



# Village of Loughheed

## Regular Council Meeting Minutes

### December 18, 2025.

The Regular Council Meeting was held in the Village of Loughheed Council Chambers at 6:00 p.m. on Thursday, December 18, 2025. Before the Council meeting, a debriefing session was held at the Water Treatment Plant @ 5:30 p.m., Paul Dyck, W.T.P. Supervisor, **Agenda 2.1**

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

**ABSENT:**

**OTHERS PRESENT:**

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

**1.1 CALL TO ORDER:**

Mayor Sieben called the meeting to order at 6:17 p.m.  
Councillor Cole left @ 6:17 p.m. & returned at 6:21 p.m.

**1.2 ADOPTION OF AGENDA:**

**176/25 MOVED** by Deputy Mayor Looser, to adopt the December 18, 2025, agenda as amended.

**CARRIED**

**1.3 ADOPTION OF MINUTES:**

**177/25 MOVED** by Deputy Mayor Looser, to accept the Regular Council meeting minutes of November 18, 2025, as presented.

**CARRIED**

---

Village of Loughheed Regular Council Meeting Minutes December 18, 2025.

Page 1 of 9

 CEO  
 CAO

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

**2.1 DELEGATIONS: Paul Dyck. Water Treatment Plant Site Visit.**

**2.2 Lougheed Curling Club - Tyrion Rosiechuk.**

**2.3 R.C.M.P. Sargeant Andy Wetzstein.**

**2.4 BYLAWS & PUBLIC HEARINGS: NONE.**

**2.5 PUBLIC QUESTION PERIOD:**

**2.5 COUNCIL QUESTION PERIOD:**

Policies & Procedures, administration review.

Policy 2025-001 Councillor Remuneration - Approved & Executed.

Policy 2025-002 Snow removal & Ice Control. - Final review.

Policy 2025-003 Expenditures & Investments. - Final review.

**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.

**177/25 MOVED** by Deputy Mayor Looser, to accept all the administration's reports as information.

**CARRIED**

**3.0 REQUEST FOR DECISION:**

**RFD 25-12-087 Accounts Payable Nov. 1, 2025 - Nov. 30, 2025.**

**178/25 MOVED** by Mayor Sieben, "THAT Council for the Village of Loughheed accepts the accounts payable and the Bank Reconciliation report for November 1, 2025, to November 30, 2025 as information."

**CARRIED**

**RFD 25-12-088 Financial Reports Nov. 1, 2025 - Nov. 30, 2025.**

**179/25 MOVED** by Councillor Cole, "THAT Council accepts the November 2025 financial reports as information."

**CARRIED**

**RFD 25-12-089 F.R.S.W.M.A. Flagstaff Waste 2026 BUDGET.**

**180/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Loughheed accepts the 2026 Flagstaff Waste Budget & Requisition, 895/2025, 896/2025, & 897/2025, based on the Board of Directors' meeting was held on November 24, 2025."

**CARRIED**

**RFD-25-12-090 Village of Loughheed Library Board Members.**

**181/25 MOVED** by Deputy Mayor Looser, "THAT the Council for The Village of Loughheed appoints the following individuals to the Village of Loughheed Library Board for the specific terms: Jean Frost - Term expiry date January 20, 2027. Lana Teers – term expiry date January 20, 2027."

**CARRIED**

**RFD-25-12-091 Village of Lougheed Library Board 2025 Auditor.**

**182/25 MOVED** by Mayor Sieben, "THAT the Council for The Village of Lougheed appoints Brenda Grove as the auditor to Complete the 2025 financial statements for December 31, 2025."

**CARRIED**

**RFD-25-12-092 Village of Lougheed Library Board 2026 Budget.**

**183/25 MOVED** by Councillor Cole, "THAT the Council for the Village of Lougheed approves the 2026 Lougheed & District Library Board's budget, which includes a grant from the Village of Lougheed for \$4,000.00."

**CARRIED**

**RFD-25-12-093 2026 Village of Lougheed Operating Budget.**


**184/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Lougheed accepts the 2026 Interim operating budget Based on the 2025 approved operating budget depicted in the Revenue and Expense report provided herein."

**CARRIED**

**RFD-25-12-094 Village of Lougheed Auditor Appointment.**

**185/25 MOVED** by Deputy Mayor Looser, "THAT the Council for the Village of Lougheed appoints the firm, Brian King Professional Corporation as the Village auditor, and instructs Mr. King to complete the December 31, 2025, audited financial statement."

**CARRIED**

  
CEO  
  
CAO

**RFD-25-12-095 ATB Revolving Line of Credit \$110,000.00. 2026.**

**186/25 MOVED** by Councillor Cole, "THAT the Council for the Village of Loughheed authorizes the C.E.O., Shawn Sieben, and the C.A.O. Richard Lavoie to execute Form 7115 (Rev.11/19) Alberta Treasury Branch Municipal borrowing bylaw for a maximum of \$110,000.00, for the period ending December 31, 2026."

**CARRIED**

**RFD-25-12-096 2026 Village of Loughheed Capital Budget.**

**187/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Loughheed accepts the 2026 Interim Capital Budget, which is based on the 2025 approved capital budget depicted in the Revenue and Expense report provided herein."

**CARRIED**

**RFD-25-12-097 Loughheed Childhood Services Society-Insurance.**

**188/25 MOVED** by Councillor Cole, "THAT the Council for the Village of Loughheed authorizes the administration to add a Modular building, which is leased to the Loughheed Childhood Services Society to our ABMUNIS insurance policy, effective December 18, 2025, and cover the full costs up to and including December 31, 2026. Secondly, to request the administration to obtain a quote from ABMUNIS for Liability Insurance for the Loughheed Childhood Services Society and report back to council."

**CARRIED**

**RFD-25-12-098 Flagstaff Regional Subdivision And Development Appeal Board.**

  
CEO  
  
CAO

**189/25 MOVED** by Deputy Mayor Looser, "THAT the Council for the Village of Loughheed supports the appointment of John Luntz & Howard Shield to the Flagstaff Regional Subdivision and Development Appeal Board for a three-year term expiring December 2028."

**CARRIED**

**RFD-25-12-099 Flagstaff Regional Intermunicipal Assessment And Review Board.**

**190/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Loughheed supports the appointment of Howard Shield and Steven Gratrix to the Flagstaff Regional Intermunicipal Assessment Review Board."

**CARRIED**

**RFD-25-12-100 ROLL 25000 - Offer to Purchase - \$13,000.00.**

**191/25 MOVED** by Mayor Sieben, "THAT the Council for the Village of Loughheed accepts the offer to purchase for ROLL 25000, for \$13,000.00 as per the Real Estate Offer to Purchase presented by Aniket Ahuja, EXP Realty, Calgary, dated December 11, 2025. If accepted, the CAO & CEO is authorized to execute this contract on behalf of the Village of Loughheed. Nickerson Roberts LLP in Wainwright will be assigned to close the contract."

**CARRIED**

**RFD-25-12-101 Loughheed Curling Club \$4,000.00, 2026 Season.**

**192/25 MOVED** by Deputy Mayor Looser, "THAT the Council for the Village of Loughheed approves a grant/requisition to the

Lougheed Curling Club for \$4,000.00 to assist with the 2025-2026 operating costs.”

**CARRIED**

**4.0 COUNCIL REPORTS:**

**4.1 Mayor Sieben**

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

**November 26, 2025.**

**NEXT: February 25, 2026.**

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

**December 10, 2025.**

**NEXT: February 11, 2026.**

**Lougheed Agricultural Society**

**November 24, 2025. A.G.M.**

**NEXT: January 19, 2026.**

**4.2 Deputy Mayor Looser**

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

**December 02, 2025.**

**NEXT: February XX, 2026.**

**Lougheed & District Public Library.**

**November 17, 2025.**

**NEXT: January 19, 2026.**

**Parkland Regional Library System.**

**November 27, 2025. ZOOM**

**NEXT: February 25, 2026. ZOOM**

**R.C.M.P. Advisory Committee**

**NEXT: T.B.D.**

**4.3 Councillor Cole**

**F.R.S.W.M.A. (Flagstaff Regional Services Waste Management Association)**

**November 24, 2025.**

**NEXT: January 26, 2026.**

**B.R.A.E.D. (Battle River Alliance Economic Development)**

**November 27, 2025. Wainwright.**

**NEXT:**

  
CEO  
  
CAO

193/25 **MOVED** by Deputy Mayor Looser, to accept all of the Councillor's Reports and next meeting dates, as information.

**CARRIED**

**5.0 CORRESPONDENCE:**

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

**5.2 2025 - 2026 Village of Lougheed Committees Representatives.**

**5.3 2026 Canada Summer Jobs online application # 0-27794724.**

**5.4 P.R.L.B. 2026 Budget Approval Village of Heisler November 1, 2025.**

**5.5 F.F.C.S. 2026 Budget Approval Village of Heisler November 1, 2025.**

**5.6 F.R.E.S.S. 2026 Budget Approval Village of Heisler Nov. 25, 2025.**

**5.7 F.R.E.S.S. 2026 Budget approval. Town of Killam. October 24, 2025.**

**5.8 Interagency Meeting Minutes - November 3, 2025.**

**5.9 Flagstaff County: Invitation-Meet New Council, letter, Nov. 26, 2025.**

**5.10 U.F.A. - Donation \$500.00 to the Haugen Farms Playground - Letter.**

**5.11 Parkland Regional Library System - 2024 Return on Investment.**

**5.12 2022 Municipal Accountability Program (M.A.P. Review) Concluded.**

**5.13 Fire Level- Service 2025 Engagement-Municipal Affairs-Dan Williams**

**5.14 A.U.C. - Fortis Alberta - Franchise Fee Adj. - Full list - Rider Fee.**

---

Village of Lougheed Regular Council Meeting Minutes December 18, 2025.

Page 8 of 9

 CEO  
 CAO

**194/25 MOVED** by Mayor Sieben, to accept all of the correspondence, as information.

**CARRIED**

**6.00 CLOSED SESSION: Protection of Privacy Act - RSA 2000 Chapter F -**

**25. F.O.I.P. Section 17 (1), Section 25 (1) & Section 27 (1). Access to Information Act - Sections 20, 21, 22, & 23. Chief Administration Officer Term Employment. Bylaw 811-22. C.A.O. Performance Review for 2025. The Council for the Village of Lougheed made a recommendation to complete the C.A.O. performance evaluation at the January 15, 2026, regular council meeting.**

**CARRIED**

**7.00 ADJOURNMENT:**

Mayor Sieben adjourned the Regular Council Meeting @ 8:52 p.m.

Shawn Sieben, Mayor.

Richard A Lavoie, C.A.O.