



**Village of Delia**  
**Organizational Council Meeting Agenda**  
**Tuesday, October 27, 2025 6:30 PM**  
**Delia Drop-In Centre**

- 1. Call to Order** (CAO – Lena )
- 2. Adoption of Agenda**
- 3. Appointment of Mayor**  
As per Procedural Bylaw #669-2025 (14) (appointment of Mayor requires a motion of council)
- 4. Change of Chair** (Mayor)
- 5. Appointment of Deputy Mayor**  
As per Procedural Bylaw #669-2025 (15) (appointment of Deputy Mayor requires a motion of council)
- 6. Introduction of Councillor**
- 7. Establish Regular Council Meetings – Date and Time**  
Currently set on the Second Tuesday of each month starting at 6:30 pm
- 8. Appointments to Committees and Boards – See attachment**
- 9. Other Appointments**
  - 9.1 Auditor for 2025 fiscal year (Currently Ascend LLP – Peter Stone, CPA, CA)
  - 9.2 Assessor for 2025 fiscal year (Municipal Property Consultants (2009) Ltd. – Terry Willoughby, AMAA)
  - 9.3 Internal Auditor
- 10. Signing Authority**

**11. Policy#23 – Council Remuneration**

As per Procedural Bylaw #669-2025 (12 F)

**12. Adjournment**



## Village of Delia – Organizational Council Meeting

Tuesday, October 8, 2024 - 6:30 pm

Village of Delia Administration Office – Meeting room

### Minutes

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Present: Jordan Elliott, Jim Adams, David Smeyers, Official Administrator Harold Johnsrude, CAO Lena Beninger

**1. Call to Order**

Official Administrator Harold Johnsrude called the meeting to order at 6:30 PM.

**2. Adoption of Agenda**

*Res 090-2024*

James Adams moved, David Smeyers seconded, to adopt agenda. Carried

**3. Governance Overview**

Harold Johnsrude highlighted parts of various sections (153, 154(1), 169-173, 174, 182-186, 187-191 and 197) of the Municipal Government Act with council and explained how these sections affected council. He also presented the council with a copy of the Council Code of Conduct Bylaw 630-2018, Chief Administrative Officer Bylaw 615-16 (MGA Section 207,208 & 153.1) and Procedural Bylaw 657-2021.

**4. Appointment of Mayor**

Jim Adams nominated Jordan Elliott as Mayor. With no further nominations Jordan Elliott accepted. Jordan Elliott was elected as Mayor by acclamation.

**5. Change of Chair**

The Office Administrator transferred the chair to Mayor Jordan Elliott at 7:10 pm.

**6. Election of Deputy Mayor**

Jordan Elliott nominated Jim Adams as Deputy Mayor. With no further nominations Jim Adams accepted. Jim Adams was elected Deputy Mayor by acclamation.

**7. Establish Regular Council Meetings – Date and Time**

Currently set on the Second Tuesday of each month starting at 6:30 pm

*Res 091-2024*

Jordan Elliott moved, David Smeyers seconded, that the council meetings be held on the second Tuesday of each month starting at 6:30 PM. Carried.

## 8. Appointment to Committees and Boards

### *Res 092-2024*

Jordan Elliott moved, David Smeyers seconded, to approve that individuals already assigned remain the same and the time differences found on the documented, as reported by council, be amended.

### **Committees and Boards – October 2024**

| Name                                                                          | Rep                                              | Alternate        |
|-------------------------------------------------------------------------------|--------------------------------------------------|------------------|
| Community Futures Big Country                                                 | Jim Adams                                        | Jordan Elliott   |
| Drumheller & District Seniors Foundation                                      | David Smeyers                                    | Jim Adams        |
| Drumheller & District Solid Waste                                             | Jim Adams                                        | David Smeyers    |
| Henry Kroeger Regional Water Commission                                       | Jordan Elliott                                   | Jim Adams        |
| Palliser Regional Municipal Services                                          | David Smeyers                                    | Jim Adams        |
| Starland Regional Emergency Management                                        | Jim Adams                                        | Jordan Elliott   |
| Starland Regional Family & Community Support Services                         | David Smeyers                                    | Jordan Elliott   |
| Starland Regional Fire                                                        | Jim Adams                                        | David Smeyers    |
| Community Standards                                                           | All council                                      | All council      |
| Municipal Emergency Management                                                | All council                                      | All council      |
| Municipal Planning Commission                                                 | All council                                      | All council      |
| Village Personnel Committee                                                   | All council                                      | All council      |
| Joint Assessment Review Board Bylaw 646-2019                                  | Need to appoint a councillor or citizen at large | Lillian Morrison |
| Palliser Intermunicipal Subdivision & Development Appeal Board Bylaw 653-2020 | Maximum: 3 councillors and 2 citizens at large   |                  |
| Delia & Dist. Ag Society                                                      | Jordan Elliott                                   | David Smeyers    |
| Delia Municipal Library Board                                                 | Jordan Elliott                                   | David Smeyers    |
| Marigold Library System                                                       | Melody Christofferson                            | David Smeyers    |

## 9. Other Appointments

### **a. Appointment of Auditor for 2025 Fiscal Year**

#### *Res 093-2024*

Jordan Elliott moved, Jim Adams seconded, that Ascend Chartered Professional Accounts of Hanna, AB be appointed as the municipal auditor for the 2025 fiscal year. Carried.

**b. Appointment of Assessor for 2025 Fiscal Year**

***Res 094-2024***

Jordan Elliott moved, David Smeyers seconded, that Municipal Property Consultants (2009) Ltd. – Terry Willoughby AMAA be appointed as the municipal assessor for the 2025 fiscal year. Carried

**10. Policy #23 – Council Remuneration - As per Procedural Bylaw #657-2021 (12 F)**

***Res 095-2024***

Jordan Elliott moved, David Smeyers seconded, that council remuneration rates remain the same per Policy #23 October 11, 2022. Carried.

**11. Adjournment**

***Res 096-2024***

Jordan Elliott moved, Deputy Mayor Jim Adams seconded, the meeting be adjourned at 7:34 PM. Carried.

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Mayor Jordan Elliott

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CAO Lena Beninger



# **Regular Council Meeting Agenda**

**Seniors' Drop-In Center**

**October 27 2025**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Public Works Report**
- 4. Adoption of Minutes**
  - 4.1 October 14, 2025 Regular Council Meeting Minutes
- 5. CAO Report**
- 6. Financial Report**
- 7. Business from the Minutes**
  - 7.1 Bylaw Officer
  - 7.2 Date for next Stat Planning Meeting – Monthly after election?
  - 7.3 Job descriptions - CAO and Public Works Foreman
- 8. New Business**
  - 8.1 Incident Report Policy
  - 8.2 Holiday Garbage Collection and/or snow removal
  - 8.3 Limit of Garbage bags per week
  - 8.4 Removal of tree at 3<sup>rd</sup> Avenue East
- 9. Council Reports**
- 10. Council Inquiries and/or Comments**
- 11. Correspondence to Mayor and/or Council as a Whole**
  - 11.1 Light up Delia
- 12. Adjournment**



# **Regular Council Meeting Minutes**

**Seniors' Drop-In Center**

**October 14, 2025 at 6:30 PM**

Present: Mayor Jordan Elliott, , Councillor David Smeyers, Chief Administrative Officer Lena Beninger. Absent: Deputy Mayor Jim Adams.

## **1. Call to Order**

Mayor Jordan Elliott called the meeting to order at 6:35 PM.

## **2. Adoption of Agenda**

The agenda was amended to include:

8.5 Date of Organization Meeting

8.6 November Office Closure

8.7 Incident Report policy

***Res 135-2025***

Mayor Jordan Elliott moved to accept the amended agenda. Carried.

## **3. Public Works Report**

***Res 136-2025***

Mayor Jordan Elliott moved to accept the public works report as presented. Carried.

## **4. Adoption of Minutes**

4.1 September 9, 2025 Regular Council Meeting Minutes

***Res 137-2025***

Mayor Jordan Elliott moved to approve the amended September 9, 2025 Regular Council Meeting Minutes. Carried.

4.2 September 11, 2025 Special Council Meeting Minutes

***Res 138-2025***

Councillor David Smeyers moved to approve the amended Special Council Meeting Minutes as presented. Carried.

## **5. CAO Report**

***Res 139-2025***

Mayor Jordan Elliott moved to accepted the CAO report as presented. Carried.

## **6. Financial Reports**

Councillor David Smeyers queried the Administration expense recorded on the financial report. Administration will review questioned expense and supply council with an answer at the Organizational meeting.

## **7. Business from Previous Minutes**

### **7.1 Bylaw Officer**

#### ***Res 140-2025***

Mayor Jordan Elliott moved to have Administration contact the Town of Hanna regarding the expense of Bylaw enforcement coverage for Delia through the Town of Hanna. Obtained information to be presented at the next Council Meeting. Carried.

### **7.2 675-2025 Advertising Bylaw**

#### ***Res 141-2025***

Mayor Jordan Elliott moved to deferred the Advertising Bylaw until November Council Meeting. Carried.

## **8. New Business**

### **8.1 Date for next Strategic Planning Meeting**

#### ***Res 142-2025***

Mayor Jordan Elliott moved to have Strategic Planning Meeting date added to the Organizational Meeting agenda. Carried.

### **8.2 Additional Election Worker Staff**

#### ***Res 143-2025***

Mayor Jordan Elliott moved for Administration to contact Prairie Land School Division regarding if extra staffing was required for the joint election between the Village of Delia and Prairie Land School Division. If required, Administration was approved to hire additional staff. Carried.

### **8.3 CAO and Public Works Foreman Job Descriptions**

#### ***Res 144-2025***

Councillor David Smeyers moved to defer job descriptions until the next Council Meeting. Carried.

### **8.4 Extension Date for Basement Completion For Lot Sale**

Administration queried if Council would grant an extension on **Condition 1** of the Lot Sale agreement which states:

...a foundation or basement must be in place within 90 days from the closing date...;  
if Wilfred Kameka purchased lots 504 and 508 in October. Mr.

Kameda goes south each winter and would not start construction until May 2026 when he returned to Delia.

#### ***Res 145-2025***

Mayor Jordan Elliott moved that Condition 1 be extended to allow for the basement construction to occur in May 2026. Carried.

**8.5 Organization Meeting Date**

***Res 146-2025***

Mayor Jordan Elliott moved to hold the Organization Meeting at 6:30 PM on October 27, 2025 at the Delia Drop-In Center. Carried.

**8.6 Closure of Village Office from November 10 – November 21, 2025**

***Res 147-2025***

Councillor David Smeyers moved to close the Village Office November 10 – 21<sup>st</sup> during the CAO vacation. Carried.

**8.7 Incident Report Policy**

***Res 148-2025***

Mayor Jordan Elliott moved to have Administration contact the Town of Hanna to inquire if they have an Incidental Report Policy that the Village of Delia could use to implement their own policy. Carried.

**9. Council Reports**

DDSF accreditation was granted.

FCSS financials have been completed for year end.

**10. Adjournment**

Mayor Jordan Elliott adjourned the meeting at 7:50 pm.

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Mayor Jordan Elliott

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CAO Lena Beninger

Village of Delia Financial Report  
08-Oct-25

| Statement by Department |                   | 83%     |         |          |        | 83%     |         |          |        |          |          |          |        |
|-------------------------|-------------------|---------|---------|----------|--------|---------|---------|----------|--------|----------|----------|----------|--------|
|                         |                   | Revenue |         |          |        | Expense |         |          |        | Net      |          |          |        |
|                         |                   | actual  | budget  | variance | % used | actual  | budget  | variance | % used | actual   | budget   | variance | % used |
| 0000                    | General Revenue   | 442,018 | 461,672 | 19,654   | 96%    | 23,434  | 64,747  | 41,313   | 36%    | -418,584 | -396,925 | 21,659   | 105%   |
| 1100                    | Legislative       | 0       | 0       | 0        |        | 19,746  | 23,610  | 3,864    | 84%    | 19,746   | 23,610   | 3,864    | 84%    |
| 1200                    | Administration    | 9,129   | 6,300   | -2,829   | 145%   | 152,593 | 174,250 | 21,657   | 88%    | 143,464  | 167,950  | 24,486   | 85%    |
| 1211                    | Election          | 0       | 0       | 0        |        | 0       | 1,000   | 1,000    | 0%     | 0        | 1,000    | 1,000    | 0%     |
| 2100                    | Police            | 0       | 0       | 0        |        | 0       | 12,088  | 12,088   | 0%     | 0        | 12,088   | 12,088   | 0%     |
| 2300                    | Fire              | 7,590   | 38,000  | 30,410   | 20%    | 13,054  | 38,000  | 24,946   | 34%    | 5,464    | 0        | -5,464   |        |
| 3200                    | Roads and Streets | 1,872   | 0       | -1,872   |        | 55,427  | 99,900  | 44,473   | 55%    | 53,555   | 99,900   | 46,345   | 54%    |
| 4100                    | Water             | 84,973  | 115,100 | 30,127   | 74%    | 93,903  | 151,210 | 57,307   | 62%    | 8,930    | 36,110   | 27,180   | 25%    |
| 4200                    | Sewer             | 24,405  | 32,000  | 7,595    | 76%    | 7,556   | 14,100  | 6,544    | 54%    | -16,848  | -17,900  | -1,052   | 94%    |
| 4300                    | Garbage           | 0       | 0       | 0        |        | 21,568  | 28,925  | 7,357    | 75%    | 21,568   | 28,925   | 7,357    | 75%    |
| 5100                    | FCSS              | 0       | 0       | 0        |        | 0       | 1,641   | 1,641    | 0%     | 0        | 1,641    | 1,641    | 0%     |
| 6100                    | Planning          | 0       | 0       | 0        |        | 4,100   | 4,100   | 0        | 100%   | 4,100    | 4,100    | 0        | 100%   |
| 6200                    | Community & Ag    | 1,500   | 1,500   | 0        | 100%   | 3,324   | 2,000   | -1,324   | 166%   | 1,824    | 500      | -1,324   | 365%   |
| 6600                    | Subdivisions      | 0       | 0       | 0        |        | 0       | 0       | 0        |        | 0        | 0        | 0        |        |
| 7200                    | Recreation        | 0       | 0       | 0        |        | 3,032   | 6,650   | 3,618    | 46%    | 3,032    | 6,650    | 3,618    | 46%    |
| 7300                    | Memberships       | 0       | 0       | 0        |        | 0       | 0       | 0        |        | 0        | 0        | 0        |        |
| 7400                    | Culture, Library  | 0       | 0       | 0        |        | 78      | 100     | 23       | 78%    | 78       | 100      | 23       | 78%    |
| 7401                    | Library           | 0       | 0       | 0        |        | 2,052   | 2,052   | 0        | 100%   | 2,052    | 2,052    | 0        | 100%   |
| 7402                    | Marigold          | 0       | 0       | 0        |        | 1,002   | 1,002   | 0        | 100%   | 1,002    | 1,002    | 0        | 100%   |
| 9000                    | Fiscal Services   | 0       | 0       | 0        |        | 0       | 0       | 0        |        | 0        | 0        | 0        |        |
| 571,487                 |                   | 654,572 | 83,085  | 87%      |        | 400,868 | 625,375 | 224,507  | 64%    | -170,619 | -29,197  | 141,422  | 0%     |
|                         |                   |         |         |          |        |         |         |          |        |          |          |          |        |
| ???                     | Capital           | 0       | 0       | 0        |        | 0       | 0       | 0        |        | 0        | 0        | 0        | 0%     |
| ???                     |                   | 0       | 0       | 0        |        | 0       | 0       | 0        |        | 0        | 0        | 0        | 0%     |

cao@delia.ca

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**From:** Matthew Norburn <mnorburn@hanna.ca>  
**Sent:** October 22, 2025 9:44 AM  
**To:** Lena Beninger  
**Subject:** Info

Good Morning Lena,

I have attached a form that you could use for incident reporting. Below are some proposed fees based on what we charge Oyen.

Regards

Matthew

- **Effective rate:** ≈ \$47/hour (fully loaded)
- **Minimum charge:** 2 hours per call-out (\$94 + GST)

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- **Includes:** travel, admin, and vehicle costs
- **Excludes:** special materials or court attendance (billable at same hourly rate if required)



Matthew Norburn  
Chief Administrative Officer  
P: 403.854.4433  
W: hanna.ca

*Live the Lifestyle*

**Important:** Please note that the information contained in this email and any included attachments are confidential. If you received this email in error, please notify the sender promptly and do not disclose or make copies of the contents.



## Job Description – Chief Administrative Officer June 2017

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### Position Summary

The Chief Administrative Officer (CAO) will provide advice and support to the Council in maintaining the efficient and effective management of the Village as well as implementing policies, programs and strategies that address the needs of the Village. The CAO will provide effective leadership to the staff and will ensure that continued opportunities exist for public participation on civic issues.

### Reports To

Village Council

### Qualifications & Training

- 3 to 5 years experience in a similar role
- Post secondary education or equivalent experience in administration
- Computer experience including MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Must possess a valid drivers license and a clean drivers abstract
- Local Government Administrators designation or working towards an equivalent designation

### Competencies

- Has a positive attitude
- Works well in teams
- Is accountable for decisions and work
- Is energetic and enthusiastic
- Uses effective communication both internally and externally
- Works independently and makes decisions with little supervision
- Pays attention to accuracy, quality and detail
- Has problem solving ability
- Is adaptable and flexible
- Is creative, innovative and a critical thinker
- Is dependable and reliable
- Is diplomatic and tactful
- Is results oriented
- Builds relationships
- Can effectively manage their time
- Can plan and organize
- Continues their learning
- Displays integrity and ethics
- Acts with a professional demeanor and appearance

## Position Responsibilities and Duties

### Advice and Support to Council

- Supports Council in the determination of policy and decision making by providing accurate advice. In doing so, integrates objectives merging from the political process, social and economic trends, knowledge of the service area and advice of staff
- Formulates alternatives for consideration by Council to ensure that Village objectives are achieved
- In addition to new policy and program initiatives, keeps the Mayor and Council apprised of issues and developments of an operational or political nature that relate to Village interests
- Provides appropriate advice, background information, briefing materials and presentations to Council in carrying out their responsibilities. Plays an active role on committees and commissions as required

### Overview and Strategic Planning

- Reviews Council's Strategic Plan of priorities and issues and other documents provided. The definition of strategic issues are those, which if not properly addressed, will result in harm to the Village.
- The CAO will create a broad overview of Village critical issues to ensure the Strategic Plan meets critical and essential goals. The CAO will create a reporting template for Council that will report the tangible achievements toward the strategic vision and strategic goals

### Objectives for Chief Administrative Officer

- In conjunction with Mayor and Council, establishes personal performance objectives to be achieved by the CAO that will form the basis for a performance review

### Organization and Management

- Reviews and recommends an effective organizational structure for the staff of the Village that reflects operational needs and planned objectives. Of critical importance is the continued development of staff that is responsible for the day-to-day management of the Village
- Ensures that there is a clear definition of responsibilities for each employee; that there are effective programs in place to foster the development of personnel and a system of measurement of employee performance that supports the accomplishment of Council's strategic and operational objectives
- Communicates the strategic vision and direction of the organization to all employees and discusses how they fit into accomplishing planned tangible outcomes. Ensures strong two way flow of information between Staff and Council

### Service to the Public

- Ensures that Village staff is committed to providing a high level of public service and creates a dynamic environment that results in the continuous search for new and more effective approaches to fulfilling the Village mandate

### Village Operations

- Ensure the effective functioning of all operations and that Council policy is implemented, objectives achieved and programs operate within approved funding limits and are customer-driven. The primary service categories are:
  - Public works and engineering, parks and regulatory services
  - Planning and development
  - Financial services
  - Recreation services
  - Corporate services

#### Policies & Programs

- Recommends to Council new and revised policies and programs that are consistent with the Strategic Plan and the needs of the organization to meet the changing needs of the public served by the Village

#### Financial, Administrative, Corporate Management

- Ensures effective financial and administrative systems are in place to safeguard the assets of the Village and maximizes the effectiveness of resource utilization

#### Internal Communication

- Ensures an effective and inclusive system for internal communication exists between staff, management and Council. Ensures all staff is made aware of Village plans, goals, strategies and directives
- Keeps the Council apprised of issues and developments of an operational or political nature that relate to the interests of the Village

#### Key External Relationships - General Public & Other Organizations

- Takes a leadership role in facilitating appropriate public participation prior to key Council decisions
- Develops and maintains productive working relationships with CAO's of neighbouring municipalities and the County
- Develops and maintains effective relationships with provincial agencies that affect the Village

#### Duties from the Municipal Government Act

The chief administrative officer must ensure that:

- all minutes of council meetings are recorded in the English language, without note or comment;
- the names of the councillors present at council meetings are recorded;
- the minutes of each council meeting are given to council for adoption at a subsequent council meeting;
- the bylaws and minutes of council meetings and all other records and documents of the municipality are kept safe;
- the Minister is sent a list of the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
- the corporate seal, if any, is kept in the custody of the chief administrative officer;
- the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by council;
- all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;
- the accounts for authorized expenditures referred to in section 248 are paid;
- accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- money invested by the municipality is invested in accordance with section 250;
- assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 are prepared;
- public auctions held to recover taxes are carried out in accordance with Part 10;
- the council is advised in writing of its legislative responsibilities under this Act.



## Job Description – Public Works Foreman June 2017

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### Position Summary

The Public Works Foreman is responsible for the management, administration and delivery of all municipal works programs and services in order to ensure that residents receive effective and appropriate services.

The Foreman will oversee all municipal works operations. The Foreman will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant provincial legislation and municipal policies and procedures.

The Foreman is responsible for the delivery of programs in the areas of water and sanitation, road maintenance and repair, building and vehicle maintenance. They must supervise and lead summer and casual staff in an effective and sensitive manner and ensure the level of morale is maintained. They must also respond to concerns and complaints of residents in a positive and courteous manner.

The delivery of municipal services is vital to the safety and health of the community. Providing adequate services will enhance the safety, health and well-being of the community. The ability to deal with residents and the public in a courteous and respectful manner will reduce the number and level of complaints concerning municipal services.

### Reports To

CAO

### Qualifications & Training

- 3 to 5 years experience in a similar role
- Computer experience including MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Must possess a valid driver's license and a clean drivers abstract
- Small Water Systems Certification (or working on it)
- Small Wastewater Systems Certification (or working on it)
- First Aid & CPR Certification
- Pesticide Spray Certification (considered an asset)
- Confined Spaces / Ground Disturbance
- WHIMS

### Competencies

- Has a positive attitude
- Works well in teams
- Is accountable for decisions and work
- Is energetic and enthusiastic
- Uses effective communication both internally and externally
- Works independently and makes decisions with little supervision

- Pays attention to accuracy, quality and detail
- Has problem solving ability
- Is adaptable and flexible
- Is creative, innovative and a critical thinker
- Is dependable and reliable
- Is diplomatic and tactful
- Is results oriented
- Builds relationships
- Can effectively manage their time
- Can plan and organize
- Continues their learning
- Displays integrity and ethics
- Acts with a professional demeanor and appearance

#### Position Responsibilities and Duties

Manage municipal services in the areas of transportation and mobile equipment

- Perform inspections of roads, alleys, sidewalks and drainage systems
- Complete snow removal and road maintenance and repair, as required
- Ensure proper signage for transportation purposes is maintained
- Ensure mobile and stationary equipment is properly maintained

Manage water and sanitation systems in order to ensure the availability of a clean community water supply and the proper disposal of waste and sewage

- Ensure the maintenance of water quality standards as per the Provincial Code of Practice
- Manage the operation of the water treatment plant
- Manage the delivery of water to residents, businesses and facilities
- Manage the sanitation and sewage collection and disposal system as per the Provincial Code of Practice
- Conduct regular inspections of water and sanitation systems
- Ensure standards and disposal procedures are followed
- Manage the solid waste management system
- Weekly Garbage pickup
- Manage Recycling station

Manage maintenance and repairs to municipal buildings

- Conduct inspections of municipal buildings
- Make emergency repairs and coordinate repairs to buildings
- Coordinate landscaping and grounds maintenance
- Coordinate maintenance/repairs to structural, mechanical and electrical systems

Manage the public parks and recreation areas to ensure a neat and tidy environment for the public

- Support the hiring process and supervise summer seasonal staff
- Coordinate the green spaces and campground maintenance with other Village groups

Maintain the general administration of the Municipal Services Department

- Assist with annual planning
- Establish preventative maintenance schedules
- Prepare plans for short terms projects and manage these projects
- Recommend the purchase of goods and equipment and maintain inventories
- Provide reports to government agencies, departments and other organizations as required
- Ensure records are maintained

## BASIC REQUIREMENTS FOR THE CAO POSITION

Hi Will,

Attached is the job description.

The successful candidate would already have a basic understanding of:

- the current Municipal Government Act
- how to prepare bylaws
- how to prepare the Council agenda and minutes
- how property tax and assessments work
- how municipal utilities work
- working background in bookkeeping, if not accounting
- municipal accounting and budgeting
- calculating the tax rates and prepare a tax rate bylaw
- calculating and prepare the utility rate bylaw
- tax recovery legislation
- municipal planning
- basic emergency management

We will provide the training for the financial software we are using.

Education reimbursement in addition to the requirements can be negotiated.

The value in the budget is the same as been paid to the previous three CAO's - \$40 per hour. Previous CAO's have had a 4 day week, but I personally would like to see a 5 day week. That being said, the CAO position is a 24/7/365 position.



## Epic Adventures Incident Report Form

**Report any incident that is out of the ordinary; a minor injury, fire alarm, disgruntled customer, or suspension.**

**If the incident is of a serious nature it is to be reported to the Program Coordinator and the Director of Community Services immediately.**

PLEASE PRINT ALL INFORMATION

DATE: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of staff(s) involved: \_\_\_\_\_

Description of incident or nature of injury:

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Action taken by staff member:

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Was police, EMS, or Parents notified?:

Yes \_\_\_\_\_ No \_\_\_\_\_

Who?: \_\_\_\_\_

Is a follow-up call needed?:

Yes \_\_\_\_\_ No \_\_\_\_\_

To Whom?: \_\_\_\_\_

Signature of Staff: \_\_\_\_\_

cao@delia.ca

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**From:** Delia Community Hall <deliacommunityhall@gmail.com>  
**Sent:** October 16, 2025 9:01 AM  
**To:** CAO Delia  
**Cc:** Melody C  
**Subject:** Fire pits

Hi Lena, I heard you have some questions about the Light Up Delia.

The date as I had stated in my previous email is November 29.

When we hosted the event in previous years the village's contribution was the setting up of fire pits (there were two located on the block in front of the hall. One in front of the hall and one further down located in front of Luke's Cafe) Im not sure where they got them from? I'm assuming they would be in storage somewhere or Jordan might remember where they were acquired from.

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Take down would be required for that evening or the Sunday morning after...that is up to you.

Firewood would be provided by the village? That was their contribution.

Please let me know if this is something the village is willing to provide. If not, I will make other arrangements.

I also see voting is taking place at the drop in centre so I will cancel the hall booking.

Thank you,  
Robyn

The village CAO, has questions:

2

Do you have any further information on light up Delia...  
Where are the firepits?  
What is the date of the event? and  
What is the date for the take down is that also required?  
Is there a supply of firewood?

Sent from my iPhone

**When:** October 27, 2025 9:00 AM-4:00 PM.

**Where:**

Location to be determined, perhaps Moring Community Hall  
0900 – 1500 hrs for LAEO, ESS approx. 30 min presentation after LAEO  
Will leave coordinating lunch to Starland Regional – if on our own will need an 1 hour break  
Student materials sent in separate e-mail

Local Authorities Elected Officials Course – Location TBD

The Local Authority Elected Official (LAEO) course is for elected officials and delegates in Alberta to complete within 90 days of assuming office. It provides background on the fundamentals of emergency management, introduces key emergency management partners, and explains the implications of provincial emergency management legislation for elected officials and delegates as representatives of the local authorities in Alberta.

- No pre-requisites to take this course.
- AEMA offers this course **in-class and online**.
- The facilitated in-class course and self-directed online course both take 4 to 5 hours to complete.

**Attachments:**

- Outlook-whj2xdmv.png

**Fw: LAEO - Starland Regional AB2025-0265 (14)**

10/20/25 11:44 AM

From: "Dan Tremblay" &lt;dan@starlandcounty.com&gt;

To: Lena Beninger &lt;cao@delia.ca&gt;, "morrin@netago.ca" &lt;morrin@netago.ca&gt;

Cc: "publicworks@delia.ca" &lt;publicworks@delia.ca&gt;, "btuck2025@outlook.com" &lt;btuck2025@outlook.com&gt;

You should be getting this communication from the Province here as well so this should be just a heads up.

Dan Tremblay  
Municipal Services Director  
Utilities Officer / Development Officer / Deputy Director of Emergency Management  
Starland County  
217 Railway Avenue North  
Box 249  
Morrin, AB T0J 2B0  
Ph: 403-772-3793 ext 312  
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Cell: 403-820-4077  
e-mail: [dan@starlandcounty.com](mailto:dan@starlandcounty.com)



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**From:** Lorne F Thompson <Lorne.F.Thompson@gov.ab.ca>**Sent:** October 20, 2025 10:52 AM**To:** Gord Buhr <Gord.Buhr@gov.ab.ca>; Serena Michie <serena@starlandcounty.com>**Cc:** Christopher Robblee <christopher@starlandcounty.com>; Dan Tremblay <dan@starlandcounty.com>; Laura Cawiezel <laura@starlandcounty.com>; Alyssa Schweder <alyssa@starlandcounty.com>; Sandi Misselbrook <Sandi.Misselbrook@gov.ab.ca>**Subject:** LAEO - Starland Regional AB2025-0265 (14)