

Regular and Closed Meeting Agenda for Monday, June 9, 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) MLA Grant Hunter
 - B) Milk River Municipal Library
 - C) Milk River Health Professionals Attraction and Retention Committee
4. Approval of Minutes
 - A) Minutes of the May 12, 2025, Regular Meeting
 - B) Minutes of the May 23, 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
11. New Business
 - A) Correspondence
 - B) 2026-2035 Capital Plan
 - C) 2026-2028 Financial Plan
 - D) July Meeting
 - E) Veterans Memorial Highway Ducks
 - F) Tax Recovery Sale - Date Change
 - G) Pool
 - H) Hay Lease
 - I) Property Assessment Sub-Classes
 - J) Cardston County Letter
12. Councillor Reports
 - A) Authorities, Boards, Committees and Commission Minutes
13. Mayor's Report
 - A) Authorities, Boards, Committees and Commission Minutes
14. Closed Session
15. Adjournment

Request for Decision

Delegation: Mr. Grant Hunter, MLA

June 9, 2025



RECOMMENDATION

That Council thank Mr. Hunter for his attendance and answers to Council's questions.

LEGISLATIVE AUTHORITY

Procedural Bylaw 1079

PART 6

- 6.1. Delegations who wish to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council, shall address a letter to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered, or mailed to the office of the CAO so that it arrives no later than 12:00 p.m. (noon) on the Wednesday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If the delegation wishes to appear before Council, it shall be so stated in the letter. The CAO shall then place the person(s) on the next meeting agenda, if possible.
- 6.2. Delegations will be allocated a maximum of 10 minutes to present the subject matter indicated in their request. The Chair of the meeting may extend this maximum time allocation at their choice.
- 6.3. A maximum of 2 delegations will be included on the agenda at a Regular Council meeting.
- 6.4. Delegations may present to Council no more than 2 times per calendar year on items considered to be the same issue.

BACKGROUND

Mr. Grant Hunter, MLA for Taber-Warner, will be in attendance to answer any questions Council may have.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Delegation: Milk River Municipal Library

June 9, 2025



RECOMMENDATION

That Council thank the Milk River Municipal Library for their attendance and update to Council.

LEGISLATIVE AUTHORITY

Procedural Bylaw 1079

PART 6

- 6.1. Delegations who wish to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council, shall address a letter to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered, or mailed to the office of the CAO so that it arrives no later than 12:00 p.m. (noon) on the Wednesday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If the delegation wishes to appear before Council, it shall be so stated in the letter. The CAO shall then place the person(s) on the next meeting agenda, if possible.
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- 6.4. Delegations may present to Council no more than 2 times per calendar year on items considered to be the same issue.

BACKGROUND

Chair Rita Lodermeier will be in attendance from the Milk River Municipal Library Board to provide Council an update as to library activities.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Delegation: Milk River Health Professionals Attraction/Retention Committee

Request for Decision

Delegation: Milk River Health Professionals Attraction and Retention Committee

June 9, 2025



RECOMMENDATION

That Council thank the Milk River Health Professionals Attraction and Retention Committee for their attendance and update to Council.

LEGISLATIVE AUTHORITY

Procedural Bylaw 1079

PART 6

- 6.1. Delegations who wish to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council, shall address a letter to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered, or mailed to the office of the CAO so that it arrives no later than 12:00 p.m. (noon) on the Wednesday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If the delegation wishes to appear before Council, it shall be so stated in the letter. The CAO shall then place the person(s) on the next meeting agenda, if possible.
- 6.2. Delegations will be allocated a maximum of 10 minutes to present the subject matter indicated in their request. The Chair of the meeting may extend this maximum time allocation at their choice.
- 6.3. A maximum of 2 delegations will be included on the agenda at a Regular Council meeting.
- 6.4. Delegations may present to Council no more than 2 times per calendar year on items considered to be the same issue.

BACKGROUND

Chair Scott MacCumber will be in attendance from the Milk River Health Professionals Attraction and Retention Committee to provide Council an update as to the committee's activities.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Approval of Minutes

June 9, 2025



RECOMMENDATION

That the minutes for the May 12, 2025, regular council meeting be accepted as presented.

That the minutes for the May 23, 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: May 12, 2025, regular council meeting minutes
2. Prior to Adoption: May 23, 2025, special council meeting minutes

Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, May 12, 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 5:26 p.m.

2. Additions / Deletions to the Agenda

Additions / Deletions to the Agenda

Addition 14) Closed Item Section 16: Disclosure Harmful to Business Interests of a Third Party

Moved by Deputy Mayor Michaelis, "that Council approve the agenda for May 12, 2025, regular council meeting as amended."

Motion Carried 2025-111

3. Delegation: 5:40 p.m.

A) Milk River and District Senior Citizens Society

Dorothy Fraser, President, provided an update on the Milk River and District Senior Citizens Society and activities the Society holds.

Moved by Councillor Johnson, "that Council thank the Milk River and District Senior Citizens Society for their presentation and accept as information."

Motion Carried 2025-112

4. Approval of Minutes

A) Minutes of April 14, 2025, Regular Council Meeting

Moved by Councillor Losey, "that Council approve the April 14, 2025, regular council meeting minutes as presented."

Motion Carried 2025-113

B) Minutes of May 2, 2025, Special Council Meeting

Moved by Councillor Degenstein, **"that Council approve the May 2, 2025, special council meeting minutes as presented."**

Motion Carried 2025-114

5. Business Arising from Minutes

6. Financial Report

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

Moved by Councillor Johnson, **"that the Financial Report for the period ending April 30, 2025, be accepted as information."**

Motion Carried 2025-115

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 April 30, 2025, as information."**

Motion Carried 2025-116

8. Break

9. Old Business

10. Bylaws and Policies

A) 1079 Procedural Bylaw

Moved by Councillor Losey, **"that the Procedural Bylaw 1079 be given first reading and include an amendment stating, if required, an electronic version will be made available by appointment through administration in town hall."**

Motion Carried 2025-117

Moved by Councillor Degenstein, **"that the** Procedural Bylaw 1079 be given second reading as amended."

Motion Carried 2025-118

Moved by Councillor Johnson, **"that the** Procedural Bylaw 1079 receive unanimous consent for consideration of third reading, as amended."

Motion Carried 2025-119

Moved by Deputy Mayor Michaelis, **"that the** Procedural Bylaw 1079 be given third and final reading as amended."

Motion Carried 2025-120

B) 1080 2025 Tax Rate Bylaw

Moved by Deputy Mayor Michaelis, **"that the** 2025 Tax Rate Bylaw 1080 be given first reading."

Motion Carried 2025-121

Moved by Councillor Degenstein, **"that the** 2025 Tax Rate Bylaw 1080 be given second reading."

Motion Carried 2025-122

Moved by Councillor Johnson, **"that the** 2025 Tax Rate Bylaw 1080 receive unanimous consent for consideration of third reading."

Motion Carried 2025-123

Moved by Councillor Losey, **"that the** 2025 Tax Rate Bylaw 1080 be given third and final reading."

Motion Carried 2025-124

C) 1081 Special Tax Bylaw

Moved by Councillor Johnson, **"that the** Special Tax Bylaw 1081 be given first reading."

Motion Carried 2025-125

Moved by Councillor Losey, **"that the** Special Tax Bylaw 1081 be given second reading."

Motion Carried 2025-126

Moved by Councillor Degenstein, **"that the** Special Tax Bylaw 1081 receive unanimous consent for consideration of third reading."

Motion Carried 2025-127

Moved by Deputy Mayor Michaelis, **"that the** Special Tax Bylaw 1081 be given third and final reading."

Motion Carried 2025-128

D) 2025 Capital Budget Adjustment

Moved by Councillor Johnson, "that Council approve the 2025 adjusted capital budget as presented and to amend motion 2025-109 to exclude the 8th Avenue Power Project."

Motion Carried 2025-129

E) 1082 Borrowing Bylaw (Line of Credit)

Moved by Councillor Losey, "that the Borrowing Bylaw 1082 be given first reading."

Motion Carried 2025-130

Moved by Councillor Degenstein, "that the Borrowing Bylaw 1082 be given second reading."

Motion Carried 2025-131

Moved by Deputy Mayor Michaelis, "that the Borrowing Bylaw 1082 receive unanimous consent for consideration of third reading."

Motion Carried 2025-132

Moved by Councillor Johnson, "that the Borrowing Bylaw 1082 be given third and final reading."

Motion Carried 2025-133

11. New Business

A) Correspondence

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

Motion Carried 2025-134

B) Community Organization Lease Agreements

Moved by Deputy Mayor Michaelis, "that the lease agreements report be accepted as information."

Motion Carried 2025-135

Moved by Councillor Degenstein, "that Council approve the Historical Society Lease Agreement as presented for execution."

Motion Carried 2025-136

C) Advance Vote

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."

Motion Carried 2025-137

D) Institutional Vote

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."

Motion Carried 2025-138

E) Legion Sponsorship

Moved by Councillor Losey, "that Council approve the advertisement in the Annual Military Service Recognition Book in the total amount of \$345.00."

Motion Carried 2025-139

F) Tax Recovery Sale

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 2575AI - 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."

Motion Carried 2025-140

G) Seniors Week Proclamation

Moved by Councillor Degenstein, "that June 2-8, 2025, be recognized as Seniors Week, in the Town of Milk River."

Motion Carried 2025-141

Moved by Councillor Johnson, "that Council purchase burgers and hot dogs for the senior's BBQ on June 4."

Motion Carried 2025-142

H) Special Meeting Date

Moved by Deputy Mayor Michaelis, "that the Town of Milk River hold a Special Meeting on Friday, May 23, 2025, at 9:00 a.m. for the purposes of reviewing / awarding the lagoon project contract."

Motion Carried 2025-143

The Mayor recessed the meeting at 6:50 p.m.

The Mayor reconvened the meeting at 7:00 p.m.

12. Councillors Reports

Deputy Mayor Michaelis attended **Minister McIver's webinar**, attended Alberta Municipalities analysis of Bill 50 and the Special Council Meeting.

Councillor Degenstein attended two Ridge Country Housing meetings as well as the Special Council meeting.

Councillor Losey attended two Ridge Country Housing meetings and the Special Council meeting.

Councillor Johnson provided an update on SouthGrow as well as attend the Special Council meeting.

Moved by Councillor Johnson, **"that the Councillor reports for the period ending May 12, 2025, be accepted as information."**

Motion Carried 2025-144

13. Mayors Report

Mayor Liebelt attended a Mayors and Reeves meeting, an Alberta Health Services meeting, a Special Council Meeting, a Cemetery Committee meeting, and a USA Emergency Management meeting with Milk River water users.

Moved by Councillor Losey, **"that the Mayors' report for the period ending May 12, 2025, be accepted as information."**

Motion Carried 2025-145

14. Closed Session

A) Section 17: Disclosure Harmful to Personal Privacy - CAO Evaluation and Property Bids

Moved by Councillor Degenstein, **"that Council move into closed session in accordance with Section 197(2) of the Municipal Government Act at 7:19 p.m., to discuss one matter exempt from disclosure under FOIP Section 16: Disclosure Harmful to Business Interests of a Third Party and two items under Section 17: Disclosure harmful to personal privacy, with Council and the CAO remaining in attendance."**

Motion Carried 2025-146

Moved by Councillor Johnson, **"that the meeting reconvene to the regular Council meeting at 7:48 p.m."**

Motion Carried 2025-147

Rise and Report

Moved by Councillor Losey, **"that Council accept the highest bid."**

Motion Carried 2025-148

Moved by Deputy Mayor Michaelis, "that Council send a letter to the County of Warner proposing a partnership between the County and the Town regarding the purchase of the Visitor Information Centre that outlines an option in an agreement to acquire ownership of the Visitor Information Centre with Town repaying and title in the Town's name."

Motion Carried 2025-149

Moved by Councillor Losey, "that the Mayor communicate with the province regarding the Visitor Information Centre pending a partnership with the County."

Motion Carried 2025-150

Moved by Councillor Degenstein, "that Council conducted the annual Performance Evaluation of Ms. Kelly Lloyd, the Town of Milk River's Chief Administrative Officer on May 12, 2025, in accordance with the Municipal Government Act; Sections 205.1 and 207."

Motion Carried 2025-150

15. Adjournment

Moved by Councillor Losey, "that the regular council meeting of May 12, 2025, adjourn at 7:55 p.m."

Motion Carried 2025-151

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the day of 2025.

Prior to Adoption

Minutes of the Town of Milk River Special Council meeting held on Friday, May 23, 2025, at 9:00 a.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present – Elected Officials

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

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

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

2. Adoption of Agenda

Additions: 3B) CAO Resignation
 3C) CAO Recruitment

Moved by Councillor Degenstein, “that the special council meeting agenda of May 23, 2025, be approved as amended.”

Motion Carried 2025-152

3) Special Meeting Business

B) CAO Resignation

Moved by Mayor Liebelt, “to accept the resignation of the CAO effective July 11, 2025, and proceed with recruitment steps for the CAO position.”

Motion Carried 2025-153

C) CAO Recruitment

Moved by Councillor Degenstein, “to hire the Express Employment Professionals.”

Motion Carried 2025-154

The Mayor recessed the meeting at 9:11 a.m.

The Mayor reconvened the meeting at 9:26 a.m.

A) Lagoon Tender Review/Awarding

Gavin Nummi, Project Engineer with MPE a division of Englobe, was in attendance and spoke to the four bidding companies and answered questions from Council.

Moved by Councillor Losey, "to go with MPE's recommendation to hire Nu Edge Construction Ltd. for the Wastewater Lagoon Upgrade project in the amount of \$ \$7,021,035.00."

Motion Carried 2025-155

4) Adjournment

Moved by Councillor Losey, "that the special council meeting of May 23, 2025, adjourn at 9:44 a.m."

Motion Carried 2025-156

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

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

Request for Decision

Financial Report

June 9, 2025



RECOMMENDATION

That the Financial Report for the period ending May 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 5 Months Ended May 31, 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	-209,637.05	-407,177.95	33.99
Other Revenue/Franchise Fees	-307,702.62	-381,560.00	-131,239.23	-250,320.77	34.40
Conditional Grants	-163,938.95	-207,360.00	-1,253.33	-206,106.67	0.60
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	-1,687,021.27	-3,101,392.73	35.23
Expenditures					
Salaries, Wages & Benefits	800,216.47	779,306.00	274,643.10	504,662.90	35.24
Contracted & General Services	600,227.26	3,069,363.00	321,421.50	2,747,941.50	10.47
Materials, Goods & Utilities	469,918.09	480,315.00	181,066.09	299,248.91	37.70
Government Requisitions	270,651.60	311,740.00	115,184.72	196,555.28	36.95
Transfers to Local Boards	48,535.82	49,326.00	30,502.35	18,823.65	61.84
Transfers to Ind/Organizations	22,561.72	36,614.00	18,532.89	18,081.11	50.62
Bank Charges	9,597.11	10,000.00	4,237.15	5,762.85	42.37
Interest on Capital Long Term	0.00	0.00	0.00	0.00	0.00
Other Transactions	26,528.66	26,570.00	15,525.74	11,044.26	58.43
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	961,113.54	3,802,120.46	20.07

Operating Revenue/Expenditures by Department for the 5 Months Ended May 31, 2025

Department	REVENUES				EXPENDITURES				Actual Contribution to Surplus
	Budget	YTD Actual	Remaining Dollars	% Collected	Budget	YTD Actual	Remaining Dollars	% Used	
0 General Government	-1,733,885	-1,447,810	-286,075	83.5	283,670	83,267	200,403	29.4	-1,364,543
11 Council	0	0	0	0.0	97,807	16,502	81,305	16.9	16,502
12 Administration	-286,424	-17,699	-268,725	6.2	442,618	175,935	266,683	39.7	158,236
23/24 Fire/Disaster Services	-20,000	-4,020	-15,980	20.1	86,106	24,138	61,968	28.0	20,118
26 Bylaw Enforcement	-3,900	-3,893	-7	99.8	77,570	59,590	17,980	76.8	55,697
31 Common Services	-300	-2,043	1,743	0.0	189,409	82,574	106,835	43.6	80,531
32 Roads	-25,380	-24,459	-921	96.4	310,883	98,070	212,813	31.5	73,611
33 Airport	-465	0	-465	0.0	5,106	3,349	1,757	65.6	3,349
4101 Water Supply/Distribution	-2,267,800	-86,837	-2,180,963	3.8	2,381,854	135,200	2,246,654	5.7	48,363
42 Wastewater	-97,000	-30,188	-66,812	31.1	75,670	34,849	40,821	46.1	4,661
43 Solid Waste	-127,105	-44,345	-82,760	34.9	125,758	52,194	73,564	41.5	7,849
43 Transfer Station	-12,405	-81	-12,324	0.7	25,100	9,310	15,790	37.1	9,229
56 Cemetery	-3,000	-1,190	-1,810	39.7	5,000	5,000	0	100.0	3,810
61 Planning & Development	-7,200	-5,694	-1,506	79.1	85,000	12,032	72,968	14.2	6,338
62 Economic Development	-29,500	-15,100	-14,400	51.2	5,915	4,890	1,025	82.7	-10,210
72 General Recreation	-5,400	0	-5,400	0.0	215,018	65,075	149,943	30.3	65,075
7201 Campground	-17,000	-3,662	-13,338	21.5	37,440	13,361	24,079	35.7	9,699
7202 Pool	-151,650	0	-151,650	0.0	239,415	21,041	218,374	8.8	21,041
7203 Golf Course	0	0	0	0.0	78,774	52,540	26,234	66.7	52,540
74 Culture & Library	0	0	0	0.0	20,301	17,197	3,104	84.7	17,197
									0
TOTAL OPERATING	-4,788,414	-1,687,021	-3,101,393	35.2	4,788,414	966,114	3,822,300	20.2	-720,907



TOWN OF MILK RIVER
For the Period Ending May 31, 2025

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2025-Jun-6
10:21:27AM

General Ledger	Description	2025 Opening Balance	2025 YTD Balance
CHEQUING ACCOUNTS			
3-12-00-120-00	General Bank Chequing Account (ATB)	28,784.63	(120,653.82)
3-12-00-130-00	General Savings Accout (ATB)	299,096.78	3,599.43
* TOTAL CHEQUING ACCOUNTS		327,881.41	(117,054.39)
TOWN TERM DEPOSITS			
3-41-00-310-00	Water Capital GIC	4,043.15	4,101.44
3-43-00-310-00	Equipment Replacement Capital GIC	387,070.16	392,651.46
3-97-00-315-00	General Capital GIC	565,917.11	574,077.27
* TOTAL TOWN TERM DEPOSITS		957,030.42	970,830.17
ARMS LENGTH TERM DEPOSITS			
3-43-00-315-00	Transfer Station Operating GIC	5,639.62	5,720.94
* TOTAL ARMS LENGTH TERM DEPOSIT		5,639.62	5,720.94
**P TOTAL CASH AND INVESTMENTS		1,290,551.45	859,496.72

*** End of Report ***



TOWN OF MILK RIVER

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Cheque Listing For Council

2025-Jun-6
10:18:42AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250207	2025-05-12	AMSC INSURANCE SERVICES LTD.	202505	MAY BENEFITS	5,787.75	5,787.75
20250208	2025 05 12	BENCHMARK ASSESSMENT CONSULT	3486	MAY ASSESSMENT FEE	1,423 54	1,423 54
20250209	2025-05-12	FORTIS ALBERTA INC.	90264229 90264238	8TH AVE POWER CHANGE ORDER CABLE CLUB TERAGRAPH PROJECT	3,285.42 120 21	3,405.63
20250210	2025-05-12	L.A. POWER SYSTEMS LTD.	106992 107017	HYDROVAC WATER LEAK HYDROVAC LEAK-940 MAIN STREET	1,008.00 1,050 00	2,058.00
20250211	2025-05-12	MCTAGGART HVAC	2459 2508 2514	INSTALL NEW MENS TOILET CONC BOOTH REPAIR-TOILETS, SIN NEW HOT WATER TANK INSTALLED-	805.88 583 93 1,192.80	2,582.61
20250212	2025 05 12	MICROAGE COMPUTER CENTRE	27084	MANAGED IT	609 00	609 00
20250213	2025-05-12	MILK RIVER CABLE CLUB	88714	MAY INTERNET	246.28	246.28
20250214	2025 05 12	MILK RIVER HOME HARDWARE	2511344 2511366 2511432	ICE MELT CAMPGRD INSULATION-WATER LEAK COUPLING, ELBOW,BRACKET, PANE	23 09 50.38 34 89	108 36
20250215	2025-05-12	MINTY PINE SANITATION SOLUTIONS LTD.	2452	PORTABLE TOILET RENTAL-BASEBA	504.00	504.00
20250216	2025 05 12	MPE ENGINEERING LTD	1440 059 00 21	WASTEWATER LAGOON UPGRADE	36,424 71	36,424 71
20250217	2025-05-12	NOBLES HD & AG REPAIR	6124 6138	GARB TRUCK REPAIR-REPLACE RO GARB TRUCK REPAIR-SERVICE TRA	769.17 1,012 00	1,781.17
20250218	2025-05-12	PASSEY ELECTRIC	240785	POOL ELECTRICAL REPAIR	273.63	273.63
20250219	2025 05 12	RECORDXPRESS/BEST	1238035	SHREDDING SERVICE	60 21	60 21
20250220	2025-05-12	RIDGE WATER SERVICES COMMISSION	972	FEB 23-MAR 22 CONTRACT OPERAT	1,092.00	1,092.00
20250221	2025 05 12	RMA	0550060 69679490 69682193 69839431 69876556 709253000281 709253000440 709253000451 P97584 P97770 P97996 P97997 P98071 P98145	W.E. GREER-TOILET TISSUE, CLEAN STAPLES-GLOVES, CLOROX, MAGIC STAPLES STEEL WOOL CAMPGRD STAPLES-FASTENERS, TAPE DISPE STAPLES-LYSOL WIPES, BLEACH, T/ EMCO-1 MASTER METER EMCO-SEV BOX, RODS, COTTER PIN EMCO-VALVE, PIPE RME SCOTT CENTER FL RME-BATTERY-UPS RME BATTERIES RME-AIR FRESHENER, SOCKET MRE-BATTERY-SEWER LIFT STN GE RME-PB 3/8 X 11/4	1,204 91 557.06 27 28 136.95 39 24 766.50 1,792 69 393.86 113 13 447.43 261 00 30.48 155 73 7.81	5,934 07
20250222	2025 05 12	TOWN OF RAYMOND	20250183	ADMIN SERVICE	594 47	594 47
20250223	2025-05-12	TRUCK/RV/CAR/WASH	9149	VEHICLE WASHES	215.75	215.75
20250224	2025 05 12	UNITED FARMERS OF ALBERTA	116093059 116093060 116094825	FUEL FIRE FUEL FUEL	885 06 108.96 1,815 20	2,809 22
20250225	2025-05-12	WASTE CONNECTIONS OF CANADA INC.	7410-0000555683	RECYCLE BIN,DUMP AND RETURN(2	1,177.10	1,177.10
20250226	2025 05 12	XEROX BUSINESS SOLUTIONS CANADA	IN1271391	APRIL COPIES	222 16	222 16
20250227	2025-05-30	2217511 ALBERTA LTD.	LBAB250044M	ASBESTOS ABATEMENT-THEATER	123,582.25	123,582.25
20250228	2025 05 30	ALBERTA NWT COMMAND	202501	MILITARY SERVICE RECOGNITION B	345 00	345 00
20250229	2025-05-30	AMSC INSURANCE SERVICES LTD.	HS019202504	HSA	547.50	547.50
20250230	2025 05 30	ATB FINANCIAL MASTER CARD	2025039 2025040 2025041 2025042 2025043	AMPTA-CONF REGISTRATION-K SW/ LAND TITLES NORTON SUBSCRIPTION RENEWAL ADOBE ANNUAL SUBSCRIPTION REI SANDSTONE COUNCIL MEAL	795 00 10.00 131 24 327.47 129 11	1,551 09



TOWN OF MILK RIVER

Page 2 of 2

Cheque Listing For Council

2025-Jun-6

10:18:42AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250230	2025-05-30	ATB FINANCIAL MASTER CARD	2025044 C178427261	RIVERSIDE MKT-B-DAY CAKES CPC-NEWSLETTER	32.98 125.29	1,551.09
20250231	2025-05-30		202505		991.63	991.63
20250232	2025-05-30	COUNTY OF WARNER	5060	PARKS SPRAYER PARTS	4,336.68	4,336.68
20250233	2025-05-30	DBS ENVIRONMENTAL	2025335	HOUSEHOLD HAZARDOUS WASTE-C	26.94	26.94
20250234	2025-05-30	DEGENSTEIN, DAVID	202501	MILEAGE-JAN-APR 2025	159.50	159.50
20250235	2025-05-30		202507		882.58	882.58
20250236	2025-05-30	GLENN'S PLUMBING & HEATING	3313	CLEAN MAIN SEWER 507 MAIN	367.50	367.50
20250237	2025-05-30	GOVERNMENT OF ALBERTA	1800003288	PROVINCIAL POLICING	283.00	283.00
20250238	2025-05-30	JB LINES (2218967 ALBERTA LTD)	25-0101-1	STREET SWEEPING	13,702.50	13,702.50
20250239	2025-05-30	KAPPELAR, ELIZABETH	202502	MPC MEETING MAY 14/25	50.00	50.00
20250240	2025-05-30		202507		761.92	761.92
20250241	2025-05-30	L.A. POWER SYSTEMS LTD.	107113	FLUSH SEWER MAINS	1,785.00	1,785.00
20250242	2025-05-30		202507		1,516.23	1,516.23
20250243	2025-05-30	MCCANNA, JOHN	202502	MPC MEETING MAY 14/25	50.00	50.00
20250244	2025-05-30	MCGILL'S INDUSTRIAL SERVICES	11941	CCTV SEWER INSPECTION	30,182.65	30,182.65
20250245	2025-05-30	MINTY PINE SANITATION SOLUTIONS LTD.	2507	PORTABLE TOILET RENTAL-THEATE	157.50	157.50
20250246	2025-05-30	PASSEY ELECTRIC	250047	REPLACE RV PLUG-CAMPGROUND	251.02	251.02
20250247	2025-05-30	PETTY CASH - KELLY LLOYD	202501 202502	FLOAT-POOL RIVERSIDE MARKET-COFFEE	150.00 7.00	157.00
20250248	2025-05-30	PRIMARY ENGINEERING & CONSTRUCTION CORP	0118950 0118951	8TH AVE POWER INSTALLMENT 8TH AVE POWER INSTALLATION	96,061.42 36,163.59	132,225.01
20250249	2025-05-30	RIDGE AUTO PARTS LTD.	740120 740531 740543 740616 740654 740737 741007	OIL SOLDER, CLIPS, WIRE-TRUCK SPRA WIRE PRESSURE WASH HOSE, COUPLING FLOOR MATS SPRAYER PUMP CAMLOCKS, BRASS PLUG-FIRE DEP	65.29 9.10 54.58 945.01 146.99 473.60 328.67	2,023.24
20250250	2025-05-30	RIDGE WATER SERVICES COMMISSION	979	CONTRACT OPERATOR-MAR 23-APF	1,037.40	1,037.40
20250251	2025-05-30	RIVERSIDE COMMUNITY GOLF SOCIETY	202501	FUNDS TO FOR EAVESTROUGH, SPI	44,951.80	44,951.80
20250252	2025-05-30		202506		1,182.65	1,182.65
20250253	2025-05-30	SOUTHERN IRRIGATION	S-INV0737684	WATER MANIFOLD ADAPTERS, TEE\$	145.59	145.59
20250254	2025-05-30	SPARKS, MEL	202502	MPC MEETING MAY 14/24	50.00	50.00
20250255	2025-05-30		202509 202510		750.00 547.32	1,297.32
20250256	2025-05-30		202506		484.28	484.28
20250257	2025-05-30	TNS BUSINESS CENTRE LTD.	74538	WORK ALONE MONITORING	288.12	288.12
20250258	2025-05-30	WESTERN CANADA WELDING PROD.	790341	2025 LEASE RENEWAL-OXYGEN,ACI	399.00	399.00
20250259	2025-05-30	WRIGHT, RICHARD	202502	MPC MEETING MAY 14/25	50.00	50.00
20250260	2025-05-30	SHERLOCK ENVIRONMENTAL SERVICES LTD.	SES25449	ASBESTOS ABATEMENT AIR MONITC	4,142.25	4,142.25

Total 437,273.81

*** End of Report ***

Request for Decision

Administration Reports

June 9, 2025



RECOMMENDATION

That the Administration Reports for the period ending May 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 Report
3. Chief Administrative Officer Report



Public Works Supervisor Report May 2025

General:

- Monthly generator preventative maintenance runs completed (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- Asbestos remediation completed on 212 Main Street (Old Theatre)
- Reached out to 4 contractors for quotes on sidewalk replacement
- 220 Main Street was demolished and hauled away
- 212 Main Street is in process of being demolished
- Contacted contractor demolishing school to provide water truck to decrease dust
- New rules at Transfer Station for oils and batteries

Parks and Rec:

- Turned water on at baseball diamonds, campground and Kinsmen Park
- Relocated campground valves to inside of building
- Fixed 4 leaking water taps at camp sites
- Electricians replaced a receptacle at campground
- Applied for a damage control license through Government of Alberta for a beaver at the golf course
- Assisted in completion of new bathroom at golf course
- Cut grass on Railway, Frontage Road, baseball diamonds and 10th

Roads:

- Filled pot holes
- Sweepers completed spring clean up
- Placed order for new slide in sander
- Cleaned debris from ditches on Railway

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
 - Hydro Excavated 216 3rd Avenue NE and 220 Main St, to locate curb stops and replace box and rods
 - Located water service for a business
- **WTP:**
 - Reservoir levels remain full
 - Filled chlorine
 - Data collection
- **RAW WATER:**
 - Basin water level remains full
 - Routine maintenance including battery replacement
- **SEWER WORK:**
 - CCTV work on sewer and documenting intruding taps needing to be cut

- Spring sanitary sewer flush with Vac Truck
- Drain Master came in to clear roots at a service line and main

- **SEWAGE LIFT STATIONS**

- Regular 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 bag pick up

Swimming Pool:

- Pool supervisor commenced work and arranged schedules, interviews and hires
- Drained, cleaned and refilled pool for start of season
- Painted pool deck
- Filled Chlorine
- Cut the grass and cleaned up garbage
- Reached out to numerous engineering firms for quotes on hard wired fire alarm system for building

Airport:

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

Education & Training:

- Weekly safety meeting on each Wednesday mornings.

Cases by Offence

RRCPO

Date Range 02-28-25 23:00:00 - 06-04-25 23:59:59

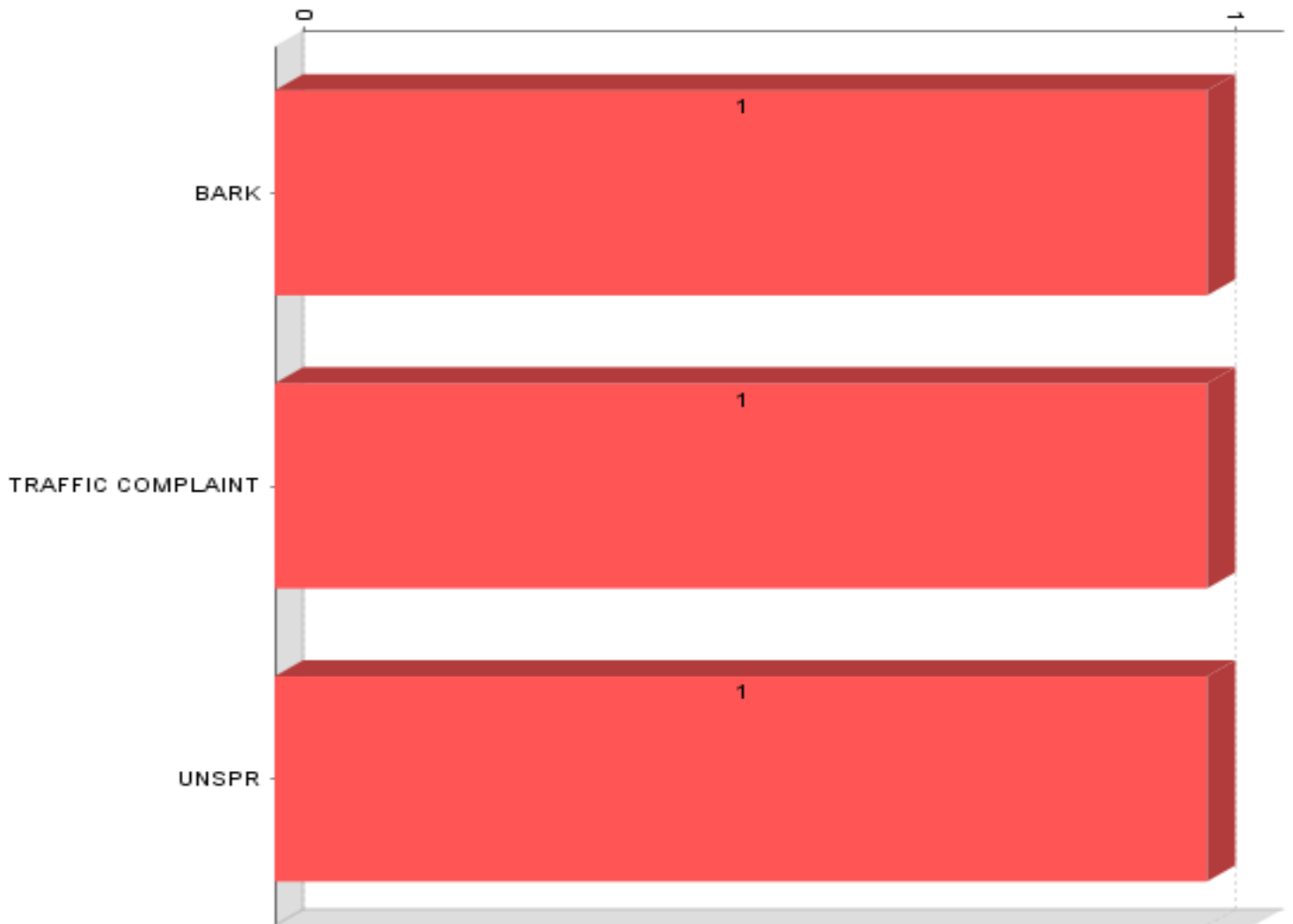
Print Date 06-04-25 08:30:24 TZ Canada/Mountain

RRCPO /

Offence ID	Offence Description	Community	Total
BARK	DOG BARKING	MILK RIVER	1
TRAFFIC	TRAFFIC	MILK RIVER	1
UNSPR	UNSIGHTLY PREMISES	MILK RIVER	1
Total			3

1 / 4

RRCPO /



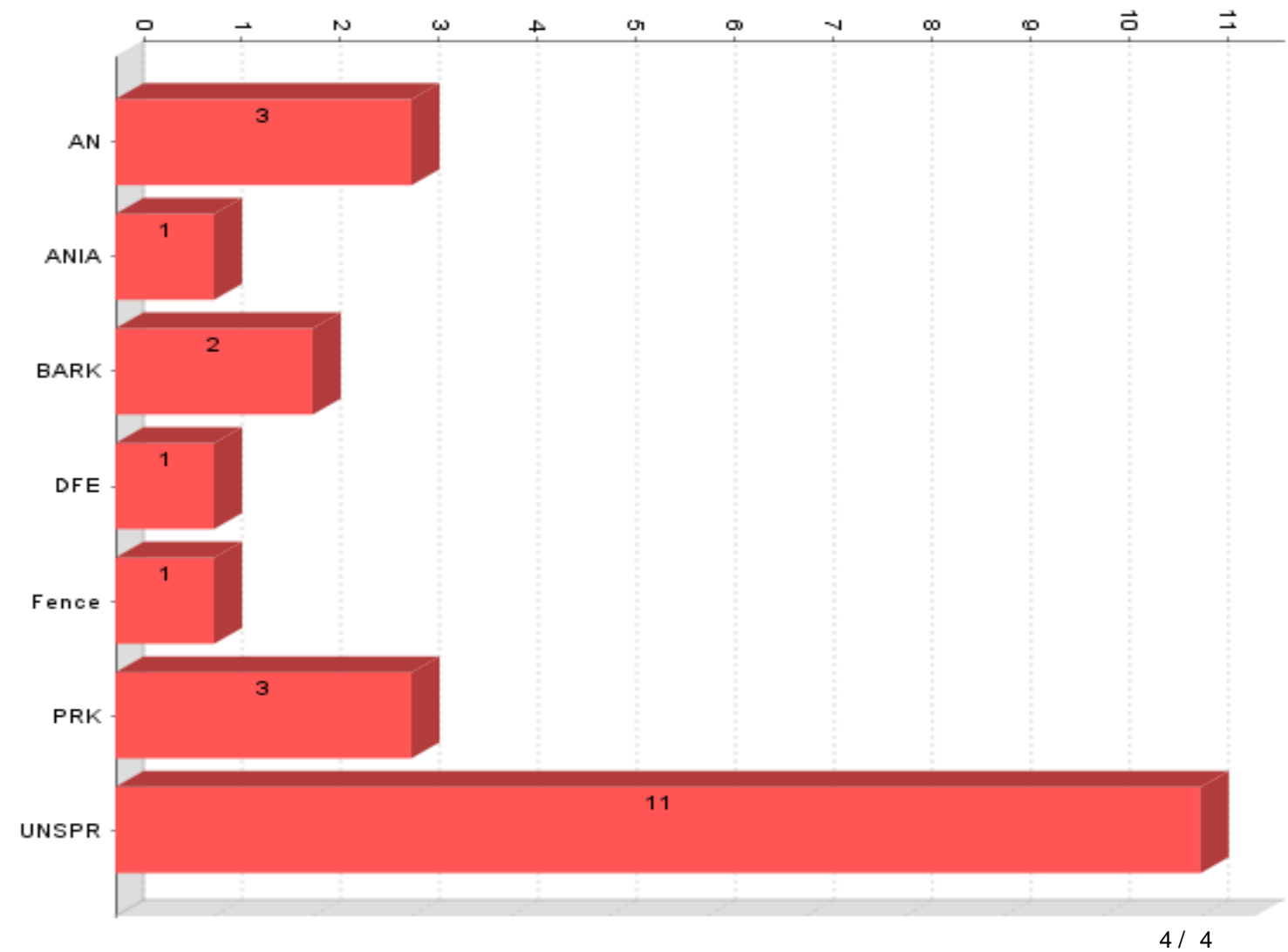
2 / 4

RRCPO / County of Warner

Offence ID	Offence Description	Community	Total
AN	ANIMAL CONTROL BYLAW 17-008	MILK RIVER	3
ANIA	ANIMAL ABUSE	MILK RIVER	1
BARK	DOG BARKING	MILK RIVER	2
DFE	DOG FECES	MILK RIVER	1

FENCE	LINE FENCE ACT	MILK RIVER	1
PRK	PARKING COMPLAINT	MILK RIVER	3
UNSPR	UNSIGHTLY PREMISES	MILK RIVER	11
			Total
			22
			3 / 4

RRCPO / County of Warner





Administration

- Council meeting agenda preparation
- Council meeting attendance
- Council meeting minutes
- Council meeting highlights for newsletter
- Staff meetings
- Weekly meetings with Mayor
- Walk in visitors, phone calls, and emails
- **Updates from CPO's (when applicable)**
- Development inquiries/meetings
 - 13 Development Permits to date
 - 6 solar panels / 2 dwellings / 1 garage / 1 deck / 1 wheelchair ramp / 1 storage container / 1 deck & pool
- MPC meeting agenda preparation, attendance, and minutes
- Research and answer council questions
- Bimonthly meetings with Provincial Drought Team
- Updates to Environment regarding the Inter-Basin Transfer
- Attend EPR Webinars
- 3-year financial plan
- 10-year capital plan budget
- Meetings with MPE regarding Lagoon
- Meeting preparation, attendance, minutes for Special Meeting May 23
- Attend SMMR LOI meeting
- Process approved bylaws, minutes, minute highlights and various agreements
- Seniors Week
- Meet with Ag Society President: paint colours, generator electrical, Bonanza Days
- Attend Department of Military Affairs, State of Montana, Milk River Municipal Water Users meetings
- Grant Writer initial meeting
- Meeting with Inter Pipeline Government/Community Relations
- Apply for temporary diversion licence

2022-04-03	Moved by Councillor Losey, “that administration look into the affordability of raising our grants to the small committees.”	Complete
	2024	
<u>Motion</u> <u>Carried</u> 2024- <u>274</u>	Moved by Councillor Degenstein, “that the Town pay for new eavestroughs for the club house at the golf course.”	Complete
<u>Motion</u> <u>Carried</u> 2024- <u>315</u>	Moved by Councillor Johnson, “that administration make the recommended changes to R4.0 Construction Clean Up and Restoration Policy and bring back to a future Council meeting.”	WIP
	2025	
<u>Motion</u> <u>Carried</u> 2025- <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</u> 2025- <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</u> 2025- <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</u> 2025- <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</u> 2025- <u>93</u>	Moved by Councillor Degenstein, “to bring museum, golf course, and curling rink agreements forward to the next meeting for review.”	Complete
<u>Motion</u> <u>Carried</u> 2025- <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</u> 2025- <u>109</u>	Moved by Deputy Mayor Michaelis, “that administration increase the Line of Credit to two million (\$2,000,000) dollars for the following projects: 8 th Avenue grading, curb and gutter, 8 th Avenue Power Phase A and B, Phase 1A of the lagoon project, purchase of a garbage truck, sun shelter for the pool as well as an offset amount to the operating budget.”	Complete
<u>Motion</u> <u>Carried</u> 2025- <u>136</u>	Moved by Councillor Degenstein, “that Council approve the Historical Society Lease Agreement as presented for execution.”	Complete
<u>Motion</u> <u>Carried</u> 2025- <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</u> 2025- <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</u> 2025- <u>139</u>	Moved by Councillor Losey, “that Council approve the advertisement in the Annual Military Service Recognition Book in the total amount of \$345.00.”	Complete

<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 2575AI - 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
<u>Motion</u> <u>Carried 2025-</u> <u>141</u>	Moved by Councillor Degenstein, “that June 2-8, 2025, be recognized as Seniors Week, in the Town of Milk River.”	Complete
<u>Motion</u> <u>Carried 2025-</u> <u>142</u>	Moved by Councillor Johnson, “that Council purchase burgers and hot dogs for the senior’s BBQ on June 4.”	Complete
<u>Motion</u> <u>Carried 2025-</u> <u>143</u>	Moved by Deputy Mayor Michaelis, “that the Town of Milk River hold a Special Meeting on Friday, May 23, 2025, at 9:00 a.m. for the purposes of reviewing / awarding the lagoon project contract.”	Complete
<u>Motion</u> <u>Carried 2025-</u> <u>148</u>	Moved by Councillor Losey, “that Council accept the highest bid.”	Complete
<u>Motion</u> <u>Carried 2025-</u> <u>149</u>	Moved by Deputy Mayor Michaelis, “that Council send a letter to the County of Warner proposing a partnership between the County and the Town regarding the purchase of the Visitor Information Centre that outlines an option in an agreement to acquire ownership of the Visitor Information Centre with Town repaying and title in the Town’s name.”	Complete
<u>Motion</u> <u>Carried 2025-</u> <u>150</u>	Moved by Councillor Losey, “that the Mayor communicate with the province regarding the Visitor Information Centre pending a partnership with the County.”	Complete

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	With ATB
Inter Basin Engagement	Complete
Planning and Development	
Orthophoto	
Demolition of Theatre	29-May
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	Waiting on grant
Emergency Management	
Wire in generator	
2 Breathing Apparatus	
Roads	
Sander Replacement	Ordered
8th Avenue Roadworks	
8th Avenue Power	Complete
Curb/Gutter (on 8th ave between main & 1 street)	
Sidewalk - School	
Water	
Water Source Study (ACP)	
Phase 1A: Design Raw Water Pump/Main Transmission Line	Not Approved
Wastewater	
Lagoon	Tender Awarded
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	
Engineered Exit Light	

Request for Decision

R4.0 Construction Clean up and Restoration Policy

June 9, 2025



RECOMMENDATION

That Council approve the Construction Clean up and Restoration Policy R4.0 as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act
Occupational Health and Safety

BACKGROUND

Council directed administration to prepare and propose a policy regarding construction clean up and was presented the draft policy in December 2024. Council requested some revisions, and the policy is back on the agenda for approval.

RISK/CONSEQUENCES

1. Council may provide further direction on this policy. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

Operating Budget

ATTACHMENTS

1. R4.0 Construction Clean up and Restoration Policy

Council Policy R4.0 Construction Site Clean-Up and Restoration



Responsibility: Public Works

Effective Date _____

References

Occupational Health and Safety

Council Resolution _____

POLICY STATEMENT

The Town of Milk River endeavours to ensure that construction sites are left in a safe, environmentally friendly, and aesthetically acceptable condition.

PURPOSE

The purpose of this policy is to establish clear guidelines for the clean-up and restoration of construction sites managed by municipal employees or contractors.

SCOPE

This policy applies to all construction projects conducted by municipal employees or contractors, including but not limited to roadworks, building construction, and other infrastructure projects.

RESPONSIBILITIES

The Chief Administrative Officer (CAO), and/or designate, shall be responsible for the implementation of this policy.

STANDARDS

1. Public Impact and Mitigation

- Implement measures to control noise and dust during and after construction to minimize disruption to the public.
- Ensure that traffic disruptions are managed effectively and that any temporary changes to traffic patterns are communicated to the public.

2. Communication

- Clearly communicate the policy to all stakeholders, including municipal employees, contractors, and the public.

3. Safety and Security Measures

- Ensure that the site is secured to prevent unauthorized access and protect public safety.
- Use fencing, barriers, and **work zone** signage as needed to maintain site security during and after construction.
- Conduct safety inspections to identify and mitigate any remaining hazards before site handover.

4. Site Surface and Debris Removal

- All construction debris, including materials, packaging, and waste, must be removed from the site.
- The site must be cleared of hazardous materials, such as nails, glass, and sharp objects.
- The surface should be smoothed and free from dangerous depressions or uneven areas.
- Debris must be disposed of in accordance with local waste management regulations.
 - Recyclable materials should be sent to designated recycling facilities.
 - Hazardous materials must be handled and disposed of according to regulations.
 - Non-recyclable waste should be disposed of at approved waste management sites.
- All construction equipment and temporary structures (e.g., scaffolding, barriers) must be dismantled and removed from the site.
- Any damage to public property or adjacent areas must be repaired.

5. Site Restoration

- Sites must be restored to their original condition or to a condition specified in the project contract.
- Restoration includes regrading, repairing any damage, and ensuring that the site is safe and visually acceptable.
- Any required landscaping must be completed as per the project specifications. This may include planting vegetation and maintaining newly planted areas until they are established (for contractors).
- Depending on the weather season, if needed and where possible, temporary fill (i.e., gravel, etc.) on road and sidewalk construction shall be undertaken until permanent repairs can be done.

6. Compliance and Inspection

- A final inspection of contractor work must be conducted by the Town of Milk River Public Works personnel.
- The inspection will verify that all clean-up and restoration requirements have been met.

Request for Decision

Correspondence

June 9, 2025



RECOMMENDATION

That correspondence for the period ending June 9, 2025, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. RCMP 4th Quarter Statistics
2. Alberta Public Safety and Emergency Services: ESS Framework
3. Municipal Affairs: LGFF Allocations
4. Third Party Advertising Guidelines
5. Alberta Transportation: AMWWP Grant
6. Primary Care Network: Indigenous Support



2025-05-13

Mayor and Councils of Milk River, Warner County, and Coutts

Hello,

Please find attached the quarterly Community Policing Report covering the period from January 1st to March 31th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Milk River RCMP Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Alberta is also hosting the G7 Summit in Kananaskis next month, and resources will also be drawn from across the province, as well as from across the country. Rest assured, local detachments will not be left understaffed and service delivery will not be affected.

Milk River Detachment members have also been issued with body worn cameras in the last month. They are an overt tool with a robust policy and I will be happy to discuss this with you further over the coming weeks.





The Alberta RCMP has also rolled out a province wide non-emergency phone number to connect residents of Alberta to the RCMP, regardless of their location. Residents can dial 310-RCMP and be connected to our Operational Communications Center (OCC) 24/7/365. OCC can then ascertain the proper detachment to dispatch the file to. This is intended so clients needing police action do not have to waste time looking up their local detachment's non-emergency line, while keeping 911 lines free for emergencies.

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 questions or concerns.

Best regards,

Sgt. Liam Shiels
Chief of Police
Milk River RCMP

Type text here





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Milk River

Detachment Commander

Sgt Liam Shields

Report Date

May 13, 2025

Fiscal Year

2024-25

Quarter

Q4 (January - March)

Community Priorities

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

The road safety portion of the Annual Performance Plan has been lacking this quarter. The same issue as last quarter persists with a lack of training for radar. However, there has been an increased presence of Sheriffs in the area due to the increased border patrol priority by the province. There have been a few traffic complaints in the area, and two injury collisions, one of which the Sheriffs addressed the enforcement aspect.

Priority #2: Police / Community Relations - Crime prevention**Updates and Comments:**

Proactive Border patrols by the detachment members have become less of a priority given the federal and provincial focus since the election of the President of the United States. This priority can be changed next fiscal year as there is no sign of these priorities falling by wayside. The campgrounds are still closed for the season but will be opening in the coming weeks, and patrols will increase at that time.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified.	





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 March 31, 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 position, 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)

January to March: 2021 - 2025

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

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	1	0	0	0	-100%	N/A	-0.3
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		2	5	3	0	8	300%	N/A	0.7
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	2	2	0	1	N/A	N/A	0.0
Uttering Threats		5	2	2	1	1	-80%	0%	-0.9
TOTAL PERSONS		9	10	7	1	10	11%	900%	-0.7
Break & Enter		0	1	0	1	1	N/A	0%	0.2
Theft of Motor Vehicle		0	0	0	1	1	N/A	0%	0.3
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		4	3	0	2	1	-75%	-50%	-0.7
Possn Stn Goods		0	0	0	0	0	N/A	N/A	0.0
Fraud		1	3	3	2	0	-100%	-100%	-0.3
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		2	0	0	1	2	0%	100%	0.1
Mischief - Other		2	1	0	2	2	0%	0%	0.1
TOTAL PROPERTY		9	8	3	9	7	-22%	-22%	-0.3
Offensive Weapons		0	0	0	2	0	N/A	-100%	0.2
Disturbing the peace		0	5	0	0	1	N/A	N/A	-0.3
Fail to Comply & Breaches		1	1	1	3	2	100%	-33%	0.4
OTHER CRIMINAL CODE		2	3	0	0	0	-100%	N/A	-0.7
TOTAL OTHER CRIMINAL CODE		3	9	1	5	3	0%	-40%	-0.4
TOTAL CRIMINAL CODE		21	27	11	15	20	-5%	33%	-1.4



Milk River Provincial Detachment

Crime Statistics (Actual)

January to March: 2021 - 2025

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

April 3, 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		2	0	0	0	0	-100%	N/A	-0.4
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		2	0	0	0	1	-50%	N/A	-0.2
Total Drugs		4	0	0	0	1	-75%	N/A	-0.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	7	10	3	3	50%	0%	-0.2
TOTAL FEDERAL		6	7	10	3	4	-33%	33%	-0.8
Liquor Act		2	0	0	0	0	-100%	N/A	-0.4
Cannabis Act		0	4	0	0	0	N/A	N/A	-0.4
Mental Health Act		6	5	3	3	8	33%	167%	0.2
Other Provincial Stats		6	11	6	4	3	-50%	-25%	-1.3
Total Provincial Stats		14	20	9	7	11	-21%	57%	-1.9
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	0	0	0	3	200%	N/A	0.4
Total Municipal		1	0	0	0	3	200%	N/A	0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	0	0	0	1	0%	N/A	0.0
Property Damage MVC (Reportable)		9	12	5	11	9	0%	-18%	-0.1
Property Damage MVC (Non Reportable)		1	0	2	6	3	200%	-50%	1.0
TOTAL MVC		11	12	7	17	13	18%	-24%	0.9
Roadside Suspension - Alcohol (Prov)		2	2	1	0	1	-50%	N/A	-0.4
Roadside Suspension - Drugs (Prov)		0	2	0	0	0	N/A	N/A	-0.2
Total Provincial Traffic		34	244	215	155	14	-59%	-91%	-12.9
Other Traffic		0	0	0	1	0	N/A	-100%	0.1
Criminal Code Traffic		1	3	1	1	1	0%	0%	-0.2
Common Police Activities									
False Alarms		2	1	0	2	5	150%	150%	0.7
False/Abandoned 911 Call and 911 Act		7	4	1	0	6	-14%	N/A	-0.6
Suspicious Person/Vehicle/Property		14	7	2	14	12	-14%	-14%	0.3
Persons Reported Missing		0	2	0	1	0	N/A	-100%	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		3	1	2	2	6	100%	200%	0.7
Form 10 (MHA) (Reported)		0	0	2	0	0	N/A	N/A	0.0

May 9, 2025

Dear Partners of Alberta Emergency Social Services

It is my pleasure to announce that the revised Alberta Emergency Social Services (ESS) Framework was approved on April 23, 2025. This was first announced publicly at the Emergency Social Services Network of Alberta (ESSNA) in-person meeting on April 24th.

This marks the culmination of over two years of coordinated effort between the Alberta Emergency Management Agency and ESS partners, targeted ESS stakeholders through the ESSNA regional leads, and multiple Government of Alberta departments. The knowledge and insights shared by each partner has led to a document that I believe better describes the ESS system in Alberta. It will enable our collective and collaborative efforts to establish a fully integrated emergency management system that incorporates ESS at each stage and promotes a whole-of-society approach.

The Alberta ESS Framework aims to clarify the system as it currently exists and was written to be useable in communities of all sizes, following an all-hazards approach. It is descriptive, not prescriptive, allowing local authorities to implement the content as best fits their capabilities and capacities.

The Alberta ESS Framework has been posted to Alberta.ca under the Government Emergency Plans <https://www.alberta.ca/government-emergency-plans>. It will be added as an annex to the Alberta Emergency Plan. A frequently asked questions document has also been attached for your convenience.

If you have any questions, please contact your AEMA ESS Officer and/or one of your AEMA Field Officers. Thank you for your continued support,

Sincerely,



Stephen Lacroix
Managing Director

Attachment 1 – ESS Framework FAQ

Frequently asked questions

Alberta Emergency Social Services (ESS) Framework 2025

The Alberta Emergency Management Agency (AEMA) is releasing a revised Alberta Emergency Social Services Framework (the framework). This is a revision to the Provincial Emergency Social Services Framework initially published in 2016. The framework is intended for emergency social services (ESS) practitioners and emergency management stakeholders in Alberta, including local authorities, First Nations, the Government of Alberta (GoA), the private sector and civil society organizations (CSOs). Considering the increasing frequency, scale and complexity of disasters, the revised framework supports a whole-of-society approach to emergency management, integrating ESS as a critical component.

What is the Alberta ESS Framework?

The framework, mandated through the Alberta Emergency Plan (AEP), describes the ESS system in Alberta. It outlines the roles and responsibilities of all ESS partners and the processes for coordinating ESS during emergencies and disasters.

Why is the framework necessary?

Alberta has experienced several significant disasters over the past decade since the framework's initial release in 2016. Post-incident assessments have highlighted gaps in emergency management doctrine, particularly ESS, that have impacted response efforts. This is particularly true where incidents are complex, of long duration, or have involved a wide range of stakeholders (local authorities, First Nations, Metis Settlements, GoA departments, industry, civil society organizations, etc.)

The framework makes specific reference to the lessons learned from past emergencies and disasters and reaffirms the GoA's approach to ensuring those lessons are implemented. It reflects the increasing understanding that ESS must be an integrated component of emergency management rather than a separate activity.

Will communities be required to adopt/follow the framework?

The framework aims to describe a system built to support the ongoing development of ESS systems and capabilities, recognizing differences in capability and capacity between communities and providing guidance to enhance equitable treatment of all communities across Alberta.

The framework can be used to support and guide the development of a community ESS program and ESS plan. It is descriptive, not prescriptive. It does not supersede or alter the requirement under the Local Authority Emergency Management Regulation (LEMR) for local authorities to develop and incorporate an ESS plan as part of their emergency plan.

While the framework mentions programs and partners essential to the delivery of ESS, it does not dictate the development or delivery of those programs. The descriptive nature of the framework is intended to provide structure, enabling each partner to develop their program in accordance with their mandate,

capability and capacity in a manner that supports and increases interoperability and integration across the province.

Were stakeholders and partners consulted?

Beginning in late 2022, the development of the framework has been an iterative process involving targeted stakeholder engagement through the Emergency Social Services Network of Alberta (ESSNA) regional leads, AEMA staff and leadership, and departments across the Government of Alberta with ESS-related responsibilities.

What supports are available for communities to enable them to adopt the framework?

AEMA ESS officers have been actively involved in the development of the framework and will be available as subject matter experts to support their regional communities and stakeholders. ESS officers can advise communities on how to integrate best practices and develop their ESS programs and plans. Additional resources are in development and will be accessible through ESS officers and on the ESS community resources SharePoint site.

Will the framework require changes to local ESS plans and/or emergency plans?

The adoption of the framework could result in changes for emergency plans and ESS plans to reflect the integration of ESS in the organization and structures, as well as the processes, procedures and terminology contained within the system. The framework is descriptive, not prescriptive so framework alignment is at the discretion of each local authority, First Nation, and Metis Settlement.

What if communities have difficulties with meeting some of the ESS services outlined?

The framework does not require a community to change their ESS systems; rather, it encourages movement towards a more effective, efficient and integrated ESS system for more equitable services to all Albertans in times of emergencies and/or disasters. Communities can request support through their AEMA ESS officer to find solutions, such as connection with ESS partners, for services they are unable to provide locally. This is ideally done during planning and preparedness activities but can also be done as an official support request during response.

How can anyone be expected to keep up with the constant changes in emergency management?

Alberta has experienced some of Canada's most significant and costly disasters since 2010. Lessons learned from each of these disasters and many smaller, yet impactful, incidents across the province have informed the ongoing development in emergency management. Continuous improvement is a characteristic of the maturing nature of emergency management in Alberta.

Alberta is recognized as a national leader in emergency management, in part as a result of the drive to ensure our province and its many communities are resilient and well-prepared to meet the difficult challenges that arise from emergencies and disasters. The revision of the Alberta ESS Framework sets one of the conditions for improved response and recovery outcomes for Alberta communities.

Does the framework impact First Nations and Metis Settlements?

The framework is intended to be utilized by all stakeholders in the Alberta emergency management system, specifically those providing ESS or involved with its delivery. The framework describes best practices, but it is not mandatory for any community, including First Nations. First Nations in Alberta will continue to have access to provincial emergency management supports through the AEMA First Nations field officers, as well as through funding from Indigenous Services Canada.

Metis Settlement Chairpersons and Councils are considered local authorities under the *Emergency Management Act* and as such are subject to the LEMR. The framework is a descriptive document and is not mandatory for local authorities, including Metis Settlements.

Will there be another revision of the framework?

The framework is subject to a comprehensive scheduled review every five years with other periodic updates as required. Additional triggers for review and amendment may include lessons from simulated exercises, large-scale incidents or the activation of the Provincial Emergency Coordination Centre (PECC).

If we have more questions, who can we contact?

For more information on the framework, emergency management stakeholders can contact their AEMA ESS officer and/or AEMA field officers directly.

AEMA regional ESS officers are as follows:

Northwest – Darryl Martin

Northeast – Leah David

North Central – Stacey Gislason

East Central – Shauna Hetherington

Central – Sandi Misselbrook

South Central – Erin Harhara

South – Brad Hove

You can also reach both the AEMA ESS officers and/or AEMA field officers via the PECC:

PECC Non-Urgent Inquiries: 780-644-5425

PECC Email: pses.pecc@gov.ab.ca



Updated Third Party Advertising Guidelines for Local Elections in Alberta [2025]

The Third Party Advertising Guidelines have been updated for the 2025 Municipal General Election

- **Pursuant to Section 179 of the *Local Authorities Election Act (LAEA)*, a third party, or an individual acting on a third party's behalf, must ensure that election advertising sponsored by the third party complies with the guidelines of the Minister.**

- **Third party advertising guidelines for local elections in Alberta [2025]**
 - The guidelines explain requirements for the identification of third party advertisers, and can be accessed at [Third Party Advertising Guidelines | Alberta.ca](#).
 - The guidelines have been updated to reflect amendments made to the *LAEA* by the *Municipal Affairs Statutes Amendment Act, 2024*.
 - Municipalities should direct all third party advertisers to the guidelines, and recommend review of Part 8 of the *LAEA*.
 - Questions about the guidelines may be directed to the Municipal Capacity and Sustainability Branch of Municipal Affairs at ma.advisory@gov.ab.ca, or 780-427-2225, toll-free in Alberta by dialing 310-0000 first.

May 29, 2025

Kelly Lloyd
Chief Administrative Officer
Town of Milk River
P.O. Box 270
Milk River AB T0K 1M0

Dear Kelly Lloyd:

Thank you for your town's recent application to the 2025 intake of the Alberta Municipal Water/Wastewater Partnership (AMWWP) administered by the Ministry of Transportation and Economic Corridors.

The evaluation process has recently been completed and unfortunately the detailed design and construction for the Raw Water Transmission Line and Pump Station project was not successful for funding approval. This year's intake received a significant number of applications which exceeded the available program budget. As a result, not all project applications could be approved.

Although your project did not receive grant funding under the 2025 funding year the town can keep the project active for future consideration by providing an update on cost, scope, or scheduling changes as they arise by November 30, 2025. If the town decides to proceed with the project before receiving a grant approval, the project will no longer be eligible for AMWWP grant funding.

We appreciate the time and effort that went into your submission. Your ongoing commitment to enhancing local infrastructure supports the long-term sustainability of Alberta's communities.

If you have questions please contact Cindy Helm, Safety and Grants Program Administrator at 403-382-4065, or at Cindy.Helm@gov.ab.ca.

Regards,



Darren Davidson, P.Eng
Regional Director

cc: Jerry Lau, Infrastructure Manager
Cindy Helm, Safety and Grants Program Administrator

June 2, 2025

Re: Indigenous Support Line is now available provincewide

Indigenous patients and families across Alberta now have access to an innovative service to help them navigate the healthcare system in a culturally safe way.

As of June 1, 2025, any Indigenous patient, their family members, friends and even front-line healthcare providers can reach out to the [Indigenous Support Line](#) for advice, advocacy, navigation, translation services and more.

For the last three years, the Indigenous Support Line has helped more than 10,000 callers from North, South and Central Zones with their healthcare related questions and concerns.

Operated by Health Link under Primary Care Alberta in partnership Indigenous Wellness Core, Indigenous Listeners with clinical experience walk patients and families through their healthcare journeys and help with any questions that may arise along the way.

This unique, made-in-Alberta service is effectively meeting the needs of Indigenous Peoples. Of the thousands of callers surveyed, 100% said they were satisfied with the service they received, 97% would recommend the service to a friend, and 99% would call again. The Indigenous Support Line has won numerous awards including the Health Quality Council of Alberta Patient Experience award.

Through a grant provided by Alberta Health, resources have been added to support the increased number of calls anticipated from expanding the valued service to the province's large urban centres.

Listeners are standing by to help. To reach the Indigenous Support Line, call 1-844-944-4744 or 811 between 10 am and 6 pm weekdays.

Please help us promote this valuable service by printing and posting the [poster](#) and sharing this information through your networks. Questions? Email indigenuswellnesscore@ahs.ca.

Cheers,
Kim Simmonds
Chief Executive Officer, Primary Care Alberta



**Primary Care
Alberta**

Request for Decision

2026-2035 Capital Plan

June 9, 2025



RECOMMENDATION

That the 2026-2035 Capital Plan be approved as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act: Financial Plans and Capital Plans

Required plans 283.1

(1) In this section, (a) “capital plan” means a plan referred to in subsection (3); (b) “financial plan” means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the financial year in which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

BACKGROUND

The 2026-2035 Capital Plan is presented to council for discussion and approval.

ATTACHMENTS

1. 2026-2035 Capital Plan

[illegible]

Waste Water											
Lagoon Rehabilitation	\$ 1,965,500.00										
1 Ave S Replacement (2 St E to Centre Ave)							\$ 970,000.00				
Main Street Replacement (Centre Ave to 3 Ave)								\$ 850,000.00			
Vehicles											
Plow	\$ 64,500.00										
Dump Truck				\$ 100,000.00							
PW Truck	\$ 50,000.00										
Hotsy Hydrovac/Generator Combo Unit						\$ 600,000.00					
Recreation											
Block 39 Phase 2		\$ 277,000.00									
Block 39 Phase 3			\$ 153,000.00								
Splashpad					\$ 600,000.00						
Irrigation at Campground	\$ 8,000.00										
LED Lights (Pool)				\$ 10,000.00							
LED Lights (Curling Rink)				\$ 10,000.00							
3 pt Mower Deck	\$ 5,000.00										
Total Expenses	\$ 3,112,783.00	\$ 1,327,750.00	\$ 1,100,750.00	\$ 680,000.00	\$ 860,000.00	\$ 880,000.00	\$ 1,420,000.00	\$ 1,190,000.00	\$ 1,220,000.00	\$ 980,000.00	\$ 12,771,283.00

Request for Decision

2026-2028 Financial Plan

June 9, 2025



RECOMMENDATION

That the 2026-2028 Financial Plan be approved as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act: Financial Plans and Capital Plans

Required plans 283.1

(1) In this section, (a) “capital plan” means a plan referred to in subsection (3); (b) “financial plan” means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the financial year in which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

BACKGROUND

The 2026-2028 Financial Plan is presented to council for discussion and approval.

ATTACHMENTS

1. 2026-2028 Financial Plan

TOWN OF MILK RIVER BUDGET FORECAST FOR 2026-2028				
	2025 BUDGET	2026	2027	2028
General Government Revenue	(1,733,885)	(1,768,563)	(1,803,934)	(1,840,013)
Council	-	-	-	-
Finance	(286,424)	(292,152)	(297,996)	(303,955)
Fire Services	(20,000)	(20,400)	(20,808)	(21,224)
Municipal Enforcement	(3,900)	(3,978)	(4,058)	(4,139)
Common Services	(300)	(306)	(312)	(318)
Roads	(25,380)	(25,888)	(26,405)	(26,933)
Airport	(465)	(474)	(484)	(493)
Water	(2,267,800)	(273,156)	(278,619)	(284,192)
Wastewater	(97,000)	(98,940)	(100,919)	(102,937)
Solid Waste	(139,510)	(142,300)	(145,146)	(148,049)
Cemetery	(3,000)	(3,060)	(3,121)	(3,184)
Planning & Development	(36,700)	(37,434)	(38,183)	(38,946)
Recreation Administration	(5,400)	(5,508)	(5,618)	(5,731)
Campground	(17,000)	(17,340)	(17,687)	(18,041)
Pool	(151,650)	(154,683)	(157,777)	(160,932)
Library	-	-	-	-
Total Revenues	(4,788,414)	(2,844,182)	(2,901,066)	(2,959,087)
General Government Expenses	283,670	289,343	295,130	301,033
Council	97,807	99,763	101,758	103,794
Finance	442,618	451,470	460,500	469,710
Debt Obligations	-	-	-	-
Fire Services	86,106	87,828	89,585	91,376
Municipal Enforcement	77,570	79,121	80,704	82,318
Common Services	189,409	193,197	197,061	201,002
Roads	310,883	317,101	323,443	329,912
Airport	5,106	5,208	5,312	5,419
Water	2,381,854	389,491	397,281	405,226
Wastewater	75,670	77,183	78,727	80,302
Solid Waste	150,858	153,875	156,953	160,092
Cemetery	5,000	5,100	5,202	5,306
Planning & Development	90,915	92,733	94,588	96,480
Recreation Administration	215,018	219,318	223,705	228,179
Campground	37,440	38,189	38,953	39,732
Pool	239,415	244,203	249,087	254,069
Golf Course	78,774	80,349	81,956	83,596
Library	20,301	20,707	21,121	21,544
Total Expenditures	4,788,414	2,844,182	2,901,066	2,959,087

<i>Included in above figures</i>				
Transfers from Reserves	-234,724	(239,418)	(244,207)	(249,091)
Transfer to Capital	25,180	25,684	26,197	26,721
Annual surplus (deficit)	0	0	0	0
Accumulated Surplus	13,849,516	13,849,516	13,849,516	13,849,516
PROPERTY TAX AND REQUISITIONS OVERVIEW (included in Gen Gov Rev/Exp)				
BUDGETED REVENUE	2025	2026	2027	2028
Property Taxes Levied	(1,054,614)	(1,075,706)	(1,097,220)	(1,119,165)
ASFP Levies	(248,182)	(253,146)	(258,209)	(263,373)
Homes For The Aged Tax Rate	(20,659)	(21,072)	(21,494)	(21,923)
Designated Industrial Properties	(130)	(133)	(135)	(138)
Penalties and Costs Levied on Taxes	(10,000)	(10,200)	(10,404)	(10,612)
TOTAL REVENUE	(1,333,585)	(1,360,257)	(1,387,462)	(1,415,211)
BUDGETED REQUISITION EXPENSES				
School Found. Program Requisition	248,011	252,971	258,031	263,191
Ridge Country Housing	20,659	21,072	21,494	21,923
DIP Requisition(kept if under \$1000)	-	-	-	-
TOTAL EXPENSES	268,670	274,043	279,524	285,115

Request for Decision

July Council Meeting

June 9, 2025



RECOMMENDATION

That the Regular Council Meeting scheduled for July 14 be cancelled or to move the July 14th meeting to July _____.

LEGISLATIVE AUTHORITY

Municipal Government Act
Procedural Bylaw

BACKGROUND

The CAO is on vacation leave from June 25-July 8. Council's scheduled meeting is for July 14th. Councils' agenda package is due to be prepared and circulated as per the Procedural Bylaw on July 9. Administration is requesting to either cancel or change the date of the July Council meeting.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Veterans Memorial Highway (VMHA) Ducks

June 9, 2025



RECOMMENDATION

That the report on the Veterans Memorial Highway Ducks be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

At the May regular Council meeting, Councillor Degenstein requested for the item of the VMHA Ducks be added to the June Council agenda.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Tax Recovery Sale -Date Change

June 9, 2025



RECOMMENDATION

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.

LEGISLATIVE AUTHORITY

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

BACKGROUND

Council motioned to hold the Tax Recovery Sale on Monday, August 11, 2025, at the May regular council meeting. Subsequently to that, and with certain advertising requirements, the advertising submission deadline was missed.

In order to be compliant with tax sale advertising, administration is requesting to move the sale to Monday, August 11, 2025.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Pool

June 9, 2025



RECOMMENDATION

That Council accept the report / discussion on the pool as information.

LEGISLATIVE AUTHORITY

BACKGROUND

The item of the pool has been added to the agenda by Council for Council discussion.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Pool Policies

<p align="center">TOWN OF MILK RIVER</p> <p align="center">POLICY AND PROCEDURE MANUAL</p>	<p>SECTION:</p> <p align="center">RECREATION AND CULTURE - POOL</p>
<p>POLICY:</p> <p align="center">SPECIAL NEEDS PATRONS</p>	<p>POLICY NUMBER:</p> <p align="center">RC1.0</p>
<p>Approved by Council: May 10, 2010</p>	<p>AMENDED:</p>

PURPOSE

To establish a policy providing appropriate guidelines for lifeguards and parents/caregivers with regard to special needs patrons.

DEFINITIONS

1. Responsible adult shall mean someone 16 years of age or older with sufficient control of the special needs patron to immediately remove them from the water in the event of an emergency.

POLICY

The Town of Milk River is concerned about the safety of all of its pool patrons, in particular its special needs patrons and will ensure their safety needs are met in a manner that

- Reduces the risk of injury to the special needs patron, staff members and other patrons
- Increases the level of communication between staff members and the pool patron

PROCEDURES

1. Any special needs patrons using the facility are to be accompanied in the water by an aide, assistant or responsible adult.
2. When the special needs patron is able to demonstrate sufficient skill in the water to the Head Guard and/or Manager, the aide, assistant or responsible adult may remain on deck.
3. At no time may a special needs patron be allowed in the pool without an aide, assistant or responsible adult present.

TOWN OF MILK RIVER POLICY AND PROCEDURE MANUAL	SECTION: RECREATION AND CULTURE - POOL
POLICY: DISCIPLINE AT POOL	POLICY NUMBER: RC2.0
Approved by Council: May 10, 2010	AMENDED:

PURPOSE

To define the standards of behaviour expected of patrons of the Milk River and District Swimming Pool.

POLICY

The Town of Milk River will set standards of behaviour that allow all patrons a safe and enjoyable swimming experience at the Milk River and District Swimming Pool. The Town will manage the standards of behaviour in a manner that:

- Establishes the criteria staff will use in warning and disciplining patrons who break rules, including any expulsions involved.
- Ensures rule infractions are documented.

PROCEDURES

1. The first rule infraction will result in a verbal warning from the lifeguard on deck to the patron responsible. The infraction and subsequent warning will be documented. Refer to appendix "A".
2. The second infraction in a single day will result in the patron being asked to "time out" on the pool deck for ten minutes. This will also be documented.
3. A third rule infraction in a single day will result in the patron being sent home and their parents being notified of the expulsion by the Manager or Head Lifeguard if they were not present at the pool. This too will be documented.
4. If any patron is being sent home repeatedly, they will risk being expelled from the pool for a period of time longer than the day, up to and including a season's expulsion.
5. Rule infractions by adults will be treated the same way as those by children with the exception of parental notification. If adult rule infractions continue after repeated warnings, the police will be called.
6. If any patron's behaviour is intolerable, the Manager or Head Guard may decide upon immediate expulsion rather than the above "three strike" policy. Intolerable behaviour will include bullying and anything that risks the physical or mental well-being of another Pool patron.

Policy RC3.0 – Discipline at Pool

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**Milk River and District Swimming Pool
Incident Report Form**

Date: _____

Time:_____

Name(s) of those involved:_____

Address:_____

Phone Number:_____ **Estimated Pool Attendance:**_____

Type of Facility Use (public, family etc.)_____

What Happened?_____

Where:_____

Warning Issued? Yes No **1st Time:**_____ **2nd Time**_____ **3rd Time:**_____

Was anyone asked to leave? Their name_____

Did they leave cooperatively? Yes No **If no, explain**_____

Were parents called? Yes No **If yes, what time?**_____

Was the manager/town foreman called? Yes No **If yes, what time?**_____

Were the Police called? Yes No **If yes, what time?**_____

Guard(s) involved_____

Witness(s)_____

Manager's signature_____

The personal information requested on this form is being collected for the purpose of administration of incident reporting at the Swimming Pool in the Town of Milk River and may be shared with the CAO, Town Foreman and Pool Staff under the authority of the Freedom of Information and Protection of Privacy Act and is protected by the FOIP Act. If you have any questions about the information collection, contact the FOIP Coordinator at (403) 647-3773.

<p style="text-align: center;">TOWN OF MILK RIVER</p> <p style="text-align: center;">POLICY AND PROCEDURE MANUAL</p>	<p>SECTION:</p> <p style="text-align: center;">RECREATION AND CULTURE</p>
<p>POLICY:</p> <p style="text-align: center;">POOL USE</p>	<p>POLICY NUMBER:</p> <p style="text-align: center;">RC 3.0</p>
<p>Approved by Council: May 10, 2010</p>	<p>AMENDED:</p>

PURPOSE

To establish a policy setting the priority use of the Milk River and District Swimming Pool.

POLICY

The Town of Milk River recognizes the need to establish a ranking system for the swimming pool to adequately meet the needs of the community, patrons, staff, and taxpayers. The Town of Milk River will set the following priorities for use of the Milk River and District Swimming Pool:

- 1) Swimming instruction and water safety programs
- 2) Recreational swimming
- 3) School use
- 4) Aquatic fitness programs
- 5) Facility staff training
- 6) Rental time

<p style="text-align: center;">TOWN OF MILK RIVER</p> <p style="text-align: center;">POLICY AND PROCEDURE MANUAL</p>	<p>SECTION:</p> <p style="text-align: center;">RECREATION AND CULTURE</p>
<p>POLICY:</p> <p style="text-align: center;">ADMINISTRATION FEES</p>	<p>POLICY NUMBER:</p> <p style="text-align: center;">RC 4.0</p>
<p>Approved by Council: May 10, 2010</p>	<p>AMENDED:</p>

PURPOSE

To ensure all patrons of the Milk River and District Swimming Pool have equal access to programs and services.

POLICY

The Town of Milk River finances the operations of the Milk River and District Swimming Pool in a manner that requires a subsidy of property taxes from the Town of Milk River and the County of Warner No. 5 to ensure the citizens of the Town and County will find the fees charged for various services and programs are affordable to everyone. Rates will be outlined in Schedule "A" attached to this policy. The Town will manage the fees for services and programs in a manner that:

- Ensures the Town receives payment for all services and programs prior to admittance to the facility or prior to program start
- Establishes the criteria for preparing, reporting and accounting for payments.
- Rests the responsibility for review and setting rates for pool services and programs with the Council of the Town.

PROCEDURE

1. To ensure the Town receives payment for all services and programs, the fees must be collected either prior to admittance to the facility or prior to program start.
2. Payment may be made in the form of cash, or cheque payable to the Town of Milk River. **Written receipts will be issued for everything except day passes. All payments will be recorded through the till.**
3. The receipts to be used will be:
 - a) pre-printed Town of Milk River and District Swimming Pool receipts.

Policy RC4.0 – Administration Fees

Page 2

- b) completed in full with all customer information
 - c) dated and signed by the staff member completing the transaction
 - d) used in numerical order and filed in numerical order at the end of each day. The PINK copy goes to the client, the YELLOW goes in with the daily deposit and the WHITE is filed at the pool
 - e) Although there is no specific spot on the receipt, for the customer's convenience, please add lesson session dates and lesson times beside each registered swimmer to reduce the number of confirmation calls required at a later date. Please see Schedule "B" for copies of properly completed receipts.
4. All cash is to be kept in the cash drawer after being properly entered.
 5. The Pool Manager will pick up the deposit the following business day, complete the reconciliation and take the deposit to the Town Office.

SCHEDULE “A”

*** All Prices Include GST ***

SWIM PASSES

	<u>Daily</u>	<u>10-Pack</u>	<u>Season</u>
Tots (4 & under with adult)	FREE	FREE	FREE
Child (4 - 12)	\$3.00	\$25.00	\$75.00
Student (13 - 17)	\$4.00	\$35.00	\$85.00
Adult (18 +)	\$5.00	\$45.00	\$95.00
Senior (50 +)	\$4.00	\$35.00	\$85.00
Family	\$12.00	\$100.00	\$160.00

RED CROSS LESSONS

Pre-School / Swim Kids (Levels 1-4) (GST exempt)

30 minute sessions

Public \$40.00 with Pass \$50.00 without Private Lesson: \$125.00

Swimkids (Levels 5-10) (GST exempt)

45 minutes – 60 minute sessions

Public \$40.00 with Pass \$60.00 without Private Lesson: \$250.00

Adult Lessons: \$50.00

OTHER

	<u>Drop-In</u>	<u>10-Pack</u>	<u>Season</u>
Aqua Fit	\$5.00	\$35.00	\$50.00
Junior Lifeguard Club	\$50.00		
Bronze Cross	\$150.00 plus book costs (gst exempt)		
Bronze Medallion	\$150.00 plus book costs (gst exempt)		
*Both Courses	\$250.00 plus book costs (gst exempt)		
Pool Rental	\$75.00 per hour	\$300.00 Day Rental	

GOODS

Little Swimmer Diapers	\$2.00 each (gst included)
Replacement Passes	\$3.00

<p style="text-align: center;">TOWN OF MILK RIVER</p> <p style="text-align: center;">POLICY AND PROCEDURE MANUAL</p>	<p>SECTION:</p> <p style="text-align: center;">RECREATION AND CULTURE</p>
<p>POLICY:</p> <p style="text-align: center;">POOL PHONE & PUBLIC RELATIONS</p>	<p>POLICY NUMBER:</p> <p style="text-align: center;">RC 5.0</p>
<p>Approved by Council: May 10, 2010</p>	<p>AMENDED:</p>

PURPOSE

To guide pool staff in appropriate communications and relations with pool patrons and other members of the general public. The staff at the Milk River and District Swimming Pool will also keep the telephone available for emergencies.

POLICY

The Town of Milk River requires pool staff to relate to the public in a friendly, helpful and positive manner.

PROCEDURE

1. Speaking to the public in person or on the telephone is to be done in a manner that conveys respect, friendliness and knowledge.
2. Patrons are to be informed of rule infractions in such a manner that they feel educated, not disciplined.
3. Inquiries are to be answered correctly as soon as possible. Any staff member not sure of a correct answer is to find out the answer quickly and return the patron's call immediately in the case of a phone inquiry, and either call or find the patron (if they are on deck) if the inquiry was made in person. If this is not possible, pass the inquiry on to the pool manager to be dealt with in a timely manner.
4. The pool facility is to be maintained in such a manner that people wish to return repeatedly. The following is vital:
 - a) Staff members are to stay busy during their shifts; this includes maintenance tasks, water and mechanical checks and yard maintenance.
 - b) Prepared lessons serve two purposes, they lead to quality lessons and the planning is another activity for staff during slow periods.

Policy RC5.0 – Pool Phone and Public Relations

Page 2

5. Staying busy and productive serves different purposes. It shows the public that the facility is taken seriously by its' staff, and will lead to great employee evaluations.
6. When the Pool receives an incoming call it is to be answered "Milk River Swimming Pool, this is _____." Calls are to be kept as brief as possible, and in the event of an emergency, any incoming call may be disconnected in order to call **911**.
7. Outgoing calls may only be made by pool staff, must be brief and may also be disconnected in the event of an emergency. The telephone must always be available for emergency calls, therefore the telephone will not be available for public use.

<p style="text-align: center;">TOWN OF MILK RIVER</p> <p style="text-align: center;">POLICY AND PROCEDURE MANUAL</p>	<p>SECTION:</p> <p style="text-align: center;">RECREATION AND CULTURE</p>
<p>POLICY:</p> <p style="text-align: center;">POOL HIRING POLICY</p>	<p>POLICY NUMBER:</p> <p style="text-align: center;">RC 6.0</p>
<p>Approved by Council: May 10, 2010</p>	<p>AMENDED:</p>

PURPOSE

To define guidelines for hiring lifeguard/water safety instructors and other pool staff.

POLICY

The Town of Milk River will hire lifeguard / water safety instructors with qualifications that best serve the safety needs of pool patrons. Other considerations will be the hiring of local residents over non-residents (qualifications being equal) and the hiring of people with special abilities above the minimum requirements.

PROCEDURE

1. Minimum requirements for lifeguards hired as Junior or Senior lifeguards shall be up to date National Lifesaving Service certification (to be recertified every two years) and up to date Red Cross Water Safety Instructor certification (also recertified every two years). Each Junior Guard must be 16 years of age before commencement of employment, each Senior Guard must be 18 before commencement of employment, unless exceptional need is determined by management.
2. Favourable ratings in courses shall be the primary consideration in the hiring competition, followed by local residency.
3. Additional qualifications such as Life Saving Instructor status shall be taken into account following the above three considerations.
4. Favourable work references will be taken into consideration.
5. Favourable employee evaluations from the Town of Milk River may lead to season to season employment

Request for Decision

Hay Lease

June 9, 2025



RECOMMENDATION

That Council accept for information, the report on the hay lease.

LEGISLATIVE AUTHORITY

BACKGROUND

Since the land just east of the water treatment plant has been bought back by the town, administration has received queries as to whether this land would be available to lease for hay.

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Property Assessment Sub-Classes

June 9, 2025



RECOMMENDATION

That a property assessment subclass bylaw be created to incorporate the following subclasses:

LEGISLATIVE AUTHORITY

Municipal Government Act - Section 297

BACKGROUND

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."

Council needs to determine the following tax sub-classes and then work with the assessor to determine which properties would fall into the respective category. These properties would then be coded and assessed for the 2026 year once a bylaw has received third and final reading.

1. Class 1 - Residential (R1, R2, R3)
 - a. Vacant Residential Buildings
 - i. Derelict vacant buildings
 - ii. Well maintained buildings
 - b. Vacant Residential Lots
2. Class 2 - Non-Residential: Commercial (C1, C2), Industrial (I1, I2)
 - a. Vacant Non-Residential Buildings
 - i. Derelict vacant buildings
 - ii. Well maintained buildings
 - b. Vacant Non-Residential Lots

RISK/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Cardston County Letter

June 9, 2025



RECOMMENDATION

That Council send a letter to Alberta Justice regarding the overreach of Sheriff enforcement.

LEGISLATIVE AUTHORITY

BACKGROUND

At the most recent discussion with MP Motz and communities within the Medicine Hat-Cardston-Warner area, one topic of discussion was the overreach felt by many communities as it relates to the provincial Sheriff's role. Deputy Mayor Michaelis requested this item to be on the agenda for Council discussion.

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. Cardston County Enforcement Letter



Cardston County

May 26, 2025

Mickey Amery, Honourable
Minister of Justice
424 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
ministryofjustice@gov.ab.ca

RE: Overreaching Enforcement by the Sheriffs.

Dear Minister Amery:

In recent discussions with several of our neighbouring rural municipalities, a shared concern has arisen regarding the actions of Alberta Sheriffs conducting traffic stops that appear outside the expected scope of their mandate. While we fully understand and support the increased sheriff presence related to enhanced border security measures, we are concerned about their growing involvement in routine local enforcement activities.

Specifically, we have received reports of individuals being stopped and ticketed for minor or historically accepted practices, such as a farmer transporting a working dog in the back of a pickup truck. This has long been a familiar and safe practice in our rural communities. These are not matters of excessive speed or seatbelt violations, but actions that, while perhaps technically infractions, have not traditionally warranted enforcement in this manner.

There is a growing perception among our residents that, in the absence of active border-related duties, sheriffs are redirecting their focus toward minor, locally accepted behaviours. This has led to increased complaints, both to our office and to neighbouring municipalities, and is generating frustration among residents who feel unfairly targeted.

We respectfully request that direction be provided to the Sheriff's office to remain focused on their core role of border enforcement, and to defer local community policing and traffic matters to the RCMP and local Peace Officers, who are more familiar with the context and customs of our rural way of life.

We recognize the importance of upholding all laws but believe that discretion and understanding of rural practices are critical in maintaining community trust and cooperation.

Thank you for your attention to this matter. I would welcome the opportunity to discuss this further at your convenience.

Respectfully,

Randy Bullock, Reeve
Cardston County

Request for Decision

Councillor Reports

June 9, 2025



RECOMMENDATION

That the Councillors reports for the period ending June 9, 2025, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

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

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Oldman River Regional Services Commission



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

April 17, 2025; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, April 17, 2025, at 6:00 pm, in the ORRSC Administration Building.

Attendance

Executive Committee

Christopher Northcott, Chair
Don Anderberg, Vice Chair
Evan Berger
David Cody
Brad Schlossberger
Gordon Wolstenholme

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk
Gavin Scott, Senior Planner

Absent

Neil Sieben

Chairman Northcott called the meeting to order at 6:02 pm.

1. Approval of Agenda

Moved by: Evan Berger

THAT the Executive Committee adopts the April 17, 2025 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

THAT the Executive Committee approves the March 6, 2025 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Audit Presentation

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor's Report for the Year ended December 31, 2024 to the Committee.

The Executive Committee discussed amortization, capital forecasting, and reserve contributions.

Moved by: David Cody

THAT the Executive Committee accepts the Auditor's Report and Financial Statements for the year ended December 31, 2024 prepared by KPMG LLP. as presented, subject to the approved changed; and,

That the documents be sent to Municipal Affairs.

CARRIED

4. Business Arising from the Minutes

a. Recruitment Investigation

Virtual Presentation from Erica Thomas, Transitional Solutions Inc.

E. Thomas, of Transitional Solutions Inc., presented their recruitment proposal, highlighting there investigation process and their experience with the municipal industry.

The Executive Committee inquired about the associated costs, the recruitment timeline, and mentorship opportunities.

5. Official Business

a. ORRSC Service Agreement - Status Update

G. Scott presented an update on the current status of the ORRSC Service Agreements. He highlighted that Administration is working to develop an agreement that will have the ability to grow with the organization if future services are offered.

G. Scott noted that due to the size of the review, Administration is working to have a draft ready for the Executive to review this summer, and for the Board to review in September.

The Executive Committee discussed the importance of the holistic review to ensure that the updates align with the organizational needs and long-term objectives, for both the Members and ORRSC. The Executive Committee further discussed the importance of having the Board to review the contract prior to it being released to Member municipalities to ensure a standardized contract is adopted.

b. Subdivision Activity – As of March 31, 2025

L. Kuiper presented the Subdivision Activity Report as of March 31, 2025 to the Executive Committee.

6. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for February 2025 to the Executive.

Moved by: Gord Wolstenholme

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for February 2025, as presented.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheets and Comparative Income Statements for February 2025 and the Details of Account for February 2025 to the Executive.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for January 2025 and the Details of Account for January 2025, as presented.

CARRIED

7. New Business

There was no new business.

Moved by: Brad Schlossberger

THAT the Executive Committee moves into Closed Session in accordance with Section 24 of the *Freedom of Information and Protections of Privacy Act*.

CARRIED AT 7:20 PM

8. Closed Session

a. Letter from Staff regarding CAO Recruitment

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 8.a – Letter from Staff regarding CAO Recruitment: L. Kuiper, R. Keer, S. Sayer and G. Scott.

Moved by: Don Anderberg

THAT the Executive Committee moves into Open Session

CARRIED AT 7:52 PM

Moved by: Don Anderberg

THAT the Executive Committee directs the Chair to responded to the letter received from staff; and,

That the Executive Committee will host and invite staff to a roundtable discussion, set for Thursday, May 8, 2025 at 4:00 pm.

CARRIED

9. CAO's Report

L. Kuiper presented CAO Report to the Committee.

10. Round Table Discussions

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

11. Next Meeting – May 8, 2025

12. Adjournment

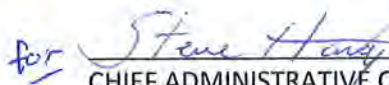
Moved by: Gord Wolstenholme

THAT the Executive Committee hereby closes the meeting.

CARRIED AT 8:14 PM



CHAIR



CHIEF ADMINISTRATIVE OFFICER

Request for Decision

Mayors Report

June 9, 2025



RECOMMENDATION

That the Mayors Report for June 9, 2025, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Mayor Liebelt will provide a report from the Mayors Desk.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Chief Mountain Regional Solid Waste Services Commission

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
APRIL 9, 2025, AT THE TOWN OF MAGRATH.**

Members Present:

Wayne Harris – Cardston County
Josh Bourelle – Town of Magrath
Bryce Coppieters – Town of Raymond
Gary Bikman – Village of Stirling
Tanya Smith – Village of Coutts

Randy Taylor – County of Warner
John Grainger – Town of Cardston (Zoom)
Derek Baron – Village of Warner (Zoom)
Brian Wickhorst – Village of Glenwood
Larry Liebelt – Town of Milk River

Others Present:

Marian Carlson – SEO
Suzanne Pierson – Secretary/Treasurer

Lee Beazer – Operator
Shawn Cook – MWG Chartered Accountant

Commenced at 4:30 pm

Larry Liebelt in the Chair.

AGENDA

Bryce Coppieters moved to approve the agenda.

Carried

MINUTES

Tanya Smith moved that the minutes of March 12, 2025, board meeting be adopted as presented.

Carried

NEW BUSINESS

DELEGATION

Shawn Cook from MWG reviewed the audited financial books for 2024. MWG found the books to be in order.

06-25 Randy Taylor moved to accept the audited 2024 Financial Statement as performed by MWG.

Carried

The SEO advised that the Town of Raymond continues to haul directly to the Landfill. They have been delivering an average of six loads per week, reducing the need for pick up by the Commission by about 2 loads per week. No feedback has been received from the Town of Raymond regarding the project.

The SEO reported that she participated in a Webinar on March 26, 2025, regarding the recently implemented Provincial Priorities Act. A letter from Alberta Municipal Affairs is included in the correspondence.

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The SEO presented the statistics on the traffic on the Commission website which is looking good.

Shawn Cook was excused at 4:51 p.m.

The SEO presented a draft including the financial analysis from Stantec. The SEO advised regarding the Transfer Station redevelopment with the costs associated with the upgrades/repairs.

Brian Wickhorst excused at 6:02 p.m.

Josh Bourelle moved to approve the SEO's report.

Carried

The Operator reported that 731.97 tonnes of waste were delivered to the Landfill in March 2025 making the year-to-date total 2,089.475 tonnes.

The Operator advised that repairs were made at the Spring Coulee transfer station. The overhead public door was damaged by the wind. Also, repairs have been made at the Milk River and Magrath transfer stations. The repairs at Milk River have already been damaged by the wind and should be repaired this coming week.

The Operator reported that the Glenwood transfer station's main door will be repaired by Claw Homes.

The Operator advised that a report was sent to the government on tonnage that was diverted from the Landfill.

The Chairman inquired about a tin or wood fence instead of the normal wind fences that have melted with the fires.

Gary Bikman moved to approve the Operators report.

Carried

Financial Statement

The Financial Statement for March 31, 2025, was reviewed.

Bryce Coppieters moved to accept the March 31, 2025, Financial Statement.

Carried

Approval of Bills

Bills for March 2025 were reviewed.

Randy Taylor moved to approve the bills for March 2025.

Carried

CORRESPONDENCE

A letter from Wilde Brothers Engineering regarding the year-end 2024 Closure and Post Closure. Filed

Wayne Harris moved to approve the letter from Wilde Brothers Engineering. Carried

A letter from Genesis regarding the Annual General Meeting on April 22, 2025. Filed

07-25 Randy Taylor moved to use the proxy for the Genesis Annual General Meeting. Carried

A letter from Alberta Municipal Affairs regarding the passing of the Provincial Priorities Act. Filed

ADJOURNMENT

Tanya Smith moved the meeting adjourned.

Adjournment at 6:25 p.m.

The Next Commission board meeting is scheduled for Wednesday, May 14, 2025, at 4:30 p.m. in the Town of Magrath.

Chairman

A handwritten signature in blue ink, appearing to be 'LL', is written over a horizontal line.