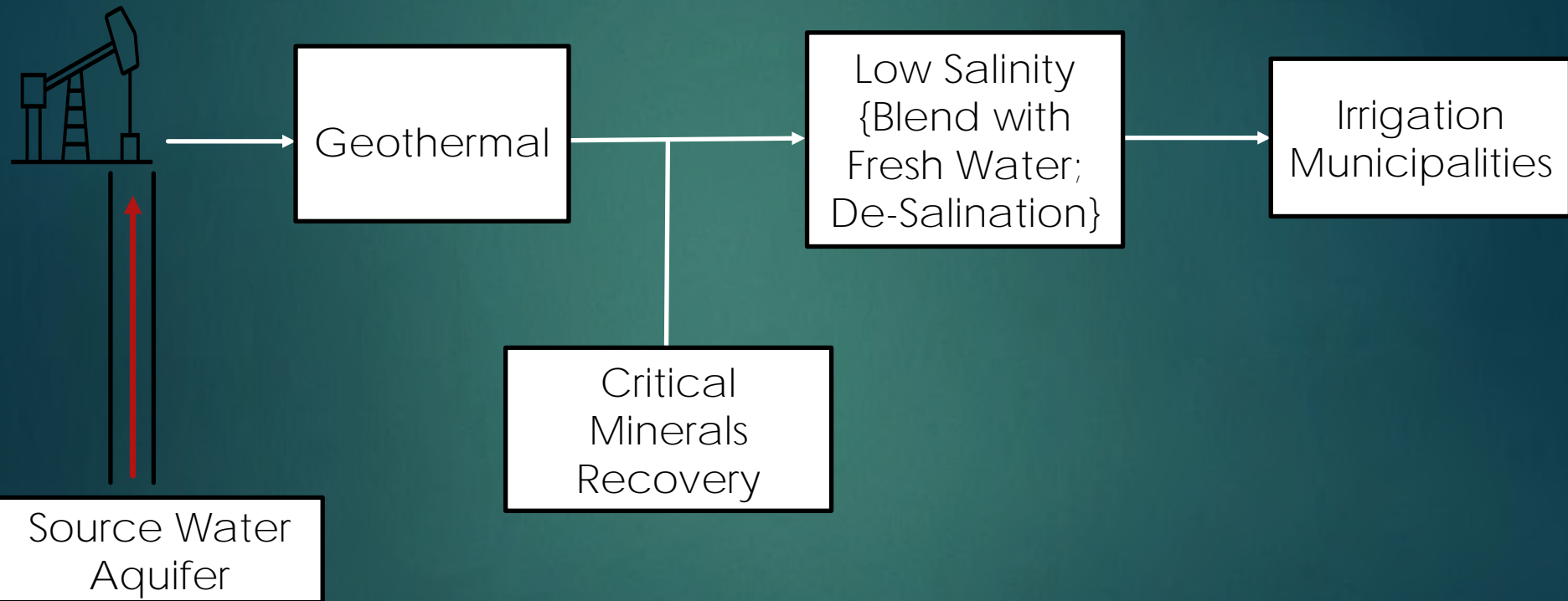
## ► Leduc – 7500-30,000 ppm, Not specific



### Total dissolved solids (mg/L)

	7 500 - 30 000
	30 001 - 50 000
	50 001 - 100 000
	100 001 - 200 000
	200 001 - 260 000

# Deep Source Water – Additional Economic Opportunities

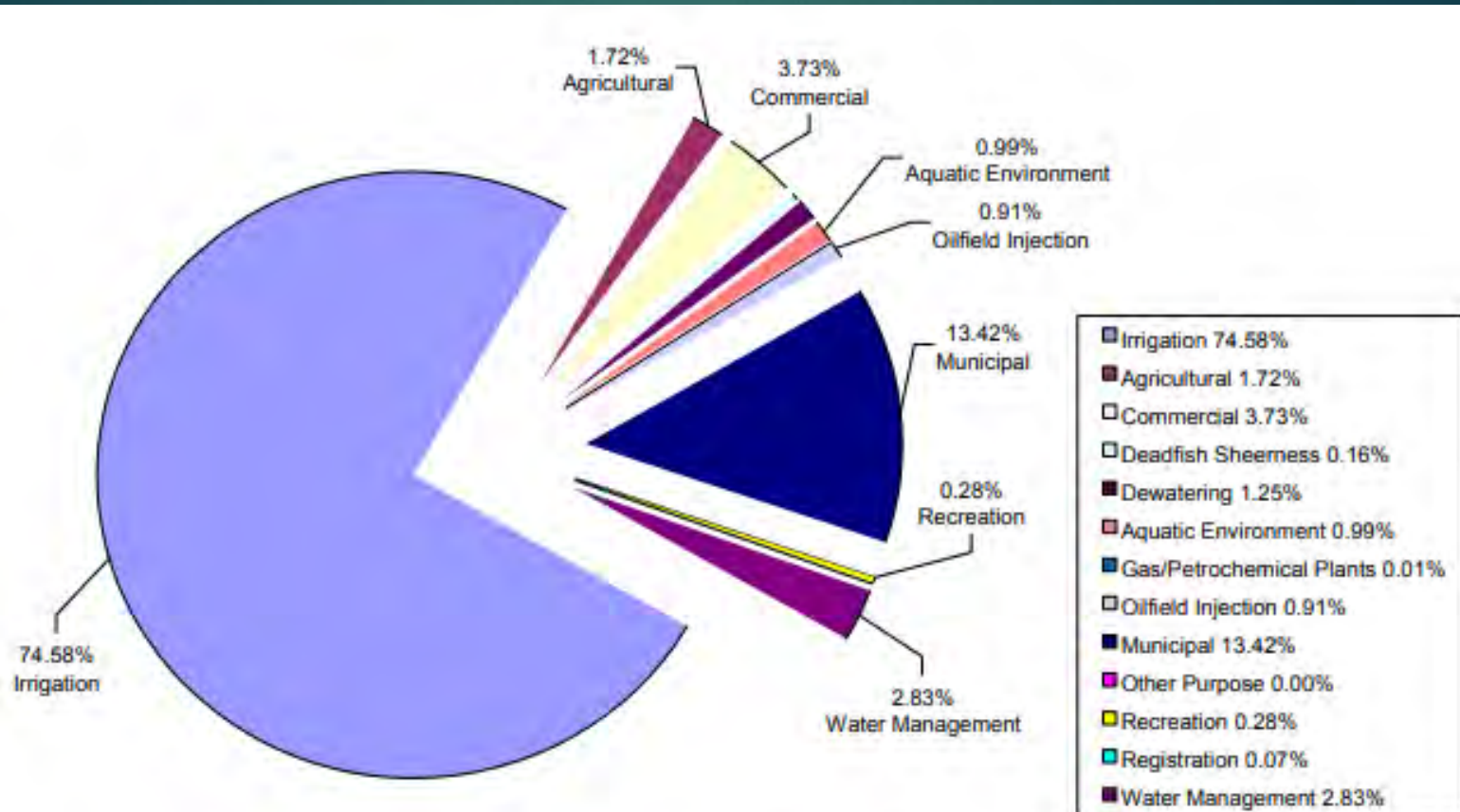


# End Users

► Irrigation

► Municipalities

88%



**Figure 3: South Saskatchewan River Basin  
Licenced Water Use by Purpose**

# Irrigation Water Guidelines

**Table 1**      **Guidelines for interpretations of water quality for irrigation** (modified from Ayers and Westcot 1985, Alberta Environment 1998)

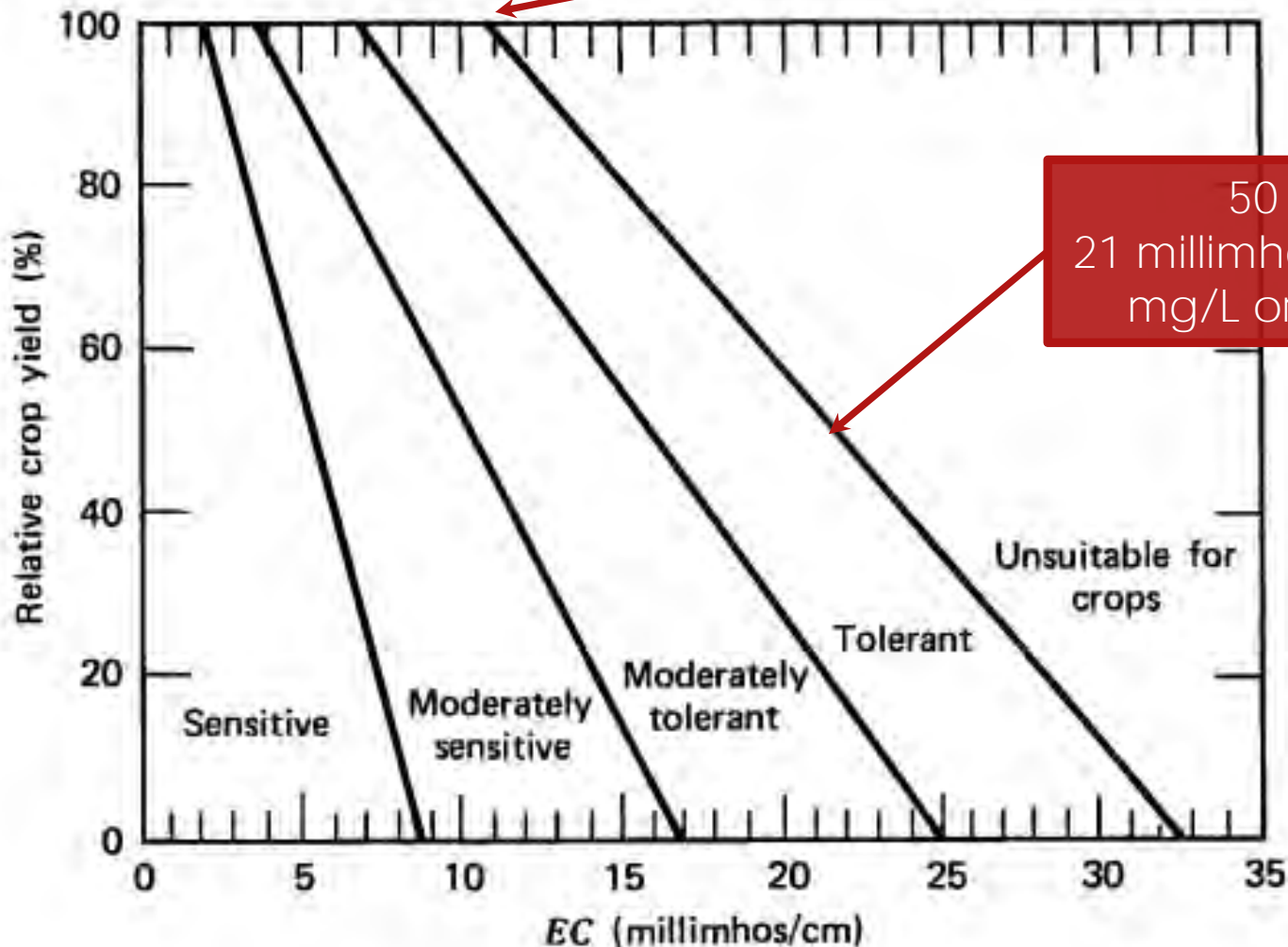
Potential Irrigation Problem	Units	Degree of Restriction on Use		
		None	Slight to Moderate	Severe
<i>Salinity (affects crop water availability)</i>				
Total Dissolved Solids (TDS)	mg/L	<700	700 - 2,000	>2,000
Electrical Conductivity (EC)	dS/m	<1	1 to 2.5	>3
<i>SAR</i>				
SAR		0 - 4	4 - 9	>9
<i>Specific Ion Toxicity (affects sensitive crops)</i>				
Sodium (Na)	mg/L	<70	>70	
Chloride (Cl)	mg/L	<100	>100	
Boron (B)	mg/L	<0.7	0.7 - 3.0	>3.0
<i>Miscellaneous Effects (affects susceptible crops)</i>				
Nitrogen (NO <sub>3</sub> -N)	mg/L	<5	5 - 30	>30
Bicarbonate (HCO <sub>3</sub> )	mg/L	<90	90 - 500	>500



# Crop Yields at Different Salinities

100 % yield:  
11 millimhos/cm or 7700  
mg/L or 7700 ppm

50 % yield:  
21 millimhos/cm or 14700  
mg/L or 14 700 ppm

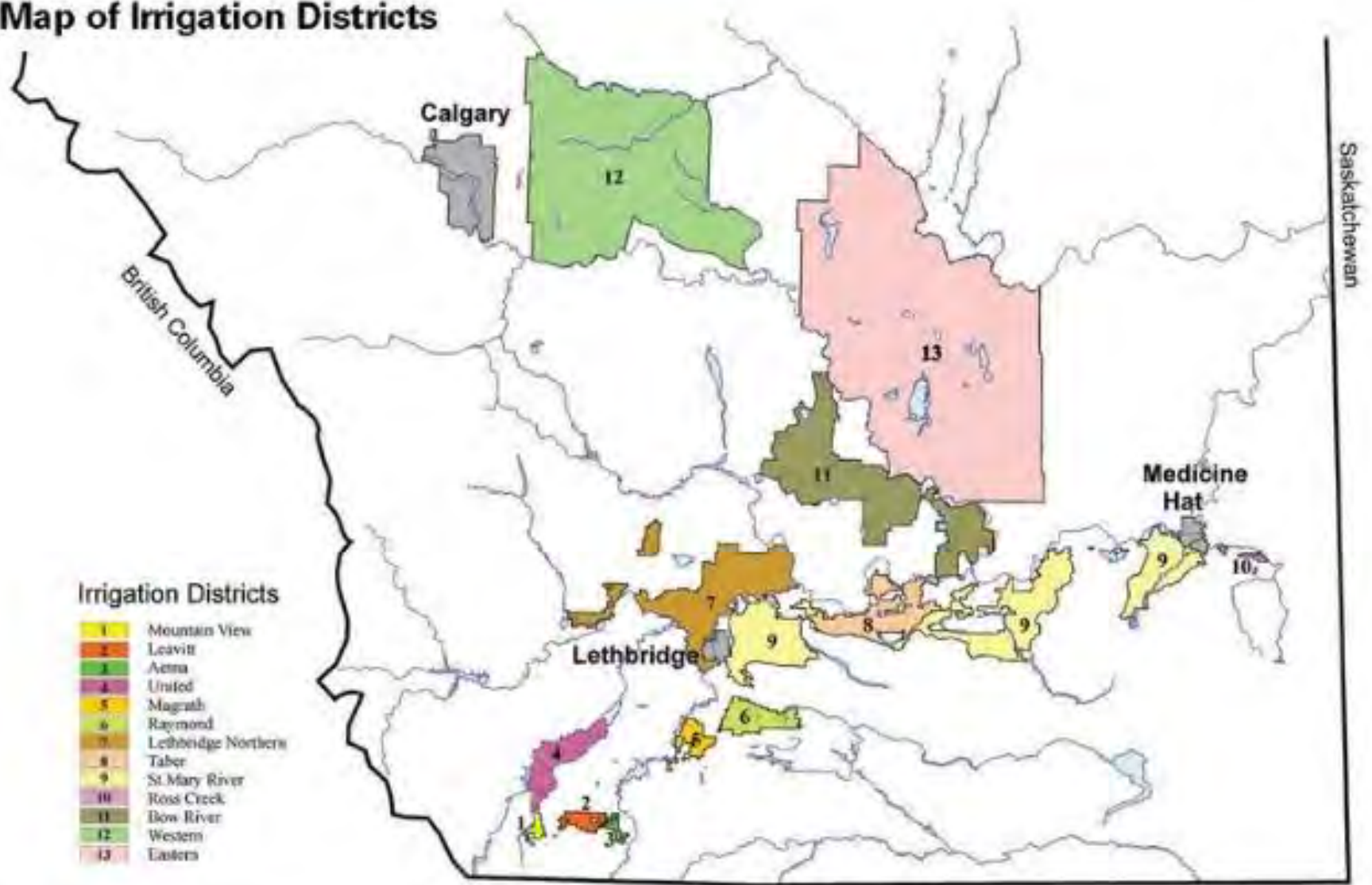


**Fig. 1** Relative crop yield related to salinity (Ayers and Westcot 1987)  
(to obtain TDS values in mg/L, multiply the EC value by 700)



# Alberta Irrigation Districts

Map of Irrigation Districts



# Western Irrigation District Support



## WESTERN IRRIGATION DISTRICT

January 20, 2025

To whom it may concern,

On behalf of Western Irrigation District (WID), I am writing to express our support for the grant application submitted by **SNR Projects Ltd.** for the "Southern Alberta Source Water Project." We had an informative meeting on January 16, 2025, where we discussed the project's objectives and its potential impact on addressing the need to understand the role of deeper aqueous aquifers in solving present and future water requirements.

The Southern Alberta Source Water Project is an initiative that aims to explore and analyze deeper aquifers, which could provide sustainable solutions to the region's water challenges. The knowledge gained from this project will support developing strategies to ensure a reliable water supply for Southern Alberta.

Furthermore, I would like to highlight the interest of WID in the findings of this project. The insights gathered could have significant applications for the WID, including the potential for a pilot project to implement the findings in a practical setting. This collaboration could lead to innovative approaches to water management and conservation, benefiting the entire region.

We are confident that the Southern Alberta Source Water Project will make a substantial contribution to our understanding of deeper aquifers and their potential role in water sustainability. We recommend that Alberta Innovates support this project, as it aligns with the goals of advancing knowledge and addressing critical water security challenges.

Thank you for considering this recommendation. Please feel free to contact me if you require any further information.

Sincerely,

A handwritten signature in dark ink, appearing to read 'T. Tangadal'.

T. Tangadal, General Manager  
Western Irrigation District  
A-1000 Pine Street, Strathmore, Alberta, T1P 1C1

# Deliverables/Objectives

- ▶ Phase 1a: Evaluate deeper regional prospective formations (for example Nisku, Leduc, Beaverhill Lake and Cambrian Sands):
  - ▶ Water chemistry (salinity) / compositional analysis (critical minerals)
  - ▶ Reservoir characteristics (porosity, permeability, isopachs and pressures)
  - ▶ DST/flow data
  - ▶ Establish Salinity-Resistivity (open hole logs) relationship
  - ▶ Provide enhanced geological/geophysical maps and static/dynamic models
- ▶ Phase 1b: Acquire trade seismic to finalize drilling locations
- ▶ Phase 2: Drill and evaluate test holes for:
  - ▶ Salinity values
  - ▶ Resource Numbers
  - ▶ Deliverability
  - ▶ Other opportunities:
    - ▶ Thermal resource
    - ▶ Minerals/metals



# SUMMARY

- ▶ We believe that this project will lead us on the path to resolve the scarcity of water in Southern Alberta
- ▶ We are committed, motivated and passionate to take on this unique opportunity
- ▶ The data collected and interpreted will help future potable water planning, infrastructure requirements and strategic vision.

Thank you!



Request for Decision

## Community Organization Lease Agreements

May 12, 2025



### RECOMMENDATION

That the lease agreements report be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

At the April 14 Council meeting, the follow motion was passed:

Moved by Councillor Degenstein, "to bring museum, golf course, and curling rink agreements forward to the next meeting for review."

As a result, those agreements are attached.

### RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the reports. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Milk River Curling Club Lease Agreement
2. Riverside Community Golf Course Lease Agreement
3. Milk River Baseball Association Lease Agreement
4. Historical Society Lease Agreement

Lease Agreement

This Agreement made this 8<sup>th</sup> Day of July, 2019

Between:

The Town of Milk River  
A Municipality in the Province of Alberta  
(hereinafter referred to as the "LESSOR")

-and-

Milk River Curling Club  
A society duly incorporated under the  
Societies Act of the Province of Alberta  
(hereinafter referred to as the "LESSEE")

WITNESSETH AS FOLLOWS:

1. IN CONSIDERATION of the rent and the Lessee's covenants herein reserved and contained, the Lessor hereby demises to the Lessee all those lands and premises described as follows:

PLAN 4110CA BLOCK 20,  
THAT PORTION OF LOT 1 WHICH LIES TO  
THE EAST OF THE WEST 2225 FEET THEREOF  
EXCEPTING THEREOUT ALL MINES AND MINERALS

TO HOLD THE SAME as Lessee for the term of TEN (10) years from the 1<sup>st</sup> Day of July 2019.

PAYING THEREFORE during the tenancy the rent of ONE (\$1.00) DOLLAR which is hereby confirmed as received.

2. THE LESSEE for itself and its assigns hereby covenants with the Lessor to observe and perform the provisions and stipulations contained in this lease.
3. THE LESSOR hereby covenants with the LESSEE as follows:
  - a) That the Lessee observing and performing the provisions and stipulations contained in his Lease, it shall peaceably hold and enjoy the Demised Premises during the term of the said Lease without any interruption by the landlord or any person rightfully claiming under or in trust for the landlord.
  - b) The Lessee shall be at liberty to erect at its own expense on the Demised Premises, any clubhouse, facilities, or outbuilding necessary for the operation of the curling rink and curling club, provided however, that any such erection or construction shall first be approved by the Lessor.
4. IT IS FURTHER AGREED AS FOLLOWS:
  - a) It is agreed that in the event either party should desire to terminate this Lease, that it may do so by giving six months written notice thereof to the other party, and in such event the Lease shall terminate six months from the date of receipt of such notice which may be given by posting such notice by ordinary mail to the Lessor's last known address.

5. Any Notice required to be given to the Lessee shall be duly served if sent by post in a pre-paid letter addressed to the Secretary of the Lessee at the Demised Premises and any notice to the Lessor shall be duly served in the manner addressed to it at its last known address. Any such notice shall be deemed to have been received on the day on which it ought in due course of post to have been delivered.
6. THE LESSEE covenants and agrees as follows:
  - a) To discharge all existing and future rates, taxes, assessments and outgoings whatsoever charged or imposed upon the Demised Premises or upon the owner or occupant in respect thereof or payable by either in respect thereof.
  - b) To Keep the Demised Premises always in good repair and condition and keep the grounds in a neat condition during the term of this lease. Should the Lessee fail to do so, the Lessor shall be entitled to conduct such repairs and upkeep as it deems necessary on the Demised Premises and charge back related costs to the Lessee.
  - c) To make such alterations and no others in the character and general arrangement of the Demised Premises as may be necessary or desirable for laying out and maintaining the same as a curling rink and as may be approved for that purpose by the Lessor.
  - d) Not to assign, sublet or part with the possession of the Demised Premises or any part thereof without first obtaining the written consent of the Lessor.
  - e) To operate and maintain such facilities and business operations on the Demised Premises as may be conveniently and suitably operated in conjunction with the operation of a curling rink, and in particular and without restricting the generality of the foregoing, to operate and maintain a license beverage room.
  - f) To permit the Lessor and its agents at all reasonable times to enter the Demised Premises to inspect the condition thereof and for all other reasonable purposes.
7. IT IS FURTHER AGREED that the Lessee shall not hold the Lessor in any way responsible for any water damage caused to the Demised Premises by reason of flooding or sewer backup.
8. IT IS FURTHER AGREED that the Lessor shall maintain adequate insurance to the extent of the value of the premises to cover loss by fire, flood, wind, or tempest, and that the proceeds of such insurance shall be made payable to the Lessor. Such coverage shall include land, buildings, equipment, and leasehold improvements, but shall not include the Lessee's separate equipment, inventories and personal possessions of members of the Lessee. The Lessee shall maintain liability insurance coverage at its own cost and at a minimum coverage described by the Lessor during the term of this agreement.
9. IT IS AGREED that in the event of a breach or default made pursuant to the terms of the covenants herein contained by the Lessee, then and in that event it shall be lawful for the Lessor to enter in and upon the said premises or any part thereof in the name of the whole or to re-enter the same to have again and to repossess and enjoy as if there presents and never been executed.
10. THE LESSEE also covenants with the Lessor that the said Lessee shall at the termination hereof, yield up the said premises in good and tenable repair, accident and damages to the buildings from fire, storm, and tempest or other casualty not due to the negligence or carelessness of the Lessee and reasonable wear and tear being accepted. All equipment and leasehold improvements affixed to the Demised Premises shall be deemed to be part of the Demised Premises and shall revert back to the ownership of the Lessor upon termination of this Lease for any reason.

11. IT IS AGREED that the Lessee is entitled to apply for any licensing for the purposes of sale of goods, merchandise, food, beverages and its entitled to any and all profits derived thereby as well as being responsible for any losses suffered.
12. IT IS AGREED between the parties hereto that if the Lessee shall not be in default of any of the Terms hereof, the Lessee shall be entitled to give notice to the Lessor, such notice to be received by the Lessor within the last six months of the term of the lease, of the Lessee's intention to renew the term of this lease for a period of time to be agreed upon between the Lessor and the Lessee at that time.
13. IT IS agreed that in the event that the Lessor and Lessee cannot agree the term of the Lease which has been so renewed, then the Lessee shall be regarded as an over holding tenant on a month to month basis.
14. IT IS AGREED that the term and conditions, warranties and provisions of this Lease shall be binding upon the heirs, executors, administrators and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals on the year and date first above written.

SIGNED, SEALED AND DELIVERED

TOWN OF MILK RIVER

Per: \_\_\_\_\_

Per: \_\_\_\_\_

MILK RIVER CURLING CLUB

Per: \_\_\_\_\_

Per: \_\_\_\_\_



## MILK RIVER GOLF COURSE LAND LEASE AGREEMENT

THIS LEASE entered into on the 1<sup>st</sup> day of January 2024

BETWEEN:

**The Town of Milk River**  
Box 270  
Milk River, AB  
T0K 1M0  
(hereinafter referred to as "Lessor")

- and -

**Riverside Community Golf Society**  
PO Box 298  
Milk River, AB  
T0K 1M0  
(hereinafter referred to as "Lessee")

**WHEREAS** the Lessor is the registered owner of those Properties legally described as:

Portion of the southeast quarter of section twenty-eight (28), township two (2), range sixteen (16), west of the fourth meridian, more specifically described on Alberta Land Title Certificate No. 175E117, excepting thereout all mines and minerals (hereinafter described as the "Property");

**AND WHEREAS** the Lessee is desirous of leasing said Property, containing approximately 38.95 acres, according to the terms and conditions hereinafter set forth;

**NOW THIS INDENTURE WITNESSETH** that in consideration of the promises and covenants herein contained, the parties agree together that the term and consideration of this lease shall be as follows:

1. The Lessor hereby leases to the Lessee the Property for a term of ten (10) years, commencing the 1<sup>st</sup> day of January 2024 and to be fully completed on the 31<sup>st</sup> day of December 2034.
2. Yielding and paying therefor unto the Lessor in lawful money of Canada without deduction, set-off or abatement during the Lease Term the Annual Rents as follows (not including GST):
  - 2.1. One Dollar and No Cents (\$1.00) for each year during the term of this lease.
  - 2.2. The Lessee shall also continue the reduction of the debt by completing approved improvements without additional funds being paid to the Town. This will be completed through the cost sharing schedule as per Schedule A.

These rents shall be payable at the Milk River Town Office no later than the 31<sup>st</sup> day of December 2024 and continuing the 31<sup>st</sup> day of December every year thereafter, up to and including the 31<sup>st</sup> Day of December 2034.





3. The Lessee shall pay to the Lessor during the term hereof (unless otherwise provided), all sales taxes associated with the rents hereby payable, including but not limited to the Goods and Services Tax payable pursuant to the Excise Tax Act (Canada), as additional rent.

**4. The Lessee hereby covenants and agrees with the Lessor as follows:**

- 4.1. To pay the rents hereby reserved on the days and in the manner aforesaid;
- 4.2. To carry on business during the term of this Lease, and to carry on business each year during the typical golf season;
- 4.3. To hold full responsibility for, and to pay promptly all utility and similar expenses;
- 4.4. To use the Property only for the purposes of a golf course, bowling alley and other related uses during the full term of the lease;
- 4.5. To maintain and keep the Property in a proper manner, at a minimum consistent with other golf courses of similar size and use, and to not impoverish or waste the same. To also always maintain and keep the Property in good and substantial repair and condition during the term hereof, and at the expiration or termination of this Lease deliver up the same in such state of repair. The Lessor may enter and view the state of the repair and the Lessee will repair according to notice by the Lessor in writing and in the event the Lessee refuses to repair the same after being so notified, the Lessor may enter upon the Property and make such repairs and may recover the cost thereof from the Lessee;
- 4.6. To maintain in full force and effect at all times, and pay all premiums therefor, insurance during the term in the name of the Lessee, and to provide evidence of the same to the Lessor each year, as follows:
  - 4.6.1. Public liability insurance respecting the Property in that amount by way of policy or policies satisfactory to the Lessor;
  - 4.6.2. Property damage insurance covering the Property to the full insurable replacement value thereof with fire and extended peril coverage;
- 4.7. To release and indemnify the Lessor from any and all liabilities, damages, costs, claims, suits or actions arising out of:
  - 4.7.1. Any breach, violation or non-performance of any covenant, condition or agreement in this Lease set forth and contained, on the part of the Lessee to be fulfilled, kept, observed and performed;
  - 4.7.2. Any injury to the person or persons, including a death resulting at any time therefrom, occurring in or about the Property and/or the roads or sidewalks adjacent to the same;
- 4.8. Not to convert the Property into a Private Golf Course unless access is provided to the public, and more specifically that the Lessee will keep the Property fully accessible to the public and charge the public no more than a reasonable rate for the use of the Property for those purposes;

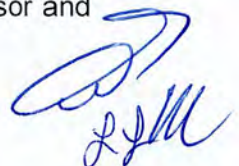




- 4.9. Not to do, or permit, or suffer to be done upon the Property or relating to the use thereof, anything which in the opinion of the Lessor may be a nuisance or annoyance to others, and to comply with all laws, bylaws, and regulations of the Town of Milk River, the Province of Alberta or other governmental authority;
- 4.10. Not to permit objectionable material to accumulate in or about the Property, and to keep the Property in a clean condition during the term of the within Lease;
- 4.11. Not to cut down timber upon the Property without prior written consent of the Lessor, and to make all earnest effort to rid the demised Lands of Canada Thistle, French Weed, Russian Thistle, Tumble Weed, Wild Mustard, Kochia, and all other noxious weeds.
- 4.12. Not to in any way impede the natural flow of water across the Property such that flooding may be caused on any lands, and to not hold the Lessor responsible in any way for the flooding of the Property that may be caused by run-off from other Lands owned by the Lessor;
- 4.13. Not to make any major structural alterations, installations, improvements, or additions in, upon or to the Clubhouse without the prior written consent of the Lessor, which consent shall not be unreasonably or arbitrarily withheld. Minor improvements and such shall be permitted on the entire property at the Lessee's discretion. The cost of installation and repair for all alterations, installations, improvements, or additions to the entire Property shall be at the risk of the Lessee. The Lessee will not injure or damage the Property or any part thereof in any manner whatsoever;
- 4.14. Not to assign or sub-let the Property as a whole. The Lessee shall be permitted to assign or sub-let the Clubhouse at the Lessee's discretion, provided however that any such assignment or sub-letting shall not release the Lessee from its obligation under the terms of this lease;
- 4.15. Not to encumber in any way the Property or permit a lien of any nature or description to be filled by any workman, sub-contractor, supplier of material or any other person against the Property owned by the Lessor.

**5. The Lessor hereby covenants and agrees with the Lessee as follows:**

- 5.1. That if the Lessee pays the rents hereby reserved and performs the terms, conditions and covenants on its part herein contained, then it shall peacefully possess and enjoy the Property for the term herein granted without any interruption or disturbance from the Lessor or any person or persons lawfully claiming by, from or under the Lessor;
- 5.2. That the Lessee shall have freedom in managing the affairs of the Golf Course and associated operations;
- 5.3. To provide the Lessee, provided that the Lessee shall not be in default of any of the terms hereof, with a right to renew this Lease for a further term of ten (10) years on the same terms herein contained, except as to the annual rent which shall be renegotiated. The Lessee's option to renew shall be exercised in writing to the Lessor not later than ninety (90) days prior to the expiry of this lease. Should the Lessor and





Lessee fail to renegotiate a new rent before the expiry of the 90-day term, this lease shall become null and void.

- 5.4. That the Lessee is free to apply for any liquor, food or entertainment licenses required, and is entitled to any and all revenue derived thereby as well as being responsible for any expenses and / or losses suffered;
- 5.5. That the Lessee may set up any course membership system required, provided that there is no discrimination in accepting members or in the rates thereby charged;

**6. The Lessor and Lessee mutually covenant and agree as follows:**

- 6.1. It is further agreed that in the event that the property of the Lessee is burned or damaged by fire, wind or any other natural cause during the term of this Lease, that the Lessee shall have the period of ninety (90) days within which to commence rebuilding or removal of debris. After this period the Lessor shall have the right to remove the damaged properties and to charge the Lessee the costs of such removal, the sum to be due and payable as part of the rent conditions of this lease;
- 6.2. To observe all easements and rights-of-way attached to and running with the Property;
- 6.3. That if the rents hereby reserved be unpaid at any time for more than thirty (30) days after becoming payable, whether formally demanded or not, and/or if any other covenants of this lease on the Lessee's part shall not be performed or observed, the Lessor may, at its sole option, terminate this Lease and all rights and interests in favour of the Lessee shall thereupon cease. The Lessor may then re-enter into and upon the Property and to have again, repossess and enjoy the same as of its former estate, anything herein to the contrary notwithstanding. In the case of such cancellation and re-entry, any right of action of the Lessor against the Lessee in respect of any anteceding breach of any of the covenants shall not be hereby prejudiced.
- 6.4. That should the Lessee wind up its affairs, or cease to be properly and duly registered as a society in the Province of Alberta, or be placed in a receivership, or go bankrupt, then this lease shall forthwith be terminated by the Lessor, and all rights and interests in favour of the Lessee shall thereupon cease;
- 6.5. That all alterations, additions, improvements and fixtures made or installed by the Lessee (excepting moveable equipment) shall become the property of the Lessor;
- 6.6. That the Lessee shall have the right, upon expiration of this lease, to request the Lessor to renegotiate another lease;
- 6.7. That the Lessor shall have the right to enter upon the Property at any and all reasonable times to inspect the same or to show to prospective purchasers, encumbrances, Lessees, or assigns and the Lessor shall also have the right to place upon the Property the usual types of notice to effect that the Property are for rent or sale, which notices shall not be removed or obstructed by the Lessee;

A handwritten signature in blue ink, consisting of a stylized 'J' followed by '2011'.



- 6.8. That the waiver by the Lessor of any default by the Lessee under any term of this Lease shall not be deemed to be as a waiver of any such term, unless said default has been accepted by the Lessor in writing. The receipt by the Lessor of rent with knowledge of any default shall not be deemed a waiver of such default;
- 6.9. That any holding of the Lessee, with the consent of the Lessor, after the expiration or termination of this Lease shall create a tenancy from month to month only and not from year to year, and such monthly tenancy shall be subject to the covenants, conditions, restrictions, and stipulations herein contained as far as applicable to a monthly tenancy. That if the Lessee shall fail to perform, or cause to be performed, each and every of the covenants and obligations of the Lessee in this Lease contained, the Lessor shall have the right, but not be obligated, to perform or cause the same to be performed or to do or cause to be done such things as may be necessary or incidental thereto, and all payments, expenses, charges, fees and disbursements incurred or paid by or on behalf of the Lessor in respect thereof shall be paid by the Lessee to the Lessor forthwith as additional rent;
- 6.10. That the Lessor reserves the right to make various and sundry repairs or improvements, at its discretion, from time to time to the Property and for the protection or enhancement of the Property; provided that the said repairs or improvements will be as per Schedule A, and that such repairs or improvements will be made so as not cause unnecessary inconvenience or disruption to the Lessee's day to day operations or use of the Property.
7. Wherever the singular and masculine are used throughout this indenture, the same shall be construed as meaning the plural or feminine where the context of the parties hereto so require;
8. All of the covenants herein contained shall be deemed to have been made by the successors and permitted assigns of each of the parties hereto.
9. Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by electronic transmission, addressed as follows:

*For the Lessor:*

**Town of Milk River**  
Chief Administrative Officer  
PO Box 270  
Milk River, Alberta  
T0K 1M0

*For the Lessee:*

**Riverside Community Golf Society**  
Chairperson  
PO Box 298  
Milk River, Alberta  
T0K 1M0

The address of either party may be altered by notice in writing to the other party. Notice personally served or sent by electronic transmission shall be deemed received when actually delivered or transmitted, if delivery or transmission is on a business day between 8:30 a.m. – 4:30 p.m. Alberta time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following the mailing in any Post Office in Canada, except in the case of Postal disruption, then any notice or payment shall be given by telegram, electronic transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.



## Schedule A Cost Sharing - Debt Reduction


Item	Cost Share %	Total Cost	Cost Share in \$
Insurance Costs (excluding equipment)	50		
Course Upgrades/Improvements	50		
Irrigation Upgrades/Maintenance	50		
Buildings			
- Heating/Plumbing	75		
- Maintenance	50		
- Renovations	75		
<b>Total Expenditures</b>			





**IN WITNESS WHEREOF** the Lessor and Lessee have hereunto affixed their hands and, where applicable their corporate seals attested to by the signatures of its duly qualified officers to be effective as of the day and year first above written.

**LESSOR: TOWN OF MILK RIVER**

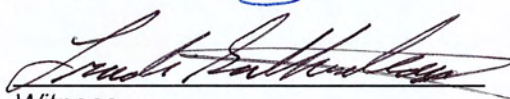
  
Larry Liebelt, Mayor

SEAL

  
Kelly Lloyd, Chief Administrative Officer

**LESSEE: RIVERSIDE COMMUNITY GOLF SOCIETY**

  
Chairperson

  
Witness



**AFFIDAVIT OF EXECUTION**

**CANADA**

I, TRUDI SUTHERLAND

**PROVINCE OF ALBERTA**

of the Town of Milk River

**TO WIT:**

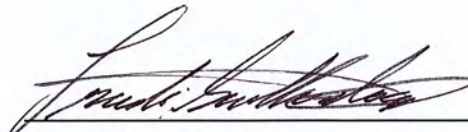
in the Province of Alberta, make oath and say:

1. THAT I was personally present and did see TRUDI SUTHERLAND named in the within instrument, who is (are) personally known to me to be the person(s) named therein, duly sign and execute the same for the purpose named therein;
2. THAT the same was executed at the Town of Milk River in the Province of Alberta and that I am the subscribing witness thereto;
3. THAT I know the said TRUDI SUTHERLAND and                      (is) (are) in my belief of the full age of eighteen years.

**SWORN before me at**

Milk River, Alberta

**in the Province of Alberta**



**Signature of Witness**

this 5 day of January 202 4

  
**SIGNATURE OF COMMISSIONER FOR OATHS  
IN AND FOR THE PROVINCE OF ALBERTA**

Peggy Losey  
**PRINTED NAME OF COMMISSIONER FOR OATHS**

My appointment as Commissioner for Oaths terminates

DATE







## LAND USE AGREEMENT / LEASE

**THIS LEASE** entered into on the 27<sup>th</sup> day of January 2025

**BETWEEN:**

**The Town of Milk River**  
Box 270  
Milk River, AB  
T0K 1M0  
(hereinafter referred to as Lessor)

- and -

**Milk River Baseball Association**  
Box 392  
Milk River, AB  
T0K 1M0  
(hereinafter referred to as Lessee)

**WHEREAS** the Lessor is the registered owner of those lands and premises legally described as Lot 31MR Block 1 Plan 8411130 (Ball diamonds);

**AND WHEREAS** the Lessee is desirous of leasing a portion of said lands, according to the terms and conditions hereinafter set forth;

**NOW THEREFORE WITNESSETH** as follows:

The Town hereby leases said lands and grants access to the Lessee the property and premises described at: as Lot 31MR Block 1 Plan 8411130 (ball diamonds) to be held by the said Lessee for a term of five years, from the 10<sup>th</sup> day of February 2025, until the 9<sup>th</sup> day of February 2030.

1. The agreed rent to be paid to the Municipality shall be the sum of **one (\$1.00) dollar** CAD, which is hereby confirmed as received.
2. The Council of the Town of Milk River also reserves the right to refuse access to any party based upon its discretion, and to take action with respect to any perceived negligence or liability.
3. The Lessee shall pay for any and all costs associated with the moving of their equipment and other materials onto the lands described.
4. The Lessee agrees as follows:
  - a) To pay the rents hereby reserved on the dates and in the manner agreed;
  - b) To allow the Lessor continued access to the property without notice for their normal operations;
  - c) To make all reasonable effort to ensure that noise levels and traffic disruptions are kept at minimal levels;





- d) To act with due diligence in respect to all aspects of public safety, including site design, preparation, cleanup and equipment removal;
  - e) The Lessee shall, at the expiration or termination of this Lease, deliver the said lands back to the Lessor in a similar state of repair as the original. The Lessor may enter and view the state of the repair and the Lessee will repair according to notice by the Lessor in writing and in the event the Lessee refuses to repair the same after being so notified, the Lessor may enter upon the Premises and make such repairs and may recover the cost(s) thereof from the Lessee;
  - f) Not to assign or sub-let the Premises or any part thereof, absolutely or by way of mortgage or charge, without the prior written consent of the Lessor, provided however, that any such assignment or sub-letting shall not release the Lessee from its obligation under the terms of this lease;
  - g) That the cost for installation, repair, or removal of all alterations, installations, improvements, or additions shall be at the sole cost, risk, and expense of the Lessee.
  - h) To notify the Lessor immediately upon the Lessee becoming aware of any defect in the Premises or any other condition which may cause injury to the Premises;
  - i) Not to do, or permit, or suffer to be done upon the Premises or relating to the use thereof, anything which in the opinion of the Lessor may be a nuisance or annoyance to others, and to comply with the requirements of all Municipal, Provincial and Federal regulations, statutes and bylaws that may apply in respect to the premises or equipment thereon; and
  - j) To not allow objectionable material to accumulate in or about the Premises, and to keep the Premises in a clean condition during the term.
5. The Lessor hereby covenants with the Lessee for quiet enjoyment.
6. The Lessor agrees to supply the premises with adequate services, and utilities, and to maintain the premises in a matter suitable for the function.
7. The Lessee shall indemnify and save harmless the Lessor from any and all liabilities, damages, costs, claims, suits or actions arising out of:
- a) Any breach, violation or non-performance of any covenant, condition or agreement in this Lease set forth and contained, on the part of the Lessee to be fulfilled, kept, observed and performed;
  - b) Any damage to the property and Equipment of the Lessor while said property may be in or about the Premises; and
  - c) Any injury to the person or persons, including a death resulting at any time therefrom, occurring in or about the Premises and/or the roads or sidewalks adjacent to the same;
8. The Agreement may be terminated by either the Lessor or the Lessee for any reason whatsoever upon ten (10) days notice to the other party.





9. Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

**For the Lessor:**

Town of Milk River  
 Chief Administrative Officer  
 PO Box 270  
 Milk River, Alberta  
 T0K 1M0

**For the Lessee:**

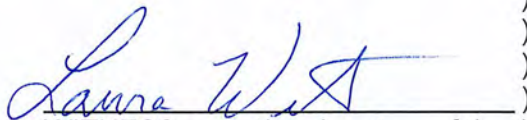
Milk River Baseball Association  
 President  
 PO Box 149  
 Milk River, AB  
 T0K 1M0

The address of either party may be altered by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivery or transmission is on a business day between 8:30 a.m. – 4:45 p.m. Alberta time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following the mailing in any Post Office in Canada, except in the case of Postal disruption, then any notice or payment shall be given by telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

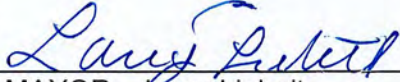
**IN WITNESS WHEREOF** the Lessor and Lessee have hereunto affixed their hands and, where applicable their corporate seals attested to by the signatures of its duly qualified officers to be effective as of the day and year first above written.

SIGNED, SEALED AND DELIVERED)

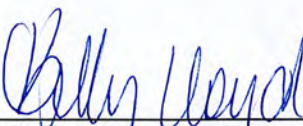
In the presence of: )


  
 WITNESS as to the signature of the )  
 Lessee )

**THE TOWN OF MILK RIVER**

PER:   
 MAYOR – Larry Liebelt

SEAL

PER:   
 CAO – Kelly Lloyd

  
 MILK RIVER BASEBALL ASSOCIATION

**THIS LEASE** entered into on the \_\_\_\_ day of \_\_\_\_\_, 2025

**BETWEEN:**

**Town of Milk River**  
Box 270  
Milk River, AB  
T0K 1M0  
(hereinafter referred to as Lessor)

- and -

**Milk River Historical Society**  
Box 296  
Milk River, AB  
T0K 1M0  
(hereinafter referred to as Lessee)

**WHEREAS** the Lessor is the registered owner of those lands and premises legally described as Lot 9, Block 17, Plan 4110CA, and municipally described as 113 – 1 Ave. NW, Milk River, Alberta and the building situated thereon (the “Building”);

**AND WHEREAS** the Lessee is desirous of leasing the building, according to the terms and conditions hereinafter set forth;

**NOW THIS INDENTURE WITNESSETH** that in consideration of the promises and covenants herein contained, the parties **agree together as follows:**

1. The Lessor hereby leases to the Lessee the Building for a term of five (5) years, commencing the 1<sup>st</sup> day of January 2026 and to be fully completed on the 31<sup>st</sup> day of December 2030 (the “Lease Term”).
2. This agreement may be supplemented, amended, or modified by written mutual agreement of the Lessor and Lessee.
3. With mutual agreement between the Lessor and Lessee the Lease may be renewed for (5) years, if 90 days advance written notice is given to the Lessor prior to the expiration of the contract. If the Lessee does not desire to renew this lease, they must notify the Lessor 90 days prior to the expiration of the contract.
4. The Lessee may terminate this contract at any time during the term of this agreement, if 90 days’ notice is given to the Lessor prior to termination of the Lease agreement.
5. The Lessee shall pay the Lessor in lawful money of Canada without deduction, set-off or abatement during the Lease Term the Monthly Rent of **Zero Dollars and No Cents (\$0.00) Including Taxes.**
6. The Lessee shall pay to the Lessor, as additional rent, in satisfaction of the Lessor’s costs for the property taxes, supply of water, sewer and garbage services to and on behalf of the Premises the additional sum of **Zero Dollars and No Cents (\$0.00)**

7. The Lessor shall pay for the supply of electrical power, heating and air conditioning and all other utilities not contemplated within this agreement and bill the Lessee for those costs.
8. The Lessee shall pay to the Lessor, as additional rent, in satisfaction of the Lessor's costs for the Public Liability Insurance and Property Damage Insurance the additional sum of **Zero Dollars and No Cents (\$0.00)**
9. The Lessee shall be required to obtain their own content insurance for all possessions and contents to be located within the Building.
10. Whenever reference is made in this Lease to the Building it shall include all structures, improvements and erections in or upon the Building or any part thereof from time to time.
11. The Lessor hereby states that in the event that a catastrophic event to the Building occurs, the Lessor does not have the intention of rebuilding or reconstructing the Building. For clarity, a catastrophic event refers to major destruction of the Building (fire, major structure issues, collapse of building, major flooding, etc.).
12. The Lessee hereby covenants and agrees with the Lessor as follows:
  - a) To carry on business during the term of this Lease, and not to vacate or abandon the Premises;
  - b) Not to do, or permit, or suffer to be done upon the Building or relating to the use thereof, anything which in the opinion of the Lessor may be a nuisance or annoyance to others, and to comply with all laws, bylaws, and regulations of the Town of Milk River, the Province of Alberta or other governmental authority;
  - c) To not permit objectionable material to accumulate in or about the Building, and to keep the Building in a clean condition during the term of the within Lease;
  - d) To maintain and keep the Building in good and substantial repair and condition at all times during the term hereof, and at the expiration or termination of this Lease deliver up the same in such state of repair. The Lessor with cost share the outside maintenance with the Lessee 50/50. The Lessor may enter and view the state of the repair and the Lessee will repair according to notice by the Lessor in writing and in the event the Lessee refuses to repair the same after being so notified, the Lessor may enter upon the Premises and make such repairs and may recover the cost thereof from the Lessee;
  - e) Not to make any MAJOR alterations, installations, improvements or additions in, upon or to the Building without the prior written consent of the Lessor, which consent shall not be unreasonably or arbitrarily withheld, and the cost for repair for all such alterations, installations, improvements or additions shall be at the sole cost, risk and expense of the Lessee. The Lessee will not injure or damage the Building or any part thereof in any manner whatsoever;
  - f) Not to assign or sub-let the Building or any part thereof, absolutely or by way of mortgage or charge, without the prior written consent of the Lessor, which consent

shall not be unreasonably withheld, and its approval or the form and documentation pertaining thereto, provided however, that any such assignment or sub-letting shall not release the Lessee from its obligation under the terms of this lease;

- g) The Lessee covenants not to permit a lien or any nature or description to be filled by any workman, sub-contractor, or supplier or material or other person against the Building owned by the Lessor;

13. The Lessor hereby covenants and agrees with the Lessee as follows:

- a) That the Lessee shall maintain, when necessary, the snow shoveling,
- b) The Lessor shall do grass mowing and weed spraying of the Premises occupied by the Lessee.

14. The Lessor and Lessee mutually covenant and agree as follows:

- a) The Lessee shall indemnify and save harmless the Lessor from any and all liabilities, damages, costs, claims, suits or actions arising out of:
  - i) Any breach, violation or non-performance of any covenant, condition or agreement in this Lease set forth and contained, on the part of the Lessee to be fulfilled, kept, observed and performed;
  - ii) Any damage to the property and Equipment of the Lessor while said property may be in or about the Premises; and
  - iii) Any injury to the person or persons, including a death resulting at any time therefrom, occurring in or about the Premises and/or the roads or sidewalks adjacent to the same;
- b) The Lessor shall indemnify and save harmless the Lessee from any and all liabilities, damages, costs, claims, suits or actions arising out of any breach, violation or non-performance of any covenant, condition or agreement in this Lease set forth and contained on the part of the Lessor to be fulfilled kept observed and performed;
- c) All alterations, additions, improvements and fixtures made or installed by the Lessor on the Lessee's behalf shall become the property of the Lessor but nevertheless remain at the sole risk of the Lessee during the term hereof; however, the Lessee provided he is not in default under the covenant hereof, shall have the right prior to expiration or other termination of the Lease to remove any trade fixtures made or installed by the Lessee, but shall make good any damage to the Premises caused by such removal;
- d) Subject to the terms of this Lease and to any rules and regulations the Lessor may reasonably impose from time to time, the Lessee shall have for itself and its officers, servants, agents, employees and persons having business with it in connection with such business, the non-exclusive right to use, during such hours

as the Building may be regularly open, those areas of the Building appropriate and intended for the common use of all others entitled thereto;

15. The Lessor reserves the right to make various and sundry repairs or improvements, at its discretion, from time to time to the Premises and for the protection or enhancement of the Premises; provided that the said repairs or improvements will be at the Lessor's expense, and that such repairs or improvements will be made so as not cause unnecessary inconvenience or disruption to the Lessee's day to day operations or use of the Premises.
16. All of the covenants herein contained shall be deemed to have been made by the successors and permitted assigns of each of the parties hereto.
17. Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

*For the Lessor:*

Town of Milk River  
Chief Administrative Officer  
Milk River, Alberta  
Box 270  
T0K 1M0

*For the Lessee:*

Milk River Historical Society  
Milk River, Alberta  
Box 296  
T0K 1M0

The address of either party may be altered by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivery or transmission is on a business day between 8:30 a.m. – 4:30 p.m. Alberta time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following the mailing in any Post Office in Canada, except in the case of Postal disruption, then any notice or payment shall be given by telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

**IN WITNESS WHEREOF** the Lessor and Lessee have hereunto affixed their hands and, where applicable their corporate seals attested to by the signatures of its duly qualified officers to be effective as of the day and year first above written.

**LESSOR:** Town of Milk River

**LESSEE:** Milk River Historical Society

\_\_\_\_\_  
*Chief Administrative Officer*

\_\_\_\_\_  
*Mayor*

SEAL

Request for Decision

**Advance Vote**

May 12, 2025



## **RECOMMENDATION**

That the Town of Milk River hold an advance vote in Council Chambers on Thursday, October 9, 2025, from 1:00 to 4:00 p.m.

## **LEGISLATIVE AUTHORITY**

Local Authority Election Act

## **BACKGROUND**

Kim Swanson, Returning Officer for the 2025 Municipal Election for the Town of Milk River, is recommending that an Advance Vote be held for those not able to vote on October 20<sup>th</sup>. An advance vote was not held in the last election because of Covid, but there has been advance voting available in previous elections.

## **RISK/CONSEQUENCES**

1. Council may provide further direction on any item contained in the reports. Council shall be specific in the direction it provides.

## **FINANCIAL CONSIDERATIONS**

None

## **ATTACHMENTS**

None



Request for Decision

## Institutional Vote

May 12, 2025



### RECOMMENDATION

That the Town of Milk River hold an institutional vote at the Prairie Rose Lodge in Milk River on October 20, 2025, from 12:30 to 1:30 p.m.

### LEGISLATIVE AUTHORITY

Local Authority Election Act

### BACKGROUND

Kim Swanson, Returning Officer for the 2025 Municipal Election for the Town of Milk River, is recommending that an Institutional Vote be held on October 20<sup>th</sup> at the Prairie Rose Lodge from 12:30 to 1:30 p.m.

### RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

None

Request for Decision

The Royal Canadian Legion Annual Military Service Recognition Book

May 12, 2025



## RECOMMENDATION

That Council approve the advertisement in the Annual Military Service Recognition Book in the total amount of \$345.00.

## LEGISLATIVE AUTHORITY

## BACKGROUND

The Town of Milk River has been supporting this effort for many years.

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

2023 \$315.00

2024 \$345.00

## ATTACHMENTS

1. Request Letter
2. Rates Sheet

From: Ted Oliver <toliver@campaign-office.com>  
Sent: March 27, 2025 11:21 AM  
To: cao@milkriver.ca  
Subject: ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK  
Attachments: Ratesheet.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Kelly. Thank you very much for listening to me yesterday, and here is that information you needed. I hope this email finds you ok.

Obviously, I want to profusely thank you, and every single resident of the "Town of Milk River" for your kind, but much more importantly, consistent support of our local Veteran's over the last "10" consecutive years. Just incredible! You all are first ballot hall of famers over here.

Please find enclosed a written request for your support for the Alberta - NWT Command Royal Canadian Legion's 19th annual digital Military Service Recognition Book, honoring and recognizing our Veterans.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe. The Royal Canadian Legion provides Alberta and the NWT's Veterans with unwavering support and our annual digital Military Service Recognition Book is a fitting tribute to our Veterans.

Every single year you all have helped dating back to 2014 (and including last year), it was always by sponsoring a very nice 1/10th page, black and white advertisement in past Remembrance editions. So, with this in mind, we would be absolutely honoured to count on all of you again this year.

Above is a copy of the most recent ad we have on file from last year, for your approval. It may appear a little fuzzy/distorted, that is because I only have access to lower resolution files through my home computer system. It is crystal clear on our end.

Brilliant ad copy by the way, whoever created it. Well done.

Thank you very, very much again for all your help Kelly, and all the best.

Ted Oliver  
Advertising Rep/Military Service Recognition Book  
Alberta / NWT Command - Royal Canadian Legion  
Campaign Office 1-888-404-1877

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## Alberta-Northwest Territories Command The Royal Canadian Legion

### *“Military Service Recognition Book”*

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT.

The **Alberta-NWT Command** is very proud to be preparing our 19<sup>th</sup> annual digital “**Military Service Recognition Book**” that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict, as well as our modern-day veterans. This annual publication goes a long way to help the Legion in our job as the “**Keepers of Remembrance**”, so that none of us forget the selfless contributions made by our Veterans. Digital copies of past editions are available to view at <https://abnwtlegion.com/community/military-service-recognition-books/> or you may scan the QR code below for easy access.

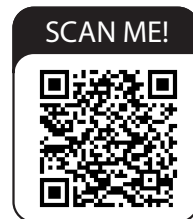
We would like to have your organization’s support for this special Remembrance project by sponsoring an advertisement space in our “**Military Service Recognition Book.**” Proceeds raised from this important project will allow the Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and/or support.

Sincerely,

Rosalind LaRose  
President



MSR Guide



## Alberta-Northwest Territory Command The Royal Canadian Legion

### *“Military Service Recognition Book”*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>		<u>GST</u>		<u>Total</u>
Full Colour Outside Back Cover	\$2,776.19	+	\$138.81	=	\$2,915.00
Inside Front/Back Cover (Full Colour)	\$2,414.29	+	\$120.71	=	\$2,535.00
Full Colour 2 Page Spread	\$3,861.90	+	\$193.10	=	\$4,055.00
Full Page (Full Colour)	\$1,928.57	+	\$96.43	=	\$2,025.00
Full Page	\$1,447.62	+	\$72.38	=	\$1,520.00
½ Page (Full Colour)	\$1,085.71	+	\$54.29	=	\$1,140.00
½ Page	\$842.86	+	\$42.14	=	\$885.00
¼ Page (Full Colour)	\$657.14	+	\$32.86	=	\$690.00
¼ Page	\$533.33	+	\$26.67	=	\$560.00
1/10 Page (Full Colour)	\$395.24	+	\$19.76	=	\$415.00
1/10 Page (Business Card)	\$328.57	+	\$16.43	=	\$345.00

**G.S.T. Registration # R12 397 0410**

All typesetting and layout charges are included in the above prices.

A complimentary Certificate of Appreciation will be received by all advertisers purchasing space of 1/10 page and up, as a show of appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:  
**Alberta-NWT Command**  
**The Royal Canadian Legion**  
**(AB-NWT RCL)**  
**(Campaign Office)**  
**P O Box 2275, Stn. M**  
**Calgary, AB T2P 2M6**



Request for Decision

## Tax Recovery Sale

May 12, 2025



### RECOMMENDATION

That Council set the date for the Tax Recovery Sale for Monday, July 14, 2025, at 2:00 p.m. and to set the Terms and Conditions of the Tax Recovery Sale as follows:

1. This property is being offered for sale on an "as is, where is" basis;
2. This property is being offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title;
3. Payment of any successful bid will be cash or certified cheque payable to the Town of Milk River for a non-refundable deposit of 10% of the successful bid due at the time of sale;
4. Payment of the balance of the successful bid price is due within thirty (30) days; and
5. That Roll #251042076 - Lots 11 and 12, Block 14, Plan 2575A1 - have a reserve bid of \$250,200 placed on it for the public auction scheduled for Monday, July 14, 2025, at 2:00 p.m. in the Town office Council Chambers.

### LEGISLATIVE AUTHORITY

Municipal Government Act Division 8 - Recovery of Taxes Related to Land

### BACKGROUND

Each year the Town of Milk River establishes an assessment value for each property located within the Town boundaries and a tax rate to be applied to that assessed value in order to raise the funds necessary for the continuing operation of the Town of Milk River and for the payment of the requisitions given to the Town by Alberta Education and by Ridge Country Seniors Housing for that year.

Taxes become arrears on January 1 of the year following the original levy. Once a property is two years in arrears, the Municipal Government Act requires each municipality to notify Municipal Affairs by March 31 and to register a tax recovery lien on the title of those properties. The tax recovery lien is to be removed from the property title if and when all taxes in arrears, including any penalties, are paid in full. If only a part of the taxes in arrears is paid, the lien stays on the title. Each year, on January 1, the taxes that were levied in the previous year become part of the taxes in arrears total. Once a tax recovery lien has been placed on a property the MGA states that if the property taxes in arrears are still not paid by March 31 of the following year the municipality must offer it for sale prior to March 31 of the next year.

There is currently one property in the Town of Milk River that qualifies under the Municipal Government Act to be offered for public auction.

The Municipal Government Act 419 (a) requires that when a parcel is to be offered for sale at public auction the Council must set a reserve bid that is as close as reasonably possible to the market value of the parcel.

If, at any time, all taxes that are still in arrears for any property that has been advertised for public auction are paid, the tax sale proceedings are immediately stopped for that property. Payment of taxes in arrears can be made for any property up to the actual commencement of the public auction.

Title	Lot	Block	Plan	Reserve Bid
251042076	11 and 12	14	2575AI	\$250,200

#### **RISKS/CONSEQUENCES**

1. Change the Reserve bid or the Terms and Conditions of the tax recovery public auction as recommended by Administration.
2. Cancel the outstanding taxes that are unpaid for the properties in question.
3. Accept this report for information, thereby not proceeding with any form of tax recovery as outlined in the MGA 418(1).
4. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

#### **FINANCIAL CONSIDERATIONS**

None

#### **ATTACHMENTS**

None

Request for Decision

Seniors Week Proclamation

May 12, 2025



## RECOMMENDATION

That June 2-8, 2025, be recognized as Seniors Week, in the Town of Milk River.

## LEGISLATIVE AUTHORITY

## BACKGROUND

The Ministry of Seniors, Community and Social Services is encouraging municipalities to recognize and celebrate seniors throughout Seniors Week.

## RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

1. Declaration





OFFICE OF THE MAYOR PROCLAMATION  
**"SENIORS' WEEK"**

June 2 – 8, 2025

Seniors' Week has been recognized since 1986 to celebrate and recognize the contributions seniors make to enhance the quality of life in Alberta. Seniors' Week was inspired by the vision of the late Alice Modin. Almost 40 years ago, Modin began a campaign to start a seniors' day in Strathcona County that helped pave the way for this annual event.

WHEREAS seniors make a difference in our community in many ways through active community participation that often includes, supporting family and friends, imparting valuable experience, knowledge, and skills to the community as volunteers or as part of the workforce and providing mentorship to younger generations; and

WHEREAS the value seniors bring to a community is priceless as they hold our history, have valuable memories and stories of where we come from, and experiences that help us as we look to the future;

AND WHEREAS Seniors' Week is a wonderful opportunity to honour and recognize all that seniors have contributed to making our families, communities, and our town stronger;

THEREFORE, we, the Elected Officials of the Town of Milk River, do hereby proclaim the week of June 2 – 8, 2025 as "SENIORS' WEEK" in the Town of Milk River.

Signed the XX day of XXXX, 2025

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His Worship  
Mayor Larry Liebelt

Request for Decision

Special Meeting Date

May 12, 2025



## RECOMMENDATION

That the Town of Milk River hold a Special Meeting on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. for the purposes of reviewing / awarding the lagoon project contract.

## LEGISLATIVE AUTHORITY

## BACKGROUND

Originally the Request for Proposal for the Lagoon Project was to close on May 9, 2025. Subsequently after a pre-bid meeting, proponents requested an extension on that closing date. Administration extended the submission deadline to May 16, 2025.

This Special Meeting is being requested to review/award the contract by Council, so as to not wait until the June 9<sup>th</sup> regular Council meeting.

## RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

Request for Decision

## Councillor Reports

May 12, 2025



### RECOMMENDATION

That the Councillors reports for the period ending May 12, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

Elected Officials, appointed at the annual organizational meeting, attend regular meetings of various boards, commissions, and committees. Each elected official is required to keep Council informed by providing regular activity of the board, commission, or committee they are appointed to.

### RISKS/CONSEQUENCES

Should committee reports not be relayed, members of Council will not be informed on the various boards, commissions, and committees.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Chinook Arch Regional Library Board
2. Family and Community Support Services
3. Milk River Municipal Library



## Memo

**Date: April 14, 2025**

**To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities**

**Re: Chinook Arch Library Board 2024 Impact Report and Audited Financial Statements**

Dear Sir/Madam:

Southern Alberta residents in communities both large and small rely on public libraries as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings in response to changing community needs.

Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other municipal members. It supports and enhances the services offered by your local library board or that of a neighbouring community. As a result of your membership in Chinook Arch, residents of your municipality have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

Attached to this memo are the Chinook Arch Library Board's 2024 Impact Report and 2024 Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or email [rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca) to schedule a presentation.

The Impact Report and Audited Statements are always available on the Chinook Arch website at [www.chinookarch.ca](http://www.chinookarch.ca).

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

A handwritten signature in black ink that reads "Darryl Christensen".

Darryl Christensen, Chair

Chinook Arch Library Board

# 2024 IMPACT REPORT

“ Look for quotes from  
Chinook Arch member  
libraries in this report. ”

## Chinook Arch Snapshot



**35** member library  
locations



**40** municipalities  
served



**35,168** library  
cardholders



**29** staff members

## Highlights from the Year

“We are a small library and would not be able to function well without the support we receive from Chinook Arch.”

### In-Library Programming

Chinook Arch's Digital Literacy Clinics concluded in March. Funded by a \$170,000 grant from the Government of Alberta Civil Society Fund the program saw much success in 2023/2024.

**32** clinics offered with  
**58** participants



**75 Wi-Fi Hotspots**  
borrowed **3,508** times

### 7 Foot Traffic Promotions

ran in participating  
libraries to help boost  
in-library visits.



Over **2,700** people participated!

### A successful Summer Reading Program



**5,600 km**  
travelled in 2  
short months!



**22%**  
more  
program  
participants

**17%** increase in  
Book BINGO  
participants  
(33% more teens and  
83% more adults!)

### Library Collections

**A Teen Rotating Block was  
created and over 120 items  
were borrowed from it!**



A block is a collection  
of materials that  
Chinook Arch loans  
on request to libraries  
to supplement their  
own collections on a  
temporary basis.

**11** new regional  
programming kits  
were added to the  
collection, which now  
boasts over 50 kits.



### Updated Technology

Upgraded **3** servers



**2** storage  
servers

**2** storage  
switches

This new hardware hosts  
the virtual servers needed to  
support and operate Chinook Arch  
and each of the member libraries.

# Membership has its benefits

Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.



## Direct Library Support

**“Chinook Arch staff is great across the board. They are always available and always helpful.”**

**1,947**

support consultations  
(in-person and virtual)



**364**

direct patron  
interactions

**84**

Library programs in  
member libraries with

**4,140** participants



## Connection and Learning Opportunities

**“Chinook Arch does a good job of connecting us with what is happening with the organization and other member libraries.”**

In May, a Regional Programming Collection Petting Zoo allowed library staff to learn about the programming kits available and test them out for themselves!



**18** training  
events held

**330**  
attendees



**160**

people connected at the 15th Annual Southern Alberta Library Conference



## Sharing Resources

**“I am so amazed that over 90 of our books went out of province last year. Libraries rule!”**



**11%**

increase in  
Interlibrary  
Loan lending

Interlibrary Loans allows library cardholders to borrow materials from other library systems - both in Alberta and beyond!

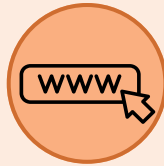
**48,567**

items added to  
shared library  
catalogue

**573,200**  
items moved  
between libraries

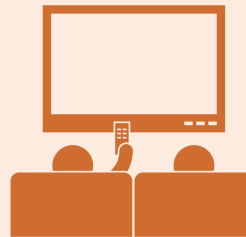


Our vans make  
334 delivery  
stops per month.  
That's 4,008  
stops a year!



## Online Services Management

**“I have several patrons who love these resources!”**



**39%**

increase in Kanopy views  
Kanopy is a video-streaming platform with 30,000+ shows for all ages.

**22%**

increase of  
library material  
checkouts on  
OverDrive



audiobook  
borrowing up

**23%**



**CHINOOK ARCH LIBRARY BOARD**  
**Financial Statements**  
**Year Ended December 31, 2024**

**CHINOOK ARCH LIBRARY BOARD**

**Index to Financial Statements**

**Year Ended December 31, 2024**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Chinook Arch Library Board

### *Opinion*

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2024, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

\* denotes professional corporation

**Independent Auditor's Report to the Members of Chinook Arch Library Board (continued)**

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB  
April 3, 2025

**INSIGHT** LLP

Chartered Professional Accountants

## CHINOOK ARCH LIBRARY BOARD

## Statement of Financial Position

December 31, 2024

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 1,140,600	\$ 1,392,190
Restricted cash (Note 3)	14,740	56,721
Accounts receivable	13,173	15,411
Goods and services tax recoverable	15,150	29,327
Technology purchase employee receivable (Note 4)	3,861	2,569
Prepaid expenses	249,721	240,820
	<b>1,437,245</b>	<b>1,737,038</b>
<b>CAPITAL ASSETS (Note 5)</b>	<b>2,449,949</b>	<b>2,381,613</b>
	<b>\$ 3,887,194</b>	<b>\$ 4,118,651</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 62,904	\$ 59,137
Receiver General payroll liabilities	-	17,263
Employee benefit obligations (Note 6)	169,231	178,500
Deferred revenue (Note 7)	14,740	56,721
	<b>246,875</b>	<b>311,621</b>
<b>DEFERRED CAPITAL CONTRIBUTIONS (Note 8)</b>	<b>1,855,985</b>	<b>1,877,724</b>
	<b>2,102,860</b>	<b>2,189,345</b>
<b>NET ASSETS</b>	<b>1,784,334</b>	<b>1,929,306</b>
	<b>\$ 3,887,194</b>	<b>\$ 4,118,651</b>

ON BEHALF OF THE BOARD

 Director

 Director

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2024**

	Unrestricted Fund 2024	Internally Restricted Fund 2024 (Note 9)	Capital Fund 2024	Total 2024	Total 2023
<b>BALANCE - BEGINNING OF YEAR</b>	\$ -	\$ 1,425,551	\$ 503,755	\$ 1,929,306	\$ 2,090,622
Deficiency of revenues over expenses	(144,972)	-	-	(144,972)	(160,275)
Capital asset additions	(231,367)	-	231,367	-	-
Capital grants received	75,000	-	(75,000)	-	-
Amortization of capital assets	163,030	-	(163,030)	-	-
Amortization of deferred capital contributions	(96,739)	-	96,739	-	-
Book allotment purchase, net of additions (Note 9)	55,925	(55,925)	-	-	-
Use of Technology Fund reserves (Note 9)	91,732	(91,732)	-	-	-
Use of Vehicle Fund reserves (Note 9)	64,635	(64,635)	-	-	-
Use of Operating Fund reserves (Note 9)	5,446	(5,446)	-	-	-
Transfer from Operating Fund reserves (Note 9)	17,310	(17,310)	-	-	-
Externally restricted funds returned to funder	-	-	-	-	(1,041)
<b>BALANCE - END OF YEAR</b>	\$ -	\$ 1,190,503	\$ 593,831	\$ 1,784,334	\$ 1,929,306

See notes to financial statements



**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2024**

	Budget 2024	Total 2024	Total 2023
<b>REVENUES</b>			
Municipal levies	\$ 1,620,459	\$ 1,620,459	\$ 1,590,280
Provincial operating grant	1,075,006	1,069,220	1,038,499
Library board membership fees	654,731	655,537	642,471
Other income (Schedule 1)	431,500	453,659	416,578
Contract services (Schedule 1)	141,000	207,967	144,613
Provincial rural library services grant	134,125	134,126	134,125
Other grants (Schedule 1)	85,000	87,500	91,740
Municipal rural services fees	62,543	58,848	58,504
Amortization of deferred capital contributions (Note 8)	85,000	96,739	81,072
	4,289,364	4,384,055	4,197,882
<b>EXPENSES</b>			
Salaries and benefits	2,217,500	2,283,595	2,150,956
Library materials and collections	825,600	959,602	879,119
Programs and services (Schedule 2)	456,600	414,980	413,923
Contract and other services (Schedule 2)	140,000	224,795	147,732
Network services (Schedule 2)	160,000	185,753	198,556
Bibliographic services (Schedule 2)	85,500	82,654	89,328
Training and development (Schedule 2)	58,000	66,219	48,835
Shipping and delivery (Schedule 3)	64,000	55,081	59,237
Building and maintenance	53,400	45,159	53,732
Administration (Schedule 3)	39,000	28,250	34,457
Board expenses	9,300	14,463	11,205
Amortization of capital assets	180,000	163,030	105,240
	4,288,900	4,523,581	4,192,320
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	464	(139,526)	5,562
<b>BOARD APPROVED PROJECTS FUNDED BY RESERVES</b>			
Projects funded by Operating Fund reserves (Note 9)	-	5,446	-
Projects funded by Technology Fund reserves	-	-	143,037
Projects funded by Building Fund reserves	-	-	22,800
	-	5,446	165,837
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	\$ 464	\$ (144,972)	\$ (160,275)

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD****Revenue Schedule (Schedule 1)****Year Ended December 31, 2024**

	Budget	2024	2023
<b>OTHER INCOME</b>			
Additional funds for library materials	\$ 300,000	\$ 311,779	\$ 294,417
Interest and investment income	90,000	94,645	102,576
Southern Alberta Library Conference	15,000	15,685	14,002
Fundraising and donations	15,000	15,650	-
Employment programs	4,500	8,400	3,735
Gain on disposal of property and equipment	5,000	7,500	1,848
Miscellaneous	2,000	-	-
	<b>\$ 431,500</b>	<b>\$ 453,659</b>	<b>\$ 416,578</b>
<b>CONTRACT SERVICES</b>			
Reimbursement for purchases	\$ 100,000	\$ 165,956	\$ 106,478
Contracts	39,000	41,650	37,244
Staff book purchases	2,000	361	891
	<b>\$ 141,000</b>	<b>\$ 207,967</b>	<b>\$ 144,613</b>
<b>OTHER GRANTS</b>			
Civil Society Fund grant	\$ 85,000	\$ 87,500	\$ 87,500
CFLSA grant	-	-	4,240
	<b>\$ 85,000</b>	<b>\$ 87,500</b>	<b>\$ 91,740</b>

**CHINOOK ARCH LIBRARY BOARD**

**Expense Schedules (Schedule 2)**

**Year Ended December 31, 2024**

	Budget	2024	2023
<b>PROGRAMS AND SERVICES</b>			
Rural library services grant transfer	\$ 171,600	\$ 161,835	\$ 148,115
Support subscriptions	160,000	116,256	143,300
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	18,240	14,989
Membership programs	9,500	9,905	9,337
Special projects	1,000	9,019	7,107
Library membership cards	3,000	8,739	-
Summer programs	1,500	986	1,075
	\$ 456,600	\$ 414,980	\$ 413,923
<b>NETWORK SERVICES</b>			
Network support and maintenance	\$ 90,000	\$ 117,059	\$ 94,070
Telecommunications	50,000	51,303	51,189
Equipment and software	20,000	17,391	53,297
	\$ 160,000	\$ 185,753	\$ 198,556
<b>CONTRACT AND OTHER SERVICES</b>			
Purchasing services for member libraries	\$ 100,000	\$ 182,799	\$ 109,614
ILS maintenance and service contract	38,000	41,650	37,244
Staff purchases	2,000	346	874
	\$ 140,000	\$ 224,795	\$ 147,732
<b>BIBLIOGRAPHIC SERVICES</b>			
Support services	\$ 70,000	\$ 72,064	\$ 74,313
Supplies for library materials	13,000	5,811	11,136
Cataloguing subscriptions	2,500	4,779	3,879
	\$ 85,500	\$ 82,654	\$ 89,328
<b>TRAINING AND DEVELOPMENT</b>			
Conferences, courses and staff travel	\$ 20,000	\$ 26,932	\$ 14,262
Southern Alberta Library Conference	25,000	26,554	19,578
Librarian meetings and training	12,000	11,687	14,017
Programs and training for libraries	1,000	1,046	978
	\$ 58,000	\$ 66,219	\$ 48,835

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD****Expense Schedules (Schedule 3)****Year Ended December 31, 2024**

	Budget	2024	2023
<b>SHIPPING AND DELIVERY</b>			
Vehicle expense	\$ 50,000	\$ 43,439	\$ 47,672
Postage and shipping	5,500	5,018	5,367
Vehicle insurance	3,500	3,358	2,901
Freight	5,000	3,266	3,297
	\$ 64,000	\$ 55,081	\$ 59,237
<b>ADMINISTRATION</b>			
Professional fees	\$ 10,000	\$ 11,541	\$ 9,499
Office equipment maintenance	7,500	7,823	8,375
Office supplies and equipment	8,000	5,384	7,554
Coffee services	2,500	2,015	2,603
Bank charges	1,800	1,366	1,677
Subscriptions	2,400	940	2,037
Printing	500	357	139
Recruitment	800	241	763
Memberships	500	60	400
Advertising	500	-	298
Miscellaneous	500	-	25
Foreign currency exchange	4,000	(1,477)	1,087
	\$ 39,000	\$ 28,250	\$ 34,457

**CHINOOK ARCH LIBRARY BOARD****Statement of Cash Flows****Year Ended December 31, 2024**

	<b>2024</b>	<b>2023</b>
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	<b>\$ 4,219,136</b>	<b>\$ 4,064,918</b>
Cash paid to suppliers and employees	<b>(4,383,485)</b>	<b>(4,339,190)</b>
Interest received	<b>94,645</b>	<b>102,576</b>
Cash flow used by operating activities	<b>(69,704)</b>	<b>(171,696)</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	<b>(231,367)</b>	<b>-</b>
Proceeds on disposal of capital assets	<b>7,500</b>	<b>-</b>
Cash flow from (used by) investing activities	<b>(223,867)</b>	<b>-</b>
<b>DECREASE IN CASH FLOW</b>	<b>(293,571)</b>	<b>(171,696)</b>
Cash - beginning of year	<b>1,448,911</b>	<b>1,620,607</b>
<b>CASH - END OF YEAR</b>	<b>\$ 1,155,340</b>	<b>\$ 1,448,911</b>
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	<b>\$ 1,140,600</b>	<b>\$ 1,392,190</b>
Restricted cash	<b>14,740</b>	<b>56,721</b>
	<b>\$ 1,155,340</b>	<b>\$ 1,448,911</b>

See notes to financial statements

**1. PURPOSE OF THE BOARD**

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates and treasury bills. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

As at December 31, 2024, the Board held no temporary investments.

Cash that is externally restricted for specific purposes is presented as restricted cash.

*(continues)*

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## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

### Capital assets

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4% declining balance method
Automotive (passenger)	50% declining balance method
Automotive (delivery vehicles)	33% straight-line method
Computer equipment	25% straight-line method
Office furniture and equipment	10% straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 8).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

### Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

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## 3. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 7).

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**CHINOOK ARCH LIBRARY BOARD****Notes to Financial Statements****Year Ended December 31, 2024****4. EMPLOYEE TECHNOLOGY PURCHASE PLAN**

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

**5. CAPITAL ASSETS**

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,367,706	2,196,303	2,287,894
Equipment	116,136	71,437	44,699	53,113
Automotive	219,021	175,702	43,319	26
Computer equipment	289,861	164,813	125,048	-
	<b>\$ 4,229,607</b>	<b>\$ 1,779,658</b>	<b>\$ 2,449,949</b>	<b>\$ 2,381,613</b>

# CHINOOK ARCH LIBRARY BOARD

## Notes to Financial Statements

Year Ended December 31, 2024

### 6. EMPLOYEE BENEFIT OBLIGATIONS

	2024	2023
Vacation accrual	\$ 163,011	\$ 170,685
Health spending account	6,220	7,815
	<b>\$ 169,231</b>	<b>\$ 178,500</b>

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

### 7. DEFERRED REVENUE

	2024	2023
<u>Indigenous grant</u>		
Opening balance	\$ 54,956	\$ 18,430
Funds received	-	75,331
Amounts recognized	(43,296)	(38,805)
	<b>11,660</b>	<b>54,956</b>
<u>CFLSA grant</u>		
Opening balance	-	4,240
Funds received	-	-
Amounts recognized	-	(4,240)
	<b>-</b>	<b>-</b>
<u>Other</u>		
Opening balance	1,765	2,541
Funds received	3,080	1,765
Amounts recognized	(1,765)	(2,541)
	<b>3,080</b>	<b>1,765</b>
<b>Total</b>	<b>\$ 14,740</b>	<b>\$ 56,721</b>

### 8. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2024	2023
Opening balance	\$ 1,877,724	\$ 1,958,796
Additions during the year	75,000	-
Amortization	(96,739)	(81,072)
	<b>\$ 1,855,985</b>	<b>\$ 1,877,724</b>

**CHINOOK ARCH LIBRARY BOARD****Notes to Financial Statements****Year Ended December 31, 2024****9. INTERNALLY RESTRICTED FUNDS**

	2023	Additions	Uses	2024
<b><u>Internally restricted funds</u></b>				
Technology Fund	\$ 168,642	\$ 5,595	\$ 91,732	\$ 82,505
Vehicle Fund	246,360	-	64,635	181,725
Building Fund	336,554	-	-	336,554
Operating Fund	454,408	-	22,756	431,652
Book Allotment Fund	219,587	651,562	713,082	158,067
	<b>\$ 1,425,551</b>	<b>\$ 657,157</b>	<b>\$ 892,205</b>	<b>\$ 1,190,503</b>

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

During the year, a transfer of \$5,595 from the Book Allotment Fund to the Technology Fund was approved for a member library to purchase technology items.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the datacenter refresh project. The total cost net of GST was \$166,732 (budget - \$175,000). This project was funded in part by a Community Initiatives Program grant of \$75,000. The remaining cost of \$91,732 was funded by the Technology Fund.

The Board of Directors approved the use of internally restricted Vehicle Fund reserves to purchase a new cargo van (budget - \$54,000). This vehicle was approved in the 2022 capital budget but delivery issues delayed the purchase until the 2024 year.

The Board of Directors approved the use of internally restricted Operating Fund reserves for the following:

- The pop-up library kits project had a total cost of \$5,446 (budget - \$7,500).
- \$17,310 was transferred from the Operating Fund to offset the Unrestricted Fund deficit for 2024.

**10. SIGNIFICANT REVENUE SOURCES**

In 2024, 82% (2023 - 82%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2024, the Lethbridge population represented 50% (2023 - 49%) of the total membership population and generated 41% (2023 - 41%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

**11. PURCHASE COMMITMENTS**

As at December 31, 2024, the Board has entered into various purchase commitments for materials ordered for member libraries in the normal course of business. These commitments, totalling \$125,364, are expected to be fulfilled in the next year. The board anticipates receiving discounts on some materials of up to 40% of the price, to be determined at the time of delivery.

**12. LOCAL AUTHORITIES PENSION PLAN**

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. Per the 2023 Annual Report, the LAPP services 304,451 (2022 - 291,259) members and retirees and 444 (2022 - 437) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

As at December 31, 2023, the LAPP disclosed an actuarial surplus of \$15.06 billion (2022 - \$12.67 billion). As at the financial statement date, the LAPP's 2024 statement of financial position had not yet been released.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2023 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 11.65% (2023 - 12.23%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2023 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 10.65% (2023 - 11.23%) on pensionable salary above this amount. The maximum pensionable salary is \$71,300 (2023 - \$66,600).

Total current service contributions by the Board to LAPP in 2024 were \$137,453 (2023 - \$133,378). The current service contributions by the employees of the Board to the LAPP in 2024 were \$122,228 (2023 - \$118,748).

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**13. FINANCIAL INSTRUMENTS**

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2024.

**Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

**Currency risk**

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2024 is minimal.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2024 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.

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# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 3, 2025

## Chinook Arch Library Board Receives Clean Audit Report

Chinook Arch has received a clean audit report for the 2024 fiscal year from auditors Insight LLP. While the Board was unable to bolster its reserve funds in 2024, it did make some significant capital investment in its IT infrastructure (\$160,000) and delivery fleet (\$65,000). The cost of the IT upgrade was defrayed by a \$75,000 grant from the Government of Alberta's CIP program. Chinook Arch continues to find efficiencies in order to address flat revenues. Provincial operating grants continue to be paid based on the 2019 population lists, which is causing increased budgetary pressures.

## Annual Reports Approved

The Board approved the 2024 Annual Reports for Chinook Arch and the Sylvia Hirsche Memorial Library (Wrentham). The report shows a slow but steady increase in most indicators, though libraries purchased fewer books and other library materials in 2024, despite spending a higher than average amount. This suggests that the high inflation of the past few years is placing stress on the book purchasing budgets of Chinook Arch member libraries.

## Chinook Arch Board Recognizes Longtime Trustee Vic Mensch

Long-time library supporter and trustee Vic Mensch was recognized at the April meeting of the Chinook Arch Library Board. Vic was one of the first people in this area to see the importance of regional library

service. Starting in the mid-1980s, he served on the Steering Committee and has been on the Board and Executive Committee since that time, serving as Chair on several occasions. Vic's contribution to public library services in southwestern Alberta cannot be overstated. Thank you, Vic, for everything!



# Board Members Present

Corry Walk – Village of Arrowwood  
LeGrande Bevans – Cardston County  
Blanche Anderson – Village of Carmangay  
Terry Penney – Village of Champion  
Lyndsay Montana – Town of Coalhurst  
Stephen Pain – Village of Coutts  
Doreen Glavin – Municipality of Crowsnest Pass  
Jim Monteith (Treasurer) – Town of Fort Macleod  
Linda Allred – Village of Glenwood  
Jenn Schmidt-Rempel – City of Lethbridge  
Tory Campbell – Lethbridge County  
Marie Logan (Vice Chair) – Village of Lomond  
Darryl Christensen (Chair) – Town of Magrath  
Anne Michaelis – Town of Milk River  
Amanda Bustard – Town of Nanton  
Melissa Jensen – Town of Nobleford  
Crystal Neels – Town of Picture Butte  
Mark Barber – Town of Pincher Creek  
Dave Cox – Pincher Creek MD  
Kelly Jensen – Town of Raymond  
Chelsey Hurt – Town of Stavely  
Justin Davis – Village of Stirling  
Merrill Harris – Taber MD  
Marilyn Forchuk – Town of Vauxhall  
Doug Logan – Vulcan County  
Derek Baron – Village of Warner  
Morgan Rockenbach – County of Warner  
Maryanne Sandberg – Willow Creek MD  
Allan Quinton – LPL Resource Centre

## Regrets

Marsha Jensen – Town of Cardston  
Monica McLean – Town of Taber  
Lorraine Kirk – Town of Vulcan

## Not Present

Jane Johnson – Village of Barnwell  
Ron Gorzitza – Village of Barons  
Brad Schlossberger – Town of Claresholm  
Vacant – Town of Coaldale  
Sue French – Village of Hill Spring  
Christopher Northcott – Village of Milo  
Vacant – ID #4 Waterton

# Policies Approved

The Board reviewed and approved the following policies. All of the Board’s policies and by-laws are reviewed on a three-year cycle. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>

- Capital Assets Policy
- Accounting Policy
- Value Statement
- Committees and Committee Mandates Policy

# Member Satisfaction Survey

Chinook Arch conducts a regular satisfaction survey of its member libraries, with the goal of ensuring that the needs of the members are being met in an effective way. The survey touches on all aspects of the System’s service: cataloguing support, online resources, delivery, marketing, training and professional development, consulting, technology, and more. An aggregate score of 4.36/5 shows that members are overall very happy with the service they receive from Chinook Arch.

## 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)



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



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



**Barons-Eureka-Warner Family & Community Support Services (FCSS)**  
**Minutes of Board Meeting – Wednesday, March 5, 2025**  
**Coaldale Hub (2107-13<sup>th</sup> Street)**  
**In-person and Online**

**Attendance (in-person)**

Degenstein, Dave – Town of Milk River, Board Chair  
Chapman, Bill – Town of Coaldale, Vice-Chair  
Bekkering, Garth – Town of Taber  
Doell, Daniel – Village of Barons  
Kindt, Kate – Town of Raymond (Alternate)  
Kirby, Martin – Village of Warner  
Nilsson, Larry – Village of Stirling  
Deleeuw, Shelley – Town of Vauxhall  
Heggie, Jack – County of Warner  
Hickey, Lorne – Lethbridge County

**Attendance (online)**

Caldwell, Heather – Town of Coalhurst  
Jensen, Melissa – Town of Nobleford  
Payne, Megan – Village of Coutts

**Absent – Board Members**

Feist, Teresa – Town of Picture Butte  
Foster, Missy – Village of Barnwell  
Harris, Merrill – M.D. of Taber

**Staff (in-person):**

Morrison, Zakk – Executive Director  
DeBow, Petra – Manager  
Florence-Greene, Evelyn – Finance and Human Resources Coordinator

**Call to Order**

D. Degenstein called the meeting to order at 4:00 p.m.

**Approval of Agenda**

L. Nilsson moved the Board approve the agenda as presented.  
**Carried**

**Minutes**

J. Heggie moved the minutes of February 5, 2025, FCSS Board meeting be approved as presented.  
**Carried**

**Delegation**

Joint Health and Safety Committee Delegation

Stacey Maynes, Family Support Worker & Co-Chair of the Joint Health and Safety Committee reported to the Board on the Activities of the Joint Health and Safety Committee for 2024.

The Board discussed the Joint Health and Safety Committee Report.

L. Hickey moved the Board to accept the Joint Health and Safety Committee Report for 2024 for information.

**Carried**

Stacey Maynes left the meeting at 4:15 p.m.

Report to Municipalities – Family Services

Petra DeBow, Manager presented the Draft Report to Municipalities – Family Services 2024.

The Board discussed the information provided.

The Board thanked P. DeBow for her presentation.

G. Bekkering moved the Board approve the Report to Municipalities – Family Services 2024 as presented, and request Administration distribute the report to our Municipalities and Alberta Government funders.

**Carried**

**Business Arising from the Minutes**

All Councils Update

Z. Morrison provided an update and a brief overview.

The Board discussed the All-Councils Agenda.

The Board directed Z. Morrison is to send an invitation to former BEW FCSS Chair's and Executive Director's.

The Board directed Z. Morrison to send an official letter to the Mayor of Coaldale to provide greetings.

**Correspondence**

The following correspondence was presented for information:

- Board Highlights – January 2025.
- FCSSAA Annual Conference Save the Date – November 26-28, 2025.
- FCSS Impact Site Launching – February 1, 2025.
- FCSSAA Spring Regional Meetings Format (South Region – May 28<sup>th</sup>, 2025).
- SAKA AGM Meeting Minutes - January 17, 2024.



M. Kirby moved the Board to receive the correspondence as presented for information.

**Carried**

## **Reports**

### Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

- FCSSAA Reginal Meetings – Dotmocracy results (attached).
- FCSS Director's Network Conference – May 2025.
- FCSSAA Annual Conference Planning Committee – South Region.
- Monthly Message – Community Volunteer Income Tax Program.

K. Kindt left the meeting at 5:20

G. Bekkering moved the Board to approve the Executive Director's Report as presented.

**Carried**

### Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

B. Chapman moved the Board to approve the January 2025 Financial Report including:

- Financial statement for January 31, 2025;
- Monthly accounts for January 1-31, 2025; and
- ATB Mastercard Statement January 14, 2025, to February 12, 2025.

**Carried**

## **Governance Policy update 2.56**

The Board discussed updating the Board Governance Policy Section, 2.5 Board Meetings.

Update bullet 2.5.6 the resolutions and proceedings at all meetings of the Board, and whether resolutions were carried, defeated, or for information.

L. Nilsson moved the Board to amend the Governance Policy 2.5 Board Minutes.

**Carried**



**New Business**

Signing Authority

L. Hickey moved the Board to authorize the removal Kaitlynn Weaver, Outreach Services Supervisor from signing authority effective March 5th, 2025.

**Carried**

**Round Table**

The Board shared municipal updates.

**Date of Next Meeting**

The date of the next regular Board meeting will be April 2, 2025, at the Coaldale HUB (2107 – 13<sup>th</sup> St.) in person and online (via Teams) starting at 4:00pm.


**Adjournment**

J. Heggie moved the meeting to adjourn at 5.46 p.m.

**Carried**

  
\_\_\_\_\_  
Chairperson

10 APR 2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Executive Director

April 10 / 2025  
\_\_\_\_\_  
Date

**AGM MINUTES**  
**Milk River Municipal Library**  
**March 11, 2025 – 5:30pm**

**1. Call to order:** Rita (chair) called meeting to order at 5:34

**2. Attendance:** Rita Lodermeier, Darlene Fleming, Lesley Oslanski, Scott Harvey, Wendy Brown, Ron Oswald, Jodie Wehlage, Peter Denmark (Library Manager), Anne Michaelis (Council Rep), Marian Wiwchar (public/sub librarian)

**Absent:**

**3. Adoption of agenda:** Wendy Brown moved approval of agenda as presented

**4. Approval of minutes of 2024 AGM:** Lesley moved to adopt minutes as read.

**5. Treasurer's report:** Darlene moved to accept reports as presented

-2024 year end update

-2025 budget attached – Jodie Wehlage moved to approve budget as presented

-Rita and Darlene will be following up on name of account for EFT deposit of the Prov Gov't PLSB Grant.

**6. Library Manager's report:**

-annual report for Public Library Services Branch was presented - attached

**7. Review of board members:**

-chairperson – Rita Lodermeier term ends April 2026

-vice-chair – Ron Oswald term end, April 2025

-treasurer/sec. – Darlene Fleming term end, April 2025

-trustee – Wendy Brown term end, April 2027

-trustee – Lesley Oslanski term end, April 2026

-trustee – Jodie Wehlage term end, April 2027

-trustee – Scott Harvey term end April 2026

-council rep – Anne Michaelis term end established by council (Oct 2025)

Regular terms are for three years.

Terms completed this year are: Darlene and Ron

- Darlene – Will renew for 3 years 2028 at this time as secretary/treasurer

- Ron – Will renew for 3 years 2028 as Vice Chair

\*Please remember to promote our library and talk about becoming a Library Board member. It would be good to have at least one more trustee member on the board.

**8. Re-assignments of roles:**

- At this time no reassignment of roles – they will remain the same

**9. Other business for the AGM:** none

**10. Next AGM:** March 10, 2026 @ 5:30

**11. Adjournment:** Rita adjourned meeting at 6:02

*Rita Lodermeier*

*December 10, 2024*



## Library Board Members – March 2025

				term ends
Wendy Brown	Trustee	<a href="mailto:wendybrown45@gmail.com">wendybrown45@gmail.com</a>	647-3586	2027
Darlene Fleming	Treasurer	<a href="mailto:darleneefleming@gmail.com">darleneefleming@gmail.com</a>	393-3223	2028
Scott Harvey	Trustee	<a href="mailto:scott.mho34@gmail.com">scott.mho34@gmail.com</a>	519-802-9463	2026
Rita Lodermeier	Chair	<a href="mailto:boardchair@milkriverlibrary.ca">boardchair@milkriverlibrary.ca</a>	421-0101	2026
Anne Michaelis	Town Rep	<a href="mailto:michaelisa1@gmail.com">michaelisa1@gmail.com</a>	360-0634	October 2025
Lesley Oslanski	Trustee	<a href="mailto:lesoslanski@gmail.com">lesoslanski@gmail.com</a>	647-3488	2026
Ron Oswald	Vice Ch.	<a href="mailto:rsoswald@hotmail.com">rsoswald@hotmail.com</a>	647-7574	2028
Jodie Wehlage	Trustee	<a href="mailto:jodiewehlage@gmail.com">jodiewehlage@gmail.com</a>	647-4351	2027
Peter Denmark	Library Manager	<a href="mailto:help@milkriverlibrary.ca">help@milkriverlibrary.ca</a>	647-3793	
Marian Wiwchar	Substitute Librarian		647-4373	

**Chequing Account Balance As At February 28, 2025**

**\$ 12,748.43**

**Income in March**

GIC Interest	\$ 212.50	
GIC Matured	\$ 5,000.00	
GIC Interest	\$ 212.50	
GIC Matured	\$ 5,000.00	
Bank Account Interest	\$ 0.31	
<b>Total Income</b>		<b>10,425.31</b>

**Expenses in March**

GIC Purchase	<b>\$ 5,212.50</b>
--------------	--------------------

**Chequing Account Balance As At March 31, 2025**

**\$ 17,961.24**

**Bank Balance As At March 31, 2025**

**\$ 18,039.99**

Less o/s Cheque #316 \$ 78.75

**Total Outstanding Cheques**

**\$ 78.75**

**Adjusted Bank Balance As At March 31, 2025**

**\$ 17,961.24**

**GIC's As At March 31, 2025**

	Maturity Date	Int Rate	Balance
49224153600 Redeemable	6-Mar-26	2.75%	\$ 5,000.00
<b>Total GIC's</b>			<b><u>\$ 5,000.00</u></b>

**Total Funds As At March 31, 2025**

**\$ 22,961.24**



**MINUTES**  
**Town of Milk River Library Board Meeting**  
**March 11, 2025 – 5:30pm, following AGM**

**1. Call to Order:** Rita (chair) called meeting to order at 6:03

**2. Attendance:** Rita Lodermeier, Darlene Fleming, Lesley Oslanski, Scott Harvey, Ron Oswald, Wendy Brown, Jodie Wehlage, Peter Denmark (Library Manager), Anne Michaelis (Council Rep), Marian Wiwchar (public/fill in Librarian)

**Absent:**

**3. Approval of agenda:** Ron moved approval of agenda as amended

**4. Approval of minutes from last meeting:** Ron moved to adopt the minutes as read.

**5. Treasurer's report:** Presented at AGM

**6. Library Manager's report:** -Attached – Peter moved to accept his report as presented  
-Looking at sending a questionnaire to the school to try to find kids' interests for summer programming  
-Possibility of study skills workshop for getting ready for back to school  
-Will review wifi hotspots and usage at June meeting

**7. Information items:**

*A. Library Railing*

-Library railing was finally installed by February 23, 2025. Thank you needed.  
-Idea to add a wind sock or flag to put out when open – Peter looking into this  
-ACTION – Thank you to Ag Society will be sent by Wendy

*B. Donations From High School*

- When the high school was doing a final clear-out, we were offered some stacking, padded chairs, which make setting up for programs and meetings much easier. Thank you needed.  
-ACTION- Thank you will be sent by Wendy

*C. Rental Contracts*

-Suzanne Furlong from the Ag Society said that we do not have to sign new rental contracts every year, as the present one is effective from 2024 and goes onward from there. We will only have to revisit it if either party wants to make changes.

*D. Thank Yous*

-Action – Wendy will send thank yous to Chamberlains and Romboughs for helping with Corvette ticket sales

**8. Old Business:**

*A. New Computers*

-New computers are here and installed. Grant was received by cheque on December 12. Thanks to Ron for attending the presentation and photo op. The amount was \$7700.00. Recognition requirements are pending.

*B. Coffee Connections*

-This will be continued  
- After meeting, please take a few minutes to help set dates and goods for the swap and trade

*C. Other Old Business*

-None



## **9. New Business**

### *A. Council Meeting*

- Library Board has been assigned the month of May to attend a Town Council meeting.
- May 12 – Rita will attend and would like others to attend with her
- It has been three years since the Town increased our stipend. (August 2022)
- Board agreed to Rita making a request to the town for a 5% increase

### *B. Finances*

- With a bit more financial freedom some ideas to consider:
  - any items from Peter's wish list – Perhaps a couch
  - putting some funds into a better-interest GIC
    - interior painting – Marian Wiwchar has volunteered to help. Rita will inquire about permission from the Ag Society to do this.
- - Also, Kinsmen are likely open to more requests, considering that they did a Casino last summer and have just completed the year's car raffle. They prefer to fund projects with a concrete plan.

### *C. Plan of Service/Job Description*

- The Plan of Service is to be updated sometime this year – Peter will follow up and see when this needs to be done
- The Library Manager Job Description has not been updated since 2015. Rita will look at the job description and share any needed changes via email. We can adopt any changes at the next meeting.

### *D. Other New Business*

- Ron made a motion to present Marian with an honorarium for her above and beyond service to the library
- ACTION – Darlene will purchase \$100 Milk River Bucks and give to Marian**
- Motion – Lesley made a motion to purchase a dust buster for the Library with a budget of \$100 using the credit card. Anne seconded. Carried

**10. Correspondence:** None

**11. Next Meeting:** Tuesday, June 10 @ 5:30pm

**11. Adjournment:** Rita moved we adjourn at 6:53

*Rita Lodermeier*

*March 11, 2025*

Request for Decision

## Mayors Report

May 12, 2025



### RECOMMENDATION

That the Mayors Report for May 12, 2025, be accepted as information.

### LEGISLATIVE AUTHORITY

### BACKGROUND

Mayor Liebelt will provide a report from the Mayors Desk.

### RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

1. Chief Mountain Regional Solid Waste Services Commission



**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD  
MARCH 12, 2025, AT THE TOWN OF MAGRATH.**

**Members Present:**

Wayne Harris – Cardston County  
Josh Bouelle – Town of Magrath  
Bryce Coppieters – Town of Raymond  
Gary Bikman – Village of Stirling  
Jesse Heavy Runner – Blood Tribe (Zoom)  
Tanya Smith – Village of Coutts

Randy Taylor – County of Warner  
John Grainger – Town of Cardston (Zoom)  
Tyler Lindsay – Village of Warner  
Brian Wickhorst – Village of Glenwood  
Mike Nish – Village of Hill Spring

**Others Present:**

Marian Carlson – SEO

Suzanne Pierson – Secretary/Treasurer

Commenced at 4:29 pm

Randy Taylor in the Chair.

**AGENDA**

Bryce Coppieters moved to approve the agenda.

Carried

**MINUTES**

Wayne Harris moved that the minutes of February 12, 2025, board meeting be adopted as presented.

Carried

**NEW BUSINESS**

The SEO was planning to present the final draft including the financial analysis from Stantec but there was information missing that the Commission requested. The draft report will be available next week, and the SEO will forward it to the board once it is received. The final report will be presented at the next board meeting.

John Grainger arrived at 4:32 p.m.

The SEO advised that the Town of Raymond hauled directly to the Lethbridge BioGas facility on February 11, 2025, a test load of curbside residential pickup. The load was 35% un-compostable material. The Commission would need to pay based on the non-compostable material plus trucking for any future loads taken to the Lethbridge BioGas. There may be opportunities to explore this further with the analysis from Stantec regarding organics recycling.

The SEO reported on concrete being taken at the Landfill and presented prices from Southern Excavating at \$17/cu.yard. Southwest Concrete quoted \$25/cu.yard and Cardston County will sell the Commission



gravel at \$13 cu.yard (trucking expense not included). The board would like to look at regionalizing the concrete and will speak with their municipalities to see if there is any interest.

The SEO advised that the Town of Raymond has hauled 3 loads directly to the Landfill so far. The Commission is hoping to receive further deliveries to provide sufficient data to determine whether this is a viable option moving forward.

Gary Bikman moved to approve the SEO's report.

Carried

The SEO presented the Operator's report.

It was reported that 603.285 tonnes of waste were delivered to the Landfill in February 2025 making the year-to-date total 1356.505 tonnes.

Josh Bourelle moved to approve the Operator's report as presented by the SEO.

Carried

### **Financial Statement**

The Financial Statement for February 28, 2025, was reviewed.

Brian Wickhorst moved to accept the February 28, 2025, Financial Statement.

Carried

### **Approval of Bills**

Bills for February 2025 were reviewed.

Tanya Smith moved to approve the bills for February 2025.

Carried

### **CORRESPONDENCE**

A letter from the Town of Milk River regarding Greg Gerard having access to the Milk River Transfer Station to dispose of waste during regular business hours.

Filed

A Notice of Decision regarding a subdivision application for file #2024-0-186 being approved on condition.

Filed

A Notice of Decision regarding a subdivision application for file #2024-0-187 being approved on condition.

Filed

Bryce Coppieters moved to file correspondence for information.

Carried

### **CLOSED SESSION – HR**

Wayne Harris moved to go In-Camera at 4:59 p.m.

Tanya Smith moved to Reconvene at 5:16 p.m.

**ADJOURNMENT**

Tanya Smith moved the meeting adjourned.

Adjournment at 5:16 p.m.

The Next Commission board meeting is scheduled for Wednesday, April 9, 2025, at 4:30 p.m. in the Town of Magrath.

  
\_\_\_\_\_  
Chairman