



VILLAGE OF WARNER

BOX 88, WARNER, ALBERTA, T0K 2L0

PHONE 642-3877 FAX 642-2011

AGENDA FOR THE REGULAR AND CLOSED MEETING OF THE COUNCIL OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO BE HELD IN THE COUNCIL CHAMBERS AT THE WARNER MUNICIPAL OFFICE, WEDNESDAY – April 17, 2024 AT 5:30 P.M.

1. CALL TO ORDER

2. DELEGATIONS

- A) MWG Chartered Professional Accountants

3. AGENDA

- A) Items added or deleted
- B) Adoption of the Agenda

4. REPORTS/FINANCIALS

- A) Approval of the March 20, 2024 Regular Council meeting minutes
- B) Municipal Enforcement Report
- C) Chief Administrative Officer Report
 - C.1) Resolutions
 - C.2) Water Reports
- D) Financial Report
- E) Committee Reports

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

- A) Correspondence

6. BYLAW/AGREEMENTS / POLICY REVIEW

- A) Utility Bylaw 620-23
- B) Chief Administrative Officer Bylaw 624-24
- C) Chief Administrative Officer Performance Review Policy 303

7. ACTION ITEMS/COUNCIL DECISION

- A) Chief Administrative Officer Job Description
- B) Veterans News
- C) 2024 Operating Budget
- D) 2024 Capital Budget

8. CLOSED MEETING

9. NEXT REGULAR COUNCIL MEETING

Wednesday – May 15, 2024, at 5:30 p.m.

10. ADJOURNMENT



Request for Decision Adoption of Minutes

RECOMMENDATION

That the minutes for the March 20, 2024 regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)
Bylaw 561-18 Procedural Bylaw

BACKGROUND

As per the MGA and the Village'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: March 20, 2024, regular council meeting minutes

Prior to Adoption

Minutes of the Village of Warner Regular and Closed Council meeting held on Wednesday, March 20, 2024, at 5:30 p.m. in the Warner Municipal Office, at 210 – 3rd Avenue, Warner, Alberta.

Present – Elected Officials

Mayor Tyler Lindsay, Councillor Don Toovey, Deputy Mayor Marty Kirby, Councillor Chris Koehn, and Councillor Derek Baron

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer
Kim Owen, Director of Corporate Services

1. CALL TO ORDER

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

2. DELEGATIONS

3. AGENDA

A) Items added or deleted

B) Adoption of the Agenda

Moved by Councillor Toovey, seconded by Deputy Mayor Kirby, “that the March 20, 2024, regular council meeting agenda be accepted as presented.”

Motion Carried 2024-41

4. REPORTS/FINANCIALS

A) Approval of February 21, 2024, Regular Council Meeting minutes

Moved by Councillor Baron, seconded by Councillor Koehn, “that the minutes for the February 21, 2024, regular council meeting be accepted as presented.”

Motion Carried 2024-42

B) Municipal Enforcement Report

Moved by Councillor Toovey, seconded by Councillor Koehn, “that the Municipal Enforcement report for the period ending February 29, 2024, be accepted as information.”

Motion Carried 2024-43

C) Chief Administrative Officer Report

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, “that the Chief Administrative Officer report for the period ending February 29, 2024, be accepted as information.”

Motion Carried 2024-44

D) Financial Report

None

E) Committee Reports

Councillor Koehn attended a Revitalization Committee meeting as well as a Veterans Memorial Highway meeting.

Councillor Toovey provided an update on the Heritage Handibus EV Bus project.

Mayor Lindsay attended a Chief Mountain Regional Solid Waste Services Commission meeting.

Deputy Mayor Kirby did not have a report for this meeting.

Councillor Baron reported on the Milk River Health Attraction and Retention Committee.

Moved by Councillor Toovey, seconded by Councillor Koehn, "that the committee reports for the period ending March 20, 2024, be accepted as information."

Motion Carried 2024-45

5. ITEMS ARISING FROM THE MINUTES & CORRESPONDENCE

A) Correspondence

Moved by Councillor Baron, seconded by Councillor Koehn, "that the correspondence for the period ending March 20, 2024, be accepted as information."

Motion Carried 2024-46

6. BYLAW/AGREEMENTS / POLICY REVIEW

A) Code of Conduct Bylaw 597-18

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to review the Code of Conduct Bylaw and bring back changes to a future council meeting."

Motion Carried 2024-47

B) Utility Bylaw 620-23

Moved by Councillor Baron, seconded by Councillor Koehn, "that 4.1.9 be struck from the Utility Bylaw and for administration to bring the Utility Bylaw 620-23 to a future council meeting."

Motion Carried 2024-48

C) Watering Restriction Bylaw 416-88

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to consolidate Bylaws 416-88 and 537-12 and bring back to a future council meeting."

Motion Carried 2024-49

D) Water Conservation Bylaw 537-12

Discussed under item 6C.

F) Procurement Policy 204

Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council approve Council Policy 204: Procurement as amended."
Motion Carried 2024-50

7. ACTION ITEMS/COUNCIL DECISION

A) Fire Pumper

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that administration not proceed with the purchase of the Fire Pumper from the MD of Taber."
Motion Carried 2024-51

The Mayor recessed the meeting at 7:08 p.m.

The Mayor reconvened the meeting at 7:11 p.m.

8. CLOSED MEETING

A) FOIP Section 17 – Disclosure harmful to personal privacy

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 7:11 p.m., to discuss one matter exempt from disclosure under FOIP Section 17: Disclosure harmful to personal privacy, with CAO Lloyd and Director Owen remaining in attendance."

Motion Carried 2024-52

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council reconvene to the regular meeting at 7:29 p.m."

Motion Carried 2024-53

Rise and Report

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that a counter offer be made on the offer to purchase Block 15, Lot 61, Plan 1911323 in the amount of the 2022 assessed market land valuation."

Motion Carried 2024-54

Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to offer to the other renters along 5th Avenue, lots for purchase based on the 2022 assessed market land valuation."

Motion Carried 2024-55

Director Owen and CAO Lloyd left the meeting at 7:31 p.m.

Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council move into a closed session in accordance with Section 197(2) of the Municipal Government Act at 7:31 p.m., to discuss one matter exempt from disclosure under FOIP Section 17: Disclosure harmful to personal privacy, with only to remain in attendance."

Motion Carried 2024-56

Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council reconvene to the regular meeting at 7:50 p.m."

Motion Carried 2024-57

CAO Lloyd rejoined at 7:50 p.m.

Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council has completed the CAO Evaluation as required by section 205.1 of the Municipal Government Act."

Motion Carried 2024-58

9. NEXT REGULAR COUNCIL MEETING

Wednesday – April 17, 2024, at 5:30 p.m.

10. ADJOURNMENT

Moved by Councillor Baron, seconded by Councillor Koehn, "that the regular council meeting for March 20, 2024, adjourn at 8:05 p.m."

Motion Carried 2024-59

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the XXX day of XXXX 2024.



Request for Decision Municipal Enforcement Report

RECOMMENDATION

That the Municipal Enforcement report for the period ending March 31, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

Peace Officer Act

Various municipal bylaws

BACKGROUND

The Village of Warner joined the Ridge Regional Public Safety Services Commission in 2019. The Commission serves the municipalities of Coutts, Magrath, Milk River, Raymond, Stirling, Warner and County of Warner.

The Village Council receives a monthly report, to provide information on the number and types of incidents that violate municipal bylaws.

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

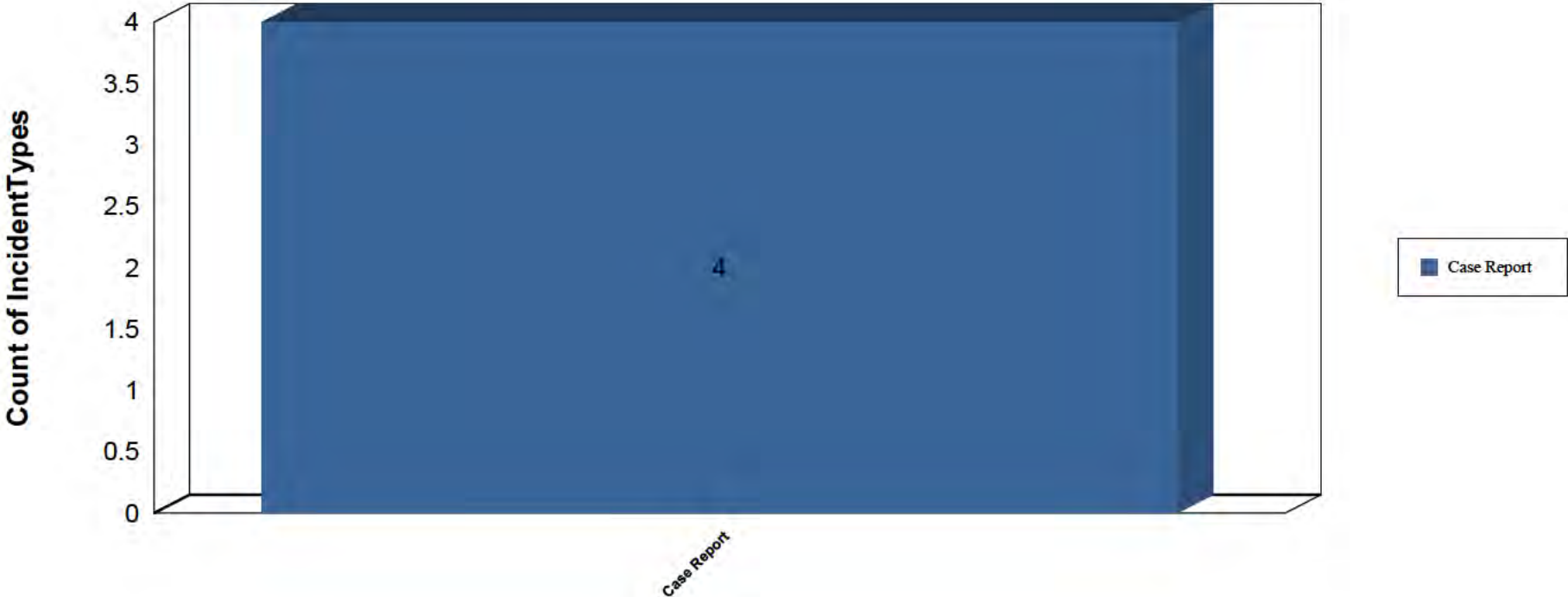
ATTACHMENTS

1. Municipal Enforcement Report

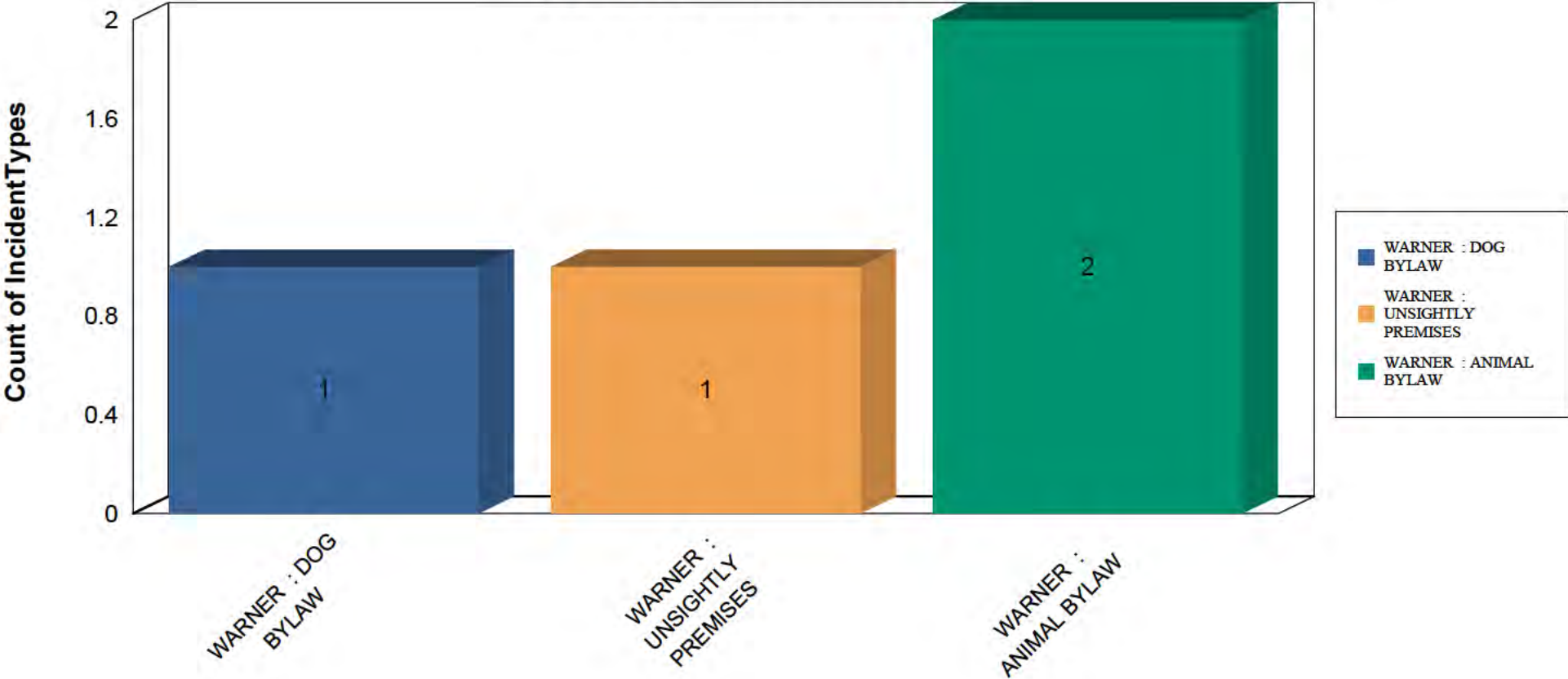
Municipal Enforcement

Statistics from: 3/1/2024 12:00:00AM to 3/31/2024 11:59:00PM

Count of Reports Completed



Count of Incident Types



WARNER : DOG BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report				
RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0075	WARNER : DOG BYLAW	MELANIE MAREK	2024/03/18 1506
<u>Specific Location</u>				
Report Synopsis : Barking Dog complaint.				
25.00% # of Reports: 1 Case Report WARNER : DOG BYLAW				

WARNER : UNSIGHTLY PREMISES

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0072	WARNER : UNSIGHTLY PREMISES	JONAS SOMMERVILL	2024/03/18 1250
<u>Specific Location</u> [REDACTED]				
Report Synopsis : Previous files from residence. Nine dogs, unsightly property.				

25.00% # of Reports: 1 Case Report WARNER : UNSIGHTLY PREMISES

WARNER : ANIMAL BYLAW

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0073	WARNER : ANIMAL BYLAW	JONAS SOMMERVILL	2024/03/18 1303
<u>Specific Location</u> [REDACTED]				
Report Synopsis : Complaint of Bee hives on Neighbours property.				
Case Report RIDGE REGIONAL PUBLIC SAFETY SERVICES : WARNER	RRPSS2024-0077	WARNER : ANIMAL BYLAW	BRAYDEN FENZ	2024/03/21 1132
<u>Specific Location</u> [REDACTED]				
Report Synopsis : inquiry about borrowing animal trap				

50.00% # of Reports: 2 Case Report WARNER : ANIMAL BYLAW

Grand Total: 100.00% Total # of Incident Types Reported: 4 Total # of Reports: 4

Grand Total: 100.00% Total # of Incident Types Reported: 4



Request for Decision Chief Administrative Officer Report

RECOMMENDATION

That the Chief Administrative Officer report for the period ending March 31, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

On a monthly basis, the Chief Administrative Officer provides Council with an update on administrative items.

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. CAO Report



Chief Administrative Officer Report March 2024

Administration

- Council meeting preparation
- Council meeting attendance
- Council minutes and highlights for newsletter. Copies of newsletter at grocery store.
- Meetings/communication (walk in, email and phone)
- Bi-Weekly staff meetings
- Bylaw work
- Policy work
- Job Description Updates
- Insurance files
- Legal
- Housing Subcommittee meetings
- 2024 operational and capital project list
- Begin website review
- Development inquiries
- Begin compiling information for a Water Shortage Plan
- Asset Retirement Obligations
- Prepare 2024 draft operating and capital budgets
- Updates from CPO's (when applicable)
- Audit queries
- AHS meeting attendance
- Tax Recovery work
- Attend an AHS Wildfire Webinar
- MCCAC EV Charging Station Grant Dollars
- Summer Job posting
- Attend Warner Minor Hockey meeting
- Attend Quad Council meeting
- Attend DDEM Training

<u>Motion Carried 2023-65</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that administration follow up on any outstanding conditions of development permits and proceed with future tracking."	WIP
<u>Motion Carried 2023-252</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that Council table Utility Bylaw 620-23 in order to make discussed amendments."	Complete
Motion Carried 2023-261	Moved by Mayor Lindsay, seconded by Councillor Baron, "that the school zones be changed to playground zones and to include a playground zone at the Lions Campground."	WIP
Motion Carried 2023-267	Moved by Councillor Baron, seconded by Mayor Lindsay, "that Council directs administration to send out a Request for Proposal for financial auditing services."	WIP
<u>Motion Carried 2024-10</u>	Moved by Deputy Mayor Kirby, seconded by Councillor Koehn, "that Council accept for information Procurement Policy 204 and directs administration to bring back the policy with amendments to emergency funding authorization."	Complete
<u>Motion Carried 2024-11</u>	Moved by Councillor Toovey, seconded by Councillor Koehn, "that Council accept the Reserves Policy 202 as information."	WIP
<u>Motion Carried 2024-13</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council directs administration to participate in the Palliser Economic Palliser Housing Initiative."	Complete
<u>Motion Carried 2024-26</u>	Moved by Mayor Lindsay, seconded by Councillor Toovey, "that the Code of Conduct Bylaw agenda item be tabled to the March Council meeting."	Complete
<u>Motion Carried 2024-32</u>	Moved by Councillor Baron, seconded by Councillor Toovey, "that Council approve the request from Mr. Chad Petruk, on behalf of the Devils Warriors Motorcycle Club, to rent the airport for a basic arm drop drag race event."	Complete
<u>Motion Carried 2024-47</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to review the Code of Conduct Bylaw and bring back changes to a future council meeting."	WIP

<u>Motion</u> <u>Carried</u> <u>2024-48</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that 4.1.9 be struck from the Utility Bylaw and for administration to bring the Utility Bylaw 620-23 to a future council meeting."	Complete
<u>Motion</u> <u>Carried</u> <u>2024-49</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that Council direct administration to consolidate Bylaws 416-88 and 537-12 and bring back to a future council meeting."	WIP
<u>Motion</u> <u>Carried</u> <u>2024-54</u>	Moved by Mayor Lindsay, seconded by Councillor Koehn, "that a counter offer be made on the offer to purchase Block 15, Lot 61, Plan 1911323 in the amount of the 2022 assessed market land valuation."	Complete
<u>Motion</u> <u>Carried</u> <u>2024-55</u>	Moved by Councillor Baron, seconded by Councillor Koehn, "that Council direct administration to offer to the other renters the 2022 assessor market land valuation on the	WIP



3030 Hospital Dr. NW Calgary, AB T2N 4W4
8440-112 St. Edmonton, AB T6G 2J2

403-944-1215
780-407-8925



8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

c/o Lethbridge Environmental Public Health
801 - 1st Avenue South 1-833-476-4743
Lethbridge, AB T1J 4L5

Accession #: WC-24-0009037
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2024-02-12	
Collected Time	10:00:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	Surface Water	
Received Date and Time	2024-02-13 0847	
Analyzed Date	13-FEB-2024	
ID Number	2611411	
Sample Collected By	Blake A.	
Collected By Phone Number	403-360-1452	
Sample Collection Site.	Arena	

Interpretive Data

In1: Total Coliforms by Enzyme Substrate
Total Coliforms and E coli testing performed by Enzyme Substrate Method -
Presence/Absence.

LEGEND: @=Faxed #=Corrected H=High T=Textual Result
R=Result Comment O=Order Comment In=Interpretive Data

Cc:

Information on this report is related only to this sample as received.
For further information contact the Environmental Public Health Agency

Report Request ID: 350507660

Print Date/Time: 2024-02-14 14:15

XR Env: ER4 - Provider - Permanent



3030 Hospital Dr. NW Calgary, AB T2N 4W4
8440-112 St. Edmonton, AB T6G 2J2

403-944-1215
780-407-8925



8806066, Warner Waterworks System

Box 88

Warner, AB T0K2L0
4036423877

Environmental Public Health, Raymond -ER4

c/o Lethbridge Environmental Public Health
801 - 1st Avenue South 1-833-476-4743
Lethbridge, AB T1J 4L5

Accession #: WC-24-0011738
AESRD Approval #: 0323162
EI #:
Provlab Study #:

Environmental Microbiology

Collected Date	2024-02-26	
Collected Time	10:30:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	Surface Water	
Received Date and Time	2024-02-27 0814	
Analyzed Date	27-FEB-2024	
ID Number	2611413	
Sample Collected By	Blake A.	
Collected By Phone Number	403-360-1452	
Sample Collection Site.	Town shop	

Interpretive Data

In1: Total Coliforms by Enzyme Substrate
Total Coliforms and E coli testing performed by Enzyme Substrate Method -
Presence/Absence.

LEGEND: @=Faxed #=Corrected H=High T=Textual Result
R=Result Comment O=Order Comment In=Interpretive Data

Cc:

Information on this report is related only to this sample as received.
For further information contact the Environmental Public Health Agency

Report Request ID: 350541267

Print Date/Time: 2024-02-28 14:15

XR Env: ER4 - Provider - Permanent



Request for Decision Financial Report

RECOMMENDATION

That the Financial Report for the period ending March 31, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

The year-to-date operating budget is presented to council.

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. 2024 Operating Budget Year to Date



Request for Decision Committee Reports

RECOMMENDATION

That the committee reports for the period ending March 20, 2024, be accepted as information.

LEGISLATIVE AUTHORITY

Municipal Government Act
Bylaw 561-18 Procedural Bylaw

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. Chinook Regional Library Newsletter

[View this email in your browser](#)



FROM CHINOOK ARCH

**Southern Alberta
Library Conference**



place on Friday, April 26 at the Lethbridge & District Agri-Food Hub & Trade Centre.

For more information and to register, please visit

<https://www.chinookarch.ca/about-us/southern-alberta-library-conference>

Dates to Remember

Easter, Chinook Arch Closed: March 29, April 1

Southern Alberta Library Conference: April 26

Victoria Day, Chinook Arch Closed: May 20

Reminder!

**Closing your library for
the day to attend SALC?**

Let us know!

Email membersupport@chinookarch.ca
for help updating your website,
cancelling your delivery, and/or
updating your Workflows calendar.

Diversity, Equity, and Inclusion Dates

Libraries in the Chinook Arch region are seeing their community demographics change. One of the easiest ways to support your local newcomers is to be aware of culturally significant days. Some upcoming days:

March

Feb 14 - Mar 28: [Lent](#)

8: [Shivaratri](#)

Mar 10 - Apr 9: [Ramadan](#)

18: [Clean Monday](#)

24 -30: [Holy Week](#)

25: [Holi](#)

26: [Hola Mohalla](#)

31: [Easter](#)

April

Multicultural Communications Month

5: [Laylat al-Qadr](#)

10: [Eid al-Fitr](#)

13: [Baisakhi](#)

13: [Ugadi](#)

17: [Ram Navami](#)

May

Asian Heritage Month

1: [Santacruzán Day](#)

2: [Maundy Thursday](#)

9: [Ascension](#)

19: [Pentecost](#)

June

National Indigenous History Month

LGBTQ Pride Month

17: [Eid al-Adha](#)

23: [Pentecost](#) (Eastern Orthodox)

Library News

Canada Reads

[Canada Reads](#) ran March 4-7 on CBC TV, CBC Radio and CBC Books. Whether you want to promote the long list or the championed materials, a [Bibliocommons](#) list has been created of the titles available in the regional collection.

eResources

New Tumblebooks Read-Along Player

Tumblebooks has unveiled a new and improved read-along player. Try it out on [Lark and the Dessert Disaster](#) by Natsha Deen.

Chapter One

My name is Lark Bea, and I was cooling my heels. Well, not really. My heels weren't hot. "Cool your heels" is something my halanous--that's Kovens for "grandmother"--says when I'm really excited to do something, but I have to be patient-like and wait. Right now I was waiting for my mom and dad to finish getting ready. I was cooling my heels with my dog, Max. We sat next to my little brother, Connor. He wasn't cooling his heels like me and Max though. He was studying. Connor was reading a book about baking.

"Did you know North Americans eat two billion cookies every year?" he asked.

"That's a lot of cookies," I said.

"This book says it works out to three hundred cookies a person." Connor closed his book and looked at me serious-like. "Do you know what that means?"

"Someone has been eating our cookies," I said, "because there's no way Mom and Dad let us have three hundred cookies a year."

"Do you think they eat our share when we're sleeping?"

"That would explain why they're always so strict about bedtime," I said.

"And why they don't like us getting out of bed and going to the kitchen to get a glass of water," added Connor.

"We'll have to do some--" I tried to think of the word. It started with a k or an o, and it was a great word that meant "secret." I couldn't think of it, so I said, "Secret investigating. If we put our heads together, we can solve this mystery."

He made a frowny face. "Can we be our own clients?"

That summer Connor and I had become private investigators. We'd found the missing key to the library for Mrs. Robinson, recovered stolen diamond earrings for the Lees and discovered who had been playing pranks at the community theater.

Libby/OverDrive Time Magazine Now Available!

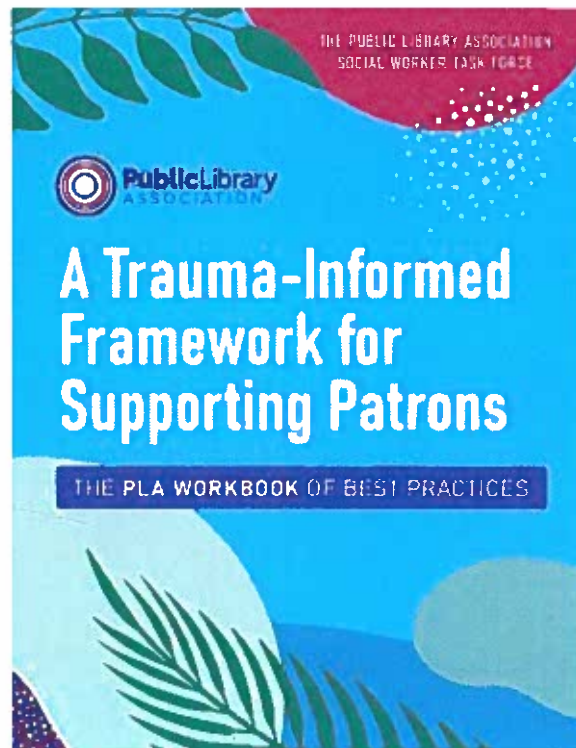


Time Magazine has been added to the OverDrive magazine collection! Look for it in our [online catalogue](#), in the [Libby app](#), or on the [OverDrive website](#).

Training/ Resources

PD Collection

Over 20 new titles are available in the professional development collection, including [A Trauma-Informed Framework for Supporting Patrons](#).



The PD collection is available to all Chinook Arch managers and staff – you can browse the collection in-person at Chinook Arch or online on [BiblioCommons](#). Check out [this list](#) of the 100 newest titles.

Don't see the book or topic you're looking for? Send your recommendations to membersupport@chinookarch.ca

Niche Academy Highlight

workshop at Chinook Arch. This training is now available on demand on the Chinook Arch Staff Niche Academy: [Creating Accessible Documents](#). Library managers & staff are encouraged to take a look! The tutorial includes:

- Text, video, and practice documents to help learners create accessible Word documents
- Additional accessibility guides & checklists that can be downloaded or printed as an easy reference tool at your desk, for platforms including Excel, Outlook, Adobe, PowerPoint & social media

The Chinook Arch Staff Niche Academy has over 55 free, on-demand tutorials available to library staff, covering everything from eResources to programming. [Browse Niche Academy](#).

Generative AI Webinar

Curious (or a little scared) about generative AI? Not sure what artificial intelligence means for you or your library? On Wednesday, April 10th from 9:30am – 11:00am join us for an **introduction to all things AI**. Registration will open soon – watch for an email in your inbox.

Program Kit Zoo

Save the date! All library staff are invited to join us on Wednesday, May 1st for a **programming kit zoo**! From 1pm – 3pm attendees will have the opportunity to learn about the [different kits available](#) and how to book them, test the kits out themselves, and share ideas for how to use the kits in their libraries. Registration will open at the end of March – keep an eye on your inbox!

TECH TIPS Learning Tools

If you work with PDFs frequently, here are some options for good tools.

[Ilovepdf.com](https://www.ilovepdf.com) is a website that offers free tools to merge, split, compress, convert and edit PDFs. However, if you would prefer a desktop application, talk to IT. [Acrobat Pro](#) costs \$300 per year and [Foxit PDF Editor](#) costs \$226 a year or \$300 for lifetime access (until new version comes out). Both can be purchased through IT.

Collections

Programming Collection Spotlight

Did you know that Chinook Arch has a range of physical literacy programming kits available as a shadowed collection? Email bookings@chinookarch.ca to book a kit for your regular or summer reading programming!

Take a look at all [50+ programming kits available to your library on the Internal Website](#).

Recording Kit

Mix and match the contents of this kit - use it for movie-making programs or host a green screen photo booth. The sky is the limit!

ITEM ID 31817021093984



Nerf Games

Battle it out with the Nerf Games kit! This kit contains a range of Nerf guns, plenty of darts, eye protection, and ideas for games and activities.

ITEM ID 31817021093844



Outreach Support


Chinook Arch is in the process of developing Outreach kits and making some additions to the programming collection (including items to support tabling at events, such as a trifold board, a draw barrel, plastic brochure holders, banners, etc.). Once those are ready for circulation, we will let you know.

Chinook Arch will also be trialing direct outreach support for member libraries from May through December of this year. If there are community events that you would like to see your library represented at, and would like Chinook Arch staff to attend with you or on your behalf, you can contact Kerby to request that support. Or, if there are community groups or organizations who would like a pop-up library style visit, you can contact Kerby at kelfring@chinookarch.ca to request support with that, as well.

This direct outreach support service is currently just a trial to see how much interest there is. We will do our very best to accommodate as many requests as possible, but we cannot guarantee that every request will be approved.

Noteworthy Titles: Recently Released and Coming Soon

Please contact Tracey Sawatsky, Acquisitions at tsawatsky@chinookarch.ca or telephone 403-380-1510 for information regarding product ordering, availability and pricing.

	<p>A Love Song for Ricki Wilde Tia Williams <i>Contemporary Romance</i></p> <ul style="list-style-type: none"> ☆ Booklist, Publishers Weekly, Library Journal 👍 PW Spring Preview Top 10, Library Reads <p>"...highly recommended for all libraries." - Library Journal</p>		<p>Everyone on This Train is a Suspect Benjamin Stevenson <i>Mystery</i></p> <ul style="list-style-type: none"> ☆ Publishers Weekly, Kirkus 👍 Library Reads <p>"This is another triumph from a gifted genre specialist." - Publishers Weekly</p>
	<p>Wandering Stars Tommy Orange <i>Literary Fiction</i></p> <ul style="list-style-type: none"> ☆ Booklist, Publishers Weekly, Kirkus 📖 High-Demand Backstory <p>"There, There was a lauded best-seller and readers will be thrilled to see anything from Orange, especially a continuation of that beloved story." - Booklist</p>		<p>The Hunter Tana French <i>Suspense</i></p> <ul style="list-style-type: none"> ☆ Booklist ☑ 250,000 first printing 👍 PW Spring Preview Top 10, Book Riot anticipated title <p>"By picking up the story of her previous best-seller, much-lauded French guarantees peak interest." - Booklist</p>
	<p>Even If It Breaks Your Heart Erin Hahn <i>YA Contemporary Romance</i></p> <ul style="list-style-type: none"> ☆ Publishers Weekly, Kirkus 🔧 Teen Librarian Toolbox <p>"A deeply satisfying romance in which personal growth and dreams are realized." - Kirkus</p>		<p>Art Club Rashad Doucet <i>Middle Grade Graphic Novel</i></p> <ul style="list-style-type: none"> ☆ Booklist 👍 OverDrive Librarian Pick <p>"Belongs on the same shelf as Jerry Craft's New Kid series, Shannon Hale and LeUyen Pham's Real Friends series, and Victoria Jamieson's Roller Girl (2015)." - Booklist</p>

Paige's Picks!

lists she creates can be a great resource if your library is looking for titles to add to your collection.



Every month, using the LPL_Teens account in BiblioCommons, I put together lists of recommended reads for teens. The newest books are usually at the top of the list, so if you're looking to add some shiny new titles to your YA shelves, these lists can be a good place to start. Another hint: when you're looking at one of the LPL_Teens lists, you can see the holds on every title. If it has a high holds number, it's probably a good choice!

Check out the Books with Buzz list for the newest and hottest YA titles!

[LPL Teens: Books with Buzz](#) | [Lethbridge Public Library](#) | [BiblioCommons](#)

FROM THE REGION

Champion Municipal Library

Champion has Chess night every Wednesday from 5-6 pm. We are having a little chess tournament that started a few weeks ago and all the kids are very excited as I have bought a couple of movie gift cards to give away, so the more they play the better chance they have of winning a gift card. We are excited for spring to come as we have a couple of new games for families to take out such as croquet and magnetic lawn darts. We now have a telescope that families will be able to take out and do some star gazing at home.

Glenwood Municipal Library

It all started with a cash donation for an art competition from one of our community members. We decided to make a show of it! After picking up canvasses from the library, 32 patrons created art on their canvas and then returned it to be displayed. 78 community members voted and the four artists with the most votes received cash prizes. Every participant received a small prize. The community loved this art show and competition and it really increased our attendance for the month of January!



Congratulations to
THE WINNERS
of our art competition



1st Place
Sarah Lybbert



2nd Place
Lucille Ducky



3rd Place
Hazel Gibb



4th Place
Audrey Gibb

Lethbridge Public Library

No shortage of excitement at LPL this quarter of 2024!

Lethlib.ca

The new LPL website was launched in mid-February! Thanks to the involvement and support of our staff and Chinook Arch during this exciting transition! If you haven't had the opportunity, visit the new Lethlib.ca for all the exciting and upcoming programs at all our branches.

Spelling Bees

How well can Lethbridge spell? Turns out, pretty ... well! We had over 40 of Lethbridge's top spelling enthusiasts participate in 2 kids Spelling Bees and an adult Spelling Bee fundraiser! The championship words were Lythe and Batteries. Words increased in intensity and difficulty throughout the events and in the end revealed the top spellers! One of LPL's own staff took the title for the adult event.



Banff Mountain Film Festival

over three nights, the film festival encompassed the award-winning films and audience favourites from around the world. There were different films showcased each night of the festival. New this year we reached out to our community partners and hosted a silent auction during the film festival. This years festival sold over a thousand tickets over the three nights, highlighting the excitement for independent adventure films in our region.

Beginner Blackfoot Through Art

Our Indigenous Services Team hosted a series to share the introductory knowledge of the Blackfoot language in a fun, creative environment through Art. The workshops were an inclusive group from the University, a middle school and additional community members, all coming together to learn side-by-side. The first session focused on beginner's Blackfoot words and translations painted on rocks. The second class focused on Blackfoot storytelling, words and their translation painted on canvas with blacklight paints and lights in the theatre gallery. The last session was held in the Piitoyiss gathering space at the Main Branch, and was a little more challenging, encouraging the group to put together a small paperback book using Blackfoot language sentences, translation and their own creative illustrations.

Pink Shirt Day

Pink Shirt Day empowers us to all stand up against bullying, and at LPL we strive to offer a welcoming and inclusive environment.



Pincher Creek Municipal Library

On Tuesday, January 23 we had the great pleasure of hosting a Planetarium Experience by Dark Sky Guides out of Waterton Lakes National Park. For this program, we utilized a larger space in our community, and invited not only classes, but members of the general public as well. Because this was the first time we offered this program, we chose to pick shorter time period (10am - 12pm for public and 12pm - 3pm for classes) so we could gauge interest for potential second program. The reaction and patronage for the event was so great that we are definitely planning for and looking forward to a second event in winter 2025!





Taber Public Library

Since Christmas break, I want to focus on a couple of programs that we have had here. The first one for Family Literacy Day we had a University of Lethbridge

students and their parents. They loved it! So much so that one of them is thinking of becoming a writer. The instructor was impressed with them as well. He didn't think that this session would be of much interest to them or too advanced. We also had two other published authors in attendance. They both said they had learned a tremendous amount and could improve their writing. It was good for the authors to "hook up" as they were both presenting at an event later on and they got a chance to meet. I think they became fast friends!

February saw the start of Beginner Spanish Lessons. We knew there was some interest but did not realize the extent of it. It was a 10-week session with a cost of \$20/per session but if, we had over 10 registered participants it would be \$15/ session. We surpassed the minimum easily! With so many ways to learn a new language we have found out that, the old-fashioned school classroom method is still alive and popular!

During Reading Week where the kids are off from school, we decided to host a Swiftie Dance Party on a Wednesday afternoon. Boy were we surprised! The day was supposed to kick off by making friendship bracelets at 1:30 pm. We also had coloring sheets and a "This or That" about Taylor Swift music to fill in the time until the dance party. That was to begin at 2:30 pm. They were going to dance until 4:00 pm and go home tired and happy. Well that didn't happen. First of all, I don't know if it was excitement or just not reading the poster right but we started getting a **crowd** at 1:00 pm. We had planned on about 40 kids. The kids just kept coming and coming and coming. We estimated approximately 200 kids and parents had come to the library that afternoon. We quickly moved the bracelet making tables and supplies out into the main library and basically separated the group. You could make a bracelet at any time, as the crowd was too big. It worked out well and miraculously we did NOT run of supplies! We did have the help of the schools Resource Officer who happened to just win "Citizen of the Year" a contest put on every year by the Chamber of Commerce. He is a well-respected police officer and all-around great guy. We also had the F.C.S.S. Do Crew volunteer to run the bracelet making and they had a trivia wheel to win prizes. The library also supplied a variety of prizes to give away – TS bookmarks, stickers, earrings, book and mug! It really was a great afternoon as you can see!



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Request for Decision Correspondence

RECOMMENDATION

That the correspondence for the period ending April 17, 2024 be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Correspondence is a collection of general information received at the Village 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. County of Warner Thank You
2. Environment and Protected Areas: Water Sharing Negotiations
3. Municipal Affairs: Assessment Review Model
4. Municipal Affairs: Provincial Education Requisition Credit (PERC)
5. Alberta Disability Workers Association: Proclamation



COUNTY OF WARNER NO. 5

OFFICE OF THE ADMINISTRATOR
Box 90
300 County Road
WARNER, AB T0K 2L0

Ph: 403-642-3635
Toll Free: 1-888-642-2241
Fax: 403-642-3631
Web: www.warnercounty.ca

March 18, 2024

Village of Warner
Attention: Kelly Lloyd
Box 88
Warner, AB T0K 2L0

Re: Donation to Emergency Services Appreciation Evening

On behalf of the County of Warner and the Emergency Services Volunteers, I would like to thank you for the donation you provided as a prize at the annual Emergency Services Appreciation Night. Your continued support of this event means a great deal to us.

The volunteers were treated to a wonderful dinner, after which long-term service awards were presented to those who have achieved 10 or more years of service. With your generosity, we were able to present a donated prize to every volunteer. Thank you again for taking the time to make a donation.

Yours truly,

Mackenzie Hollingsworth
Tax Clerk



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water Licence Holder,

Thank you for participating in Alberta's water-sharing negotiations over the past two months. By working to develop these water-sharing agreements, you have demonstrated the leadership, dedication and community spirit that makes Alberta great.

Negotiating water-sharing agreements is the most effective tool available to conserve water and reduce the risks posed by drought. Similar agreements struck in 2001 played a critical role in helping communities, irrigators and businesses survive and thrive. This year's discussions were the largest in Alberta's history, with licensees participating who have access of up to 90 per cent of the water that is allocated in the Red Deer, Bow and Old Man River basins.

As a result of this hard work, four draft memorandums of understanding (MOUs) have been developed covering the:

- Bow River Basin
- Red Deer River Basin
- Oldman River Basin
- Upper Tributaries of the Oldman River Basin.

While we were hoping to announce the conclusion of this important work at the end of March, it has become clear that more time will be required for each water licence holder to finalize their approval through your respective governance processes. **I am writing you to ask that you complete this work no later than April 18th, 2024.**

The conclusion of the largest water-sharing negotiations in Alberta's history will be a landmark achievement for all involved and an example to the rest of Canada. Accordingly, this achievement will be shared with the public and the media in a press conference in Calgary on Friday, April 19th. All signatories are invited to participate, please contact EPA.Minister@gov.ab.ca to confirm your attendance.

Thank you again for your generosity, ingenuity and participation. On behalf of Alberta's government, I applaud your leadership and I look forward to working further with you to manage these agreements and maximize Alberta's water supply.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is fluid and cursive, with the first name "Rebecca" and last name "Schulz" clearly distinguishable.

Rebecca Schulz
Minister of Environment and Protected Areas

CC: All stakeholders.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver
Minister

.../2

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

Stakeholder Engagement

STAGE 1

Design the plan

2023



A stakeholder Steering Committee made up of industry, municipal, and assessment representatives designed an engagement process for the broader review.

STAGE 2

Review foundational policies

March – December
2024



Confirm Principles



Recommend Assessment Year Modifier methodology



Review Construction Cost Reporting Guide

Before the assessment models for individual property types can be updated, regulated assessment policies must be reviewed first.

STAGE 3

Update assessment models

Expected winter 2025 –
summer 2027

We will engage with a technical working group, comprised of stakeholder subject-matter experts to update the costs, practices, and technologies in the assessment model for each property type.

Group 1

winter 2025 to spring 2026



Telecommunications
& Cable



Railway



Electric Power

Group 2

spring 2026 to summer 2027



Machinery and Equipment



Pipeline



Wells

STAGE 4

Consider the impacts

Expected summer 2027 –
spring 2028



Municipalities and industry property owners will have the opportunity to provide input on assessment and taxation impacts, including how to best implement any shifts in assessment. The Steering Committee will review the engagement results and provide final recommendations to government.

Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at ma.amr@gov.ab.ca.



Frequently Asked Questions Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at ma.amr@gov.ab.ca.

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR114060

Subject: Provincial Education Requisition Credit Program Extension

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

Ric McIver
Minister

April 08, 2024

To whom it may concern,

Re: Alberta Disability Services Professional Appreciation Week:

I am writing this letter in my capacity as Board President of the Alberta Disability Worker Association (ADWA) to bring awareness to a matter of significance.

The [Alberta Disability Workers Association \(ADWA\)](https://www.adwa.ca) is the established professional voice and advocate for the 15,000+ professionals employed in Community Disability Services (CDS) across the Province of Alberta. ADWA was formed in 2010, and one of our important roles is to heighten Albertans' awareness of our essential and valuable workforce by publicly recognizing the positive impact the profession has on the lives of people with disabilities, their families, and the overall community. ADWA is a professional association, not a union; our members are Community Disability Service professionals who voluntarily register for membership.

The Minister of Seniors, Community and Social Services, Jason Nixon, has declared the week of May 20-26, 2024, as the Alberta Disability Services Professional Appreciation Week. This declaration, which has been enacted in perpetuity (3rd Monday in May), is a testament to the unwavering dedication and invaluable contributions made by disability service professionals in our communities.

I respectfully request that where possible Alberta's communities join ADWA in acknowledging this significant occasion. By doing so, we can collectively raise awareness about the essential role that CDS professionals play in enhancing the lives of individuals with disabilities who live, work, and play in communities, across Alberta. One example is that various CDS organizations are hoping that their municipalities will "light up" on Wednesday, May 22, 2024, to showcase the breadth of this profession across Alberta.

Your support in this initiative would not only serve to honor the dedicated professionals working in disability services but also encourage a more inclusive and understanding societal ethos.

Thank you in advance for your consideration.

All the best,



Alexander Stoye
Board President
Alberta Disability Worker Association (ADWA)



Request for Decision 620-23 Utility Bylaw

RECOMMENDATION

That second reading be given to the Utility Bylaw 620-23, with amendments.

That the third and final reading be given to the Utility Bylaw 620-23, with amendments.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

Administration completed removal of the rates from 620-23 into the new Rates Bylaw.

At the February meeting, there was discussion regarding amendments to include regulations regarding curb stops, etc. These edits are included in the bylaw in agenda.

At the March meeting a motion was made to strike provision 4.1.9 from the bylaw.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Utility Bylaw 620-23

**VILLAGE OF WARNER
BYLAW 620-23**

**A BYLAW OF THE VILLAGE OF WARNER, IN THE PROVINCE OF ALBERTA, TO REGULATE
AND CONTROL THE VILLAGE'S WATER, ~~SEWER~~ WASTEWATER, AND SOLID WASTE**

WHEREAS: The Village of Warner, being a Municipal Corporation in the Province of Alberta, owns and operates Water, ~~Sewer~~ Wastewater, and ~~Solid Waste Sanitation~~ systems as public utilities; and

WHEREAS: The Municipal Government Act R.S.A. 2000 Chapter M-26 and amendments thereto, provides that a Council may pass bylaws for municipal purposes respecting public utilities within the Village of Warner;

NOW THEREFORE: Council of the Village of Warner, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1. This bylaw may be referred to as the Utility Bylaw.

2. DEFINITIONS

Curb Stop shall mean the device on a water service line used to interrupt or discontinue the supply of water.

Meter shall mean a mechanical and/or electronic device used to measure the amount of water consumed on the premises upon which such meters are situated.

Service Line means an individual connection of a water and/or wastewater line extending from the street main line to the property line of the land and/or building being serviced.

Street Main means that portion of water and/or wastewater line that is system laid down in Village owned land for the purpose of servicing more than one property.

Waterworks shall mean all public water treatment systems, street mains and service lines within the Village of Warner.

3. WATERWORKS

3.1. REGULATIONS

3.1.1. No person, except employees of the Village, shall make any connection or communication whatsoever with any of the public water pipes or mains, unless otherwise approved by Public Works. Upon authorization, an individual assumes full liability for any damage caused while making such connection and will also provide adequate safety provisions during the connection.

3.1.2. New connections of a water service line from the main line to the property line and costs associated with the new connection, shall be the responsibility of the property owner. All water service lines laid down on private property shall be

constructed of CSA approved material of equal or better quality to the service lines in the street between the street main and the property line.

- 3.1.3. The Village shall be responsible for the costs of repair to a water service line from the main line to the curb stop. The owner shall assume the full responsibility and costs of repairs to the service line from the property line into the building.
- 3.1.4. After any construction, reconstruction, alteration or change, or the completion of any work requiring a permit, water shall not be turned on to any building or premises until after the whole of the work has been done to the satisfaction of the Village. Water shall be turned on or off only by an authorized employee of the Village.
- 3.1.5. To maintain an adequate supply of water and adequate water pressure within the Village, or in the emergency situations, the Council or CAO may authorize restriction on the use of water.
- 3.1.6. Except as hereinafter provided, no person other than authorized employees of the Village shall open or close or operate or interfere with any valve, hydrant, or fire plug, or draw water therefrom.
- 3.1.7. The Fire Chief of the Village Fire Department, their assistants, officers, and members of the department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or fire practices, or testing of hose pipe for fire protection. However, all such cases shall be under the direction and supervision of the said Chief or their duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug.
- 3.1.8. No person shall in any manner obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, or any other matter which would cause such obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within five (5) meters of the hydrant in a direction parallel with the said property line.
- 3.1.9. No person shall interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, etc. If it is required to make any repairs or changes to inaccessibility to or damage to curb stops, the owners of the property being serviced by said curb stop shall, in addition to the penalties of this Bylaw, be required to assume all costs involved in said repair.
- 3.1.10. The curb stop shall remain property of the Village. Any and all maintenance of the curb stop shall be the sole responsibility of the Village.
- 3.1.11. ~~Frozen water lines~~—The Village shall assume full responsibility and costs for any water service line which may be hereinafter frozen between the property line and the street main. Any water line frozen between the property line and the meter shall be the responsibility of the property owner. Any costs incurred by the Village, in thawing frozen lines on behalf of a person, shall be recoverable, subject to penalties, and taxes.

- 3.1.12. The Village may, with due notice, shut off the water supplied to the land or premises of any consumer who may be guilty of a breach of non-compliance with any of the provisions of the Bylaw or an Alberta Health or Alberta Environment regulation, and may refuse to turn on the water until satisfied and assured that the consumer intends to comply with the Bylaw or provincial regulations.
- 3.1.13. When possible, reasonable notice will be provided to all customers, however the Village reserves the right to turn off water service without notice to any or all consumers in an emergency situation. It is hereby declared that no person shall have any claim for compensation or damages as a result of the Village turning off the water service in an emergency situation without notice or from the failure of water supply system from any cause whatsoever.
- 3.1.14. Any person or persons about to vacate a premises that has been supplied with water and/ or who are desirous of discontinuing the use thereof must give notice to the Village, either in writing or by telephone, to shut off the water to said premises. Otherwise, they will be held liable for the accruing rates therefore and for all damage suffered or sustained by the Village and caused by failure to give such notice. There will be a charge associated with water turn on and shut off.

3.2. WATER METER

- 3.2.1. The property owner of a new building must acquire a water meter from the Village. The Village covers the cost of the meter. It is the owner's responsibility to hire and pay a qualified plumber for the installation of the meter.
- 3.2.2. The meter shall remain the property of, and shall be maintained by, the Village. The Village will replace any meter that stops working due to normal wear and tear at no cost to the owner.
- 3.2.3. If the meter needs to be replaced (if not deemed faulty), the property owner is responsible for the cost of the new meter.
- 3.2.4. If an existing building requires a replacement water meter for any other reason than a faulty meter, the property owner will be responsible for the cost of the meter.
- 3.2.5. If Public Works is requested to read a water meter for any reason other than change in the utility account, an administration fee as per the Village of Warner's Rate Bylaw will be levied.
- 3.2.6. If Public Works is asked to remove and inspect a water meter which is found not faulty, an administration fee as per the Village of Warner's Rate Bylaw will be levied.
- 3.2.7. Any person permitting any meter to be damaged by frost shall be liable for all costs incurred in the replacement of said meter. Replacement costs shall include the costs for any Village employees required to complete the replacement, the costs for Village equipment, contracted services and goods purchased. The said charges shall be subject to the same penalties and are collectible by the same procedures as taxes levied by the Village.

- 3.2.8. Any person permitting any radio transmitter to be damaged shall be liable for all costs incurred in the replacement of said radio transmitter. Replacement costs shall include the costs for any Village employees required to complete the replacement, the costs for Village equipment, contracted services and goods purchased. The said charges shall be subject to the same penalties and are collectible by the same procedures as taxes levied by the Village.
- 3.2.9. No person shall interfere with, cut or remove the wire seal on a meter, valve, radio transmitter or outside readout.
- 3.2.10. The user shall be responsible for damage to the remote reading device, which may result from other than normal wear and tear.
- 3.2.11. No person shall disconnect a meter or do anything which may prevent or impede the flow of water through a meter or the recording of the flow of water through the meter, or which may affect the proper operation of the water meter. Repairs to said meters will be at the expense of the customer.
- 3.2.12. No well or other source of water except the Village waterworks will be permitted within the Village of Warner corporate boundaries.
- 3.2.13. All owners, tenants or occupiers, upon due notification to the occupant, shall give clear and unhindered access to an authorized Village employee to:
 - 3.2.13.1. Install, service or seal a water meter and shall be liable for any damage which may occur to said meter.
 - 3.2.13.2. Install, service or maintain a radio transmitter.
 - 3.2.13.3. Shut off and seal a water line for nonpayment.
 - 3.2.13.4. Read a meter.

3.3. WATER DISCONNECT AND RECONNECT

- 3.3.1. The owner of a new property may request water shut-off at a fee as per the Village of Warner's Rate Bylaw ~~to avoid receiving a monthly invoice for an unoccupied building~~. A fee as per the Village of Warner's Rate Bylaw will be levied to turn the water back on.
- 3.3.2. If an owner of an existing property requests Public Works to physically shut-off the water at the curb stop valve, the owner will be levied fees as per the Village of Warner's Rate Bylaw for both the disconnect and the re-connect.
- 3.3.3. Notwithstanding ~~5-4 3.3.1.~~ and ~~5-2 3.3.2.,~~ if water is disconnected at a vacant dwelling, the property owner will continue to be invoiced for garbage, sewer, administration, and waterline loan fees.

4. WASTEWATER

4.1. REGULATIONS

- 4.1.1. No person other than those authorized by the Village shall make any connection to or shall cut or otherwise tamper in any way with the Village wastewater system.

- 4.1.2. New connections of a wastewater service line from the main line to the property line and costs associated with the new connection, shall be the responsibility of the property owner. All wastewater service lines laid down shall be constructed of CSA approved material.
- 4.1.3. The owner and/or person occupying any premises connected to a street main by a Wastewater Service Line, shall be required, at their own cost, to keep the said Wastewater Service Line in operating condition at all times and shall be fully responsible for the operation of the said Wastewater Service Line. All work is to be completed to Village specifications.
- 4.1.4. No person shall discharge, throw, deposit or leave in or upon any Village wastewater service or any trap, basin, grating, manhole or other appurtenance or any Village wastewater main any material, thing or liquid which would prejudicially affect the wastewater collection system.
- 4.1.5. Grease traps of sufficient size and approved design shall be placed on the ~~Waste~~ wastewater pipes from hotels, restaurants, laundries and such other places as the Village may direct. Such traps shall be installed prior to any connection to the Village wastewater system.
- ~~4.1.6. The owner shall at their own cost be responsible for the unplugging or repair of wastewater lines from the sewer main to the building.~~
- 4.1.7. When a sewer back up occurs, the property owner shall first contact a private plumbing firm to assess whether the backup is predominantly caused a restriction or blockage within the sewer connection or with the Village portion of the sewer connection, being the wastewater main line.
- 4.1.8. The owner shall notify the Village if the plumber identifies that the blockage is in the Village's main line. The Village will investigate to confirm the location of the blockage.
- ~~4.1.9. The Village shall assume responsibility for blockages caused by tree roots and/or collapsed services lines; otherwise, it shall be the responsibility of the property owner to correct any blockage. The Cost of any work done by the Village will be charged back to the property owner and may be collected in the same manner as utility rates.~~
- 4.1.10. Any blockages of the service piping to the sewer main due to foreign material introduced to the service, by the owner/occupant, is the responsibility of the property owner.
- 4.1.11. If the repair of a blockage, which is determined to be the responsibility of the owner, causes any portion of sidewalks, boulevards, curbs, gutters, streets or other Village property to be dug up, disturbed or otherwise changed, it shall be the responsibility of the property owner for the cost of repairing damages.
- 4.1.12. Costs incurred in determining where and what caused any blockage on the service line, including but not limited to such costs as camera scoping, flushing or de-rooting shall, in the event the owner is found to be responsible, be recoverable from the owner as costs in the same manner as other costs.

- 4.1.13. The Village shall have the right, with due notice, to enter houses or other places which have been connected with Village wastewater collection systems. In the case of emergency, no notice is required. Facilities will be provided them in order to ascertain whether or not any improper material or liquid is being discharged into the wastewater collection system and they shall have the power to stop or prevent any material or action from continuing to damage the system.

~~In instances when the Village has installed new wastewater lines from the sewer main to the building, and said installation is found to be faulty or during construction, or the Village damages the wastewater line to a building, the Village shall incur the costs to repair them.~~

5. WASTE MANAGEMENT REGULATIONS

5.1. The Municipality shall provide waste management services as follows:

- 5.1.1. Waste pickup shall be conducted on Thursdays.
- 5.1.2. Waste shall be picked up:
- 5.1.2.1. at the curb in residential areas with a three-foot parameter of space left between black bins;
 - 5.1.2.2. at the curb or other such location deemed appropriate in commercial areas with a three-foot parameter of space left between black bins.
- 5.1.3. All waste shall be placed in the black bin provided for each premises, while enabling lid closure.
- 5.1.4. The following wastes are deemed appropriate for pickup and disposal by the Municipality:
- 5.1.4.1. household / commercial waste;
 - 5.1.4.2. paper;
 - 5.1.4.3. cardboard;
 - 5.1.4.4. bagged or boxed cold ashes from fireplaces, wood stoves and garbage barrels.
- 5.1.5. The following wastes will not be picked up for disposal by the Municipality:
- 5.1.5.1. dead animals;
 - 5.1.5.2. noxious or hazardous wastes, used oils, used commercial food oils;
 - 5.1.5.3. construction and demolition debris, concrete and pavement;
 - 5.1.5.4. refrigerators, air conditioners, freezers, stoves, ovens, washers or dryers;
 - 5.1.5.5. furniture;
 - 5.1.5.6. metal;
 - 5.1.5.7. tree branches, limbs and trunks;
 - 5.1.5.8. tires;
 - 5.1.5.9. grain dust and seed screenings;
 - 5.1.5.10. burning barrels
- 5.1.6. The Municipality is not responsible for cleaning out any bins, or containers. If a bin or container is in need of cleaning a notice will be given.
- 5.1.7. Additional bins are available with a fee as per the Village of Warner's Rates Bylaw.

6. UTILITY FEES, PAYMENT, COLLECTION

- 6.1. A Utility Account will be set up immediately, in the owner's name, following the installation of a meter in a new building.
- 6.2. Utility accounts will not be established by the Village for a person(s) who has an overdue or outstanding utility account with the Village.
- 6.3. The property owner is responsible to advise the Village of any sale of property and to provide the contact information of the person or company to whom the property has been sold.
- 6.4. An administration fee as per the Village of Warner's Rate Bylaw will be levied to both the seller and the new owner of the property for costs associated with finalizing one account and creating a new account.
- 6.5. Failure to receive a utility invoice is not considered sufficient reason for non-payment of the account.

~~6.6. That monthly rates for water be adopted as per the Village of Warner's Rate Bylaw.~~

~~6.7-6.6.~~ That monthly rates for **water**, sewer, garbage pick-up, administration fee (street lighting) and waterline loan repayment be adopted as per the Village of Warner's Rate Bylaw.

~~6.8-6.7.~~ In the case of non-use of services, each customer shall continue to pay the flat or base rates as specified in the Village of Warners Rates Bylaw.

~~6.9-6.8.~~ Payments of utility accounts may be made at the Village Office, local banks, online banking, electric funds transfer using utility roll number, or through a pre-authorized payment plan.

~~6.10-6.9.~~ If payment is not received within 90 days after the date of mailing, the water service will be turned off and will not be turned on until the account, including arrears, a reconnection fee as specified in the Village of Warner's Rates Bylaw, are paid in full. ~~Payment must be in cash or by certified cheque only.~~

~~6.11-6.10.~~ No reduction in rate or charges shall be made for any interruption in water or sewer services during a billing period.

~~7. OVERDUE UTILITY ACCOUNTS, OUTSTANDING UTILITY ACCOUNTS AND COLLECTION~~ **PENALTIES**

- 7.1. An interest charge of two percent (2%) per month will be imposed on outstanding accounts payable to the Village of Warner which remain unpaid after thirty (30) days from the date of the billing of the account.
- 7.2. Where it has become necessary to discontinue service for non-payment of an account, reconnection will not be made until all arrears and penalties have been paid in full and the reconnection charge as specified in the Village of Warner "Rates Bylaw" has been paid in advance. The account will only be opened in the name of the Owner, even if the account that was disconnected was in the name of an Occupant.

- 7.3. Pursuant to Section 553(1)(b) of the Municipal Government Act, overdue utility accounts, including those of tenants, ~~which remain unpaid after ninety (90) days~~ may be added to the property owner's taxes (of the same municipal address).
- 7.4. If a house is being sold, any outstanding utility account balance ~~may~~ **will** be added to the property owner's taxes.
- 7.5. Pursuant to Section 553(2) of the Municipal Government Act, upon being added to the property owner's tax levy, the outstanding amount is subject to the requirements of the tax bylaw.
- 7.6. Any person who violates a provision of this Bylaw is guilty of an offense and liable upon summary conviction to a fine of not more than Two Thousand Five Hundred Dollars (\$2,500.00) and not less than Three Hundred Dollars (\$300.00) exclusive of costs, and in each and every case in default of payment said person shall be liable to imprisonment in the nearest common jail for a period not exceeding six (6) months, unless the fine and costs be sooner paid.

8. EFFECTIVE DATE

8.1. This bylaw shall come into effect on January 1, 2024.

8.2. Bylaw 615-23 is hereby repealed as of January 1, 2024.

Read for a first time this 20th day of September, 2023

Read for a second time, with amendments, this XX day of XXXX, 2024

Read for a third and final time, with amendments, this XX day of XXXX, 2024

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX, 2024.



Request for Decision 624-24 Chief Administrative Officer Bylaw

RECOMMENDATION

That first reading be given to the Chief Administrative Officer Bylaw 624-24

That second reading be given to the Chief Administrative Officer Bylaw 624-24.

That unanimous consent be given to present for third reading of the Chief Administrative Officer Bylaw 624-24.

That the third and final reading be given to the Chief Administrative Officer Bylaw 624-24.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

In conjunction with the review of all bylaws within the Village, administration has prepared an updated Chief Administrative Bylaw, with accompanying Performance Appraisal Policy, and an updated Job Description.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Chief Administrative Officer Bylaw 624-24
2. Secretary Treasurer Appointment Bylaw 188
3. Name Change from Secretary Treasurer to Municipal Administrator Bylaw 327
4. Appointment of a Municipal Administrator Bylaw 378
5. Manager's Bylaw 517-10

**VILLAGE OF WARNER
BYLAW 517-10 624-24**

**A BYLAW OF THE VILLAGE OF WARNER IN THE PROVINCE OF ALBERTA TO
ESTABLISH AND DEFINE THE POWER AND DUTIES OF THE CHIEF ADMINISTRATIVE
OFFICER RESPONSIBILITY, AUTHORITY AND SPECIFIC DUTIES OF THE MANAGER OF THE
UNICIPALITY.**

WHEREAS, the Municipal Government Act, being Chapter M26-I of the Revised Statutes of Alberta, 1994, 2000, as amended, provides that a Council must, by Bylaw, establish the position of Chief Administrative Officer;

AND WHEREAS, Section 205 of the Municipal Government Act requires that Council establish a position of Chief Administrative Officer by bylaw;

AND WHEREAS, the Council may, in accordance with Section 203 of the Municipal Government Act, delegate any or all of its executive and administrative duties and powers;

NOW THEREFORE, the Council of the Village of Warner enacts as follows:

1. TITLE

1.1. This Bylaw shall be cited as the "Chief Administrative Officer" or "CAO" Bylaw.

2. DEFINITIONS

In this Bylaw:

"Act" means the Municipal Government Act., R.S.A. 2000, c. M-26, and associated regulations, as amended.

"Administration" means the administrative and operational arm of the Municipality, comprised of various departments, including all employees who operate under the leadership and supervision of the Chief Administrative Officer.

"Chief Administrative Officer" means the Chief Administrative Officer (CAO) of the Village of Warner or their delegate, who as per the Municipal Government Act, is the only employee of Council.

"Council" means the municipal Council of the Village of Warner.

"Municipality" means the municipal corporation of the Village of Warner.

"Municipal Assessor" means the designated officer position created under the Municipal Assessor Bylaw and the individual appointed to that position.

3. OFFICE

3.1. The position of Chief Administrative Officer is hereby created and the person appointed to that position shall have the title "Chief Administrative Officer."

4. APPOINTMENT ~~ROLE, TERMS AND CONDITIONS OF THE GENERAL MANAGER~~

- 4.1. Council must, by resolution, appoint an individual to the position of Chief Administrative Officer including:

4.1.1. the term of the appointment; and

4.1.2. the salary and benefits to be paid or provided to the Chief Administrative Officer, which may be varied from time to time by Council.

~~The Manager shall be the Chief Administrative Officer of the Municipality and the Principle Advisor to the Council.~~

- 4.2 The Council may appoint an Acting Manager **Chief Administrative Officer (CAO)** to act during an illness, absence or other incapacity of the Manager **CAO**. The Manager **CAO** may appoint an Acting Manager **CAO** where such absences are for a period of less than a month.

~~4.3 Section 201(2) of the Municipal Government Act states that, "a Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a Designated Officer."~~

~~4.4 Except for the purpose of an official inquiry, the Council shall deal with the civic administration and the control thereof solely through the Manager and shall not give orders to any of the subordinates of the Manager.~~

5. ACCOUNTABILITY

- 5.1. The Chief Administrative Officer shall be accountable to Council for the exercise of all the powers, duties, and functions delegated to the Chief Administrative Officer by the Act, this Bylaw, or another enactment, any other Bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties, and functions are exercised by the Chief Administrative Officer personally, or by someone to whom the Chief Administrative Officer has delegated that power, duty, or function.

- 5.2. The Chief Administrative Officer shall carry out their powers, duties, and functions in compliance with:

5.2.1. The Act;

5.2.2. This Bylaw

5.2.3. Any other enactment

5.2.4. Any other bylaws, resolution, policy or procedure passed or adopted by Council;
or

5.2.5. Any contract binding on the Municipality.

6. GENERAL POWERS AND DUTIES

- 6.1 The Chief Administrative Officer has:

6.1.1 all of the powers, duties, and functions that are given to a Chief Administrative Officer under the Act or any other enactment;

6.1.2 all of the powers, duties and functions that are given to a designated officer under

the Act, or any other enactment, except for the designated officer powers, duties and functions expressly given to the Municipal Assessor; and

6.1.3 all the powers, duties and functions delegated to the Chief Administrative Officer by Council in this or any other bylaw, resolution, policy or procedure.

6.2 The Chief Administrative Officer shall:

6.2.1 be the contact between the Administration of the Municipality and Council and communication from the Administration to Council shall flow through the Chief Administrative Officer;

6.2.2 be responsible for advising on and communicating with Council with respect to:

6.2.2.1 the operations of the Municipality,

6.2.2.2 the financial state of the Municipality,

6.2.2.3 Council policies and procedures, and

6.2.2.4 Administrative policies and procedures.

6.2.3 prepare and submit to Council such reports, including recommendations where appropriate, and answer such inquiries, as required by Council;

6.2.4 attend all Council meetings and the meetings of such other boards, authorities or other bodies as might be required by Council.

6.3 Any information requested by an elected official about the operation or administration of the municipality must be shared with all elected officials, at the same time. All of the elected officials must hear/be provided the same information.

7. RESPONSIBILITY OF THE ~~MANAGER~~ CHIEF ADMINISTRATIVE OFFICER

The ~~Manager~~ CAO shall be responsible to the Council for:

7.1 Directing the Administration.

7.2 The development and maintenance of a civic administration capable of effectively and efficiently implementing the civic policies approved by the Council.

7.3 The provision of information, advice, and staff recommendations required by the Council for the consideration of policy alternatives.

7.4 The carrying out of research and the presentation to the Council alternatives in any area requiring policy formulation or reconsideration.

7.5 The preparation and presentation to the Council of the annual operating and capital budgets for the Municipality and for controlling approved budgetary expenditures on an ongoing basis.

7.6 Keeping the Council informed of all events and data relevant to, and necessary for, the

exercise of all powers, duties, and responsibilities of the Council.

- 7.7 In conjunction with the Chief Elected Official, endorsing the proposed agenda for the Council and Committee of the Whole meetings.
- 7.8 Acting as the ~~Director of Disaster Services~~ Deputy Director of Emergency Management. ~~under the Peacetime Emergency Plan.~~
- 7.9 The purposes of the Freedom of Information and Protection of Privacy Act, R. S. A. 2000 c. F-25 and any amendments thereto, the designated officer to receive requests.
- 7.10 Performing the duties and exercising the powers and functions assigned to a Chief Administrative Officer by the Municipal Government Act and other enactments of assigned by the Council.

8. AUTHORITY OF GENERAL MANAGER ~~THE~~ CHIEF ADMINISTRATIVE OFFICER

In order to carry out the responsibilities of the position, the ~~Manager~~ CAO has the authority to:

- 8.1 Hire, dismiss, promote, demote, reward, or discipline any employee of the Municipality. ~~subject to the following provision:~~
- 8.2 Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality. If a major organizational change is affected, the ~~Manager~~ CAO shall report such a change to the Council.
- 8.3 Be present at any meeting of the Council or Committee of the Council and be recognized to speak on any subject brought before Council.
- 8.4 In the case of an emergency, incur any expenditure not previously approved the Council provided a detailed report on such expenditure and its need is presented to the next meeting of the Council, **subject to the limits imposed by Council policy.**
- 8.5 Negotiate contracts, agreements, and transactions required for the effective operation of the Municipality and to recommend the approval of such contracts, agreements, and transactions by the Council.
- 8.6 Sign any order, agreement, and cheque, negotiable instrument of document made or executed on behalf of the Municipality **as per Council policy.**
- 8.7 Take such actions necessary to carry out the responsibilities assigned by the Council.
- 8.8 In accordance with Section 209 of the Municipal Government Act, delegate any of the Chief Administrative Officer's powers, duties or functions under the Municipal Government Act or any other enactment of Bylaw to a Designated Officer of an employee of the Municipality.
- 8.9 **The Chief Administrative Officer shall designate the financial institution(s) to be used by the Municipality and shall open and close accounts that hold the Municipality's money as per Council motion.**
- 8.10 **The Chief Administrative Officer is authorized to invest funds on behalf of the**

Municipality in accordance with the provisions of the Act.

- 8.11 The Chief Administrative Officer may pay any amounts the Municipality is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal having jurisdiction over an action, claim or demand against or by the Municipality, provided that all rights to appeal the Order or Judgement have expired.
- 8.12 Retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Municipality including, without limiting the foregoing:
 - 8.9.1 providing legal services to Council and the Administration, and
 - 8.9.2 appearing in all legal and administrative proceedings including commencing, defending, and intervening in such proceedings to define, enforce and defend the Municipality's (and such other boards, authorities' agencies and other entities as may be required by Council) legal and equitable rights;
- 8.10 Compromise all actions, claims or demands against or by the Municipality and complete all related documentation;
- 8.11 Accept service of all notices and other documents on behalf of the Municipality;
- 8.12 Provide any and all certificates or statutory declarations on behalf of the Municipality;
- 8.13 Temporarily close, in whole or in part, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard;
- 8.14 Prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Municipality for the recovery of tax arrears;
- 8.15 Carry out inspections, remedies, enforcement or other actions pursuant to the Act, any other enactment, or any bylaw where the Act or any other enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Municipality;
- 8.16 Make determinations and issue orders pursuant to the Act or any other statute, enactment or bylaw which the Municipality is authorized to enforce including without limitation, matters related to dangerous or unsightly property;
- 8.17 Act as the Development Authority and provide administrative support to the Municipal Planning Commission of the Municipality;
- 8.18 Extend the time for endorsement of subdivision plans and for the registration of the subdivision plans in accordance with the Act;
- 8.19 Revise bylaws in accordance with the Act;
- 8.20 Consolidate bylaws, including the preparation of administrative consolidations; and
- 8.21 Ensure the sufficiency of any petitions that may be submitted to the Municipality in

accordance with the requirements of the Act.

9. INDEMNIFICATION

- 9.1 The Municipality shall indemnify the Chief Administrative Officer provided that the Chief Administrative Officer was acting in good faith to carry out the powers, duties and functions given to the Chief Administrative Officer by this Bylaw, the Act, any other enactment, any other bylaw, resolution, policy or procedure.

10. INTERPRETATION

- 10.1 Any reference in this Bylaw to the Act, any other enactment, any other bylaw, resolution, policy or procedure shall include all amendments thereto, all regulations and orders thereunder and any successor thereto.

11. REPEAL

- 11.1 Bylaws 188, 327, 378 and 517-10 and all amendments thereto are hereby repealed.

~~This by-law shall come into effect on the date of final passing and upon signing by the Mayor and Deputy Mayor.~~

This Bylaw come into force on the final date of passing thereof.

Read a first time this XXXX day of XXXXX 2024

Read a second time this XX day of XXXX 2024

Unanimous consent be given to present for third reading this XX day of XXXX 2024

Read for a third and final time this XX day of XXXX 2024

Tyler Lindsay
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XXX day of XXXX 2024.

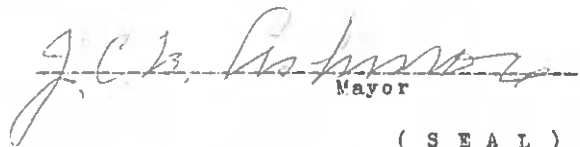
BY-LAW NO. 188
of the Village of Warner

WHEREAS the present secretary-treasurer has retired
from that position; and

WHEREAS it is necessary to appoint a successor;

THEREFORE be it enacted that Mrs. PHILLIS HEDBERG
be and is hereby appointed secretary-treasurer of the
Village of Warner at a salary to be set by resolution
of the council.

DONE and PASSED in open council this first day of
May, A. D. 1964.



Mayor

(S E A L)

Secretary-Treasurer

A BY-LAW OF THE VILLAGE OF WARNER TO CHANGE THE
SECRETARY TREASURER TO MUNICIPAL ADMINISTRATOR.

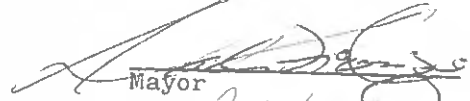
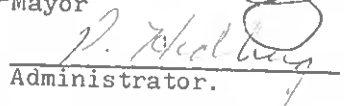
WHEREAS, the council of the Village of Warner wish to
combine the duties of the secretary and treasurer of the Village.

THEREFORE, the council hereby enacts that the duties of the
municipal secretary and the treasurer be combined into one office
to be designated as the Municipal Administrator and the person
appointed to that office may under the title of Municipal
Administrator do anything that by this or any pther Act is to
be done by the Municipal Secretary or the Treasurer.

Read a first time this 14th day of Feb., A.D., 1979.

Read a second time this 14th day of Feb. A.D., 1979.

Read a third time this 14th day of Feb., A.D., 1979.


Mayor

Administrator.

BY-LAW NO. 378

A BY-LAW OF THE VILLAGE OF WARNER, PROVINCE OF ALBERTA,
TO APPOINT A MUNICIPAL ADMINISTRATOR.

Whereas, the present Municipal Administrator has retired,
Whereas, it is necessary to appoint a successor according
to section 57(2) of the municipal Government act Chapter
M-26,

Therefore , be it enacted that Mr Gordon A. MacDonnell be
appointed Municipal Administrator of the Village Of Warner .

Read a first time this 12th day of January A.D.1983.

Read a second time this 12th day of January A.D.1983.

Read a third time and finally passed this 12th day of January A.D.1983



Mayor



Administrator

Village of Warner

BY-LAW NUMBER 517-10

**A BY-LAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA TO
DEFINE THE RESPONSIBILITY, AUTHORITY AND SPECIFIC DUTIES OF
THE MANAGER OF THE MUNICIPALITY**

WHEREAS, the Municipal Government Act, being Chapter M26.1 of the Revised Statutes of Alberta, 1994, as amended, provides that a Council must, by by-law, establish the position of Chief Administrative Officer;

AND WHEREAS, the Council may, in accordance with Section 203 of the Municipal Government Act, delegate any or all of its executive and administrative duties and powers;

NOW THEREFORE, the Council of the Municipality enacts as follows:

1. This by-law shall be cited as, "The Manager's By-Law".

2. ROLE, TERMS AND CONDITIONS OF THE GENERAL MANAGER

- a) The Manager shall be the Chief Administrative Officer of the Municipality and the Principle Advisor to the Council.
- b) The Council may appoint an Acting Manager to act during the illness, absence or other incapacity of the Manager. The Manager may appoint an Acting Manager where such absences are for a period less than a month.
- c) Section 201 (2) of the Municipal Government Act states that, "a Council must not exercise a power or function or perform a duty that is by this or another enactment or by-law specifically assigned to the Chief Administrative Officer or a Designated Officer".
- d) Except for the purpose of an official inquiry, the Council shall deal with the civic administration and the control thereof solely through the Manager and shall not give orders to any of the subordinates of the Manager.

3. RESPONSIBILITY OF THE MANAGER

The Manager shall be responsible to the Council for:

- a) The development and maintenance of a civic administration capable of effectively and efficiently implementing the civic policies approved by the Council.
- b) The provision of information, advice and staff recommendation required by the Council for the consideration of policy alternatives.
- c) The carrying out of research and the presentation to the Council alternatives in any area requiring policy formulation or reconsideration.
- d) The preparation and presentation to the Council of the annual operating and capital budgets for the Municipality and for controlling approved budgetary expenditures on an ongoing basis.
- e) Keeping the Council informed of all events and data relevant to, and necessary for, the exercise of all powers, duties and responsibilities of the Council.
- f) In conjunction with the Chief Elected Official, endorsing the proposed agenda for the Council and Committee of the Whole meetings.
- g) Acting as the Director of Disaster Services under the Peacetime Emergency Plan.
- h) Performing the duties and exercising the powers and functions assigned to a Chief Administrative Officer by the Municipal Government Act and other enactments of assigned by the Council.

4. AUTHORITY OF GENERAL MANAGER

In order to carry out the responsibilities of the position, the Manager has the authority to:

- a) Hire, dismiss, promote, demote, reward or discipline any employee of the Municipality, subject to the following provision:
- b) Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality. If a


major organizational change is effected, the Manager shall report such a change to the Council.

- c) Be present at any meeting of the Council or Committee of the Council and be recognized to speak on any subject brought before Council.
 - d) In the case of an emergency, incur any expenditure not previously approved by the Council provided a detailed report on such expenditure and its need is presented to the next meeting of the Council.
 - e) Negotiate contracts, agreements and transactions required for the effective operation of the Municipality and to recommend the approval of such contracts, agreements and transactions by the Council.
 - f) Sign any order, agreement, and cheque, negotiable instrument of document made or executed on behalf of the Municipality.
 - g) Take such other actions necessary to carry out the responsibilities assigned by the Council.
 - h) In accordance with Section 209 of the Municipal Government Act, delegate any of the Chief Administrative Officer's powers, duties or functions under the Municipal Government Act or any other enactment of by-law to a Designated Officer or an employee of the Municipality.
5. This by-law shall come into effect on the date of final passing and upon signing by the Mayor and Deputy Mayor.

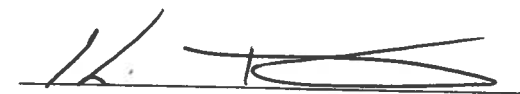
Read a first time this the 17th day of February 2010.

Read a second time this the 17th day of February 2010.

Read a third time this the 17th day of March 2010.



Mayor
Verne Strain



Deputy Mayor CAO (K0)
R. Kim Dalton



Request for Decision Chief Administrative Officer Performance Review Policy 303

RECOMMENDATION

That Council approve the Chief Administrative Officer Performance Review Policy 303 as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

In conjunction with the review of all bylaws within the Village, administration has prepared an updated Chief Administrative Bylaw, with accompanying Performance Appraisal Policy, and an updated Job Description.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Chief Administrative Officer Performance Review Policy 303



Council Policy 303
CHIEF ADMINISTRATIVE OFFICER
PERFORMANCE REVIEW

References:
Municipal Government Act
Records Management Bylaw
Employee Handbook

Effective Date: _____

Council Resolution No: _____

POLICY STATEMENT

Council recognizes the importance of performance reviews in maintaining an effective and professional relationship between Council and the Village's CAO to provide opportunity to consider job performance, salary and benefits, and professional development opportunities.

PURPOSE

The objective of a performance appraisal system for the Chief Administrative Officer (CAO) is a key building block for a lasting and positive relationship between Council and the CAO. Council has only one employee, the CAO. The CAO is selected by Council and Council approves the CAO's terms of employment. Council sets performance goals for the CAO and monitors achievement of those goals through regular performance reviews. The purpose of the performance appraisal is to determine the degree to which Council expectations and performance criteria are being met.

SCOPE

To establish guidelines which Council will use to complete the Chief Administrative Officer's performance appraisal.

DEFINITIONS

Chief Administrative Officer (CAO) shall mean the Chief Administrative Officer of the Village as appointed pursuant to MGA Section 201(1).

Council shall mean the elected Council of the Village of Warner.

Village shall mean the Corporation of the Village of Warner in the Province of Alberta.

RESPONSIBILITIES

Section 205(1) of the *Municipal Government Act (MGA)* requires Council to give the CAO an annual written performance evaluation regarding results with respect to the CAO's responsibilities under section 207.

STANDARDS

1. Principles

Properly conducted performance reviews serve several key points:

- They inform the CAO of their performance;

- They allow Council and the CAO to set mutually agreed upon objective measures of job performance in the future;
- They identify ways in which Council can better support the CAO to successfully meet performance expectations; and
- They provide documentation of performance to justify salary increases, promotion, disciplinary actions, or termination.

A general guideline, a good performance review should be 40% about evaluating the past and 60% about planning for the future.¹

2. Performance Appraisal

- 2.1. Annually, Council shall meet with the Chief Administrative Officer to review progress on the goals and objectives previously established and approved by Council.
- 2.2. Council may meet in a closed session to determine any other criteria under which the Chief Administrative Officer will be appraised. Council shall inform the CAO of that criteria.
- 2.3. Council may meet periodically to discuss, in a closed session, the performance with the Chief Administrative Officer, to review progress achieved on the goals and objectives previously established and approved by Council.
- 2.4. The Chief Administrative Officer shall be given at least three days notice of their performance appraisal. The appraisal will be conducted during hours, at a time convenient to both the Council and the Chief Administrative Officer.
- 2.5. Council shall provide written constructive comments on the performance of the Chief Administrative Officer.
- 2.6. In addition to the goals and objectives established by Council and the Chief Administrative Officer, the Chief Administrative Officer will be appraised on the following points:
 - 2.6.1. working relationship with Council;
 - 2.6.2. working relationship with the public;
 - 2.6.3. working relationship with staff; and other criteria established by Council.
- 2.7. The Chief Administrative Officer shall be provided the opportunity to comment on the progress achieved to date. These comments may be in written form.

¹ Russell Farmer and Associates Consulting Ltd. January 22, 2009



Council Policy 303
CHIEF ADMINISTRATIVE OFFICER
PERFORMANCE REVIEW

- 2.8. The Chief Administrative Officer shall be assured that any comments regarding performance shall be strictly confidential and will not be released to any other staff member or the public.

3. Procedure

- 3.1. Annually, Council as a whole shall meet during a Regular Council Meeting in a closed session with the Chief Administrative Officer to establish goals, objectives and training requirements for the upcoming calendar year.
- 3.2. The Chief Administrative Officer shall prepare a draft list of goals, objectives and training requirements, to be considered by Council at the meeting.
- 3.3. The draft shall be presented in a fashion which assures the Chief Administrative Officer that copies will not be circulated in any manner.
- 3.4. The Chief Administrative Officer will be provided the opportunity to discuss the draft with Council.
- 3.5. Following agreement between Council and the Chief Administrative Officer, Council shall adopt the goals, objectives and training requirements for the upcoming year. These documents shall then be attached to and form part of the Chief Administrative Officer's performance appraisal.

CHANGES TO PERFORMANCE APPRAISAL SYSTEM

Proposed changes to the method of conducting management performance appraisals shall be discussed with the Chief Administrative Officer prior to implementation. The Chief Administrative Officer shall be provided with an opportunity to comment on the proposed changes.



(If additional pages are needed for comments, please attach them.)

1. Communication with Council, including effective written and oral presentation and openness to Mayor and Council feedback or direction.

☐ Exceeds Standards
☐ Meets Standards
☐ Fails to Meet Standards
☐ Unable to Rate
2. Implementation of Council policy and assists Council in the development of annual and long-range goals of the Corporate Strategic Plan.

☐ Exceeds Standards
☐ Meets Standards
☐ Fails to Meet Standards
☐ Unable to Rate
3. Staff support for Council; anticipates and provides reports and recommendations as required by the Council.

☐ Exceeds Standards
☐ Meets Standards
☐ Fails to Meet Standards
☐ Unable to Rate
4. Staff relations; demonstrates leadership and promotes professional staff performance.

☐ Exceeds Standards
☐ Meets Standards
☐ Fails to Meet Standards
☐ Unable to Rate
5. Financial planning and administration; prepares and administers annual budget, which maintains a multiyear vision.

☐ Exceeds Standards
☐ Meets Standards
☐ Fails to Meet Standards
☐ Unable to Rate

6. Personal and professional development; strives to maintain current knowledge and skill levels.

☐ Exceeds Standards
☐ Meets Standards
☐ Fails to Meet Standards
☐ Unable to Rate

7. Effective delivery of Village services and community relations.

☐ Exceeds Standards
☐ Meets Standards
☐ Fails to Meet Standards
☐ Unable to Rate

8. Intergovernmental relationship at the Provincial, Regional and local levels.

☐ Exceeds Standards
☐ Meets Standards
☐ Fails to Meet Standards
☐ Unable to Rate

9. Overall evaluation of the CAO's performance.

☐ Satisfactory
☐ Unsatisfactory

10. Accomplishments: Has the CAO accomplished or worked toward accomplishing the goals established by the Council? Why or why not?



11. Strengths: Based upon your overall evaluation of the CAO, what areas would you list as their strong points as a manager?
12. Improvements suggested: Based upon your evaluation, what areas would you suggest the CAO work on to improve his skills and to be more effective in specific areas or situations?
13. Goals for next year: What are the major goals on which the CAO needs to focus in the coming year?

Mayor's Signature

Date

CAO's Signature

Date



Request for Decision Chief Administrative Officer Job Description

RECOMMENDATION

That Council approve the Chief Administrative Officer Job Description as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

In conjunction with the review of all bylaws within the Village, administration has prepared an updated Chief Administrative Bylaw, with accompanying Performance Appraisal Policy, and an updated Job Description.

Reviewing the roles and responsibilities of the CAO is also a recommendation stemming from the Viability Review and direction from the Minister of Municipal Affairs.

RISKS/CONSEQUENCES

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

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Chief Administrative Officer Job Description



Job Description Chief Administrative Officer

FUNCTION/PURPOSE

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations and the day-to-day tasks of the Village. The CAO will implement the objectives, policies and programs approved by Council and in accordance with the Municipal Government Act, the Villages bylaws, and all other applicable legislation.

KEY RESPONSIBILITIES

In addition to the duties and responsibilities prescribed in the Municipal Government Act, other legislation, Village of Warners bylaws, and any additional duties assigned from time to time by Council, the CAO is responsible to provide and/or undertake the following including but not limited to:

- Provide guidance to the Village Strategic Planning process and implementation thereof.
- Enforce or cause to be enforced, all bylaws and resolutions of the Village.
- Communicate information and reports to Council required to make effective policy decisions.
- Ensure Village compliance to legislation and conduct due diligence regarding policies, procedures, and operations.
- Ensure the development of budget preparation, a 10-year capital plan, an asset management plan and financial reporting to Village Council on the Village's revenues and expenditures, and balance sheet performance.
- Responsible for the management of human resources and personnel matters.
- Establish, promote, and maintain comprehensive personnel policies and programs covering the selection, compensation, development, retention, appraisal, and placement of Village employees within established personnel policies. Recommend to Council new positions, salary adjustments, fringe benefits and working conditions.
- Accountable for the development, implementation and monitoring of performance standards for staff. Complete performance reviews on staff directly reporting to the CAO and ensure performance appraisals are conducted for all staff on an annual basis.
- Review the Village's organizational structure and recommend to Council changes to improve operating effectiveness and efficiency.
- Annually conduct program and service delivery evaluations to promote continuous improvement by staff, contractors, and agencies.
- Provide the efficient and most cost-effective procurement of goods and services required by the Village through established policies.
- Undertake the responsibility to stay informed and updated about governmental and community affairs and ensure the Council and Village employees are made aware of significant trends and best practices.
- Direct the execution of all documents, agreements, or contracts approved by Council.
- Meet regularly with staff to keep abreast of operations, facilitate two-way information exchange and provide input for operational critique and improvement.

- Attend, or is represented by the CAO designee, all meetings of Council, and assist in the decision-making process by providing advice, guidance, and consultation, as required.
- Liaise with other local governments, Provincial and Federal, as required and promote regional cooperation with the Village's neighbours.
- Develop a positive and proactive Customer Service philosophy throughout the organization. Respond to public inquiries and complaints according to approved procedures.
- As the Economic Development Officer for the Village, work closely with Council and any outside resources that may become available to the Village to continue to grow interest and attract businesses to the region.
- As the Development Officer, process development permit applications, prepare Municipal Planning Commission agendas, record minutes, and respond to inquiries from the public, developers, builders and their agents regarding all planning and development concerns or issues.
- Perform any other duties as may be required by Council.

Health and Safety

It is the responsibility of the Village of Warner employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.

QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

Education:

University degree in public administration, business, or related discipline. Certified Local Government Managers (CLGM) Designation or National Advanced Certificate in Local Authority Administration (NACLAA) is preferred.

Experience:

5+ years executive leadership experience in a private or public sector environment with a proven ability to build, mentor, engage and motivate a complex organization with multiple operations and diverse stakeholders.

Competencies:

- Demonstrated proven history of achieving measurable results when executing complex and transformational initiatives for organizations.
- Demonstrated ability to apply innovative thinking with an advanced ability to link strategies and planning to business objectives and an ability to move seamlessly between strategic and operational thinking.
- Experience in interpreting a strategic vision into an operational model while inspiring confidence and advancing a strategic agenda across a complex organization.
- Critical thinker with innovative solutions to complex business issues, strong analysis and creative problem solving and the ability to exercise sound judgment to make timely decisions based on evidence.
- Demonstrated experience in leading and driving complex solutions through influencing, consulting, negotiation, and conflict resolution.

- Demonstrated ability to communicate information with impact, passion, and excitement to a diverse audience in a manner that establishes rapport, persuades others, and gains trust and understanding.
- Demonstrated inclusion as a leader, including the ability to listen to diverse perspectives and viewpoints, be open to new ideas and approaches and integrate these into tangible solutions.
- Excellent written and verbal communications skills, including presentation skills, to convey complex material in a manner appropriate to different audiences.
- Demonstrated knowledge and understanding of outcome/service-based planning, budgeting and performance measurement and an ability to utilize data to inform decision-making with respect to the value or return on investment that is being provided to the residents of Warner.
- Solid knowledge of budgeting, balance sheets and financial reports.
- Demonstrated high standards of ethics, integrity, respect, accountability and upholding the public interest.
- Political and business acumen is required.

Directly reporting to this job are: Finance, Receptionist, Public Works Operator, Arena Operator

Working Conditions:

- Exposure to public and media criticism

Identified job hazards

- Dealing with angry people, working alone, repetitive strain (computer), extensive time on the telephone, chemical exposure (copier toner, etc.), lengthy periods of sitting.

Wage Grid:

Incumbent Signature
Date

Supervisor Signature
Date



Request for Decision Veterans News Request

RECOMMENDATION

That Council approve/deny the request to participate in the Veterans News Summer Book 2024 in the amount of \$350.00.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

The Village of Warner has supported the Veterans News over the past years.

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

Request \$395.00

ATTACHMENTS

1. Request Letter

From: bill@adnetagency.ca
Sent: April 4, 2024 12:00 PM
To: cao@warner.ca
Subject: VeteransNewsSummerBook2024cbKellyTh.Apr.18

Hi Kelly and Management
Village of Warner
403.642.3877

Thank you for the time to review the information and proposal with regards to placing an advertisement and *partner with us again

Please take a moment and review our website by clicking on to publication on the website and also read over the information and proposal.

VETERANS NEWS
www.veteransnews.ca

Veterans News - Summer Book 2024 *Stories on Our Canadian Heroes

Your company
advertisement - 1. Printed book 2. Online digital publication
will appear

Advertisement sponsorship size and cost:

Single business box
(w2.6in. x h2.in.)
\$395.00

Kelly andManagement your advertisement could read:

"Best Wishes to all Countries
and their Competitors
participating at the
Invictus Games"

compliments of
.
Village of Warner
Warner, Alberta Canada

The Printed book of The Veterans News will be distributed again to CANADIAN LEGION branches in all areas of Warner, Lethbridge, Medicine Hat, Strathmore, Calgary, Airdrie, Chestermere, Okotoks and all Legion branches in southern Alberta

WE publish stories on VETERANS

(Men & Women)

Keeping *their memories alive

For their Valor, Dedication, and their Bravery throughout the wars they fought for Canada with all their Allies overseas and the United States

- . 1st World War
- . 2nd World War
- . Korean War
- . Afghanistan War

IF You...

would like to submit one or

a company member would like to submit a Veterans story we will publish it for you...past and present

It's all about community involvement (No charge)

Keeping *ALL VETERANS MEMORIES Alive
not only on Remembrance Day, but every day of the year

Thank You Kelly and Management

Bill

587.936.2589

2024 - Capital Budget - April 17

Dept.	Project Description	2024 Proposed Budget Estimated Cost	TF from Operating	MSI \$245,019	Debentures / Loan	From Reserves	Other Funds	CCBF \$54,530	Total Funds	Notes
00 General Government										
	Administration Building Roof	\$ 34,000		\$ 34,000						
	HVAC Replacement	\$ 142,100					\$ 142,100			
	Total	\$ 176,100	\$ -	\$ 34,000	\$ -	\$ -	\$ 142,100	\$ -	\$ 176,100	
23 Fire Services										
	30,000 gallon water tank	\$ 20,000					\$ 20,000			Fireman's Society
	Total	\$ 20,000					\$ 20,000		\$ 20,000	
32 Roads										
	Street Rehabilitation	\$ 100,000		\$ 100,000						IMP
	Total	\$ 100,000	\$ -	\$ 100,000		\$ -			\$ 100,000	
42 Wastewater										
	2 Manholes	\$ 48,850		\$ 48,850						Lions Club/5th Ave
	Camera along 4th Avenue	\$ 20,000		\$ 20,000						
	Total	\$ 68,850		\$ 68,850				\$ -	\$ 68,850	
74 Civic Centre										
	Ice Plant	\$ 1,000,000			\$ 200,000		\$ 800,000			
	Radiant Heaters	\$ 10,000		\$ 10,000						
	Zamboni	\$ 100,000					\$ 100,000			
	Total	\$ 1,110,000	\$ -	\$ 10,000	\$ 200,000	\$ -	\$ 900,000	\$ -	\$ 1,110,000	
Total 2024 Capital Budget		\$ 1,474,950	\$ -	\$ 212,850	\$ 200,000	\$ -	\$ 1,062,100	\$ -	\$ 1,474,950	

2024 Draft Operating Budget - Village of Warner

	2022	2023	2024 Interim	YTD	2024	2024	
	ACTUAL	BUDGET	BUDGET	Dec 31 2023	BUDGET	Budget vs.	Explanation
						2023 Budget	
Tax Requirement Summary							
0 General Government Services	(482,855.42)	(578,313)	(578,313)	(601,129)	(637,334)	(95,458)	
11 Council	41,790.68	42,100	42,100	29,278	69,100	309	
12 Finance / Administration	253,748.43	251,078	251,078	209,760	174,837	(2,670)	
23 Fire Services	446.50	49,407	49,407	17,016	57,045	48,961	
26 Municipal Enforcement	28,059.62	28,281	28,281	27,378	33,446	221	
32 Roads	232,065.77	123,476	123,476	166,409	174,368	(108,590)	
33 Airport	9,318.81	231	231	4,358	6,227	(9,088)	
41 Water	18,497.14	(1,013)	(1,013)	(43,829)	(20,143)	(19,510)	
42 Wastewater	24,648.78	(7,250)	(7,250)	(17,411)	13,435	(31,899)	
43 Solid Waste	(6,371.89)	(2,220)	(2,220)	(6,976)	6,002	4,152	
61 Planning & Development	7,954.32	(8,300)	(8,300)	6,727	2,000	(16,254)	
72 Recreation Administration	(44,056.85)	35,700	35,700	25,156	37,261	79,757	
74 Civic Centre	81,905.63	69,523	69,523	40,811	83,756	(12,383)	
Operating (Surplus) Deficit	165,151.52	2,700	2,700	(142,451)	0	(162,451)	
General Government Services	(566,036.69)	(661,601)	(661,601)	(675,800)	(720,251)	(95,564)	
Council	-	-	-	(1,000)	-	-	
Finance	(71,395.37)	(60,185)	(60,185)	(74,865)	(118,857)	11,210	
Fire Services	(78,409.68)	(22,000)	(22,000)	(17,147)	(15,000)	56,410	
Municipal Enforcement	(5,269.38)	(2,650)	(2,650)	(3,318)	(3,400)	2,619	
Roads	(7,098.05)	(26,340)	(26,340)	(3,430)	(3,000)	(19,242)	
Airport	(8,383.12)	(3,200)	(3,200)	(3,600)	(900)	5,183	
Water	(237,975.55)	(215,300)	(215,300)	(216,820)	(210,650)	22,676	
Wastewater	(27,385.00)	(28,400)	(28,400)	(27,493)	(28,000)	(1,015)	
Solid Waste	(53,909.00)	(53,900)	(53,900)	(54,007)	(56,900)	9	
Planning & Development	(190.48)	(28,300)	(28,300)	(981)	(28,500)	(28,110)	
Recreation Administration	(51,367.00)	(22,200)	(22,200)	(15,170)	(19,400)	29,167	
Civic Centre	(47,119.08)	(88,500)	(88,500)	(102,946)	(94,650)	(41,381)	
Total Revenues	(1,154,538.40)	(1,212,576)	(1,212,576)	(1,196,577)	(1,299,508)	(58,038)	
General Government Services	83,181.27	83,288	83,288	74,671	82,917	107	
Council	41,790.68	42,100	42,100	30,278	69,100	309	
Finance	325,143.80	311,263	311,263	284,625	293,694	(13,881)	
Fire Services	78,856.18	71,407	71,407	34,163	72,045	(7,449)	
Municipal Enforcement	33,329.00	30,931	30,931	30,696	36,846	(2,398)	
Roads	239,163.82	149,816	149,816	169,840	177,368	(89,348)	
Airport	17,701.93	3,431	3,431	7,958	7,127	(14,271)	
Water	256,472.69	214,287	214,287	172,991	190,507	(42,186)	
Wastewater	52,033.78	21,150	21,150	10,082	41,435	(30,884)	
Solid Waste	47,537.11	51,680	51,680	47,031	62,902	4,143	
Planning & Development	8,144.80	20,000	20,000	7,708	30,500	11,855	
Recreation Administration	7,310.15	57,900	57,900	40,326	56,661	50,590	
Civic Centre	129,024.71	158,023	158,023	143,757	178,406	28,998	
Total Expenditures	1,319,689.92	1,215,276	1,215,276	1,054,126	1,299,509	(104,413)	

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
	GENERAL GOVERNMENT REVENUE							
1-00-00-00-00-110	REAL PROPERTY TAX	(410,644.64)	(456,846)	(456,846)	(460,124.44)	(508,881)	(52,035)	
1-00-00-00-00-115	ALBERTA SCHOOL FOUNDATION FUND	(74,777.54)	(74,671)	(74,671)	(74,277.00)	(83,286)	(8,615)	
1-00-00-00-00-116	REQUISITION - SENIORS	(8,404.31)	(8,617)	(8,617)	(8,567.56)	(8,617)	-	
1-00-00-00-00-121	LINEAR PROPERTY TAX	(32.97)	(33)	(33)	(33.97)	(34)	(1)	
1-00-00-00-00-250	LAND RENTAL REVENUE	(19,960.23)	(17,000)	(17,000)	(13,700.00)	(15,000)	2,000	
1-00-00-00-00-510	PENALTIES ON TAXES	-	-	-	(14,663.03)	-	-	
1-00-00-00-00-745	GRANTS - MSI OPERATING	(52,217.00)	(104,434)	(104,434)	(104,434.00)	(104,434)	-	
	TOTAL REVENUE	(566,036.69)	(661,601)	(661,601)	(675,800.00)	(720,251)	(58,650)	
	GENERAL GOVERNMENT EXPENSES							
2-00-00-00-00-270	ALBERTA SCHOOL FOUNDATION FUND	74,776.91	74,671	74,671	74,671.35	74,300	(371)	
2-00-00-00-00-271	SENIORS HOUSING	8,404.36	8,617	8,617	-	8,617	-	
	TOTAL EXPENSES	83,181.27	83,288	83,288	74,671.35	82,917	(371)	
	NET	(482,855.42)	(578,313)	(578,313)	(601,128.65)	(637,334)	(59,021)	

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
COUNCIL REVENUE								
1-11-00-00-00-777	DONATIONS	-	-	-	(1,000.00)	-	-	
	TOTAL REVENUE	-	-	-	(1,000.00)	-	-	
COUNCIL EXPENSES								
2-11-00-00-00-110	WAGES	17,368.80	20,000	20,000	18,763.58	20,000	-	
2-11-00-00-00-131	ER.C. - COUNCIL	156.20	200	200	-	200	-	
2-11-00-00-00-152	TRAVEL AND SUBSISTANCE	-	1,500	1,500	3,075.52	5,000	3,500	mileage increase from prev budget at 1500 to 5000 (not including
2-11-00-00-00-153	CONFERENCES AND CONVENTIONS	1,972.09	1,000	1,000	2,414.19	20,000	19,000	FCM / AB Municipalities all in / small training
2-11-00-00-00-211	MEMBERSHIPS	1,577.27	1,900	1,900	1490.08	2,900	1,000	Mayors and Reeves / CWG
2-11-00-00-00-230	LEGAL/AUDIT	4,308.00	1,000	1,000	-	5,000	4,000	
2-11-00-00-00-510	GENERAL SUPPLIES	1,758.32	1,500	1,500	60.00	1,000	(500)	BBQ end of harvest - school trip
2-11-00-00-00-770	DONATIONS	14,650.00	15,000	15,000	4,475.01	15,000	-	
	TOTAL EXPENSES	41,790.68	42,100	42,100	30,278.38	69,100	27,000	
	NET	41,790.68	42,100	42,100	29,278	69,100	27,000	

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
FINANCE / ADMINISTRATION REVENUE								
1-11-00-00-00-410	SALE OF SUPPLIES	(120.50)	(50)	(50)	-	(50)	-	
1-12-00-00-00-193	TAX SHARE AGREEMENT	(10,975.47)	(10,000)	(10,000)	(13,123.76)	(13,200)	(3,200)	
1-12-00-00-00-250	GRANT SUPPORT SHARE	-	-	-	(1,250.00)	-	-	AGAINST 2-12-250
1-12-00-00-00-410	TAX CERTIFICATES	(750.00)	(500)	(500)	(1,050.00)	(750)	(250)	
1-12-00-00-00-550	INTEREST	(14,199.81)	(5,000)	(5,000)	(29,475.64)	(10,000)	(5,000)	
1-12-00-00-00-551	NSF FEES	(220.00)	(150)	(150)	(225.00)	(150)	-	
1-12-00-00-00-560	RENT	(3,850.00)	(4,200)	(4,200)	(2,450.00)	(6,600)	(2,400)	FCSS \$350 / ATB \$200
1-12-00-00-00-570	UTILITY ADMIN FEE	(21,613.59)	-	-	(7.50)	-	-	
1-12-00-00-00-575	OTHER	(2,000.00)	-	-	(605.36)	-	-	
1-12-00-00-00-591	FRANCHISE FEES	(17,326.00)	(17,500)	(17,500)	(17,360.67)	(18,000)	(500)	increase to 7%
1-12-00-00-00-777	DONATIONS	(340.00)	(350)	(350)	(1,095.00)	(350)	-	
1-12-00-00-00-990	SUSPENSE	-	-	-	(8,222.02)	-	-	
	TRANSFER FROM RESERVE	-	(22,435)	(22,435)	-	(69,757)	(47,322)	
	TOTAL REVENUE	(71,395.37)	(60,185)	(60,185)	(74,864.95)	(118,857)	(58,672)	
FINANCE / ADMINISTRATION EXPENSES								
2-12-00-00-00-110	SALARY - GEN GOVT	29,932.20	118,560	118,560	124,974.20	127,474	8,914	
2-12-00-00-00-130	ER.C. - GEN GOVT	2,326.00	10,400	10,400	7,319.00	10,000	(400)	
2-12-00-00-00-131	EMPLOYER RRSP CONTRIBUTION	10,000.00	3,000	3,000	2,000.00	2,750	(250)	
2-12-00-00-00-153	TRAVEL & SUBSISTENCE	47.11	2,300	2,300	-	2,200	(100)	
2-12-00-00-00-154	TRAINING	-	1,875	1,875	234.00	1,500	(375)	
2-12-00-00-00-215	FREIGHT & POSTAGE	12,422.79	5,900	5,900	6,342.93	6,400	500	
2-12-00-00-00-216	TELEPHONE/FAX	11,056.67	12,000	12,000	7,066.40	10,000	(2,000)	
2-12-00-00-00-220	MEMBERSHIPS	2,176.32	500	500	511.06	400	(100)	
2-12-00-00-00-230	LEGAL	14,779.56	20,000	20,000	2,806.07	10,000	(10,000)	
2-12-00-00-00-233	ASSESSOR	-	8,320	8,320	10,400.00	11,200	2,880	
2-12-00-00-00-239	IT NETWORK SYSTEMS/WEBSITE	-	10,000	10,000	5,384.83	15,000	5,000	security
2-12-00-00-00-250	CONTRACTED SERVICES	38,554.88	26,000	26,000	19,106.28	27,000	1,000	strategic planning/work alone
2-12-00-00-00-252	REPAIRS AND MAINTENANCE - BUILDIN	-	1,000	1,000	2,705.43	6,000	5,000	painting/flooring council chambers /paint building
2-12-00-00-00-253	REPAIRS AND MAINTENANCE - EQUIP	-	1,000	1,000	1,747.50	3,200	2,200	HVAC
2-12-00-00-00-272	LIBRARY/CARLS REQUISITION	4,580.72	4,580	4,580	4,394.48	4,500	(80)	
2-12-00-00-00-273	FCSS REQUISITION	2,924.32	2,912	2,912	2,912.00	2,950	38	
2-12-00-00-00-274	INSURANCE	36,343.66	9,546	9,546	10,979.67	15,200	5,654	sewer deductible
2-12-00-00-00-275	TAX DISCOUNTS	2,783.37	3,000	3,000	2,600.42	3,000	-	
2-12-00-00-00-350	LEASES	-	3,600	3,600	5,038.20	3,600	-	copier lease
2-12-00-00-00-510	GENERAL SUPPLIES AND GOODS	5,700.46	6,000	6,000	6,819.25	6,500	500	sign
2-12-00-00-00-515	BANK SERVICE CHARGES	908.43	720	720	919.15	950	230	
2-12-00-00-00-516	PENALTIES INCURRED	203.02	-	-	38.76	-	-	
2-12-00-00-00-523	OFFICE EQUIPMENT & FURNISHINGS	3,881.00	10,000	10,000	-	1,500	(8,500)	TV for council chambers
2-12-00-00-00-540	NATURAL GAS	5,016.29	5,150	5,150	4,224.31	5,150	-	
2-12-00-00-00-541	ELECTRICITY	1,092.51	1,500	1,500	2,550.64	3,000	1,500	
2-12-00-00-00-700	AMORTIZATION	14,716.54	-	-	-	-	-	
2-12-00-00-00-780	BAD DEBT AR/TAXES	24,573.21	10,000	10,000	5,687.01	-	(10,000)	
2-12-00-00-00-990	SUSPENSE	-	-	-	9,838.95	-	-	
2-13-00-00-00-110	MILK RIVER WAGES	89,111.79	-	-	3,432.00	-	-	
2-13-00-00-00-131	ER.C. - GEN GOVT	12,012.95	-	-	472.63	-	-	
777	CHRISTMAS HAMPER	-	-	-	1,045.00	2,000	2,000	
	HERITAGE HANDI-BUS	-	2,020	2,020	2,020.00	2,020	-	
	ADVERTISING	-	200	200	-	200	-	
	AUDITOR	-	10,000	10,000	9,875.00	10,000	-	
770	ACP GRANT RETURN	-	21,180	21,180	21,180.08	-	(21,180)	
	Transfer to Reserves	-	-	-	-	-	-	1% asset replacement/1% general municipal/1% tax stabilization11!
	TOTAL EXPENSES	325,143.80	311,263	311,263	284,625.25	293,694	1,611	
	NET	253,748.43	251,078	251,078	209,760.30	174,837	(57,061)	

2024 Draft Operating Budget - Village of Warner

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2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
MUNICIPAL ENFORCEMENT REVENUE								
1-26-00-00-00-250	BYLAW FINES	(2,600.00)	(1,000)	(1,000)	(450.00)	(500)	500	
1-26-00-00-00-525	ANIMAL TAGS, LICENSES, FINES	(1,145.00)	(650)	(650)	(1,854.00)	(1,900)	(1,250)	
1-26-00-00-00-530	TRAFFIC FINES	(1,524.38)	(1,000)	(1,000)	(1,013.81)	(1,000)	-	
	TOTAL REVENUE	(5,269.38)	(2,650)	(2,650)	(3,317.81)	(3,400)	(750)	
MUNICIPAL ENFORCEMENT EXPENSES								
2-26-00-00-00-250	CONTRACTED SERVICES	20,600.00	18,000	18,000	17,864.68	18,000	-	
2-26-00-00-00-275	PROVINCIAL POLICING	12,194.00	12,831	12,831	12,831.00	18,746	5,915	
2-26-00-00-00-510	SUPPLIES	535.00	100	100	-	100	-	
	TOTAL EXPENSES	33,329.00	30,931	30,931	30,695.68	36,846	5,915	
	NET	28,059.62	28,281	28,281	27,377.87	33,446	5,165	

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
ROADS REVENUE								
1-32-00-00-00-511	SERVICES PROVIDED TO RESIDENTS	(7,098.05)	(20,340)	(20,340)	(3,430.25)	(3,000)	17,340	includes cemetery opening and closing
1-32-00-00-00-590	MISC REVENUE	-	(6,000)	(6,000)	-	-	6,000	
	TOTAL REVENUE	(7,098.05)	(26,340)	(26,340)	(3,430.25)	(3,000)	23,340	
ROAD EXPENSES								
2-32-00-00-00-110	SALARY - PUBLIC WORKS	58,480.72	26,800	26,800	43,000.64	43,861	17,061	
2-32-00-00-00-130	ER.C. - PUBLIC WORKS	8,189.02	4,000	4,000	8,733.67	8,800	4,800	
2-32-00-00-00-211	TRAVEL & SUBSISTENCE	-	500	500	141.42	250	(250)	
2-32-00-00-00-216	TELEPHONE	-	2,000	2,000	1,260.00	1,500	(500)	
2-32-00-00-00-250	CONTRACTED SERVICES	9,568.00	25,000	25,000	5,374.00	28,300	3,300	sweeping/grading/crushing/sidewalk repairs
2-32-00-00-00-251	ROAD AND SIDEWALK REPAIRS	-	-	-	18,795.48	-	-	
2-32-00-00-00-260	RENTALS & LEASES EQUIPMENT	-	1,000	1,000	24.00	500	(500)	
2-32-00-00-00-274	INSURANCE	-	4,316	4,316	3,668.14	5,957	1,641	
2-32-00-00-00-275	WCB	3,966.84	2,600	2,600	-	1,500	(1,100)	
2-32-00-00-00-510	GOODS and SUPPLIES	2,342.19	4,000	4,000	3,419.34	5,000	1,000	line painting supplies / road signs and posts
2-32-00-00-00-511	MAINTENANCE MATERIALS	48,181.86	35,000	35,000	36,594.44	38,000	3,000	MG 30/crushed gravel/washed gravel/topsoil/
2-32-00-00-00-520	EQUIPMENT PARTS and TOOLS	(666.67)	1,000	1,000	888.88	1,000	-	
2-32-00-00-00-521	FUEL/OIL	8,141.74	8,500	8,500	3,987.41	5,000	(3,500)	
2-32-00-00-00-522	REPAIRS & MAINT. EQUIPMENT	166.26	1,000	1,000	7,787.04	1,500	500	
2-32-00-00-00-523	REPAIRS & MAINT. VEHICLES	3,868.64	5,000	5,000	233.38	2,000	(3,000)	
2-32-00-00-00-530	REPAIRS & MAINT. BUILDING	-	1,000	1,000	104.76	1,000	-	Building Painting
2-32-00-00-00-540	NATURAL GAS	2,393.66	2,400	2,400	2,340.37	2,500	100	
2-32-00-00-00-541	ELECTRICITY	3,219.36	3,400	3,400	3,777.55	4,000	600	
2-32-00-00-00-542	STREET LIGHTS	19,241.73	22,100	22,100	19,510.21	26,500	4,400	based on Jan 24 invoice
2-32-00-00-00-700	AMORTIZATION	71,855.31	-	-	-	-	-	
2-32-00-00-00-830	LOAN INTEREST	215.16	200	200	198.80	200	-	
263	TRANSFER TO CAPITAL	-	-	-	10,000.00	-	-	
	TOTAL EXPENSES	239,163.82	149,816	149,816	169,839.53	177,368	27,552	
	NET	232,065.77	123,476	123,476	166,409.28	174,368	50,892	

2024 Draft Operating Budget - Village of Warner

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2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
WATER REVENUE								
1-41-00-00-00-250	WATER SERVICE HOOK UP	(2,757.07)	(300)	(300)	-	-	300	
1-41-00-00-00-410	WATER SALES	(137,762.40)	(140,000)	(140,000)	(162,002.64)	(155,000)	(15,000)	
1-41-00-00-00-411	CONTRACT WORK FOR RESIDENTS	-	-	-	(135.00)	(500)	(500)	
1-41-00-00-00-412	WATER LINE REPYAMENT	(42,081.00)	(42,000)	(42,000)	(40,373.00)	(41,000)	1,000	
1-41-00-00-00-415	WATER SALES - BULK	(53,571.56)	(32,000)	(32,000)	(9,299.12)	(10,000)	22,000	
1-41-00-00-00-430	UTILITY CROSSING	-	-	-	(2,625.57)	(2,650)	(2,650)	
1-41-00-00-00-510	PENALTIES ON UTILITIES	(1,803.52)	(1,000)	(1,000)	(2,384.75)	(1,500)	(500)	
	TOTAL REVENUE	(237,975.55)	(215,300)	(215,300)	(216,820.08)	(210,650)	4,650	
WATER EXPENSES								
2-41-00-00-00-110	SALARY - WATER	5,290.95	10,400	10,400	2,291.60	2,337	(8,063)	
2-41-00-00-00-130	ER.C. - WATER	651.67	2,500	2,500	-	700	(1,800)	
2-41-00-00-00-211	COURSES, MEALS, TRAVEL	-	-	-	-	-	-	
2-41-00-00-00-215	FREIGHT & POSTAGE	-	500	500	595.91	700	200	
2-41-00-00-00-220	MEMBERSHIPS	-	115	115	-	115	-	
2-41-00-00-00-230	CONTRACTED SERVICES	126,014.35	130,000	130,000	101,407.81	100,000	(30,000)	
2-41-00-00-00-240	RESIDENT REPAIRS	-	-	-	16,276.96	20,000	20,000	
2-41-00-00-00-250	CONTRACTED PURCHASE & WORK	1,252.94	3,000	3,000	854.75	10,000	7,000	
2-41-00-00-00-260	UTILITY CROSSING	220.43	2,000	2,000	1,880.25	1,900	(100)	
2-41-00-00-00-274	INSURANCE	-	3,862	3,862	5,546.93	4,055	193	
2-41-00-00-00-415	BULK WATER SALES REFUNDS	7,407.72	-	-	-	-	-	
2-41-00-00-00-510	GENERAL SUPPLIES & GOODS	3,594.28	5,000	5,000	443.57	2,000	(3,000)	
2-41-00-00-00-520	EQUIPMENT PARTS & SUPPLIES	5,706.56	10,000	10,000	3,083.88	5,000	(5,000)	
2-41-00-00-00-521	FUEL/OIL	380.50	500	500	460.00	500	-	
2-41-00-00-00-522	REPAIRS & MAINT. EQUIPMENT	1,758.80	5,000	5,000	4,248.50	5,000	-	
2-41-00-00-00-531	CHEMICALS	12,044.50	11,500	11,500	9,487.20	10,500	(1,000)	
2-41-00-00-00-540	NATURAL GAS	5,193.41	5,250	5,250	4,674.83	5,000	(250)	
2-41-00-00-00-541	ELECTRICITY	3,045.41	3,700	3,700	4,629.56	4,700	1,000	
2-41-00-00-00-700	AMORTIZATION	65,607.58	-	-	-	-	-	
2-41-00-00-00-760	TRANSFER TO CAPITAL	-	2,260	2,260	-	-	(2,260)	
2-41-00-00-00-830	DEBT INTEREST PAYMENT	18,303.59	18,700	18,700	17,109.08	18,000	(700)	
		256,472.69	214,287	214,287	172,990.83	190,507	(23,780)	
	NET	18,497.14	(1,013)	(1,013)	(43,829.25)	(20,143)	(19,130)	

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
	WASTEWATER REVENUE							
1-42-00-00-00-410	WASTEWATER FEES	(27,385.00)	(27,400)	(27,400)	(27,490.00)	(27,500)	(100)	
1-42-00-00-00-440	CONTRACT WORK FOR RESIDENTS	-	(1,000)	(1,000)	(3.00)	(500)	500	
	TOTAL REVENUE	(27,385.00)	(28,400)	(28,400)	(27,493.00)	(28,000)	400	
	WASTEWATER EXPENSES							
2-42-00-00-00-110	WAGES	-	-	-	770.00	785	785	
2-42-00-00-00-131	ER.C. - WATER	-	-	-	127.63	150	150	
2-42-00-00-00-215	FREIGHT & POSTAGE	-	150	150	-	-	(150)	
2-42-00-00-00-240	RESIDENT REPAIRS	-	-	-	9,184.01	20,000	20,000	
2-42-00-00-00-250	CONTRACTED SERVICES	-	10,000	10,000	-	10,000	-	
2-42-00-00-00-260	RENTALS & LEASES EQUIPMENT	-	1,000	1,000	-	-	(1,000)	
2-42-00-00-00-510	GENERAL SUPPLIES & GOODS	532.14	1,000	1,000	-	500	(500)	
2-42-00-00-00-531	CHEMICALS	-	9,000	9,000	-	10,000	1,000	
2-42-00-00-00-700	AMORTIZATION	51,501.64	-	-	-	-	-	
	TOTAL EXPENSES	52,033.78	21,150	21,150	10,081.64	41,435	20,285	
	NET	24,648.78	(7,250)	(7,250)	(17,411.36)	13,435	20,685	

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
SOLID WASTE REVENUE								
1-43-00-00-00-410	GARBAGE FEES	(47,409.00)	(47,400)	(47,400)	(47,506.50)	(50,400)	(3,000)	\$1 recycling fee x 241 accounts x 12 mnths = \$2,892 year
1-43-00-00-00-840	COUNTY COST SHARE	(6,500.00)	(6,500)	(6,500)	(6,500.00)	(6,500)	-	
	TOTAL REVENUE	(53,909.00)	(53,900)	(53,900)	(54,006.50)	(56,900)	(3,000)	
SOLID WASTE EXPENSES								
2-43-00-00-00-110	SALARY - SOLID WASTE	12,500.00	12,480	12,480	14,610.01	14,902	2,422	
2-43-00-00-00-131	ER.C. - SOLID WASTE	903.39	1,500	1,500	-	1,500	-	
2-43-00-00-00-205	BOARDS & AGENCIES	11,722.91	12,500	12,500	11,313.09	12,500	-	
2-43-00-00-00-231	CONTRACTED RECYCLING	2,335.45	5,000	5,000	1,055.44	12,000	7,000	
2-43-00-00-00-250	CONTRACT LABOUR	161.95	-	-	-	-	-	
2-43-00-00-00-251	CONTRACTED SOLID WASTE PICKUP	18,600.00	18,600	18,600	18,600.00	19,500	900	
2-43-00-00-00-510	GENERAL SUPPLIES & GOODS	97.49	100	100	-	500	400	upcycling centre
2-43-00-00-00-522	REPAIRS & MAINT. EQUIPMENT	402.00	500	500	728.71	1,000	500	
2-43-00-00-00-541	ELECTRICITY	813.92	1,000	1,000	723.42	1,000	-	
	TOTAL EXPENSES	47,537.11	51,680	51,680	47,030.67	62,902	11,222	
	NET	(6,371.89)	(2,220)	(2,220)	(6,975.83)	6,002	8,222	

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
PLANNING REVENUE								
1-61-00-00-00-410	ZONING & DEVELOPMENT PERMITS	(190.48)	(300)	(300)	(930.96)	(500)	(200)	
1-66-00-00-00-464	LAND SALES	-	(28,000)	(28,000)	(50.00)	(28,000)	-	
	TOTAL REVENUE	(190.48)	(28,300)	(28,300)	(980.96)	(28,500)	(200)	
PLANNING EXPENSES								
2-61-00-00-00-230	PLANNING SERVICES	8,144.80	20,000	20,000	7,707.99	12,000	(8,000)	
	LAND SALE COSTS	-	-	-	-	16,500	16,500	RPR/Legal/Realtor
	ECONOMIC DEVELOPMENT					2,000		beautification loan
	TOTAL EXPENSES	8,144.80	20,000	20,000	7,707.99	30,500	8,500	
	NET	7,954.32	(8,300)	(8,300)	6,727.03	2,000	8,300	

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim BUDGET	Dec 31 2023	Budget	Diff	Explanation
	RECREATION ADMINISTRATION REVENUE							
1-72-00-00-00-410	CONTRACT WORK FOR RESIDENT	-	-	-	(170.00)	(200)	(200)	
1-72-00-00-00-850	COUNTY RECREATION GRANT	(51,367.00)	(15,000)	(15,000)	(15,000.00)	(15,000)	-	
	SUMMER JOBS GRANT	-	(7,200)	(7,200)	-	(4,200)	3,000	
	TOTAL REVENUE	(51,367.00)	(22,200)	(22,200)	(15,170.00)	(19,400)	2,800	
	RECREATION ADMINISTRATION EXPENSES							
2-72-00-00-00-110	SALARY - RECREATION	-	31,300	31,300	27,903.29	28,461	(2,839)	
2-72-00-00-00-131	ER.C. - RECREATION	17.79	5,500	5,500	3,565.12	5,000	(500)	
2-72-00-00-00-153	TRAVEL	-	100	100	-	2,000	1,900	
2-72-00-00-00-154	TRAINING	-	-	-	-	1,200	1,200	RFP Conference registration only - Jason and Justin
2-72-00-00-00-250	CONTRACTED	3,756.87	15,000	15,000	5,250.00	10,000	(5,000)	spraying/trees
2-72-00-00-00-251	REPAIRS AND MAINTENANCE	-	-	-	590.32	5,000	5,000	
2-72-00-00-00-510	GENERAL SUPPLIES	327.99	5,000	5,000	1,335.96	2,500	(2,500)	siloutte - Christmas light
2-72-00-00-00-521	FUEL	-	-	-	556.02	1,000	1,000	
2-72-00-00-00-541	ELECTRICITY	678.76	1,000	1,000	1,125.71	1,500	500	
2-72-00-00-00-700	AMORTIZATION	2,528.74	-	-	-	-	-	
2-72-00-00-00-762	TRANSFER TO CAPITAL	-	-	-	-	-	-	
	TOTAL EXPENSES	7,310.15	57,900	57,900	40,326.42	56,661	(1,239)	
	NET	(44,056.85)	35,700	35,700	25,156.42	37,261	1,561	

2024 Operational Projects

Council	
CWG membership	\$ 1,000.00
Council mileage	\$ 3,500.00
Community Engagement – vision / mission	\$ 5,000.00
Mayors and Reeves membership	\$ 200.00
Dr's Housing	\$ -
AB Municipalities Conference x 2	\$ 6,000.00
FCM x 2	\$ 8,000.00
	\$ 23,700.00
Administration	
Chamber Flooring	\$ 2,000.00
Chamber Painting	\$ 2,000.00
Smart TV/Board	\$ 1,500.00
Working Alone (25 (text) or 30 (phone in) / person)	\$ 2,000.00
Security Bars for ATB	\$ 2,042.45
Punch code keyless entry – WTP/PW Shop/Admin (\$120 each)	\$ 400.00
Village Admin building sign	\$ 500.00
Paint Admin building	\$ 1,000.00
Paint PW building	\$ 1,000.00
IT	\$ 5,000.00
HVAC – AC Preventative Maintenance	\$ 3,200.00
ATB Rent	-\$ 2,400.00
RCMP	\$ 18,746.00
	\$ 36,988.45
Fire	
Yellow(Bush) truck clutch	\$ 2,500.00
	\$ 2,500.00
Roads	
6 th street sink hole	
Playground zone signs/posts	\$ 4,000.00
Crosswalk painting	\$ 1,000.00
Swales at 1 st Ave/5 th by ball park and 2 nd Ave/ 4 or 5 street	
gravel 7th at bottom up to 6th to Joan McKenzies up to 5th	
	\$ 5,000.00
Solid Waste	
Recycling Fee to Rates Bylaw	-\$ 2,900.00
	-\$ 2,900.00
Airport	
Rental	\$ -
	\$ -
Planning and Development	
LUB Update	
CF Beautification (cost per loan)	\$ 2,000.00

	\$ 2,000.00
Parks and Recreation	
Christmas Lights (\$1,200 per siloutte)	\$ 1,200.00
	\$ 1,200.00
Civic Centre	
Water filling station	\$ 1,600.00
Griddle	\$ 1,300.00
Camera for online monitoring of systems	\$ 1,800.00
EV Charger light	\$ 650.00
Line for Ammonia sensor	
Line for Live Barn	
	\$ 5,350.00
GRAND TOTAL	\$ 36,850.00

2024 Draft Operating Budget - Village of Warner

		2022	2023	2024	YTD	2024	2024/2023	Budget
		Actual	BUDGET	Interim Budget	Dec 31 2023	Budget	Diff	Explanation
CIVIC CENTRE REVENUE								
1-41-00-00-00-560	ADVERTISING	-	-	-	(2,400.00)	(2,000)	(2,000)	
1-74-00-00-00-100	KITCHEN LEASE	(800.00)	(1,500)	(1,500)	(2,750.00)	(1,650)	(150)	
1-74-00-00-00-400	RINK FEES	(31,131.58)	(40,000)	(40,000)	(37,270.59)	(38,000)	2,000	
1-74-00-00-00-410	KEY FOBS - CIVIC CENTRE	(1,240.00)	(1,000)	(1,000)	(260.00)	(500)	500	
1-74-00-00-00-570	BOWLING RENTAL& MISC SALES	(770.00)	-	-	(4,799.29)	-	-	
1-74-00-00-00-575	DONATIONS	(1,800.00)	(1,000)	(1,000)	(3,464.10)	(2,000)	(1,000)	
1-74-00-00-00-850	COUNTY RECREATION GRANT	-	(35,000)	(35,000)	(36,472.00)	(35,000)	-	
1-74-00-00-01-560	GYM MEMBERSHIP FEES	(11,377.50)	(10,000)	(10,000)	(15,530.00)	(15,500)	(5,500)	
	TOTAL REVENUE	(47,119.08)	(88,500)	(88,500)	(102,945.98)	(94,650)	(6,150)	
CIVIC CENTRE EXPENSES								
2-74-00-00-00-109	LIBRARY (JANITORIAL)	1,672.00	2,400	2,400	2,753.66	2,800	400	
2-74-00-00-00-110	WAGES - CIVIC CENTRE	17,660.13	29,000	29,000	40,683.87	43,000	14,000	2% COLA/Wage Scale
2-74-00-00-00-130	ER.C - CIVIC CENTRE	1,680.19	5,000	5,000	-	5,000	-	
2-74-00-00-00-211	TRAVEL & TRAINING	1,295.30	500	500	-	250	(250)	
2-74-00-00-00-220	MEMBERSHIPS	1,555.00	1,500	1,500	179.97	180	(1,320)	
2-74-00-00-00-230	CONTRACTED PERSONNEL	13,060.22	7,368	7,368	942.09	-	(7,368)	
2-74-00-00-00-239	IT SUPPORT/EQUIPMENT	-	-	-	280.00	500	500	Justin Ipad
2-74-00-00-00-250	REPAIRS & MAINT	8,067.58	-	-	7,078.18	-	-	
2-74-00-00-00-274	INSURANCE	-	27,705	27,705	34,622.23	33,526	5,821	
2-74-00-00-00-350	CONTRACTED SERVICES	15,389.99	10,000	10,000	5,407.89	5,000	(5,000)	
2-74-00-00-00-360	LEASES	-	-	-	119.58	150	150	
2-74-00-00-00-510	GENERAL SUPPLIES & GOODS	5,944.95	7,000	7,000	5,327.80	5,000	(2,000)	
2-74-00-00-00-511	CIVIC CENTRE JANITORIAL SUPPLIES	-	-	-	163.84	500	500	
2-74-00-00-00-520	REPAIRS & MAINT EQUIPMENT	4,948.24	30,000	30,000	13,423.37	45,000	15,000	
2-74-00-00-00-521	FUEL / OIL / PROPANE	-	1,200	1,200	1,469.71	1,500	300	
2-74-00-00-00-522	REPAIRS & MAINT. BUILDING	3,350.85	10,000	10,000	3,939.33	8,000	(2,000)	
2-74-00-00-00-540	NATURAL GAS	11,321.51	10,850	10,850	11,796.10	12,000	1,150	
2-74-00-00-00-541	ELECTRICITY	11,416.46	11,300	11,300	11,707.98	12,000	700	
2-74-00-00-00-700	AMORTIZATION	27,483.88	-	-	-	-	-	
2-74-00-00-01-831	SOLAR PANEL DEBENTURE	4,178.41	4,200	4,200	3,861.74	4,000	(200)	
	ICE PLANT debt servicing	-	-	-	-	-	-	
	TOTAL EXPENSES	129,024.71	158,023	158,023	143,757.34	178,406	20,383	
NET		81,905.63	69,523	69,523	40,811.36	83,756	14,233	

2024 Capital Projects

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Administration	
HVAC Replacements	\$ 142,100.00
Administration Roof	\$ 34,000.00
	\$ 176,100.00
Fire	
30,000 gallon water tank	\$ 20,000.00
Rescue Truck	\$
	\$ 20,000.00
Roads	
Truck	\$
Road Rehabilitation	\$ 100,000.00
	\$ 100,000.00
Wastewater	
Manhole replacement	\$ 48,850.00
Camera along 4th Avenue	\$ 20,000.00
	\$ 68,850.00
Storm Water	
3rd street/ 5 or 7 avenue drainage	\$
Recreation	
Pickle ball court	\$
Grain bin gazebo	\$
Civic Centre	
Ice plant	\$ 1,000,000.00
radiant heaters	\$ 10,000.00
Zamboni	\$ 100,000.00
	\$ 1,110,000.00
GRAND TOTAL	\$ 1,474,950.00