



# Village of Loughheed

## Regular Council Meeting Minutes

### November 20, 2025.

The Regular Council Meeting was held in the Village of Loughheed Council Chambers at 6:00 p.m. on Thursday, November 20, 2025.

**ATTENDANCE:** Mayor Sieben, Deputy Mayor Looser, & Councillor Cole

**ABSENT:** John Coggan & Dale Johnson.

**OTHERS PRESENT:**

C.A.O. Richard Lavoie, PW Foreman Tristin Johnson.

**1.1 CALL TO ORDER:**

Mayor Sieben called the meeting to order at 5:56 p.m.

**1.2 ADOPTION OF AGENDA:**

**160/25 MOVED** by Councillor Cole, to adopt the November 20, 2025, agenda as amended.

**CARRIED**

**1.3 ADOPTION OF MINUTES:**

**161/25 MOVED** by Mayor Sieben to accept the Regular Council meeting minutes of September 18, 2025, as presented.

**CARRIED**

**162/25 MOVED** by Councillor Cole to accept the Special Council meeting minutes of October 9, 2025, as presented.

**CARRIED**

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**163/25 MOVED** by Deputy Mayor Looser to accept the Organizational meeting minutes of November 3, 2025, as presented.

**CARRIED**

**2.0 ITEMS FOR DISCUSSION & RELATED BUSINESS:**  
**NONE.**

**2.1 DELEGATION:**

Lougheed Childhood Services Society President, Nancy GT.

**2.2 Lougheed Fire Department Chief & D.E.M. - Jarret Hayes**

**2.3 BYLAWS & PUBLIC HEARINGS:**

**NONE.**

**2.4 PUBLIC QUESTION PERIOD:**

Existing Bylaw. - Truck Routes. 52 Street concerns.

**2.5 COUNCIL QUESTION PERIOD:**

Old Policies & Procedures, administration review.

Bylaw 776-2018 Land Use Bylaw, Deputy Mayor Looser.

Strategic Planning Session, Capital Expenditures 5-year plan.

Staff Christmas Party. Hillbilly Wedding - January 18, 2026.

W.T.P. Tour December 18, 2025 - Start time: 5:30 p.m.

Mayor Sieben left the meeting at 6:48 p.m.

Deputy Mayor Looser assumed the chair.

Mayor Sieben returned to the meeting at 6:51 p.m.

Mayor Sieben assumed the chair.

**2.6 ADMINISTRATION REPORTS:**

- Water Treatment Plant. - Treated Water Usage Report.
- W.T.P. Operator's Report.
- Public Works Foreman Report.
- C.A.O. Report.

**164/25 MOVED** by Deputy Mayor Looser, to accept all the administration's reports as information.

**CARRIED**

**3.0 REQUEST FOR DECISION:**

**RFD 25-11-078 Accounts Payable Sept. 1, 2025 - Oct. 31, 2025.**

**165/25 MOVED** by Mayor Sieben, "THAT Council for the Village of Loughheed accepts the accounts payable and the Bank Reconciliation report for September 1, 2025, to October 31, 2025 as information."

**CARRIED**

**RFD 25-11-079 Financial Reports Sept. 1, 2025 - Oct. 31, 2025.**

**166/25 MOVED** by Councillor Cole, "THAT Council accepts the September & October 2025 financial reports as information."

**CARRIED**

**RFD 25-11-080 Parkland Regional Library System - 2026 Budget.**

**167/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Loughheed accepts the 2026 proposed Parkland Regional Library System budget as presented."

**CARRIED**

  
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**RFD-25-11-081 F. R.E.S.S. - 2026 Operating Budget.**

**168/25 MOVED** by Councillor Cole, "THAT the Council for the Village of Loughheed accepts the 2026 proposed Flagstaff Regional Emergency Services Society budget as presented."

**CARRIED**

**RFD-25-11-082 F.C.S.S. - 2026 Operating Budget.**

**169/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Loughheed accepts the 2026 proposed Flagstaff & Community Support Services budget as presented."

**CARRIED**

**RFD-25-11-083 Policy 2015-001 - Snow Removal & Ice Control.**

**170/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Loughheed instructs the administration to prepare a NEW Snow removal & Ice Control Policy # 2025-002, which will include all the amendments discussed at this meeting."

**CARRIED**

**RFD-25-11-084 Policy LE002 2012-001 Expenditures Investment**

**171/25 MOVED** by Deputy Mayor Looser, "THAT the Council for The Village of Loughheed instructs the administration to prepare a NEW Expenditure & Investment Policy # 2025-003, which will include all the amendments discussed at this meeting."

**CARRIED**

**RFD-25-11-085 2025 Christmas Light Residential Contest.**

**172/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Loughheed instructs the administration to organize the

  
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5<sup>th</sup> annual Christmas Light up contest with a budget of \$300.00.”

**CARRIED**

**RFD-25-11-086 2025 Christmas Office Hours of Operation.**

**173/25 MOVED** by Councillor Cole, “THAT the Council for the Village of Lougheed approves the following holiday season office hours. Closed December 24, 2025. Closed December 25, 2025. Closed December 26, 2025. Closed December 29, 2025. Open December 30, 2025. Open December 31, 2025. Closed January 1, 2026. Open January 2, 2026.”

**CARRIED**

**4.0 COUNCIL REPORTS:**

**4.1 Mayor Sieben**

**F.R.E.S.S. (Flagstaff Regional Emergency Services Society)**

**September 24, 2025. NEXT: November 26, 2025.**

**F.F.C.S. (Flagstaff Family & Community Services)**

**September 10, 2025. NEXT: December 10, 2025.**

**Lougheed Agricultural Society**

**July 21, 2025. NEXT: November 24, 2025.**

**4.2 Deputy Mayor Looser**

**F.R.H.G. (Flagstaff Regional Housing Group.)**

**October 02, 2025. - D.M. Johnsen. NEXT: December 02, 2025.**

**Lougheed & District Public Library.**

**October 06, 2025. - D.M. Johnsen. NEXT: T.B.D.**

**Parkland Regional Library System.**

**September 11, 2025. NEXT: November 27, 2025. ZOOM**

  
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**4.3 Councillor Cole**

**F.R.S.W.M.A. (Flagstaff Regional Services Waste Management Association)  
September 29, 2025. NEXT: November 24, 2025.**

**B.R.A.E.D. (Battle River Alliance Economic Development)  
NEXT: November 27, 2025. Wainwright, Alberta.**

**R.C.M.P. Advisory Committee NEXT: T.B.D.**

**174/25 MOVED** by Councillor Cole, to accept all of Councillor's Reports and next meeting dates, as information.

**CARRIED**

**5.0 CORRESPONDENCE:**

**5.1 R.C.M.P - Killam/Forestburg R.C.M.P. Sgt. Andy Wetzstein.**

**5.2 R.C.M.P. File # 2025-1467818. Fire Hydrant 16 Hit and Run.**

**5.3 Information Bulletin 06/2025 Key Municipal Dates Oct.-Dec.**

**5.4 Assessment 101 for Elected Officials Webinar Nov 26, 2025.**

**5.5 FIHAR Committee Structure & Continued Support.**

**5.6 Flagstaff F.F.C.S. 2026 Budget - Town of Killam, Sept. 19, 2025.**

**5.7 F.R.E.S.S. 2026 Budget - Town of Sedgewick, October 16, 2025.**

**5.8 Interagency Meeting Minutes - October 7, 2025.**

**5.9 2022 M.A.P. Ext. Jan. 31, 2026. How to fund the capital budget.**

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**5.10 Fire Bylaw 69 - Recommendation, - Daysland - M.A.P. Audit.**

**5.11 Wild Rose Co-operative Association Letter, October 27, 2025.**

**5.12 Battle River Community Foundation - Cemetery Donation.**

**5.13 Flagstaff County - Peace Officer third quarter report.**

**5.14 2025 - 2026 Village of Lougheed Committee Appointments**

**5.15 Parkland Regional Library System. Board Member V.O.L.**

**175/25 MOVED** by Deputy Mayor Looser, to accept all of the Correspondence, as information.

**CARRIED**

**6.00 CLOSED SESSION: LEGAL, STAFF & ADMINISTRATION.**

**PROTECTION OF PRIVACY ACT. P.O.P.A. Access to Information Act. A.T.I.A.**

**7.00 ADJOURNMENT:**

Mayor Sieben adjourned the Regular Council Meeting @ 8:39 p.m.

  
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Shawn Sieben, Mayor.

  
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Richard A Lavoie, C.A.O.

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