



# Regular Council Meeting

Monday, December 8, 2025 at 6:00pm  
Council Chambers

1. CALL TO ORDER
2. ADOPTION OF THE AGENDA
3. APPROVAL OF THE MINUTES
4. DELEGATIONS – Sgt. Liam Shiels, RCMP 2Q Report
5. CAO REPORT
6. BYLAWS & POLICIES
  - a) Credit Card Limit Bylaw 1084-25
7. BUSINESS
  - a) 2026 Interim Budget
  - b) Municipal Auditor
  - c) Make a Wish – Hospital Activity Books
  - d) Canada Day Celebration Support
  - e) Heartland Farm Safety Training Support
  - f) Community Improvement Society
8. CORRESPONDENCE
  - a) Member of Parliament (MP) Glen Motz – Congratulations & Introduction
  - b) City of Lethbridge – Congratulations & Introduction
  - c) National Police Federation – Congrats and Introduction
  - d) AltaLink – Congrats & Introduction
9. MAYOR & COUNCIL REPORTS
  - a) Updated List of Assignments
10. CLOSED SESSION
  - a) Organizational Planning – as per Sec 25, 29 of the Access to Information Act
11. ADJOURNMENT

# REQUEST FOR DECISION

## Approval of Minutes

December 8, 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 draft minutes from the following meetings:

1. November 10, 2025, Regular Council Meeting

Council may make any amendments to the minutes prior to their adoption.

### RECOMMENDED MOTION

That the minutes for the November 10, 2025 Regular Council Meeting be approved as presented.



# COUNCIL MEETING MINUTES

Monday, November 10, 2025

Council Members Present

Mayor Larry Liebelt  
Deputy Mayor Shayne Johnson  
Councillor Don Cody  
Councillor Dave Degenstein  
Councillor Dorothy Fraser

Administration

Chief Administrative Officer – Ethan Gorner

## **OATH OF OFFICE / SWEARING IN (2025-2029 TERM)**

- Mayor Liebelt swore in Councillor Degenstein

## **1. CALL TO ORDER**

Mayor Liebelt called the meeting to order at 6:00 p.m.

## **2. ADOPTION OF THE AGENDA**

### **Res. 2025-253**

**MOVED** by Councillor Degenstein

That Council adopt the agenda for the November 10, 2025, Regular Council Meeting, amended to add item 4b – *Delegation – Tim Romanow, Milk River Watershed Council – Update*  
**Carried.**

## **3. APPROVAL OF MINUTES**

### **Res. 2025-254**

**MOVED** by Deputy Mayor Johnson

That the minutes for the October 14, 2025 Regular Council Meeting be approved as presented.  
**Carried.**

### **Res. 2025-255**

**MOVED** by Councillor Cody

That the minutes for the October 27, 2025 Organizational Meeting be approved as presented.  
**Carried.**

## **4. DELEGATIONS**

- a) Peter Casurella, Executive Director, SouthGrow / Border Wall Project (via Zoom)
- b) Tim Romanow, Milk River Watershed Council – Update

### **Res. 2025-256**

**MOVED** by Councillor Degenstein

That the delegations be thanked and the information presented be accepted as information.  
**Carried.**

**Res. 2025-257**

**MOVED** by Councillor Cody

To form an ad hoc committee to explore the SouthGrow Border Wall Project Opportunity further and that Deputy Mayor Johnson and Councillor Degenstein be appointed to this committee for this purpose.

**Carried.**

**5. CAO REPORT (ADMINISTRATION)**

**Res. 2025-258**

**MOVED** by Councillor Fraser

That the CAO Report be accepted as information.

**Carried.**

**6. POLICIES & BYLAWS**

**a) COUNCIL POLICY L6.0 REMUNERATION (Computers & Benefits)**

**Res. 2025-259**

**MOVED** by Deputy Mayor Johnson

That Council Policy L6.0 Remuneration be amended as presented and discussed.

**Carried**

**7. BUSINESS**

**a) COUNCIL APPOINTMENTS**

**Res. 2025-260**

**MOVED** by Councillor Degenstein

To appoint Councillor Cody to the Intermunicipal Assessment Review Board

**Carried.**

**Res. 2025-261**

**MOVED** by Councillor Cody

To approve the following alternate appointments:

- *Chief Mountain Waste Commission – (alt) Councillor Cody*
- *FCSS – (alt) Councillor Cody*
- *Regional Emergency Advisory Committee – (alt) Councillor Fraser*
- *SouthGrow – (alt) Councillor Degenstein*

**b) AT LARGE APPOINTMENTS**

**Res. 2025-262**

**MOVED** by Councillor Degenstein

That Jon Hood be appointed to the Regional Assessment Review Board when his current term expires to a new three-year term, until 2029.

**Carried.**

**Res. 2025-263**

**MOVED** by Councillor Cody

That Peggy Losey be appointed to the Chinook Intermunicipal Subdivision and Development Appeal Board.

**Carried.**

**Res. 2025-264**

**MOVED** by Councillor Fraser

That the Milk River Library Board be reaffirmed as presently constituted.

**Carried.**

**Res. 2025-265**

**MOVED** by Councillor Degenstein

That the following be appointed to the Municipal Planning Commission:

- Bob Matlock, John Canaan, Beth Kappelar, Suzanne Liebelt, Melvin Sparks

**Carried.**

**c) MPC RECOMMENDATION**

**Res. 2025-266**

**MOVED** by Councillor Degenstein

To accept this as information and that bylaw 1048 be shared with the Municipal Planning Commission.

**Carried.**

**d) DONATION REQUESTS**

**Res. 2025-267**

**MOVED** by Councillor Cody

To accept these requests as information.

**Carried.**

**Res. 2025-268**

**MOVED** by Deputy Mayor Johnson

To bring back *Council Policy F3.0 Youth Sponsorship* for review and consideration.

**Carried.**

**8. CORRESPONDENCE**

- a) Minister Williams Congratulations
- b) ORRSC New CAO – Tracy Thomas
- c) FORTIS Congratulations
- d) Warner & District Minor Hockey Sponsorship Request

**Res. 2025-269**

**MOVED** by Deputy Mayor Johnson

To approve a Gold Sponsorship of \$500 to the Warner & District Minor Hockey Association.

**Carried.**

**Res 2025-270**

**MOVED** by Councillor Degenstein

To accept the correspondence items as information.

**Carried.**

*Mayor Liebelt called a recess at 7:16p.m.*

*Mayor Liebelt reconvened the meeting at 7:24p.m.*

**9. MAYOR & COUNCIL REPORTS**

**Res 2025-271**

**MOVED** by Councillor Degenstein

To accept the Mayor & Council Reports as information.

**Carried.**

**10. CLOSED SESSION**

**Res 2025-272**

**MOVED** by Councillor Fraser

To go into closed meeting at 8:25p.m. for the following items:

- a) *Land Visioning – as per Sec 16 of the Access to Information Act*
- b) *Organizational Planning – as per Sec 25, 29 of the Access to Information Act*

**Carried.**

**Res 2025-273**

**MOVED** by Councillor Degenstein

To return to open meeting at 9:04p.m.

**Carried.**

**Res 2025-274**

**MOVED** by Councillor Cody

To approve the signing of the non-binding letter of intent as discussed.

**Carried.**

**11. ADJOURNMENT**

**Res 2025-275**

**MOVED** by Deputy Mayor Johnson

To adjourn the meeting at 9:07p.m.

**Carried.**

# REQUEST FOR DECISION

## DELEGATIONS – RCMP 2Q STATISTICAL REPORT

December 8, 2025



### BACKGROUND

We recently received the 2<sup>nd</sup> Quarter statistical report from our RCMP detachment. Sergeant Liam Shiels, our chief of police, and head of the detachment will be here to present the report and answer any questions from Council.

### RECOMMENDED MOTION

To thank Sgt. Shiels for his presentation and to accept it as information.



November 5<sup>th</sup>, 2025

Mayor and Councils of the Town of Milk River, Town of Warner, Warner County, and the Village of Coutts

Hello,

Please find attached the quarterly Community Policing Report covering the period from July 1<sup>st</sup> to September 30<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Milk River RCMP Detachment.

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any other questions or concerns.

Best regards,

Sergeant Liam Shiels  
Chief of Police  
Milk River RCMP







## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Milk River

**Detachment Commander**

Sgt. Liam Shiels

**Report Date**

November 5, 2025

**Fiscal Year**

2025-26

**Quarter**

Q2 (July - September)

### Community Priorities

**Priority #1: Traffic - Safety (motor vehicles, roads)****Updates and Comments:**

Daily proactive patrols are conducted each shift by all members. This includes patrols on the major Hwy 4 from the Coutts border to Warner. Patrols are regularly conducted on 501 west and east (including Writing-on-stone provincial park) as well as secondary highways/roads in our detachment area. This helps to ensure visibility/police presence throughout our area.

5 Violation tickets issued this period.

1 Suspended driver located and charged.

Members of the RCMP Border Enforcement Team regularly are in the area conducting patrols of the highways and the border.





## Community Consultations

### Consultation #1

Date	Meeting Type
<b>Topics Discussed</b>	
<b>Notes/Comments:</b>	
No Community consultations noted for this time period.	





## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	4	0	0
Detachment Support	2	2	0	0

### Notes:

1. Data extracted on September 29, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the four established positions, four officers are currently working with none on special leave. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, two resources are currently working with none on special leave. There is no hard vacancy at this time.





## Milk River Provincial Detachment

## Crime Statistics (Actual)

July - September: 2021 - 2025

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

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	2	0	2	0	N/A	-100%	0.0
Other Sexual Offences		0	2	0	0	0	N/A	N/A	-0.2
Assault		2	3	3	3	4	100%	33%	0.4
Kidnapping/Hostage/Abduction		0	1	0	0	0	N/A	N/A	-0.1
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		3	3	0	2	1	-67%	-50%	-0.5
Uttering Threats		2	3	1	4	0	-100%	-100%	-0.3
<b>TOTAL PERSONS</b>		<b>7</b>	<b>14</b>	<b>4</b>	<b>11</b>	<b>6</b>	<b>-14%</b>	<b>-45%</b>	<b>-0.5</b>
Break & Enter		3	1	2	0	2	-33%	N/A	-0.3
Theft of Motor Vehicle		1	1	0	2	0	-100%	-100%	-0.1
Theft Over \$5,000		1	1	1	0	0	-100%	N/A	-0.3
Theft Under \$5,000		2	1	5	2	0	-100%	-100%	-0.3
Possn Stn Goods		2	1	1	0	0	-100%	N/A	-0.5
Fraud		3	1	4	4	5	67%	25%	0.7
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		5	0	2	2	1	-80%	-50%	-0.6
Mischief - Other		1	1	0	0	3	200%	N/A	0.3
<b>TOTAL PROPERTY</b>		<b>18</b>	<b>7</b>	<b>15</b>	<b>10</b>	<b>11</b>	<b>-39%</b>	<b>10%</b>	<b>-1.1</b>
Offensive Weapons		0	0	1	0	0	N/A	N/A	0.0
Disturbing the peace		0	1	1	2	0	N/A	-100%	0.1
Fail to Comply & Breaches		1	6	6	1	7	600%	600%	0.7
<b>OTHER CRIMINAL CODE</b>		<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>200%</b>	<b>200%</b>	<b>0.2</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>2</b>	<b>10</b>	<b>8</b>	<b>4</b>	<b>10</b>	<b>400%</b>	<b>150%</b>	<b>1.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>27</b>	<b>31</b>	<b>27</b>	<b>25</b>	<b>27</b>	<b>0%</b>	<b>8%</b>	<b>-0.6</b>



## Milk River Provincial Detachment

## Crime Statistics (Actual)

July - September: 2021 - 2025

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

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Trafficking		0	0	0	0	2	N/A	N/A	0.4
Drug Enforcement - Other		0	0	0	0	2	N/A	N/A	0.4
<b>Total Drugs</b>		1	1	0	0	4	300%	N/A	0.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	7	5	2	6	200%	200%	0.3
<b>TOTAL FEDERAL</b>		3	8	5	2	10	233%	400%	0.8
Liquor Act		0	0	0	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		4	3	3	7	7	75%	0%	1.0
Other Provincial Stats		9	2	4	8	4	-56%	-50%	-0.4
<b>Total Provincial Stats</b>		13	5	7	15	11	-15%	-27%	0.6
Municipal By-laws Traffic		1	1	0	0	0	-100%	N/A	-0.3
Municipal By-laws		2	3	2	1	7	250%	600%	0.8
<b>Total Municipal</b>		3	4	2	1	7	133%	600%	0.5
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	0	1	0	N/A	-100%	0.1
Property Damage MVC (Reportable)		14	14	14	11	7	-50%	-36%	-1.7
Property Damage MVC (Non Reportable)		2	1	1	3	1	-50%	-67%	0.0
<b>TOTAL MVC</b>		16	15	15	15	8	-50%	-47%	-1.6
Roadside Suspension - Alcohol (Prov)		0	1	1	0	0	N/A	N/A	-0.1
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
<b>Total Provincial Traffic</b>		115	278	228	36	13	-89%	-64%	-44.6
<b>Other Traffic</b>		0	0	0	0	0	N/A	N/A	0.0
<b>Criminal Code Traffic</b>		0	1	0	0	1	N/A	N/A	0.1
<b>Common Police Activities</b>									
False Alarms		2	0	0	3	0	-100%	-100%	-0.1
False/Abandoned 911 Call and 911 Act		7	12	1	2	5	-29%	150%	-1.4
Suspicious Person/Vehicle/Property		13	4	6	10	6	-54%	-40%	-0.8
Persons Reported Missing		0	0	1	0	0	N/A	N/A	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		5	3	2	6	11	120%	83%	1.5
Form 10 (MHA) (Reported)		0	0	0	1	3	N/A	200%	0.7

# REQUEST FOR DECISION

## CAO REPORT

December 8, 2025



## BACKGROUND

Attached below for Council's information is the CAO Report for November 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 – December 8, 2025

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1. **Civic Centre Generator** – South Country Power is currently working on wiring the generator to the civic centre so that the building can be operational during a power outage used in times of emergencies.
2. **AB Environment / Silt Maintenance of our Raw Water Galleries** – we have been engaging with AB Environment about addressing their concerns regarding our maintenance of the silt on our raw water galleries. This has been positive and they have committed to having this addressed so as to not hinder our next scheduled maintenance.
3. **MPC Recommendation** – The Municipal Planning Commission was recently thanked, on behalf of Council, for their recommendation to consider cannabis consumption enforcement and were advised of our current bylaw.
4. **Water for Life Grant Resubmission** – As directed by Council in October, this application was submitted in November by MPE on our behalf.
5. **Childcare Project Initiative** – As directed last meeting by Council, we have submitted the letter of interest (signed by Mayor Liebelt) and have been added to the queue for this promising new initiative. We will be arranging for next steps and a site visit with the company in the new year.
6. **Public Works Update**  
See attached below.
7. **Financial Update**  
See attached below.
8. **Progressive West Grant Writing Update**  
See attached below.
9. **Bylaw Enforcement Update** – No reports or new files opened in November.



## Public Works Report December 2025

### General:

- Monthly generator preventative maintenance runs completed (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- Council Facility Tour on Nov. 7<sup>th</sup>.
- Completed Core Public Infrastructure Stats Can Survey on Nov 4<sup>th</sup>.

### Parks and Rec:

- Plowed the Airport on Nov 25<sup>th</sup> & 29<sup>th</sup>
- Snow fence on 8<sup>th</sup> Ave. completed on Nov 12<sup>th</sup>.
- Hung Christmas lights with bucket truck from the Cable Club on Nov 17<sup>th</sup>.
- Blue and Green garbage bin pickup every Thursday morning.

### Roads:

- Cleaned debris from ditches on Railway on Nov 13<sup>th</sup> which included 11 bags of human poop and 31 jugs of urine.
- Lots of snow the last week of November, plowing, windrow the whole town, and shoveling.
- Box scraped WTP and Allies on Nov 18<sup>th</sup> & 19<sup>th</sup>.

### Water & Wastewater:

- **WATER:**
  - Daily water rounds and data collection
  - 2x weekly Bacteriological sampling, done each Monday.
  - Replaced 3 faulty water meters this month.
- **WTP:**
  - Reservoir levels are at 100%
  - Filled chlorine
  - Data collection
- **SEWER WORK:**
  - Daily checks and documentation.

### Garbage:

- Weekly garbage pickup: Milk River residential on Tuesday, Coutts on Wednesday, Warner on Thursday & Milk River businesses on Friday
- Pushed up Wood burn pit at the transfer station for the fire department who will burn the pit on Dec. 1<sup>st</sup>.
- Hung all the new signage at Transfer Station on Nov. 21<sup>st</sup>.

### Swimming Pool:

- Closed pool on September 12<sup>th</sup>
- Kiddie pool removal is a work in progress through the fall and winter.



**Airport:**

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

**Education & Training:**

- Weekly safety meeting every Wednesday morning.

**Projects:**

824 Main Street (Block 39 Entrance). Surveys are now done. Work in progress.

Kiddie Pool demolition. Concrete is all broke up and now ready to haul out. Work in progress.

South Country Power is now working on the Generator at the Civic Centre; we delivered the switch and helped them take it down the stairs.



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

Page 1 of 1  
2025-Dec-1  
11:16:21AM

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	(306,078.04)
3-12-00-130-00	General Savings Account (ATB)	299,096.78	155,130.52
3-12-00-150-00	AMWWP Savings Account (ATB)	0.00	1,487,551.79
* <b>TOTAL CHEQUING ACCOUNTS</b>		<b>327,881.41</b>	<b>1,336,604.27</b>
<b>TOWN TERM DEPOSITS</b>			
3-41-00-310-00	Water Capital GIC	4,043.15	4,166.75
3-43-00-310-00	Equipment Replacement Capital GIC	387,070.16	398,903.93
3-97-00-315-00	General Capital GIC	565,917.11	583,218.72
* <b>TOTAL TOWN TERM DEPOSITS</b>		<b>957,030.42</b>	<b>986,289.40</b>
<b>ARMS LENGTH TERM DEPOSITS</b>			
3-43-00-315-00	Transfer Station Operating GIC	5,639.62	5,812.03
* <b>TOTAL ARMS LENGTH TERM DEPOSIT</b>		<b>5,639.62</b>	<b>5,812.03</b>
<b>**P   TOTAL CASH AND INVESTMENTS</b>		<b>1,290,551.45</b>	<b>2,328,705.70</b>

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

Operating Revenue/Expenditures by Department for the 11 Months Ended November 30, 2025

Department	REVENUES				EXPENDITURES				Actual
	Budget	YTD Actual	Remaining Dollars	% Collected	Budget	YTD Actual	Remaining Dollars	% Used	Contribution to Surplus
0 General Government	(1,733,885)	(4,245,791)	2,511,906	244.9	283,670	221,673	61,997	78.1	(4,024,118)
11 Council	0	0	0	0.0	97,807	71,253	26,554	72.9	71,253
12 Administration	(286,424)	(169,328)	(117,096)	59.1	442,618	377,497	65,121	85.3	208,169
23/24 Fire/Disaster Services	(20,000)	(7,020)	(12,980)	35.1	86,106	56,129	29,977	65.2	49,109
26 Bylaw Enforcement	(3,900)	(4,089)	189	104.8	77,570	76,109	1,461	98.1	72,020
31 Common Services	(300)	(2,403)	2,103	0.0	189,409	174,604	14,805	92.2	172,201
32 Roads	(25,380)	(24,530)	(850)	96.7	310,883	268,796	42,087	86.5	244,266
33 Airport	(465)	(465)	0	100.0	5,106	4,202	904	82.3	3,737
4101 Water Supply/Distribution	(2,267,800)	(261,370)	(2,006,430)	11.5	2,381,854	301,327	2,080,527	12.7	39,957
42 Wastewater	(97,000)	(84,426)	(12,574)	87.0	75,670	80,632	(4,962)	106.6	(3,794)
43 Solid Waste	(127,105)	(113,330)	(13,775)	89.2	125,758	113,445	12,313	90.2	115
43 Transfer Station	(12,405)	(13,234)	829	106.7	25,100	20,262	4,838	80.7	7,028
56 Cemetery	(3,000)	(3,740)	740	124.7	5,000	5,000	0	100.0	1,260
61 Planning & Development	(7,200)	(8,139)	939	113.0	85,000	20,848	64,152	24.5	12,709
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	177,853	37,165	82.7	177,853
7201 Campground	(17,000)	(14,619)	(2,381)	86.0	37,440	28,731	8,709	76.7	14,112
7202 Pool	(151,650)	(43,692)	(107,958)	28.8	239,415	157,626	81,789	65.8	113,934
7203 Golf Course	0	(660)	660	0.0	78,774	71,140	7,634	90.3	70,480
74 Culture & Library	0	0	0	0.0	20,301	20,394	(93)	100.5	20,394
									0
<b>TOTAL OPERATING</b>	<b>(4,788,414)</b>	<b>(5,011,936)</b>	<b>223,522</b>	<b>104.7</b>	<b>4,788,414</b>	<b>2,253,439</b>	<b>2,534,975</b>	<b>47.1</b>	<b>(2,758,497)</b>

admin plus FCSS

Ec Dev plus Subdiv, Land

**Revenue and Expenses - by Funtion**  
**for the 11 Months Ended November 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)	(1,344,891.73)	(3,063.27)	99.77
Sale of Goods and Services	(674,293.67)	(616,815.00)	(567,589.96)	(49,225.04)	92.02
Other Revenue/Franchise Fees	(307,702.62)	(381,560.00)	(280,442.83)	(101,117.17)	73.50
Conditional Grants	(163,938.95)	(207,360.00)	(2,818,741.98)	2,611,381.98	1359.35
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>(5,011,666.50)</b>	223,252.50	104.66
<b>Expenditures</b>					
Salaries, Wages & Benefits	800,216.47	779,306.00	728,700.69	50,605.31	93.51
Contracted & General Services	600,227.26	3,069,363.00	780,152.80	2,289,210.20	25.42
Materials, Goods & Utilities	469,918.09	480,315.00	390,249.11	90,065.89	81.25
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	21,709.16	14,904.84	59.29
Bank Charges	9,597.11	10,000.00	10,672.51	(672.51)	106.73
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	26,528.66	26,570.00	24,370.40	2,199.60	91.72
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>2,253,439.50</b>	2,509,794.50	47.06

# Monthly Progress Report — Town of Milk River

**Reporting Period:** November 2025

**Prepared by:** Progressive West Consulting

**Consultant:** Penny D'Agnone

---

## Project Activity Summary

### 1. Submitted Grant Applications

- **Enabling Accessibility Fund - Youth Innovation Component**
  - Status: *Pending*
  - Applicant: Town of Milk River
  - Project: Accessible pool ramp entrance
  - Request: \$12,000 (Town contribution \$2,375)
  - Total Project Cost: \$14,375
  - Date Submitted: November 3, 2025
- **Canada Summer Jobs - Town of Milk River**
  - Status: *Pending*
  - Applicant: Town of Milk River
  - Project: 3 summer positions
  - Request: \$37,650
  - Total Project Cost: \$107,071.80
  - Date Submitted: November 17, 2025
- **Canada Summer Jobs - Riverside Community Golf Society**
  - Status: *Pending*
  - Applicant: RCGS
  - Project: 2 summer positions
  - Request: \$31,469.16
  - Total Project Cost: \$36,589.16
  - Date Submitted: November 18, 2025
- **Community Facility Enhancement Program - Riverside Community Golf Society**
  - Status: *Pending*
  - Applicant: RCGS
  - Project: Clubhouse renovations (washrooms, flooring, windows/doors)
  - Request: \$79,277.50
  - Total Project Cost: \$158,555
  - Date Submitted: December 4, 2025

### 2. Grants in Development

#### MR Agricultural Society

- **ADAMA Stomping Grounds**
  - Deadline: January 31, 2025
  - Purpose: Replace tables
  - Status: Need to meet with Laura Balog to discuss and develop proposal for submission.

## **MR Curling Club**

- **Ammonia Detection System**
  - Quote for project received = \$9,913.62
  - Need to find funding opportunity to support this cost
  - Ethan to connect us with Don the President.

## **Town of Milk River**

- **Tree Canada Treemendous Communities**
  - Deadline: December 1, 2025
  - Purpose: Tree planting at entrance to the town.
  - Status: Researched and provided list of required information. Tabled until next year.
- **Celebrate Canada**
  - Deadline: November 21, 2025
  - Purpose: Canada Day celebrations
  - Status: Researched and provided list of required information. Tabled until next year.

## **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
  - We now have a quote so we can submit it in March. Next deadline is March 15, 2026
- **Community Facility Enhancement Program (CFEP) Small – Need to find nonprofit applicant.**
  - Purpose: Multiple pool improvements
  - Status: Work on proposal initiated but application paused, revisit for January 2026. Need a nonprofit applicant to serve as lead, matching funds 1:1 at a minimum, need quotes, etc.
  - Deadline: January 15, 2025

---

## **Upcoming Opportunities**

### **January 2026**

- Jan 12 - Fortis Save on Energy Grant opens
- Jan 15 - CFEP Small
- Jan 15 - Community Initiatives Project
- Jan 15 - TD Friends of the Environment
- Jan 31 - ADAMA Stomping Grounds
- Jan 31 - Affordable Housing Partnership Program
- Feb 2 - Government of Alberta Heritage Awareness Grants
- Feb 12 - Firehouse Subs Public Safety Foundation Grant
- TBC - TC Energy Grants - FD safety equipment

LINKED SHEET

\*\*DO NOT EDIT\*\*

Client	Grant	Status	Project	Requested/Awarded	Project Total	Date Submitted
Town of Milk River	RME Ag Society Grant	Declined	Milk River Ag Society (Exterior building painting)	\$10,000.00	\$75,000.00	Tuesday, July 29, 2025
Town of Milk River	Fortis Energy Grant	Declined	Milk River Pool LED Upgrades	\$7,500.00	\$7,500.00	September 30, 2025
Town of Milk River	Municipal Internship Program	Pending	Administration Stream	\$62,500.00	\$96,000.00	October 22, 2025
Town of Milk River	EAF Youth Innovation Component	Pending	Milk River Pool Ramp	\$12,000.00	\$14,375.00	November 3, 2025
Town of Milk River	Canada Summer Jobs	Pending	3 summer positions	\$37,650.00	\$107,071.80	November 17, 2025
Town of Milk River	Canada Summer Jobs - Riverside Community Golf Society	Pending	2 summer positions	\$31,469.16	\$36,589.16	November 18, 2025
Town of Milk River	Community Facility Enhancement Program - Small	Pending	Riverside Community Golf Society clubhouse improvements	\$79,277.50	\$158,555.00	December 4, 2025
Amount Applied For		\$240,396.66				
Total Successful		\$0.00				
Total Pending		\$222,896.66				

# REQUEST FOR DECISION

## BYLAW 1084-25 – CREDIT CARD LIMIT



December 8, 2025

### BACKGROUND

We have recently run into administrative setbacks due to our very low corporate credit card limit of \$10,000 and our financial institution is recommending a higher limit. A higher, more professional limit will assist us in a more efficient running of the business of the town.

In consultation with our financial institution, it is common for towns of similar size to us to operate with a limit in the range of \$70,000. Therefore, we are recommending that we raise our corporate limit to \$60,000. Attached is Bylaw 1084-25 that we are recommending for approval to authorize us to increase the limit to \$60,000.

This will assist us to better utilize our limited administrative resources without unnecessary delays and undertake the town's business more professionally.

It should be noted that we do not run a balance and therefore do not pay any interest on expenditures.

### RECOMMENDED MOTIONS (4 separate)

1. That Bylaw 1084-25 be approved for first reading.
2. That Bylaw 1084-25 be approved for second reading.
3. That Bylaw 1084-25 be considered for third reading  
*(the vote must be unanimous to proceed to third reading)*
4. That Bylaw 1084-25 be approved for third and final reading.





## CREDIT CARD LIMIT BYLAW NO. 1084-25

**A BYLAW OF THE TOWN OF MILK RIVER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE INCREASE IN THE TOWN'S CREDIT CARD LIMIT WITH ATB FINANCIAL MASTERCARD FOR THE PURPOSE OF UNDERTAKING ADMINISTRATIVE OPERATIONS.**

**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 operating expenditures, and

**WHEREAS** the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made; and

**WHEREAS** the Council of the Town of Milk River estimates that the taxes to be levied for this and subsequent years by the Town of Milk River for all purposes will be in excess of the sum of Eight Hundred Thousand Dollars (\$800,000.00); and

**WHEREAS** the Council of the Town of Milk River has deemed it necessary to provide for a credit card with a limit of Sixty Thousand Dollars (\$60,000) with ATB Financial Mastercard.

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

1. THAT the Council of the Town of Milk River hereby authorizes the Chief Administrative Officer to secure the increase of the credit card limit with ATB Financial Mastercard to Sixty Thousand Dollars (\$60,000), to be administered under the direction of the Chief Administrative Officer.
2. THAT the Council of the Town of Milk River hereby pledges to the said ATB Financial as security for payment of the expenditures charged to the credit card and any interest thereon, 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 subsequent years for such payment to be levied and collected for subsequent charges, nor shall the said ATB Financial be bound to wait for payment, until such taxes and penalties can be collected;
3. 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;
4. THAT the interest rate shall not exceed 10% and the term for any expenditures not exceed twelve (12) months.

READ a first time this \_\_\_\_ day of \_\_\_\_\_ 2025.

READ a second time this \_\_\_\_ day of \_\_\_\_\_ 2025.

READ a third and final time this \_\_\_\_ day of \_\_\_\_\_ 2025.

---

Larry Liebelt – Mayor

---

Ethan Gorner – Chief Administrative Officer

# REQUEST FOR DECISION

## INTERIM OPERATING BUDGET

December 8, 2025



### BACKGROUND

The 2026 municipal budget year will commence in a few weeks. An Interim budget is required to continue to fund operations while Council goes through the process of planning and formulating their 2026 budget, which process will commence in the new year.

The interim budget acts as a placeholder until the operating budget process is finalized and the formal budget is adopted by Council. The adoption of the interim operating budget allows administration to continue with regular operations.

A common practice is for Council to pass an interim budget of some portion of the previous year's budget to denote that temporary nature of the budget.

It is recommended that Council pass an interim budget of 60% of the previous year's budget.

### RECOMMENDED MOTION

To adopt an interim operating budget for 2026 comprised of 60% of the previous year's budget.

# REQUEST FOR DECISION

## MUNICIPAL AUDITOR

December 8, 2025



### BACKGROUND

In accordance with section 280 of the Municipal Government Act (MGA), Council appoints a municipal auditor who will undertake the audit and present the year-end financial statement to Council in the Spring of the new year.

MWG Chartered Professional Accountants has served Milk River in this role for the last number of years and is very familiar with our financials. It is recommended that they be re-appointed.

### RECOMMENDED MOTION

To appoint MWG Chartered Professional Accountants as the Town of Milk River's financial auditor.

# REQUEST FOR DECISION

## TOWN ADVERTISING – HOSPITAL KIDS BOOKS



December 8, 2025

### BACKGROUND

Hospital Activity Book for Children works in partnership with Make-A-Wish Canada, and the program has been running for almost 30 years. The activity books are a gift to the children that are packed full of games, puzzles, coloring pages, and educational activities.

At their April 14 meeting, Council approved participating with the business card advertisement. They are now planning for 2026 and plan to do approximately 2-3 books next year. They recently communicated to us that *"...The books will be distributed in Milk River and area at the end of December. They will be going to the local hospitals, medical clinics, as well as victim and child protective services. Basically, anywhere children are dealing with tough situations. The books always help to bring a smile to the little one's face."*

Due to the contribution to the wellbeing of our residents, it is recommended that Council consider supporting these books for 2026. Attached below is the page from the books with our display ad on it. The cost of this is \$269. If we plan for 3 books for 2026, this will be \$807, which can be incorporated into the new budget.

Sent out separately to Council is the promotional brochure with information about the program and the rates.

### RECOMMENDED MOTION

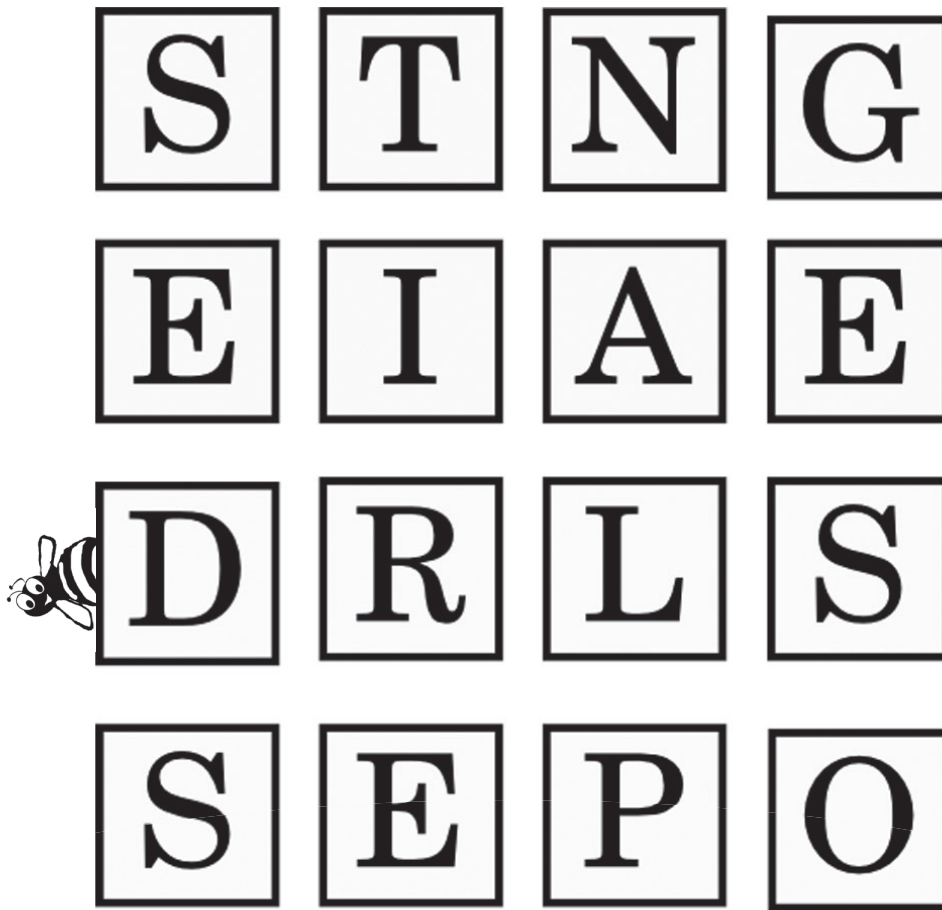
To approve a business card size advertisement in the amount of \$269 to the Make a Wish Canada Hospital Activity Books for 2026.

OR

To accept as this as information.

# BOGGLED

USING A SPARE PIECE OF PAPER, SEE HOW MANY WORDS YOU CAN MAKE  
OUT OF THE LETTERS BELOW, NO EXTRA LETTERS CAN BE USED!



**ALIX HUTTERITE COLONY**  
ALIX, AB  
(403) 747-3553  
*Sending Best Wishes to all the Kids!*

  
Town Of  
**Milk River**  
*Truly a place to call Home!*  
240 Main Street, Milk River, AB  
T. 403-647-3773 | [www.milkriver.ca](http://www.milkriver.ca)

  
**CHINOOK**  
HEATING & AIR CONDITIONING  
Furnaces - Air Conditioning - Sheet Metal - Radiant Heating  
Garage Heaters - Hot Water Heaters - Gas Fireplaces  
Radon Mitigation Systems - Hydronic In Floor Heating  
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# REQUEST FOR DECISION

## CANADA DAY CELEBRATION

December 8, 2025



### BACKGROUND

Suzanne Liebelt organizes a community Canada Day celebration. Council has previously provided funding to cover the costs of the band. Attached below is their request for support for 2026. The cost for the band in 2026 is \$1,400.

Due to the positive impact of this celebration for our community, it is recommended that Council support this request for \$1,400, which can be incorporated into the new budget.

We have spoken with Suzanne and will assist where we can be helpful.

### ADDITIONAL CONSIDERATION

We explored federal funding for Canada Day celebrations but were unsuccessful due to the tight deadlines for submission and the planning and organizing required. We will plan for an application for 2027.

### RECOMMENDED MOTION

To approve \$1,400 support to the MRCBA for the Canada Day celebration.

**From:** [jtwine2005@gmail.com](mailto:jtwine2005@gmail.com)  
**To:** [Ethan Gorner](#)  
**Subject:** donation request Canada day  
**Date:** Thursday, November 27, 2025 1:45:00 PM

---

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

Town of Milk River CAO, Mayor and Council

I would like to start by thanking you for your support in funding the band for our community Canada Day event in the past.

I am starting to organize the Canada Day event for 2026 and was hoping I could count on your support again.

Last year you donated \$1200 To pay for the band. The band is charging \$1400 this year if you are willing to donate towards that again it would be greatly appreciated.

Border Bound will set up and play before the fire works at the ball diamond again so that people can come listen to some music in the park with their families.

It would be great if the town could also set up the bouncy houses again this year if they are available. They are always a hit with the kids.

Councillor Degenstein was going to look into getting FCSS trailer for the event again.

That worked very well and was well received over the last couple of years.

With support like yours we have been able to make this a great local family event that is free to attend.

I have sent a donation request letter to the Kinsmen to fund the fireworks again hopefully they will be taking care of that.

Jason Lynn has volunteered to order and arrange the fireworks part of our event again this year.

Thank you again for your consideration and past support,  
Suzanne Liebelt

# REQUEST FOR DECISION

## HEARTLAND AGRICULTURAL SAFETY TRAINING

December 8, 2025



### BACKGROUND

Heartland Training & Support Hub, formerly known as the Farm Safety Centre, provides regional training to school kids about farm safety, including the Milk River School. They are requesting support of \$500. Last year in December, Council approved providing support in the amount of \$350.

Attached below is the request and report on the schools visited.

This support can be accommodated in this year's budget if Council chooses to provide it.

### RECOMMENDED MOTION

To approve support of the Heartland Training & Support Hub in the amount of \_\_\_\_\_.





265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | [www.heartlandsupport.ca](http://www.heartlandsupport.ca)

**Kelly Lloyd | Chief Administrative Officer | Town of Milk River**

**Subject line:** Supporting Farm Safety Education in Alberta Schools – 2025 Update & Request

Hello Kelly,

On behalf of Heartland Training & Support Hub (formerly Farm Safety Centre), I am pleased to provide the Town of Milk River with this annual update on the Safety Smarts program, along with our annual donation request.

Thanks to the generosity of many Counties, MDs, Agricultural Societies, Hutterite colonies, rural communities, and private donors, we successfully raised enough matching funds to qualify for the Sustainable Canadian Agricultural Partnership (SCAP) grant. This allowed us to resume Safety Smarts delivery in October 2024 after a temporary pause.

From October 2024 through June 2025, our team of seven instructors delivered **1,754 farm safety presentations to 37,118 rural elementary students at 405 rural elementary schools across Alberta**. Teachers consistently tell us the program is valuable:

- 98% reported the presentations engaged their students
- 99% said the content was relevant and informative
- 98% want the program again next year

For your reference, we've attached our **2024–2025 School Visits Report**, showing the program's reach across Alberta.

#### **Your Community's Support:**

Since 2016, the Town of Milk River has contributed a total of **\$2600** through **9 donation(s)**. Most recently, we received **\$350** on **2024-12-13**. We are deeply grateful for this past support and invite you to join us again in 2025.

#### **2025 Request:**

This year, we are inviting each rural community across Alberta to contribute **\$500** to help cover a portion of the cost to run the Safety Smarts program. If this amount does not fit your budget, we warmly welcome and encourage donations of any amount that works best for your community. All donors will be recognized on our website and in our social media channels.

#### **How to Donate:**

- E-Transfer: [donations@heartlandsupport.ca](mailto:donations@heartlandsupport.ca)
- Cheque: payable to *Heartland Training & Support Hub*
- Mailing Address: PO Box 291, Raymond, AB T0K 2S0

As a registered charity, all donations are eligible for a charitable tax receipt.

If you have any questions or concerns about the work we do or if you have noticed that a school in your community is not being visited, please reach out to Carma, our Program Manager at [programs@heartlandsupport.ca](mailto:programs@heartlandsupport.ca) for more information.

Thank you for continuing to help us keep rural children safe.

Safe Trails,

**Jordan Jensen** | Executive Director

**Heartland Training & Support Hub** (Formerly: Farm Safety Centre)

Office: 403.752.4585

Cell: 403.593.8960



## School Visits by County: September 2024 - June 2025

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date
Athabasca County	Grassland Community School	4	56	2025-01-27
	New Pine Colony School	1	22	2025-02-12
	Rochester School	2	20	2025-03-06
<b>Subtotal</b>	Sum	7	98	
Beaver County	Tofield School	6	110	2024-11-06
	Iron Creek Colony School	1	14	2024-11-27
	Holden Colony School	1	12	2024-11-27
	Viking School	6	125	2024-12-05
	Tofield Colony School	1	14	2024-12-16
	C.W. Sears Elementary School	7	239	2025-01-13
	Viking Colony School	1	21	2025-05-05
<b>Subtotal</b>	Sum	23	535	
Camrose County	Bawlf School	6	138	2024-10-18
	Hay Lakes School	6	93	2024-10-28
	Rosalind Colony School	1	22	2024-12-11
	Camrose Colony School	1	5	2024-12-16
	Bashaw School & ECS	6	118	2025-01-15
	Sifton School	7	291	2025-04-07
	New Norway School	6	90	2025-04-15
	Cornerstone Christian Academy	3	52	2025-04-17
	Round Hill School	3	75	2025-05-23
	Hartland Colony School	1	26	2025-06-24
<b>Subtotal</b>	Sum	40	910	
Cardston County	Big Bend Colony School	1	25	2024-12-16
	Blue Ridge Colony School	1	15	2024-12-17
	Crystal Spring Colony School	1	21	2025-01-14
	Huttenville Colony School	2	15	2025-01-21
	Old Elm Spring Colony School	2	19	2025-03-31
	Magrath Elementary School	8	182	2025-05-05
	Magrath Elementary School	9	207	2025-05-06
<b>Subtotal</b>	Sum	24	484	
Clear Hills County	Hines Creek Composite School	5	54	2025-05-06
<b>Subtotal</b>	Sum	5	54	
Clearwater County	Ecole Rocky Elementary School	11	206	2024-11-25
	Caroline School	7	171	2024-11-27
	Charlotte Small Elementary School	9	198	2024-12-02
	Rocky Christian School	4	111	2025-05-14
<b>Subtotal</b>	Sum	31	686	
County of Barrhead	Neerlandia Public Christian School	9	177	2025-04-01
	Dunstable School	4	51	2025-05-27
<b>Subtotal</b>	Sum	13	228	
County of Forty Mile	Plainview Colony School	1	15	2025-01-27
	Cherry Coulee Christian Academy	3	53	2025-03-03
	Foremost School	4	86	2025-05-20
<b>Subtotal</b>	Sum	8	154	
County of Grande Prairie	Grandview Colony School	1	12	2024-11-25
	Elmworth School	0	0	2025-01-20
	Valhalla Community School	4	37	2025-04-07

		Robert W. Zahara	9	170	2025-04-28
		Robert W. Zahara	9	180	2025-04-29
		Elmworth School	4	45	2025-05-20
		Hythe Elementary School	8	123	2025-05-27
		Wembley Elementary School	7	106	2025-06-16
<b>Subtotal</b>	Sum		42	673	
County of Lethbridge		Gold Ridge Colony School (Turin Colony)	2	30	2025-01-28
		Coalhurst Elementary School	8	171	2025-01-29
		Rock Lake Colony School	2	7	2025-01-30
		Shadow Ranch Colony School	1	22	2025-02-03
		St. Joseph's School	7	150	2025-02-25
		St. Joseph's School	5	106	2025-02-26
		Noble Central School	7	160	2025-03-18
		Coalhurst Elementary School	4	90	2025-03-24
		Gold Ridge Colony School (Turin Colony)	1	18	2025-03-27
		Sunnyside School	6	132	2025-04-10
		Coaldale Christian School	7	111	2025-05-02
		St. Catherine School	8	147	2025-05-15
		Chin Lakes Colony School	1	13	2025-06-16
		Chin Lakes Colony School	1	9	2025-06-19
<b>Subtotal</b>	Sum		60	1166	
County of Minburn		Mannville School	6	90	2024-10-30
		Delnorte School	2	31	2025-01-08
		A.L. Horton Elementary School	6	290	2025-01-20
		St. Martin's Catholic School	8	222	2025-04-04
		Pleasant Ridge Colony School	1	22	2025-06-13
		Creighton Colony School	1	19	2025-06-13
<b>Subtotal</b>	Sum		24	674	
County of Newell		Spring View Colony School	1	26	2025-05-08
		Springside Colony School	1	12	2025-05-08
		Christ The King Academy	5	121	2025-05-12
		Christ The King Academy	4	122	2025-05-13
		Bassano School	6	126	2025-05-26
		Newell Christian School	4	62	2025-05-27
		Newell Colony School	1	18	2025-06-05
		Lathom Colony School	1	16	2025-06-05
		Griffin Park School	8	133	2025-06-10
<b>Subtotal</b>	Sum		31	636	
County of Northern Lights		Dixonville School	2	26	2025-04-08
<b>Subtotal</b>	Sum		2	26	
County of Paintearth		Coronation School	6	88	2025-02-24
		Theresetta Catholic School	4	43	2025-02-27
		Lanes Lake Colony School	1	12	2025-06-20
<b>Subtotal</b>	Sum		11	143	
County of St. Paul		Glen Avon School	4	61	2025-03-11
		Glen Avon School	5	96	2025-03-12
		Glen Avon School	4	63	2025-03-13
		Ecole du Sommet School	0	0	2025-04-01
		Ecole du Sommet School	7	111	2025-04-01
		Elk Point Elementary School	9	180	2025-04-03
		Ashmont Elementary School	8	161	2025-04-30
<b>Subtotal</b>	Sum		37	672	
County of Stettler		Donalda School	4	41	2024-12-12
		Big Valley School	4	63	2025-01-22
		Erskine School	6	97	2025-04-28
		Stettler Elementary School	7	262	2025-04-30
		Stettler Elementary School	8	298	2025-05-02
		Erskine Colony School	1	26	2025-05-12
		Botha School	3	42	2025-05-26
		Gadsby Colony School	1	14	2025-06-04
		Byemoor Colony School	2	30	2025-06-05

		Whitesand Colony School	1	4	2025-06-11
		Lone Pine Colony School	1	25	2025-06-11
		Donalda Colony School	1	12	2025-06-16
		Star Ridge Colony School	1	18	2025-06-24
<b>Subtotal</b>	Sum		40	932	
County of Thorhild		Thorhild Central School	3	92	2025-02-25
		Thorhild Central School	4	87	2025-05-12
<b>Subtotal</b>	Sum		7	179	
County of Two Hills		Hairy Hill Colony School	1	15	2025-01-28
		Plain Lake Colony School	1	31	2025-02-10
		Two Hills School	6	83	2025-02-11
		New Myrnam School	3	44	2025-03-04
		Two Hills Mennonite School	8	179	2025-03-18
		Two Hills Mennonite School	8	172	2025-03-19
<b>Subtotal</b>	Sum		27	524	
County of Vermilion River		Hillmond Central School	5	102	2025-02-05
		Vermilion Elementary School	10	241	2025-02-20
		St. Jerome's School	0	0	2025-02-27
		Queen Elizabeth Elementary School	8	182	2025-03-10
		Marwayne Jubilee School	5	101	2025-03-27
		Dewberry School	3	45	2025-05-20
		Kitscoty Elementary School	11	241	2025-05-26
		Marwayne Jubilee School	5	101	2025-05-29
		South Ferriby Colony School	1	27	2025-06-23
<b>Subtotal</b>	Sum		48	1040	
County of Warner		Delco Colony School	2	30	2024-12-03
		Gold Spring Colony School	1	13	2024-12-05
		Bluegrass Colony School	1	15	2024-12-17
		Fairlane Colony School	2	20	2025-01-15
		Miami Colony School	1	10	2025-01-16
		Prairie Home Colony School	1	25	2025-01-23
		Evergreen Colony School	1	23	2025-02-04
		Hofmann Colony School	2	26	2025-02-05
		Milk River Elementary School	6	98	2025-02-11
		O.K. Colony School	1	12	2025-03-19
		Milford Colony School	1	12	2025-03-19
		Raymond Elementary School	8	171	2025-04-07
		Raymond Elementary School	8	209	2025-04-08
		Raymond Elementary School	8	192	2025-04-09
		Elm Spring Colony School	1	20	2025-06-02
		Raymond Elementary School	0	0	2025-08-25
<b>Subtotal</b>	Sum		44	876	
County of Wetaskiwin		Silver Creek Colony School	1	17	2024-11-04
		Pine Haven Colony School	1	17	2024-11-04
		Alder Flats Elementary School	4	62	2024-12-02
		Clear Vista School	8	156	2025-01-27
		Clear Vista School	8	165	2025-01-30
		Griffiths-Scott Middle School	8	198	2025-02-05
		Gwynne School	4	75	2025-03-10
		Pipestone School	4	69	2025-03-13
		Winfield School	4	72	2025-04-22
<b>Subtotal</b>	Sum		42	831	
Cypress County		Seven Persons School	8	150	2025-03-14
		Murray Lake Colony School	1	16	2025-06-11
		Elkwater Colony School	2	22	2025-06-11
<b>Subtotal</b>	Sum		11	188	
Flagstaff County		Daysland School	7	137	2024-11-29
		Wavy Lake Colony School	1	8	2024-12-11
		Forestburg School	5	87	2025-01-29
		Killam Public	7	94	2025-05-08
		Central High Sedgewick Public School	7	144	2025-05-20

		Lougheed Colony School	1	25	2025-06-16
		South Bend Colony School	1	10	2025-06-20
<b>Subtotal</b>	Sum		29	505	
Foothills County		Cayley School	4	82	2025-03-18
		Cayley Colony School	1	24	2025-04-16
		MacMillan Colony School	1	17	2025-04-16
		High River Colony School	1	9	2025-04-17
		Blackie School	6	107	2025-04-28
		Turner Valley Elementary School	8	164	2025-05-01
		Longview School	3	53	2025-06-10
<b>Subtotal</b>	Sum		24	456	
Kneehill County		Trochu Valley School	7	157	2024-11-26
		Three Hills School	8	165	2025-01-13
		Three Hills Colony School	2	31	2025-01-17
		May City Colony School	1	13	2025-01-29
		Dr. Elliott Community School	4	87	2025-01-30
		Carbon School	2	28	2025-02-05
		Valleyview Torrington Colony School	1	14	2025-02-05
		Prairie Christian Academy Elementary School	7	146	2025-03-13
		Huxley Colony School	1	17	2025-05-15
		Britestone Colony School	1	15	2025-06-11
<b>Subtotal</b>	Sum		34	673	
Lac La Biche County		Ecole Plamondon School	6	134	2025-05-14
		Ecole Plamondon School	2	123	2025-05-27
<b>Subtotal</b>	Sum		8	257	
Lacombe County		Alix MAC School	4	94	2024-11-18
		Bentley School	1	24	2025-01-09
		Bentley School	8	199	2025-01-10
		Bentley School	0	0	2025-01-13
		Clive School	6	128	2025-02-03
		Ecole Lacombe Upper Elementary School	8	302	2025-04-24
		Alix Colony School	1	19	2025-05-12
		Pleasant Valley Colony School	1	33	2025-06-18
		Bentley Colony School	1	6	2025-06-18
<b>Subtotal</b>	Sum		30	805	
Lac Ste. Anne County		Rochfort Bridge Colony School	1	22	2024-11-12
		Grasmere School	6	106	2025-02-25
		Onoway Elementary School	8	200	2025-03-06
		Onoway Elementary School	9	198	2025-03-07
		Darwell School	7	122	2025-03-12
		Sangudo Community School	6	100	2025-04-03
		Elmer Elson Elementary School	8	177	2025-04-08
		Elmer Elson Elementary School	6	148	2025-04-09
<b>Subtotal</b>	Sum		51	1073	
Lamont County		Bruderheim Community School	6	112	2025-03-17
		Lamont Elementary School	14	333	2025-05-15
<b>Subtotal</b>	Sum		20	445	
Leduc County		Calmar Elementary School	7	206	2024-12-09
		New Sarepta Elementary School	7	213	2025-02-10
		Thorsby Elementary School	7	204	2025-02-12
		Ecole Champs Vallee School	6	247	2025-03-03
		Ecole Champs Vallee School	7	229	2025-03-06
		Warburg School	6	127	2025-04-10
		Saint-Andre Academy	7	259	2025-05-14
		Saint-Andre Academy	0	0	2025-05-16
		Warburg Colony School	1	17	2025-06-17
<b>Subtotal</b>	Sum		48	1502	
M.D. of Acadia		Meridian Colony School	1	4	2025-06-05
		Acadia Colony School	1	12	2025-06-05
<b>Subtotal</b>	Sum		2	16	
M.D. of Big Lakes		Bishop Routhier School	4	30	2024-11-06

		St. Andrew's School	10	200	2024-11-27
		High Prairie Elementary School	12	269	2024-11-28
		Kinuso School	1	15	2024-12-12
<b>Subtotal</b>	Sum		27	514	
M.D. of Bonnyville		Pine Meadows Colony School	1	14	2025-02-28
		Nelson Heights School	11	267	2025-03-05
		H.E. Bourgoin Middle School	7	140	2025-03-24
		J.F. Dion School	4	47	2025-03-25
		Elizabeth School	6	58	2025-03-26
		Iron River School	4	64	2025-03-31
		Cold Lake Elementary School	10	183	2025-04-28
		Cold Lake Elementary School	8	169	2025-04-29
		Holy Cross Elementary School	10	183	2025-05-05
		Holy Cross Elementary School	9	201	2025-05-06
		North Star Elementary School	0	0	2025-05-07
		Glendon School	0	0	2025-05-08
		Duclos School	16	309	2025-05-28
		Ardmore School	0	0	2025-06-02
		Ecole Dr. Bernard Brosseau Catholic School	14	320	2025-06-19
<b>Subtotal</b>	Sum		100	1955	
M.D. of Fairview		E.E. Oliver Elementary School	7	120	2025-03-03
		E.E. Oliver Elementary School	7	142	2025-03-04
<b>Subtotal</b>	Sum		14	262	
M.D. of Greenview		Valleyview Ranch Colony School	1	11	2024-11-14
		Homeland Colony School	1	24	2024-11-14
		St. Stephen's Catholic School	9	172	2025-02-27
		Ridgevalley School	7	94	2025-03-17
		Penson School	5	79	2025-03-24
		Harry Gray Elementary School	6	93	2025-04-16
<b>Subtotal</b>	Sum		29	473	
M.D. of Lesser Slave River		Smith School	4	37	2025-05-05
		C.J. Schurter Elementary School	9	205	2025-05-06
		C.J. Schurter Elementary School	10	218	2025-05-07
<b>Subtotal</b>	Sum		23	460	
M.D. of Peace		Grimshaw Public School	0	0	2025-04-07
		Grimshaw Public School	6	84	2025-05-12
		Grimshaw Public School	4	56	2025-06-09
<b>Subtotal</b>	Sum		10	140	
M.D. of Pincher Creek		St. Michael's School	6	165	2025-02-10
		Waterton Colony School	1	2	2025-02-27
		Livingstone Colony School	2	23	2025-02-27
<b>Subtotal</b>	Sum		9	190	
M.D. of Provost		Provost Public School	6	125	2025-02-21
		Amisk School	4	73	2025-04-09
<b>Subtotal</b>	Sum		10	198	
M.D. of Smoky River		Twilight Colony School	2	39	2025-05-26
		Twilight Colony School	1	19	2025-05-26
		Ecole Routhier School	5	86	2025-06-10
		Ecole Routhier School	6	92	2025-06-17
<b>Subtotal</b>	Sum		14	236	
M.D. of Spirit River		Rycroft School	3	81	2025-06-11
<b>Subtotal</b>	Sum		3	81	
M.D. of Taber		Enchant Colony School	1	23	2024-12-09
		Hillridge Colony School	2	36	2025-01-08
		Copperfield Colony School	1	35	2025-01-09
		Dr. Hamman School	9	221	2025-01-22
		Vauxhall Elementary School	7	145	2025-02-12
		Oaklane Colony School	2	23	2025-02-13
		Chamberlain School	4	45	2025-03-06
		Taber Christian School	6	119	2025-03-11
		Enchant School	5	79	2025-03-20

	Central Elementary School	5	104	2025-04-14
	Central Elementary School	6	117	2025-04-15
	Taber Christian School	5	105	2025-04-28
	Taber Christian School	4	69	2025-04-29
	Barnwell School	5	87	2025-05-21
<b>Subtotal</b>	Sum	62	1208	
M.D. Of Wainwright	Blessed Sacrament School	7	404	2024-11-20
	Wainwright Elementary School	7	384	2025-02-18
	Wainwright Elementary School	1	20	2025-02-20
	Edgerton Public School	1	23	2025-03-04
	Edgerton Public School	3	54	2025-03-11
	Irma School	7	162	2025-04-02
	Holt Colony School	1	9	2025-05-05
<b>Subtotal</b>	Sum	27	1056	
M.D. Of Willow Creek	Ewelme Colony School	2	18	2025-01-13
	Granum School	0	0	2025-02-27
	Clear Lake Colony School	1	24	2025-02-28
	Willow Creek Colony School	1	28	2025-03-05
	Greenwood Colony School	1	21	2025-03-05
	Stavely Elementary School	4	88	2025-03-10
	Granum School	3	57	2025-03-25
	Thompson Colony School	1	10	2025-04-02
	A.B. Daley Community School	6	111	2025-04-17
<b>Subtotal</b>	Sum	19	357	
Mackenzie County	Buffalo Head Prairie School	7	192	2025-05-05
<b>Subtotal</b>	Sum	7	192	
Mountain View County	Cremona School	9	211	2024-11-19
	Olds Koinonia Christian School	7	178	2024-11-28
	Reed Ranch School	4	59	2025-01-14
	Carstairs Elementary School	10	206	2025-01-15
	Carstairs Elementary School	10	239	2025-01-16
	Neudorf Colony School	1	11	2025-01-29
	Ecole Olds Elementary School	8	190	2025-02-10
	Ecole Olds Elementary School	8	177	2025-02-11
	Ecole Olds Elementary School	9	192	2025-02-12
	Ross Ford Elementary School	7	167	2025-03-03
	Ross Ford Elementary School	6	143	2025-03-04
	River Valley School	7	177	2025-03-05
	River Valley School	9	234	2025-03-05
	Westglen School	5	139	2025-04-04
	Mountain View Colony School	1	11	2025-05-12
<b>Subtotal</b>	Sum	101	2334	
Northern Sunrise County	Nampa Public School	4	41	2025-04-14
<b>Subtotal</b>	Sum	4	41	
Parkland County	Ecole Meridian Heights School	9	218	2024-12-16
	High Park School	11	271	2025-01-24
	Muir Lake Community School	9	190	2025-02-12
	Muir Lake Community School	9	216	2025-02-13
	Duffield School	7	156	2025-02-19
	Entwistle School	4	75	2025-04-15
	Tomahawk School	4	92	2025-06-05
<b>Subtotal</b>	Sum	53	1218	
Ponoka County	Mecca Glen School	3	61	2024-11-12
	Bluffton School	5	95	2024-11-14
	Ponoka Elementary School	7	274	2025-03-17
	Ponoka Elementary School	7	264	2025-03-20
	Rimbey Elementary School	1	61	2025-05-06
	Rimbey Elementary School	7	257	2025-05-22
	Leedale Colony School	1	15	2025-06-23
	Ferrybank Colony School	1	18	2025-06-23
<b>Subtotal</b>	Sum	32	1045	



Red Deer County	Delburne Centralized School	8	194	2024-11-18
	Poplar Ridge School	7	171	2024-11-21
	Spruce View School	7	144	2024-12-03
	Rainbow Colony School	1	23	2024-12-10
	Pine Hill Colony School	1	13	2024-12-10
	Bowden Grandview School	7	152	2025-01-10
	Elnora School	4	47	2025-01-14
	Ecole John Wilson Elementary School	8	160	2025-01-23
	Jessie Duncan Elementary School	6	112	2025-01-24
	Jessie Duncan Elementary School	7	162	2025-01-27
	Ecole John Wilson Elementary School	9	193	2025-01-28
	Beacon Hill Elementary School	9	209	2025-03-10
	Beacon Hill Elementary School	7	164	2025-03-11
	Innisfail Middle School	7	152	2025-03-31
	Ecole Steffie Woima Elementary School	8	199	2025-04-02
	Ecole Steffie Woima Elementary School	11	225	2025-04-03
	C.P. Blakely Elementary School	7	187	2025-04-29
	C.P. Blakely Elementary School	7	159	2025-04-30
	Penhold Elementary School	9	213	2025-05-13
	Rainbow Colony School	1	23	2025-06-19
<b>Subtotal</b>	Sum	131	2902	
Rocky View County	Crossfield Elementary School	4	91	2025-03-21
	Beiseker Community School	6	109	2025-03-25
	Kathyrn School	8	132	2025-03-27
	Indus School	7	142	2025-04-01
	Beiseker Colony School	1	16	2025-04-15
	Tschetter Colony School	1	15	2025-04-15
	Fairview Colony School	1	18	2025-04-17
	Banded Peak School	6	119	2025-05-02
<b>Subtotal</b>	Sum	34	642	
Saddle Hills County	Bay Tree Colony School	1	8	2025-02-18
	Silver Valley Colony School	1	8	2025-02-18
	Doe River Colony School	2	18	2025-02-24
<b>Subtotal</b>	Sum	4	34	
Smoky Lake County	Vilna School	3	18	2025-05-21
	H.A. Kostash School	6	166	2025-05-22
	Holy Family Catholic School	3	67	2025-06-16
<b>Subtotal</b>	Sum	12	251	
Special Area 2	Jenner Colony School	1	17	2025-05-06
	Berry Creek Colony School/Stahl Colony	1	9	2025-05-07
	Berry Creek Colony School/Stahl Colony	1	9	2025-05-07
	Hand Hills Colony School	2	23	2025-05-07
	Berry Creek Community School	3	32	2025-06-06
<b>Subtotal</b>	Sum	8	90	
Special Area 3	Wind River Colony School	1	19	2025-05-06
	Youngstown School	2	31	2025-06-02
	Oyen Public School	5	78	2025-06-03
	Prairie View Colony School	1	6	2025-06-04
	New Brigden School	2	19	2025-06-04
<b>Subtotal</b>	Sum	11	153	
Special Area 4	Veteran Colony School (Harts Colony School)	2	27	2025-06-19
<b>Subtotal</b>	Sum	2	27	
Starland County	Morrin School	3	60	2025-03-12
	Craigmyle Colony School	1	7	2025-05-08
	Cloverleaf Colony School	1	18	2025-05-08
	Starland Colony School	2	22	2025-05-09
	Blue Sky Colony School	1	16	2025-05-09
	East River Colony School	1	10	2025-05-15
	Neu Muehl Colony School	1	5	2025-05-20
	Verdant Valley Colony School	1	15	2025-05-20
	Delia School	3	48	2025-06-02

<b>Subtotal</b>	Sum		14	201	
Strathcona County		Castle Colony School	1	28	2025-05-09
<b>Subtotal</b>	Sum		1	28	
Sturgeon County		Bon Accord Community School	0	0	2025-01-11
<b>Subtotal</b>	Sum		0	0	
Vulcan County		Little Bow Colony School	1	16	2024-12-04
		Carmangay Colony	1	11	2025-02-03
		Arrowwood Colony School	1	20	2024-12-10
		Wild Rose Colony School	1	4	2024-12-18
		Milo School	4	56	2025-02-06
		Lomond Colony School	1	19	2025-03-04
		Arrowwood Community School	3	43	2025-03-17
		Wild Rose Colony School	1	4	2025-03-26
		Vulcan Prairieview Elementary School	8	177	2025-04-01
		Little Bow Colony School	1	16	2025-06-04
<b>Subtotal</b>	Sum		22	366	
Wheatland County		Ecole Brentwood Elementary School	7	158	2024-12-09
		Carseland School	5	94	2025-03-07
		George Freeman School	12	276	2025-03-19
		Wheatland Crossing	9	179	2025-03-20
		Rosebud River Colony School	1	9	2025-03-24
		Rosebud Creek Colony School	1	22	2025-03-24
		Trinity Christian Academy	3	77	2025-03-26
		Sayre Colony School	1	24	2025-04-07
		Stahlville/Hines Colony School	2	37	2025-04-07
		Clearview Colony School	1	31	2025-04-08
		Fairville Colony School	1	8	2025-04-08
		Twin Creeks Colony School	1	21	2025-05-05
		Towers Colony School	1	17	2025-05-05
		Midwest Colony School	1	13	2025-05-12
		Greentree School	8	181	2025-05-22
		Greentree School	8	158	2025-05-23
		Crawling Valley Colony School	1	14	2025-05-26
		Wintering Hills Colony School	2	41	2025-05-26
		Rising Sun Colony School	2	25	2025-05-27
		Green Acres Colony School	1	14	2025-05-27
		Sandhills Colony School	1	17	2025-06-11
		Poplar Row Colony School	1	11	2025-06-12
		Glenrose Colony School	1	28	2025-06-12
<b>Subtotal</b>	Sum		71	1455	
Woodlands County		Ecole St. Mary School	10	210	2025-01-20
		Pat Hardy Elementary School	9	185	2025-04-23
		Pat Hardy Elementary School	7	153	2025-04-24
		Ecole St Anne	7	150	2025-05-13
		Ecole St Anne	7	154	2025-05-14
<b>Subtotal</b>	Sum		40	852	
Yellowhead County		Fulham School	4	39	2025-01-17
		Yellowhead Koinonia Christian School	4	69	2025-02-21
		Mary Bergeron School	10	211	2025-03-18
		Mary Bergeron School	7	150	2025-03-19
		Wildwood School	4	71	2025-04-15
		Evansview School	5	120	2025-05-09
		Niton Central School	3	56	2025-06-10
<b>Subtotal</b>	Sum		37	716	
<b>Total</b>	Sum		1754	37118	

For more information about this report or our Safety Smarts program please contact:  
Carma Flaig | Safety Smarts Program Manager: [programs@heartlandssupport.ca](mailto:programs@heartlandssupport.ca)

# REQUEST FOR DECISION

## COMMUNITY IMPROVEMENT SOCIETY



December 8, 2025

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### **BACKGROUND**

We have been exploring the setup of a Community Improvement Society that can be utilized as a local partner for the town in fundraising and grant applications and other initiatives to help improve the Milk River Community. This society could also collaborate with other local community groups on helpful initiatives.

There is a lot of work that is required to set up and register a formal non-profit society as well as administer and manage it from year to year. Progressive West Consulting is willing to provide this service of setup and ongoing administration for a very nominal setup fee (\$1,000) and ongoing management fee (\$1,000 annually). Attached below is their proposal. They are excited to assist us with this as a way of enhancing our community improvement efforts we're currently engaged in.

We are therefore recommending that Council approve the contracting with Progressive West for the setup and ongoing administration of a Community Improvement Society.

### **RECOMMENDED MOTIONS**

To approve the contracting of services with Progressive West Consulting for the setup and ongoing management of a community improvement society, as presented, and authorize the CAO to enter into such an agreement with them on behalf of the town.



December 3, 2025

**Dear Ethan,**

As per your discussion with Penny, I'm pleased to provide a proposal for Progressive West Consulting to establish and manage a Community Improvement Society on your behalf. Creating a society is an excellent way to formalize community initiatives, open up access to grants, and create a clear governance structure. Our goal is to make the process seamless so you don't have to worry about filings, paperwork, or compliance headaches.

Below is a breakdown of the services included.

**1. One-Time Setup Fee – \$1,000**

Progressive West will fully create the new Society and handle all government filings related to its establishment.

Setup Services Include:

- Drafting the Society's Bylaws and incorporation documents
- Preparing the Society's purpose/objects in alignment with community goals
- Completing and submitting all incorporation forms to the Government of Alberta
- Ensuring name availability and reservation (if required)
- Establishing the initial Board of Directors and officer roles
- Preparing the Society's organizational meeting materials (agenda and resolutions)
- Providing a digital governance binder with all foundational documents
- Setting up a basic compliance calendar for annual duties

**2. Annual Management Fee – \$1,000 per year (billed annually)**

We take on the ongoing administrative obligations so the Society remains in good standing. Annual Management Services Include:

- Preparing and filing the required Annual Return with Corporate Registry
- Tracking deadlines and ensuring the Society never lapses or falls out of compliance
- Providing meeting templates: AGM agenda, minutes, resolutions
- Confirming director updates, addresses, and officer changes
- Maintaining the Society's digital governance binder
- Responding to basic administrative questions throughout the year
- Providing reminders and guidance for any required meetings
- Keeping an eye on any provincial changes affecting societies



This structure ensures the organization is properly created, well-governed, and legally compliant year after year with minimal burden on your team.

If this approach works for you, I'd be happy to prepare a simple service agreement and begin the incorporation process immediately.

Please let me know how you'd like to proceed or if you'd like to make any changes to the scope.

Thank you for choosing Progressive West Consulting!

Sincerely,

Peter Casurella  
Chief Executive Officer  
Progressive West Consulting  
1-403-849-7225  
[peter.casurella@progressivewestc.com](mailto:peter.casurella@progressivewestc.com)



# Next Steps:

Next Steps if you'd like to move forward:

- Peter prepares a simple service agreement outlining scope and fees
- You review and sign the agreement
- Provide the names, addresses, and contact info for the initial Board of Directors (minimum of 5 in Alberta). These can be town staff and council members. Only 1 meeting (AGM) is required per year and it can take literally 5 minutes.
- Provide preferred Society name options (3–5 in case of conflicts)
- We draft bylaws and incorporation documents for your review
- Finalize documents and submit incorporation to Corporate Registry
- Organizational meeting materials prepared and delivered (agenda, minutes, resolutions)
- Once incorporated, annual compliance calendar is activated and annual management begins

# REQUEST FOR DECISION

## Correspondence

December 8, 2025



### BACKGROUND

The following Correspondence items were received that may be of interest to Council:

1. Member of Parliament (MP) Glen Motz – Congratulations & Introduction
2. City of Lethbridge – Congratulations & Introduction
3. National Police Federation – Congrats and Introduction
4. AltaLink – Congrats & Introduction

### CONSIDERATIONS

Council may provide further direction on any of the matters raised in the correspondence.

### RECOMMENDED MOTION

To accept the correspondence items as information.





November 13, 2025

Dear Mayor Liebelt and Milk River Town Council,

On behalf of the Constituents of Medicine Hat-Cardston-Warner, I extend my sincere congratulations to you on your recent election. I am confident that you will represent the Town with integrity and dedication in the important decisions ahead. Thank you for your willingness to serve the people of Milk River.

My staff and I remain available to support you on issues where federal and municipal interests align. Should you require any assistance, please feel free to contact us.

I wish you continued success as you serve in your vital roles within our community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Glen Motz'.

Glen Motz  
Member of Parliament, M.O.M.



403-528-4698



Glen.motz@parl.gc.ca  
[www.glen.motzmp.com](http://www.glen.motzmp.com)



Suite #306, 2810-13 Avenue SE  
Medicine Hat AB T1A 3P9





## OFFICE OF THE MAYOR

November 5, 2025

Larry Liebelt  
Mayor  
Town of Milk River  
240 Main Street  
Box 270  
Milk River, AB  
T0K 1M0

Email: [liebelt@milkriver.ca](mailto:liebelt@milkriver.ca)

Dear Mayor Liebelt,

On behalf of the City of Lethbridge, I extend my warmest congratulations on your re-election as Mayor of Milk River. I have no doubt that your experience and passion will continue to serve the residents of Milk River well.

We want you and your Council to know that Lethbridge is committed to regional economic development, which includes Milk River. We welcome opportunities to work together and strengthen sustainable growth across our region.

As you begin your new term, I welcome the opportunity to meet and discuss how we can collaborate to address shared challenges. By identifying current and future needs together, we can foster regional growth and ensure positive outcomes for our communities.

Please feel free to reach out at your convenience. I look forward to working with you and your Council in the spirit of cooperation and mutual respect.

Warm regards,

Blaine Hyggen  
Mayor

Cc: Lethbridge City Council  
Lloyd Brierley, City Manager



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE** <sup>TM</sup>

220 LAURIER AVENUE WEST  
8TH FLOOR  
OTTAWA ON K1P 5Z9  
[www.npf-fpn.com](http://www.npf-fpn.com)

November 27, 2025

Mayor Larry Liebelt  
Town of Milk River  
via email: [main@milkriver.ca](mailto:main@milkriver.ca)

Dear Mayor Liebelt,

On behalf of the National Police Federation (NPF) and its Members, I want to congratulate you on starting your term as Mayor of The Town of Milk River. We further congratulate your Council members on their successful election or acclimation as well.

As you may know, the NPF is the sole certified bargaining agent representing close to 20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada and internationally, including over 3,100 serving in Alberta. The NPF's mission is to provide strong, fair, and progressive representation, that promotes and enhances the rights of RCMP Members while advancing public safety outcomes across Canada.

Our Members are proud to deliver policing services through 113 detachments across Alberta, serving more than 1.5 million residents and covering 99% of the province's geography. Given recent developments, we would like to share important updates with you and your councils regarding the state of RCMP policing in Alberta. In July 2025, the RCMP Commissioner reaffirmed to Premier Smith the RCMP's ongoing commitment to serving Albertans now and well into the future. Likewise, in [October 2025](#) the federal Minister of Public Safety confirmed that early negotiations with contracting partners for policing agreements beyond 2032 will begin in the coming months. Provinces such as [British Columbia](#) and [Nova Scotia](#) have already announced their intent to renew and strengthen their RCMP contracts, reinforcing the long-term stability of the RCMP policing model.

Alberta is also seeing positive momentum. The first all-Alberta troop began training at Depot in September 2025, demonstrating strong interest from new recruits who have chosen Alberta as their preferred posting. As of late 2025, the Alberta RCMP's vacancy rate sits at approximately 16%—including 152 hard vacancies (8.6%) and 133 soft vacancies (7.5%)—rates that are comparable to other police services when accounting for medical, parental, and other approved leaves. In addition, the Government of Canada is [hiring 1,000 new RCMP personnel](#) nationally, further underscoring a clear message: the Alberta RCMP is here to stay.

We invite you to consider the attached polling which demonstrates public support for the Alberta RCMP. Five years of polling conducted by Pollara Strategic Insights show Albertans support their RCMP, with 81% agreeing that there are more important priorities for Alberta than changing who polices communities. To this end, 76% of Albertans in RCMP-served areas are satisfied with their policing. These results echo the findings made by many recent municipal police services reviews, which found low public support for wholesale changes in policing, alongside quantifiable cost impacts. We further invite you to consider the findings of recent police service model reviews:

- [Red Deer's \(2020\) review](#): Found transition costs of \$13.5M and 16% higher annual operating costs (~\$7M). Chose to retain the Alberta RCMP.
- [Airdrie's \(2024\) review](#): No change; public safety concerns raised were not unique to the RCMP.

- [Grande Prairie's \(2023\) review](#): Transition approved, despite projected one-time costs of \$19M and \$2-\$4M more in annual operating costs.
  - [As of May 2025](#), an additional \$7m in provincial funding has been granted to Grande Prairie in addition to the previously committed \$9.7m from the GoA, demonstrating the immense increase in financial support required to push the service toward a feasible launch.
- [Beaumont's \(2024\) review](#): Recommended efficiencies to improve the existing RCMP model.
- [Olds' \(2024\) review](#): Found municipal policing cost 57% more in Year 1, increasing to 84% by Year 3; chose to retain the RCMP.
- [Rocky Mountain House \(2025\) review](#): Found increased costs were ineffective and the current contract could be better optimized rather than considering a new regional service, an APPS, or a new municipal service.

Prior to the 2025 Municipal Election, the Government had announced the formation of the Alberta Sheriffs Police Service (ASPS) unilaterally without consultation with communities, Albertans, or organizations such as Alberta Municipalities or the Rural Municipalities of Alberta. Despite there being no costing, plan, or open-door consultation, Government is proceeding with the creation of this service. The only fact we can rely on is that another duplicate service will cost all Albertans more, risking increased property taxes for your community or reduced services for municipalities to fund this experiment. In 2021, the government's own report estimated **\$372 million in start-up costs** and **\$164 million more in annual operating costs** for a provincial police service. Today, there are no updated cost estimates, despite inflation and a major shift in the province's fiscal reality.

These developments require a cohesive approach to effectively address in the best interests of communities. If you would like us to present to your Council on Alberta's public safety landscape, or to further discuss public safety concerns, please contact Maryanne King, Government Relations Advisor, at [mking@npf-fpn.com](mailto:mking@npf-fpn.com).

Once again, we congratulate you and we look forward to connecting with you at your convenience.

Sincerely,



Brian Sauvé  
President and CEO

*Attachments: Polling 2025*

December 1, 2025

Dear Mayor,

On behalf of AltaLink's management team and board of directors, congratulations to you and your fellow council members on your election to serve your municipality. Your constituents have entrusted the future of the municipality to you, and we look forward to the positive impact your voice will bring to your municipality.

AltaLink is Alberta's largest regulated electricity transmission company, and is the essential link that connects homes, farms, businesses and industries to the electricity generated across the province. With more than 650 employees, we are committed to maintaining reliable, affordable, safe and secure electrical transmission services for Albertans and providing innovative technical and financial solutions to enable Alberta's growing electricity market.

The electricity sector is fundamental to Alberta's continued economic growth and prosperity, and it is essential electricity policies be thoughtfully planned and look to balance affordability, reliability, and competitiveness across all regions of our province.

Alberta's electrical infrastructure faces increasing threats from natural disasters, including wildfires, severe storms, and flooding, all of which can significantly impact service reliability and infrastructure integrity. The cost and social disruption caused by the catastrophic wildfires in Jasper and Fort MacMurray, and the 2013 Calgary flood underscore the significance of this growing issue in this province.

Since 2019, AltaLink has had a Wildfire Mitigation Program in place with the goal of minimizing potential fire ignition risk from our infrastructure to keep the communities we serve safe. AltaLink is committed to working with our municipalities to align emergency response plans to ensure when disaster happens, there is existing relationships and coordination between AltaLink and officials from the local municipalities.

As your point of contact with AltaLink, I will ensure that you and council have timely updates on AltaLink projects and activities that may occur within your municipality. Should you or a member of council have questions about Alberta's electricity industry or AltaLink, please do not hesitate to contact me.

Once again, congratulations on your successful election campaign. We wish you and council all the best as you begin your important work for your municipality. We would also welcome the opportunity to meet with council and present information about AltaLink and our Wildfire Mitigation Plan.

All the best,



Colin Harvey  
Municipal and Community Relations Manager, AltaLink

# Request for Decision

## Mayor & Councillor Reports (Roundtable)

December 8, 2025



### **BACKGROUND**

Mayor and Council will each have an opportunity to report on their assignments and any other items of interest to Council.

### **CONSIDERATION**

Attached below is the updated assignments list with all the recent appointments that Council has made since the election. Changes from the previous year are noted in red.

### **RECOMMENDED MOTION**

That the Mayor and Councillor reports be accepted as information.

# Town of Milk River Appointments to Authorities, Boards, Commissions and Committees 2025-2026



## COUNCIL APPOINTMENTS

<b>Chief Mountain Regional Solid Waste Services Commission</b> <ul style="list-style-type: none"> <li>Town Agreement (2000)</li> </ul>	1 Councillor 1 Alternate	L. Liebelt (alt) D. Cody
<b>Chinook Arch Regional Library Board</b> <ul style="list-style-type: none"> <li>Town Agreement (2021)</li> </ul>	1 Councillor	D. Fraser
<b>Milk River Municipal Library Board</b> <ul style="list-style-type: none"> <li>Libraries Act</li> <li>Town Bylaw 574</li> </ul>	Max 2 Councillors	D. Fraser
<b>Committee of the Whole</b> <ul style="list-style-type: none"> <li>When required</li> </ul>	5 Councillors	All of Council
<b>Family &amp; Community Support Services</b> <ul style="list-style-type: none"> <li>Town Bylaw 625: Agreement (1982)</li> <li>FCSS Governance Policies</li> </ul>	1 Councillor 1 Alternate	D. Degenstein (alt) D. Cody
<b>Heritage Handi-Bus</b> <ul style="list-style-type: none"> <li>Handi-Bus Bylaws</li> </ul>	1 Councillor	S. Johnson
<b>Canada's Western Gateway</b>	Silent	L. Liebelt
<b>Intermunicipal Collaboration Framework Committee</b> <ul style="list-style-type: none"> <li>ICF Agreement (2020)</li> </ul>	2 Councillors 1 Alternate	D. Cody and D. Degenstein (alt) D. Fraser
<b>Mayors and Reeves</b>	Mayor / Dep Mayor	L. Liebelt; Dep Mayor
<b>Milk River and District Ag Society</b> <ul style="list-style-type: none"> <li>Ag Society Bylaw (2020)</li> </ul>	1 Councillor (Rep) – nonvoting rights	S. Johnson
<b>Milk River Senior Citizens Society</b> <ul style="list-style-type: none"> <li>Society Bylaws</li> </ul>	Silent	D. Fraser
<b>Milk River Cemetery Board</b> <ul style="list-style-type: none"> <li>Cemetery Bylaws</li> </ul>	1 Councillor	L. Liebelt
<b>Milk River Community Business Assoc.</b> <ul style="list-style-type: none"> <li>Association Bylaws</li> </ul>	Silent	D. Degenstein
<b>Milk River Health Professionals Attraction and Retention Committee</b> <ul style="list-style-type: none"> <li>Committee Bylaws</li> </ul>	Designate	D. Fraser
<b>Milk River Watershed Council Canada</b> <ul style="list-style-type: none"> <li>Watershed Bylaw</li> </ul>	1 Councillor	D. Fraser
<b>MPC (SubD &amp; Dev Authority)</b> <ul style="list-style-type: none"> <li>Town Bylaw 803</li> </ul>	2 Councillors	D. Degenstein; D. Cody

## Town of Milk River Appointments to Authorities, Boards, Commissions and Committees 2025-2026



<b>ORRSC BOARD</b> • ORRSC Bylaw 2013-2	1 Councillor 1 Alternate	<b>D. Cody</b> (alt) S. Johnson
<b>[ORRSC] Chinook ISDAB (Appal Board)</b> • Town Bylaw 1018	1 Councillor 2 At Large	<b>L. Liebelt</b> <b>Peggy Losey</b>
<b>[ORRSC] Regional ARB</b> • Town Bylaw 1039-23 / 3 year term	1 Councillor 1 At Large	<b>D. Cody</b> Jon Hood
<b>Quad Council</b>	All of Council	All of Council
<b>Regional Emergency Advisory Committee</b> • Town Bylaw 1030: Terms of Reference	1 Councillor 1 Alternate	S. Johnson (alt) D. Fraser
<b>Ridge Country Housing</b> • Housing Business Plan 2023-2025	1 Councillor	<b>D. Degenstein</b> <b>D. Cody</b>
<b>Ridge Regional Public Safety Services</b> • Ridge Bylaw 001-16	1 Councillor	D. Degenstein
<b>Riverside Community Golf Course Society</b> • Society Bylaws	Silent	L. Liebelt
<b>SouthGrow</b> • Articles of Association (2021)	1 Councillor 1 Alternate	S. Johnson (alt) <b>D. Degenstein</b>
<b>Veteran's Memorial Highway Highway 36</b>	1 Councillor	D. Degenstein (alt) S. Johnson
<b>SouthGrow Border Wall Exploratory Ad Hoc Committee</b>	<b>2 Councillors</b>	<b>S. Johnson; D. Degenstein</b>

## At Large Appointments

### **Municipal Planning Commission (MPC)**

Bob Matlock, John Canaan, Beth Kappelar, Suzanne Liebelt, Melvin Sparks

### **Milk River Library Board (terms expiry April 1 of the noted year)**

Wendy Brown (2027), Darlene Fleming (2028), Scott Harvey (2026), Rita Lodermeier (2026), Lesley Oslanski (2026), Ron Oswald (2028), Jodie Wehlage (2027).

<b>2025-2026 Meetings for Authorities, Boards, Commissions and Committees</b>	<b>Meeting Dates and Times</b>
Chief Mountain Regional Solid Waste Servicers Commission	2nd Wednesday of each month at 4:30pm in the Town of Magagrath Council Chambers
Chinook Arch Regional Liabrary Board	1st Thursday of April, August and December Dinner at 5:30 Meeting at 6:00pm
Committee of the Whole	
FCSS Family & Community Support Services	4:30 - 6:30 pm. 1st Wednesday of the month (except January, July, August)
Heritage Handi-Bus	Second Wednesday of the month
Canada's Western Gateway	
ICF Intertmunicipal Collaboration Framework Committee	
Mayors and Reeves	
Milk River and District Ag Society	7:00pm the 3rd Monday of each month typically do not meet in July
Milk River Cemetery Board	3rd Thursday of April at 7:00pm
Milk River Community Business Association	As Needed
Milk River Health Professionals Attraction and Retention Committee	1st Tuesday of the month at 5:30pm.
Milk River Municipal Library Board	2nd Tuesday of March, June, September and December
Milk River Watershed Council	
Municipal Planning Commission	As Needed
ORRSC Board	1st Thursday of March, June, September and December at 7:00pm
ORRSC Chinook ISDAB	Sheduled as needed
ORRSC Regional ARB	Sheduled as needed
Quad Council	
Regional Emergency Advisory Committee	February 12 @ 5:30pm in the County Administration office. No other meetings for 2026 unless requested
Ridge Country Housing	
Ridge Regional Public Safty Services	Dec. 1@6:00Ppm
Riverside Community Golf Course	1st Monday of the month at 7:00pm in the Riverside clubhouse
Southgrow	
Veteran's Memorial Highway	