

Regular Council Meeting Agenda
Monday, October 14, 2025, at 5:30 p.m.
Council Chambers



1. Call to Order
2. Additions/Deletions to the Agenda
3. Approval of Minutes
 - a) September 8, 2025 – Regular Council Meeting
4. Delegations
 - a) MPE (Gavin Nummi) – Report on CCTV Project
 - b) MPE (Kyle Lohrenz) – Revised Water Infrastructure Grant Application
5. CAO Report
6. Bylaws and Policies
 - a) Library Funding Bylaw
7. Business
 - a) GIPOT Write off
 - b) Crushed Gravel Sales
 - c) Municipal Intern
8. Mayor & Council Reports
 - a) Authorities, Boards, Committees and Commission Minutes
9. Closed Session
 - a) Highway Commercial Sign – as per Sec 28, 29 of the Access to Information Act
 - b) 2021-25 Term Visioning Wrap Up – as per Sec 28, 29 of the Access to Information Act
10. Adjournment

REQUEST FOR DECISION

Approval of Minutes

October 14, 2025



BACKGROUND

In accordance with section 208 of the Municipal Government Act and the Procedural Bylaw 1060, Council reviews the minutes from the previous meeting and considers them for approval and adoption.

Attached below are the minutes from the previous Council meeting held on September 8, 2025 for Council's review and approval. Council may make any amendments to the minutes prior to their adoption.

ATTACHMENTS

1. Draft September 8, 2025, regular council meeting minutes

RECOMMENDED MOTION

That the minutes for the September 8, 2025, Regular Council Meeting be approved as presented.



Minutes of the Town of Milk River Regular Council Meeting
held on Monday, September 8, 2025, at 5:30 p.m.
in the Council Chambers 240 Main Street, Milk River, Alberta.

Council Members Present

Mayor Larry Liebelt (arrived at 7:01pm)
Deputy Mayor Anne Michaelis
Councillor Peggy Losey
Councillor Shayne Johnson
Councillor Dave Degenstein (via Zoom)

Administration

Chief Administrative Officer, Ethan Gorner
Interim CAO, Shawn Hathaway

1. CALL TO ORDER

Deputy Mayor Michaelis called the meeting to order at 5:30 p.m.

2. APPROVAL OF THE AGENDA

Res 2025-212

MOVED by Councillor Johnson

That Council approve the agenda for the September 8, 2025 Regular Council Meeting, and amended as follows:

- Add Item 8d. Swimming Pool Grant
- Add Item 8e. Signing Authority

Motion Carried

3. APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER

Res 2025-213

MOVED by Councillor Degenstein

That Ethan Gorner be appointed as the Chief Administrative Officer for the Town of Milk River, effective September 2, 2025.

Motion Carried

4. APPROVAL OF MINUTES

Res 2025-214

MOVED by Councillor Losey

That the minutes for the August 11, 2025, Regular Council Meeting be approved as presented.

Motion Carried

5. Financial Report

Res 2025-215

MOVED by Councillor Johnson

That the August 2025 Financial Report be accepted as information.

Motion Carried

Councillor Degenstein left the meeting at 5:42 p.m.

6. CAO REPORT (ADMINISTRATION)

A request was made for the following:

- a) That the CAO follow-up after with an email update to Council about the school usage of the pool during the extended days of opening*
- b) That the Enforcement Update portion, be kept to a 1-pager.*

Res 2025-216

MOVED by Councillor Losey

That the CAO Report be accepted as information.

Motion Carried

Councillor Degenstein returned to the meeting at 6:00 p.m.

7. BUSINESS

(Council decided to carry on with business and have the break prior to closed session)

A) Milk River Municipal Library Board Assignments

Res 2025-217

MOVED by Councillor Losey

To appoint Darlene Fleming, Ron Oswald, Wendy Brown, Jodie Wehlage to the Milk River Municipal Library Board for a term expiring October 11, 2027.

Motion Carried

B) Watershed Council Community Appreciation Forum – Invitation & Sponsorship Request

Res 2025-218

MOVED by Councillor Losey

That all Council members who are able, are appointed to attend the Watershed Council Community Appreciation Forum on behalf of Council and the Town.

Motion Carried

Res 2025-219

MOVED by Councillor Johnson

That administration provide a sponsorship gift basket to this event on behalf of the Town.

Motion Carried

C) Agricultural Society Sponsorship Request

Res 2025-220

MOVED by Councillor Losey

That administration provide a sponsorship gift basket to this event on behalf of the Town.

Motion Carried

D) Swimming Pool Grant

Res 2025-221

MOVED by Councillor Johnson

To accept the update and clarification about the swimming pool grant as information.

Motion Carried

E) Financial Signing Authority

Res 2025-222

MOVED by Councillor Losey

That the town financial signing authority be updated to add Ethan Gorner

Motion Carried

8. COUNCIL REPORTS

Round table reports provided by Council

BREAK

Deputy Mayor Michaelis recessed the meeting at 6:41 p.m.

Mayor Liebelt arrived at the meeting at 7:01 p.m. and took his place as chair.

Mayor Liebelt reconvened the meeting at 7:01 p.m. and provided his Council Report.

Res 2025-223

MOVED by Councillor Johnson

To accept the Council Reports as information.

Motion Carried

9. CLOSED SESSION

Res 2025-224

MOVED by Councillor Losey

To go into closed meeting at 7:05 p.m. for the following items

A) Land Offer – as per Sec 30 of the Access to Information Act

B) Council-CAO Strategic Visioning – as per Sec 28, 29 of the Access to Information Act

Motion Carried

Res 2025-225

MOVED by Councillor Johnson

To return to open meeting at 8:33pm.

Motion Carried

A) Land Offer

Res 2025-226

MOVED by Councillor Losey

To accept the land offer contingent on administration addressing questions about assessment.

Motion Carried

10. ADJOURNMENT

Res 2025-227

MOVED by Deputy Mayor Michaelis

To adjourn the meeting at 8:35 p.m.

Motion Carried

REQUEST FOR DECISION

DELEGATIONS



October 14, 2025

BACKGROUND

There will be two delegations:

- 1) **MPE (Gavin Nummi)** will present on the CCTV Project that was done of our sewer pipes in the Spring.
- 2) **MPE (Kyle Lohrenz)** will present an opportunity to submit a revised water infrastructure grant. Attached below is the information about this proposal that Kyle will speak to. If Council is interested in pursuing this opportunity, we will ask for a motion of support.

Council will have the opportunity to ask questions during both presentations.

RECOMMENDED MOTIONS

1. That our delegations be thanked for their presentations and the information presented be accepted as information.
2. *(if interested)* To approve MPE making the updated water infrastructure grants on our behalf.

Town of Milk River – Milk River Region Potable Water Supply Project

Project Background – Milk River Region Potable Water Supply Project

The original 2022 Water for Life (W4L) grant submission was to supply potable water to the region by extension of the existing regional pipeline network operated by Ridge Water Services Commission (RWSC), currently servicing the County of Warner and Village of Warner. In May 2024, MPE completed a conceptual design report evaluating two alternatives. The first alternative was a regional water supply concept which matched the scope of the original 2022 W4L grant submission. The second alternative was a deviation from the regional water supply concept, which instead focused on upgrades to the Milk River WTP and raw water system. Both alternatives included treated water storage upgrades for the Villages of Warner and Coutts. Ultimately the second alternative was recommended for implementation.

As a result, in November 2024 MPE submitted an application amendment on behalf of the project shareholders which included the following revised project scope:

- Replacement of the Milk River Raw Water Pump Station
 - This will provide enhanced reliability to Milk River's raw water supply system and will enhance backflush systems.
- New raw water transmission pipeline from the Milk River Raw Water Pump Station to the Milk River Water Treatment Plant (WTP)
 - This will replace the 50-year-old existing asbestos cement pipeline and will meet max day demand for Milk River and Coutts.
- Replacement of the Milk River WTP
 - Utilizing a microfiltration treatment system, this component will accommodate capacity increases to meet future municipal potable water demands including new industrial and commercial developments.
- Local upgrades at Warner and Coutts to meet future treated water storage requirements
 - This includes reservoir expansion and upgrades such as piping, valves, and instrumentation.

The revised project scope provided a more cost-effective alternative by a significant margin, with lower total capital costs, net present worth, and annual expenses. In addition, the original scope of work relied on additional license allocation; with current licenses being held in different basins that are not transferable and therefore couldn't be used by the RWSC Regional Water Treatment Plant.

Project Background – Supplemental Raw Water Supply

In addition to the revised project scope, the June 2024 failure of the St. Mary Canal Siphon just south of the U.S. border necessitated the inclusion of additional scope within this project. This marked the second U.S. infrastructure failure in a four-year period that has impacted flow in the Milk River. The previous failure occurred in May 2020, when a drop structure on the St. Mary River in Montana experienced a catastrophic failure which had a significant impact on diversion flows entering the Milk River.

The St. Mary Siphon is the sole diversion infrastructure for transferring water from the canal into the Milk River which is critical for regional water supply, particularly through the summer months when background demand on the Milk River increases due to irrigation water users. Failure of the St. Mary Canal Siphon has contributed to a significant reduction in Milk River flow. Given the unknown condition of the remaining U.S. infrastructure and potential for future failures, additional project scope seeks to secure a supplemental raw water supply.

In November 2024, MPE completed a Technical Memorandum reviewing the feasibility of a supplemental raw water supply system sourced at Middle Coulee Creek for the Town of Milk River. Enhanced project components to support this secondary supply include:

- Middle Creek Coulee (MCC)
 - Upgrade raw water intake and rehabilitate storage pond
 - Install new raw water transmission line from MCC intake pond to the Warner WTP raw water reservoirs
- Town of Warner
 - Install raw water booster station and rehabilitation of raw water reservoirs at WTP site
 - Install new raw water transmission line from Warner WTP raw water reservoir to the Milk River WTP raw water reservoir

2024 W4L Funding Application

Subsequent to the November 2024 application amendment, it was decided that the funding application would be adjusted to include a phased approach.

- Phase 1: Milk River Regional System - Raw Water Supply Components
 - Critical elements under this phase includes detailed design engineering and construction of the Milk River raw water system transmission main and pump station.
- Phase 2: Milk River Regional System Components
 - Critical elements under this phase include Milk River Water Treatment Plant upgrades and supplemental raw water supply
- Phase 3: Local Upgrade Components
 - Critical elements under this phase include Coutts treated water storage upgrades and Warner treated water storage upgrades.

Cost Estimates

Revised cost estimates are attached which include a breakdown of each portion of the overall project. Included is the total cost, municipal contribution, and detailed design engineering fees. Based on the Milk River population of 824, we calculate that the eligible project costs would be calculated under the following cost-share arrangement:

- 75% grant
- 25% municipal contribution

2025 W4L Funding Application

The submission deadline for grant resubmissions is November 28, 2025. If the Town of Milk River would like to proceed with an application amendment, the following information is required:

- Project Scope
 - Details on any updates or changes to project budget (i.e., new cost estimate);
 - Details on any updates or changes to project scope; or
 - Confirmation that there are no changes to project budget and/or scope.

In addition to the above, please provide all available technical input or municipal information on the following which will be beneficial in preparing a comprehensive resubmission package:

- Current Water Rates
 - Residential and commercial rates, and extent of metering.
- Project Feasibility
 - What options were considered?
 - Why is this project the best option?
- Public Health
 - Implications and improvements?
- Municipal and/or Regional Asset Management Plans
 - Alignment with municipal or regional plans? ICFs? IDPs?
 - Quantifiable impact on actual and projected population and growth?
 - Housing need (supported by housing strategy)?
- Project Readiness
 - Steps or contingencies in place? (e.g., regulatory approvals)
 - Preliminary project elements in place? (e.g., feasibility study, engineering design)
 - Project staging and detailed implementation schedule?
- Enhanced Information on Project Elements and Municipal Priorities
 - Planned use of innovative construction materials or techniques?
 - Water conservation initiative in place?
 - Any change in circumstances or additional rationale that supports project urgency?

MPE is willing to put together all documents required for the application amendment resubmission and can address all technical items from the list above. If the Town wants to proceed, please provide all applicable information above by October 28th. This will give MPE sufficient time to compile all required information for the resubmission package.

2025 Funding Application Amendment - AACE Cost Estimate

Item	Grand Subtotal (\$)	Cost (\$) (50% Contingency)	Municipal Contribution (25%)	Phase I - Detailed Design Engineering
Milk River Regional System - Water For Life (W4L) Existing Regional System				
Milk River Supplemental Raw Water Supply	\$13,694,000	\$23,824,000	\$5,956,000	\$1,965,480
Milk River Raw Water System - Transmission Main	\$1,672,000	\$2,884,000	\$721,000	\$237,930
Milk River Raw Water System - Pump Station	\$2,094,000	\$3,612,000	\$903,000	\$297,990
Milk River Water Treatment Plant - Proposed Upgrades	\$12,545,000	\$21,641,000	\$5,410,250	\$1,785,383
Total Project Cost	\$30,005,000	\$51,961,000	\$12,990,250	\$4,286,783
Local Upgrades - Alberta Municipal Water/Wastewater Partnership (AMWWP)				
Coutts Treated Water Storage	\$1,046,000	\$1,804,000	\$451,000	\$148,830
Warner Treated Water Storage	\$1,172,000	\$2,063,000	\$515,750	\$170,198
Total Project Cost	\$2,218,000	\$3,867,000	\$966,750	\$319,028

REQUEST FOR DECISION

CAO REPORT (Administration)

October 14, 2025



BACKGROUND

Attached below for Council's information is the CAO Report for September 2025. Please feel free to ask any questions or request any additional information.

RECOMMENDED MOTION

That the CAO Report be accepted as information.



CAO Report – October 14, 2025

1. **Curling Rink Roof Leaks** – During the painting of the curling rink we discovered major leaks around the venting on the top of the roof. We are working at having those repaired and addressed before winter.
2. **Former Alberta Visitor Information Centre** – we have received confirmation from the province that an offer to purchase has been accepted. As this property is zoned ‘direct control,’ the proposal will come to Council in November for consideration.
3. **Mail-strike / Utility Bills & Newsletter** – We have put out multiple notifications for people to sign up for email billings and are getting a good response. We have also put the newsletter on the website and provided copies to various key locations around town.
4. **Financial Update**
See attached below.
5. **Public Works Update**
See attached below.
6. **Progressive West Grant Writing Update**
See attached below.
7. **Bylaw Enforcement Update**

				Cases by Offence							
											
				RRCPO							
				Date Range	09/01/25 00:00:00		-	09/30/25 23:59:59			
				Print Date	10/02/25 07:40:26		TZ:	Canada/Mountain			
RRCPO / MILK RIVER											
Offence ID		Offence Description				Reporting District		Total			
ANII		INJURED ANIMAL				COUNTY OF WARNER		1			
BARK		DOG BARKING				COUNTY OF WARNER		1			
NOISE		NOISE COMPLAINT				RRPSS		1			
PRK		PARKING COMPLAINT				RRPSS		3			
UNSPR		UNSIGHTLY PREMISES				RRPSS		5			
Total								11			



TOWN OF MILK RIVER
Cash and Investments Report
For the Period Ending September 30, 2025

Page 1 of 1
2025-Oct-3
1:00:59PM

General Ledger	Description	2025 Opening Balance	2025 YTD Balance
CHEQUING ACCOUNTS			
3-12-00-120-00	General Bank Chequing Account (ATB)	28,784.63	17,632.17
3-12-00-130-00	General Savings Account (ATB)	299,096.78	702,932.54
3-12-00-150-00	AMWWP Savings Account (ATB)	0.00	2,148,395.02
* TOTAL CHEQUING ACCOUNTS		327,881.41	2,868,959.73
TOWN TERM DEPOSITS			
3-41-00-310-00	Water Capital GIC	4,043.15	4,146.50
3-43-00-310-00	Equipment Replacement Capital GIC	387,070.16	396,965.15
3-97-00-315-00	General Capital GIC	565,917.11	580,384.12
* TOTAL TOWN TERM DEPOSITS		957,030.42	981,495.77
ARMS LENGTH TERM DEPOSITS			
3-43-00-315-00	Transfer Station Operating GIC	5,639.62	5,783.79
* TOTAL ARMS LENGTH TERM DEPOSIT		5,639.62	5,783.79
**P TOTAL CASH AND INVESTMENTS		1,290,551.45	3,856,239.29

*** End of Report ***

Operating Revenue/Expenditures by Department for the 9 Months Ended September, 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)	(4,196,917)	2,463,032	242.1	283,670	217,820	65,850	76.8	(3,979,097)
11 Council	0	0	0	0.0	97,807	43,087	54,720	44.1	43,087
12 Administration	(286,424)	(144,355)	(142,069)	50.4	442,618	299,061	143,557	67.6	154,706
23/24 Fire/Disaster Services	(20,000)	(7,020)	(12,980)	35.1	86,106	36,485	49,621	42.4	29,465
26 Bylaw Enforcement	(3,900)	(4,066)	166	104.3	77,570	67,849	9,721	87.5	63,783
31 Common Services	(300)	(2,403)	2,103	0.0	189,409	142,590	46,819	75.3	140,187
32 Roads	(25,380)	(24,510)	(870)	96.6	310,883	250,184	60,699	80.5	225,674
33 Airport	(465)	0	(465)	0.0	5,106	3,944	1,162	77.2	3,944
4101 Water Supply/Distribution	(2,267,800)	(200,359)	(2,067,441)	8.8	2,381,854	237,807	2,144,047	10.0	37,448
42 Wastewater	(97,000)	(66,987)	(30,013)	69.1	75,670	47,792	27,878	63.2	(19,195)
43 Solid Waste	(127,105)	(89,519)	(37,586)	70.4	125,758	96,392	29,366	76.6	6,873
43 Transfer Station	(12,405)	(13,206)	801	106.5	25,100	16,616	8,484	66.2	3,410
56 Cemetery	(3,000)	(3,740)	740	124.7	5,000	5,000	0	100.0	1,260
61 Planning & Development	(7,200)	(7,304)	104	101.4	85,000	18,366	66,634	21.6	11,062
62 Economic Development	(29,500)	(15,100)	(14,400)	51.2	5,915	5,918	(3)	100.1	(9,182)
72 General Recreation	(5,400)	0	(5,400)	0.0	215,018	118,509	96,509	55.1	118,509
7201 Campground	(17,000)	(10,032)	(6,968)	59.0	37,440	23,344	14,096	62.4	13,312
7202 Pool	(151,650)	(15,962)	(135,688)	10.5	239,415	152,330	87,085	63.6	136,368
7203 Golf Course	0	(660)	660	0.0	78,774	57,058	21,716	72.4	56,398
74 Culture & Library	0	0	0	0.0	20,301	20,394	(93)	100.5	20,394
									0
TOTAL OPERATING	(4,788,414)	(4,802,140)	13,726	100.3	4,788,414	1,860,546	2,927,868	38.9	(2,941,594)

Revenue and Expenses - by Funtion
for the 9 Months Ended September 30, 2025

	2024 Actual	2025 Budget	2025 YTD Actual	Remaining Dollars	% Collected/ Used
Operating Revenues					
Taxation	(1,174,373.87)	(1,347,955.00)	(1,344,891.74)	(3,063.26)	99.77
Sale of Goods and Services	(674,293.67)	(616,815.00)	(437,272.62)	(179,542.38)	70.89
Other Revenue/Franchise Fees	(307,702.62)	(381,560.00)	(231,470.30)	(150,089.70)	60.66
Conditional Grants	(163,938.95)	(207,360.00)	(2,788,505.32)	2,581,145.32	1344.77
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
TOTAL REVENUES	(2,320,309.11)	(4,788,414.00)	(4,802,139.98)	13,725.98	100.29
Expenditures					
Salaries, Wages & Benefits	800,216.47	779,306.00	598,573.85	180,732.15	76.81
Contracted & General Services	600,227.26	3,069,363.00	590,109.65	2,479,253.35	19.23
Materials, Goods & Utilities	469,918.09	480,315.00	323,291.63	157,023.37	67.31
Government Requisitions	270,651.60	311,740.00	249,737.13	62,002.87	80.11
Transfers to Local Boards	48,535.82	49,326.00	47,847.70	1,478.30	97.00
Transfers to Ind/Organizations	22,561.72	36,614.00	20,584.18	16,029.82	56.22
Bank Charges	9,597.11	10,000.00	9,894.43	105.57	98.94
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	26,528.66	26,570.00	20,507.34	6,062.66	77.18
Transfer to Capital	0.00	25,180.00	0.00	25,180.00	0.00
TOTAL EXPENDITURES	2,248,236.73	4,788,414.00	1,860,545.91	2,902,688.09	38.86



Public Works Report September 2025

General:

- Monthly generator preventative maintenance runs completed (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- Mowing / Box Scraping in the alleys
- 77 Callouts to mark infrastructure lines (*call before you dig'*)
- Water meter replacement ongoing

Parks and Rec:

- Cut grass on 8th, Railway, 10th, alley by recycling bin, at baseball diamonds, water treatment plant and airport
- Tighten screws on Curling Rink week of the 2nd.

Roads:

- Filled pot holes
- Cleaned debris from ditches on Railway
- All paving patches completed by contractor

Water & Wastewater:

- **WATER:**
 - Daily water rounds and data collection
 - 2x weekly Bacteriological sampling, done each Monday.
Replaced water meter at 401-2nd Ave
- **WTP:**
 - Reservoir levels are at 100%
 - Filled chlorine
 - Data collection
- **SEWER WORK:**
 - Reinstalled Pump #1 at sewer lift station
 - Campground sewer dump plugged, ran a snake through it on Sept 29th

Garbage:

- Weekly garbage pickup: Milk River residential on Tuesday, Coutts on Wednesday, Warner on Thursday & Milk River businesses on Friday
- Monday's weekly brown bags

Swimming Pool:

- Daily maintenance
- Cut the grass and cleaned up garbage
- Regular maintenance – backwashed
- Closed pool on September 12th

Airport:

- Weekly run to airport to check condition of road in and runways, for unwanted activity. (when checking sewage lagoons)
- Power outage on Sept. 15th called Fortis for repair

Education & Training:

- Weekly safety meeting every Wednesday morning

Projects:

824 Main Street (Block 39 Entrance). We hauled 10 loads of concrete and dirt out and shaved some of the hill off. Work left to do: haul good fill in to the back of the property, grind 1 stump down as it is over top of an underground powerline, and install a fence on the south side of the property.

Kiddie pool removal: we will start pulling wind fence and chain link fence the week of October 20th, and initial concrete breaking. In the Spring, we will pull out the concrete and replace with fill and grass seeding.

Chapman Ally Drainage: we reshaped the ally so the water will run on the north side of the ally, we have been waiting for a good enough rain shower to see how it will work, we will keep monitoring it.

1st Street Sidewalk: New sidewalk laid along the whole block, with new curb on each end. Afterwards, we hauled down some top soil to fill holes and rake level on the Blvd., we will seed it in late spring.

New Garbage Bins: they will be placed next week.

Sitting Benches: all the benches are installed around town and we have been washing them regularly because of bird droppings.

Weed Spraying: We sprayed the cemetery on Oct 7th and spraying has concluded for the year. We are now winterizing the sprayer.

Coming up:

- Flushing half the town sewers
- Winterization of Outbuildings and Equipment
- Snow Fence Erected between 7th Ave and 8th Ave
- Civic Centre Generator being installed
- Plow truck getting a new sander installed

Progressive West Consulting - Report for Oct 14, 2024

Grant	Status	Project	Requested/ Awarded	Project Total	Date Submitted
RME Ag Society Grant	Pending	Milk River Ag Society (Exterior building painting)	\$10,000.00	\$75,000.00	Tuesday, July 29, 2025
Fortis Energy Grant	Pending	Milk River Pool LED Upgrades	\$7,500.00	\$7,500.00	September 30, 2025

Submitted Grant Applications

- **RME Ag Society Grant**
 - Status: *Pending*
 - Applicant: Milk River Agricultural Society
 - Project: Exterior building painting and upgrades
 - Request: \$10,000
 - Total Project Cost: \$75,000
 - Date Submitted: July 29, 2025
- **Fortis Energy Grant**
 - Status: *Pending*
 - Applicant: Town of Milk River / Pool Society
 - Project: LED lighting upgrades at the Milk River Pool
 - Request: \$7,500
 - Date Submitted: September 30, 2025

Grants in Development

Milk River Swimming Pool Projects

- Community Foundation of Lethbridge and Southwestern Alberta
 - Purpose: Construction of a wheelchair ramp into the pool
 - Status: *In progress* – submission due October 15, 2025
 - *Matching funds*: Pool Society may contribute \$2,000–\$3,000
- **Enabling Accessibility Fund – Youth Innovation Component**
 - Purpose: Support for accessible pool ramp construction
 - Status: *First stage submitted; youth leader identified*
 - Full application due November 1, 2025
- **Community Facility Enhancement Program (CFEP) Small – Border Community Wellness Foundation**
 - Purpose: Multiple pool improvements
 - Status: *Work initiated but application paused, revisit for January 2026.*
 - Original due date: September 2025

Milk River Golf Course Upgrades

- Meeting scheduled with Doug Smith on October 10, 2025
- Exploring application to Community Facility Enhancement Program (CFEP)
- Target submission: January 2026
- Requirements:
 - Minimum 50% matching funding
 - Must be led by a non-profit organization

Travel Alberta – Product Development Fund

- Exploring eligibility for funding toward purchase of the Visitor Information Centre
 - Expression of Interest due: October 20, 2025
 - Goal: Match available local funds to leverage provincial investment
-

Summary

- Two grant applications submitted and currently pending review.
- Four new grants under development across recreation, accessibility, and tourism priorities.
- Ongoing collaboration with local societies and committees to strengthen applications and meet eligibility requirements.
- Focus areas include accessibility improvements, facility upgrades, and tourism infrastructure investment to enhance Milk River's community assets.

REQUEST FOR DECISION

Library Grant Bylaw 1083

October 14, 2025



BACKGROUND

After the library delegation in June informed Council of their increasing insurance costs, Council directed that a new funding bylaw be drafted with an increased amount of \$1,000 over the \$14,000 from the previous bylaw.

LEGISLATIVE AUTHORITY

Municipal Government Act
Libraries Act

FINANCIAL CONSIDERATIONS

This will increase the operating budget by \$1,000.

ATTACHMENTS

1. Draft Library Grant Bylaw 1083

RECOMMENDED MOTIONS *(4 separate)*

1. That Library Grant Bylaw 1083 be approved for first reading.
2. That Library Grant Bylaw 1083 be approved for second reading.
3. That Library Grant Bylaw 1083 be considered for third reading
(the vote must be unanimous to proceed to third reading)
4. That Library Grant Bylaw 1083 be approved for third and final reading.



LIBRARY GRANT BYLAW NO. 1083-25

A BYLAW OF THE TOWN OF MILK RIVER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR A YEARLY GRANT TO THE MILK RIVER MUNICIPAL LIBRARY.

WHEREAS, under the provisions of Section 3 (b) of the Municipal Government Act RSA 2000 Chapter M-26, as amended, the purpose of a municipality is to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and

WHEREAS, under the provisions of Section 7 (f) a council may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality, and

WHEREAS, the Council of the Town of Milk River deems it necessary to establish a yearly grant to the Milk River Municipal Library and to establish the terms of payment of the grant.

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

1. **THAT** this bylaw shall be cited as the Library Grant Bylaw of the Town of Milk River.
2. **THAT** a yearly grant of Fifteen Thousand Dollars (\$15,000) be provided to the Milk River Municipal Library for operational and capital expenses.
3. **THAT** the full amount of the grant be paid no later than March 31 of each year.
4. **THAT** Bylaw No. 1036-22 is hereby repealed upon final reading of this Bylaw.
5. **THAT** this Bylaw will come into full force and effect on 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 presentation of third reading this XX day of XXXX 2025.

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

Larry Liebelt – Mayor

Ethan Gerner – Chief Administrative Officer

REQUEST FOR DECISION

GIPOT – Uncollectable Taxes



October 14, 2025

BACKGROUND

Roll No. 36000 currently has an uncollectable balance of \$3,853.50. It is the former Visitor Information Centre, currently owned by the Government of Alberta. For such properties we receive *Grants in Place of Taxes (GIPOT)* payment, which usually falls short of the assessed taxes.

This year, this property had \$15,414.02 in taxes assessed for which we received a GIPOT payment of \$11,560.52, leaving the outstanding, uncollectable mentioned above.

The GIP represents a 75% payment, which is standard throughout the province for GIPOT properties. There is no other way to collect these funds, therefore, it is recommended that Council pass a motion to write off this amount so as to not negatively impact our financial statement.

RECOMMENDED MOTION

That the uncollectable amount of \$3,853.50 for roll no. 36000 be written off.

REQUEST FOR DECISION

CRUSHED CONCRETE SALES



October 14, 2025

BACKGROUND

Council recently approved \$70,000 for the cost of the crushing of concrete, bricks and pavement resulting from the school project. We therefore have a large amount of crushed material, which cost us approximately \$15 / yard or approximately \$150 / truckload.

We recently have had inquiries from those interested in some of this material. Administration is seeking guidance from Council with regards to the sale of this material. Delivering this material does require a little staff and equipment time.

Therefore, we recommend Council consider a little additional charge per yard to offset these costs in the \$3-\$5 (\$30-\$50 range per truckload). This small additional charge will help offset a little of the equipment and staff time.

For example, Council could consider the following:

- *\$18/yard (\$180 / truckload)*
- *\$19/yard (\$190 / truckload)*
- *\$20/yard (\$200 / truckload)*

RECOMMENDED MOTION

That the crushed material be made available to local residents for _____ per yard; and _____ per truckload.

REQUEST FOR DECISION

MUNICIPAL INTERN

October 14, 2025



BACKGROUND

The Alberta Municipal Internship Program is Canada's largest and longest running program to train new graduates in municipal administration. The Municipal Internship Program is partially grant funded through Alberta Community Partnership (ACP). The grant covers \$60,000 of salary, benefits and professional development costs associated with hosting an intern for an 18-month period. The internship duration would run from May 2026 to November 2027.

Administration is seeking Council approval to submit a grant application for an Administrative Intern position which is due October 24, 2025. Hosting an intern is a low-cost way to build capacity in the organization.

The intern would complete a workplan consisting of duties related to a Municipal Administrator, such as the preparation of council and committee agendas, overseeing various projects throughout the organization, and completing a shadow rotation through core departments for a well-rounded municipal experience.

The application requires a Council resolution to support the Town's request to host an intern due to minor budget commitment. Over the 18 months, the Town would be required to pay for the additional compensation and administrative costs over the amount not covered by the grant. These costs would be shared between the 2026 and 2027 budgets.

It is anticipated that we would be quite competitive in our application as our CAO has previously mentored multiple interns that have been very successful in the program and therefore speak well of his mentorship.

RECOMMENDED MOTION

That Council support the 2025 Municipal Internship Program application for the 2026-2027 Internship.