

Regular and Closed Meeting Agenda for Monday, August 11, 2025, at 5:30 p.m. to be held in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta

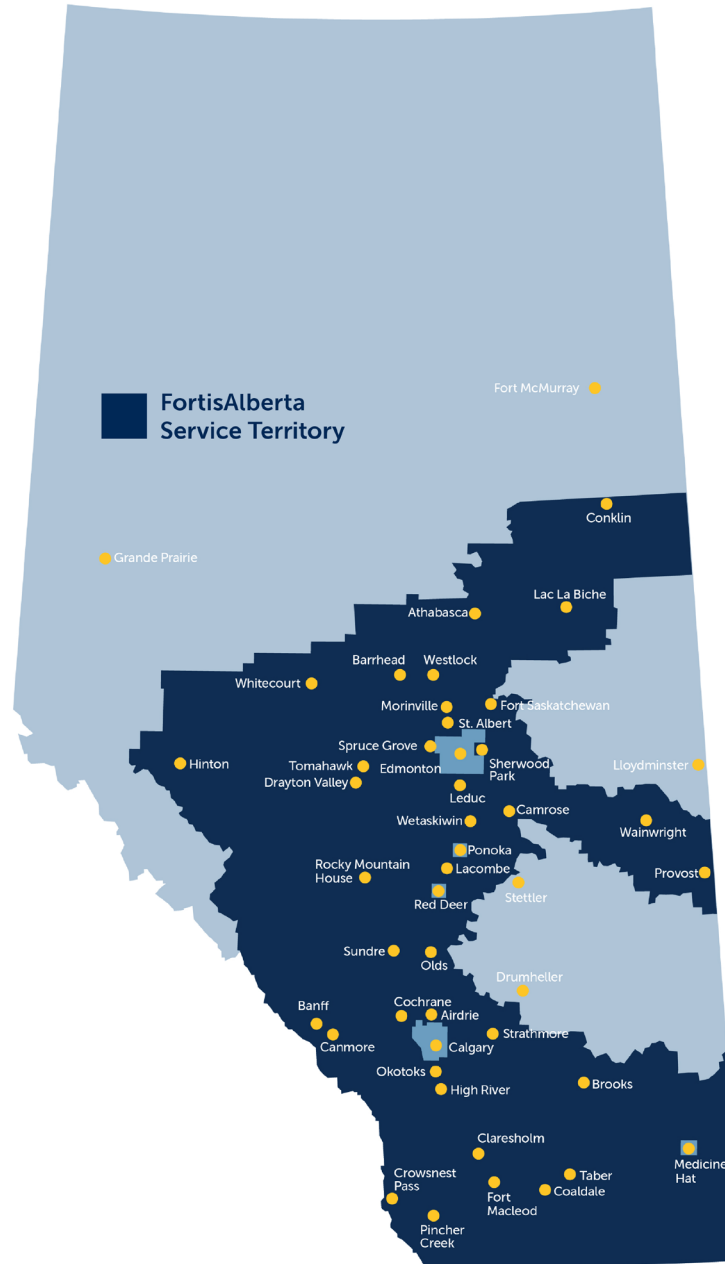


1. Call to Order
2. Additions/Deletions to the Agenda
3. Delegations 5:40 pm
 - A) Fortis - Franchise Agreement
 - B) Progressive West Consulting - Kim Welby, Penny D'Agnone
4. Approval of Minutes
 - A) Minutes of the June 9, 2025, Council Meeting
 - B) Minutes of the July 11, 2025, Special Meeting
5. Business Arising from Minutes
6. Financial Report
7. Administration Reports
 - A) Public Works
 - B) Community Peace Officer
 - C) Chief Administrative Officer
8. Break (10-15 minutes)
9. Old Business
10. Bylaws and Policies
 - A) Library Funding Bylaw
 - B) Unsightly Premises Bylaw
11. New Business
 - A) Correspondence
 - B) Heritage Tree Designation
 - C) 8th Avenue Contract
 - D) Milk River Airport Rental Agreement
 - E) Community Garden Lot - Taxes
 - F) Caution Sign Request
12. Councillor Reports
 - A) Authorities, Boards, Committees and Commission Minutes
13. Mayor's Report
 - A) Authorities, Boards, Committees and Commission Minutes
14. Closed Session
 - A) FOIP section 16 Third Party Business Interests
15. Adjournment



Town of Milk River Franchise Agreement Renewal

FortisAlberta at a Glance



600,000+

customer meters; serving more than 2 million Albertans

133,000 km+

of power lines, enough to wrap the earth three times



1.1 million+

power poles



17,000 GWh

Of electricity delivered per year

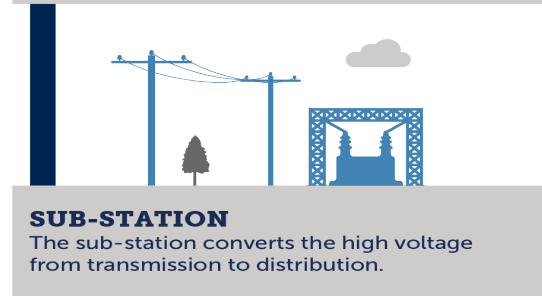
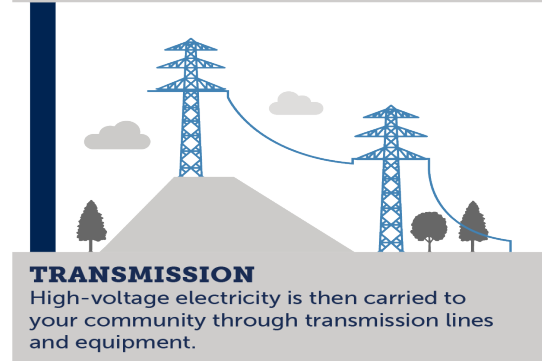
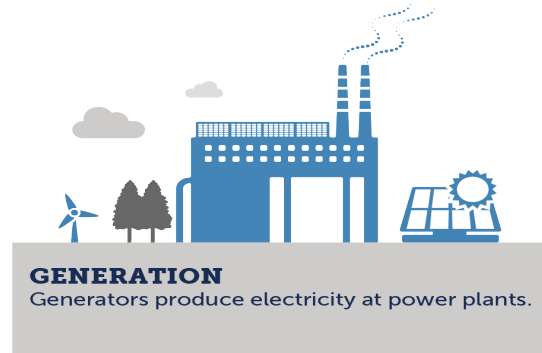
5 billion+

invested in the electricity distribution grid since 2004,
creating jobs and economic growth for Alberta

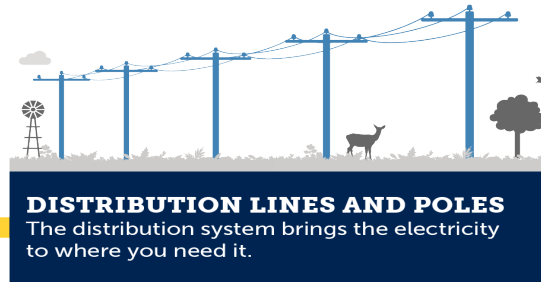


1,300 Albertans
employed

Alberta's Electric System



DISTRIBUTION



DISTRIBUTION



DISTRIBUTION

History

- » Prior to 2001, municipalities and utilities would negotiate “one-off” agreements. This was time consuming for all parties.
- » In 2012, Alberta Municipalities, ATCO and FortisAlberta received AUC approval to use a standardized franchise agreement template.
- » In 2015, the AUC introduced a streamlined approval process for franchise agreements.



Franchise Agreements

An agreement between the Municipality and FortisAlberta granting exclusive rights to:

- » Provide essential electric distribution service
- » Operate and maintain the electric distribution system
- » Use of municipal rights-of-way



Current Agreement

The Town of Milk River and FortisAlberta entered into the current Franchise Agreement through Bylaw No 993.

- » The current franchise agreement, was effective on January 1, 2017. Which includes a 10-year term and two five-year subsequent terms.
- » The initial term is set to expire on December 31, 2026
- » Renewal would be effective until December 31, 2031



Benefits

- » Long term partnership
- » Provides another source of revenue
- » Service level commitment to maintain streetlights
- » Cost of relocation may be collected through a rider
- » Joint use of facilities
- » Reduces liability for municipality
- » Schedule B – for additional services



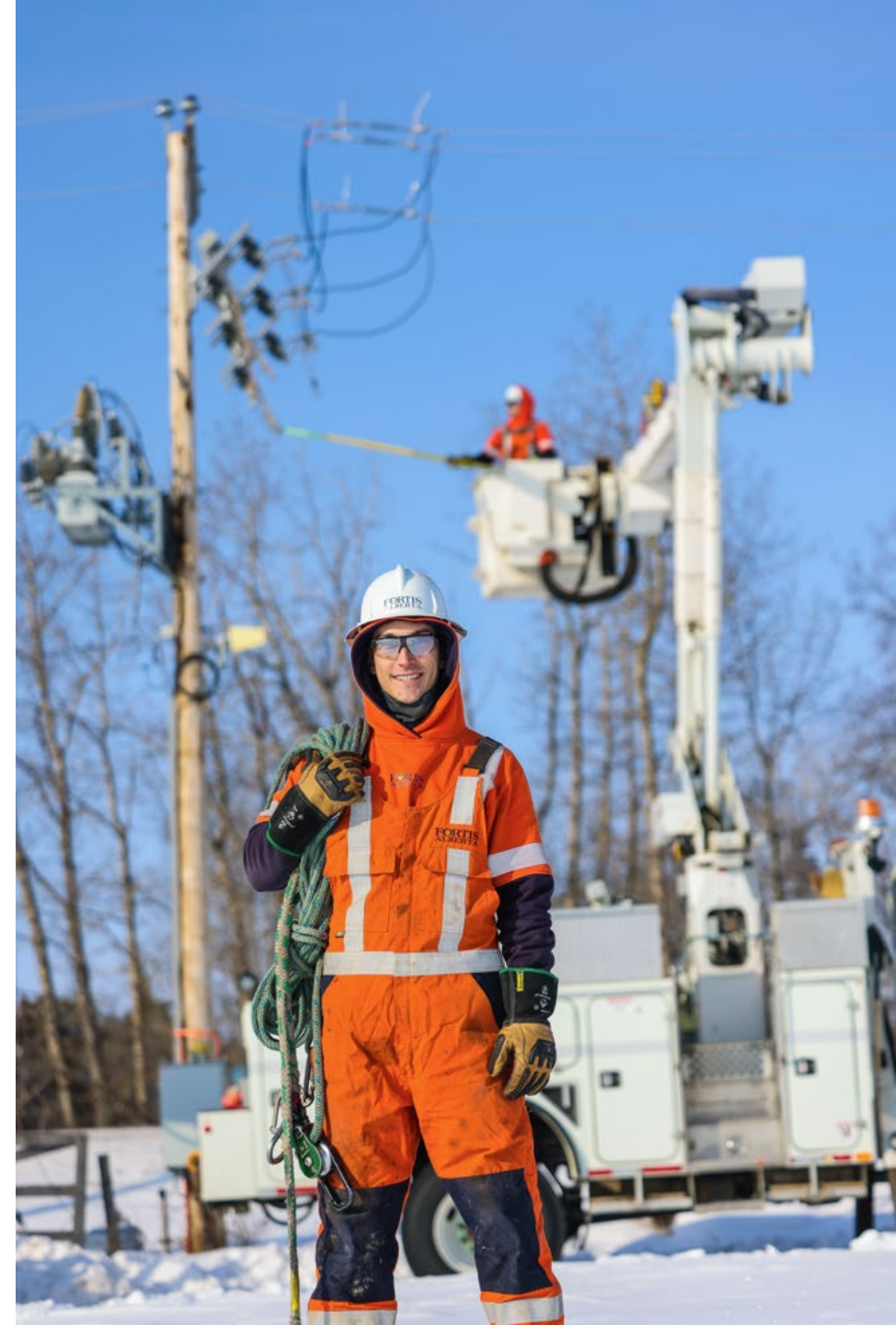
Franchise Fees

- » Allows Municipalities to receive an additional revenue source from all electrical users within your community
- » Based on Distribution and Transmission
- » The percentage is determined annually by Council and can be set between 0% to a cap of 20%
- » Percentage changes require AUC approval
- » FortisAlberta flows 100% back to the municipality



Linear Taxes

- » FortisAlberta pays linear taxes
 - » Municipal Assessment Rider is a linear tax (property tax) determined in part by the local taxation authority
 - » Linear Tax is based on FortisAlberta assets within your community
- » FortisAlberta flows 100% back to the municipality



Historic Franchise Fee

Rate Code by Franchise Fee	2022	2023	2024
Franchise Fee %	12.00%	12.00%	12.00%
11 - Residential Service	\$38,607	\$39,832	\$42,517
26 - Irrigation Service	\$1,199	\$1,034	\$665
31 - Street Lights	\$6,796	\$7,167	\$7,814
38 - Yard Lights	\$195	\$204	\$222
41 - Small General Service	\$28,952	\$29,300	\$27,775
41D - Small General Service - Flat Rate	\$200	\$244	\$261
61 - General Service	\$12,717	\$21,802	\$23,838
62 - Large General Service	\$0	\$28	\$396
Grand Total	\$88,667	\$99,611	\$103,488

Historic Linear Tax

Rate Code by Linear Tax	2022	2023	2024
11 - Residential Service	\$6,290	\$5,591	\$5,645
31 - Street Lights	\$1,102	\$1,005	\$1,037
41 - Small General Service	\$4,746	\$4,120	\$3,697
41D - Small General Service - Flat Rate	\$32	\$34	\$35
61 - General Service	\$2,084	\$3,063	\$3,172
62 - Large General Service	\$0	\$4	\$53
Grand Total	\$14,255	\$13,818	\$13,639

Municipal Comparison

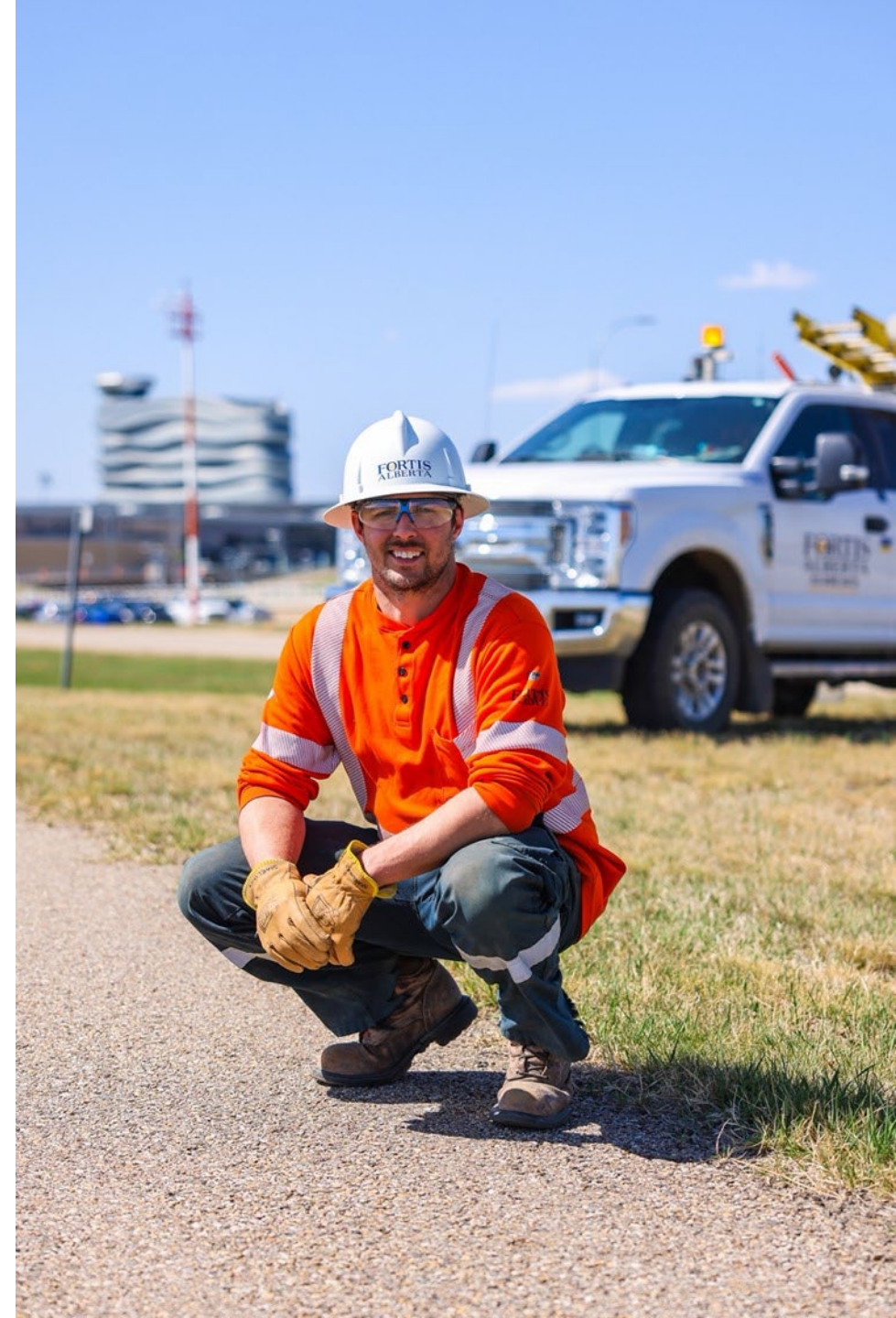
» Franchise fee and linear tax information is public and can be found on FortisAlberta website for all municipalities in our service area

	Milk River	Barnwell	Beiseker	Clive	Daysland	Duchess	Viking
*Population	843	1,063	792	889	882	1,061	969
2024 Franchise Fee %	12.00%	7.50%	3.50%	11.00%	10.00%	15.00%	8.00%
2024 Linear Tax %	1.63%	0.65%	1.16%	1.20%	2.21%	1.08%	1.78%

*2025 Population Data collected from Alberta Government Website Municipal (Census Subdivision) Population

Next Steps

- » Prior to June 30, 2026
 - » Provide signed letter of intent to FortisAlberta
- » Prior to December 31, 2026
 - » FortisAlberta files acceptance to the AUC
- » January 1, 2027
 - » 5-year renewal is implemented



FRANCHISE DETAILS

- » In Disposition 21650-D01-2016, dated June 3, 2016, the Alberta Utilities Commission approved the franchise agreement between the Town of Milk River and FortisAlberta.
- » The approved franchise agreement was effective January 1, 2017, with a term of 20 years:

Initial Term	10 years	January 1, 2017 to December 31, 2026
First Subsequent Term	5 years	January 1, 2027 to December 31, 2031
Second Subsequent Term	5 years	January 1, 2032 to December 31, 2036

- » The Town of Milk River gave third reading and passed Bylaw No. 993, on June 13, 2016, to enter into the franchise agreement.

RENEWAL AND NEXT STEPS

Clause 3, from the franchise agreement regarding expiry and renewal states:

3) EXPIRY AND RENEWAL OF AGREEMENT

Following the expiration of the Initial Term, this Agreement shall be renewed for a further period of five (5) years (the "First Subsequent Term"), provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Initial Term of its intention to renew this Agreement and the Municipality agrees in writing to the renewal not less than six (6) months prior to the expiration of the Initial Term.

This requires:

- » FortisAlberta to give written notice to the Town of Milk River prior to December 31, 2025, of its intention to renew the franchise agreement.
- » The Town of Milk River to agree in writing to the renewal prior to June 30, 2026.

Included is FortisAlberta's written notice of its intention to renew the franchise agreement.

If you have any questions or concerns and would like to schedule a meeting to further discuss, please feel free to contact me at your convenience.

April 29, 2025

Town of Milk River
240 Main Street
P.O. Box 270
Milk River, Alberta, T0K 1M0

Attention: Kelly Lloyd, Chief Administrative Officer

Subject: Renewal of Electric Distribution System Franchise Agreement, dated January 1, 2017, between FortisAlberta Inc. ("**FortisAlberta**") and the Town of Milk River (the "**Municipality**") (the "**Agreement**")

In this letter, except where the contrary is shown, capitalized words and phrases shall have the meaning ascribed to them in the Agreement.

Please be advised that the Initial Term of the Agreement is scheduled to expire on December 31, 2026 and FortisAlberta, pursuant to Article 3 of the Agreement, hereby provides the Municipality with written notice of its intention to renew the Agreement.

The renewal of the Agreement is part of FortisAlberta's on-going commitment to doing business with the Municipality by continuing to provide exclusive safe and reliable power distribution services to your community. Our partnership is one we significantly value, and we remain committed to offering many benefits, including but not limited to the implementation and development of utility infrastructure, detailed reporting, limiting liability, and ensuring the Municipality's satisfaction with all FortisAlberta completed ground reclamation work.

FortisAlberta appreciates our partnership and providing power distribution services to your community is a privilege. FortisAlberta looks forward to continuing to build a strong working relationship.

In accordance with Article 3 of the Agreement and as written evidence of the Municipality's agreement to renew the Agreement on the same terms and conditions and enter the First Subsequent Term, the Municipality has executed this letter below.

Acknowledged and agreed to:

Signature: _____
Name: _____
Title: _____
Date: _____

Town of Milk River

April 29, 2025

Page | 2

If you have any questions or concerns about any of the foregoing and would like to schedule a meeting to further discuss or would like to request a franchise presentation to Council and Administration, please feel free to contact me at your convenience.

Sincerely,

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

Cody Webster
Stakeholder Relations Manager

Request for Decision

Approval of Minutes

August 11, 2025



RECOMMENDATION

That the minutes for the June 9, 2025, regular council meeting be accepted as presented.

That the minutes for the July 11, 2025, special council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)
Procedure Bylaw 1060

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: June 9, 2025, regular council meeting minutes
2. Prior to Adoption: July 11, 2025, special council meeting minutes

Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, June 9, 2025, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present - Elected Officials

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

Absent - Elected Officials

None.

Present - Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

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

2. Additions / Deletions to the Agenda

Additions / Deletions to the Agenda

Moved by Councillor Degenstein, **"that Council approve the agenda for the June 9, 2025, regular council meeting as presented."**

Motion Carried 2025-157

3. Delegation: 5:40 p.m.

A) MLA Grant Hunter

MLA Hunter provided an update on the provincial budget and the provinces advocacy efforts to the federal government. Mr. Hunter also spoke to the Visitor Information Centre and the position of the province with regards to this.

Moved by Councillor Losey, **"that Council thank Mr. Hunter for his attendance and accept the discussion as information."**

Motion Carried 2025-159

B) Milk River Municipal Library

Chair Lodermeier and Secretary/Treasurer Fleming were in attendance and provide an overview of activities at the library.

Moved by Deputy Mayor Michaelis, **"that Council thank Ms. Fleming and Ms. Lodermeier for representing the Milk River Municipal Library and to accept the updates as information."**

Motion Carried 2025-158

C) Milk River Health Professionals Attraction and Retention Committee

Chair MacCumber was in attendance to provide a report from activities in 2024.

Moved by Councillor Degenstein, **“that Council thank Mr. MacCumber for representing the Health Professionals Attraction and Retention Committee and for their presentation and accept as information.”**

Motion Carried 2025-160

4. Approval of Minutes

A) Minutes of the May 12, 2025, Regular Meeting

Moved by Councillor Losey, **“that Council approve the May 12, 2025, regular council meeting minutes as presented.”**

Motion Carried 2025-161

B) Minutes of May 23, 2025, Special Council Meeting

Moved by Councillor Johnson, **“that Council approve the May 23, 2025, special council meeting minutes as presented.”**

Motion Carried 2025-162

5. Business Arising from Minutes

6. Financial Report

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

Moved by Deputy Mayor Michaelis, **“that the Financial Report for the period ending May 31, 2025, be accepted as information.”**

Motion Carried 2025-163

7. Administration Reports

A) Public Works

The report was contained within the agenda package.

B) Community Peace Officer

A verbal report was provided.

C) Chief Administrative Officer

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

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

Motion Carried 2025-164

8. Break

The Mayor recessed the meeting at 7:40 p.m.

The Mayor reconvened the meeting at 7:47 p.m.

9. Old Business

10. Bylaws and Policies

A) R4.0 Construction Clean up and Restoration Policy

Moved by Councillor Losey, "that Council approve the Construction Clean up and Restoration Policy R4.0 with amendments as discussed."

Motion Carried 2025-165

11. New Business

A) Correspondence

Moved by Councillor Degenstein, "that correspondence for the period ending June 9, 2025, be accepted as information."

Motion Carried 2025-166

B) 2026-2035 Capital Plan

Moved by Councillor Johnson, "that the 2026-2035 Capital Plan be approved as presented."

Motion Carried 2025-167

C) 2026-2028 Financial Plan

Moved by Deputy Mayor Michaelis, "that the 2026-2028 Financial Plan be approved as presented."

Motion Carried 2025-168

D) July Meeting

Moved by Councillor Losey, "that the Regular Council Meeting scheduled for July 14 be cancelled."

Motion Carried 2025-169

E) Veterans Memorial Highway Ducks

Moved by Councillor Johnson, "that the report on the Veterans Memorial Highway Ducks be accepted as information."

Motion Carried 2025-170

F) Tax Recovery Sale Date Change

Moved by Councillor Degenstein, "that Council set the date for the Tax Recovery Sale for Monday, August 11, 2025, at 2:00 p.m.

and to set the Terms and Conditions of the Tax Recovery Sale as follows:

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

Motion Carried 2025-171

G) Pool

Moved by Councillor Johnson, "that Council accept the report / discussion on the pool as information."

Motion Carried 2025-172

H) Hay Lease

Moved by Councillor Losey, "that Council direct administration to obtain quotes on crop sharing haying this year and hire someone to hay the land this year and arrange for tenders for the following year (2026)."

Motion Carried 2025-173

I) Property Assessment Sub-Classes

Moved by Councillor Degenstein, "that a property assessment subclass bylaw be created to incorporate the following subclasses:

Residential

- Vacant building - 2 years vacant

Non-residential

- Vacant and well-maintained building - three years vacant. After three years increase the tax rate
- Vacant and not well-maintained building - three years vacant.

- Vacant lots - empty lot

Motion Carried 2025-174

J) Cardston County Letter

Moved by Councillor Degenstein, **"that Council accept the Cardston County Letter as information."**

Motion Carried 2025-175

12. Councillors Reports

Deputy Mayor Michaelis spoke to the Milk River Health Professionals Attraction and Retention Committee and to the meeting with MP Glen Motz.

Councillor Degenstein attended a Municipal Planning Commission meeting, Veterans Memorial Highway meeting, the Special Council meeting, a Family and Community Support Services Alberta Association meeting, the recruiter meeting, Ridge Regional Public Safety Services meeting, Ridge Country Housing meetings and the **Senior's** lunch.

Councillor Losey attended the Special Council meeting, a Milk River Watershed meeting, **Oldman River Regional Services Commission meeting and the Senior's BBQ.**

Councillor Johnson provided an update on the Handi-Bus and the Milk River and District Ag Society.

Moved by Councillor Johnson, **"that the Councillor reports for the period ending June 9, 2025, be accepted as information."**

Motion Carried 2025-176

13. Mayors Report

Mayor Liebelt attended a Mayors and Reeves meeting, the grade 6 students Erle Rivers School proposal presentations, drew the ticket for 4-H, the Chief Mountain Regional Solid Waste Management Commission, the Special Council meeting, a Riverside Community Golf Society, and the meeting with MP Motz.

Moved by Councillor Degenstein, **"that the Mayors' report for the period ending June 9, 2025, be accepted as information."**

Motion Carried 2025-177

14. Closed Session

15. Adjournment

Moved by Councillor Losey, **"that the regular council meeting of June 9, 2025, adjourn at 9:30 p.m."**

Motion Carried 2025-178

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the day of 2025.

Prio to Adoption

Prior to Adoption

Minutes of the Town of Milk River Special Council meeting held on Friday, July 11, 2025, at 10:00 a.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present - Elected Officials

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

Absent - Elected Officials

Present - Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

Mayor Liebelt called the meeting to order at 10:00 a.m.

2. Adoption of Agenda

Additions 3D) 8th Avenue Roadworks Tender
 3E) Visitor Information Centre

Moved by Councillor Degenstein, **"that the special council meeting** agenda of July 11, 2025, be approved as amended."

Motion Carried 2025-179

3) Special Meeting Business

A) Interim CAO appointment

Moved by Councillor Losey, **"that** Council appoint Shawn Hathaway as the interim CAO for the Town of Milk River, effective July 14, 2025."

Motion Carried 2025-180

B) Golf Course Watering

Moved by Deputy Mayor Michaelis, **"that** Council direct administration to divert water to the golf course for the purposes of watering the greens and fairways."

Motion Carried 2025-181

C) Discussion

This item was part of item 3B.

D) 8th Avenue Roadworks Tender

Moved by Councillor Degenstein, **"that Council accept** Tollestrup Construction (2005) Inc. tender of \$675,000 for 8th Avenue Roadworks."

Motion Carried 2025-182

E) Visitor Information Centre

Moved by Councillor Johnson, "that Council proceed with an offer to purchase the visitor information centre in the amount of \$300,000 conditional on financing."

Motion Carried 2025-183

4) Adjournment

Moved by Councillor Losey, "that the special council meeting of July 11, 2025, adjourn at 11:00 a.m."

Motion Carried 2025-184

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

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

Request for Decision

Financial Report

August 11, 2025



RECOMMENDATION

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

That the Financial Report for the period ending July 31, 2025, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

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

Revenue and Expenses - by Funtion
for the 6 Months Ended June 30, 2025

	2024 Actual	2025 Budget	2025 YTD Actual	Remaining Dollars	% Collected/ Used
Operating Revenues					
Taxation	-1,174,373.87	-1,347,955.00	-1,344,891.66	-3,063.34	99.77
Sale of Goods and Services	-674,293.67	-616,815.00	-303,530.77	-313,284.23	49.21
Other Revenue/Franchise Fees	-307,702.62	-381,560.00	-150,841.95	-230,718.05	39.53
Conditional Grants	-163,938.95	-207,360.00	-18,568.66	-188,791.34	8.95
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	-1,817,833.04	-2,970,580.96	37.96
Expenditures					
Salaries, Wages & Benefits	800,216.47	779,306.00	357,870.10	421,435.90	45.92
Contracted & General Services	600,227.26	3,069,363.00	352,912.57	2,716,450.43	11.50
Materials, Goods & Utilities	469,918.09	480,315.00	213,303.64	267,011.36	44.41
Government Requisitions	270,651.60	311,740.00	166,640.58	145,099.42	53.45
Transfers to Local Boards	48,535.82	49,326.00	30,502.35	18,823.65	61.84
Transfers to Ind/Organizations	22,561.72	36,614.00	19,917.50	16,696.50	54.40
Bank Charges	9,597.11	10,000.00	4,897.07	5,102.93	48.97
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	26,528.66	26,570.00	15,530.52	11,039.48	58.45
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	1,161,574.33	3,601,659.67	24.26



TOWN OF MILK RIVER
For the Period Ending June 30, 2025

Page 1 of 1
2025-Jul-2
2:08:49PM

General Ledger	Description	2025 Opening Balance	2025 YTD Balance
CHEQUING ACCOUNTS			
3-12-00-120-00	General Bank Chequing Account (ATB)	28,784.63	(32,660.33)
3-12-00-130-00	General Savings Accout (ATB)	299,096.78	107.29
* TOTAL CHEQUING ACCOUNTS		327,881.41	(32,553.04)
TOWN TERM DEPOSITS			
3-41-00-310-00	Water Capital GIC	4,043.15	4,112.56
3-43-00-310-00	Equipment Replacement Capital GIC	387,070.16	393,716.46
3-97-00-315-00	General Capital GIC	565,917.11	575,634.36
* TOTAL TOWN TERM DEPOSITS		957,030.42	973,463.38
ARMS LENGTH TERM DEPOSITS			
3-43-00-315-00	Transfer Station Operating GIC	5,639.62	5,736.46
* TOTAL ARMS LENGTH TERM DEPOSIT		5,639.62	5,736.46
**P TOTAL CASH AND INVESTMENTS		1,290,551.45	946,646.80

*** End of Report ***



TOWN OF MILK RIVER

Page 1 of 3

Cheque Listing For Council

2025-Jul-2
2:05:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20250261	2025-06-11	AMSC INSURANCE SERVICES LTD.	202506	JUNE BENEFITS	6,357.37	6,357.37
20250262	2025-06-11	BENCHMARK ASSESSMENT CONSULT.	3514	JUNE ASSESSMENT FEE	1,423.54	1,423.54
20250263	2025-06-11	CITY OF LETHBRIDGE	82131	2/4 FIRE DISPATCH SERVICES	916.76	916.76
20250264	2025-06-11	CLEARTECH INDUSTRIES INC.	CM401824 CM401827 CM401828 CM401829 CM401830 CM401831 INV1162136	CONTAINER RETURN CONTAINER RETURN CONTAINER RETURN CONTAINER RETURN CONTAINER RETURN CONTAINER RETURN CHEMICALS	(493.50) (840.00) (420.00) (420.00) (420.00) (1,354.50) 5,030.35	1,082.35
20250265	2025-06-11	DTR SERVICES LIMITED	41226	GENSET OIL FILTER, SERVICE	2,076.90	2,076.90
20250266	2025-06-11	EXPRESS SERVICES OF CANADA COMPANY	44014920	RETAINER FEE-CAO SEARCH	5,250.00	5,250.00
20250267	2025-06-11	FORTIS ALBERTA INC.	90265433	CABLE CLUB TERAGRAPH PROJEC1	120.21	120.21
20250268	2025-06-11	GOVERNMENT OF ALBERTA	E216569	ALBERTA GAZETTE NOTICE-TAX SAI	21.00	21.00
20250269	2025-06-11	L.A. POWER SYSTEMS LTD.	107231	HYDROVAC CURB STOPS	1,092.00	1,092.00
20250270	2025-06-11		202501		792.00	792.00
20250271	2025-06-11	MICROAGE COMPUTER CENTRE	27271	MANAGED IT	609.00	609.00
20250272	2025-06-11	MILK RIVER CABLE CLUB	89121	JUNE INTERNET	262.03	262.03
20250273	2025-06-11	MILK RIVER CEMETERY COMPANY	202502	DONATION, ADDITIONAL BURIALS	510.00	510.00
20250274	2025-06-11	MILK RIVER HOME HARDWARE	2511765 2511922 2511953 2511979 2511988 2511994 2512011 2512040 2512189 2512220 2512222 2512283 2512387	ELBOWS, PIPE TAPE ANT TRAPS, PUMP UTILITY GRDN HI SEALANT, HOLE SAW, MANDREL CLEANER, WASHERS-POOL STRAPS-CAMPGROUND KEY-POOL ADAPTER, COUPLING-CAMPGROUN ROLLERS, BROOM-POOL LEAF BAGS FAUCET PAINT-POOL FLOWERS FOR POTS MARKERS, DRY ERASE	12.67 130.18 46.17 25.89 4.19 6.18 5.02 37.78 11.62 41.96 278.42 194.03 8.91	803.02
20250275	2025-06-11	MPE ENGINEERING LTD.	1440-041-00-36 1440-059-00-22 1440-061-00-03	GEN ENGINEERING-CCTV SEWER IN WASTEWATER LAGOON UPGRADE 8 AVE SURFACE WORKS	6,365.10 38,635.95 10,933.61	55,934.66
20250277	2025-06-11	POSTAGE BY PHONE	202501	POSTAGE FOR METER	2,100.00	2,100.00
20250278	2025-06-11	RECORDXPRESS/BEST	1245355	SHREDDING SERVICE	60.21	60.21
20250279	2025-06-11	RIDGE WATER SERVICES COMMISSION	987	CONTRACT OPERATOR-APR 20-MAY	1,583.40	1,583.40
20250280	2025-06-11	RMA	69904409 69952986 69993272 70094377 70116588 70159921 70163075 P98360 P98718 P98863 P98864 W24185	STAPLES-TONER STAPLES-CLOROX BLEACH FOAM S STAPLES-INK MAGENTA-PW STAPLES-INK-POOL STAPLES-PAPER, ENVELOPES STAPLES-KINETTES BADGES, BUSIN STAPLES-KINETTES-LANYARDS RME-BLADE BOLT, NUT RME-BATTERY RME-HITCH PIN, MAN HANDLERS RME-PIN RME-REPAIR WORKMASTER TRACT	194.24 24.32 30.96 170.58 135.33 165.17 104.99 67.29 155.73 54.04 19.25 532.62	1,654.52
20250281	2025-06-11	ROYAL LIFE SAVING SOCIETY CANADA, ALBERTA	35076	SWIM AND LIFESAVING INSTRUCTOI	483.81	483.81
20250282	2025-06-11	SAAL PAVING LTD.	3908	PAVING PATCHING	3,601.50	3,601.50



TOWN OF MILK RIVER

Page 2 of 3

Cheque Listing For Council

2025-Jul-2

2:05:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250283	2025-06-11	SOUTH COUNTRY TIRE	12347 12462	REPAIR TIRE-GOLF COURSE TRACT FLAT REPAIRS, TIRE	215.25 509.25	724.50
20250284	2025-06-11		202507		264.00	264.00
20250285	2025-06-11	TOWN OF RAYMOND	20250256	ADMIN SERVICE	234.29	234.29
20250286	2025-06-11	TRUCK/RV/CAR/WASH	9215	VEHICLE WASHES	341.25	341.25
20250287	2025-06-11	UNITED FARMERS OF ALBERTA	116147084 116147085 116151027	FUEL FIRE FUEL FUEL	1,077.89 55.38 2,251.78	3,385.05
20250288	2025-06-11	WASTE CONNECTIONS OF CANADA INC.	7410-0000557099	RECYCLE BIN - 2 DUMP AND RETUR	1,216.95	1,216.95
20250289	2025-06-11	XEROX BUSINESS SOLUTIONS CANADA	IN1280141	MAY COPIES	257.10	257.10
20250290	2025-06-11	BROWNLEE LLP	586871	ADVICE RE CAO RESIGNATION	717.94	717.94
20250291	2025-06-11		202507	SENIOR'S WEEK BBQ SUPPLIES	184.61	184.61
20250292	2025-06-11	SWANSON, TED	202506	BORDER BOUND FOR CANADA DAY	1,200.00	1,200.00
20250293	2025-06-23	2217511 ALBERTA LTD.	REPL-20250227 REPL-20250227	Replacement Cheque Replacement Cheque	123,582.25	123,582.25
20250294	2025-06-27		202501		110.00	110.00
20250295	2025-06-27	AMSC INSURANCE SERVICES LTD.	HS019202505	HSA-WATERSHED	93.08	93.08
20250296	2025-06-27		202501		75.00	75.00
20250297	2025-06-27	ATB FINANCIAL MASTER CARD	2025045 2025046 2025047 2025048 2025049 2025051 2025052 2025053 2025054 2025055 2025056 2025057 C178581518	WAYFAIR-SHADE TENT-POOL PITNEY BOWES-LEASE MAR 30-JUN SUBWAY-COUNCIL MEAL PRINCESS AUTO-PUMP DIAPHRAGM SUBWAY-COUNCIL MEAL P&H-ROUNDUP-SPRAY FOR PARKS SOUTHERN IRRIGATION-WATER SUI AWWOA-MEMBERSHIP-S BUTLER PARK ENTERPRISES-DEMOLITION P ANNUAL CHARGE-MASTERCARD KIEFER AQUATICS-HEAD IMMOBILIZ CPC-NEWSLETTER	350.26 374.85 101.92 71.82 159.58 69.72 140.00 405.79 60.00 260.00 70.00 171.51 127.48	2,362.93
20250298	2025-06-27		202506		854.36	854.36
20250299	2025-06-27	CLEARTECH INDUSTRIES INC.	INV1166908	SODIUM HYPOCHLORITE-POOL	2,824.61	2,824.61
20250300	2025-06-27		202501 202502		135.00 270.00	405.00
20250301	2025-06-27	COPY EXPRESS	91737	REFLECTIVE GOLF CART STICKERS	1,050.00	1,050.00
20250302	2025-06-27		202508		760.01	760.01
20250303	2025-06-27		202508		656.36	656.36
20250304	2025-06-27		202508		1,364.71	1,364.71
20250305	2025-06-27		202501 202502		90.00 140.00	230.00
20250306	2025-06-27		202507		1,064.72	1,064.72
20250307	2025-06-27		202511 202512		750.00 504.54	1,254.54
20250308	2025-06-27		202508		437.82	437.82
20250309	2025-06-27	TNS BUSINESS CENTRE LTD.	74732	WORK ALONE MONITORING	295.26	295.26
20250310	2025-06-27		202508		1,400.00	1,400.00
20250311	2025-06-27		202509	OVERPAYMENT ON SWIM LESSONS	50.00	50.00



TOWN OF MILK RIVER

Page 3 of 3

Cheque Listing For Council

2025-Jul-2
2:05:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250312	2025-06-27	TRS AERIAL SURVEYS LTD.	25-001_1	IMAGERY ACQUISITION-ORRSC	1,470.00	1,470.00

Total 235,600.62

*** End of Report ***

Request for Decision

Administration Reports

August 11, 2025



RECOMMENDATION

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

That the Administration Reports for the period ending July 31, 2025, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

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



Public Works Supervisor Report June 2025

General:

- Monthly generator preventative maintenance runs completed (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- 212 Main Street demolition complete
- Removed old garbage cans/recycling from 3rd Avenue, Kinsmen Park and United Church; replaced 3rd and Kinsmen with grey cans that garbage truck can pick up
- Replaced back up battery for server at Townhall
- Set up bouncy castles for July 1

Parks and Rec:

- Cut grass on 8th, Railway, 10th, alley by recycling bin, at baseball diamonds, water treatment plant and airport
- Prepared for baseball weekend on June 28, 2025
- Place Golf Cart Routes signs up in the four designated locations
- Filled gopher holes at baseball diamonds

Roads:

- Filled pot holes
- Cleaned debris from ditches on Railway
- Painted Yellow curbs (waiting for more yellow ran out), cross walks and Handicap parking spots/curbs
- Asphalt patch at 10th and Railway (North Entrance), Railway and 8th and 1st Avenue NE and 3rd Street
- Removed numerous dead rabbits from road

Water & Wastewater:

- **WATER:**
 - Daily water rounds and data collection
 - THM & HAA samples taken April 3rd.
 - 2x weekly Bacteriological sampling, done each Monday.
 - Water meter reads
 - Pumping from river on the Temporary Diversion License to fill reservoirs
 - Routine maintenance on infiltration galleries (blew out)
- **WTP:**
 - Reservoir levels are at 75%
 - Filled chlorine
 - Data collection
 - Drained sand filter 2 to clean
- **RAW WATER:**
 - Routine maintenance including battery replacement
 - Intake gallery maintenance (blowing out)
 - River started getting water from siphon
- **SEWER WORK:**
- **SEWAGE LIFT STATIONS:**
 - Routine maintenance and battery replacement

- **SEWAGE LAGOONS:**

- Deposited bags of enzymes in ponds and into two manholes

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
- Moved benches to deck for parents
- Set up temporary shelter over benches to give shade to parents
- Painted deck
- Pool opened June 23, 2025
- Ordered and filled chlorine
- Regular maintenance - backwashed

Airport:

- Weekly run to airport to check condition of road in and runways, for unwanted activity. (when checking sewage lagoons)
- Fuel tanker placed here for Black Hawk Helicopter to refuel till June 18, 2025

Education & Training:

- Weekly safety meeting every Wednesday morning

Cases by Offence

RRCPO

Date Range 06-01-25 00:00:00 - 06-30-25 23:59:59

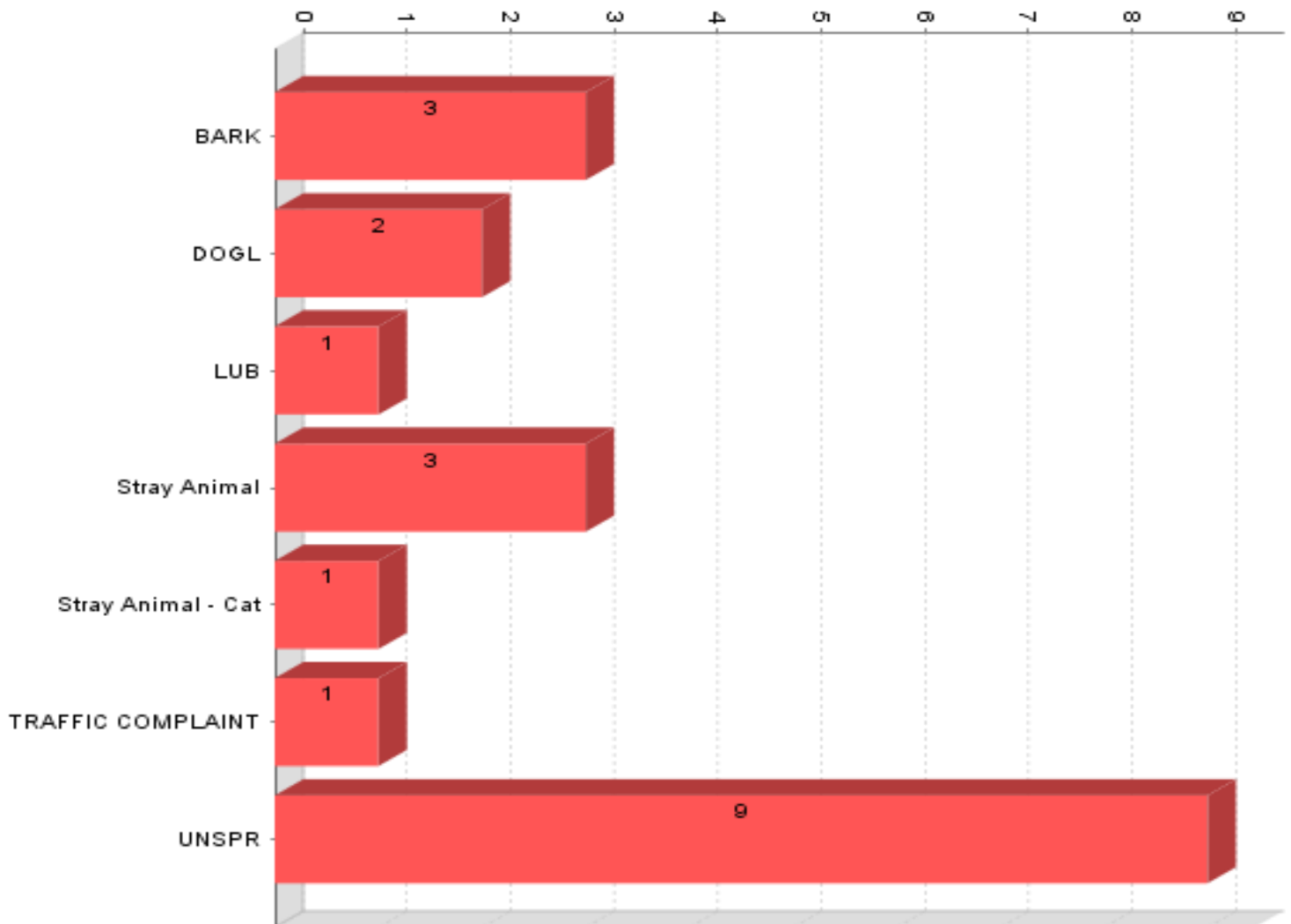
Print Date 07-02-25 08:41:39 TZ Canada/Mountain

RRCPO / MILK RIVER

Offence ID	Offence Description	Reporting District	Total
BARK	DOG BARKING	COUNTY OF WARNER	3
DOGL	DOG AT LARGE	COUNTY OF WARNER	2
LUB	LAND USE BYLAW		1
STRAY ANIMAL	STRAY ANIMAL	COUNTY OF WARNER	3
STRAY ANIMAL -	STRAY ANIMAL	COUNTY OF WARNER	1
TRAFFIC	TRAFFIC		1
UNSPR	UNSIGHTLY PREMISES	COUNTY OF WARNER	9
Total			20

1 / 2

RRCPO / MILK RIVER



Cases by Offence

RRCPO

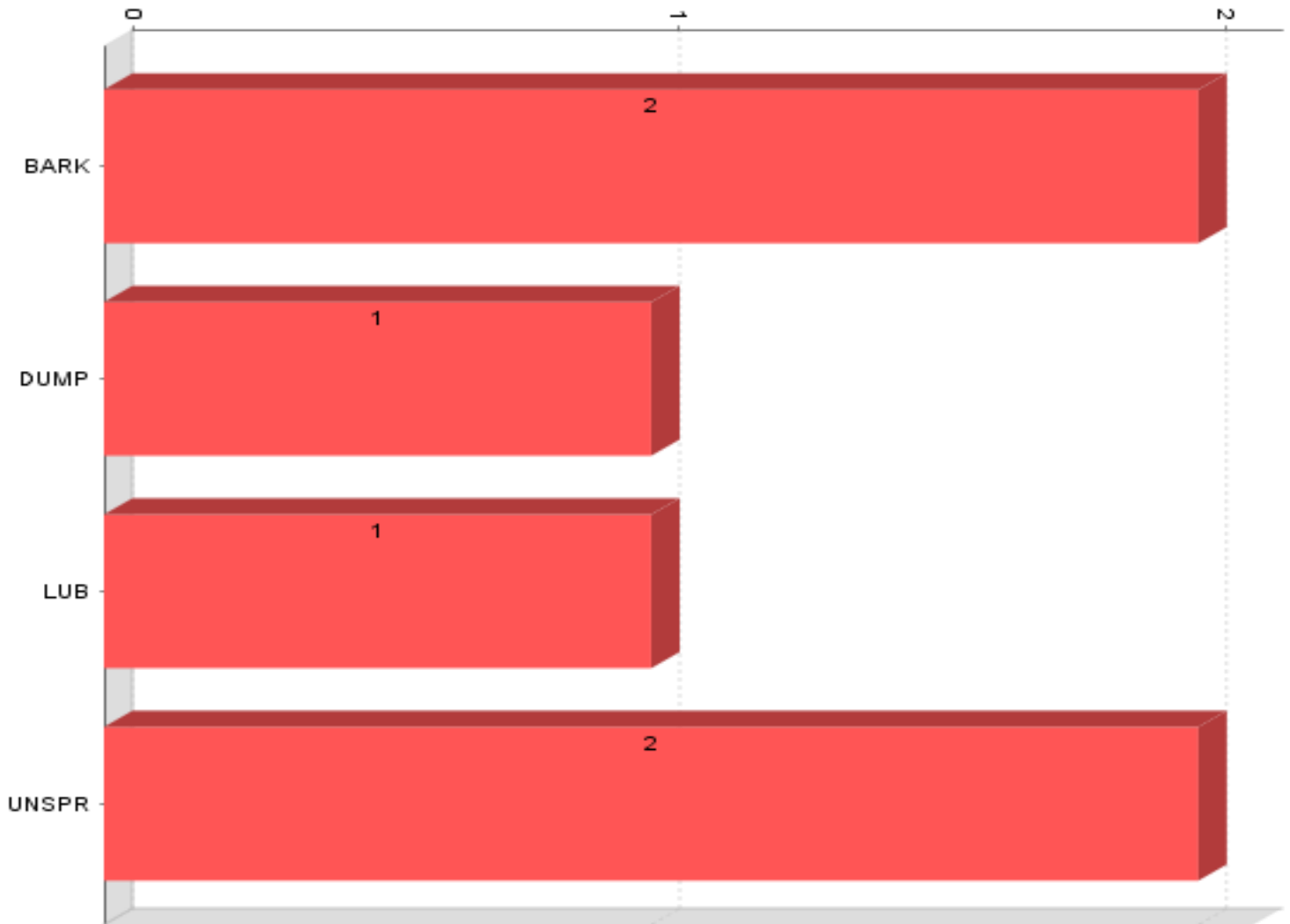
Date Range 07-01-25 00:00:00 - 07-31-25 23:59:59

Print Date 08-02-25 11:33:53 TZ Canada/Mountain

RRCPO / MILK RIVER

Offence ID	Offence Description	Reporting District	Total
BARK	DOG BARKING		2
DUMP	ILLEGAL DUMPING/GARBAGE	COUNTY OF WARNER	1
LUB	LAND USE BYLAW	COUNTY OF WARNER	1
UNSPR	UNSIGHTLY PREMISES	COUNTY OF WARNER	2
Total			6
			1 / 2

RRCPO / MILK RIVER





Administration

- Council meeting agenda preparation.
- Meet the first of every week at the public works shop to review what needs to get done.
- Phone calls, and emails.
- **Updates from CPO's (when applicable).**
- Development inquiries/meetings.
 - Person looking to build a garage on main street waiting for all proper documents.
- Meetings with Provincial Drought Team.
- Meeting with Provincial Drinking Water Team.
- Updates to Environment regarding the Inter-Basin Transfer Councillor Degenstein to meet regarding Indigenous consultation.
- Meetings with MPE regarding lagoon.
- Meeting with landowner regarding lagoon.
- Meeting with Alberta Transportation regarding lagoon.
- Grant Writer meeting.
- Met with Park Enterprises extended contract for 3 months until new CAO is in place.
- Met with MPE regarding 8th Avenue.

	2024	
<u>Motion</u> <u>Carried 2024-</u> <u>315</u>	Moved by Councillor Johnson, "that administration make the recommended changes to R4.0 Construction Clean Up and Restoration Policy and bring back to a future Council meeting."	WIP
	2025	
<u>Motion</u> <u>Carried 2025-</u> <u>38</u>	Moved by Councillor Losey, "that Council approve the donation of \$1,200.00 towards the 2025 Canada Day Celebrations."	June
<u>Motion</u> <u>Carried 2025-</u> <u>58</u>	Moved by Councillor Losey, "that Council direct administration to investigate tree bylaws in other communities and to create a tree bylaw to ban new poplar planting in the town."	WIP
<u>Motion</u> <u>Carried 2025-</u> <u>60</u>	Moved by Councillor Degenstein, "that Council accept the Housing Needs Assessment as information and direct administration to research the creation of tax sub-classes for vacant residential and commercial buildings and properties."	WIP
<u>Motion</u> <u>Carried 2025-</u> <u>92</u>	Moved by Councillor Degenstein, "that Council repeal motion 2024-211 and to send a letter to the curling club of explanation."	WIP
<u>Motion</u> <u>Carried 2025-</u> <u>96</u>	Moved by Councillor Losey, "that Council authorize administration to enter into an agreement with Horizon School Division to provide joint election services for the October 20, 2025, municipal and school trustee election."	WIP
<u>Motion</u> <u>Carried 2025-</u> <u>137</u>	Moved by Councillor Losey, "that the Town of Milk River hold an advance vote in Council Chambers on Thursday, October 9, 2025, from 1:00 to 4:00 p.m."	October
<u>Motion</u> <u>Carried 2025-</u> <u>138</u>	Moved by Councillor Johnson, "that the Town of Milk River hold an institutional vote at the Prairie Rose Lodge in Milk River on October 20, 2025, from 12:30 to 1:30 p.m."	October
<u>Motion</u> <u>Carried 2025-</u> <u>140</u>	Moved by Councillor Losey, "that Council set the date for the Tax Recovery Sale for Monday, July 14, 2025, at 2:00 p.m. and to set the Terms and Conditions of the Tax Recovery Sale as follows: 1. This property is being offered for sale on an "as is, where is" basis; 2. This property is being offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title; 3. Payment of any successful bid will be cash or certified cheque payable to the Town of Milk River for a non-refundable deposit of 10% of the successful bid due at the time of sale; 4. Payment of the balance of the successful bid price is due within thirty (30) days; and 5. That Roll #251042076 Lots 11 and 12, Block 14, Plan 2575A1 - have a reserve bid of \$250,200 placed on it for the public auction scheduled for Monday, July 14, 2025, at 2:00 p.m. in the Town office Council Chambers."	WIP

2025 Operational Projects	
Council	
Election	October
Regional Orientation	October
Administration	
Wage Step	Complete
Communications	Complete
Grant Writing Services	Complete
Atrium Repairs	WIP
Eavestrough / Power Repairs	WIP
Economic Development	
Water purchase from SMRID	?
Overland pipe project	?
Debenture - LOC	Complete
Inter Basin Engagement	igenous not compl
Planning and Development	
Orthophoto	
Demolition of Theatre	Complete
Pool	
Liner/Skimmer	Fall
Golf Course	
Building Insurance	Complete
Water Hauling	?
Eavestrough	Complete
Donation (as per February Council meeting)	Complete
Curling Rink	
Roof	Fall

2025 Capital Projects	
Administration	
LED Lighting - Dental Office	Started
Emergency Management	
Wire in generator	In progress
2 Breathing Apparatus	Complete
Roads	
Sander Replacement	Ordered
8th Avenue Roadworks	work awarded
8th Avenue Power	Complete
Curb/Gutter (on 8th ave between main & 1 street)	WIP
Sidewalk - School	WIP
Water	
Water Source Study (ACP)	Complete ?
Phase 1A: Design Raw Water Pump/Main Transmission Line	Not Approved
Wastewater	
Lagoon	WIP
CCTV	Complete
Solid Waste	
Garbage Truck	Ordered
Economic Development	
Theatre Abatement and Air Quality Monitoring	Complete
Recreation	
Block 39 Phase 1	
Curling Rink Condenser	Complete
Spray Equipment	Complete
Pool	
Shade for Viewing Area	Complete
Engineered Exit Light	WIP